

Agenda
Planning and Policy Committee
West Olive Administration Building – Board Room
12220 Fillmore Street, West Olive, Michigan 49460
Thursday, December 9, 2010
9:30 AM

Consent Items:

1. Approval of the Agenda
2. Approval of November 11, 2010 Planning and Policy Committee Minutes

Action Items:

3. 2011 Communication Plan
Suggested Motion:
To approve the 2011 Communication Plan.
4. Non-Motorized Vehicle Path and Sidewalk Easement to be granted to Jamestown Township
Suggested Motion:
To approve and forward to the Board of Commissioners the Non-Motorized Vehicle Path and Sidewalk Easement wherein Ottawa County deeds an easement through Spring Grove Park to Jamestown Township for the Frederick Meijer Kenowa Trail.
5. Permanent Drainage Easement to be granted to the Ottawa County Road Commission
Suggested Motion:
To approve and forward to the Board of Commissioners the Permanent Drainage Easement wherein Ottawa County deeds an easement through Spring Grove Park to the Ottawa County Road Commission as required for the Frederick Meijer Kenowa Trail.

Discussion Item:

6. Musketawa - White Pine Trail Connection (Triick Farm Property)
7. Closed Session to Discuss Property Matters (2/3 roll call vote required)

Adjournment

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

PLANNING & POLICY COMMITTEE

Proposed Minutes

DATE: November 11, 2010

TIME: 9:32 a.m.

PLACE: Fillmore Street Complex

PRESENT: Joyce Kortman, Gordon Schrotenboer, Jane Ruiter, Roger Rycenga

ABSENT: Dennis Swartout

STAFF & GUESTS: Alan Vanderberg, Administrator; John Scholtz, Parks & Recreation Director; Sherri Sayles, Deputy Clerk; Keith VanBeek, Assistant Administrator; Greg Rappleye, Corporation Counsel; David Hulst, IT Director; Mark Knudsen, Planning & Performance Director

SUBJECT: CONSENT ITEMS

PP 10-058 Motion: To approve the agenda of today as presented and amended adding Action Item 5A – Court Technology Plan Update.
Moved by: Schrotenboer UNANIMOUS

PP 10-059 Motion: To approve the minutes of the October 14, 2010, meeting as presented.
Moved by: Ruiter UNANIMOUS

Mr. Swartout arrived at 9:34 a.m.

SUBJECT: AMENDMENT TO GREAT LAKES FISHERY TRUST GRANT AGREEMENT

PP 10-060 Motion: To approve and forward to the Board of Commissioners the Grant Amendment with the Great Lakes Fishery Trust for the Holland Harbor Fishing Access Project.
Moved by: Schrotenboer UNANIMOUS

SUBJECT: APPOINTMENTS TO BOARD AND COMMISSIONS POLICY

PP 10-061 Motion: To approve and forward to the Board of Commissioners the Appointments to Boards and Commissions Policy for review and comment.
Moved by: Ruiter UNANIMOUS

**SUBJECT: LOCAL UNITS OF GOVERNMENT ZONING
RESOLUTION**

PP 10-062 Motion: To approve and forward to the Board of Commissioners a resolution to waive the statutory requirements to compel local units of government to submit proposed township zoning ordinances, proposed zoning text changes, and township rezoning requests. The Commission recommends having a five-year sunset period, at which time the submission requirements will be reviewed.
Moved by: Schrottenboer **UNANIMOUS**

SUBJECT: COURT TECHNOLOGY PLAN UPDATE (2010)

PP 10-063 Motion: To approve and forward to the Board of Commissioners, The Court Technology Plan Update (2010).
Moved by: Ruitter **UNANIMOUS**

**SUBJECT: CLOSED SESSION TO DISCUSS PROPERTY
ACQUISITION**

PP 10-064 Motion: To go into a Closed Session at 9:59 a.m. to discuss property acquisition.
Moved by: Schrottenboer **UNANIMOUS**

Roll call: Yeas: Ruitter, Schrottenboer, Swartout, Kortman, Rycenga. (5)

PP 10-065 Motion: To rise from Closed Session at 10:15 a.m.
Moved by: Swartout **UNANIMOUS**

SUBJECT: ADJOURNMENT

PP 10-066 Motion: To adjourn at 10:16 a.m.
Moved by: Swartout **UNANIMOUS**

Action Request



Committee: Planning and Policy Committee

Meeting Date: 12/9/2010

Requesting Department: Administrator's Office

Submitted By: Keith Van Beek

Agenda Item: 2011 Communication Plan

SUGGESTED MOTION:

To approve the 2011 Communication Plan.

SUMMARY OF REQUEST:

The Board of Commissioners requested and approved an overall communication plan for the county in 2009. It was requested that this plan be updated yearly to continually strategize and evaluate the various efforts to communicate with various stakeholders.

The 2011 Communication Plan is being presented for Board consideration and approval.

FINANCIAL INFORMATION:

Total Cost: \$0.00

General Fund Cost: \$0.00

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: 2: To Maintain and Enhance Communication with Citizens, Employees, and Other Stakeholders.

Objective: 1: Continue to improve the County website, miOttawa.

2: Review and update a comprehensive communication plan to maximize communication with citizens.

3: Continue to develop and implement methods of communicating with employee groups.

