



County of Ottawa

Board of Commissioners

Philip D. Kuyers
Chairperson

James C. Holtrop
Vice-Chairperson

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

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Website: www.miOttawa.org

January 21, 2011

To All Ottawa County Commissioners:

The Ottawa County Board of Commissioners will meet on **Tuesday, January 25, 2011 at 1:30 p.m.**, for the regular **January** meeting of the Board at the Ottawa County Fillmore Street Complex in West Olive, Michigan.

The Agenda is as follows:

1. Call to Order by the Chairperson
2. Invocation – Commissioner Swartout
3. Pledge of Allegiance to the Flag
4. Roll Call
5. Presentation of Petitions and Communications
 - A. Tribute to Loren Snippe
 - B. Tribute to Judge Calvin Bosman
6. Public Comments and Communications from County Staff
7. Approval of Agenda
8. Actions and Reports
 - A. Consent Resolutions:

From the County Clerk

1. Board of Commissioners Meeting Minutes

Suggested Motion:

To approve the Minutes of the January 3, 2011 Board of Commissioners Organizational Meeting, January 11, 2011 Board of Commissioners Meeting and January 11, 2011 Board of Commissioners Work Session.

Stuart P. Visser Dennis W. Swartout Jane M. Ruiter Greg J. DeJong Roger G. Rycenga
Joseph S. Baumann Robert W. Karsten James H. Holtvluwer Donald G. Disselkoen

2. Payroll
Suggested Motion:
To authorize the payroll of January 25, 2011 in the amount of \$_____.

From the Finance and Administration Committee

3. Monthly Accounts Payable for January 1, 2011 through January 14, 2011
Suggested Motion:
To approve the general claims in the amount of \$3,395,118.11 as presented by the summary report for January 1, 2011 through January 14, 2011.
4. Monthly Budget Adjustments
Suggested Motion:
To approve the appropriation changes greater than \$50,000 and those approved by the Administrator and Fiscal Services Director for \$50,000 or less which changed the total appropriation from the amended budget for the month of December 2010.

B. Action Items:

From the Planning and Policy Committee

5. Revisions to the Bylaws of the Ottawa County Community Action Agency Advisory Board
Suggested Motion:
To approve the revised bylaws of the Ottawa County Community Action Agency Advisory Board.
6. Musketawa-White Pine Trail
Suggested Motion:
To approve and authorize the Board Chair and Clerk to sign the Planning Commission resolution to support the Planning Department recommendations regarding the proposed trail connection adjacent to the Triick Family Farm.

From the Finance and Administration Committee

7. Budget Calendar
Suggested Motion:
To approve the 2012 Budget Calendar.
8. Government Finance Officers Association Certificate for Excellence in Financial Reporting
Suggested Motion:
To receive the Government Finance Officers Association's Certificate of Achievement for Excellence in Financial Reporting for the County of Ottawa's December 31, 2009 Comprehensive Annual Financial Report.
9. Recycling Membership Fee
Suggested Motion:
To approve a Recycling Membership Fee increase of \$10 per year (from \$40.00 to \$50.00) to offset increased costs associated with the transport and processing of recyclable materials from the Resource Recovery Service Centers.
10. County of Ottawa, Holland Area Sewage Disposal System
Suggested Motion:
To approve and authorize the Board Chair and Clerk to sign the resolution authorizing the County Road Commission to issue Act 342 Refunding Bonds, in the not-to-exceed amount of \$3,200,000, to refinance the 2001 Holland Area Sewage Disposal Refunding Bonds.

11. Water Supply System Refunding Bonds – Wyoming/Ottawa County System
Suggested Motion:
To approve and authorize the Board Chair and Clerk to sign the resolution authorizing the County Road Commission to issue Act 342 Refunding Bonds, in the not-to-exceed amount of \$5,700,000, to refinance the 2002 Water Supply System Bonds – Wyoming/Ottawa County System.

12. 20th Circuit Court/Juvenile Services Proposal for Reclassification of Five (5) Positions
Suggested Motion:
To approve the proposal from the 20th Circuit Court/Juvenile Services to:
 - To reclassify the position of Juvenile Community Justice Coordinator (Assessment Unit Coordinator), paygrade 09A (Juvenile Court Employees Association Collective Bargaining Agreement) to Juvenile Community Justice Program Supervisor, Court Unclassified paygrade 10.
 - To reclassify the position of Treatment Specialist, paygrade 09 (Juvenile Court Employees Association Collective Bargaining Agreement) to Treatment Program Supervisor (Lighthouse Treatment Specialist), Court Unclassified paygrade 10.
 - To reclassify a Youth Specialist, paygrade 04 (Juvenile Court Employees Association Collective Bargaining Agreement) to Group Leader, paygrade 05 (Juvenile Court Employees Association Collective Bargaining Agreement).
 - To reclassify the position of Director of Juvenile Services, Unclassified paygrade 15 to Director of Juvenile Services, Unclassified paygrade 16.
 - To reclassify the position of Juvenile Court Clerk II, paygrade 03 (Juvenile Court Employees Association Collective Bargaining Agreement) to Circuit Court Administrative Assistant, Unclassified paygrade 04.

The net cost of these changes is: \$33,971.00 to be paid from the existing approved budget. Funding for these positions will be reimbursed fifty percent (50%) by the Child Care fund and 50% from the current 20th Circuit Court/Juvenile Services budget.

13. Position Request for Community Mental Health IT Program Coordinator
Suggested Motion:
To approve the proposal from the Information Technology Department and Community Mental Health to create one (1) full-time Information Technology Program Coordinator at Unclassified/paygrade 07, for an annual cost of \$90,883 with funding to come from Medicaid Funds.

14. Enterprise Resource Planning (ERP) Software System
Suggested Motion:
To approve that the County move forward with the implementation of a new Enterprise Resource Planning (ERP) software system at an estimated cost of approximately \$965,000.00.

C. Appointments: None

D. Discussion Items: None

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

**PROPOSED
PROCEEDINGS OF THE OTTAWA COUNTY
BOARD OF COMMISSIONERS
ORGANIZATIONAL MEETING**

The Ottawa County Board of Commissioners met on Monday, January 3, 2011, at 1:00 p.m. and was called to order by the County Clerk.

Mr. Holtrop pronounced the invocation.

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

Present at roll call: Messrs. Visser, Kuyers, Swartout, DeJong, Rycenga, Baumann, Disselkoen, Karsten, Holtrop, Holtvluwer. (10)

Absent: Mrs. Ruiter. (1)

B/C 11-001 Mr. Karsten moved to adopt the Resolution setting a one (1) year term for the position of Ottawa County Board Chairperson. The motion passed.

The Clerk administered the Oath of Office to the Commissioners.

The Clerk opened the floor for nominations for Temporary Chairperson.

Mr. Holtrop nominated Mr. Karsten.

B/C 11-002 Mr. Rycenga moved the nominations be closed and the Clerk cast a unanimous ballot for Mr. Karsten and the motion passed.

Mr. Karsten as Temporary Chair opened the floor for nominations for the Chairperson of the Board.

Mr. Holtrop nominated Mr. Kuyers.

B/C 11-003 Mr. Holtrop moved nominations be closed and that the Clerk cast a unanimous ballot for Mr. Kuyers as Chairperson of the Board of Commissioners and the motion passed.

Mr. Kuyers occupied the Chair and called for nominations for the office of Vice Chairperson of the Board of Commissioners.

Mr. Holtvluwer nominated Mr. Holtrop.

B/C 11-004 Mr. Disselkoen moved nominations be closed and that the Clerk cast a unanimous ballot for Mr. Holtrop as Vice Chairperson of the Board of Commissioners and the motion passed.

The Clerk administered the Oath of Office to the Chairperson and Vice Chairperson.

B/C 11-005 Mr. Disselkoen moved to approve the following 2011 Standing Committee Assignments:

Health and Human Services

James Holtrop, Chair
Robert Karsten
James Holtvluwer
Stu Visser
Greg DeJong

Human Resources

Jane Ruiten, Chair
James Holtrop
Donald Disselkoen
Joe Baumann
Greg DeJong

Planning and Policy

Roger Rycenga, Chair
Dennis Swartout
Jane Ruiten
James Holtvluwer
Stu Visser

Finance and Administration

Dennis Swartout, Chair
Roger Rycenga
Donald Disselkoen
Robert Karsten
Joe Baumann

The motion passed.

B/C 11-006 Mr. Swartout moved to approve and authorize the Board Chairperson and Clerk to sign a Resolution enabling the Ottawa County Treasurer to deposit all public funds in approved financial institutions, and exercise any necessary contracts for the same, for the benefit of Ottawa County. The motion passed as shown by the following votes: Yeas: Messrs. DeJong, Visser, Swartout, Holtvluwer, Disselkoen, Baumann, Holtrop, Karsten, Rycenga, Kuyers. (10)

B/C 11-007 Mr. Swartout moved to approve and authorize the Board Chairperson and Clerk to sign the Indemnification Resolution for Ottawa County officers, employees, and volunteers, for losses and claims arising out of their conduct while acting within the scope of their authority. The motion passed as shown by the following votes: Yeas: Messrs. Swartout, Holtvluwer, Visser, Holtrop, Karsten, Disselkoen, Baumann, Rycenga, DeJong, Kuyers. (10)

B/C 11-008 Mr. Swartout moved to approve and authorize the Board Chairperson and Clerk to sign the Resolution to establish the list of banks that are available for the County Treasurer to deposit public funds. The motion passed as shown by the following votes: Yeas: Messrs. Holtvluwer, Holtrop, Rycenga, Disselkoen, Baumann, Visser, Karsten, DeJong, Swartout, Kuyers. (10)

- B/C 11-009 Mr. Swartout moved to approve and authorize the Board Chairperson and Clerk to sign a Resolution enabling the Ottawa County Treasurer to invest and reinvest surplus funds in compliance with the current Ottawa County Investment Policy and to exercise any necessary contracts for the same. The motion passed as shown by the following votes: Yeas: Messrs. Holtrop, Holtvluwer, Swartout, Baumann, Visser, Disselkoen, Karsten, Rycenga, DeJong, Kuyers. (10)
- B/C 11-010 Mr. Swartout moved to approve and authorize the Board Chairperson and Clerk to sign a Resolution authorizing the Ottawa County Treasurer to deposit and invest Road Commission funds in identified financial institutions and exercise related necessary contracts for the benefit of the Ottawa County Road Commission. The motion passed as shown by the following votes: Yeas: Messrs. Karsten, Disselkoen, Holtrop, Visser, Holtvluwer, DeJong, Swartout, Rycenga, Baumann, Kuyers. (10)
- B/C 11-011 Mr. Swartout moved to approve and authorize the Board Chairperson and Clerk to sign a Resolution authorizing the Ottawa County Treasurer to deposit and invest drain funds in identified financial institutions and exercise necessary related contracts for the benefit of the Ottawa County Drain Commissioner. The motion passed as shown by the following votes: Yeas: Messrs. Rycenga, DeJong, Karsten, Baumann, Visser, Swartout, Holtvluwer, Disselkoen, Holtrop, Kuyers. (10)
- B/C 11-012 Mr. Swartout moved to approve and authorize the Board Chairperson and Clerk to sign a Resolution authorizing the Ottawa County Treasurer to waive administration fees and interest for real property taxes paid prior to May 1 by qualified persons, as set forth in the Resolution. The motion passed as shown by the following votes: Yeas: Messrs. Disselkoen, Karsten, DeJong, Holtrop, Visser, Swartout, Rycenga, Holtvluwer, Baumann, Kuyers. (10)
- B/C 11-013 Mr. Disselkoen moved to adjourn at 1:13 p.m. subject to the call of the Chair. The motion passed.

