

Agenda
Finance and Administration Committee
West Olive Administration Building
12220 Fillmore, West Olive, MI 49460
Tuesday, February 16, 2010
9:30 a.m.

Consent Items:

1. Approval of the Agenda
2. Approval of Minutes from the January 26, 2010 Meeting

Action Items:

3. Monthly Budget Adjustments
Suggested Motion:
To approve and forward to the Board of Commissioners 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 January 2010.
4. Budget Adjustments Greater than \$50,000
Suggested Motion:
To approve budget adjustments # 44, 56, 67, 68, and 69.
5. Statement of Review for January
Suggested Motion:
To approve the Statement of Review for the month of January 2010.
6. Resolution to move to a Defined Contribution Pension Plan
Suggested Motion:
To approve and forward to the Board of Commissioners the Resolution and recommendations to move from a Defined Benefit Pension Plan to a Defined Contribution Pension Plan.
7. Resolution Declaring Official Intent to Reimburse Project Expenditures
Suggested Motion:
To approve and forward to the Board of Commissioners the Resolution of Intent to reimburse project expenditures for the Grandville Waste Water Treatment Plant with bond proceeds.
8. Ottawa County Energy Retrofit Program - Boiler Replacement
Suggested Motion:
To approve and forward to the Board of Commissioners a contract with Request Heating and Cooling to replace the boiler at 12265 James Street for \$22,105, funding to come from the Energy Efficiency and Conservation Block Grant (EECBG).

Discussion Items:

9. Treasurer's Financial Month End Update for January 2010
10. Legislative Proposals Regarding Health Insurance Premiums for Government Employees
11. Budget Principles

12. Fiscal Policies

13. Tax Revenue Projections

14. General Fund Projections

Adjournment

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

Addition to Agenda
Finance and Administration Committee
West Olive Administration Building
12220 Fillmore, West Olive, MI 49460
Tuesday, February 16, 2010
9:30 a.m.

Action Items:

15. Resolution to Advance Funds for the Munn Drainage District

Suggested Motion:

To approve and forward to the Board of Commissioners the Resolution to Advance Funds for the Munn Drainage District to cover expenditures incurred before the bond issuance. Funding will come from contingency until repaid upon bond issuance.

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

FINANCE AND ADMINISTRATION COMMITTEE

Proposed Minutes

DATE: January 26, 2010

TIME: 12:00 p.m.

PLACE: Fillmore Street Complex

PRESENT: Robert Karsten, Gordon Schrotenboer, Donald Disselkoen, Roger Rycenga, Dennis Swartout

STAFF & GUESTS: Bradley Slagh, Treasurer; June Hagan, Fiscal Services Director; Lynne Doyle, CMH, Sherri Sayles, Deputy Clerk; Alan Vanderberg, Administrator; Keith Van Beek, Assistant Administrator; Marcie VerBeek, Human Resources

SUBJECT: CONSENT ITEMS

Approve by consent the agenda of today as presented and approve by consent the minutes of the December 15, 2009, meeting as presented.

SUBJECT: ELECTION OF VICE CHAIRPERSON

FC 10-001 Motion: To elect Roger Rycenga as Vice Chairperson of the Finance and Administration Committee for 2010.
Moved by: Schrotenboer **UNANIMOUS**

SUBJECT: BUDGET CALENDAR

FC 10-002 Motion: To approve and forward to the Board of Commissioners the 2011 Budget Calendar.
Moved by: Schrotenboer **UNANIMOUS**

SUBJECT: MONTHLY BUDGET ADJUSTMENTS

FC 10-003 Motion: To approve and forward to the Board of Commissioners 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 December 2009.
Moved by: Schrotenboer **UNANIMOUS**

SUBJECT: BUDGET ADJUSTMENTS GREATER THAN \$50,000

FC 10-004 Motion: To approve budget adjustments #906, 907, 908, 909, 911, 912, 913, 914, 915, 916, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 42 and 43.
Moved by: Rycenga UNANIMOUS

SUBJECT: STATEMENT OF REVIEW FOR DECEMBER

FC 10-005 Motion: To approve the Statement of Review for the month of December 2009.
Moved by: Karsten UNANIMOUS

SUBJECT: MERS MILITARY SERVICE CREDITS PURCHASE

FC 10-006 Motion: To approve and forward to the Board of Commissioners the purchase of four (4) years of military service credits for Christopher J. Munley (Sergeant, Ottawa County Sheriff's Office).

County Cost:	\$19,837.74
Employee Cost:	\$13,154.26
Total Cost:	\$32,992.00

Moved by: Schrottenboer MOTION PASSED

Yeas: Schrottenboer, Disselkoen, Rycenga, Swartout. (4)
Nays: Karsten. (1)

SUBJECT: POSITION REQUEST FOR DEVELOPMENTAL DISABILITIES CLINICAL TEAM PROGRAM COORDINATOR

FC 10-007 Motion: To approve and forward to the Board of Commissioners the recommendation to create one (1) FTE position of DD Clinical Team Program Coordinator – (Unclassified/paygrade 07) at the cost of \$83,054 - \$98,678 for the budget year. Funding to come from Medicaid / State/ Local funding.
Moved by: Karsten UNANIMOUS

SUBJECT: POSITION REQUEST FOR MENTAL HEALTH CLINICIAN/WAITING LIST MANAGER

FC 10-008 Motion: To approve and forward to the Board of Commissioners the recommendation to create one (1) FTE position of Mental Health Clinician

– (Group T/paygrade 14) at the cost of \$69,856.00 for the budget year.
Funding to come from Medicaid / State / Local funding.

Moved by: Schrottenboer UNANIMOUS

SUBJECT: REQUEST TO TEMPORARILY INCREASE
HOURS FOR PROGRAM COORDINATOR -
EVIDENCE BASED PRACTICES / PROGRAM
DEVELOPMENT

FC 10-009 Motion: To approve and forward to the Board of Commissioners the recommendation to temporarily increase the hours of the CMH Program Coordinator – Evidence Based Practiced/Program Development from 24 hours to 40 hours per week for 6 months at a cost of \$47,726. Funding to come from Medicaid / State / Local funding

Moved by: Schrottenboer UNANIMOUS

SUBJECT: COMMISSIONER TRAVEL SURVEY

FC 10-010 Motion: To approve and forward to the Board of Commissioners option two (2) for the Board of Commissioners Conference and Travel.

Moved by: Rycenga UNANIMOUS

SUBJECT: QUARTERLY TREASURER’S INVESTMENT
REPORT

FC 10-011 Motion: To receive for information the Treasurer’s Quarterly Investment Report as of December 31, 2009.

Moved by: Rycenga UNANIMOUS

SUBJECT: QUARTERLY FINANCIAL STATUS REPORT

FC 10-012 Motion: To receive for information the Interim Financial Statement for General Fund, Mental Health and Public Health as of December 31, 2009.

Moved by: Schrottenboer UNANIMOUS

SUBJECT: INTERGOVERNMENTAL AGREEMENT TO
CREATE THE OTTAWA LAND BANK
AUTHORITY

FC 10-013 Motion: To approve and forward to the Board of Commissioners the Resolution to approve the proposed Intergovernmental Agreement between the Michigan Land Bank Fast Track Authority and the Treasurer of Ottawa County establishing the Ottawa County Land Bank Authority.

Moved by: Disselkoen

UNANIMOUS

SUBJECT: ARTICLES OF INCORPORATION AND BY-LAWS OF THE OTTAWA COUNTY LAND BANK AUTHORITY

FC 10-014 Motion: To approve and forward to the Board of Commissioners the Resolution to approve the proposed Articles of Incorporation and By-Laws of the Ottawa County Land Bank Authority.

Moved by: Rycenga

UNANIMOUS

SUBJECT: "MISSION STATEMENT" AND "PRIORITIES AND POLICIES" OF THE OTTAWA COUNTY LAND BANK AUTHORITY

FC 10-015 Motion: To approve and forward to the Board of Commissioners the Resolution of the proposed "Mission Statement " and "Priorities and Policies for Property Acquisition and Disposition" of the Ottawa County Land Bank Authority.

Moved by: Schrottenboer

UNANIMOUS

SUBJECT: LOAN OF \$50,000 FROM THE LAND SALE PROCEEDS ACCOUNT TO THE OTTAWA COUNTY LAND BANK AUTHORITY

FC 10-016 Motion: To approve and forward to the Board of Commissioners the request of the Ottawa County Treasurer to loan \$50,000 (interest-free) from the Land Sale Proceeds Account to fund the start-up operations of the Ottawa County Land Bank Authority.

Moved by: Rycenga

UNANIMOUS

SUBJECT: DISCUSSION ITEMS

1. Engagement letter with Vredeveld Haefner, LLC for the Ottawa County, Michigan Insurance Authority's 2009 audit.
2. Engagement letter with Vredeveld Haefner, LLC for the County of Ottawa 2009 audit.
3. Engagement letter with Vredeveld Haefner, LLC for the Ottawa County Drain Commission 2009 audit.

June Hagan reported the three letters listed above are routine engagement letters the County receives.

4. ARRA Funding List for MI Works and CAA – June Hagan reported MI Works and CAA have received \$7,431,398 in stimulus dollars this far.

SUBJECT: ADJOURNMENT

FC 10-017 Motion: To adjourn at 12:43 p.m.
Moved by: Rycenga

UNANIMOUS

Action Request



Committee: Finance and Administration
Meeting Date: 2/16/2010
Requesting Department: Fiscal Services
Submitted By: June Hagan
Agenda Item: Monthly Budget Adjustments

SUGGESTED MOTION:

To approve and forward to the Board of Commissioners 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 January 2010.

SUMMARY OF REQUEST:

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

Mandated action required by PA 621 of 1978, the Uniform Budget and Accounting Act.

Compliance with the Ottawa County Operating Budget Policy.

FINANCIAL INFORMATION:

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

County costs to be funded by Fund Balance use, increased revenues or decreased expenditures.

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@miottawa.org
Reason: I am approving this document
Date: 2010.02.11 15:48:07 -05'00'

Committee/Governing/Advisory Board Approval Date:

County of Ottawa
Fiscal Services Department
Changes to Total Appropriations and Adjustments
Budget Adjustments From Date: 1/01/2010 Thru 1/31/2010

Adjustment Number	G/L Date	Fund	Dept	Sub Dept	Account Number	Account Name	Adjustment Amount
<u>VOTING EQUIP RCVD 2010</u>							
BA 1	1/11/2010	1010	1910		9770.0000	Equipment	12,934.00
BA 1	1/11/2010	1010	2010		6999.3900	REV. (Over) Under Expend.	12,934.00-
<u>INC FND GRT CR RV RAY</u>							
BA 10	1/26/2010	2081	7510		5660.0000	St Of MI - Culture & Rec.	720,000.00-
<u>INC NEG GRT BY \$750K</u>							
BA 11	1/26/2010	2748	7431	0031	5610.0000	State Of Mich - Welfare	750,000.00-
BA 11	1/26/2010	2748	7431	0031	7390.0000	Operational Supplies	25,000.00
BA 11	1/26/2010	2748	7431	0031	8080.0000	Service Contracts	50,000.00
BA 11	1/26/2010	2748	7433	0031	8440.0040	Other Training	675,000.00
<u>REFCT SSP TUITN REIME</u>							
BA 12	1/26/2010	6772	8700		6760.0000	Reimbursements	90,106.00
BA 12	1/26/2010	6772	8700		9560.0000	Employee Training	90,106.00-
<u>CRT BDGT MTC CSEG-ARR</u>							
BA 13	1/26/2010	2870	7472	0006	8080.0000	Service Contracts	2,000.00-
BA 13	1/26/2010	2870	7472	0006	8430.0000	Client Assistance Pymts	52,000.00
BA 13	1/26/2010	2870	7472	0006	8440.0040	Other Training	50,000.00-
<u>ALLC CHD CARE IND CST</u>							
BA 14	1/26/2010	2920	6620		8310.0000	Administrative Expense	51,757.00-
BA 14	1/26/2010	2920	6621		8310.0000	Administrative Expense	1,229.00
BA 14	1/26/2010	2920	6622		8310.0000	Administrative Expense	5,470.00
BA 14	1/26/2010	2920	6623		8310.0000	Administrative Expense	17,720.00
BA 14	1/26/2010	2920	6624		8310.0000	Administrative Expense	27,338.00
<u>ADJ BDGT TRNS KND&MCC</u>							
BA 15	1/26/2010	2743	7455	1320	8440.0040	Other Training	203,783.00
BA 15	1/26/2010	2743	7455	1320	8440.0050	Administration-Sub Agents	203,783.00-
<u>ESTBLSH MPRI GRANT</u>							
BA 16	1/26/2010	2748	7431	0038	5610.0000	State Of Mich - Welfare	1,012,155.00-
BA 16	1/26/2010	2748	7433	0038	8080.0000	Service Contracts	141,505.00
BA 16	1/26/2010	2748	7433	0039	8080.0000	Service Contracts	147,163.00

County of Ottawa
Fiscal Services Department
Changes to Total Appropriations and Adjustments
Budget Adjustments From Date: 1/01/2010 Thru 1/31/2010

Adjustment Number	G/L Date	Fund	Dept	Sub Dept	Account Number	Account Name	Adjustment Amount
<u>ESTELSH MPRI GRANT</u>							
BA 16	1/26/2010	2748	7433	0040	7280.0000	Printing & Binding	2,000.00
BA 16	1/26/2010	2748	7433	0040	7300.0000	Postage	1,000.00
BA 16	1/26/2010	2748	7433	0040	7390.0000	Operational Supplies	8,000.00
BA 16	1/26/2010	2748	7433	0040	8080.0000	Service Contracts	156,500.00
BA 16	1/26/2010	2748	7433	0040	8600.0000	Travel - Mileage	7,500.00
BA 16	1/26/2010	2748	7433	0040	9010.0000	Advertising	2,000.00
BA 16	1/26/2010	2748	7433	0040	9390.0000	Building Rental	2,000.00
BA 16	1/26/2010	2748	7433	0041	8080.0000	Service Contracts	166,000.00
BA 16	1/26/2010	2748	7433	0041	9390.0060	Building Rental-Homeless	45,000.00
BA 16	1/26/2010	2748	7433	0042	8080.0000	Service Contracts	333,487.00
<u>INCR JET TRANS BUDGT</u>							
BA 17	1/26/2010	2748	7438	0003	5610.0100	Most-Allegan DSS Revenue	75,000.00-
BA 17	1/26/2010	2748	7438	0007	8590.0000	Transportation Charges	75,000.00
<u>ADJ BUDGT RED FAM PLAN</u>							
BA 18	1/26/2010	2210	6041		7040.0000	Salaries - Regular	5,521.00-
BA 18	1/26/2010	2210	6041		7150.0000	Social Security	436.00-
BA 18	1/26/2010	2210	6041		7160.0000	Hospitalization	2,060.00-
BA 18	1/26/2010	2210	6041		7160.0020	OPEB - Health Care	75.00-
BA 18	1/26/2010	2210	6041		7170.0000	Life Insurance	12.00-
BA 18	1/26/2010	2210	6041		7180.0000	Retirement & Sick Leave	449.00-
BA 18	1/26/2010	2210	6041		7190.0000	Dental Insurance	115.00-
BA 18	1/26/2010	2210	6041		7200.0000	Worker'S Compensation	1.00-
BA 18	1/26/2010	2210	6041		7220.0000	Unemployment	8.00-
BA 18	1/26/2010	2210	6041		7230.0000	Optical Insurance	28.00-
BA 18	1/26/2010	2210	6041		7240.0000	Disability Insurance	22.00-
BA 18	1/26/2010	2210	6042		5550.0050	Family Planning	61,357.00
BA 18	1/26/2010	2210	6042		7040.0000	Salaries - Regular	6,199.00-
BA 18	1/26/2010	2210	6042		7150.0000	Social Security	475.00-
BA 18	1/26/2010	2210	6042		7160.0000	Hospitalization	2,059.00-
BA 18	1/26/2010	2210	6042		7160.0020	OPEB - Health Care	76.00-
BA 18	1/26/2010	2210	6042		7170.0000	Life Insurance	12.00-
BA 18	1/26/2010	2210	6042		7180.0000	Retirement & Sick Leave	489.00-
BA 18	1/26/2010	2210	6042		7190.0000	Dental Insurance	115.00-
BA 18	1/26/2010	2210	6042		7200.0000	Worker'S Compensation	10.00-
BA 18	1/26/2010	2210	6042		7220.0000	Unemployment	9.00-
BA 18	1/26/2010	2210	6042		7230.0000	Optical Insurance	29.00-
BA 18	1/26/2010	2210	6042		7240.0000	Disability Insurance	24.00-
BA 18	1/26/2010	2210	6042		8350.0070	Health Services-Physician	4,263.00-
BA 18	1/26/2010	2210	6055		7040.0000	Salaries - Regular	27,244.00-

County of Ottawa
Fiscal Services Department
Changes to Total Appropriations and Adjustments
Budget Adjustments From Date: 1/01/2010 Thru 1/31/2010

Adjustment Number	G/L Date	Fund	Dept	Sub Dept	Account Number	Account Name	Adjustment Amount
<u>ADJ BDGT RED FAM PLAN</u>							
BA 18	1/26/2010	2210	6055		7150.0000	Social Security	2,134.00-
BA 18	1/26/2010	2210	6055		7160.0000	Hospitalization	6,179.00-
BA 18	1/26/2010	2210	6055		7160.0020	OPEB - Health Care	226.00-
BA 18	1/26/2010	2210	6055		7170.0000	Life Insurance	57.00-
BA 18	1/26/2010	2210	6055		7180.0000	Retirement & Sick Leave	2,406.00-
BA 18	1/26/2010	2210	6055		7190.0000	Dental Insurance	345.00-
BA 18	1/26/2010	2210	6055		7200.0000	Worker'S Compensation	46.00-
BA 18	1/26/2010	2210	6055		7220.0000	Unemployment	40.00-
BA 18	1/26/2010	2210	6055		7230.0000	Optical Insurance	85.00-
BA 18	1/26/2010	2210	6055		7240.0000	Disability Insurance	108.00-
<u>09 PRJTS&PRJTS NT CMP</u>							
BA 19	1/26/2010	2081	7510		7390.0000	Operational Supplies	4,720.00
BA 19	1/26/2010	2081	7510		8080.0000	Service Contracts	45,000.00
BA 19	1/26/2010	2081	7510		9370.0000	Building Repairs	14,531.00
BA 19	1/26/2010	2081	7510		9710.0000	Land	69,000.00
BA 19	1/26/2010	2081	7510		9740.0000	Land Improvements	205,031.00
BA 19	1/26/2010	2081	7510		9740.0050	Upper Macatawa Phase III	67,092.00
BA 19	1/26/2010	2081	7510		9740.0350	Eastmanville Farm Improve	6,559.00
BA 19	1/26/2010	2081	7510		9740.0250	Connor Bayou Improvements	250,000.00
BA 19	1/26/2010	2081	7510		9740.0260	Bur Oak Improvements	65,000.00
BA 19	1/26/2010	2081	7510		9740.0270	Holland Harbor Fishery Ac	27,968.00
<u>INC MSU EXT FOR GRANT</u>							
BA 2	1/11/2010	1010	2570		6760.0000	Reimbursements	16,776.00-
BA 2	1/11/2010	1010	2570		7040.0000	Salaries - Regular	10,536.00
BA 2	1/11/2010	1010	2570		7150.0000	Social Security	828.00
BA 2	1/11/2010	1010	2570		7160.0000	Hospitalization	3,750.00
BA 2	1/11/2010	1010	2570		7160.0020	OPEB - Health Care	150.00
BA 2	1/11/2010	1010	2570		7170.0000	Life Insurance	22.00
BA 2	1/11/2010	1010	2570		7180.0000	Retirement & Sick Leave	884.00
BA 2	1/11/2010	1010	2570		7190.0000	Dental Insurance	212.00
BA 2	1/11/2010	1010	2570		7200.0000	Worker'S Compensation	3.00
BA 2	1/11/2010	1010	2570		7210.0000	Longevity	288.00
BA 2	1/11/2010	1010	2570		7220.0000	Unemployment	9.00
BA 2	1/11/2010	1010	2570		7230.0000	Optical Insurance	52.00
BA 2	1/11/2010	1010	2570		7240.0000	Disability Insurance	42.00
<u>BDGTD NETSMRT SUPPORT</u>							
BA 21	1/19/2010	2210	6010		8210.0000	Contractual - Other	24,780.00