4: Continue to improve communication with Commissioners.

5: Evaluate communication with other key stakeholders.

ADMINISTRATION RECOMMENDATION:

Recommended

Not Recommended

Without Recommendation

County Administrator: **Alan G. Vanderberg**

Digitally signed by Alan G. Vanderberg
DN: cn=Alan G. Vanderberg, o=County of Ottawa, ou=Administrator's Office, email=vanderberg@miottawa.org
Reason: I am approving this document
Date: 2010.12.02 09:34:55 -0500

Committee/Governing/Advisory Board Approval Date:



OTTAWA COUNTY BOARD OF COMMISSIONERS

2011 Communication Plan

*I*n recent years, the Board of Commissioners identified the need for a comprehensive communication plan during the yearly review and update of the Board Strategic Plan. One of the four goals of the Board of Commissioners continues to be “to maintain and enhance communication with citizens, employees and other stakeholders”.

In October of 2009 the Board reviewed an initial comprehensive communication plan, serving as a guide for overall communications and establishing strategies and tactics for 2010 to achieve the larger goal of the Board to maintain and enhance communication. A specific action item in that plan was to “review and update a comprehensive communication plan to maximize communication”.

The intent of this 2011 Communication Plan is to once again review the existing elements of the plan, confirm communication strategies and establish new tactics and action items for 2011. Like every plan, it will need constant attention and updates as circumstances change. It is our intent to conduct a review and submit a new communication plan yearly to the Board of Commissioners.

Certain “guiding principles” are provided at the outset of the plan to guide the overall development and direction of the plan. The plan itself is organized in three core areas; communication with citizens, employees and other stakeholders. Specific strategies are listed in each area, with tactics and deliverable action items identified to track progress. A report section is also provided to update the Board on progress made in the past year.

It should be mentioned that this effort is being done in a time where the methods and expectations for communication are drastically changing. The role and future of newspapers are in doubt. Social networking is quickly reshaping the way we communicate and interact. Citizens continue to expect more and faster information from their government, and yet seem less informed and involved with the process. This plan is intended, in part, to help clarify concepts and information to make our communication with our target audiences more effective.

PROACTIVE vs. **REACTIVE**

We recognize the importance of taking a proactive approach versus a reactive approach to communication. The communication plan should create and maintain channels of communication and the tools necessary to achieve the stated goals, rather than to simply respond to inquiries.

TWO-WAY vs. **ONE-WAY**

Connected with the principle of being proactive, we recognize the importance of communications that are two-way rather than one-way, so that Ottawa County is listening to citizens and engaging in dialogue to understand their needs, wants and their suggested solutions.

OPEN vs. **CLOSED**

We recognize the importance of maintaining an open and transparent government, supported by our communications, rather than one that is closed. Information needs to be shared throughout the organization as well as throughout the community. Openness creates a sense of belonging and teamwork, whereas closed communication patterns breed suspicion and distrust.

INCLUSIVE vs. **EXCLUSIVE**

We recognize the importance of including everyone in the communications process as it builds teamwork and a feeling of belonging, breaking down the feeling of “we-they” which is common in many governments and in relationships of government with citizens. The goal is to include everyone who cares to participate and to motivate those who are not currently engaged.

STRONGLY THEMED vs. **SCATTERED MESSAGES**

We recognize the importance of communication built on strong themes as being more effective than one with unrelated and scattered messages. The communication plan should support, reinforce and reflect the overall mission and goals of Ottawa County.

STRATEGIES, TACTICS, ACTION ITEMS AND UPDATES

An overall goal of the Board of Commissioners is to “maintain and enhance communication”. This Communication Plan lists various strategies designed to accomplish that goal in relation to citizens, employees and other stakeholders. While the strategies are relatively static in nature, the tactics and action items that assist in implementing the strategies are likely to change annually. Updates are provided to keep the Board informed on progress made in the past year.

COMMUNICATION WITH CITIZENS

Strategy A – Organize Communications Around miOttawa.org

Tactic: Continue the development of miOttawa.org to offer information about services.

- Continue to evaluate the cost of the website consultant contract, weighing the value of added development versus the maintenance of existing functionality.
- Consistently work to keep miOttawa.org well-organized and current with information.
- Investigate and implement new technologies that could enhance how information is communicated, for example to use videos to explain County services.

- Evaluated and extended the contract with our website consultant.
- Reorganized the home page.
- New services - community videos, online agenda packets, "County in the News".

Tactic: Continue the development of miOttawa.org to increase opportunities to access services.

- Utilize convenience fee revenue generated from services offered online to support and expand the development of miOttawa.org.
- Find a way to better quantify the internal efficiency value to the organization realized by the implementation of online services.

- Over 35% increase in convenience fee revenue.
- Improved reporting from website contractor on the value of new online services.

Tactic: Aggressively promote the capabilities and services of miOttawa.org.

- Continue to market and offer the capabilities and services of miOttawa.org to other local units of government.
- Investigate and implement other means to promote miOttawa.org.

- Partnered with several local units of government to utilize the capabilities of miOttawa.org.
- Improved ranking in Digital Counties Survey award, up to 4th from 7th in 2009.

Tactic: Use miOttawa.org to develop and adhere to a "brand", presenting all information about Ottawa County using common themes and appearance. This is critical to achieve greater understanding regarding the overall role of the County, to generate and maintain clear messages and to maintain and increase credibility.