DANIEL C. KRUEGER, Clerk
Of the Board of Commissioners

PHILLIP KUYERS, CHAIRMAN
Of the Board of Commissioners

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

The Ottawa County Board of Commissioners met on Tuesday, January 11, 2011, at 1:30 p.m. and was called to order by the Chair.

Mr. Visser pronounced the invocation.

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

Present at roll call: Messrs. Visser, Kuyers, Swartout, Mrs. Ruiter, Messrs. DeJong, Rycenga, Baumann, Disselkoen, Karsten, Holtrop, Holtvluwer. (11)

Presentation of Petitions and Communications

- A. Tribune to Loren Snippe – postponed until next meeting.
- B. Tribute to William Smith – Mr. Kuyers presented William Smith a Resolution congratulating him on his retirement as Director of the Ottawa County Emergency Management Unit. Sheriff Rosema thanked Mr. Smith for his years of service with the department.
- C. Tribute to Judge Calvin Bosman – postponed until next meeting.

B/C 11-014 Mr. Holtvluwer moved to approve the agenda of today as presented. The motion passed.

B/C 11-015 Mr. Holtrop moved to approve the following Consent Resolutions:

1. To approve the Minutes of the December 28, 2010 Board of Commissioners Meeting.
2. To authorize the payroll of January 3, 2011, and January 11, 2011, in the amount of \$1,098.06.
3. To receive for information the Correspondence Log.
4. To approve the general claims in the amount of \$2,105,565.23 as presented by the summary report for December 20, 2010 through December 31, 2010.

The motion passed as shown by the following votes: Yeas: Messrs. Visser, Kuyers, Swartout, Mrs. Ruiters, Messrs. DeJong, Rycenga, Baumann, Disselkoe, Karsten, Holtrop. (11)

B/C 11-016 Mr. Swartout moved to approve the 2011 Board of Commissioner Appointments to Boards and Commissions.

**OTTAWA COUNTY BOARD OF COMMISSIONERS
BOARD AND COMMISSION ASSIGNMENTS FOR YEAR 2011
Revised 1/1/2011**

Agriculture Preservation Board	Greg DeJong
Brownfield Redevelopment Authority	Denny Swartout, Roger Rycenga
Community Corrections Advisory Board	Jane Ruiters
Comprehensive Economic Development Strategy Committee (CEDS)	Don Disselkoe
Drain Board	Phil Kuyers, Denny Swartout
Food Services Appeals Board	Bob Karsten
Grand Valley Metropolitan Council (GVMC)	Jim Holtrop
Lakeshore Coordinating Council (LCC)	Bob Karsten, Don Disselkoe
Land Bank Authority (LBA)	Roger Rycenga
Lloyd's Bayou Lake Board	Jane Ruiters
Local Emergency Planning Commission (LEPC)	Stu Visser
Macatawa Area Coordinating Council Policy Board (MACC)	Joe Baumann
MSU Extension Advisory Board	Phil Kuyers, Greg DeJong
Ottawa County Central Dispatch Authority Policy Board	Stu Visser
Ottawa County Economic Development Office Board	Phil Kuyers, Roger Rycenga
Ottawa County Insurance Authority	Phil Kuyers, Denny Swartout, Joe Baumann
Ottawa County Community Mental Health Board	Bob Karsten, Don Disselkoe, Jim Holtvluwer
Ottawa County Planning Commission	Greg DeJong, Joe Baumann
Ottawa County Workforce Development Board	Jim Holtrop
Parks and Recreation Commission	Phil Kuyers, Jim Holtvluwer
Remonumentation Committee	Jim Holtvluwer
Solid Waste Planning Committee	Greg DeJong

Spring Lake, Lake Board	Jane Ruiter
Tax Allocation Board	Denny Swartout
Veteran's Affairs Committee	Roger Rycenga, Stu Visser
WEMET	Roger Rycenga
West Michigan Airport Authority (Tulip City Airport)	Don Disselkoen
West Michigan Regional Planning Commission	Don Disselkoen

The motion passed as shown by the following votes: Yeas: Mrs. Ruiter, Messrs. Baumann, DeJong, Karsten, Swartout, Holtvluwer, Rycenga, Holtrop, Disselkoen, Visser, Kuyers. (11)

B/C 11-017 Mr. Swartout moved to approve the 2011 Rules of the Ottawa County Board of Commissioners. The motion passed as shown by the following votes: Yeas: Messrs. DeJong, Rycenga, Baumann, Disselkoen, Holtvluwer, Visser, Holtrop, Swartout, Karsten, Mrs. Ruiter, Kuyers. (11)

B/C 11-018 Mr. Rycenga moved to approve the proposed changes to the Appointments to Boards and Commissions Policy. (Second Reading) The motion passed as shown by the following votes: Yeas: Messrs. Swartout, Holtvluwer, Visser, Holtrop, Karsten, Disselkoen, Baumann, Rycenga, DeJong, Mrs. Ruiter, Mr. Kuyers. (11)

The County Administrator's report was presented.

The Chair declared moving to the Work Session immediately without adjourning from the Board Meeting.

Work Session Items

A. Commissioners Conference Budget - The Administrator explained the Commissioners 2011 Conference Budget.

B/C 11-019 Mr. Disselkoen moved to adjourn at 1:48 p.m. subject to the call of the Chair. The motion passed.

DANIEL C. KRUEGER, Clerk
Of the Board of Commissioners

PHILIP KUYERS, Chairman
Of the Board of Commissioners

Action Request



Committee: Board of Commissioners

Meeting Date: 1/25/2011

Requesting Department: County Clerk

Submitted By: Bob Spaman

Agenda Item: Payroll

SUGGESTED MOTION:

To authorize the payroll of January 25, 2011 in the amount of \$_____.

SUMMARY OF REQUEST:

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

FINANCIAL INFORMATION:

Total Cost: _____ General Fund Cost: _____ Included in Budget: Yes No

If not included in budget, recommended funding source: _____

ACTION IS RELATED TO AN ACTIVITY WHICH IS:

Mandated Non-Mandated New Activity

ACTION IS RELATED TO STRATEGIC PLAN:

Goal:

- 1: To Maintain and Improve the Strong Financial Position of the County.
- 2: To Maintain and Enhance Communication with Citizens, Employees, and Other Stakeholders.
- 3: To Contribute to a Healthy Physical, Economic, & Community Environment.
- 4: To Continually Improve the County's Organization and Services.

Objective: _____

ADMINISTRATION RECOMMENDATION: Recommended Not Recommended Without Recommendation

County Administrator: **Alan G. Vanderberg**

Digitally signed by Alan G. Vanderberg
DN: cn=Alan G. Vanderberg, o=OS, ou=County of Ottawa, ou=Administrator's Office, email=avanderberg@mottawa.org
Reason: I am approving this document
Date: 2010.10.04 16:17:30 -0400

Committee/Governing/Advisory Board Approval Date: _____

Action Request



Committee: Board of Commissioners

Meeting Date: 1/25/2011

Requesting Department: Fiscal Services

Submitted By: Bob Spaman

Agenda Item: Monthly Accounts Payable for January 1, 2011 through January 14, 2011

SUGGESTED MOTION:

To approve the general claims in the amount of \$3,395,118.11 as presented by the summary report for January 1, 2011 through January 14, 2011.

SUMMARY OF REQUEST:

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

FINANCIAL INFORMATION:

Total Cost: \$3,395,118.11 | General Fund Cost: \$3,395,118.11 | 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: To Maintain and Improve the Strong Financial Position of the County.

Objective:

- 1: Advocate on legislative issues to maintain and improve the financial position of the County.
- 2: Implement processes and strategies to deal with operational budget deficits.
- 3: Reduce the negative impact of rising employee benefit costs on the budget.
- 4: Maintain or improve bond ratings.

ADMINISTRATION RECOMMENDATION: Recommended | Not Recommended | Without Recommendation

County Administrator: **Alan G. Vanderberg**

Digitally signed by Alan G. Vanderberg
DN: cn=Alan G. Vanderberg, c=US, ou=County of Ottawa, ou=Administrator's Office, email=avanderberg@miottawa.org
Reason: I am approving this document
Date: 2011.01.19 10:01:10 -0500

Committee/Governing/Advisory Board Approval Date:



County of Ottawa

Fiscal Services Department

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

Robert Spaman
Fiscal Services Director

Marvin Hinga
Fiscal Services Assistant Director

West Olive (616) 738-4847
Fax (616) 738-4098
e-mail: rspaman@miottawa.org
mhinga@miottawa.org

To: Board of Commissioners
From: Robert Spaman, Fiscal Services Director
Subject: Accounts Payable Listing – January 1, 2011 to January 14, 2011
Date: January 17, 2011

I have reviewed the Accounts Payable Listing for January 1 through January 14, 2011. The expenditures are general payments that are routine to Ottawa County.

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

Total Checks/Automated Clearing House (ACH) 01/01/2011 through 01/14/2011

I hereby certify that to the best of my knowledge the List of Audit Claims, a summary of which is attached, constitutes all claims received and audited for payment. The List of Claims shows the name of claimant, amount of claim, check number, ACH number, check date and ACH date. The net amount of checks/ACH written during the period was \$3,393,016.11. The amount of claims to be approved totals \$3,395,118.11.