Adjustment Number	G/L Date	Fund	Dept	Sub Dept	Account Number	Account Name	Adjustment Amount
<u>BDGTD NETSMRT SUPPORT</u>							
<u>MEDCL RESRV CORP FNDG</u>							
BA 23	1/19/2010	2210	6013		5710.0000	Other Revenue	7,312.00-
BA 23	1/19/2010	2210	6013		7270.0000	Office Supplies	500.00
BA 23	1/19/2010	2210	6013		7280.0000	Printing & Binding	1,500.00
BA 23	1/19/2010	2210	6013		7300.0000	Postage	1,000.00
BA 23	1/19/2010	2210	6013		7390.0000	Operational Supplies	2,500.00
BA 23	1/19/2010	2210	6013		8080.0000	Service Contracts	500.00
BA 23	1/19/2010	2210	6013		8600.0000	Travel - Mileage	300.00
BA 23	1/19/2010	2210	6013		8610.0000	Conferences & Othr Travel	1,012.00
<u>REDUCTION OF STAFF</u>							
BA 28	1/19/2010	2272	5250		7040.0000	Salaries - Regular	25,653.00-
BA 28	1/19/2010	2272	5250		7150.0000	Social Security	1,994.00-
BA 28	1/19/2010	2272	5250		7160.0000	Hospitalization	8,859.00-
BA 28	1/19/2010	2272	5250		7160.0020	OPEB - Health Care	350.00-
BA 28	1/19/2010	2272	5250		7170.0000	Life Insurance	53.00-
BA 28	1/19/2010	2272	5250		7180.0000	Retirement & Sick Leave	2,128.00-
BA 28	1/19/2010	2272	5250		7180.0010	457 Plan Contribution	334.00-
BA 28	1/19/2010	2272	5250		7190.0000	Dental Insurance	496.00-
BA 28	1/19/2010	2272	5250		7200.0000	Worker'S Compensation	42.00-
BA 28	1/19/2010	2272	5250		7210.0000	Longevity	70.00-
BA 28	1/19/2010	2272	5250		7220.0000	Unemployment	92.00-
BA 28	1/19/2010	2272	5250		7230.0000	Optical Insurance	122.00-
BA 28	1/19/2010	2272	5250		7240.0000	Disability Insurance	101.00-
<u>TO USE TAA FUND BAL</u>							
BA 31	1/19/2010	2743	7430	0014	8440.0050	Administration-Sub Agents	23.00
<u>TO SET TERA BDG-GRANT</u>							
BA 35	1/19/2010	2744	7441		5610.0000	State Of Mich - Welfare	39,120.00-
BA 35	1/19/2010	2744	7441		9390.0060	Building Rental-Homeless	39,120.00
<u>TO COR BDG EXCEPTN RPT</u>							
BA 36	1/19/2010	2748	7430	0014	5610.0000	State Of Mich - Welfare	49,000.00-
BA 36	1/19/2010	2748	7430	0014	8440.0050	Administration-Sub Agents	49,000.00

Adjustment Number	G/L Date	Fund	Dept	Sub Dept	Account Number	Account Name	Adjustment Amount
<u>TO ADJ CO.BDG TO STAT</u>							
<u>TO ADJ CO.BDG TO STAT</u>							
BA 38	1/19/2010	2800	7480		5610.0000	State Of Mich - Welfare	10,211.00-
BA 38	1/19/2010	2800	7480		7390.0000	Operational Supplies	5,000.00
BA 38	1/19/2010	2800	7480		8080.0000	Service Contracts	5,211.00
<u>TO DECRS TO MICH STAT</u>							
BA 39	1/19/2010	2800	7480	0006	5610.0000	State Of Mich - Welfare	10,114.00
BA 39	1/19/2010	2800	7480	0006	7390.0000	Operational Supplies	7,883.00-
BA 39	1/19/2010	2800	7480	0006	8080.0000	Service Contracts	2,231.00-
<u>ADJ BDG FOR LONGEVITY</u>							
BA 4	1/11/2010	2210	6010		7210.0000	Longevity	85.00
BA 4	1/11/2010	2210	6011		7210.0000	Longevity	233.00-
BA 4	1/11/2010	2210	6017		7210.0000	Longevity	300.00
BA 4	1/11/2010	2210	6020		7210.0000	Longevity	37.00
BA 4	1/11/2010	2210	6021		7210.0000	Longevity	5.00
BA 4	1/11/2010	2210	6031		7210.0000	Longevity	148.00
BA 4	1/11/2010	2210	6033		7210.0000	Longevity	1.00
BA 4	1/11/2010	2210	6041		7210.0000	Longevity	500.00-
BA 4	1/11/2010	2210	6042		7210.0000	Longevity	4.00
BA 4	1/11/2010	2210	6044		7210.0000	Longevity	57.00-
BA 4	1/11/2010	2210	6045		7210.0000	Longevity	104.00
BA 4	1/11/2010	2210	6048		7210.0000	Longevity	2.00
BA 4	1/11/2010	2210	6049		7210.0000	Longevity	3.00
BA 4	1/11/2010	2210	6050		7210.0000	Longevity	381.00
BA 4	1/11/2010	2210	6052		7210.0000	Longevity	34.00
BA 4	1/11/2010	2210	6053		7210.0000	Longevity	158.00-
BA 4	1/11/2010	2210	6055		7210.0000	Longevity	321.00-
BA 4	1/11/2010	2210	6059		7210.0000	Longevity	3.00
BA 4	1/11/2010	2210	6310		7210.0000	Longevity	318.00-
BA 4	1/11/2010	2210	6311		7210.0000	Longevity	146.00-
<u>FNL PAY SOFT SVCS FID</u>							
BA 42	1/26/2010	2560	2360		9770.0020	Software	122,935.00
<u>CARRY REM NEC PROJ</u>							
BA 43	1/26/2010	2081	7510		9750.0000	Building & Improvements	296,376.00

Adjustment Number	G/L Date	Fund	Dept	Sub Dept	Account Number	Account Name	Adjustment Amount
<u>CIG TAX REV HIGHER</u>							
BA 46	1/26/2010	2210	6010		6990.1011	Trans In - Cigarette Tax	5,121.00-
BA 46	1/26/2010	2210	6042		6710.0000	Other Revenue	60.00-
BA 46	1/26/2010	2210	6042		6750.0010	Donations	60.00
BA 46	1/26/2010	2210	6042		7210.0000	Longevity	121.00
BA 46	1/26/2010	2210	6044		6070.0000	Chrgs. For Serv. - Fees	35.00
BA 46	1/26/2010	2210	6044		6710.0000	Other Revenue	35.00-
BA 46	1/26/2010	2210	6045		7180.0010	457 Plan Contribution	795.00
BA 46	1/26/2010	2210	6045		7390.0000	Operational Supplies	795.00-
BA 46	1/26/2010	2210	6053		5170.0000	Medicaid	177.00
BA 46	1/26/2010	2210	6053		6070.0260	Medicaid Health Plan	177.00-
BA 46	1/26/2010	2210	6059		5170.0000	Medicaid	15.00
BA 46	1/26/2010	2210	6059		6070.0020	Medical Record Fees	15.00-
<u>TO INC CSFP REVENUE</u>							
BA 47	1/26/2010	2800	7482		5610.0000	State Of Mich - Welfare	4,365.00-
BA 47	1/26/2010	2800	7482		9400.0000	Equipment Rental	4,365.00
<u>SAFE ROUTES TO SCH GRN</u>							
BA 5	1/11/2010	2210	6032		5550.0000	State Of MI - Health	10,400.00-
BA 5	1/11/2010	2210	6032		7040.0000	Salaries - Regular	4,537.00
BA 5	1/11/2010	2210	6032		7150.0000	Social Security	348.00
BA 5	1/11/2010	2210	6032		7160.0000	Hospitalization	1,091.00
BA 5	1/11/2010	2210	6032		7160.0020	OPEB - Health Care	40.00
BA 5	1/11/2010	2210	6032		7170.0000	Life Insurance	9.00
BA 5	1/11/2010	2210	6032		7180.0000	Retirement & Sick Leave	359.00
BA 5	1/11/2010	2210	6032		7180.0010	457 Plan Contribution	14.00
BA 5	1/11/2010	2210	6032		7190.0000	Dental Insurance	61.00
BA 5	1/11/2010	2210	6032		7200.0000	Worker'S Compensation	1.00
BA 5	1/11/2010	2210	6032		7220.0000	Unemployment	7.00
BA 5	1/11/2010	2210	6032		7230.0000	Optical Insurance	15.00
BA 5	1/11/2010	2210	6032		7240.0000	Disability Insurance	18.00
BA 5	1/11/2010	2210	6032		7390.0000	Operational Supplies	2,250.00
BA 5	1/11/2010	2210	6032		8600.0000	Travel - Mileage	1,650.00
<u>TO ADJ FOR FINAL MPRI</u>							
BA 57	1/31/2010	2748	5880		5610.0000	State Of Mich - Welfare	149.00-
BA 57	1/31/2010	2748	5880		8590.0000	Transportation Charges	149.00

County of Ottawa
Fiscal Services Department
Changes to Total Appropriations and Adjustments
Budget Adjustments From Date: 1/01/2010 Thru 1/31/2010

Adjustment Number	G/L Date	Fund	Dept	Sub Dept	Account Number	Account Name	Adjustment Amount
<u>ADJ BDG- CHGS IN GRNT</u>							
<u>ADJ BDG- CHGS IN GRNT</u>							
BA 6	1/11/2010	2210	6033		5550.0000	State Of MI - Health	26,418.00-
BA 6	1/11/2010	2210	6033		7040.0000	Salaries - Regular	5,139.00
BA 6	1/11/2010	2210	6033		7150.0000	Social Security	394.00
BA 6	1/11/2010	2210	6033		7160.0000	Hospitalization	1,236.00
BA 6	1/11/2010	2210	6033		7170.0020	OPBB - Health Care	45.00
BA 6	1/11/2010	2210	6033		7170.0000	Life Insurance	11.00
BA 6	1/11/2010	2210	6033		7180.0000	Retirement & Sick Leave	406.00
BA 6	1/11/2010	2210	6033		7180.0010	457 Plan Contribution	16.00
BA 6	1/11/2010	2210	6033		7190.0000	Dental Insurance	69.00
BA 6	1/11/2010	2210	6033		7200.0000	Worker'S Compensation	2.00
BA 6	1/11/2010	2210	6033		7220.0000	Unemployment	18.00
BA 6	1/11/2010	2210	6033		7230.0000	Optical Insurance	17.00
BA 6	1/11/2010	2210	6033		7240.0000	Disability Insurance	20.00
BA 6	1/11/2010	2210	6033		7280.0000	Printing & Binding	2,200.00
BA 6	1/11/2010	2210	6033		7300.0000	Postage	1,500.00
BA 6	1/11/2010	2210	6033		7390.0000	Operational Supplies	371.00
BA 6	1/11/2010	2210	6033		8210.0000	Contractual - Other	12,927.00
BA 6	1/11/2010	2210	6033		8600.0000	Travel - Mileage	1,000.00
BA 6	1/11/2010	2210	6033		8610.0000	Conferences & Othr Travel	1,047.00
<u>INC BASED ON VET NEEDS</u>							
BA 66	1/31/2010	2941	6840		5610.0000	State Of Mich - Welfare	5,355.00-
BA 66	1/31/2010	2941	6840		9660.0000	Project Costs	5,355.00
<u>REALICTN OF BDGT AMTS</u>							
BA 8	1/11/2010	2220	6491	1240	5550.0020	Community Program	500.00
BA 8	1/11/2010	2220	6491	1441	6710.0000	Other Revenue	50.00-
BA 8	1/11/2010	2220	6491	1441	8270.0130	Client Care-Housing Assis	50.00-
BA 8	1/11/2010	2220	6491	1460	5550.0020	Community Program	500.00-
BA 8	1/11/2010	2220	6491	5400	6070.0040	Seminar/Employee Training	12.00-
BA 8	1/11/2010	2220	6491	5401	7390.0000	Operational Supplies	12.00
BA 8	1/11/2010	2220	6493	3344	6750.0010	Donations	135.00-
BA 8	1/11/2010	2220	6493	3344	7390.0000	Operational Supplies	135.00
BA 8	1/11/2010	2220	6494	4244	5550.0060	MI Child	50.00
BA 8	1/11/2010	2220	6494	4244	7220.0000	Unemployment	6.00-
BA 8	1/11/2010	2220	6494	4451	5550.0060	MI Child	50.00-
BA 8	1/11/2010	2220	6494	5800	7220.0000	Unemployment	6.00

Action Request



Committee: Finance and Administration

Meeting Date: 2/16/2010

Requesting Department: Fiscal Services

Submitted By: June Hagan

Agenda Item: Budget Adjustments Greater than \$50,000

SUGGESTED MOTION:

To approve budget adjustments # 44, 56, 67, 68, and 69.

SUMMARY OF REQUEST:

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

Mandated action required by PA 621 of 1978, the Uniform Budget and Accounting Act.

Compliance with the Ottawa County Operating Budget Policy.

FINANCIAL INFORMATION:

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

County costs to be funded by Fund Balance use, increased revenues or decreased expenditures.

ACTION IS RELATED TO AN ACTIVITY WHICH IS:

<input checked="" type="checkbox"/> Mandated	<input type="checkbox"/> Non-Mandated	<input type="checkbox"/> New Activity
--	---------------------------------------	---------------------------------------

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:

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@miottawa.org
Reason: I am approving this document
Date: 2010.02.16 14:29:27 -0500

Committee/Governing/Advisory Board Approval Date:

Budget Adjustments Over \$50,000

BA Number	Fund	BA Number	Fund	Adjustment
44	Parks	Parks & Recreation	Non-motorized trail at the UMNA will not be constructed without grant support	\$ 872,000
56	Drain Fund	Drain Commissioner's Office	The storm events in both 2008 and 2009 caused a significant amount of damage to County Drains and triggered numerous drain petitions/projects that were not anticipated at budget time.	\$ 929,067
67	9/30 Grant Programs	Program	To adjust Michigan Prisoner Re-Entry Initiative budget according to Department of Corrections request regarding Resource Navigator and contract Monitor	\$ 76,500
68	Drain Fund	Drain Commissioner's Office	The River Avenue petition that we were expecting to take place in 2009 did not happen.	\$ 335,000
69	Drain Fund	Drain Commissioner's Office	2009 Storm events triggered a large project for both the Maplewood and Tulip Intercounty Drains	\$ 465,000

Action Request



Committee: Finance and Administration

Meeting Date: 2/16/2010

Requesting Department: Fiscal Services

Submitted By: June Hagan

Agenda Item: Statement of Review for January

SUGGESTED MOTION:

To approve the Statement of Review for the month of January 2010.

SUMMARY OF REQUEST:

Per Diem and mileage payments to Commissioners per the Officers Compensation Commission

FINANCIAL INFORMATION:

Total Cost: \$4,954.50	County Cost: \$4,954.50	Included in Budget:	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
------------------------	-------------------------	---------------------	---	-----------------------------

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
--	---------------------------------------	---------------------------------------

ACTION IS RELATED TO STRATEGIC PLAN:

Goal: All Goals

Objective:

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
Reason: I am approving this document
Date: 2010.02.11 15:52:43 -0500

Committee/Governing/Advisory Board Approval Date:

STATEMENT OF REVIEW FOR THE MONTH OF:

January 2010

Disselkoen	<u>✓</u>
Hehl	<u>✓</u>
Holtrop	<u>✓</u>
Holtvluwer	<u>✓</u>
Karsten	<u>✓</u>
Kortman	<u>↓</u>
Kuyers	<u>↓</u>
Ruiter	<u>↓</u>
Rycenga	<u>↓</u>
Schrotenboer	<u>✓</u>
Swartout	<u>↓</u>

**Board of Commissioners
Per Diem and Mileage Voucher**

Commissioner: **Donald Disselkoen** For the month beginning January 01, 2010
Status: **Submitted to Fiscal Services**

Date	Time	Purpose	Mileage	Per Diem
01/04/2010	01:30 PM - 02:00 PM	Board of Commissioners Meeting	23.0 ✓	\$40.00
01/06/2010	09:00 AM - 04:30 PM	MDOT Asset Management Council	.0 ✓	\$70.00
01/11/2010	11:30 AM - 01:10 PM	West Michigan Airport Authority (Tulip City Airport)	11.0 ✓	\$40.00
01/12/2010	01:00 PM - 01:05 PM	Human Resources Committee	23.0 ✓	\$40.00
-	01:30 PM - 02:10 PM	Board of Commissioners Meeting	.0 ✓	-
-	02:18 PM - 02:31 PM	Board of Commissioners Work Session	.0 ✓	-
01/19/2010	08:05 AM - 01:54 PM	Board of Commissioners Work Session	26.0 ✓	\$70.00
01/21/2010	06:45 AM - 10:30 AM	West Michigan Airport Authority (Tulip City Airport)	7.0 ✓	\$40.00
01/22/2010	09:30 AM - 12:30 PM	West Michigan Regional Planning Committee	23.0 ✓	\$40.00
01/25/2010	11:30 AM - 04:45 PM	MDOT Asset Management Council	.0 ✓	\$70.00
01/26/2010	12:00 PM - 12:43 PM	Finance & Administration Committee	23.0 ✓	\$40.00
-	01:30 PM - 01:48 PM	Board of Commissioners Meeting	.0 ✓	-
-	02:00 PM - 03:29 PM	Board of Commissioners Work Session	.0 ✓	-
01/27/2010	09:30 AM - 10:30 AM	Meet with Road Commission - mileage only	23.0 ✓	-
01/28/2010	10:30 AM - 11:00 AM	WHTC - Talk of the Town - with Robert Karsten - mileage only	7.0 ✓	-
-	-	-	-	-
			Total Per Diem:	\$450.00 ✓
			Total Mileage:	166.0 ✓
			Total Voucher:	\$533.00 ✓

1010-1010

02/09/2010

Revision History

Created by Karen Echter on 02/08/2010 06:57:59 PM
Modified by Karen Echter on 02/09/2010 09:59:42 AM

**Board of Commissioners
Per Diem and Mileage Voucher**

Commissioner: **Matthew Hehl** For the month beginning January 01, 2010
Status: **Submitted to Fiscal Services**

Date	Time	Purpose	Mileage	Per Diem
01/01/2010	10:30 AM - 12:00 PM	rail to trails wright - mileage only	22.0	✓ -
01/04/2010	01:30 PM - 02:00 PM	Board of Commissioners Meeting	32.0	✓ \$40.00
01/11/2010	12:00 PM - 01:30 PM	grand valley metro - mileage only	65.0	✓ -
01/12/2010	01:30 PM - 02:10 PM	Board of Commissioners Meeting	32.0	✓ \$40.00
-	02:18 PM - 02:31 PM	Board of Commissioners Work Session	.0	✓ -
01/13/2010	08:33 AM - 09:00 AM	Health & Human Services Committee	32.0	✓ \$40.00
-	09:30 AM - 11:00 AM	MSU Cooperative Extension Board	17.0	✓ -
01/19/2010	08:00 AM - 01:54 PM	Board of Commissioners Work Session	48.0	✓ \$70.00
01/23/2010	08:00 AM - 09:30 AM	coopersville wellness fair comm. - mileage only	14.0	✓ -
01/25/2010	07:00 PM - 10:00 PM	Ottawa County Planning Commission	32.0	✓ \$40.00 X
01/26/2010	01:30 PM - 01:48 PM	Board of Commissioners Meeting	32.0	✓ \$40.00
-	02:00 PM - 03:29 PM	Board of Commissioners Work Session	.0	✓ -
01/28/2010	07:00 PM - 09:30 PM	Purchase of Development Rights Study Committee	32.0	✓ \$40.00
-	-	-	-	-

Total Per Diem:		\$310.00	✓
Total Mileage:	358.0	\$179.00	✓
Total Voucher:		\$489.00	

02/09/2010

Revision History

Created by Matthew Hehl on 02/05/2010 01:50:05 AM
Modified by Karen Echter on 02/08/2010 07:11:38 PM
Modified by Karen Echter on 02/09/2010 10:47:42 AM

Per Diem

$$\begin{array}{r}
 2420 - 7210 \quad \$40 \\
 1010 - 1010 \quad 270 \\
 \hline
 \$310
 \end{array}$$

Mileage

$$\begin{array}{r}
 32 \text{ miles} = \$16.00 \\
 326 \text{ miles} = 163.00 \\
 \hline
 \$179.00
 \end{array}$$

**Board of Commissioners
Per Diem and Mileage Voucher**

Commissioner: **James Holtrop** For the month beginning January 01, 2010
Status: **Submitted to Fiscal Services**