- Implement and closely monitor the use of an Ottawa County brand on the website, social networks and other media pieces. This includes keeping miOttawa.org as the "one place to go" for information, allowing individual departments to control the content on their portion of the website but retaining all benefit from the traffic they attract in the aggregate.
- Evaluate the current County seal and logo and assess the potential value to change the logo and implement use of it.
- Evaluate the extension of standard look and feel to County documents; letterhead, memos, etc.

- Further developed and maintained the County "brand" in initial social media projects.
- Implementing a County standard look and feel in projects such as the format and distribution of the Administrator's Digest.

COMMUNICATION WITH CITIZENS

Strategy B – Implement New Methods of Communication with Citizens

Tactic: Continue to promote interactivity with citizens that encourages communication with government with the opportunity to interact, which also adds to the transparency of government.

- Evaluate existing and implement new projects that utilize social networking, looking at the amount and quality of public use against the cost of implementation and maintenance of these efforts.
- Integrate social media into miOttawa.org, and vice versa.
- Continually evaluate new technologies and opportunities.

- Adopted a social media policy.
- Implemented Administrator’s blog.
- Integrated new social media projects with miOttawa.org.

Tactic: Continue to develop the capability to share more information with citizens about the activities of the County. This seems to be increasingly important as traditional media sources spend less time at meetings and generating stories to inform citizens.

- Continually monitor national trends and our own experiences with new technology and methods of communicating. Answer the questions if we are reaching our targeted audiences with effective information and adding to the transparency of government.
- Evaluate the current staffing model of employees involved in public information and marketing efforts. Answer the question if the current decentralized model is more effective than moving to centralize the role of public information and marketing into one position or one department.
- Enhance ties to existing local news shows (WHTC Talk of the Town, WCET Georgetown Journal, etc.) to better engage the community on issues of County importance.

- Implemented several new social media projects; Parks and Recreation facebook page, beach monitoring on Twitter, Flu Granny.
- Implemented several new miOttawa.org projects; County in the News, online agenda packets, Administrators blog.

Tactic: Expand efforts to increase public participation, such as utilized in the citizen budget meetings. Utilize the website to support these activities, making documents such as the Budget-in-Brief available broadly.

- Create a “speaker’s bureau” of personnel available to speak on a variety of topics to civic groups, service groups and churches on a variety of topics. Post this information on miOttawa.org and mail to service clubs in the County.
- Evaluate the following efforts relating to public participation; citizen budget meetings, citizen survey, citizen academies, and the improved process to recruit and retain citizens serving on volunteer boards and committees.

- Conducted 2nd annual round of citizen budget meetings.
- Conducted citizen survey.
- Implementing new online application process for boards and commissions.
- Advertise and accept online registration for Citizen Police Academy.

Tactic: Utilize emerging technologies to improve our ability to provide immediate information for emergency or hot issue topics. Offer this as a service or otherwise collaborate with local units in this effort.

- Continually monitor new technologies and our capability to provide information on different communication devices, such as mobile phones.

- Community Alert System implemented by the Sheriff’s Office.

COMMUNICATION WITH EMPLOYEES

Strategy A – Organize Communications Around Lotus Notes/Front Page

Tactic: Continue the provision and development of information on Lotus Notes/Front Page, promoting the same “brand” strategy used on miOttawa.org.

- Continue investments in technology to support the infrastructure needed to support employees in their work and to increase their access to authorized information.

- Health plan information distributed via the Front Page.

Tactic: Evaluate continued expansion of online services for employees through Lotus Notes/Front Page.

- Evaluate and provide means for communicating with employees that may not have consistent access to Lotus Notes/Front Page.
- Evaluate the information needs of employees and provide new information and technology that would prove beneficial.

- Administrator’s Digest provided as a link on the Front Page.

Strategy B – Implement New Ways to Improve Employee Communications

Tactic: Continue the regular use of existing methods on established timelines.

- Continue current initiatives; including Brown Bag lunches, employee newsletters, Labor-Management Cooperation Committee and email blasts on time-sensitive information and biennial employee surveys.

- Held four sets of brown bag meetings in seven locations.
- Six employee newsletters published.
- Five LMCC meetings held or scheduled.

Tactic: Evaluate use of additional methods for employee communications, such as the posting of video presentations on Lotus Notes/Front Page and implementing blogs on special topics such as ideas for cost-reductions.

- Use video posting and a cost reduction blog on a trial basis.

- Continued “suggestion box” on Front Page.

Tactic: Use the training program to improve the skills of supervisors to clearly communicate with their employees.

- Consider new program offerings in the training program for supervisors regarding communication.

- Continued offerings through the Training Programs, especially GOLD Standard Leaders.

COMMUNICATION WITH OTHER STAKEHOLDERS

Board of Commissioners

Tactic: Continue current initiatives, including;

- Strategic and business planning.
- Administrator’s Digest.
- Department annual reports.
- Periodic ranking and survey exercises to gather input.

- Consistently provided all listed initiatives.

Tactic: Experiment with other technologies or ideas to further effective and efficient communication.

- Continue the analysis of the use of paperless packets.

- Implemented online packet system.

Other Levels of Government

Tactic: Continue current initiatives, including;

- Quadrant meetings.
- Administrator’s Digest.