*Adjustments are voided checks or ACH.


Robert Spaman, Fiscal Services, Director

1-17-11
Date

We hereby certify that the Board of Commissioners has approved the claims on this 25th day of January, 2011.

Philip Kuyers, Chairperson
Board of Commissioners

Daniel Krueger, Clerk

ACCOUNTS PAYABLE CHECKS/ACH 01/01/2011 THROUGH 01/14/2011

<u>FUND NUMBER</u>	<u>FUND NAME</u>	<u>CLAIMS TO BE APPROVED</u>	<u>ADJUSTMENTS*</u>	<u>NET CHECK/ACH TOTALS</u>
2610	COPS-UNIVERSAL	11,418.42	(768.00)	10,650.42
2640	EMT HOLLAND-PARK	0.00	0.00	0.00
2650	EMT GEORGETOWN TOWNSHIP	0.00	0.00	0.00
2661	SHERIFF ROAD PATROL	282.65	0.00	282.65
2690	LAW LIBRARY	0.00	0.00	0.00
2740	WIA-ADMIN. COST POOL	5,617.65	0.00	5,617.65
2741	WIA-YOUTH	61,522.96	0.00	61,522.96
2742	WIA-ADULT	26,022.28	0.00	26,022.28
2743	WIA-6/30 GRANT PROGRAMS	61,213.24	0.00	61,213.24
2744	WIA-12/31 GRANT PROGRAMS	50.00	0.00	50.00
2747	WIA-WORK FIRST YOUTH	0.00	0.00	0.00
2748	WIA-9/30 GRANT PROGRAMS	142,883.65	0.00	142,883.65
2749	WIA-3/31 GRANT PROGRAMS	0.00	0.00	0.00
2750	GRANT PROGRAMS-PASS THRU	117,642.11	0.00	117,642.11
2800	EMERGENCY FEEDING	2,344.24	0.00	2,344.24
2810	FEMA	0.00	0.00	0.00
2850	COMMUNITY CORRECTIONS PROG. GRANT	903.68	0.00	903.68
2870	COMMUNITY ACTION AGENCY (CAA)	13,179.38	0.00	13,179.38
2890	WEATHERIZATION	37,162.61	0.00	37,162.61
2900	DEPT OF HUMAN SERVICES	0.00	0.00	0.00
2901	DEPT OF HUMAN SERVICES	9,096.00	0.00	9,096.00
2920	CHILD CARE - PROBATE	310,350.25	0.00	310,350.25
2921	CHILD CARE - SOCIAL SERVICES	0.00	0.00	0.00
2930	SOLDIER & SAILORS RELIEF	0.00	0.00	0.00

ACCOUNTS PAYABLE CHECKS/ACH 01/01/2011 THROUGH 01/14/2011

<u>FUND NUMBER</u>	<u>FUND NAME</u>	<u>CLAIMS TO BE APPROVED</u>	<u>ADJUSTMENTS*</u>	<u>NET CHECK/ACH TOTALS</u>
1010	GENERAL FUND	297,681.73	0.00	297,681.73
1500	CEMETERY TRUST	0.00	0.00	0.00
2081	PARKS & RECREATION	22,277.65	0.00	22,277.65
2082	PARK 12	0.00	0.00	0.00
2160	FRIEND OF COURT	1,120.08	0.00	1,120.08
2170	9/30 JUDICIAL GRANTS	948.08	0.00	948.08
2210	HEALTH	28,709.71	(347.98)	28,361.73
2220	MENTAL HEALTH	743,364.87	(80.26)	743,284.61
2271	SOLID WASTE CLEAN-UP	0.00	0.00	0.00
2272	LANDFILL TIPPING FEES	542.67	0.00	542.67
2320	TRANSPORTATION SYSTEM	0.00	0.00	0.00
2420	PLANNING COMMISSION	0.00	0.00	0.00
2444	INFRASTRUCTURE FUND	0.00	0.00	0.00
2450	PUBLIC IMPROVEMENT	0.00	0.00	0.00
2550	HOMESTEAD PROPERTY TAX	0.00	0.00	0.00
2560	REGISTER OF DEEDS AUTOMATION FUND	1,768.26	0.00	1,768.26
2590	LIPPERT GRANT	0.00	0.00	0.00
2601	PROSECUTING ATTORNEY GRANTS	0.00	0.00	0.00
2602	WEMET	17,487.73	0.00	17,487.73
2603	WEED AND SEED	0.00	0.00	0.00
2605	COPS-AHEAD-GEORGETOWN	0.00	0.00	0.00
2606	COPS-FAST-GEORGETOWN	0.00	0.00	0.00
2608	COPS-FAST-ALLENDALE	0.00	0.00	0.00
2609	SHERIFF GRANT PROGRAMS	3,399.58	0.00	3,399.58

ACCOUNTS PAYABLE CHECKS/ACH 01/01/2011 THROUGH 01/14/2011

<u>FUND NUMBER</u>	<u>FUND NAME</u>	<u>CLAIMS TO BE APPROVED</u>	<u>ADJUSTMENTS*</u>	<u>NET CHECK/ACH TOTALS</u>
2940	VETERANS TRUST	0.00	0.00	0.00
2941	VETERANS TRUST	4,532.02	0.00	4,532.02
5160	DELINQUENT TAXES	834.20	0.00	834.20
6360	INFORMATION TECHNOLOGY	34,542.44	0.00	34,542.44
6410	WATER & SEWER REVOLVING	0.00	0.00	0.00
6450	DUPLICATING	39,173.75	0.00	39,173.75
6550	TELECOMMUNICATIONS	82,315.72	0.00	82,315.72
6641	EQUIPMENT POOL	0.00	0.00	0.00
6770	PROTECTED SELF-FUNDED INSURANCE	0.00	0.00	0.00
6771	PROTECTED SELF-FUNDED HEALTH INS.	0.00	0.00	0.00
6772	PROTECTED SELF-FUNDED UNEMPL INS.	0.00	0.00	0.00
6775	LONG-TERM DISABILITY INSURANCE	0.00	0.00	0.00
6776	PROTECTED SELF-FUNDED DENTAL INS.	0.00	0.00	0.00
6777	PROTECTED SELF-FUNDED VISION	0.00	0.00	0.00
6782	PROTECTED SELF-FUNDED INS PROG M.H.	0.00	0.00	0.00
7010	AGENCY	1,074,499.21	(905.76)	1,073,593.45
7040	IMPREST PAYROLL	242,231.29	0.00	242,231.29
7210	LIBRARY PENAL FINE	0.00	0.00	0.00
7300	EMPLOYEE SICK PAY BANK	0.00	0.00	0.00
		<u>\$3,395,118.11</u>	<u>(2,102.00)</u>	<u>\$3,393,016.11</u>

Ottawa County Custom Report

Program . . . : APS100
Report . . . : Paid Invoice Distribution
User . . . : WEBB
Date . . . : 1/14/11
Time . . . : 14:09
Hold . . . : YES
Copies . . . : 1

Selection Options

From Organization 1 . . . : 2450 Public Improvement Fund
Thru Organization 1 . . . : 2450 Public Improvement Fund
From Organization 2 . . . :
Thru Organization 2 . . . :
From Organization 3 . . . :
Thru Organization 3 . . . :
From Organization 4 . . . :
Thru Organization 4 . . . :
From Organization 5 . . . :
Thru Organization 5 . . . :
From Account :
Thru Account :
From Date : 01/01/2011 Saturday
Thru Date : 01/14/2011 Friday

Date 1/14/11
Time 14:09:02

F I N A N C I A L M A N A G E M E N T

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APS100

County of Ottawa
Paid Invoice Distribution For Fund 2450 Thru 2450
Check Date Range From 01/01/2011 Thru 01/14/2011

Vendor Number Vendor Name Invoice Description Fund Dept Sub Account Amount

Grand Total .00

Ottawa County Custom Report

Program . . : APS100
Report . . : Paid Invoice Distribution
User . . : WEBB
Date . . : 1/14/11
Time . . : 14:09
Hold . . : YES
Copies . . : 1

Selection Options

From Organization 1 . . : 6641 Equipment Pool
Thru Organization 1 . . : 6641 Equipment Pool
From Organization 2 . . :
Thru Organization 2 . . :
From Organization 3 . . :
Thru Organization 3 . . :
From Organization 4 . . :
Thru Organization 4 . . :
From Organization 5 . . :
Thru Organization 5 . . :
From Account :
Thru Account :
From Date : 01/01/2011 Saturday
Thru Date : 01/14/2011 Friday

Date 1/14/11
Time 14:09:09

F I N A N C I A L M A N A G E M E N T
County of Ottawa
Paid Invoice Distribution For Fund 6641 Thru 6641
Check Date Range From 01/01/2011 Thru 01/14/2011

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APSI00

Vendor Number Vendor Name Invoice Description Fund Dept Sub Account Amount

Grand Total .00

Action Request



Committee: Board of Commissioners

Meeting Date: 1/25/2011

Requesting Department: Fiscal Services

Submitted By: Bob Spaman

Agenda Item: Monthly Budget Adjustments

SUGGESTED MOTION:

To approve the appropriation changes greater than \$50,000 and those approved by the Administrator and Fiscal Services Director for \$50,000 or less which changed the total appropriation from the amended budget for the month of December 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: \$0.00 | General Fund Cost: \$0.00 | Included in Budget: Yes | No

If not included in budget, recommended funding source:

ACTION IS RELATED TO AN ACTIVITY WHICH IS:

Mandated | Non-Mandated | New Activity

ACTION IS RELATED TO STRATEGIC PLAN:

Goal: 1: To Maintain and Improve the Strong Financial Position of the County.

Objective:

- 1: Advocate on legislative issues to maintain and improve the financial position of the County.
- 2: Implement processes and strategies to deal with operational budget deficits.
- 3: Reduce the negative impact of rising employee benefit costs on the budget.
- 4: Maintain or improve bond ratings.