Date	Time	Purpose	Mileage	Per Diem
01/04/2010	01:30 PM - 02:00 PM	Board of Commissioners Meeting	37.0 ✓	\$40.00
01/06/2010	09:30 AM - 10:45 AM	GVMC Technical Committee	.0 ✓	\$40.00
-	10:45 AM - 02:00 PM	Southwest Michigan Alliance of Region Three (SMART)	54.0 ✓	-
01/07/2010	08:30 AM - 09:45 AM	Grand Valley Metro Council	28.0 ✓	\$40.00
01/08/2010	11:45 AM - 01:15 PM	West Michigan District Dental Society - award presentation to Lois Havermans - mileage only	43.0 ✓	-
-	-	-	-	-
01/11/2010	12:00 PM - 01:30 PM	Metro Council Quarterly Lunch - mileage only	52.0 ✓	-
01/12/2010	01:00 PM - 01:05 PM	Human Resources Committee	37.0 ✓	\$40.00
-	01:30 PM - 02:10 PM	Board of Commissioners Meeting	.0 ✓	-
-	02:18 PM - 02:31 PM	Board of Commissioners Work Session	.0 ✓	-
-	07:00 PM - 07:30 PM	Hudsonville City Commission meeting - mileage only	2.0 ✓	-
01/13/2010	08:33 AM - 09:31 AM	Health & Human Services Committee	37.0 ✓	\$40.00
-	01:30 PM - 03:30 PM	Personnel Interview Committee	37.0 ✓	\$30.00
01/18/2010	02:00 PM - 02:30 PM	WCET Interview - mileage only	2.0 ✓	-
01/19/2010	08:05 AM - 01:54 PM	Board of Commissioners Work Session	40.0 ✓	\$70.00
01/20/2010	09:30 AM - 10:30 AM	GVMC Policy Committee	35.0 ✓	\$40.00
01/26/2010	01:30 PM - 01:48 PM	Board of Commissioners Meeting	37.0 ✓	\$40.00
-	02:00 PM - 03:29 PM	Board of Commissioners Work Session	.0 ✓	-
-	-	-	-	-
Total Per Diem:				\$380.00 ✓
Total Mileage:			441.0	\$220.50 ✓
Total Voucher:				\$600.50 ✓

1010-1010

02/09/2010

Revision History

- Created by James Holtrop on 01/06/2010 05:53:15 PM
- Modified by James Holtrop on 01/07/2010 01:29:58 PM
- Modified by James Holtrop on 01/08/2010 04:20:14 PM
- Modified by James Holtrop on 01/11/2010 04:16:53 PM
- Modified by James Holtrop on 01/13/2010 11:18:35 AM
- Modified by James Holtrop on 01/13/2010 09:43:45 PM
- Modified by James Holtrop on 01/18/2010 03:44:54 PM
- Modified by James Holtrop on 01/20/2010 11:41:02 AM
- Modified by Karen Echter on 02/08/2010 07:17:54 PM
- Modified by Karen Echter on 02/09/2010 10:56:23 AM

**Board of Commissioners
Per Diem and Mileage Voucher**

Commissioner: **James Holtvluwer** For the month beginning January 01, 2010
Status: **Submitted to Fiscal Services**

Date	Time	Purpose	Mileage	Per Diem
01/04/2010	01:30 PM - 02:00 PM	Board of Commissioners Meeting	32.0 ✓	\$40.00
01/13/2010	08:33 AM - 09:31 AM	Health & Human Services Committee	32.0 ✓	\$40.00
01/19/2010	08:10 AM - 01:54 PM	Board of Commissioners Work Session	45.0 ✓	\$70.00
01/25/2010	07:00 PM - 08:30 PM	Ottawa County Planning Commission	32.0 ✓	\$40.00
01/26/2010	01:30 PM - 01:48 PM	Board of Commissioners Meeting	32.0 ✓	\$40.00
-	02:00 PM - 03:29 PM	Board of Commissioners Work Session	.0 ✓	-
-	-	-	-	-
			Total Per Diem:	\$230.00 ✓
			Total Mileage:	173.0 ✓
			Total Voucher:	\$316.50

02/09/2010

Revision History

Created by James Holtvluwer on 01/26/2010 12:25:04 PM
Modified by Karen Echter on 02/08/2010 07:20:47 PM
Modified by Karen Echter on 02/09/2010 10:58:34 AM

Per Diem

2420 - 7210	\$40
1010 - 1010	190
	<hr/>
	\$230

Mileage

32 miles =	\$16.00
141 miles =	70.50
	<hr/>
	\$86.50

**Board of Commissioners
Per Diem and Mileage Voucher**

Commissioner: **Robert Karsten** For the month beginning January 01, 2010
Status: **Submitted to Fiscal Services**

Date	Time	Purpose	Mileage	Per Diem
01/04/2010	01:30 PM - 02:00 PM	Board of Commissioners Meeting	24.0 ✓	\$40.00
01/12/2010	01:30 PM - 02:10 PM	Board of Commissioners Meeting	24.0 ✓	\$40.00
-	02:18 PM - 02:31 PM	Board of Commissioners Work Session	.0 ✓	-
01/13/2010	08:33 AM - 09:31 AM	Health & Human Services Committee	24.0 ✓	\$40.00
01/19/2010	08:05 AM - 01:54 PM	Board of Commissioners Work Session	26.0 ✓	\$70.00
01/26/2010	12:00 PM - 12:43 PM	Finance & Administration Committee	24.0 ✓	\$40.00
-	01:30 PM - 01:48 PM	Board of Commissioners Meeting	.0 ✓	-
-	02:00 PM - 03:29 PM	Board of Commissioners Work Session	.0 ✓	-
-	-	-	-	-
Total Per Diem:				\$230.00 ✓
Total Mileage:			122.0	\$61.00 ✓
Total Voucher:				\$291.00 ✓

1016-1010

02/09/2010

Revision History

Created by Robert Karsten on 01/22/2010 08:53:36 AM
 Modified by Karen Echter on 02/08/2010 07:25:33 PM
 Modified by Karen Echter on 02/09/2010 11:07:49 AM
 Modified by Karen Echter on 02/09/2010 11:09:52 AM

**Board of Commissioners
Per Diem and Mileage Voucher**

Commissioner: **Joyce Kortman** For the month beginning January 01, 2010
Status: **Submitted to Fiscal Services**

Date	Time	Purpose	Mileage	Per Diem
01/04/2010	01:30 PM - 02:00 PM	Board of Commissioners Meeting	30.0	\$40.00
01/06/2010	09:30 AM - 10:45 AM	Review Annual Performance Review with LCC Executive Director (in Grand Havel) - mileage only	41.0	-
-	-	-	-	-
-	04:00 PM - 06:00 PM	Parks & Recreation Commission	30.0	\$40.00
01/08/2010	05:00 PM - 06:00 PM	Award presentation for Lois Havermans, Oral Health Team Supervisor, Ottawa County Health Department (Grand Rapids) - mileage only	82.0	-
-	-	-	-	-
01/11/2010	11:15 AM - 12:15 PM	Michigan Association for Local Public Health (MALPH)	194.0	\$40.00
01/12/2010	01:30 PM - 02:10 PM	Board of Commissioners Meeting	30.0	\$40.00
-	-	-	.0	-
01/13/2010	02:18 PM - 02:31 PM	Board of Commissioners Work Session	.0	-
-	-	-	30.0	\$40.00
-	03:00 PM - 05:00 PM	Parks & Rec Planning Committee	30.0	\$30.00
01/14/2010	09:30 AM - 09:52 AM	Planning and Policy Committee	30.0	\$40.00
01/18/2010	03:00 PM - 04:00 PM	CMH Board Administrative & Finance Committee	15.0	\$40.00
01/19/2010	08:05 AM - 01:54 PM	Board of Commissioners Work Session	19.0	\$70.00
-	-	-	-	-
Total Per Diem:				\$380.00
Total Mileage:			531.0	\$265.50
Total Voucher:				\$645.50

02/09/2010

Revision History

Created by Joyce Kortman on 01/08/2010 05:09:05 PM
Modified by Joyce Kortman on 01/15/2010 11:38:23 AM
Modified by Joyce Kortman on 01/19/2010 03:10:38 PM
Modified by Karen Echter on 02/09/2010 10:04:31 AM

Per Diem

2081 - 7510 \$ 70
2220 - 6495-5020 20
2220 - 6495-5029 20
1010 - 1010 270

\$ 380

Mileage

60 miles - \$ 30.00
7.5 miles = 3.75
7.5 miles = 3.75
456 miles = 228.00

\$ 265.50

**Board of Commissioners
Per Diem and Mileage Voucher**

Commissioner: **Philip Kuyers** For the month beginning January 01, 2010
Status: **Submitted to Fiscal Services**

Date	Time	Purpose	Mileage	Per Diem
01/04/2010	01:30 PM - 02:00 PM	Board of Commissioners Meeting	2.0 ✓	\$40.00
01/06/2010	04:00 PM - 06:00 PM	Parks & Recreation Commission	2.0 ✓	\$40.00 ✓
01/12/2010	01:30 PM - 02:10 PM	Board of Commissioners Meeting	2.0 ✓	\$40.00
-	02:18 PM - 02:31 PM	Board of Commissioners Work Session	.0 ✓	-
01/13/2010	09:00 AM - 11:00 AM	MSU Cooperative Extension Board	14.0 ✓	\$40.00
-	01:30 PM - 03:00 PM	Personnel Interview Committee	2.0 ✓	\$30.00
01/19/2010	08:05 AM - 01:54 PM	Board of Commissioners Work Session	25.0 ✓	\$70.00
01/26/2010	01:30 PM - 01:48 PM	Board of Commissioners Meeting	2.0 ✓	\$40.00
-	02:00 PM - 03:29 PM	Board of Commissioners Work Session	.0 ✓	-
-	-	-	-	-
Total Per Diem:				\$300.00 ✓
Total Mileage:			49.0	\$24.50 ✓
Total Voucher:				\$324.50

02/09/2010

Revision History

Created by Philip Kuyers on 01/10/2010 07:03:45 PM
Modified by Philip Kuyers on 01/13/2010 06:44:54 PM
Modified by Karen Echter on 02/09/2010 10:07:22 AM

Per Diem

2081.75 x 0	\$40
1070.10 x 10	260
\$300	

Mileage

2 miles =	\$1.00
47 miles =	23.50
\$24.50	

**Board of Commissioners
Per Diem and Mileage Voucher**

Commissioner: **Jane Ruiters** For the month beginning January 01, 2010
Status: **Submitted to Fiscal Services**

Date	Time	Purpose	Mileage	Per Diem
01/04/2010	01:30 PM - 02:00 PM	Board of Commissioners Meeting	30.0	✓ \$40.00
01/12/2010	01:00 PM - 01:05 PM	Human Resources Committee	30.0	✓ \$40.00
-	01:30 PM - 02:10 PM	Board of Commissioners Meeting	.0	✓ -
-	02:18 PM - 02:31 PM	Board of Commissioners Work Session	.0	✓ -
01/14/2010	09:30 AM - 09:52 AM	Planning and Policy Committee	30.0	✓ \$40.00
01/19/2010	08:05 AM - 01:54 PM	Board of Commissioners Work Session	32.0	✓ \$70.00
01/26/2010	01:30 PM - 01:48 PM	Board of Commissioners Meeting	30.0	✓ \$40.00
-	02:00 PM - 03:29 PM	Board of Commissioners Work Session	.0	✓ -
-	-	-	-	-
Total Per Diem:				\$230.00 ✓
Total Mileage:			152.0	\$76.00 ✓
Total Voucher:				\$306.00 ✓

✓
1015-1010
✓

02/09/2010

Revision History

Created by Jane Ruiters on 01/15/2010 08:47:35 AM
Modified by Jane Ruiters on 01/21/2010 04:22:11 PM
Modified by Karen Echter on 02/09/2010 10:11:52 AM

**Board of Commissioners
Per Diem and Mileage Voucher**

Commissioner: **Roger Rycenga** For the month beginning January 01, 2010
Status: **Submitted to Fiscal Services**

Date	Time	Purpose	Mileage	Per Diem
01/04/2010	01:30 PM - 02:00 PM	Board of Commissioners Meeting	14.0 ✓	\$40.00
01/12/2010	01:30 PM - 02:10 PM	Board of Commissioners Meeting	14.0 ✓	\$40.00
-	02:18 PM - 02:31 PM	Board of Commissioners Work Session	.0 ✓	-
01/14/2010	09:30 AM - 09:52 AM	Planning and Policy Committee	14.0 ✓	\$40.00
01/19/2010	08:05 AM - 01:54 PM	Board of Commissioners Work Session	40.0 ✓	\$70.00
01/26/2010	12:00 PM - 12:43 PM	Finance & Administration Committee	14.0 ✓	\$40.00
-	01:30 PM - 01:48 PM	Board of Commissioners Meeting	.0 ✓	-
-	02:00 PM - 03:29 PM	Board of Commissioners Work Session	.0 ✓	-
01/27/2010	09:15 AM - 11:00 AM	Met with Road Commission - mileage only	14.0 ✓	-
01/28/2010	10:00 AM - 11:30 AM	WEMET - mileage only	14.0 ✓	-
-	-	-	-	-
Total Per Diem:				\$230.00 ✓
Total Mileage:			124.0	\$62.00 ✓
Total Voucher:				\$292.00 ✓

✓
1010-1010
✓

02/09/2010

Revision History

Created by Roger Rycenga on 02/02/2010 03:39:40 PM
Modified by Karen Echter on 02/09/2010 10:15:20 AM

**Board of Commissioners
Per Diem and Mileage Voucher**

Commissioner: **Gordon Schrottenboer** For the month beginning January 01, 2010
Status: **Submitted to Fiscal Services**

Date	Time	Purpose	Mileage	Per Diem
01/04/2010	01:30 PM - 02:00 PM	Board of Commissioners Meeting	26.0	\$40.00
01/12/2010	01:30 PM - 02:10 PM	Board of Commissioners Meeting	26.0	\$40.00
-	02:18 PM - 02:31 PM	Board of Commissioners Work Session	.0	-
01/14/2010	09:30 AM - 09:52 AM	Planning and Policy Committee	26.0	\$40.00
-	02:00 PM - 04:00 PM	GVMC Session on Global West Michigan recognition. - mileage only	58.0	-
01/15/2010	10:00 AM - 11:55 AM	Michigan Association of Counties - Steering	184.0	\$70.00
01/19/2010	08:05 AM - 01:54 PM	Board of Commissioners Work Session	21.0	\$70.00
01/20/2010	01:00 PM - 08:30 PM	National Association of Counties - Steering	.0	\$70.00
01/21/2010	09:00 AM - 05:00 PM	National Association of Counties - Steering	.0	\$70.00
01/22/2010	09:00 AM - 05:00 PM	National Association of Counties - Steering	.0	\$70.00
01/23/2010	08:00 AM - 01:15 PM	National Association of Counties - Steering	.0	\$70.00
01/25/2010	12:01 PM - 01:30 PM	Macatawa Area Coordinating Council Policy Board	12.0	\$40.00
01/26/2010	07:00 AM - 08:10 PM	Meet with EOC & 911 Director - mileage only	.0	-
-	12:00 PM - 12:43 PM	Finance & Administration Committee	26.0	\$40.00
-	01:30 PM - 01:48 PM	Board of Commissioners Meeting	.0	-
-	02:00 PM - 03:29 PM	Board of Commissioners Work Session	.0	-
01/28/2010	09:00 AM - 09:50 AM	OCCDA Policy Board	26.0	\$40.00
-	-	-	-	-
Total Per Diem:				\$660.00
Total Mileage:			405.0	\$202.50
Total Voucher:				\$862.50

✓
1070-1010
✓

02/09/2010

Revision History

Created by Gordon Schrottenboer on 02/03/2010 03:01:09 PM
 Modified by Gordon Schrottenboer on 02/03/2010 04:11:51 PM
 Modified by Gordon Schrottenboer on 02/04/2010 04:46:34 PM
 Modified by Karen Echter on 02/09/2010 10:18:28 AM
 Modified by Karen Echter on 02/09/2010 10:31:21 AM

**Board of Commissioners
Per Diem and Mileage Voucher**

Commissioner: **Dennis Swartout** For the month beginning January 01, 2010
 Status: **Submitted to Fiscal Services**

Date	Time	Purpose	Mileage	Per Diem
01/04/2010	01:30 PM - 02:00 PM	Board of Commissioners Meeting	26.0 ✓	\$40.00
01/12/2010	01:30 PM - 02:10 PM	Board of Commissioners Meeting	26.0 ✓	\$40.00
-	02:18 PM - 02:31 PM	Board of Commissioners Work Session	.0 ✓	-
01/14/2010	09:00 AM - 09:52 AM	Planning and Policy Committee	26.0 ✓	\$40.00
01/19/2010	08:05 AM - 01:54 PM	Board of Commissioners Work Session	24.0 ✓	\$70.00
01/26/2010	12:00 PM - 12:43 PM	Finance & Administration Committee	26.0 ✓	\$40.00
-	01:30 PM - 01:48 PM	Board of Commissioners Meeting	.0 ✓	-
-	02:00 PM - 03:29 PM	Board of Commissioners Work Session	.0 ✓	-
-	-	-	-	-
Total Per Diem:				\$230.00
Total Mileage:			128.0	\$64.00
Total Voucher:				\$294.00

✓
1010-1010
✓

02/09/2010

Revision History

Created by Karen Echter on 02/09/2010 10:18:23 AM

Action Request



Committee: Finance and Administration

Meeting Date: 2/16/2010

Requesting Department: Fiscal Services

Submitted By: June Hagan

Agenda Item: Resolution to move to a Defined Contribution Pension Plan

SUGGESTED MOTION:

To approve and forward to the Board of Commissioners the Resolution and recommendations to move from a Defined Benefit Pension Plan to a Defined Contribution Pension Plan.

SUMMARY OF REQUEST:

The report on Defined Benefit/Defined Contribution Plans was presented to the Board of Commissioners at the November 24, 2009 Work Session. The resolution recommends the change to a Defined Contribution Pension Plan for newly hired employees as a means of cost savings and to control legacy costs when it is determined fiscally appropriate.

FINANCIAL INFORMATION:

Total Cost: \$0 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: #1

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
Reason: I am approving this document
Date: 2010.02.11 15:50:27 -0500

Committee/Governing/Advisory Board Approval Date:

COUNTY OF OTTAWA

STATE OF MICHIGAN

RESOLUTION

At a regular meeting of the Board of Commissioners of the County of Ottawa, Michigan, held at the Fillmore Street Complex in the Township of Olive, Michigan on the ___ day of _____, 2010 at _____ o'clock p.m. local time.

PRESENT: Commissioners: _____

ABSENT: Commissioners: _____

It was moved by Commissioner _____ and supported by Commissioner _____ that the following Resolution be adopted:

WHEREAS, the Ottawa County Board of Commissioners has, from time-to-time, considered the possibility of moving from a Defined Benefit Pension Plan to a Defined Contribution Pension Plan for all “newly-hired employees” of Ottawa County, a change which could involve significant cost savings for the County and which could also permit employees to obtain the benefits of investing in the free market with their pension funds; and,

WHEREAS, a move to a Defined Contribution Pension Plan, under the appropriate economic conditions, would be consistent with Goal I, Objective 3 of the Ottawa County Strategic Plan, which is to identify and develop a means of funding legacy costs; and

WHEREAS, the ultimate decision to move to a Defined Contribution Pension Plan for all newly-hired employees of Ottawa County must be based upon a determination that national, state, and local economic conditions justify such a move from a fiscal standpoint; and,

WHEREAS, the occurrence of several economic indicators within the national, state, and local economies would suggest that the timing is appropriate for the Board of Commissioners to adopt a Defined Contribution Pension Plan for all newly-hired employees of Ottawa County, at such date as may be determined by the Board;

NOW THEREFORE BE IT RESOLVED that it is the present intention of the Ottawa County Board of Commissioners to establish a Defined Contribution Pension Plan for all newly-hired employees of Ottawa County, upon a determination being made by the Board that the following national, state and local economic indicators show sufficient improvement to recommend the fiscal appropriateness of such a change:

1. A sufficient improvement in the funding levels and market values of the current Defined Benefit Pension Plan to allow for the transition to a Defined Contribution Pension Plan.
2. The restoration by the State of Michigan of revenue sharing with Ottawa County, as provided for in MCL 141.911.
3. Sufficient improvements in the property tax base of Ottawa County so as to allow the Board of Commissioners to both adequately fund the up-front costs of the transition to a Defined Contribution Pension Plan and to continue to meet the then-current, ongoing needs of Ottawa County government.
4. A trend of consecutive fiscal years with an operating surplus in Ottawa County's general fund;

and,

BE IT FURTHER RESOLVED, that the Ottawa County Administrator shall continue to monitor these key indicators, and such other factors as may be important to the decision of the Board of Commissioners to make a transition to a Defined Contribution Pension Plan for all newly-hired employees of Ottawa County, and shall, not less than annually, provide a report and recommendation to the Board; and,

BE IT FURTHER RESOLVED, that all resolutions and parts of resolutions insofar as they conflict with this Resolution are hereby repealed.

YEAS: Commissioners: _____

NAYS: Commissioners: _____

ABSTENTIONS: Commissioners: _____

RESOLUTION ADOPTED:

Chairperson, Ottawa County
Board of Commissioners

Ottawa County Clerk

Action Request



Committee: Finance and Administration

Meeting Date: 2/16/2010

Requesting Department: Road Commission

Submitted By: June Hagan

Agenda Item: Resolution Declaring Official Intent to Reimburse Project Expenditures

SUGGESTED MOTION:

To approve and forward to the Board of Commissioners the Resolution of Intent to reimburse project expenditures for the Grandville Waste Water Treatment Plant with bond proceeds.