- Consistently provided all initiatives.
- Implemented Administrators Blog.

Tactic: Continue to develop new applications on miOttawa.org that can both distribute more information to local officials but also be offered for use by local governments.

- Gather feedback on offered and potential website applications that would be of value to local government units.

- Formed several partnerships with units of government on website applications.

Media

Tactic: Develop methods and technology that provides information to media outlets simply and effectively for their immediate attention and review.

- Continue to monitor and develop processes and technology to meet the needs of the media and enhance the coverage of the County in the news.

- Posted agendas and packets online that simplified access of information for media.

Tactic: Develop improved media relations.

- Develop a method to regularly provide a list of “top ten story ideas” to media outlets.
- Provide new offerings in the training program to prepare employees for effective media relations.

- Regularly met requests for information from media outlets.

Action Request



Committee: Planning and Policy Committee

Meeting Date: 12/9/2010

Requesting Department: Parks and Recreation

Submitted By: Bob Spaman

Agenda Item: Non-Motorized Vehicle Path and Sidewalk Easement to be granted to Jamestown Township

SUGGESTED MOTION:

To approve and forward to the Board of Commissioners the Non-Motorized Vehicle Path and Sidewalk Easement wherein Ottawa County deeds an easement through Spring Grove Park to Jamestown Township for the Frederick Meijer Kenowa Trail.

SUMMARY OF REQUEST:

The Ottawa County Parks and Recreation Commission is recommending conveyance of two easements through Spring Grove Park in conjunction with development of the Frederick Meijer Kenowa Trail. The planned trail, spearheaded by Zeeland, Jamestown and Byron Townships, will extend nearly 14 miles from the Upper Macatawa Natural Area to Kent County and link in to Kent Trails. Ottawa County demonstrated its support earlier this year for the trail in the form a \$200,000 commitment from Ottawa County Parks' millage funds. The funding commitment was based on the proposed trail's extensive frontage on two county park properties – the Upper Macatawa Natural Area and Spring Grove Park. More detail on the Frederick Meijer Kenowa Trail is included in the attached letter from Gregory White of Moore and Bruggink, engineers for the trail project.

FINANCIAL INFORMATION:

Total Cost: \$0.00 General Fund Cost: \$0.00 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: To Contribute to a Healthy Physical, Economic, & Community Environment.

Objective: 4: Continue initiatives to positively impact the community.

ADMINISTRATION RECOMMENDATION: Recommended Not Recommended Without Recommendation

County Administrator: **Alan G. Vanderberg**

Digitally signed by Alan G. Vanderberg
DN: cn=Alan G. Vanderberg, o=US, ou=County of Ottawa, ou=Administrator's Office, email=avanderberg@ottawa.org
Reason: I am approving this document
Date: 2010.12.02 09:28:27 -05'00'

Committee/Governing/Advisory Board Approval Date:

Action Request



Committee: Planning and Policy Committee

Meeting Date: 12/9/2010

Requesting Department: Parks and Recreation

Submitted By: Bob Spaman

Agenda Item: Permanent Drainage Easement to be granted to the Ottawa County Road Commission

SUGGESTED MOTION:

To approve and forward to the Board of Commissioners the Permanent Drainage Easement wherein Ottawa County deeds an easement through Spring Grove Park to the Ottawa County Road Commission as required for the Frederick Meijer Kenowa Trail.

SUMMARY OF REQUEST:

The Ottawa County Parks and Recreation Commission is recommending conveyance of two easements through Spring Grove Park in conjunction with development of the Frederick Meijer Kenowa Trail. The planned trail, spearheaded by Zeeland, Jamestown and Byron Townships, will extend nearly 14 miles from the Upper Macatawa Natural Area to Kent County and link in to Kent Trails. Ottawa County demonstrated its support earlier this year for the trail in the form a \$200,000 commitment from Ottawa County Parks' millage funds. The funding commitment was based on the proposed trail's extensive frontage on two county park properties – the Upper Macatawa Natural Area and Spring Grove Park. More detail on the Frederick Meijer Kenowa Trail is included in the attached letter from Gregory White of Moore and Bruggink, engineers for the trail project.

FINANCIAL INFORMATION:

Total Cost: \$0.00 General Fund Cost: \$0.00 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: To Contribute to a Healthy Physical, Economic, & Community Environment.

Objective: 4: Continue initiatives to positively impact the community.

ADMINISTRATION RECOMMENDATION: Recommended Not Recommended Without Recommendation

County Administrator: **Alan G. Vanderberg**

Digitally signed by Alan G. Vanderberg
DN: cn=Alan G. Vanderberg, o=US, ou=County of Ottawa, ou=Administrator's Office, email=avanderberg@miottawa.org
Reason: I am approving this document
Date: 2010.12.09 09:52:15 -0500

Committee/Governing/Advisory Board Approval Date:



MEMORANDUM

Date: November 30, 2010

To: Ottawa County Board of Commissioners

From: John Scholtz, Parks and Recreation Director

RE: Convey Easements through Spring Grove Park for Frederick Meijer Kenowa Trail

The Ottawa County Parks and Recreation Commission is recommending conveyance of two easements through Spring Grove Park in conjunction with development of the Frederick Meijer Kenowa Trail. The planned trail, spearheaded by Zeeland, Jamestown and Byron Townships, will extend nearly 14 miles from the Upper Macatawa Natural Area to Kent County and link in to Kent Trails. Ottawa County demonstrated its support earlier this year for the trail in the form a \$200,000 commitment from Ottawa County Parks' millage funds. The funding commitment was based on the proposed trail's extensive frontage on two county park properties – the Upper Macatawa Natural Area and Spring Grove Park. More detail on the Frederick Meijer Kenowa Trail is included in the attached letter from Gregory White of Moore and Bruggink, engineers for the trail project.