ADMINISTRATION RECOMMENDATION: Recommended | Not Recommended | Without Recommendation

County Administrator: **Alan G. Vanderberg**

Digitally signed by Alan G. Vanderberg
DN: cn=Alan G. Vanderberg, o=OS, ou=County of Ottawa, ou=Administrator's Office, email=avanderberg@miottawa.org
Reason: I am approving this document
Date: 2011.01.13 14:52:42 -0500

Committee/Governing/Advisory Board Approval Date: Finance and Administration Committee 1/18/2011

Date 1/10/11
Time 14:33:23

County of Ottawa
Fiscal Services Department
Changes to Total Appropriations and Adjustments
Budget Adjustments From Date: 12/01/2010 Thru 12/31/2010

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BRADTMUELL

Adjustment Number	G/L Date	Fund	Dept	Sub Dept	Account Number	Account Name	Adjustment Amount
<u>ADD FUND OPERATE CTR</u>							
BA 781	12/22/2010	1010	1370		6080.0000	Departmental Services	1,290.00-
BA 781	12/22/2010	1010	1370		6710.0000	Other Revenue	59,325.00-
BA 781	12/22/2010	1010	1370		7050.0000	Salaries - Temporary	37,325.00
BA 781	12/22/2010	1010	1370		7150.0000	Social Security	2,500.00
BA 781	12/22/2010	1010	1370		7200.0000	Worker'S Compensation	195.00
BA 781	12/22/2010	1010	1370		7220.0000	Unemployment	190.00
BA 781	12/22/2010	1010	1370		7270.0000	Office Supplies	6,290.00
BA 781	12/22/2010	1010	1370		7280.0000	Printing & Binding	3,320.00
BA 781	12/22/2010	1010	1370		7390.0000	Operational Supplies	615.00
BA 781	12/22/2010	1010	1370		8500.0000	Telephone	2,470.00
BA 781	12/22/2010	1010	1370		8600.0020	Mileage-Non County Employ	7,710.00
<u>TO EST MRAP-ENDS 6/30</u>							
BA 782	12/22/2010	2743	7448		5610.0000	State Of Mich - Welfare	60,000.00-
BA 782	12/22/2010	2743	7448		8080.0000	Service Contracts	60,000.00
<u>ALLCTN HIGHR THN PLND</u>							
BA 783	12/31/2010	2210	6010		6990.1011	Trans In - Cigarette Tax	20,075.00-
BA 783	12/31/2010	2210	6010		8210.0000	Contractual - Other	2,500.00
<u>TO EST GRNT KAL-ST.JS</u>							
BA 784	12/22/2010	2749	7450	0006	5610.0000	State Of Mich - Welfare	92,923.00-
BA 784	12/22/2010	2749	7450	0006	7390.0000	Operational Supplies	1,858.00
BA 784	12/22/2010	2749	7452	0006	8080.0000	Service Contracts	28,365.00
BA 784	12/22/2010	2749	7452	0006	8440.0010	Training-Tuition Payments	62,700.00
<u>EXTND WARRNTY-SCANNRS</u>							
BA 813	12/07/2010	1010	2290		6070.0190	OUIL Reimbursement Fee	8,200.00-
BA 813	12/07/2010	1010	2290		7390.0000	Operational Supplies	300.00
BA 813	12/07/2010	1010	2290		8030.0040	Officers Fees	300.00-
<u>BLDG HLTHY COMM GRANT</u>							
BA 818	12/07/2010	2210	6033		5550.0000	State Of MI - Health	23,000.00-
BA 818	12/07/2010	2210	6033		7040.0000	Salaries - Regular	16,291.00
BA 818	12/07/2010	2210	6033		7150.0000	Social Security	1,256.00
BA 818	12/07/2010	2210	6033		7160.0000	Hospitalization	2,975.00
BA 818	12/07/2010	2210	6033		7160.0020	OPEB - Health Care	259.00
BA 818	12/07/2010	2210	6033		7170.0000	Life Insurance	42.00

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Adjustment Number	G/L Date	Fund	Dept	Sub Dept	Account Number	Account Name	Adjustment Amount
<u>BLDG HLTHY COMM GRANT</u>							
BA 818	12/07/2010	2210	6033		7180.0000	Retirement & Sick Leave	1,795.00
BA 818	12/07/2010	2210	6033		7180.0010	457 Plan Contribution	20.00
BA 818	12/07/2010	2210	6033		7190.0000	Dental Insurance	152.00
BA 818	12/07/2010	2210	6033		7200.0000	Worker'S Compensation	6.00
BA 818	12/07/2010	2210	6033		7210.0000	Longevity	84.00
BA 818	12/07/2010	2210	6033		7220.0000	Unemployment	14.00
BA 818	12/07/2010	2210	6033		7230.0000	Optical Insurance	35.00
BA 818	12/07/2010	2210	6033		7240.0000	Disability Insurance	71.00
<u>BUDGET MDCH GRANTS</u>							
BA 819	12/07/2010	2210	6033		5550.0000	State Of MI - Health	6,505.00-
BA 819	12/07/2010	2210	6033		5550.0000	State Of MI - Health	17,000.00-
BA 819	12/07/2010	2210	6033		7270.0000	Office Supplies	1,000.00
BA 819	12/07/2010	2210	6033		7280.0000	Printing & Binding	100.00
BA 819	12/07/2010	2210	6033		7390.0000	Operational Supplies	5,355.00
BA 819	12/07/2010	2210	6033		7390.0000	Operational Supplies	500.00
BA 819	12/07/2010	2210	6033		8210.0000	Contractual - Other	150.00
BA 819	12/07/2010	2210	6033		8210.0000	Contractual - Other	15,400.00
BA 819	12/07/2010	2210	6033		8600.0000	Travel - Mileage	500.00
BA 819	12/07/2010	2210	6033		8610.0000	Conferences & Othr Travel	500.00
<u>REV RCVD FRM MHD RECR</u>							
BA 820	12/07/2010	2210	6059		6070.0020	Medical Record Fees	15.00-
BA 820	12/07/2010	2210	6059		7270.0000	Office Supplies	15.00
<u>MVNG MNY FOR WRAP GRN</u>							
BA 821	12/07/2010	2220	6493	3242	5180.0000	Federal Block Grant	14,760.00-
BA 821	12/07/2010	2220	6493	3242	7270.0000	Office Supplies	1,500.00
BA 821	12/07/2010	2220	6493	3242	8270.0000	Client Care	5,760.00
BA 821	12/07/2010	2220	6493	3242	8600.0000	Travel - Mileage	1,500.00
BA 821	12/07/2010	2220	6493	3242	8610.0000	Conferences & Othr Travel	6,000.00
BA 821	12/07/2010	2220	6493	3246	5180.0000	Federal Block Grant	14,760.00
BA 821	12/07/2010	2220	6493	3246	7390.0000	Operational Supplies	14,760.00-
<u>TO ALGN BDG W/AVAIL \$</u>							
BA 824	12/07/2010	2743	7431	0036	5610.0000	State Of Mich - Welfare	24,039.00-
BA 824	12/07/2010	2743	7433	0036	8080.0000	Service Contracts	24,039.00

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Adjustment Number	G/L Date	Fund	Dept	Sub Dept	Account Number	Account Name	Adjustment Amount
<u>TO CONTINUE MIGRNT BAL</u>							
<u>TO CONTINUE MIGRNT BAL</u>							
BA 836	12/07/2010	2870	7483		5610.0000	State Of Mich - Welfare	36.00-
BA 836	12/07/2010	2870	7483		8430.0000	Client Assistance Pymts	36.00
<u>TO ESTABLISH PROGRAM</u>							
BA 837	12/07/2010	2870	7294		8430.0000	Client Assistance Pymts	46,219.00
BA 837	12/07/2010	2870	7295		5610.0000	State Of Mich - Welfare	49,698.00-
BA 837	12/07/2010	2870	7295		7040.0000	Salaries - Regular	1,948.00
BA 837	12/07/2010	2870	7295		7150.0000	Social Security	149.00
BA 837	12/07/2010	2870	7295		7160.0000	Hospitalization	707.00
BA 837	12/07/2010	2870	7295		7160.0020	OPEB - Health Care	43.00
BA 837	12/07/2010	2870	7295		7170.0000	Life Insurance	4.00
BA 837	12/07/2010	2870	7295		7180.0000	Retirement & Sick Leave	179.00
BA 837	12/07/2010	2870	7295		7180.0010	457 Plan Contribution	13.00
BA 837	12/07/2010	2870	7295		7190.0000	Dental Insurance	36.00
BA 837	12/07/2010	2870	7295		7200.0000	Worker'S Compensation	2.00
BA 837	12/07/2010	2870	7295		7220.0000	Unemployment	2.00
BA 837	12/07/2010	2870	7295		7230.0000	Optical Insurance	8.00
BA 837	12/07/2010	2870	7295		7240.0000	Disability Insurance	8.00
BA 837	12/07/2010	2870	7295		8600.0000	Travel - Mileage	380.00
<u>MORE REV THAN ANTCPTD</u>							
BA 842	12/14/2010	2081	7510		6070.0110	Reservation Fees	8,000.00-
BA 842	12/14/2010	2081	7510		6070.0120	Entrance Fees	66,500.00-
BA 842	12/14/2010	2081	7510		6670.0010	Rent - Concessions	2,000.00-
BA 842	12/14/2010	2081	7510		7090.0000	Overtime	200.00
BA 842	12/14/2010	2081	7510		8080.0000	Service Contracts	24,500.00
BA 842	12/14/2010	2081	7510		8680.0000	Vehicle Insurance	1,400.00
BA 842	12/14/2010	2081	7510		9100.0000	Insurance & Bonds	433.00
<u>VARIOUS YR END ADJ</u>							
BA 843	12/22/2010	1010	2530		4550.0000	Dog Licenses	20,900.00
BA 843	12/22/2010	1010	2530		4570.0000	Trans. Merchants License	25.00
BA 843	12/22/2010	1010	2530		5410.0020	State Grant-Court Equity	57,000.00
BA 843	12/22/2010	1010	2530		6570.0000	Ordinance Fines & Costs	900.00-
BA 843	12/22/2010	1010	2530		6650.0000	Interest On Investments	500,823.00-
BA 843	12/22/2010	1010	2530		6710.0000	Other Revenue	90,000.00
BA 843	12/22/2010	1010	2530		6930.0010	Fair Value (Gain/Loss)	175,000.00
BA 843	12/22/2010	1010	2530		7040.0000	Salaries - Regular	34,000.00-
BA 843	12/22/2010	1010	2530		7280.0000	Printing & Binding	3,000.00-