SUMMARY OF REQUEST:

The Grandville Waste Water Treatment Plant will be expanded per a 2008 agreement between the City of Grandville and Ottawa County, through the Road Commission Public Utilities Department.

A resolution of intent for this project was approved by the Board of Commissioners on June 24, 2008 for an estimated cost of \$18,000,000. This resolution of intent amends the projected cost to be \$21,100,000.

This resolution allows expenditures incurred after the resolution adoption and prior to the sale of bonds to be reimbursed with bond proceeds.

FINANCIAL INFORMATION:

Total Cost: \$21,100,000 | County Cost: \$0 | Included in Budget: Yes | No

If not included in budget, recommended funding source:

Funding is provided by the local units of government.

ACTION IS RELATED TO AN ACTIVITY WHICH IS:

Mandated | Non-Mandated | New Activity

ACTION IS RELATED TO STRATEGIC PLAN:

Goal: #3

Objective: #2

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@miottawa.org
Reason: I am approving this document
Date: 2010.02.12 08:53:14 -0500

Committee/Governing/Advisory Board Approval Date:

Ottawa County Road Commission

14110 Lakeshore Drive
P.O. Box 739
GRAND HAVEN, MI 49417
Phone (616) 842-5400 Fax (616) 850-7237

MEMORANDUM

TO: Ottawa County Board of Commissioners

FROM: Kenneth L. Zarzecki, P.E., Director of Utilities

DATE: February 8, 2010

SUBJECT: Resolution Declaring Official Intent to Reimburse
Project Expenditures with Bond Proceeds

The City of Grandville and Ottawa County, through the Road Commission Public Utilities Department, on behalf of Georgetown Township, Jamestown Township, and the City of Hudsonville, completed a new sewage disposal agreement in 2008 that will expand the wastewater treatment plant.

It is expected that financing for this project will occur in June 2010. Prior to the sale of bonds, it is anticipated that the local units of government will advance funds, primarily for design engineering, permitting, and related expenses. Treasury Regulations provide for the reimbursement of such advance funds from bond proceeds by the adoption of a Resolution to qualify these amounts for reimbursement.

The County Board previously adopted a Resolution of Intent on June 24, 2008 (copy enclosed) for a project estimate of \$18,000,000. This updated Resolution will apply to the revised cost estimate of \$21,100,000.

I would like to present this resolution at the February 16, 2010 meeting of the Finance and Administration Committee and at the February 23, 2010 meeting of the Board of Commissioners.

KLZ/tav

Enclosure

RE: RESOLUTION DECLARING OFFICIAL INTENT TO REIMBURSE
PROJECT EXPENDITURES WITH BOND PROCEEDS

Submitted by Commissioner _____:

Mr. Chairman, Ladies, and Gentlemen:

I offer the following resolution:

WHEREAS, pursuant to the provisions of Act No. 342, Public Acts of Michigan, 1939, as amended (“Act 342”), the Board of Supervisors of the County of Ottawa (the “County”) authorized and directed that there be established, maintained and operated a countywide system or systems of water and sewer improvements and services and designated the Board of County Road Commissioners of the County to be the agency of the County for the purposes set forth in Act 342; and

WHEREAS, the County has been requested by the City of Hudsonville, the Charter Township of Georgetown and the Charter Township of Jamestown (collectively, the “Municipalities”) under the provisions of Act 342, to finance on behalf of the Municipalities the acquisition and construction of certain hereafter described sewage disposal system improvements (the “Project”); and

WHEREAS, it is anticipated that the Municipalities and the County will enter into contracts under Act 342, pursuant to which contracts the County will acquire and construct the Project and issue its tax-exempt bonds (the “Bonds”) to finance all or part of the cost of the Project; and

WHEREAS, it is anticipated that the County and/or the Municipalities will advance all or a portion of the costs of the Project prior to the issuance of the Bonds, such advance to be repaid from proceeds of the Bonds upon the issuance thereof; and

WHEREAS, Section 1.150-2 of the Treasury Regulations on Income Tax (the “Reimbursement Regulations”) specifies conditions under which a reimbursement allocation may be treated as an expenditure of bond proceeds, and the County intends by this resolution

to qualify amounts advanced by the County and/or the Municipalities to the Project for reimbursement from proceeds of the Bonds in accordance with the requirements of the Reimbursement Regulations.

THEREFORE, BE IT RESOLVED by the Board of Commissioners of Ottawa County, Michigan, as follows:

1. The Project shall consist of improvements to the City of Grandville wastewater treatment plant (the "Plant") that, once completed, will expand the capacity of the Plant from 4.4 million gallons per day ("MGD") to 10.0 MGD, such increased capacity to be allocated to and available to the Municipalities.

2. The maximum principal amount of Bonds expected to be issued for the Project is \$21,100,000.

3. The County hereby declares its official intent to issue the Bonds to finance the costs of the Project, and hereby declares that it reasonably expects to reimburse advances by the County and/or the Municipalities to the Project as anticipated by this resolution.

4. The Bonds shall be authorized by proper proceedings of the County subsequent to this resolution.

5. All resolutions and parts of resolutions insofar as they may be in conflict herewith are hereby rescinded.

YEAS: _____

NAYS: _____
ABSENT: _____

RESOLUTION DECLARED ADOPTED.

STATE OF MICHIGAN)
)ss
COUNTY OF OTTAWA)

I hereby certify that the foregoing is a true and complete copy of a resolution duly adopted by the Board of Commissioners of the County of Ottawa at a regular meeting held on _____, 2010, the original of which resolution is on file in my office. I further certify that notice of said meeting was given in accordance with the provisions of the open meetings act.

Clerk
County of Ottawa

COPY OF 2008 RESOLUTION

RE: RESOLUTION DECLARING OFFICIAL INTENT TO REIMBURSE
PROJECT EXPENDITURES WITH BOND PROCEEDS

Submitted by Commissioner Swartout:

Mr. Chairman, Ladies, and Gentlemen:

I offer the following resolution:

WHEREAS, pursuant to the provisions of Act No. 342, Public Acts of Michigan, 1939, as amended ("Act 342"), the Board of Supervisors of the County of Ottawa (the "County") authorized and directed that there be established, maintained and operated a countywide system or systems of water and sewer improvements and services and designated the Board of County Road Commissioners of the County to be the agency of the County for the purposes set forth in Act 342; and

WHEREAS, the County has been requested by the City of Hudsonville, the Charter Township of Georgetown and the Charter Township of Jamestown (collectively, the "Municipalities") under the provisions of Act 342, to finance on behalf of the Municipalities the acquisition and construction of certain hereafter described sewage disposal system improvements (the "Project"); and

WHEREAS, it is anticipated that the Municipalities and the County will enter into contracts under Act 342, pursuant to which contracts the County will acquire and construct the Project and issue its tax-exempt bonds (the "Bonds") to finance all or part of the cost of the Project; and

WHEREAS, it is anticipated that the County and/or the Municipalities will advance all or a portion of the costs of the Project prior to the issuance of the Bonds, such advance to be repaid from proceeds of the Bonds upon the issuance thereof; and

WHEREAS, Section 1.150-2 of the Treasury Regulations on Income Tax (the "Reimbursement Regulations") specifies conditions under which a reimbursement allocation may be treated as an expenditure of bond proceeds, and the County intends by this resolution

to qualify amounts advanced by the County and/or the Municipalities to the Project for reimbursement from proceeds of the Bonds in accordance with the requirements of the Reimbursement Regulations.

THEREFORE, BE IT RESOLVED by the Board of Commissioners of Ottawa County, Michigan, as follows:

1. The Project shall consist of improvements to the City of Grandville wastewater treatment plant (the "Plant") that, once completed, will expand the capacity of the Plant from 4.4 million gallons per day ("MGD") to 10.0 MGD, such increased capacity to be allocated to and available to the Municipalities.

2. The maximum principal amount of Bonds expected to be issued for the Project is \$18,000,000.

3. The County hereby declares its official intent to issue the Bonds to finance the costs of the Project, and hereby declares that it reasonably expects to reimburse advances by the County and/or the Municipalities to the Project as anticipated by this resolution.

4. The Bonds shall be authorized by proper proceedings of the County subsequent to this resolution.

5. All resolutions and parts of resolutions insofar as they may be in conflict herewith are hereby rescinded.

YEAS: Commissioners Kortman, Kuyers, Swartout, Ruiter, Hehl,

Rycenga, Schrottenboer, Disselkoen, Berghorst, Holtvluwer

NAYS: None

ABSENT: Holtrop

RESOLUTION DECLARED ADOPTED.

STATE OF MICHIGAN)
)ss
COUNTY OF OTTAWA)

I hereby certify that the foregoing is a true and complete copy of a resolution duly adopted by the Board of Commissioners of the County of Ottawa at a regular meeting held on June 24th, 2008, the original of which resolution is on file in my office. I further certify that notice of said meeting was given in accordance with the provisions of the open meetings act.

Daniel C. Krueger
Clerk
County of Ottawa by Sheri A. Jaynes
 Chief Dep Clerk

Action Request



Committee: Finance and Administration

Meeting Date: 2/16/2010

Requesting Department: Administrator's Office

Submitted By: Keith Van Beek

Agenda Item: Ottawa County Energy Retrofit Program - Boiler Replacement

SUGGESTED MOTION:

To approve and forward to the Board of Commissioners a contract with Request Heating and Cooling to replace the boiler at 12265 James Street for \$22,105, funding to come from the Energy Efficiency and Conservation Block Grant (EECBG).

SUMMARY OF REQUEST:

Summary of Request: 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. Several efforts and related funding was set aside for audits and retrofit projects for county buildings. The Board of Commissioners already approved a \$920,000 contract to upgrade HVAC systems in various County facilities. County staff is securing quotes for improved energy efficient lighting and will install that lighting in the coming months. We also secured an energy audit for the jail, which was the only facility that had not had some form of energy audit completed in recent years. This project will involve the installation of an energy efficient boiler at CMH Building A on James Street. The attached contract outlines our relationship with Request Heating and Cooling and the many grant requirements that are attached to this source of ARRA funding.

FINANCIAL INFORMATION:

Total Cost: \$22,105 County Cost: \$0 Included in Budget: Yes No

If not included in budget, recommended funding source:
EECBG Funding

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
Reason: I am approving this document
Date: 2010.02.12 08:51:10 -0500

Committee/Governing/Advisory Board Approval Date:

AGREEMENT TO REPLACE THE BOILER AT 12265 JAMES STREET

This Agreement is made this ___ day of February, 2010, by and between the County of Ottawa, 12220 Fillmore Street, West Olive, Michigan 49460 (“Ottawa County”) and Request Heating and Cooling LLC, 11699 Greenway Drive, Suite 70, Holland, Michigan 49424, a Michigan corporation, (“RHC”) 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 “initiate or complete retrofits to Ottawa County facilities as suggested by past energy audits,” as set forth in Activity 2 of Ottawa County’s EECBG proposal and award; and,

B. RHC is a company which is fully qualified to perform the boiler replacement and installation for Ottawa County; and,

C. RHC has submitted a proposal in response to Ottawa County RFP 09-13, which Ottawa County wishes to set forth in the form of an Agreement, 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:** RHC agrees to remove and dispose of the old boiler and install a new boiler on behalf of Ottawa County. RHC may not perform any work described in the proposal, as set forth in Exhibit “A”, until the DOE has approved RHC

as a contractor for Ottawa County and until the DOE has released specific terms and conditions for expenditure of the County's EECBG funds.

2. **Adherence to Federal Requirements:** In conducting the boiler replacement, and in performing all services under this Agreement, RHC 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. RHC will also assure that any subcontractors retained by RHC 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 RHC are contingent upon receipt of EECBG grant funding by Ottawa County. RHC will invoice Ottawa County for the work outlined in Exhibit "A" upon the completion of the statement of work. Upon the approval of the Facilities Maintenance Director, invoices will be processed and paid by Ottawa County in accordance with Ottawa County's standard policies therefore.

RHC will be fully and exclusively responsible for payments and reimbursements to any subcontractor(s) of RHC 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 except for work completed or costs incurred through the date of notice of termination to RHC or to any of its subcontractors for failure of the DOE to provide adequate funding to reimburse the

anticipated costs of RHC 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 RHC 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 RHC or any of its subcontractors to comply with the terms of this Agreement, including the requirements for federal contracts as set forth in Exhibit "B" hereto.

5. **No Additional Costs or Expenses:** RHC shall, at its sole cost and expense, provide, 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, unless otherwise agreed to in writing by Ottawa County.

6. **Permits & Licenses:** RHC 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 RHC, all notices shall be sent to:

Leon Nienhuis, Owner
Request Heating and Cooling
11699 Greenway Drive, Suite 70
Holland, MI 49424

8. **Representations and Warranties:** RHC 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 RHC 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 RHC, or any employee or service provider, or subcontractor thereof, at any time during the term of this Agreement.

RHC 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:** RHC 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 RHC 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:** RHC 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 "E" 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 RHC or its employees, agents or subcontractors. RHC 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, RHC 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 RHC.

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, RHC 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 February, 2010.

COUNTY OF OTTAWA

Dated: _____

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

Dated: _____

By: _____
Daniel C. Krueger, County Clerk

REQUEST HEATING & COOLING, LLC

Dated: _____

By: _____
Leon Nienhuis, Owner

EXHIBIT "A"

Request
Heating & Cooling LLC

BID PROPOSAL FOR:

BOILER REPLACEMENT AT OTTAWA CO. BUILDING "A"

STATEMENT OF QUALIFICATIONS

I have over 26 yrs of experience in the Commercial Heating and Cooling business. I have worked for Ottawa County facilities in all aspect (service, installation) of boilers, air conditioning and controls for the past 20 yrs. I county knows the kind of work I have done in the past and I am confident I will do a good job on this boiler replacement as well.

ACORD CERTIFICATE OF LIABILITY INSURANCE		OP ID LT REQUR-1	DATE (MM/DD/YYYY) 01/15/10
PRODUCER Byron Insurance 4595 32nd Avenue P.O. Box 99 Hudsonville MI 49426- Phone: 616-669-9466 Fax: 616-669-9870		THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.	
INSURED Request Heating & Cooling c/o Leon Niehuis 11699 greenway dr Holland MI 49424		INSURERS AFFORDING COVERAGE	NAIC #
		INSURER A: Homeowners Insurance Company	26638
		INSURER B: Auto-Owners Insurance Company	18988
		INSURER C:	
		INSURER D:	
		INSURER E:	

COVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR	POLY	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS	
A		GENERAL LIABILITY	16617570-08	06/04/09	06/04/10	EACH OCCURRENCE	\$ 1,000,000
		<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY				DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 300,000
		<input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR				MED EXP (Any one person)	\$ 10,000
		<input checked="" type="checkbox"/> Hired & Non Owned				PERSONAL & ADV INJURY	\$ 1,000,000
		GEN'L AGGREGATE LIMIT APPLIES PER:				GENERAL AGGREGATE	\$ 2,000,000
		<input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC				PRODUCTS - COMP/OP AGG	\$ 2,000,000
B		AUTOMOBILE LIABILITY	4707571602	06/04/09	06/04/10	COMBINED SINGLE LIMIT (Ea accident)	\$ 1000000
		<input type="checkbox"/> ANY AUTO				BODILY INJURY (Per person)	\$
		<input type="checkbox"/> ALL OWNED AUTOS				BODILY INJURY (Per accident)	\$
		<input checked="" type="checkbox"/> SCHEDULED AUTOS				PROPERTY DAMAGE (Per accident)	\$
		<input checked="" type="checkbox"/> HIRED AUTOS				AUTO ONLY - EA ACCIDENT	\$
		<input type="checkbox"/> NON-OWNED AUTOS				OTHER THAN EA ACC	\$
						AUTO ONLY:	AGG \$
B		EXCESS/UMBRELLA LIABILITY	4707571604	06/04/09	06/04/10	EACH OCCURRENCE	\$ 1,000,000
		<input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE				AGGREGATE	\$ 1,000,000
		<input type="checkbox"/> DEDUCTIBLE					\$
		<input checked="" type="checkbox"/> RETENTION \$					\$
		WORKERS COMPENSATION AND EMPLOYERS' LIABILITY				WC STATU-TORY LIMITS	OTH-ER
		ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED?				E.L. EACH ACCIDENT	\$
		If yes, describe under SPECIAL PROVISIONS below				E.L. DISEASE - EA EMPLOYEE	\$
		OTHER				E.L. DISEASE - POLICY LIMIT	\$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS

heating/air conditioning installation

CERTIFICATE HOLDER

for information only.

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 10 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.

AUTHORIZED REPRESENTATIVE
Randy Gildea



CERTIFICATE OF LIABILITY INSURANCE

OP ID MD
HOEKS-2

DATE (MM/DD/YYYY)
01/14/10

PRODUCER Lenz & Associates, Inc. P.O. Box 60 Zeeland MI 49464 Phone: 616-748-9440 Fax: 616-748-9444	THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.	
	INSURERS AFFORDING COVERAGE	NAIC #
INSURED Hoekstra Plumbing & Mechanical Inc. 9817 Riley Zeeland MI 49464	INSURER A: Acuity Insurance Company	14184
	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	

COVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	ADD'L INSR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YYYY)	POLICY EXPIRATION DATE (MM/DD/YYYY)	LIMITS
A		GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC	I22508	05/17/09	05/17/10	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 250,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COMP/OP AGG \$ 3,000,000
A		AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS	I22508	05/17/09	05/17/10	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ AUTO ONLY - EA ACCIDENT \$ OTHER THAN AUTO ONLY: EA ACC \$ AGG \$
		GARAGE LIABILITY <input type="checkbox"/> ANY AUTO				AUTO ONLY - EA ACCIDENT \$ OTHER THAN AUTO ONLY: EA ACC \$ AGG \$
A		EXCESS / UMBRELLA LIABILITY <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE DEDUCTIBLE RETENTION \$	I22508	05/17/09	05/17/10	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000 \$ \$
A		WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under SPECIAL PROVISIONS below Y/N <input type="checkbox"/>	I22508	05/17/09	05/17/10	<input checked="" type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 100,000 E.L. DISEASE - EA EMPLOYEE \$ 100,000 E.L. DISEASE - POLICY LIMIT \$ 500,000
		OTHER				

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS

CERTIFICATE HOLDER

Request Heating 11699 Greenway Drive Holland MI 49424	REQUESTS2	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 10 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.
AUTHORIZED REPRESENTATIVE 		

Attachment A
Authorized Signature Form
 OTTAWA COUNTY
 Lochinvar 399 MBH High Efficiency Boiler
 RFP-09-13

Name of Bidder: <i>REQUEST HEATING + COOLING LLC</i>	
Address: <i>11699 GREENWAY DR STE 70 HOLLAND, MI 49424</i>	
Telephone Number: <i>416 396-0172</i>	Fax Number: <i>416 396-0373</i>
Email Address: <i>LEON@REQUESTHVAC.COM</i>	Federal Tax ID Number: <i>270049081</i>
If awarded a contract in response to this proposal, our company: <input checked="" type="checkbox"/> Will <input type="checkbox"/> Will Not	
Be able to meet the specifications as required in Section XII: Insurance Requirements.	
Signature of Authorized Signatory*: <i>Leon G Nemtuis</i>	Title and Name of Company: <i>OWNER REQUEST HTG + CLG</i>
Name of Authorized Signatory (print): <i>LEON G NEMTUIS</i>	Date: <i>1/15/10</i>
*The above individual is authorized to sign on behalf of the company submitting this proposal. Proposals must be signed by an official authorized to bind the provider to its provisions for at least a period of 90 days.	

**Attachment B
Business Information
OTTAWA COUNTY
Lochinvar 399 MBH High Efficiency Boiler
RFP-09-13**

(a) Name of Business (Official Name and D/B/A)	REQUEST HEATING & COOLING LLC
(b) Business Headquarters (include Address, Telephone and Facsimile)	11699 GREENWAY DR, HOLLAND, MI 49424
(c) If a Division or Subsidiary of another organization provide the name and address of the parent	
(d) Billing Address	SAME
(e) Name of Chief Executive Officer	LEON NIENHUIS
(f) Customer Contact (include Name, Title, Address, Telephone, Toll-Free Number, Facsimile and E-mail)	
(g) Company Web Site	REQUESTHVAC.COM
(h) Type of Organization (i.e., Sole Proprietor, Corporation, Partnership, etc. -- should be the same as on the Taxpayer ID form below)	
(i) Length of Time in Business	4 yrs 3 months
(j) Number of Full-Time Employees (average from most recent Fiscal Year)	1
(k) Type of and description of business	Commercial & Residential Heating & Cooling
(l) Identify and specify the location(s) and telephone numbers of the major offices and other facilities that relate to the Vendor's performance under the terms of this RFP.	