The two proposed easements include 1) a Non-Motorized Vehicle Path and Sidewalk Easement to be granted to Jamestown Township and 2) a Permanent Drainage Easement to be granted to the Ottawa County Road Commission. Park staff has reviewed the trail and drainage plans on-site with the engineers and is supportive of the proposal. The Parks Commission recommends waiving the easement fees identified in the documents and redrafting the documents to reflect a change to \$1.00.

Proposed motion (1):

To approve and authorize the Board Chairperson and Clerk to sign the Non-Motorized Vehicle Path and Sidewalk Easement wherein Ottawa County deeds an easement through Spring Grove Park to Jamestown Township for the Frederick Meijer Kenowa Trail.

Proposed motion (2):

To approve and authorize the Board Chairperson and Clerk to sign the Permanent Drainage Easement wherein Ottawa County deeds an easement through Spring Grove Park to the Ottawa County Road Commission as required for the Frederick Meijer Kenowa Trail.

This request relates to a non-mandated activity and supports Goal 3 of the Board of Commissioner's Strategic Plan: To contribute to a healthy physical, economic, and community environment.

MOORE & BRUGGINK, INC.

Consulting Engineers
2020 Monroe Avenue, N.W.
Grand Rapids, Michigan 49505-6298

RECEIVED

NOV 15 2010

OTTAWA COUNTY PARKS
AND RECREATION COMMISSION

November 12, 2010

Re: Frederick Meijer Kenowa Trail
Project No. 070132.01

Mr. Curtis TerHaar
Ottawa County Parks
12220 Fillmore Street
West Olive, MI 49460

Dear Mr. TerHaar,

Next year, Jamestown Township, in conjunction with Byron Township and Zeeland Township will be constructing the Fred Meijer Kenowa Trail. The trail will extend nearly 14 miles from the Macatawa River in Zeeland Township, through Jamestown Township and into Byron Township where it will connect to the existing Kent Trails. An overall layout of the entire trail is included for your information. The majority of the trail will consist of 10' wide bituminous trail and 14' wide boardwalk. This letter is in regards to construction of the trail along Greenly Street in front of Spring Grove Park. We met with some time ago regarding the alignment for the trail as it relates to the existing sign, existing trees, the parking lot and the stream crossing. Current plans for the project include the items discussed with you during our visit. In the area of the existing parking lot, the trail will be located between the parking lot and Greenly. The final alignment through this area will be reviewed with you in the field and could depend on existing trees. East of the parking lot the existing culvert will be extended and the trail will cross over the culvert. Since the trail will not be located within the road right-of-way through certain areas, we are requesting an easement for the trail and also for drainage maintenance at the end of the culvert extension.

Since public funds are involved in the construction of this project, we are required to disclose to you and verify the following information:

1. Your sale of the easement is voluntary. If you do not wish to sell the easement rights, the Township will not acquire these easements.
2. Based on the easement area identified on the drawings, we estimate the fair market value of the trail easement to be \$3,041.28 (25,344 sft. @ \$0.24 x 50%).
3. For the drainage easement, we estimate the fair market value to be \$120.00 (1,000sft. @ \$0.24 x 50%).

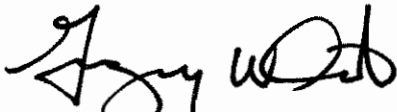
Page 2
Mr. Curtis TerHaar
11/12/10

Enclosed are copies of the easements that the Township wishes to purchase. The dollar values for the easements were determined by taking the land value from property assessments similar to properties in your area and arriving at an average square footage price. Since the property is not being sold, we are paying 50% of the land value. If the County wishes to donate the easement rights for this portion of the trail, this donation would be acceptable and to the benefit of the project.

After you have had the opportunity to review the easement documents, please feel free to call me with any questions or to set up a time that I could meet with you to answer any additional questions or concerns. If you are satisfied with these documents please return to us (3) signed and notarized copies of the easement for recording.

Thank you for all your time and willingness to work with the Township on this project.

Sincerely,

A handwritten signature in black ink, appearing to read "Gregory White". The signature is stylized and cursive.

Gregory White
Right-of-Way Agent

GW/klm

Encl.