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Adjustment Number	G/L Date	Fund	Dept	Sub Dept	Account Number	Account Name	Adjustment Amount
<u>VARIOUS YR END ADJ</u>							
BA 843	12/22/2010	1010	2530		7300.0000	Postage	10,000.00-
BA 843	12/22/2010	1010	2530		8100.0000	Bank Service Charges	32,000.00
BA 843	12/22/2010	1010	2530		8500.0000	Telephone	1,500.00-
<u>INCREASE PER DIEM EXP</u>							
BA 848	12/14/2010	2081	7510		8030.0220	Committee Per Diem Fee	750.00
<u>FDS OF YOUTH ARRA MNY</u>							
BA 851	12/14/2010	2741	7430	0006	5610.0000	State Of Mich - Welfare	59.00-
BA 851	12/14/2010	2741	7463	0006	8440.0040	Other Training	59.00
<u>INC REV LINE ITEM</u>							
BA 858	12/22/2010	1010	1480		6760.0000	Reimbursements	500.00-
BA 858	12/22/2010	1010	1480		9390.0000	Building Rental	500.00
<u>CORRECT OVERBUDGET</u>							
BA 863	12/31/2010	1010	3020		8660.0000	Vehicle Repairs & Maint.	10,000.00
<u>ADDL FDS NEED-PGN CRK</u>							
BA 864	12/22/2010	2081	7510		7050.0000	Salaries - Temporary	9,000.00
<u>INC PER DIEM EXPENSES</u>							
BA 865	12/22/2010	2081	7510		8030.0220	Committee Per Diem Fee	410.00
<u>DNATN-STATUE COURTHSE</u>							
BA 867	12/22/2010	2450	5990		6710.0000	Other Revenue	2,000.00-
<u>REVSED BS&A PYMNT SCH</u>							
BA 868	12/22/2010	2560	2360		9910.0000	Principal Payments	6,002.00-
<u>ADJ BDG FOR TAA ADVTS</u>							
BA 872	12/22/2010	2748	7430	0014	5610.0000	State Of Mich - Welfare	2,000.00-
BA 872	12/22/2010	2748	7430	0014	9010.0000	Advertising	2,000.00

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Adjustment Number	G/L Date	Fund	Dept	Sub Dept	Account Number	Account Name	Adjustment Amount
<u>ADJ NEG BDG TO ACTUAL</u>							
<u>ADJ NEG BDG TO ACTUAL</u>							
BA 875	12/31/2010	2748	7431	0031	5610.0000	State Of Mich - Welfare	2,305.00
BA 875	12/31/2010	2748	7431	0031	7160.0000	Hospitalization	1,062.00-
BA 875	12/31/2010	2748	7433	0031	8440.0040	Other Training	1,243.00-
<u>TO COR BDGT EXCEPTION</u>							
BA 877	12/22/2010	2870	7470		5610.0130	MSHDA - Revenue	100.00-
BA 877	12/22/2010	2870	7471		8610.0000	Conferences & Othr Travel	10.00-
BA 877	12/22/2010	2870	7471		9400.0000	Equipment Rental	10.00
BA 877	12/22/2010	2870	7472		8100.0000	Bank Service Charges	100.00
<u>ADJ BDG FOR ADDL ALOC</u>							
BA 878	12/22/2010	2870	7294		8430.0000	Client Assistance Pymts	1,681.00
BA 878	12/22/2010	2870	7295		5610.0000	State Of Mich - Welfare	1,807.00-
BA 878	12/22/2010	2870	7295		8600.0000	Travel - Mileage	126.00
<u>YEAR END ADJUSTMENTS</u>							
BA 883	12/22/2010	6450	2890		6390.0000	Printing Income	8,000.00-
BA 883	12/22/2010	6450	2890		7210.0000	Longevity	18.00
BA 883	12/22/2010	6450	2890		8310.0000	Administrative Expense	1,817.00
BA 883	12/22/2010	6450	2890		8600.0000	Travel - Mileage	87.00
<u>FUT EXP SFTWR, BNK COU</u>							
BA 886	12/27/2010	1010	2530		8080.0000	Service Contracts	2,000.00
<u>INC BUD ALLOW ROLLOVE</u>							
BA 893	12/27/2010	2602	3110	0006	5050.0000	Fed. Grants-Public Safety	20,811.00-
BA 893	12/27/2010	2602	3110	0006	8080.0000	Service Contracts	20,811.00
<u>RED GF/FP BUD EXP PD</u>							
BA 895	12/27/2010	2748	7431	0003	5610.0100	Most-Allegan DSS Revenue	10,515.00
BA 895	12/27/2010	2748	7433	0007	8440.0050	Administration-Sub Agents	10,515.00-
<u>HOST SVC MUS CO, SL, PT</u>							
BA 896	12/27/2010	6360	2580		6080.0060	e-Comm. - Convenience Fees	10,000.00-

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<u>ANLYZ MED EXAM FSC YE</u>							
<u>ANLYZ MED EXAM FSC YE</u>							
BA 897	12/31/2010	1010	6480		6070.0000	Chrgs. For Serv. - Fees	5,300.00-
BA 897	12/31/2010	1010	6480		7040.0000	Salaries - Regular	425.00
BA 897	12/31/2010	1010	6480		7050.0000	Salaries - Temporary	5,275.00
BA 897	12/31/2010	1010	6480		7150.0000	Social Security	300.00
BA 897	12/31/2010	1010	6480		7160.0000	Hospitalization	200.00
BA 897	12/31/2010	1010	6480		7160.0020	OPEB - Health Care	10.00
BA 897	12/31/2010	1010	6480		7180.0000	Retirement & Sick Leave	80.00
BA 897	12/31/2010	1010	6480		7190.0000	Dental Insurance	15.00
BA 897	12/31/2010	1010	6480		7200.0000	Worker'S Compensation	5.00
BA 897	12/31/2010	1010	6480		7230.0000	Optical Insurance	5.00
BA 897	12/31/2010	1010	6480		7300.0000	Postage	10.00-
BA 897	12/31/2010	1010	6480		7390.0000	Operational Supplies	50.00-
BA 897	12/31/2010	1010	6480		8080.0000	Service Contracts	20.00-
BA 897	12/31/2010	1010	6480		8500.0000	Telephone	25.00-
BA 897	12/31/2010	1010	6480		8590.0000	Transportation Charges	500.00
BA 897	12/31/2010	1010	6480		8600.0000	Travel - Mileage	400.00
BA 897	12/31/2010	1010	6480		9400.0000	Equipment Rental	2.00-
<u>TO CVR OUTSTND INVUCE</u>							
BA 898	12/31/2010	1010	6480		8350.0000	Health Services	14,710.00
BA 898	12/31/2010	1010	6480		8590.0000	Transportation Charges	390.00
<u>GRTER NEEDS THN EXPCT</u>							
BA 899	12/31/2010	1010	2530		6650.0000	Interest On Investments	3,585.00-
BA 899	12/31/2010	1010	9650		9990.2930	Soldiers & Sailors Relief	3,585.00
BA 899	12/31/2010	2930	6890		6990.1010	Oper Trans-General Fund	3,585.00-
BA 899	12/31/2010	2930	6890		9660.0000	Project Costs	3,585.00
<u>VARIOUS YE ADJUSTMNTS</u>							
BA 900	12/31/2010	2081	7510		6070.0110	Reservation Fees	1,500.00-
BA 900	12/31/2010	2081	7510		7170.0000	Life Insurance	250.00
BA 900	12/31/2010	2081	7510		7240.0000	Disability Insurance	183.00
BA 900	12/31/2010	2081	7510		7270.0000	Office Supplies	100.00
BA 900	12/31/2010	2081	7510		9200.0000	Utilities	4,000.00
<u>HIGHR THN ANTCPD EXP</u>							
BA 901	12/31/2010	2081	7510		9300.0000	Equipment Repairs	700.00

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<u>ANALYZ ALLIED FOR FYE</u>						
<u>ANALYZ ALLIED FOR FYE</u>						
BA 902	12/31/2010	2272	5250	6100.0000	Surcharge Fee	40,000.00
BA 902	12/31/2010	2272	5250	6710.0000	Other Revenue	2,500.00
BA 902	12/31/2010	2272	5250	6710.0070	Memberships	1,000.00
BA 902	12/31/2010	2272	5250	7280.0000	Printing & Binding	200.00-
BA 902	12/31/2010	2272	5250	7390.0000	Operational Supplies	300.00
BA 902	12/31/2010	2272	5250	8300.0000	Memberships & Dues	45.00-
BA 902	12/31/2010	2272	5250	8500.0000	Telephone	250.00-
BA 902	12/31/2010	2272	5250	8600.0000	Travel - Mileage	478.00-
BA 902	12/31/2010	2272	5250	9200.0000	Utilities	1,800.00-
BA 902	12/31/2010	2272	5250	9390.0000	Building Rental	1,000.00-
BA 902	12/31/2010	2272	5250	9400.0000	Equipment Rental	45.00-
<u>ANLYZ SAL/FRNG-ALLIED</u>						
BA 903	12/31/2010	2272	5250	7040.0000	Salaries - Regular	7,000.00-
BA 903	12/31/2010	2272	5250	7150.0000	Social Security	900.00-
BA 903	12/31/2010	2272	5250	7160.0000	Hospitalization	4,000.00-
BA 903	12/31/2010	2272	5250	7180.0000	Retirement & Sick Leave	700.00-
BA 903	12/31/2010	2272	5250	7210.0000	Longevity	696.00-
BA 903	12/31/2010	2272	5250	7220.0000	Unemployment	400.00-

Action Request



Committee: Board of Commissioners

Meeting Date: 1/25/2011

Requesting Department: Administration

Submitted By: Keith Van Beek

Agenda Item: Revisions to the Bylaws of the Ottawa County Community Action Agency Advisory Board

SUGGESTED MOTION:

To approve the revised bylaws of the Ottawa County Community Action Agency Advisory Board.

SUMMARY OF REQUEST:

The revised bylaws of the Community Action Agency Advisory Board require the approval of the Board of Commissioners. As outlined in the attached note from Bill Raymond, the recommended changes to these bylaws should improve the efficiency of that board.

FINANCIAL INFORMATION:

Total Cost: \$0.00 | General Fund Cost: \$0.00 | Included in Budget: Yes | No

If not included in budget, recommended funding source:

ACTION IS RELATED TO AN ACTIVITY WHICH IS:

Mandated | Non-Mandated | New Activity

ACTION IS RELATED TO STRATEGIC PLAN:

Goal: 4: To Continually Improve the County's Organization and Services.