Zeeland Public Schools	616 748-3000
Allegan Public Schools	
West Ottawa Schools	738-5700
Central Ave Chevrolet	396-8766
Calumet CR	396-7550

**Attachment C
Vendor Reference Form
OTTAWA COUNTY
Lochinvar 399 MBH High Efficiency Boiler
RFP-09-13**

Bidders Name: LEON NIENHUIS
PRINT CLEARLY

Company Name: <i>REINVEST HTG + CLG</i>	Contact Name: <i>LEON NIENHUIS</i>
Type of Supplies/Service(s) Provided: <i>NEW Boiler</i>	Contact Phone Number: <i>616 396-0172</i>
Date of Services:	Contact Address: <i>11699 GREENWAY DR SUITE 70 HOLLAND, MA 01424</i>

Company Name: <i>NOCKITA PLUMBING + MECH</i>	Contact Name: <i>KEN NOCKITA</i>
Type of Supplies/Service(s) Provided: <i>Boiler + Labor</i>	Contact Phone Number: <i>616 748-4635</i>
Date of Services:	Contact Address: <i>9817 RILEY ZEELAND, MA 01424</i>

Company Name:	Contact Name:
Type of Supplies/Service(s) Provided:	Contact Phone Number:
Date of Services:	Contact Address:

ATTORNEY GENERAL FAX (703) 338-4031 DEC 20 2009 10:11AM 10/10/09

Attachment D
Bidder Questionnaire Form
RFP-09-13

In order to assist in evaluating bids for this work, it will be necessary to have the following information about your management plans for this work. If your answers require more space, please submit them on a separate paper clearly labeled "Bidder Questionnaire Form":

1. How many persons are employed by your company? *1*

2. State the locations and hours of your stores, providing contact information of key personnel.
11699 GREENWAY DR., HOLLAND, MI 49424

3. Have you performed work for municipalities? If so please list municipality and contact information.
8-5pm LEON NIENHUIS
OTTAWIA COUNTY FACILITIES - BILL MORSE 614 738-487

4. Has your company ever defaulted on a contract? If so, where and why?
NO

The above information is to be given in sufficient detail to show your ability to manage this contract work profitably for the expected term of such a contract.

**Attachment F
Proposal Submission Form
RFP-09-13**

I/We hereby offer to remove old boiler and replace with new Lochinvar Knight 399 MBH boiler in complete accordance with the specifications, terms, and conditions of the County of Ottawa Request for Proposals No. 09-13, dated December 24, 2009.

This cost proposal is to include all work necessary to effectively conduct and complete the requirements described in this RFP.

Factors other than price may be taken into consideration when making a recommendation for award of contract.

The fees stated below must include all necessary costs including, but not limited to, labor, materials, overhead, administrative charges, taxes, permit fee, profit and insurance.

All necessary piping, valves and fittings, pipe insulation for new piping	\$ <u>1100</u>
One new bladder expansion/air removal tank	\$ <u>1766</u>
New PVC vent and outdoor air intake through existing roof	\$ <u>990</u>
Replacement of glycol as needed	\$ <u>275</u>
All necessary electrical for new boiler pump	\$ <u>440</u>
All labor for installation of new boiler and removal of existing boiler <i>(labor quotes must include the Davis-Bacon wages for Ottawa County)</i>	\$ <u>16,982</u>
R&R of existing control points	\$ <u>440</u>
Permit fee	\$ <u>110</u>
Non-harmful waste stream disposal of the old boiler	\$ _____
Total bid:	\$ <u>22,105</u>

January 14, 2010

Request Heating & Cooling LLC

To: Ottawa Co
Attn. Steve C

Re: "A" Building Boiler quote

In response to your request I have developed the following proposal for replacing the existing boiler with a new high efficient **Lochinvar Knight** boiler.

Items covered in quote

Remove the old boiler and disposal
Install a new 399,000 Btu high efficient boiler
Expansion tank
Glycol replacement as needed
Venting
Wiring
Startup
Warranty

Total cost for work outlined above: \$22,105.00

Signed _____ Date _____.

Thank you for allowing Request Heating & Cooling LLC to submit this quote. If you have any questions please call me at 616 403-2777 or 396-0172 or fax 396-0373.

Sincerely
Leon Nienhuis

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) TES 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) TES 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) TES 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), and all applicable guidelines therefore, including "Energy Efficiency and Conservation Block Grant Program Notice 10-004, (Exhibit "D") Effective Date: December 17, 2009," and any amendments thereafter.

(4) TES 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) TES and any subcontractor will comply with notice of awarding agency requirements and regulations pertaining to reporting.

(6) TES 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) TES and any subcontractor will comply with agency requirements and regulations pertaining to copyrights and rights in data.

(8) TES 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) TES 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) TES 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) TES 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 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 "F."

EXHIBIT “C”

The Department of Labor is responsible for determining the prevailing wages that are required to be paid as part of the Davis-Bacon Act. The determination for Ottawa County, Michigan is from the Department of Labors website at www.wdol.gov.

The labor costs submitted for TES in Exhibit “A” includes ELECTRICIAN at a rate of \$11.21 per hour, as indicated in the determination below.

=====

General Decision Number: MI080059 07/24/2009 MI59
 Superseded General Decision Number: MI20070059
 State: Michigan
 Construction Type: Building
 County: Ottawa County in Michigan.

BUILDING CONSTRUCTION PROJECTS (does not include residential construction consisting of single family homes and apartments up to and including 4 stories)

Modification Number	Publication Date
0	02/08/2008
1	04/03/2009
2	05/01/2009
3	07/24/2009

* IRON0340-003 06/01/2009

	Rates	Fringes
IRONWORKER		
Structural.....	\$ 24.00	15.52

SUMI1984-003 04/01/1984

	Rates	Fringes
ASBESTOS WORKER/HEAT & FROST INSULATOR.....	\$ 15.93	4.00
BOILERMAKER.....	\$ 17.19	3.00
BRICKLAYER.....	\$ 10.83	
CARPENTER.....	\$ 11.37	
CEMENT MASON/CONCRETE FINISHER...	\$ 9.26	1.55
Drywall taper.....	\$ 9.94	
ELECTRICIAN.....	\$ 11.21	
IRONWORKER, REINFORCING.....	\$ 9.00	1.33
LABORER.....	\$ 7.93	
LATHER.....	\$ 10.50	
PAINTER: Brush Only.....	\$ 8.93	
PLASTERER.....	\$ 10.22	

PLUMBER.....	\$ 15.49	2.77
Power Equipment Operator		
Backhoe.....	\$ 9.50	1.33
Bulldozer.....	\$ 15.35	13% + 4.10
Crane, derrick & dragline...	\$ 15.45	13% + 4.10
Front end loader.....	\$ 10.43	1.53
Grader/scrapper.....	\$ 10.08	
ROOFER, Including Built Up, Composition and Single Ply Roofs.....	\$ 8.60	
Sheet metal worker.....	\$ 13.75	4.23
TRUCK DRIVER.....	\$ 8.73	

WELDERS - Receive rate prescribed for craft performing operation to which welding is incidental.

=====

Unlisted classifications needed for work not included within the scope of the classifications listed may be added after award only as provided in the labor standards contract clauses (29CFR 5.5 (a) (1) (ii)).

In the listing above, the "SU" designation means that rates listed under the identifier do not reflect collectively bargained wage and fringe benefit rates. Other designations indicate unions whose rates have been determined to be prevailing.

WAGE DETERMINATION APPEALS PROCESS

1.) Has there been an initial decision in the matter? This can be:

- * an existing published wage determination
- * a survey underlying a wage determination
- * a Wage and Hour Division letter setting forth a position on a wage determination matter
- * a conformance (additional classification and rate) ruling

On survey related matters, initial contact, including requests for summaries of surveys, should be with the Wage and Hour Regional Office for the area in which the survey was conducted because those Regional Offices have responsibility for the Davis-Bacon survey program. If the response from this initial contact is not satisfactory, then the process described in 2.) and 3.) should be followed.

With regard to any other matter not yet ripe for the formal process described here, initial contact should be with the Branch of Construction Wage Determinations. Write to:

Branch of Construction Wage Determinations
Wage and Hour Division
U.S. Department of Labor
200 Constitution Avenue, N.W.
Washington, DC 20210

2.) If the answer to the question in 1.) is yes, then an interested party (those affected by the action) can request review and reconsideration from the Wage and Hour Administrator (See 29 CFR Part 1.8 and 29 CFR Part 7). Write to:

Wage and Hour Administrator
U.S. Department of Labor
200 Constitution Avenue, N.W.
Washington, DC 20210

The request should be accompanied by a full statement of the interested party's position and by any information (wage payment data, project description, area practice material, etc.) that the requestor considers relevant to the issue.

3.) If the decision of the Administrator is not favorable, an interested party may appeal directly to the Administrative Review Board (formerly the Wage Appeals Board). Write to:

Administrative Review Board
U.S. Department of Labor
200 Constitution Avenue, N.W.
Washington, DC 20210

4.) All decisions by the Administrative Review Board are final.

END OF GENERAL DECISION



Department of Energy
Washington, DC 20585

**ENERGY EFFICIENCY AND CONSERVATION BLOCK GRANT PROGRAM
NOTICE 10-004**

EFFECTIVE DATE: December 17, 2009

SUBJECT: GUIDANCE ON IMPLEMENTATION OF THE DAVIS-BACON ACT PREVAILING WAGE REQUIREMENTS FOR ENERGY EFFICIENCY CONSERVATION BLOCK GRANT RECIPIENTS UNDER THE AMERICAN RECOVERY AND REINVESTMENT ACT OF 2009

PURPOSE: To issue guidance to Energy Efficiency Conservation Block Grant (EECBG) Program participants on compliance with Davis-Bacon Act (DBA)¹ requirements associated with the expenditure of American Recovery and Reinvestment Act of 2009 (Recovery Act) funds. The Department of Labor (DOL), Employment Standards Administration, Wage and Hour Division (WHD) has issued guidance on applicability of DBA requirements to all agencies engaged in funding projects for construction, alteration, and/or repair funded in whole or in part by funds appropriated under the Recovery Act.² This guidance does not modify or replace the DOL guidance or any requirements or terms and conditions contained in the grant instrument.

SCOPE: The provisions of this guidance apply to recipients of EECBG Program funds, as named in a Notification of Grant Award (Grant Award) from DOE under the EECBG Program and their subrecipients. The provisions of this guidance do not apply to U.S. Territories. Tribal governments are only exempt from the DBA provisions when the Tribal government performs work using its employees. The Davis-Bacon Act applies to all contractors that employ laborers and/or mechanics performing work under a Grant Award.

BACKGROUND: The Davis-Bacon Act

The DBA is applicable to contracts of the United States³ in excess of \$2,000⁴ for the construction, alteration, and/or repair (including painting and decorating)⁵ of public

¹ 40 U.S.C. 3141 *et seq.*

² See DOL All Agency Memorandum No. 207, dated May 29, 2009, available at <http://www.dol.gov/whd/recovery/AAM207.pdf>. (AAM No. 207).

³ This includes the District of Columbia. For applicability of the Davis-Bacon Act to government agencies, such as states, under Section 1606 of the Recovery Act, see the DOL Advisory Letter to DOE (Advisory Letter) at <http://www.dol.gov/whd/recovery/AdvisoryLetterDOE.pdf>, page 2.

⁴ The \$2,000 threshold for coverage pertains to the amount of the prime contract, not to the amount of individual subcontracts. If the covered prime contract exceeds \$2,000, all work on the project is covered.

⁵ These work activities are defined at 29 CFR Part 5.2(k).

buildings or public works. The DBA requires all contractors and subcontractors to pay laborers and mechanics employed on a covered contract wages and fringe benefits determined by the Secretary of Labor to be prevailing for corresponding classes of employees engaged on similar projects in the locality. In numerous additional laws, Congress has specifically required adherence to DBA prevailing wage requirements where they might not otherwise be applicable.

On February 17, 2009, President Obama signed the Recovery Act to jumpstart the economy by saving and creating jobs, and to foster energy efficiency efforts and achieve other goals.⁶ Section 1606 of the Recovery Act specifically requires that all laborers and mechanics employed by contractors and subcontractors on any project “funded directly by or assisted in whole or in part by” Recovery Act funds be paid prevailing wages as determined by the Secretary of Labor.⁷

Accordingly, contractors and subcontractors must ensure that any laborers and mechanics⁸ employed on projects funded or assisted in whole or in part by Recovery Act funds are paid prevailing wages as determined by the Secretary of Labor for construction, alteration, and/or repair (including painting and decorating). All recipients, grantees, and subgrantees, with the exception of State and local governments that use their own employees to perform this work, must also pay their own employees performing the work of laborers and mechanics the DBA prevailing wage rate. If the entity receiving Recovery Act assistance for such projects contracts out the work, it must ensure that the DBA requirements flow down to the entities that employ the laborers and mechanics to do the work.⁹

Contract Clauses

On projects where DBA prevailing wage requirements must be paid, the requirements set out in the DOL regulations at 29 CFR Parts 1, 3, and 5 are applicable. In accordance with 29 CFR Part 1, Federal agencies directly contracting for projects or providing assistance under the Recovery Act to other entities for such projects must include the DBA contract clauses in their solicitations, assistance agreements, and the resulting contracts and grants, and must require that those requirements flow down to any contracts or subcontracts for the performance of the work.¹⁰ As a consequence of the required DBA contract clauses, the recipient of the Recovery Act funds is responsible for the compliance by its subgrantees, contractors, and their subcontractors.¹¹

⁶ See <http://www.recovery.gov/?q=content/our-mission>.

⁷ For the text of the Davis-Bacon provision in Section 1606, see AAM No. 207, page 2 and the Advisory Letter, page 2.

⁸ Apprentice and trainees may be paid at less than the DBA prevailing wage rate if the requirements set forth in 29 CFR Part 5.5(a)(4) are met.

⁹ See Advisory Letter page 2.

¹⁰ See DOE Acquisition and Financial Assistance Guide for the American Recovery and Reinvestment Act of 2009, version 2.1a, Attachment 3 at: http://management.energy.gov/policy_guidance/1672.htm

¹¹ See 29 CFR Part 5.5(a)(6) (making prime contractor responsible for lower-tier contractor compliance).

DOE is responsible for ensuring that the applicable wage determinations are included in solicitations, assistance agreements, and the resulting contracts and grants. EECBG Program projects using Recovery Act funds must incorporate the most current DOL Wage Determination(s) as found at <http://www.wdol.gov/Index.aspx> for the worker classifications applicable to the work being performed by employees or contractors. Please also note that the rates posted at the DOL site are minimums.

Grantees/subgrantees and contractors/subcontractors must attach the applicable wage determinations to the solicitation, assistance agreement, and resulting contract or grant. A grantee or subgrantee and contractors/subcontractors contracting out work on a covered project must provide the wage determination to the contractors or subcontractors 10 calendar days prior to issuing the solicitation.

If an ongoing construction project that was awarded prior to the Recovery Act or that was not assisted or funded in whole or part by Recovery Act funds later receives Recovery Act funding, the agency will insert the appropriate wage determination(s) in relevant contracts and federal assistance agreements effective as of the date the Recovery Act funding is approved for use on the project. The wage determinations must thereafter be included in any contracts or subcontracts for the DBA-covered work. Projects that are already subject to the DBA labor standards would not require application of a new Davis-Bacon wage determination upon receipt of Recovery Act funding unless the funding is for work not contemplated under the existing contract for construction.

Payroll Records

In addition, Grantees/subgrantees and contractors/subcontractors on these projects funded or assisted in whole or part by Recovery Act funds shall maintain payrolls and basic records relating to payroll during the course of the work and preserve them for a period of three years thereafter for all laborers and mechanics working on the project, or as designated in the grant document.¹² **They must also ensure that all laborers and mechanics on a project funded or assisted in whole or part with Recovery Act funds are paid on a weekly basis and must submit weekly certified payroll records to the contracting and administering agency.**¹³

Published Wage Rates

Wage rates can be found at www.wdol.gov. If county recipients in any State do not have published DOL wage rates, then the county must submit a request for conformance to the DOL. The conformance process often takes up to six weeks to be completed so county should plan its project activities accordingly.¹⁴

¹² See 29 CFR Part 5.5(a)(3)(i) for the payroll and record-keeping requirements, including a list of the required contents of the records and for additional record-keeping requirements.

¹³ See 29 CFR Part 5.5(a)(ii)(A)-(D) for additional requirements relating to the submission of weekly certified payroll records.

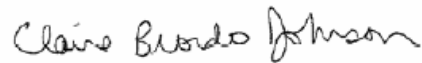
¹⁴ The Department of Labor has provided guidance for anyone who must submit a conformance request for a Wage Determination on its website at <http://www.dol.gov/whd/recovery/dbsurvey/conformance.htm>

Administrative Costs

Costs associated with DBA compliance can be charged as an administrative cost. EECBG recipients should contact their respective DOE Project Management Center for specific guidance on how to appropriately charge these costs.

TRAINING

Training on Davis-Bacon implementation, frequently asked questions, labor clauses, and other related Recovery Act information can be found at:
<http://www.eecbg.energy.gov/davisbacon.html>.



Claire Broido Johnson
Acting Program Manager
Office of Weatherization and Intergovernmental Programs
Energy Efficiency and Renewable Energy

EXHIBIT “E”

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 “F”

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.”



County of Ottawa

Office of the Treasurer

Bradley J. Slagh
County Treasurer

Cheryl Clark
Chief Deputy Treasurer

Steven Brower
Deputy Treasurer

12220 Fillmore St., Room 155, West Olive, MI 49460

bslagh@miottawa.org

Phone: (616) 994-4501
1-800-764-4111, ext. 4501

Fax: (616) 994-4509

Web Site: www.miOttawa.org

Report To: Ottawa County Finance & Administration Committee

From: Bradley Slagh

Date: February 10, 2010

Re: Financial month end update for January 2010

Attached are the graphs representing an overview of the status of the General Fund portfolio of the County as of January 31, 2010. As depicted in the graphs the asset distribution of the General Pooled Funds by percentage and maturity continues to meet the requirements of the County's Investment Policy.

The rate environment for 2 – 5 year Treasury & Agency investments continues to be in a tailspin, as rates have fallen again since the first of the year. There is some potential that rates will begin to rise prior to our heaviest investment season for the County, which begins in late summer.

I anticipate being at the Finance Committee meeting to answer questions. Please feel free to call or email me if you have any questions during your review of this material.