Cc: James Miedema, Jamestown Township

NON-MOTORIZED VEHICLE PATH AND SIDEWALK EASEMENT GRANT

To the Township of Jamestown

KNOW ALL MEN by these presents, that the **COUNTY OF OTTAWA**, a Michigan municipal corporation, whose address is 414 Washington Street, Grand Haven, Michigan 49417, Grantor,

FOR AND IN CONSIDERATION of the sum of Three Thousand Forty One and 28/100 Dollars (\$3,041.28), paid to it by the **TOWNSHIP OF JAMESTOWN**, a Michigan regular law township, with offices located at 2380 Riley Street, Jamestown, Michigan 49427,

DOES HEREBY CONVEY to the Township of Jamestown an easement in which to construct, use, repair, and replace a non-motorized vehicle path and sidewalk and appurtenant parts thereof. The easement aforementioned is specifically described as follows:

A variable width non-motorized trail easement in part of the Southeast one-quarter of Section 10, Town 5 North, Range 13 West, Jamestown Township, Ottawa County, Michigan, described as: **COMMENCING** at the East one-quarter corner of said Section 10; thence South 88°47'35" West 1015.00 feet along the East-West one-quarter line of said section; thence South 01°12'25" East 33.00 feet to the South right-of-way line of Greenly Street (a 66.00 foot wide public right-of-way) to Point A, so-called and the **PLACE OF BEGINNING**; thence North 88°47'35" East 685 feet more or less along said right-of-way line to the West line of the East 330.00 feet of said Southeast one-quarter; thence Southerly 10.00 feet along said West line; thence South 88°47'35" West 300 feet more or less; thence South 01°12'25" East 12.00 feet; thence South 88°47'35" West 385.00 feet; thence North 01°12'25" West 22.00 feet to the place of beginning.

AND ALSO COMMENCING at above mentioned Point A, so-called; thence South 88°47'35" West 50.00 feet along the South right-of-way line of Greenly Street (a 66.00 foot wide public right-of-way) to the **PLACE OF BEGINNING**; thence South 01°12'25" East 18.00 feet; thence South 88°47'35" West 705.00 feet; thence North 01°12'25" West 12.00 feet; thence South 88°47'35" West 197.54 feet to the West line of the East 181.50 feet of the West two-thirds of the West one-half of said Southeast one-quarter, thence North 01°41'35" West 6.01 feet along said West line to said South right-of-way; thence North 88°47'35" East 902.24 feet along said right-of-way line to the place of beginning.

(25,344 square feet)

IT IS UNDERSTOOD that buildings, fences, walls, trees, or any type of structure(s) which would inhibit the intended use of this easement will not be placed upon the easement area without the prior written consent of the Township of Zeeland, its successors or assigns. This easement is non-exclusive. The easement area will be used only for the permitted purposes, and no other purpose. Grantee shall maintain all improvements made by Grantee within the easement area in good condition and repair. Grantee shall restore and repair any damage caused by Grantee's work within the easement area. The easement will terminate when Grantee discontinues use of the easement for its permitted purpose.

INDEMNIFICATION: Grantee shall defend and indemnify Grantor, their successors, assigns, agents, employees, guests, invitees, independent contractors, subtenants, and licensees against and hold them harmless from any and all loss, liability or damages, including without limitation reasonable attorney's fees (i) arising out of or in connection with this Easement or the use of the Easement Area, or (ii) occurring on the Easement Area at any time for any reason except by the sole negligence of Grantor.

**GRANTOR:
THE COUNTY OF OTTAWA**

Signature

Signature

STATE OF MICHIGAN)
) **ss**
COUNTY OF)

On this ____ day of _____, 2010, before me, a Notary Public, in and for said County, personally appeared _____, the _____ of the County of Ottawa, who executed the within instrument and severally acknowledged the same to be *his/her/their* free act and deed and the free act and deed of the County of Ottawa.

This instrument drafted by:
Steve Green
2020 Monroe N.W.
Grand Rapids, MI 49505

, Notary Public
County, Michigan

My commission expires:

EASEMENT MAP

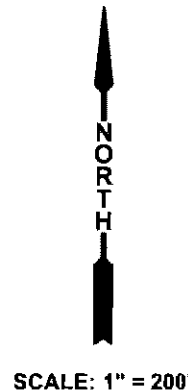
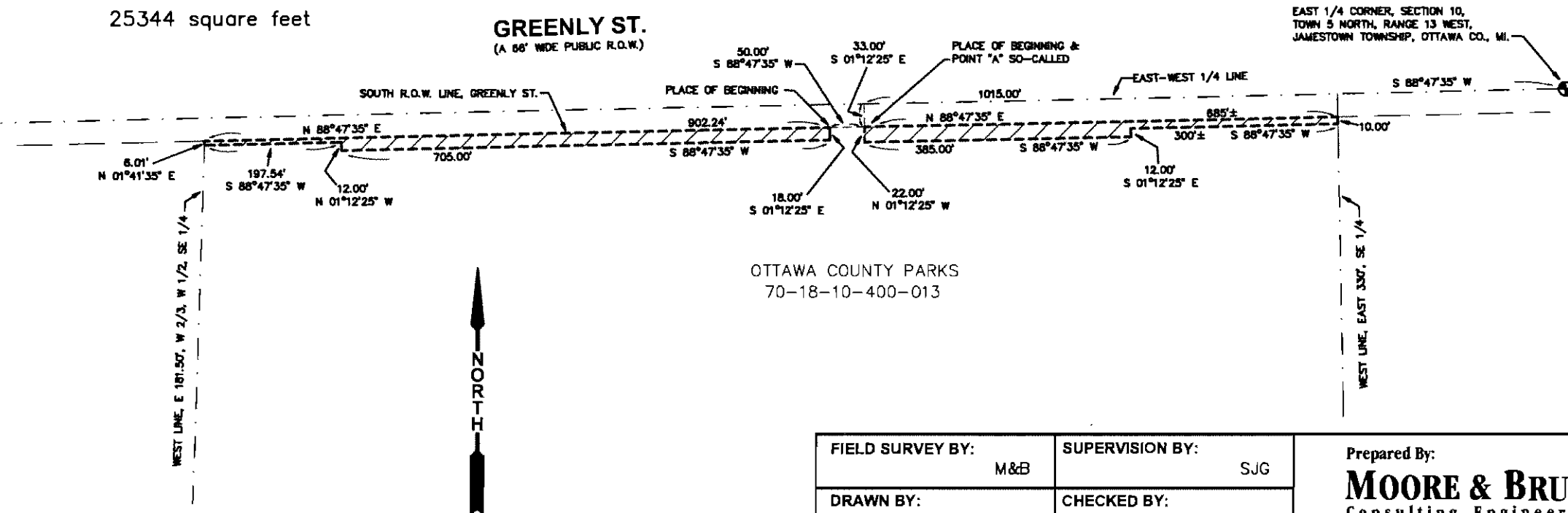
PP# 70-18-10-400-013