Objective: 1: Review and evaluate the organization, contracts, programs, and services for potential efficiencies.

ADMINISTRATION RECOMMENDATION: Recommended | Not Recommended | Without Recommendation

County Administrator: Alan G. Vanderberg

Digitally signed by Alan G. Vanderberg
DN: cn=Alan G. Vanderberg, c=US, ou=County of Ottawa, ou=Administrator's Office, email=avanderberg@mioctawa.org
Reason: I am approving this document
Date: 2011.01.04 08:26:08 -0500

Committee/Governing/Advisory Board Approval Date: Planning and Policy Committee 1/13/2011

Requested Changes to Ottawa County Community Action Agency Board Bylaws and Structure January 2011

The Ottawa County Community Action Agency Advisory Board respectfully requests that the Ottawa County Board of Commissioners approve the following requests for changes to the bylaws and structure of the Advisory Board. The OCCAA Advisory board voted unanimously on October 25, 2010 and December 13, 2010 to recommend the changes to the Ottawa County Board of Commissioners for approval. The changes are minor and are designed to simply, streamline and bring OCCAA Advisory Board policy and practice in line with current Ottawa County policy and practice.

Bylaw Change Requests

- 1. To revise the OCCAA Bylaws, Article III, Section I in order to reduce the size of the OCCAA Advisory board from 18 members to 12 members (see page 3 of the bylaws)**
 - a. Rationale: Streamlines the Advisory Board
 - b. Reduces workload of County HR board & commission interview team
- 2. To revise OCCAA Bylaws, Article III, Section II, Item 1 of the OCCAA By-laws to change the length of an individual term from 2 years to 3 years (see page 4 of the bylaws)**
 - a. Rationale: Aligns length of terms with other boards and commissions in the County
 - b. Rationale: Decreases workload for County HR board & commission interview team
 - c. Rationale: Allows Advisory Board to only have one-third of terms expiring each year instead of one-half.
 - d. Streamlines recruiting for OCCAA Advisory Board
- 3. To revise OCCAA Bylaws, Article III, Section II, Item 2 to change the maximum length of service for OCCAA Advisory board members from 5 consecutive 2-year terms to 4 consecutive 3-year terms (see page 4 of the bylaws)**
 - a. Rationale: Aligns the length of service with current Ottawa County policy on length of service on boards and commissions – 12 years
- 4. To revise the OCCAA Bylaws, Article IV, Section I, Item 1 to read: “The officers of the Advisory Board shall consist of Chairperson and Vice-Chairperson or others as deemed necessary. Officers for these positions shall be elected by the Board members every two years in the fall of the year” (current bylaws read “during the month of September” and the advisory board does not meet in September). (See page 5 of the bylaws)**

Other Changes

- 5. To change the ending date of Ottawa County Community Action Agency Advisory Board terms of service from September 30 to December 31. (Ending the terms on September 30 has been the practice, but this end date is not reflected in the bylaws).**
 - a. Rationale: Aligns ending dates with all other Ottawa County board and commission end dates

BYLAWS
Ottawa County Community Action Agency Advisory Board

(Recommended changes are highlighted in yellow)

ARTICLE I - NAME

This organization shall be called the Ottawa County Community Action Agency (CAA) Advisory Board.

ARTICLE II - PURPOSE AND FUNCTION

The Ottawa County Community Action Agency was established to operate a comprehensive community action program as outlined in the Michigan Economic and Social Opportunity Act of 1981 (PA 230) and its subsequent revisions and to reduce the effects of poverty in Ottawa County by promoting self-sufficiency and economic independence.

The purpose of the Advisory Board is to advise the OCCAA and the Ottawa County Board of Commissioners (the Governing Board) in the setting of basic goals, policies and procedures for its programs under the Act.

Section I. Responsibilities of the Governing Board:

The Governing Board is the Ottawa County Board of Commissioners and has the responsibility and authority to:

1. Oversee all program operation and planning.
2. Appoint and supervise the Executive Director of the CAA.
3. Approve all contracts, annual program budget requests and operational policies of the CAA.
4. Establish policies for the operation of the CAA.

Section II. Specific Responsibilities of the Advisory Board:

The Advisory Board shall have the responsibility and authority to:

1. Advise the chief elected officials of the units of local government within the service area of the nature and extent of poverty within Ottawa County and recommend needed changes in federal, state, and local policies and programs.
2. Convene public meetings as necessary to provide individuals eligible for services and other community people the opportunity to comment upon public policies and programs to reduce poverty.
3. Act as the Policy Action Committee (PAC) for local Weatherization Programs.
4. Provide recommendations regarding the selection of the Executive Director of the CAA.

BYLAWS

Ottawa County Community Action Agency Advisory Board

(Recommended changes are highlighted in yellow)

5. Determine rules and procedures for the Advisory Board, subject to department and bureau policies.
6. Select the officers and the executive committee, if any, of the Advisory Board.
7. Provide policy recommendations regarding personnel, organization, fiscal, and program activities.
8. Set goals, do long range planning and monitor progress.
9. Provide recommendations regarding approval of all program proposals and budgets, including evaluation.
10. Exercise other responsibilities which the Governing Board chooses to delegate to the Advisory Board.
11. The Advisory Board shall report directly to the Governing Board of the public CAA.

Section III. Specific Responsibilities of the Executive Director:

The Executive Director shall have the responsibility and authority to:

1. Prepare budgets for consideration by the Advisory Board and the Governing Board.
2. Implement and manage all programs and budgets that are approved by the Governing Board and which are funded.
3. Implement all policies as recommended by the Advisory Board and established by the Governing Board and/or State.
4. Appoint, supervise, and remove all personnel employed by the Ottawa County CAA subject to the personnel policies of Ottawa County.
5. Keep the Governing Board advised on a regular basis of the financial conditions, as well as the contractual and other legal obligations of the Ottawa County CAA.
6. Submit reports as requested by the Advisory Board and the Governing Board.
7. Report any other information which he/she feels should come to the attention of the Advisory Board and the Governing Board.
8. Perform related work required by the Advisory Board and the Governing Board.
9. Attend meetings of the Advisory Board and the Executive Committee.
10. The administrative responsibilities and authority established in Section 1 of this Article

BYLAWS

Ottawa County Community Action Agency Advisory Board

(Recommended changes are highlighted in yellow)

shall at all times be assigned to one individual. During the vacancy, disability, or leave of absence of the Executive Director, the Governing Board may, at its discretion, appoint an Acting Director in consultation with the Advisory Board.

ARTICLE III – MEMBERSHIP (Recommended changes highlighted below)

Section I. Representation:

1. The Community Action Agency Advisory Board shall consist of ~~eighteen (18)~~ **twelve (12)** Ottawa County residents who shall be appointed or removed as set forth in this article.
2. One-third of the members of the Advisory Board shall be elected public officials currently holding office, or their appropriate designated representatives. If the number of elected officials reasonably available and willing to serve is less than one-third of the membership of the Board, membership on the Board representative of public officials may be counted in meeting the one-third requirement. Public sector representatives will be appointed by the County Board of Commissioners.
3. One-third of the Board members shall represent the private sector, including the areas of business, industry, agriculture, labor, education, and religious and civic organizations located within the County. The private sector representatives shall be appointed by the County Board of Commissioners.
4. One-third of the Board members shall be representative of low-income, elderly or handicapped consumers or other individuals eligible for services residing in the County and shall be selected through a democratic process.
5. Nomination for consumer sector:
 - a) Nomination by petition (25 signatures of individuals eligible for services).
 - b) Nomination by existing organizations, whose membership is predominately composed of individuals eligible for services.
 - c) Nomination at a meeting or conference of individuals eligible for services whose date, time, and place have been adequately publicized.
6. Election for consumer sector:
 - a) Nominations will be received and a list including the individual's backgrounds will be presented to the standing membership of the CAA Advisory Board.
 - b) Each Advisory Board member shall place one vote for each consumer sector vacancy on the board. The Governing Board will be informed of the individuals who receive the most votes.

BYLAWS
Ottawa County Community Action Agency Advisory Board
(Recommended changes are highlighted in yellow)

Section II. Term of Office:

1. Members on the Board shall serve for staggered ~~two~~ **three** year terms.
2. The maximum number of terms is ~~five~~ **(four)**
3. If appropriate, a waiver will be requested to extend a member's length of service on the Advisory Board.

Section III. Vacancies:

1. Vacancies on the Advisory Board shall occur when:
 - a) a member has been notified of his/her official removal by action of the Advisory Board or Governing Board.
 - b) a member notifies the Advisory Board of his/her resignation.
 - c) a member no longer meets the qualifications for membership (i.e., an elected official who leaves elective office).
2. Vacancies shall be filled, through the appropriate selection procedure, within 60 days after the Advisory Board or Governing Board has taken official action on said vacancy.
3. Notice of public sector and private sector vacancy(ies) will immediately be forwarded to the Governing Board who will act according to established County guidelines to fill the vacancy(ies).
4. Notice of consumer sector vacancy(ies) will be made to those service groups in Ottawa County which interact with the population in poverty. Referrals from these groups will be nominated for election to the Advisory Board.

Section IV. Neglect of Duties:

1. Public and private sector representatives may be removed from the Advisory Board only by the Governing Board based upon recommendation of the Advisory Board or nominating body.
2. Consumer sector representatives can be removed by democratic process of the Advisory Board.
3. Reasons for removal include the following:
 - a) Absenteeism from three (3) consecutive meetings whereby such Advisory Board member shall be notified that unless cause for the absence is shown

BYLAWS

Ottawa County Community Action Agency Advisory Board

(Recommended changes are highlighted in yellow)

at the following meeting, he/she will be recommended for removal from Advisory Board membership. In the event that such member shows cause, a committee of the Board will then determine whether the member is still interested in and will be able to fulfill the responsibilities of Board membership.

- b) Action or actions by such Advisory Board member which are outside the scope of his/her authority as defined by federal and local guidelines and which substantially interfere with the operations of the Ottawa County Community Action Agency.
 - c) Conduct or behavior by such Advisory Board member which is contrary to adopted Board policies and which substantially interferes with the operations of the Ottawa County Community Action Agency.
 - d) Substantial interference with program goals and objectives adopted and implemented by the Ottawa County Community Action Agency.
 - e) Divulgence of confidential information to non-Advisory Board members prior to action thereon by the Advisory Board.
4. Recommendation for removal of any member from the Advisory Board requires an affirmative vote of two-thirds (2/3) of the seated membership of the appropriate Board at any regular or special meeting.