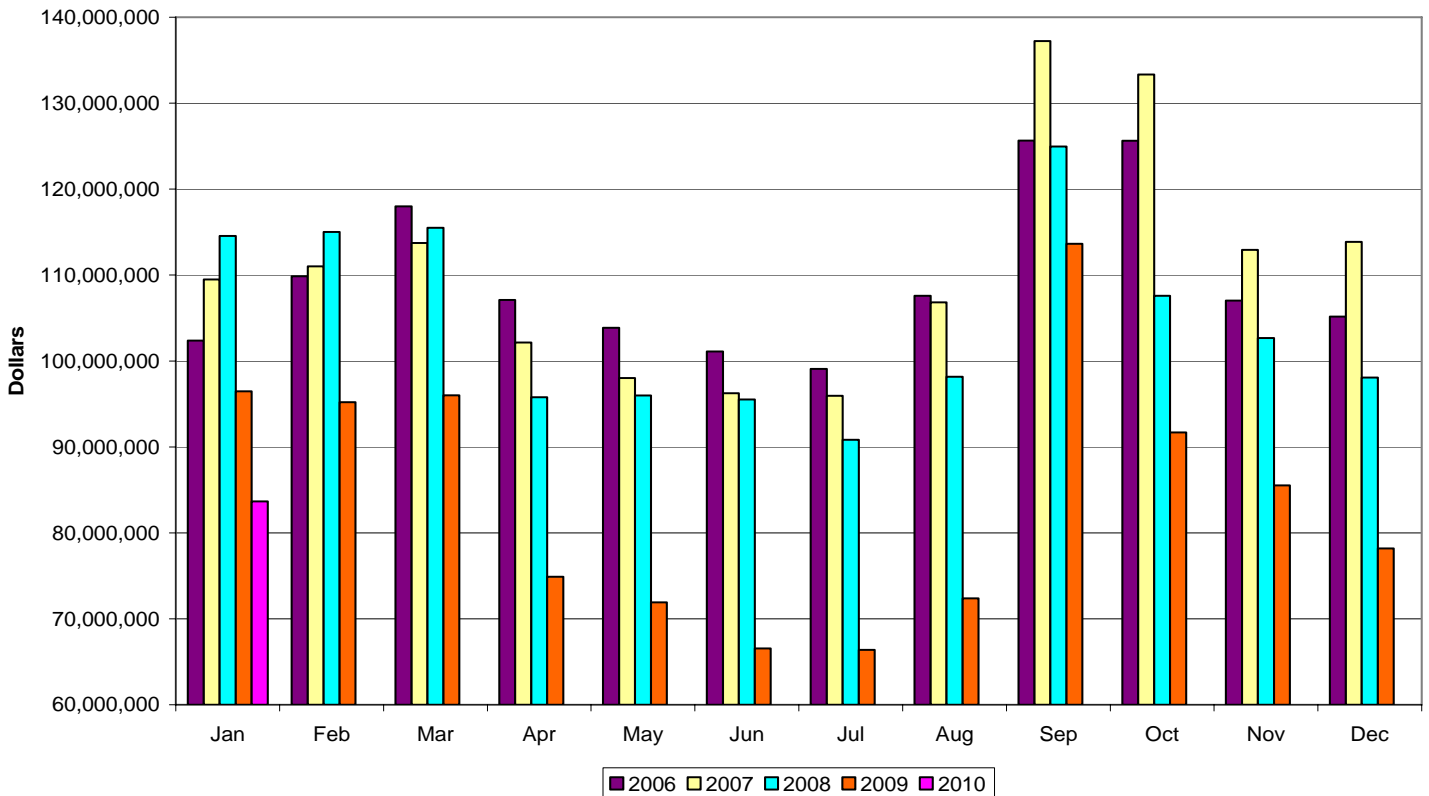
Ottawa County General Pooled Funds

Current Portfolio Size

January 31, 2010

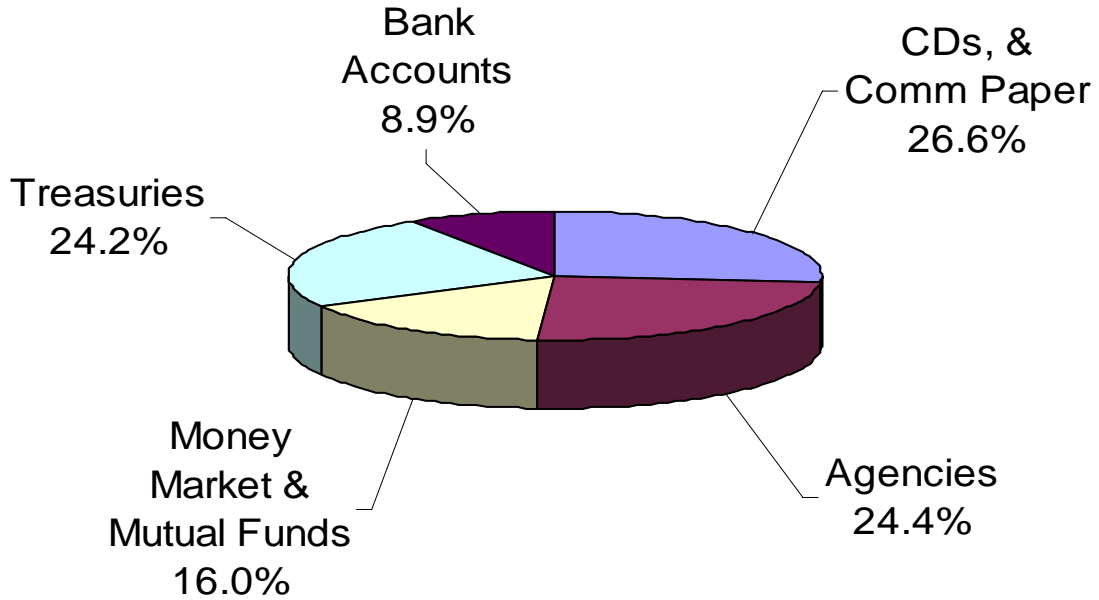
<i>CDs, & Comm Paper</i>	\$22,251,636.90
<i>Agencies</i>	\$20,471,366.23
<i>Money Market & Mutual Funds</i>	\$13,379,410.52
<i>Treasuries</i>	\$20,224,786.25
<i>Bank Accounts</i>	\$7,415,663.27
Total	\$83,742,863.17

Historical Comparison By Month

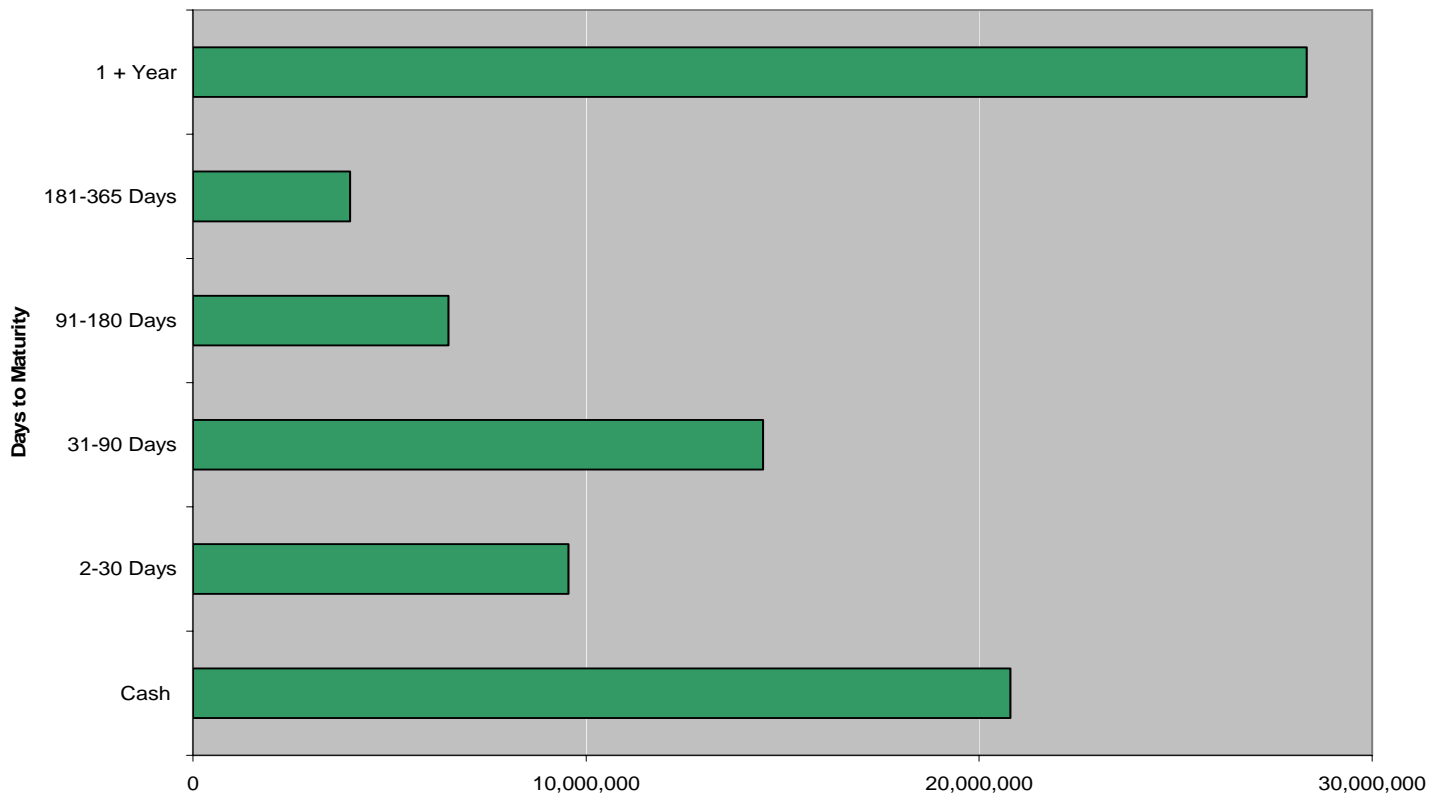


Ottawa County General Pooled Funds

Diversification by Investment January 31, 2010



Diversification By Maturity Date - January 31, 2010



From: Bob Karsten

Attached are three editorials regarding legislative proposals to require government employees in MI to pay 15% to 20% of their health insurance premium. I believe we should support the concept for all the reasons stated in the editorials. If we are trying to bring economic development to this area, maybe we should support proposals promoted by the CEO's of Herman Miller, Haworth, and Perrigo rather than lobby against them. The cost savings to the county would be huge and would allow us to preserve jobs and services. I would like this as a discussion item at our next finance meeting.

OUR VIEW — Business leaders have a plan for Michigan

The Holland Sentinel

Posted Jan 20, 2010 @ 03:13 PM

Holland, MI — More detailed information on the Business Leaders for Michigan plan can be found at www.businessleadersformichigan.com.

Republicans in the Michigan Senate rolled out a package of bills Tuesday that they say could cut state spending by \$2 billion a year and formed a new reform and restructuring committee in their chamber. The Republicans' initiative is welcome, but in some ways they're a little late to the table. Non-partisan groups like the Citizens Research Council and the Center for Michigan have had reform plans laid out for several years, and now they are joined by another organization that recognizes the imperative for change in our state.

Business Leaders for Michigan is pushing its own "Michigan Turnaround Plan," a comprehensive program that addresses tax reform, cost-cutting and needed state investments. Given the mutual suspicion of the two parties in Lansing, reform-minded officials would do well to consider this non-partisan effort as a starting point for discussions.

Business Leaders for Michigan was formed last year from the merger of two CEO groups, Detroit Renaissance and the Michigan Business Leadership Council; local members include Dick Haworth of Haworth Corp., Brian Walker of Herman Miller and Michael Jandernoa of Perrigo. The group obviously has a pro-business agenda, but it differs from organizations like the Michigan Chamber of Commerce since it represents only the state's largest corporations and universities and hence takes a somewhat higher level view of state issues. While Business Leaders for Michigan favors business tax cuts, its members are responsible enough to recognize that state government must provide a strong infrastructure and education system and can't do so if taxes are cut recklessly.

The most notable changes Business Leaders proposes deal with Michigan's dysfunctional finance system.

Business Leaders President and CEO Doug Rothwell points out that companies pay a 3 to 4 percent "tax" for doing business in Michigan — the amount Michigan's tax on business profits exceeds the nation's "top 10" economic growth states. Business Leaders proposes an overall reduction of about 50 percent in the Michigan Business Tax to spur business and job creation, while at the same time extending the sales tax to most services (and lowering the rate to 5.5 percent) to bring the state's tax system more closely in line with modern consumer spending.

Looking at labor costs, Business Leaders' plan calls for reducing the size of the state workforce by 5 to 10 percent, cutting employee compensation to national averages and requiring state workers to increase contributions to their health insurance plans to a level equal to the private sector average. In terms of government reform, the turnaround plan calls for greater incentives for sharing services among school districts and reducing barriers to local government consolidation. On the spending side, Business Leaders seeks to control corrections costs while increasing the state's investment (a word we would underscore) in higher education, infrastructure and livable cities.

In its plan, Business Leaders repeatedly notes that Michigan ranks at or near the bottom among the states in numerous indicators of economic strength and business climate. The group calls for Michigan to become a top 10, but recognizes that a reasonable short-term goal is would be to raise Michigan to the national average. Becoming a top 10 state, Business Leaders notes, means more than bragging rights or even a lower unemployment rate. If Michigan had been a top 10 state in 2007, the organization says, state residents would have enjoyed a per-capita income of \$41,203 — an increase of \$6,783 from the actual total.

The plan from Business Leaders for Michigan may not be perfect, but it is a legitimate, workable proposal. As we've written repeatedly, Michigan is overdue for real reform. Thoughtful proposals like this one are what we needed to get the ball rolling.

Comments (15)

mispec

4 days ago

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Lawmakers right to look at public worker compensation

Big ideas — that's what Michigan needs.

The state, after all, has big problems.

New reforms proposed by Senate Majority Leader Mike Bishop, R-Rochester, certainly meet the "big" test. For that reason alone, they deserve to be seriously considered, not reflexively shredded by special interests, in this case public employee unions that stand to lose if the plans become reality.

Mr. Bishop has put forward a proposal that would save an estimated \$2 billion a year at every level of government. That's not chump change, not when number crunchers in Lansing have projected a \$1.6 billion budget imbalance for next year.

Under the proposals, state and local government and public education employees would take a temporary 5 percent pay cut. Wages for new employees would be reduced by 10 percent. Workers would be required to contribute 20 percent of their health benefit costs. That would be dropped to 15 percent if employees participate in wellness programs.

Mr. Bishop wants the Legislature to put the proposed Michigan Constitution amendments on the Aug. 5 ballot for a public vote. Getting them on the ballot would require a two-thirds majority in both legislative chambers. Lawmakers would be required to make the same pay-and-benefit sacrifices.

While they're at it, lawmakers should summarily dump their lavish health care retirement benefit. That benefit pays for 90 percent of their health care, starting at age 55 for those with only six years of service. At age 65, it supplements Medicare. Ending that sweetheart deal has been discussed a long time — so long the public can rightly wonder if lawmakers are simply protecting their own hides.

The state Legislature cannot undertake serious reforms affecting other public employees without recognizing, and correcting, their own out-sized pay and benefits. Ending this one is a no-brainer. Those losing the deal should include current members of the Legislature.

The cut in pay proposed by Mr. Bishop would be effective for three years. The changes would apply to police, firefighters, local school teachers, university professors and anyone who receives a government paycheck.

Michigan's state employees in

WHY IT MATTERS

Michigan won't ever solve its budget problems until it gets a handle on personnel costs at all levels of government.

2009 paid on average \$1,577 a year toward insurance for a family plan, according to the National Conference of State Legislatures. Compare that to the national average of \$2,304 for all other state employees.

The average overall cost for health care for Michigan workers is \$15,771. The national average for public employees: \$12,907.

Public employee union leaders will object that they have sacrificed base salary increases over the years in exchange for maintaining this generous benefit. That is a legitimate concern, one that calls for a thorough look at public employee compensation, pay and perks. It's worth noting that a 2007 report by the nonpartisan Citizens Research Council showed the state of Michigan's 55,000 civil service employees ranked sixth in the country for base salary pay.



Mike Bishop

Tackling spending isn't enough. Mr. Bishop, and anyone considering changes to the spending side of the government ledger, has to consider the state's tax structure too.

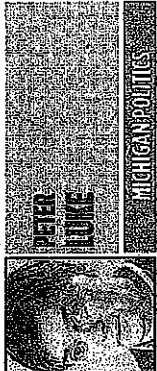
The right way to accomplish these reforms remains a question. Mr. Bishop is proposing constitutional amendments. That follows a pattern of writing into the state's foundational document matters that should better be left to statute. The intent, of course, is to guard against future changes to reforms. However, too much lawmaking by constitution has turned the state's governing blueprint into a long list of particular concerns.

But those are tactical questions. In the big picture, Mr. Bishop's proposal joins another from Democratic House Speaker Andy Dillon, from Wayne County, that would rein in public employee benefit costs.

Those twin plans, one from a Republican and one from a Democrat, suggest a growing consensus that something needs to be done about public employee pay and benefits, especially in light of what has happened to every other worker in Michigan and to Michigan's shrinking budget.

This is a big idea whose time has come.

Lawmakers focus on teachers' benefit costs



Lawmakers in Lansing already determine what is taught in public schools, when the school year starts and how long it lasts, and how the fate of schools in which children aren't learning.

But though they appropriate 60 percent of the money spent on public education in Michigan, they don't have much say in how it is spent. Such as, for example, whether a middle school pre-algebra class should have 25 students or 40.

That may change as the legislature soon wrestles with a \$1.1 billion budget for K-12 education that would require another round of per-pupil cuts that exceed the \$165 reduction in the current year.

Lawmakers appropriate the dollars available in a state school aid budget funded with diminishing sales, property and other tax

revenues.

How the cuts are applied is decided locally even if they negate school improvement measures widely viewed as critical to student achievement and Michigan's long-term future.

Layoffs vs. reducing benefits

Often the choice is boiling down to cuts in programs and teacher layoffs versus wrangling employee benefit reductions at the bargaining table. That same choice is being made at the municipal level and the result is similar reductions in essential services.

House Speaker Andy Dillon sought benefit savings by pooling all public employees in Michigan in a single, state-managed health care plan. Whether his plan emerges from a special committee anytime soon is unclear, given union opposition and Dillon's presumed run for the Democratic nomination for governor.

Republicans have taken a simpler approach. It would stipulate that school districts and other

governmental units in the state could pay no more than 30 percent of the health-care premium for their employees, 85 percent for employees whose enrollment in high-deductible options and health wellness/disease-prevention programs.

For employees in collective bargaining agreements, the measure would be phased in as those contracts expire. It would include elected officials as well.

The proposal, introduced last year by Sen. Mark Jansen, R-Gaines Township, and Rep. David Hildenbrand, R-Lowell, would require majority votes in the Senate and House and a signature by Gov. Jennifer Granholm, who is already intent on winning health benefit concessions at the bargaining table.

Savings estimate: \$600 million

A companion constitutional amendment unveiled last week by Senate Republicans would extract the same savings from university and other employees that statute can't impact. Combined savings

exceeds an estimated \$600 million. Putting an amendment on the ballot would require a more difficult two-thirds vote of both chambers. Jansen said if he can't get agreement, a petition drive could be organized.

Requiring teachers and other unionized employees to pay more for their health care would seem to be a non-starter in a Legislature in which Democrats control half the process. When Dillon introduced his plan last summer, fellow Democrats in the chamber were asked how they could ever support it over the objections of unions who supply a significant amount of cash and other resources for their campaigns.

The response was how could they not, given that back home, private-sector employees who still had jobs were paying more for their health care benefits than public employees were, or would, under the Dillon plan. Their constituents, moreover, should not be asked to sacrifice their children's education so school employees can pay far less for health benefits than they do.

And young teachers who are the first to be laid off should not have their careers imperiled to preserve the benefits status quo for older teachers whose jobs are secure.

Expanding sales tax

Teacher union officials say the solution to what is likely to be a chronic shortfall in school funding for years is tax reform that would expand the base of the sales tax, three-fourths of which is earmarked for schools.

The public, however, is unlikely to be persuaded that they should pay new taxes on services if the money is going to be spent not on reducing class sizes or all-day kindergarten, but on health insurance.

To be sure, many public employees are already paying a significant share of their health benefits; state workers pay 20 percent.

All this does is ensure that all of them do.

Contact Peter Luke at (517) 487-8888 or pluke@boothnewspapers.com.

County of Ottawa 2009 Budget Principles

The Board of Commissioners has adopted and occasionally reviews and amends specific fiscal policies that guide the sustainability of County finances. The rate of County revenue increase continues to diminish due to economic factors including the subprime lending impact on the housing market, dramatically increased fuel and other consumer good prices, increased unemployment and state economic malaise. The following statements summarize principles that will be utilized in order to prepare the 2009 budget.

Fund Balance Use

- Budget the use of fund balance for expenditures that have fund balance reserved or designated for a specific purpose.
- Budget the use of fund balance if a fund has a fund balance and the historical trends indicate that each year the fund balance has grown due to under expending and that the underlying cause for under expending will continue. The intent would be that fund balance would not be used and the increase in fund balance would be minimized each year.
- Fund Balances should not be utilized to fund on-going operations.
- Fund Balances should be utilized to fund one- time expenditures.
- Fund Balance may be used to bridge a short term funding issue created by an economic condition that is determined to be short term vs. the elimination of programs.
- Strive to maintain an undesignated fund balance of the lesser of (a) three months of the most recently adopted budget, or (b) 15% of the General Fund's expenditures from the most recently completed audit.

Programs and Service to the Citizens

- It will be the County's intent to continue to provide the highest quality of services to the citizens. Budget reductions will be considered that would eliminate entire programs before reducing the level of funding for all programs evenly across the board.
- During the last three budget years, the County has implemented a policy of no new hires that would negatively impact the General Fund's net cost. Staffing requests that are critical to ensure quality and timely service to the citizens will be considered.
- Program evaluations may be used as a tool to determine the benefit and related costs of specific programs and result in recommendations to continue or eliminate a program.
- Performance Measurements will be used in the evaluation of programs and services.
- The County will strive for coordination of human service programs and elimination of programs duplicated or provided by other agencies.

Mandated and Discretionary Services

- Discretionary services will be ranked by the Board of Commissioners. Programs with the lowest rankings will be reviewed for possible elimination or revamping.
- The level of service provided for mandated services will be reviewed for possible reductions.

Trend Analysis and Forecasting

- Economic conditions that affect the revenues and/or expenditures will be analyzed to determine the short and/or long term ramifications of the conditions.
- Trending of original budgets to actual revenues and expenditures will be used to indicate the accuracy of our budget process and to identify budgets that have not been at an acceptable level of accuracy.
- Five and ten year forecasts will be used to develop future budget plans.
- Longer range forecasts will be completed annually for all funds identified as Financing Tools.

Fiscal Policies

Code	Title
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01	Accounting Auditing Financial Reporting Policy
02	Accounts Payable Audit Policy
03	Automatic Clearing House & Electronic Transactions Policy
04	Capital Asset Policy
05	County Equipment - Personal Use
06	Credit Card Usage Policy
07	Debt Policy
08	Financial Goals Policy
09	General Fund Budget Policy
10	Grants Policy
11	Infrastructure Program Policy
12	Investment Policy
13	Livestock Reimburse Policy
14	Millage Request Policy
15	Operating Budget Policy
16	Participating Conferences Policy
17	Payment of Accounts Payable Prior to Brd Authorization Policy
18	Per Diem Expense Mileage Policy
19	Performance Measurement Policy
20	Revenue Expenditure Policy
21	Risk Management Policy
22	Purchasing Policy.