OTTAWA COUNTY PARKS BIKE PATH EASEMENT

A variable width non-motorized trail easement in part of the Southeast one-quarter of Section 10, Town 5 North, Range 13 West, Jamestown Township, Ottawa County, Michigan, described as: COMMENCING at the East one-quarter corner of said Section 10; thence South 88°47'35" West 1015.00 feet along the East-West one-quarter line of said section; thence South 01°12'25" East 33.00 feet to the South right-of-way line of Greenly Street (a 66.00 foot wide public right-of-way) to Point A, so-called and the PLACE OF BEGINNING; thence North 88°47'35" East 685 feet more or less along said right-of-way line to the West line of the East 330.00 feet of said Southeast one-quarter; thence Southerly 10.00 feet along said West line; thence South 88°47'35" West 300 feet more or less; thence South 01°12'25" East 12.00 feet; thence South 88°47'35" West 385.00 feet; thence North 01°12'25" West 22.00 feet to the place of beginning.

AND ALSO COMMENCING at above mentioned Point A, so-called; thence South 88°47'35" West 50.00 feet along the South right-of-way line of Greenly Street (a 66.00 foot wide public right-of-way) to the PLACE OF BEGINNING; thence South 01°12'25" East 18.00 feet; thence South 88°47'35" West 705.00 feet; thence North 01°12'25" West 12.00 feet; thence South 88°47'35" West 197.54 feet to the West line of the East 181.50 feet of the West two-thirds of the West one-half of said Southeast one-quarter, thence North 01°41'35" West 6.01 feet along said West line to said South right-of-way; thence North 88°47'35" East 902.24 feet along said right-of-way line to the place of beginning.

25344 square feet



FIELD SURVEY BY: M&B	SUPERVISION BY: S JG
DRAWN BY: JMR	CHECKED BY: CAF
DATE: NOVEMBER 12, 2010	PROJECT NO.: 070132.1

Prepared By:
MOORE & BRUGGINK INC.
 Consulting Engineers
 2020 Monroe Avenue N.W.
 Grand Rapids, Michigan 49505-6298
 Phone: (616) 363-9801 Web: www.mbce.com

M:\070132\dwg\EASEMENTS\070132_Ottawa Co. Parks Bike Path Easement.dwg, PP# 70-18-10-400-013, 11/12/2010 10:23:43 AM, JMR, ACAD 2007

PERMANENT DRAINAGE EASEMENT

To the Ottawa County Road Commission (Grantee), whose address is 14110 Lakeshore Drive, Grand Haven Michigan 49417,

KNOW ALL MEN by these present that the **COUNTY OF OTTAWA**, a Michigan municipal corporation, whose address is 414 Washington Street, Grand Haven, Michigan 49417 (Grantor),

FOR AND IN CONSIDERATION of the sum of One Hundred Twenty and 00/100 Dollar (\$120.00) paid to it by the **TOWNSHIP OF JAMESTOWN**, a Michigan regular law township, with offices located at 2380 Riley Street, Jamestown, Michigan 49427,

DOES HEREBY CONVEY to the Ottawa County Road Commission (Grantee) an easement in which to construct and thereafter use, repair and replace a drainage system and appurtenant parts thereof and to enter upon land adjacent to said easement for the purpose of constructing, maintaining or replacing said drainage system.

The easement aforementioned is specifically described as follows:

A 20.00 foot by 50.00 foot wide drainage easement in part of the Southeast one-quarter of Section 10, Town 5 North, Range 13 West, Jamestown Township, Ottawa County, Michigan, described as: **COMMENCING** at the East one-quarter corner of said Section 10; thence South 88°47'35" West 1015.00 feet along the East-West one-quarter line of said section; thence South 01°12'25" East 33.00 feet to the South right-of-way line of Greenly Street (a 66.00 foot wide public right-of-way) and the **PLACE OF BEGINNING**; thence South 01°12'25" East 20.00 feet; thence South 88°47'35" West 50.00 feet; thence North 01°12'25" West 20.00 feet to said South right-of-way line; thence North 88°47'35" East 50.00 feet along said South right-of-way line to the place of beginning.