Section V. Powers and Duties:

The Advisory Board shall have such powers and duties as shall from time to time be provided by law or be assigned by the Governing Board.

ARTICLE IV - OFFICERS

Section I. Advisory Board:

1. The officers of the Advisory Board shall consist of Chairperson and Vice-Chairperson or others as deemed necessary. Officers for these positions shall be elected by the Board members every two years during the month of September in the fall of the year.
2. Chairperson. The Chairperson shall be elected by and from the membership of the Advisory Board and shall preside at all meetings of the Advisory Board. He/she shall appoint all sub-committees, subject to the approval of the Advisory Board unless otherwise provided by the Bylaws, and should insure that activities of the Advisory Board are reported to the Governing Board.
3. Vice-Chairperson. The Vice-Chairperson shall be elected by and from the membership of the Advisory Board. He/she shall preside in the absence of the

BYLAWS

Ottawa County Community Action Agency Advisory Board

(Recommended changes are highlighted in yellow)

Chairperson and shall perform such other duties as may from time to time be assigned.

4. Any elected officer may be removed from office for cause by the affirmative vote of two-thirds (2/3) of the whole Advisory Board, at any regular or special meeting. Cause for removal of any officer(s) shall be noted in the minutes.
5. Any vacancy in any office because of death, resignation, or otherwise, may be filled by the Advisory Board for the unexpired portion of the term. The notice of such meeting must state the intent to elect any officer or officers at said meeting.
6. Task committees will be formed as needed to conduct the Advisory Board's business.

ARTICLE V - MEETINGS

Section I. Regular Meetings:

1. The Board shall meet not less than quarterly. The Advisory Board shall be provided in writing notice of and the agenda for any meeting at least five (5) days in advance.
2. Each member of the Advisory Board shall, at every meeting of the Board, be entitled to one vote upon each subject properly submitted to vote. All proxy votes must be in writing to the Executive Director.
3. A majority of those voting on any proposal at any Board meeting at which a quorum is present shall carry the vote, unless otherwise stated in these Bylaws.
4. A special meeting may be called by the Chairperson or any two (2) members thereof upon adequate written notice served to each member. Members may waive notice of any special meeting either before or after the holding thereof.
5. Written minutes which include a record of votes on all motions shall be distributed to all Advisory Board members prior to the next meeting.
6. Any meeting of the Advisory Board may be adjourned from time to time as the Board may deem necessary.
7. Not less than 51% of non-vacant positions present shall constitute a quorum for the transaction of the ordinary business of this Advisory Board.
8. Any citizen may comment upon agenda items prior to the taking of a vote thereon. Citizens, after being recognized, shall identify themselves by name and address and shall ordinarily limit their presentation to four (4) minutes, unless the time is otherwise extended by the Chairperson or by note of the Advisory Board.
9. No employee of the Ottawa County Community Action Agency may serve on the Advisory Board, and no state employee may serve on the Advisory Board in a capacity

BYLAWS

Ottawa County Community Action Agency Advisory Board

(Recommended changes are highlighted in yellow)

which will require him/her to act as an agent for Ottawa County Community Action Agency in its dealings with any state department. Any member who has a direct financial interest in any matter being discussed or is an employee or Board member of an organization shall disclose such interest and refrain from voting on such matters.

ARTICLE VI - AMENDMENTS

These Bylaws may be amended by a two-thirds (2/3) vote of the membership present and voting at any duly scheduled meeting of the Advisory Board, and subsequently approved by the Governing Board.

ARTICLE VII - COMPENSATION

Reimbursement of actual expenses (mileage, etc.) to all members of the Advisory Board is permitted at the rates established by the Governing Board for the performance of duties and responsibilities in connection with Ottawa County Community Action Agency funded programs. An Advisory Board member may, at his/her option, waive such payments.

Action Request



Committee: Board of Commissioners

Meeting Date: 1/25/2011

Requesting Department: Planning & Performance Improvement

Submitted By: Mark Knudsen

Agenda Item: Musketawa-White Pine Trail

SUGGESTED MOTION:

To approve and authorize the Board Chair and Clerk to sign the Planning Commission resolution to support the Planning Department recommendations regarding the proposed trail connection adjacent to the Triick Family Farm.

SUMMARY OF REQUEST:

The Department of Natural Resources and Environment (DNRE) has proposed to create a pathway park that would bisect the Triick Farm property, located in Wright Township, Ottawa County. The pathway park would connect the Musketawa and White Pine Trails.

The Triick Farm is a beef cattle feeding operation. There is concern from the Triick Family and the agricultural community that trail activity would hinder the ability of the cattle to gain weight, and cause the farm to eventually close. The DNRE contends that the trail activity will not negatively impact the farm.

Pursuant to the resolution passed by the Board of Commissioners on August 24, 2010, the Planning Commission reviewed and provided recommendations regarding the proposed route for the pathway park.

FINANCIAL INFORMATION:

Total Cost: \$0.00 | General Fund Cost: \$0.00 | Included in Budget: Yes | No

If not included in budget, recommended funding source:

ACTION IS RELATED TO AN ACTIVITY WHICH IS:

Mandated | Non-Mandated | New Activity

ACTION IS RELATED TO STRATEGIC PLAN:

Goal: 3: To Contribute to a Healthy Physical, Economic, & Community Environment.

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

ADMINISTRATION RECOMMENDATION: Recommended | Not Recommended | Without Recommendation

County Administrator: **Alan G. Vanderberg**

Digitally signed by Alan G. Vanderberg
DN: cn=Alan G. Vanderberg, o=US, ou=County of Ottawa, ou=Administrator's Office, email=avanderberg@ottawa.org
Reason: I am approving this document
Date: 2011.01.19 10:23:54 -0500

Committee/Governing/Advisory Board Approval Date: Planning and Policy Committee 1/13/2011

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 _____, 2011, at _____ o'clock p.m. local time.

PRESENT: Commissioners: _____

ABSENT: Commissioners: _____

It was moved by Commissioner _____ and recommended by
Commissioner _____ that the following Resolutions be adopted:

WHEREAS, agriculture is among the most valuable uses of land and resources within Ottawa County and the State of Michigan, accounting for more than \$391 million of total value of agricultural production, making Ottawa County among the very top agriculture producing counties in the State of Michigan; and,

WHEREAS, through long usage of more than eighty (80) years, the proprietors of the Triick Farm, a beef cattle feeder operation, located at 475 Hayes Street, in Wright Township, Ottawa County, Michigan, and owned by John and Kristine Triick, has had access across a former railway bed of the Chesapeake & Ohio Railroad which effectively

bisects their farming operations, and which railway bed is currently owned by the State of Michigan, Department of Natural Resources & Environment; and,

WHEREAS, the State of Michigan, Department of Natural Resources & Environment has announced its intention to build a non-motorized pathway park on the site of the former railroad bed of the Chesapeake & Ohio Railroad that effectively bisects the Triick Farm property, thereby effectively cutting the Triick Farm in-half, potentially hampering their cattle feeding operations, and subjecting their feeder cattle to stress and annoyance from users of the proposed pathway park, thereby risking significant losses to the owners of the Triick Farm; and,

WHEREAS, the Ottawa County Board of Commissioners believes that other, better alternatives may exist for locating the pathway park proposed by the State of Michigan, Department of Natural Resources & Environment, and believes that those alternatives should be fully explored by the State of Michigan and discussed with the owners of the Triick Farm before any final determination of the location and terms of use for that proposed pathway park is made; and,

WHEREAS, the Ottawa County Planning & Performance Improvement Department, at the direction of the Ottawa County Board of Commissioners, has made a study of the impact of the non-motorized pathway park upon the operation of the Triick Farm, and has reviewed certain alternatives to the proposed route of the non-motorized pathway park, which alternatives could substantially lessen the impact of the non-motorized pathway park upon the operations of the Triick Farm; and,

WHEREAS, a copy of the study of the impact of the non-motorized pathway park titled “Ottawa County Musketawa Trail/Triick Farm Impasse: Report and Recommendations” (“the Report”) is attached to this Resolution as Exhibit “A”, and;

WHEREAS, the principal recommendation of the Report is set forth on page 14 thereof:

Based on the adverse, and potentially destructive impacts that would occur to the Triick feedlot operation from an adjacent non-motorized pathway, it is strongly recommended that an alternative route be developed to connect the Musketawa and Fred Meijer White Pine Trail.

It is also recommended that the preferred alternative route, any easement acquisition plans, and any fundraising efforts be collaboratively developed between the Ottawa County Planning Commission, MDNR, MDA, Kent County Road Commission, Consumers Energy, other special interest groups, and impacted property owners as expeditiously as possible.

NOW THEREFORE BE IT RESOLVED that the Ottawa County Board of Commissioners renews its request that the State of Michigan, Department of Natural Resources & Environment, under the direction of the Michigan Natural Resources Commission, investigate all available options to the current proposal to bisect the Triick Farm with a pathway park on the former Chesapeake & Ohio Railroad bed, by exploring these issues and alternatives with the owners of the Triick Farm and/or by investigating and implementing all possible methods of mitigating the effects of such a pathway park on the operations of the Triick Farm; and,

BE IT FURTHER RESOLVED that the Ottawa County Board of Commissioners approves and adopts the study of the impact of the proposed non-motorized pathway park prepared by the Ottawa County Planning and Improvement Department (“the Report”) is attached as Exhibit “A” as the report and recommendation of the Ottawa County Board of Commissioners; and,

BE IT FURTHER RESOLVED that the Ottawa County Board of Commissioners approves, adopts, and emphasizes the principal recommendation of the Study:

Based on the adverse, and potentially destructive impacts that would occur to the Triick feedlot operation from an adjacent non-motorized pathway, it is strongly recommended that an alternative route be developed to connect the Musketawa and Fred Meijer White Pine Trail.

It is also recommended that the preferred alternative route, any easement acquisition plans, and any fundraising efforts be collaboratively developed between the Ottawa County Planning Commission, MDNR, MDA, Kent County Road Commission, Consumers Energy, other special interest groups, and impacted property owners as expeditiously as possible.