Policies that have an impact on the budget are attached. All policies are accessible on the Front Page under Fiscal Services.

OTTAWA COUNTY BOARD OF COMMISSIONERS

ACCOUNTING, AUDITING AND FINANCIAL REPORTING POLICY

I. POLICY

As stewards of funds, the County must provide accountability for their use. The accounting, auditing and financial reporting functions address accountability and provide critical information to the County Board, administrative staff, and department managers that helps them assess their programs and aid in decision-making.

The intent of this policy is to establish guidelines and standards for the County's accounting, auditing and financial reporting process.

II. STATUTORY REFERENCES

Public Act 2 of 1968, Uniform Budgeting and Accounting Act
Public Act 71 of 1919, Uniform System of Accounting MCL 141.921(1)
Public Act 34 of 2001, the Revised Municipal Finance Act
SEC Rule 15c2-12

III. COUNTY LEGISLATIVE OR HISTORICAL REFERENCES

Board of Commissioners Policy Adoption Date and Resolution Number: May 27, 2008; 08-123

Board of Commissioners Review Date and Resolution Number: May 13, 2008; 08-110

Name and Date of Last Committee Review: Planning and Policy Committee, May 8, 2008

Related Policies: _____

ACCOUNTING, AUDITING AND FINANCIAL REPORTING POLICY

PROCEDURE

1. The County will comply with generally accepted accounting principles as contained in the following publications:

- *Codification of Governmental Accounting and Financial Reporting Standards* issued by the Governmental Accounting Standards Board (GASB)
- *Pronouncements of the Financial Accounting Standards Board* (FASB)
- *Governmental Accounting, Auditing and Financial Reporting* (GAAFR) issued by the Government Finance Officers Association (GFOA) of the United States and Canada
- *Audits of State and Local Government Units*, an industry guide published by the American Institute of Certified Public Accountants (AICPA)
- *Government Auditing Standards* issued by the Controller General of the United States
- *Uniform Budgeting and Accounting Act*, State of Michigan Public Act 2 of 1968
- *Uniform System of Accounting Act*, State of Michigan Public Act 71 of 1919
- *Municipal Finance Act*

2. The County will issue all required financial reports by their established deadlines:

- A comprehensive financial audit including an audit of federal grants according to the United States Office of Management and Budget Circular A-133 will be performed annually by an independent public accounting firm. The firm will express an opinion on the County's financial statements.
- The Comprehensive Annual Financial Report will be issued within six months of the County's fiscal year end.
- The Comprehensive Annual Financial Report will be in compliance with the standards and guidelines established by the Government Finance Officers Association Certificate of Achievement for Excellence in Financial Reporting program.
- The Schedule of Federal Financial Assistance (Single Audit) will be issued within nine months of the County's fiscal year end.
- The County will submit a qualifying statement to the State of Michigan in compliance with Public Act 34 of 2001, the Revised Municipal Finance Act.
- The County will meet all continuing disclosure filings required by the Securities and Exchange Commission (SEC) including the guidelines established by SEC Rule 15c2-12.

3. The County will provide accurate and timely financial reports to departments and the Board of Commissioners to aid them in assessing the financial condition of the County and individual departments:

- A system of internal accounting controls will be maintained to adequately safeguard assets and provide reasonable assurances of proper recording of the County's financial transactions.
- The internal control practices of individual departments will be reviewed annually in connection with the annual audit.
- Monthly financial reports including a budget to actual comparison, transaction listing and budget exception report will be provided to departments or departments will have access to such information.
- Fiscal Services Department will provide the Finance and Administration Committee of the Board with budget to actual comparisons for the General Fund, Mental Health Fund and Health Fund on a quarterly basis or as requested.

REVIEW PERIOD

The County Administrator will review this Policy at least once every two years, and will make recommendations for changes to the Planning & Policy Committee.

OTTAWA COUNTY BOARD OF COMMISSIONERS

DEBT MANAGEMENT POLICY

I. POLICY

Debt financing is an important tool for municipalities in meeting their service obligations to the public. However, used inappropriately, debt financing can cause serious, long-term problems that significantly affect on-going operations. It is important for municipalities to have appropriate guidelines in place to avoid the potential pitfalls of debt financing.

The intent of this policy is to establish parameters and guidance for the issuance, management, monitoring, assessment and evaluation of all debt obligations of the County.

II. STATUTORY REFERENCES

State of Michigan Constitution of 1963, Article VII, Section 11
Public Act 34 of 2001, the Revised Municipal Finance Act
Public Act 470 of 2002, the Agency Reporting Act

III. COUNTY LEGISLATIVE OR HISTORICAL REFERENCES

Board of Commissioners Policy Adoption Date and Resolution Number: May 27, 2008; 08-123

Board of Commissioners Review Date and Resolution Number: May 13, 2008; 08-110

Name and Date of Last Committee Review: Planning and Policy Committee, May 8, 2008

Related Policies: _____

DEBT MANAGEMENT POLICY

PROCEDURE

1. Conditions for Debt Issuance

In order to maintain a high credit rating and provide accountability to the taxpayers, debt issuance is subject to current conditions. Specifically, debt issuance is limited to the following conditions:

- a. Debt financing may be used to finance the construction or acquisition of infrastructure and other capital assets for the purpose of meeting its service obligations to the public.
- b. Debt (short-term or long-term) will not be issued to finance current, on-going operations of the County except in the case of an extreme financial emergency which is beyond its control or reasonable ability to forecast.
- c. The County may issue debt to refund outstanding debt when indicated by market conditions or to remove a restrictive covenant imposed by the bonds to be refinanced.
- d. The County may guarantee debt issued by the County's component units for the construction or acquisition of infrastructure and other capital assets for the purpose of meeting its service obligations to the public.
- e. Every proposed bond issue to be financed by County funds will be accompanied by an analysis to ensure that the new issue combined with current debt does not negatively impact the County's debt capacity and conformance with County debt policies.
- f. An internal feasibility analysis will be prepared for each debt proposal to be financed by County funds which analyzes the impact on current and future budgets to ensure that the County's operating budget can absorb the additional costs.

2. Limitations on Debt Issuance

The County faces both legal restrictions on debt issuance as well as self-imposed limitations.

- a. The County will comply with the State of Michigan Constitution of 1963, Article VII, Section 11, which states "No County shall incur indebtedness which shall increase its total debt beyond 10% of its assessed valuation."
- b. The County will comply with the provisions of the State of Michigan Public Act 34 of 2001, the Revised Municipal Finance Act.

- c. The County will manage debt in a manner than ensures the long-term financial integrity of the County.
- d. The maximum maturity of the issue will not exceed the expected useful life of the project.
- e. Exclusive of the debt service payments for the Ottawa County Central Dispatch Authority (which has a separate funding source), direct debt will not be issued if it will cause the total annual debt service payments to exceed 10% of the revenue sources that cover them. These revenue sources include the general operating levy, the interest, penalties, and collection fees earned by the Delinquent Tax Revolving Fund, and other identified sources.
- f. Additional debt will not be issued or guaranteed if doing so may jeopardize the County's current bond rating.

3. Debt Issuance Process and Maintenance

The County will issue debt in the manner providing the best financial benefit and maintain its obligation to the purchasers in an efficient and responsible manner.

- a. The County may sell bonds with a competitive bid process or as a negotiated sale. Certain issue specific conditions or market conditions may exist that necessitate a negotiated sale.
- b. Credit enhancements (e.g., insurance) may be considered if the projected benefits equal or exceed the additional cost.
- c. The County will comply with all disclosure requirements of the Securities Exchange Commission.
- d. The County will comply with State of Michigan Public Act 470 of 2002, the Agency Reporting Act.
- e. The County will make every effort to maintain or improve its bond rating.
- f. Debt Service payments will be made for all issues on or before the due date.
- g. Debt Service payments will be made via electronic funds transfer in order to enhance the security and timeliness of payments and to maximize the investment return on County funds.

REVIEW PERIOD

The County Administrator will review this Policy at least once every two years, and will make recommendations for changes to the Planning & Policy Committee.

OTTAWA COUNTY BOARD OF COMMISSIONERS

FINANCIAL GOALS POLICY

I. POLICY

The Ottawa County Board of Commissioners is the governing body and the primary policy and budgetary approval center for county government. It is the policy of the Board of Commissioners to plan for the future financial needs of the County by establishing prudent financial goals and procedures, so that the ongoing and emerging needs of the public are met, future needs are adequately planned for, and the fiscal integrity and reputation of Ottawa County government are preserved.

II. STATUTORY REFERENCES

The Board of Commissioners may establish such rules and regulations regarding the business concerns of the County as the Board considers necessary and proper. See: MCL 46.11(m); Act 156 of 1851, as amended.

III. COUNTY LEGISLATIVE OR HISTORICAL REFERENCES

Board of Commissioners Policy Adoption Date and Resolution Number: May 27, 2008; 08-123

Board of Commissioners Review Date and Resolution Number: May 13, 2008; 08-110

Name and Date of Last Committee Review: Planning and Policy Committee, May 8, 2008

Related Policies: _____

OTTAWA COUNTY
FINANCIAL GOALS POLICY

PROCEDURE

1. Maintain an adequate financial base to sustain a prescribed level of services as determined by the State of Michigan and the County Board of Commissioners.
2. Adhere to the highest accounting and management practices as set by the Financial Accounting Standards Board, the Governmental Accounting Standards Board, the Government Finance Officers' Association standards for financial reporting and budgeting, and other applicable professional standards.
3. Assure the public that the County government is well managed by using prudent financial management practices and maintaining a sound fiscal condition.
4. Establish priorities and funding mechanisms which allow the County to respond to local and regional economic conditions, changes in service requirements, changes in State and Federal priorities and funding, as they affect the County's residents.
5. Preserve, maintain and plan for replacement of physical assets.
6. Promote fiscal conservation and strive to obtain the highest credit rating in the financial community, by ensuring that the County:
 - a. pays current bills in a timely fashion;
 - b. balances the budget;
 - c. provides for future costs, services and facilities;
 - d. maintains needed and desired services.

REVIEW PERIOD

The County Administrator will review this Policy at least once every two years, and will make recommendations for changes to the Planning & Policy Committee.

OTTAWA COUNTY BOARD OF COMMISSIONERS

GENERAL FUND BUDGET SURPLUS POLICY

I. POLICY

The Ottawa County Board of Commissioners does not assume that the County will finish each fiscal year with a budget surplus in the General Fund. If such a surplus does exist, the Board will use such surplus funds to meet the identified long-term fiscal goals of Ottawa County. Generally, such funds should not be used toward payment of ongoing operational costs. Ottawa County defines a surplus as the amount of undesignated fund balance that exceeds the lesser of (a) three months of the most recently adopted budget, or (b) 15% of the General Fund's expenditures from the most recently completed audit.

II. STATUTORY REFERENCES

The Board of Commissioners may establish such rules and regulations regarding the business concerns of the County as the Board considers necessary and proper. See: MCL 46.11(m); Act 156 of 1851, as amended.

III. COUNTY LEGISLATIVE OR HISTORICAL REFERENCES

Board of Commissioners Policy Adoption Date and Resolution Number: May 27, 2008; 08-123

Board of Commissioners Review Date and Resolution Number: May 13, 2008; 08-110

Name and Date of Last Committee Review: Planning and Policy Committee, May 8, 2008

Related Policies: _____

GENERAL FUND BUDGET SURPLUS POLICY

PROCEDURE

1. Board will use surplus funds left over at the close of the fiscal year in the following order of priority:
 - a. Such funds may be added to the Designated Fund Balance of the General Fund for a specified purpose;
 - b. The Board may use the funds to fund the county financing tools;
 - c. Such funds may be used to address emergency needs, concerns, or one time projects as designated by the Board;
 - d. After funding the county financing tools, any remaining fund balance may be used toward a millage reduction factor to be applied to the next levied millage;
2. The Board will designate surplus funds projected during the budgetary process for use in the following order of priority:
 - a. The Board may use such funds to grant additional equipment requests which were not originally approved in the proposed budget;
 - b. The Board may use such funds to add to the Designated Fund Balance of the General Fund for a specified purpose;
 - c. The Board may use such funds to fund the county financing tools;
 - d. The Board may use the funds in the form of a millage reduction factor;
3. In making its decisions about the use and allocation of such funds on new, unbudgeted projects, the Board will use the following criteria:
 - a. Any request for funding must be designed to meet a significant public need. The request must be supportable and defensible;
 - b. Any proposal for funding must be cost effective, affordable, and contain a realistic proposal for available, ongoing funding, if necessary to successfully complete the project or provide the service;
 - c. Any proposal for funding must be consistent with the Board's Strategic Plan;
 - d. Any proposal for funding must be specific, attainable, have measurable results, be realistic, and timely;

e. Any proposal for funding must identify long-term benefits for the general public which would benefit in an identifiable way the “majority” of citizens’

f. In making decisions about the use of such funds, the Board will consider whether the program or goal can be performed better by a person or entity other than the County.

REVIEW PERIOD

The County Administrator will review this Policy at least once every two years, and will make recommendations for changes to the Planning & Policy Committee.

OTTAWA COUNTY BOARD OF COMMISSIONERS

OPERATING BUDGET POLICY

I. POLICY

The Ottawa County Board of Commissioners supports principles of budgeting, management, and accounting which promote the fiscal integrity of the County, clearly enhance the County's reputation for good stewardship, and which explain the status of County operations to the citizens and tax payers of Ottawa County. Systems and procedures will be implemented by Ottawa County to implement this policy, in accordance with the Ottawa County Strategic Plan.

II. STATUTORY REFERENCES

The Board of Commissioners may establish such rules and regulations regarding the business concerns of the County as the Board considers necessary and proper. See: MCL 46.11(m); 46.71, Act 156 of 1851, as amended. See also the specific statutory requirements of the Uniform Budgeting and Accounting Act, MCL 141.421a et seq.

III. COUNTY LEGISLATIVE OR HISTORICAL REFERENCES

Board of Commissioners Policy Adoption Date and Resolution Number: May 27, 2008; 08-123

Board of Commissioners Review Date and Resolution Number: May 13, 2008; 08-110

Name and Date of Last Committee Review: Planning and Policy Committee, May 8, 2008

Related Policies: _____

OPERATING BUDGET POLICY

PROCEDURE

1. County Budget Philosophy

a. Alignment with Strategic Plan: The County Board regularly reviews and updates the County's strategic plan which serves as a guide for County operations. Since the budget is the main tool for implementation of the Strategic Plan, the budget, to the extent possible, will be consistent with the goals and objectives of the strategic plan.

b. Prudence: As stewards of taxpayer dollars and to promote stability, the budget will be prepared using conservative, but realistic estimates. The County will also avoid budgetary procedures such as accruing future years' revenues or rolling over short-term debt to balance the current budget at the expense of future budgets.

The County will include a contingency amount in the budget for unforeseen and emergency type expenditures. The amount will represent not less than 1% and not more than 2% of the General Fund's actual expenditures for the most recently completed audit (e.g., 2006 audit used for the 2008 budget). All appropriations from contingency must have Board approval.

c. Balancing the Budget: In accordance with Public Act 621, no fund will be budgeted with a deficit (expenditures exceeding revenues and fund balance). Prudence requires that the ongoing operating budget be matched with ongoing, stable revenue sources in order to avoid disruption of services. The County will make every effort to avoid the use of one-time dollars and fund balance to balance the budget. Instead, cash balances and one-time revenues should only be used for one-time expenditures such as capital improvements.

2. Budget Formulation

a. Responsibility: The Administrator will assume final responsibility for the preparation, presentation and control of the budget, and shall prepare an annual budget calendar and budget resolution packet for each fiscal year.

b. Budget Basis: The budget will be prepared on the same basis as the County's financial statements. The governmental funds will be based on modified accrual and the proprietary funds (budgeted in total only) will be based on full accrual. The County's legal level of control is by line item.

c. Schedule: The annual budget process will be conducted in accordance with the following budget calendar:

County of Ottawa Budget Calendar

- Mid March Equipment and Personnel Request Forms sent to department heads.
- March 31 Department requests for equipment and personnel submitted to Fiscal Services Department.
- April 1 Performance Measures sent to department heads for updating.
- April 30 Performance Measures returned to Fiscal Services Department.
- First Tuesday in May
- Finance Committee approves the Resolutions of Intent to Increase Millage Rates, Distribution of the Convention Facility Tax and Distribution of the Cigarette Tax. *The County operating levy under consideration is for the current budget year. The 911 and Parks levies under consideration are for the next budget year.*
- Board reviews Truth-in-Taxation Calculation, the Resolutions of Intent to Increase Millage Rates and sets the date for public hearing.
- Third Monday in May
- Budget packets distributed to departments.
- Third Tuesday in May
- Finance Committee approves the Resolutions to Approve the Millage Rates and forwards them to the Board.
- Fourth Tuesday in May
- Board holds a public hearing and approves the millage rates.
- Third Monday in May-
- Mid June Departments develop individual budgets. The Fiscal Services Department available to provide any needed assistance in completing budget documents.
- Mid June Departments submit completed budget requests and narratives to the Fiscal Services Department.

Mid June - Fiscal Services Department summarizes budgets and prepares
July 31 documents for Administrative review.

Mid July - Administration and Fiscal Services Director meet with Department Heads
Mid August in preparation of a proposed budget.

First Tuesday in September

Finance Committee presented with preliminary review of the General
Fund budget

Third Tuesday in September

Finance Committee preliminary review of the budget; approval of the
Salary and Fringe Benefits Adjustments.

Fourth Tuesday in September

Board sets the date for the public hearing on the County Budget for second
Tuesday in October, receives preliminary overview of budget and
approves the Salary and Fringe Benefit Adjustments.

Six Days Prior to Public Hearing

Deadline for the publication of the public hearing notice on the budget.

Second Tuesday in October

Board holds the public hearing on the budget and receives the formal
Budget Presentation.

Third Tuesday in October

Finance Committee reviews Resolution to Approve the County Budget,
Insurance Authority Budget and the Apportionment Report.

Fourth Tuesday in October

Board adopts the County Budget, the Insurance Authority Budget and the
Apportionment Report.

d. Required Budget Data: Department heads and other administrative officers of budgetary centers will provide necessary information to the Administrator for budget preparation. Specifically, departments will be asked to provide equipment and personnel requests with explanatory data, goals, objectives and performance data, substantiating information for each account, and performance measures, both historical and projected.

e. Budget Document: The County will prepare the final budget document in accordance with the guidelines established the Government Finance Officers Association Distinguished Budget Award Program and on a basis consistent/t with principles established by the Governmental Accounting Standards Board.

3. Amendments to the Budget

Budgets for the current year are continually reviewed for any required revisions of original estimates. Proposed increases or reductions in appropriations in excess of \$50,000, involving multiple funds, or any amendment resulting in a net change to revenues or expenditures are presented to the Board for action. Transfers that are \$50,000 or less, within a single fund, and do not result in a net change to revenues or expenditures may be approved by the County Administrator and Fiscal Services Director. Budget adjustments will not be made after a fund's fiscal year end except where permitted by grant agreements. All budget appropriations lapse at the end of each fiscal year unless specific Board action is taken.

All unencumbered appropriations lapse at year-end. However, the appropriation authority for major capital projects, capital assets and previously authorized projects (i.e., the encumbered portions) carries forward automatically to the subsequent year. All other encumbered appropriations lapse at year-end.

4. Long-term Financial Planning

As part of the annual budget process, five year revenue and expenditure estimates will be provided for the General Fund. The estimates will assess the long-term impacts of budget policies, tax levies, program changes, capital improvements and other initiatives. This information may then be used to develop strategies to maintain the County's financial standing. If a structural deficit (operating revenues do not cover operating expenditures) is identified, or projected, the Administrator will develop and bring before the Board a deficit elimination plan to address the problem.

In addition, the County will support efforts that control future operating costs. The County will strive to fully fund the County's financing tools to benefit all current and future residents of Ottawa County. The following funds have been identified as financing tools of the County:

2271 Solid Waste Clean-up Fund: This fund was established from monies received by Ottawa County from the settlement of litigation over the Southwest

Ottawa Landfill. These monies are to be used for the clean-up of the landfill. The fund's goal is to use the interest generated from the principal to cover ongoing annual costs of the landfill clean-up.

2444 Infrastructure Fund: This fund was established to provide financial assistance to local units of government for water, sewer, road, and bridge projects that are especially unique, non-routine, and out-of-the ordinary. Money is loaned to municipalities for qualifying projects at attractive interest rates.

2450 Public Improvement Fund: This fund is used to account for monies set aside for public improvements. The fund's goal is to provide sufficient dollars to fund the County's major capital projects.