(1,000 square feet)

THE INTENT of this instrument is to provide drainage rights to Grantee and it is understood that any structures or plantings that would inhibit the intended purpose of this easement will not be placed within the easement area. It is also understood that the ground contour within the easement area will not be changed to inhibit drainage within the easement area.

IN WITNESS WHEREOF, the undersigned have hereunto affixed their signatures this day of _____, 2010.

**GRANTOR:
THE COUNTY OF OTTAWA**

Name here

Name here

STATE OF MICHIGAN)
)ss
COUNTY OF)

On this ____ day of _____, 2010, before me, a Notary Public, in and for said County, personally appeared _____, the _____ of the County of Ottawa, who executed the within instrument and severally acknowledged the same to be *his/her/their* free act and deed and the free act and deed of the County of Ottawa.

This instrument drafted by:
Steve Green
2020 Monroe Avenue, NW
Grand Rapids, Michigan 49505

, Notary Public
County, Michigan

My commission expires:

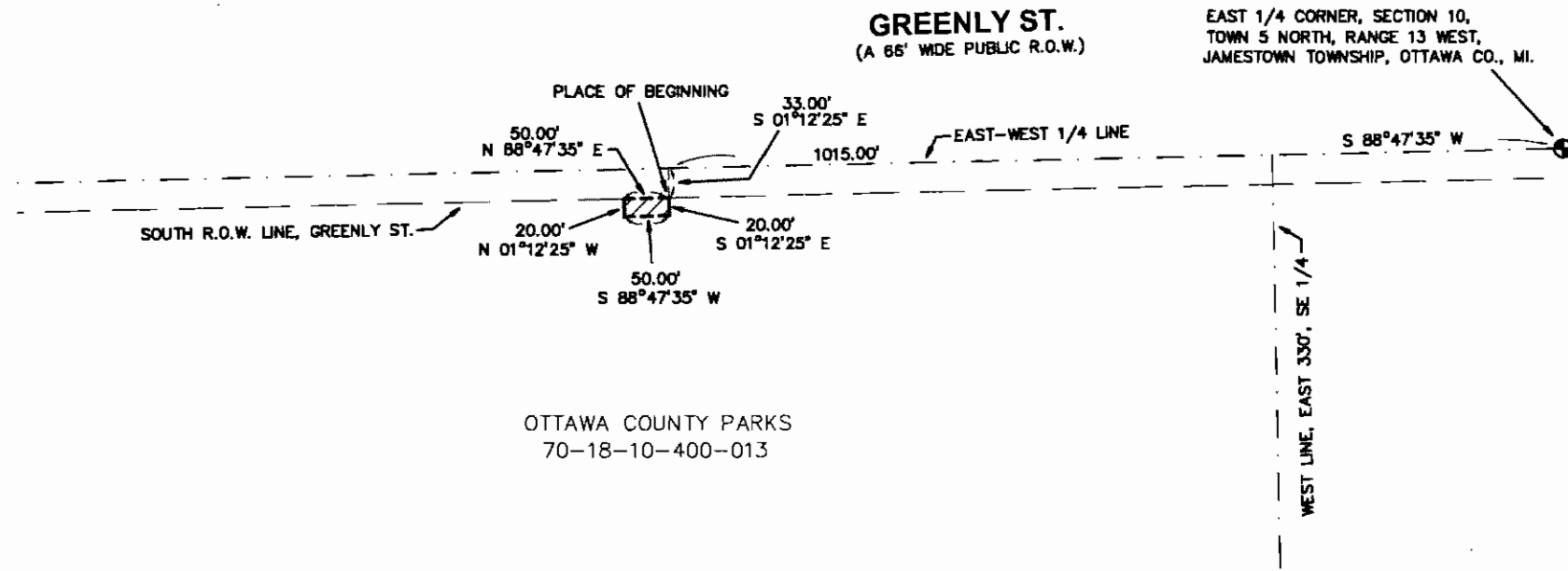
When recorded return to:
Ottawa County Road Commission
14110 Lakeshore Drive
Grand Haven, Michigan 49417

EASEMENT MAP

PP# 70-18-10-400-013
OTTAWA COUNTY DRAINAGE EASEMENT

A 20 foot x 50 foot wide drainage easement in part of the Southeast one-quarter of Section 10, Tawn 5 North, Range 13 West, Jamestown Township, Ottawa County, Michigan, described as: COMMENCING at the East one-quarter corner of said Section 10; thence South 88°47'35" West 1015.00 feet along the East-West one-quarter line of said section; thence South 01°12'25" East 33.00 feet to the South right-of-way line of Greenly Street (a 66.00 foot wide public right-of-way) and the PLACE OF BEGINNING; thence South 01°12'25" East 20.00 feet; thence South 88°47'35" West 50.00 feet; thence North 01°12'25" West 20.00 feet to said South right-of-way line; thence North 88°47'35" East 50.00 feet along said South right-of-way line to the place of beginning.

1000 square feet



SCALE: 1" = 200'

FIELD SURVEY BY: M&B	SUPERVISION BY: SJG
DRAWN BY: JMR	CHECKED BY: CAF
DATE: NOVEMBER 12, 2010	PROJECT NO.: 070132.1

Prepared By:
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Grand Rapids, Michigan 49505-6298
Phone: (616) 363-9801 Web: www.mbce.com