2570 Stabilization Fund: This fund was established pursuant to Act No. 30 of the Public Acts of 1978 to assure the continued solid financial condition of the County. Use of funds are restricted for but not limited to:

- a. cover a general fund deficit, when the County's annual audit reveals such a deficit.
- b. prevent a reduction in the level of public services or in the number of employees at any time in a fiscal year when the County's budgeted revenue is not being collected in an amount sufficient to cover budgeted expenditures.
- c. prevent a reduction in the level of public services or in the number of employees when in preparing the budget for the next fiscal year the County's estimated revenue does not appear sufficient to cover estimated expenses.
- d. cover expenses arising because of natural disaster, including a flood, fire, or tornado.

2980 Employee Sick Pay Bank: The purpose of the Employee Sick Pay Bank Fund is to pay for the County's accrued liability which was a result of discontinuing the accumulation and payoff of employee sick days.

5160 Delinquent Tax Revolving Fund: The Delinquent Tax Revolving Fund is used to pay each local government unit, including the County, the respective amount of taxes not collected as of March 1 of each year. After many years of waiting for this fund to mature, the treasurer now avoids costly issuances of Delinquent Tax Anticipation Notes (now referred to as General Obligation Limited Tax Notes) and pays schools, local units and the County in a timely fashion. An annual evaluation is made to determine if it is beneficial for the County to issue general obligation limited tax notes versus using cash on hand. As a financing tool, the fund also covers the principal and interest payments on four bond issues.

6450 Duplicating Fund

6550 Telecommunications Fund

6641 Equipment Pool Fund: These funds are used to provide ongoing funding for equipment replacement. They help stabilize the operating budget by avoiding the peaks and valleys that can occur with equipment purchases.

REVIEW PERIOD

The County Administrator will review this Policy at least once every two years, and will make recommendations for changes to the Planning & Policy Committee.

OTTAWA COUNTY BOARD OF COMMISSIONERS

REVENUE AND EXPENDITURE POLICY

I. POLICY

All entities face economic constraints. As a result, the County must pay attention both to inflows and outflows to provide consistent services to the public and promote stability. The intent of this policy is to define the County philosophy on revenue collection and expenditure recognition, allocation, and review.

II. STATUTORY REFERENCES

Constitutional Amendment of 1978 – Headlee Amendment
Constitutional Amendment of 1994 – Proposal A
Public Act 123 of 1999

III. COUNTY LEGISLATIVE OR HISTORICAL REFERENCES

Board of Commissioners Policy Adoption Date and Resolution Number: May 27, 2008; 08-123

Board of Commissioners Review Date and Resolution Number: May 13, 2008; 08-110

Name and Date of Last Committee Review: Planning and Policy Committee, May 8, 2008

Related Policies: _____

REVENUE AND EXPENDITURE POLICY

PROCEDURE

Revenues:

1. The more dependent the County is on any one revenue source the less able it is to weather changes in that revenue resulting from economic conditions. Consequently, the County will strive to develop a diversified revenue mix in order to avoid disruption to County services.

2. Taxes represent the most significant revenue source for the General Fund. However, there has been legislation that limits the County's ability to tax.

a. It is important that the County find ways to develop flexibility within its taxing authority. To do this, the County will strive to levy less than its legal maximum levy each year. This provides the County with a "cushion" to fall back on should conditions develop that would otherwise result in an immediate reduction of services. This "cushion" provides the County with time to find other funding sources and/or identify more cost effective ways to deliver services.

In addition, flexibility within the levy is also important to bond rating agencies. The agencies look very favorably on entities that have the flexibility to adjust tax revenues. The higher the County's bond rating is, the lower the cost to borrow. This affects not just the County but the public overall, since assessments will be lower.

b. Levying less than the maximum legal amount provides the County with flexibility, it also lessens the burden on citizens and businesses within the County. The County Board will strive to balance the need for taxes to fund public services with the impact the taxes have on citizens and businesses.

c. The County may purchase the real delinquencies of other municipalities and school districts within the County. At that point, the money is no longer owed to the municipality but is now owed to the County. The County will adhere to the requirements provided under Public Act 123 of 1999, which require due notice to the property owner prior to foreclosure.

3. User fees are important in the development of a diversified revenue mix. However, the other benefit of user fees is equity. Instituting user fees allow the beneficiary of the service to be the one paying for it (or a portion of it). User fees, when allowable under the law, will be charged at the discretion of the Board of Commissioners.

a. The County Board will determine the extent that user fees cover the cost of the services. Cost includes both the direct costs as well as indirect costs (e.g.,

administrative overhead). It is not always feasible or desirable to cover the full cost of a service. Exceptions to full cost recovery include:

- The fee is a barrier to a segment of the County in receiving the services.
- The cost of collecting the fees exceeds the revenue collected.
- Some services provide benefits not only to the direct user, but also to other public. Consequently, it is important to set the fee at a rate that will encourage the use of the service.
- The fee is set by statute.

b. It is also important for the fees established to stay relevant. The Board of Commissioners will have a study performed every three years or as needed to determine the appropriateness of fees and to keep them relevant to the cost associated with the service. Such fee changes will be formally adopted at a Board meeting open to the public.

4. One time revenues are non-recurring, often unexpected resources that the County receives. Because they are non-recurring, they should not be used to cover ongoing expenditures. Instead, they should only be used for their intended purpose (if identified) or to fund non-operational expenditures (e.g., capital projects).

Expenditures:

1. The County will fund expenditures at a level sufficient to ensure the ongoing health, safety, and welfare of the public. If not statutorily specified, the level of services provided will be determined the Board of Commissioners through strategic planning and program ranking and evaluation.

2. Indirect Cost:

The expenditures of departments in governmental funds that provide services to other County departments will allocated to all departments through an annual indirect cost allocation study performed by an outside consultant. The allocation of these costs has different bases depending on the function. These bases include (but are not limited to) transaction counts, number of employees and square footage of space occupied.

All departments receiving these services are included in the study, but not all departments are charged. Specifically, the County will charge a department if doing so will provide additional revenue through grants or will help identify the full costs of certain services.

3. The full cost of an employee's compensation is not limited to the cash outlays for salaries and fringe benefits. Most employees are also earning benefits that will not be actually paid for several years. Specifically, in addition to the wages and benefits paid and received during the year, most employees are also earning future compensation in the form of pension and retiree health care. Because these future cash outlays are actually being *earned* now, the County should contribute to them now. This allows us to identify the full cost of the services being provided and avoid passing on costs incurred now to future generations.

The County will strive to fully fund its long-term liabilities. Each year, the County receives actuary studies that calculate the annual required contribution (ARC) for the County's pension and other post employment benefits (primarily retiree health care). The County will make every effort to budget and pay the ARC each year. The County will also analyze ways to reduce these (and other) costs to benefit the taxpayer yet still provide adequate compensation for employees.

4. To provide proper stewardship of taxpayer dollars, the County has an obligation to review the services it provides for effectiveness and efficiency. In some instances, economies of scale and specialized knowledge allow private agencies to do tasks more efficiently and effectively. Consequently, the County will encourage the use of outside agencies and contractors when analysis shows they are able to provide equivalent or better services more cost effectively than County employees.

5. The County provides a variety of services to the public. As departments adjust programs to meet the perceived needs of their clients, a duplication of services can result, both with other County programs and with other government and private agencies. Regular program review can help identify duplications. Where identified, the County will eliminate services duplicated internally or externally in order to use resources more efficiently.

6. Technology can often provide efficiencies for County departments. Such efficiencies may result in improved service to customers, streamlined processes both within the department and with related agencies, and lower personnel demands. It is important for County departments to continually explore technology alternatives and the costs and benefits they may bring. Depending on funding availability and a project's compatibility with long-term planning, new technology initiatives will be considered when the estimated benefits exceed the estimated costs.

REVIEW PERIOD

The County Administrator will review this Policy at least once every two years, and will make recommendations for changes to the Planning & Policy Committee.

Tax Revenue

	2007	2008	2009	2010 Estimated
Equalized Value	11,719,973,894	11,997,727,095	11,706,359,624	N/A
Taxable Value	9,585,665,481 6.19%	9,898,685,191 3.27%	10,018,437,711 1.21%	9,682,907,248 -3.3%
Revenue	34,529,446	35,551,836	36,037,737 Estimated	34,623,057 Estimated

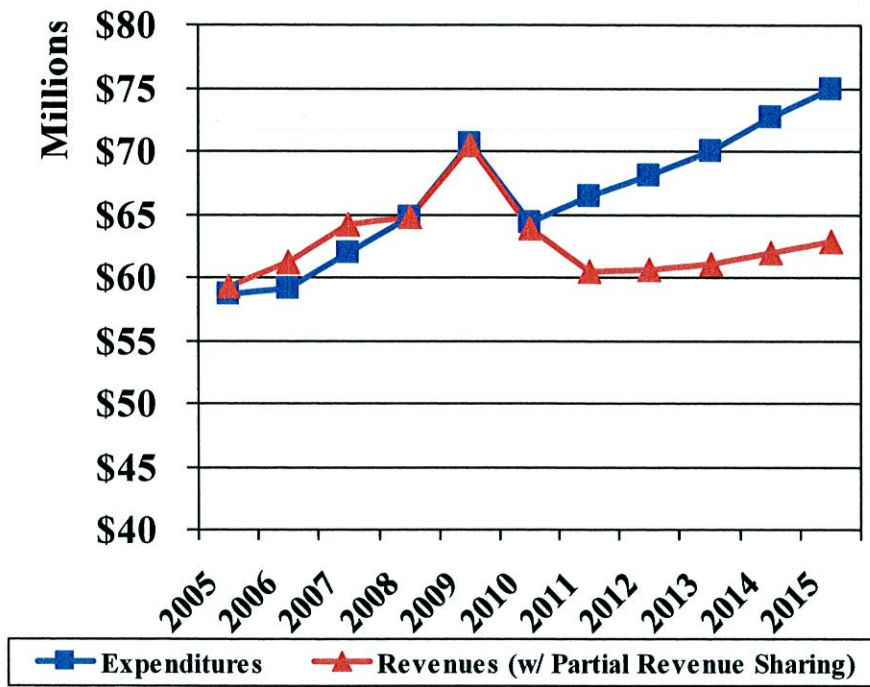
Tax Base Reductions

Scenario	-5%	-7.50%	-10%
2010 Operating Levy	34,623,057	34,623,057	34,623,057
Operating Levy w/ Reduction	32,746,426	31,847,487	30,948,546
Difference	(1,876,631)	(2,775,570)	(3,674,511)
Applicable Expenditures	57,180,532	57,180,532	57,180,532
% Reduction Required (including personnel reductions) from 2010 budget amount	3.28%	4.85%	6.43%

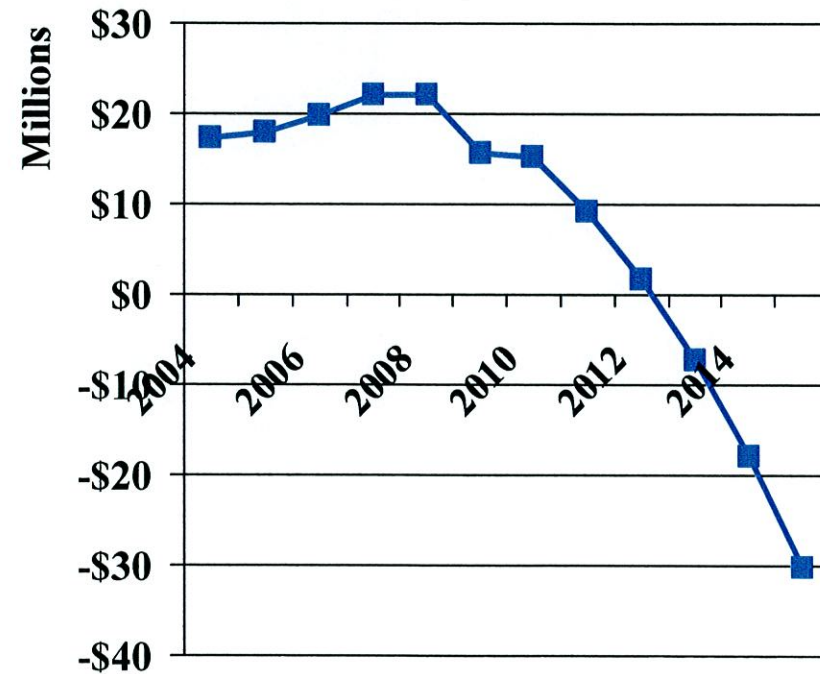
Ottawa County's Long-Term Financial Projections

Scenario 2: Revenue Sharing Partially Reinstated; Tax Levy Remains at 3.6 mills

General Fund Revenue & Expenditure Projections



General Fund Total Fund Balance Projections

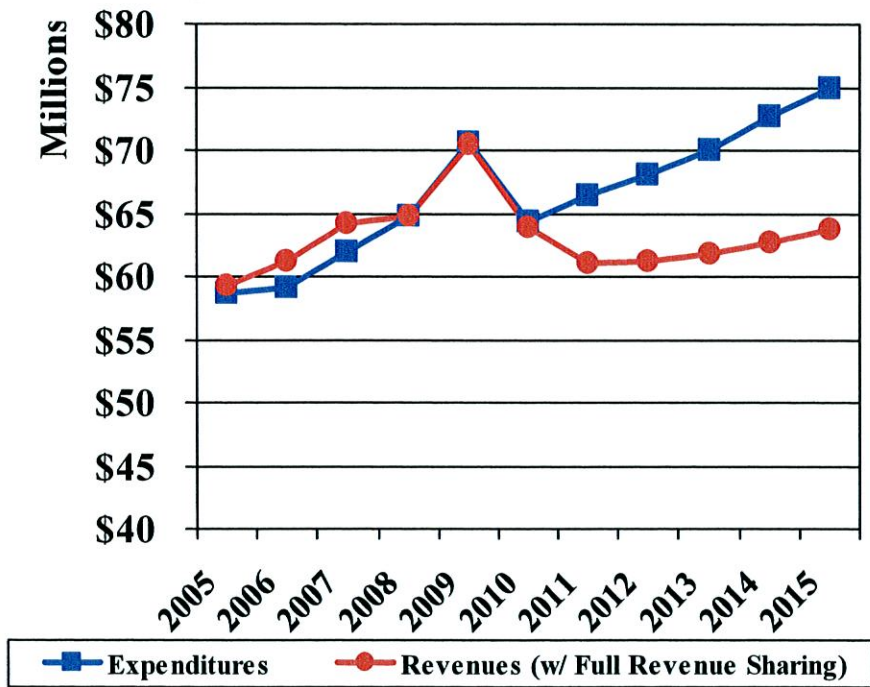


The shortfall between annual revenues and expenditures widens to over \$12.2 million by 2015; total fund balance is in **deficit** by \$30.2 million

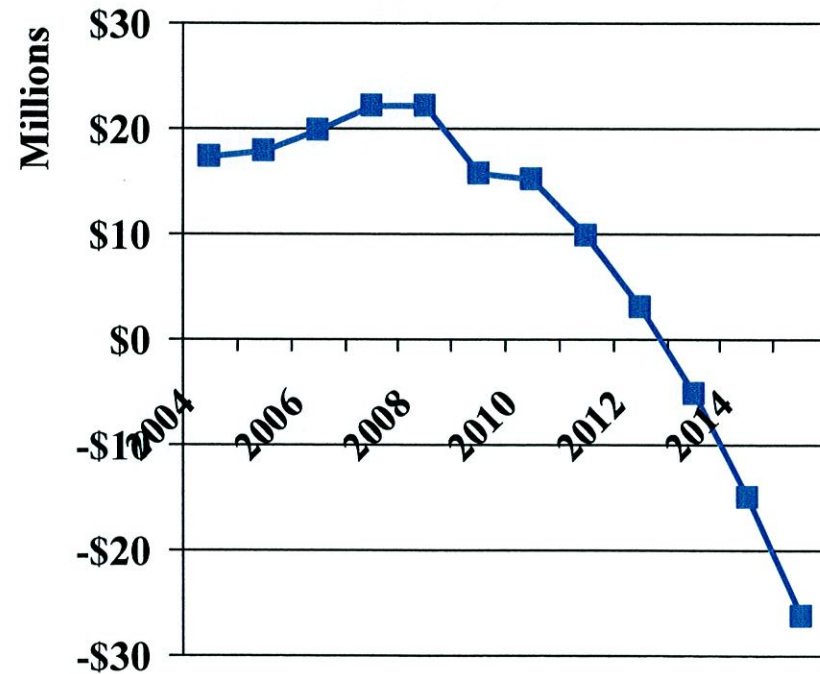
Ottawa County's Long-Term Financial Projections

Scenario 1: Revenue Sharing Fully Reinstated; Tax Levy Remains at 3.6 mills

General Fund Revenue & Expenditure Projections



General Fund Total Fund Balance Projections



The shortfall between annual revenues and expenditures widens to over \$11.2 million by 2015; total fund balance is in **deficit** by \$26.2 million

Action Request



Committee: Finance and Administration

Meeting Date: 2/16/10

Requesting Department: Fiscal Services/Drain Commission

Submitted By: June Hagan

Agenda Item: Resolution to Advance Funds for the Munn Drainage District

SUGGESTED MOTION:

To approve and forward to the Board of Commissioners the Agreement to Advance Funds for the Munn Drainage District to cover expenditures incurred before the bond issuance, subject to final approval of the Agreement and Promissory Note language by Corporation Counsel. Funding will come from contingency until repaid upon bond issuance, not to exceed \$90,000.

SUMMARY OF REQUEST:

Based on a 2008 petition, costs have been incurred for the Munn Drainage District. Originally, bond issuance was planned for 2009. However, after the June 2009 storm, residents of neighboring areas outside the drainage district and the township requested the Drain Commission to expand the drainage district and the project to alleviate drainage problems in the expanded area. As a result, the bonds were not issued before 12/31/09.

This resolution authorizes the temporary transfer of funds (bond anticipation note) to the Munn Drainage District in order to avoid a fund deficit in the Chapter 6 Drain fund. The note will be paid back to the County from the Munn bond proceeds. The issuance of the bonds is tentatively planned for April 1, 2010.

FINANCIAL INFORMATION:

Total Cost: NTE \$90,000 County Cost: \$0 Included in Budget: Yes No

If not included in budget, recommended funding source:
Contingency

ACTION IS RELATED TO AN ACTIVITY WHICH IS:

Mandated Non-Mandated New Activity

ACTION IS RELATED TO STRATEGIC PLAN:

Goal: #3

Objective: #2

ADMINISTRATION RECOMMENDATION:

Recommended Not Recommended

County Administrator:

Digitally signed by Alan G. Vanderberg
DN: cn=Alan G. Vanderberg, c=US, ou=County of Ottawa, ou=Administrator's Office, email=avanderberg@ottawacounty.org
Reason: I am approving this document
Date: 2010.02.16 15:32:56 -0500

Committee/Governing/Advisory Board Approval Date:

BOND ANTICIPATION NOTE AGREEMENT
MUNN DRAIN

THIS AGREEMENT, dated as of December 31, 2009, is between the MUNN DRAIN DRAINAGE DISTRICT, Ottawa County, Michigan (hereinafter referred to as the "Drainage District"), and the COUNTY OF OTTAWA (hereinafter referred to as the "County").

WITNESSETH:

WHEREAS, proceedings have been taken by the Ottawa County Drain Commissioner on behalf of the Drainage District for the construction and improvements of the Munn Drain to be located in the Township of Port Sheldon, Ottawa County, Michigan (hereinafter referred to as the "Drain"), under the provisions of Chapter 8 of the Michigan Drain Code, Act No. 40, Public Acts of Michigan, 1956, as amended, pursuant to a petition filed with the Drain Commissioner; and

WHEREAS, the Drain Commissioner has not yet completed all of the proceedings necessary under the Drain Code to proceed with the construction of the Drain at this time and the Board of Commissioners of the County has determined that they would advance funds in anticipation of bonds for procedural and design engineering costs necessary to get the project ready for taking bids for construction, and

NOW, THEREFORE, the parties hereto agree as follows:

1. The Drain Commissioner, on behalf of the Drainage District, shall solicit bids for the construction of the Munn Drain Drainage Project and following receipt of such bids, shall prepare the Computation of Cost for construction of the Drain.

2. The advance made by the County, pursuant to this Agreement for the construction of the Drain shall be reimbursed from the proceeds of the bonds to be issued by the Drainage District to provide the permanent financing for the Drain.

3. This Agreement shall be construed in accordance with the laws of the State of Michigan.

4. This Agreement shall be binding upon and shall inure to the benefit of the Drainage District and the County and their respective successors and assigns. No party shall assign its rights and responsibilities under this Agreement without the consent of the other parties.

MUNN DRAIN DRAINAGE DISTRICT

By: 
Paul Geerlings
Ottawa County Drain Commissioner