BE IT FURTHER RESOLVED, that further development and implementation of the proposed pathway park within Ottawa County be halted and delayed by the Department of Natural Resources & Environment, until all of the options, including alternative routes and mitigation efforts have been fully explored, discussed and agreed upon, as more fully set forth in the Report; and,

BE IT FURTHER RESOLVED, that copies of this Resolution be sent to Governor Rick Snyder, the Michigan Natural Resources Commission, the Director of the Michigan Department of Natural Resources, the Director of the Michigan Department of Agriculture, the Director of the Michigan Department of Environmental Quality, Senator Arlan Meekhof, Representative David Agema, Representative Amanda Price, Representative Joseph Haveman, and Representative Holly Hughes; 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

Ottawa County Musketawa Trail/Triick Farm Impasse

Report and Recommendations



January 2011

Ottawa County Planning Commission



2011 County Planning Commission

Joe Baumann
Greg DeJong
Adam Kantrovich
Jim Miedema
Bill Miller
Roman Wilson
Doug Zylstra

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I. INTRODUCTION

In 1991, the Michigan Department of Natural Resources (MDNR) purchased 24.5 miles of inactive railroad from the Central Michigan Railroad for recreational trail purposes. This includes a section of corridor east of 8th Avenue that runs adjacent to the Triick Family Farm (**Attachment A**). This particular railroad bed is a small section of an overall DNR plan (*Ottawa-Muskegon Trail: Final Draft Master Plan – 1993*) to connect the Musketawa Trail in Ottawa County to the White Pine Trail in Kent County (**Attachment B**).

In 2005, \$2.4 million in funding was earmarked in the Federal Safe, Accountable, Flexible, Efficient Transportation Equity Act (SAFETEA-LU) to develop the pathway connection. In addition to this funding, a 20% match is being provided by the MDNR and the Kent County Parks Department. A total of \$480,000 is intended to be used to develop the Ottawa County portion of the trail from 8th Avenue to the County line (**Attachment C**). The new pathway connector will be owned and maintained by the MDNR.

On the surface, this route appears to be a project that would receive unanimous support from the community. However, because the pathway bisects a working beef cattle feedlot operation that is adjacent to the proposed pathway there is widespread opposition in the agricultural community (**Attachments D & E**). This opposition is based on claims that the pathway will have a significant negative impact on the sustainability of the feedlot. So while the pathway does receive strong support from advocates in the recreational community, it has equally strong opponents in the agricultural community.

The feedlot in question is owned and operated by John and Kristine Triick and their children. The Triick farm is located on two separate parcels that are bisected by the proposed pathway corridor owned by the MDNR (**Attachment F**). The Triick farm has been in operation since 1932 when it was first purchased from the railroad by the Triick Family. The Triicks utilize a feedlot (approximately 31 acres) and a farm operation area (approximately 9 acres) to raise beef cattle. The profitability and sustainability of this agricultural business is dependent on getting the cattle to market in the shortest period of time possible from the time they are purchased by the Triicks (approximately 8-12 months). To remain profitable, the cattle must be continually eating and gaining weight. The Triicks are concerned that the activity that accompanies a regional, non-motorized pathway will negatively impact their cattle and their ability to gain weight. The rationale behind these concerns is discussed in greater detail in the next section of the report (Issues & Concerns Section).

The conflict that has developed as a result of this proposed pathway has gained the attention of many local and state officials who have attempted to resolve the stalemate between the MDNR and the Triicks. To date, no acceptable resolution has been achieved. Due to the concerns regarding the impacts to the farmer, the Ottawa County Board of Commissioners passed a resolution on August 24, 2010 requesting that “further development and implementation of the proposed pathway park within Ottawa County be halted and delayed by the [Michigan Department of Natural Resources (MDNR)], until all of the options, including alternative routes and mitigation efforts have been fully explored, discussed, and agreed upon” (**Attachment G**). Additionally, the Board of Commissioners referred the issue to the Ottawa County Planning Commission. The Planning Commission is to provide a report which reviews these issues and present them to the Board of Commissioners. The MDNR October 4, 2010 response to the Board of Commissioners Resolution is provided in **Attachment H**.

It is important to recognize that the Ottawa County Planning Commission and Planning and Performance Improvement Department have historically been strong supporters of both local and regional non-motorized pathways and general agriculture. As a matter of fact, Ottawa County Planners developed a comprehensive, countywide non-motorized pathway plan that has been extensively used in local, county, and regional pathway planning efforts. The planners have also assisted in fundraising efforts to construct both paved shoulders and separated pathways in Ottawa County. They have also been involved in several agricultural initiatives (i.e. Rural Smart Growth Program, PDR Committee, Scratch N Sniff Manure Brochure, etc.) designed to preserve farmland.

As a result of the Planning Commission and Planning Department’s strong advocacy for both recreational opportunities and agricultural preservation efforts as well as the contributions that both make to the quality of life in Ottawa County, extensive deliberation occurred during the development of this report in an attempt to provide relevant background information, a concise list of the pertinent issues that have contributed to the conflict, and a recommendation for future action to achieve an equitable and fair outcome for both the recreation and agricultural communities.

II. ISSUES & CONCERNS

Many concerns have been raised by the agricultural community regarding the impacts of the proposed Musketawa-Fred Meijer White Pine Trail Connection on the Triick cattle feedlot. Concerns have also been raised by supporters of the pathway about the problems that will occur if the trail is not constructed along the MDNR-owned rail-bed.

In order to analyze the validity of each concern, several site visits have been made to the farm by Ottawa County officials and members of the Ottawa County Planning Commission. Several meetings and discussions have also been held with agricultural experts, the Kent County Road Commission (KCRC), the Ottawa County Parks Department, MDNR, Triick family members, and other stakeholders. In certain instances, “expert opinions” were sought from several individuals who reside and work outside the State of Michigan. These individuals are highly respected in their fields and were unfamiliar with the project.

This section of the report summarizes each concern identified by the Triicks and the supporters of the pathway (i.e. pathway supporters). The concerns identified by the farmer include, but are not limited to, the following: *Cattle disturbances; Bio-security; Trespassing and vandalism; Nuisance complaints; Safety; Liability; and Incompatible land-uses.* The issues identified by pathway supporters include, but are not limited to, the following: *Completing construction in a timely manner; Accountability for use of tax payer funds; Farmer has been unwilling to cooperate; and Lack of viable alternatives.*

Included in each summarized concern are any counterpoints and rebuttals from the opposing party as well as “expert opinions.” Findings from site visits to the Triick property are also provided.

A. Concerns identified by the farmer:

1. CATTLE DISTURBANCE – CAUSED BY TRAIL USERS

Summary of Concern:

Activity from trail users will cause the cattle to investigate or be alarmed by the activity and stop eating. The resulting break in food consumption, and the increased calorie burn from additional movement, reduces weight gain in the cattle. This situation can increase the length of time that cattle need to be in the feedlot in order to gain weight which, in turn, will result in a negative financial impact on the farmer.



Cattle checking out people on the trail

Disturbances that cause cattle to trot or run in the feedlot can also be particularly dangerous in the winter season. Cattle could potentially lose their footing on ice and become injured if startled or panicked by trail use.

Counterpoint 1: Cattle will become accustomed to people on the trail and will eventually not be bothered by trail users.

Rebuttal: Cattle in the feedlot turn-over every 8-12 months. The cattle are also not handled on a regular basis and therefore, are not accustomed to people. As a result, the cattle will not have adequate time to become accustomed to trail users which will have a significant impact on the profitability of the farm.

Counterpoint 2: There is adequate vegetation between the trail and the feedlot to screen the cattle from the trail. Also, a portion of

the trail cannot be seen from the feedlot because it is below the feedlot grade. Additional screening (landscaping and berms) was proposed by the Ottawa County Parks Department (**Attachment I**).

Rebuttal:

There is not adequate screening along the trail (**Attachments J & K**). The trail does dip below the grade at some points, but that would not prevent individuals from climbing the berm to the feedlot. Additionally, the



This is a view of the feedlot from the trail

screening developed by the County Parks Department includes berms which would require using 50' of the feedlot.

The MDA has also indicated that several catch basins may be required to prevent water from accumulating in the feedlot if the proposed landscaping was implemented.

Counterpoint 3:

Cattle farms are located near highways and areas with high vehicle traffic all over the State. Traffic noise is much louder and more disturbing than people using a non-motorized trail.

Rebuttal:

Noise from automobile traffic is usually a steady and consistent stimulus much like white noise. This type of noise does not typically upset cattle.

Counterpoint 4:

The proposed trail corridor used to be an active rail-line, which would have disturbed the cattle more than a non-motorized trail.

Rebuttal:

The sound produced by trains is similar to the noise of traffic and farm equipment, of which the cattle are accustomed. In fact, trains still run on the active Coopersville/Marne Railway that bisects the Trick Farm one or two times per month without disturbing the cattle. There is also a verbal agreement with the railroad that the train engineers to not blow their horn near the property.

Expert Opinion:

Dr. Jason Banta, Extension Beef Cattle Specialist, Texas A&M University: *“The movement of people around feedlots may reduce cattle weight gain and feed efficiency... (A reduction in performance is likely but it is hard to predict an exact amount because of several variables that will be constantly changing; some of these variables include cattle disposition, previous exposure of cattle to similar stimulus, the frequency and magnitude of human activity around the feedyard).”*

Dr. Andrew Luescher, Director of the Animal Behavior Clinic at Purdue University: *“Yes, they (the cattle) can habituate to trail users. I can't tell how long this will take. This depends on how much exposure to people they had before, and how many people walk on the trail. The more people walk by, the*

more readily the cattle get used to them. If there are very few people going by, they may never get used to it.”

Site Visits: After site visits to the farm by Ottawa County officials and staff, it was evident that the cattle in the feedlot respond to people on the trail. During each visit, the cattle would stop eating and trot to the fence line. Cattle in the feedlot are expected to gain weight at a rate of approximately 3.5 to 4 pounds per day. Without that weight gain, the entire business model for the farm is impacted.

2. CATTLE DISTURBANCE – CAUSED BY DOGS ON THE TRAIL

Summary of Concern: **Dogs on the trail will disturb the cattle, interrupt their feeding, and impact their ability to gain weight. If dogs bark near the cattle or are able to enter the feedlot to chase cattle, it could startle the cattle so severely that they stampede through barn walls or fencing. This creates a public safety issue, nuisance issue for the farmer, and would impact cattle feed consumption and weight gain.**

Counterpoint 1: Cattle will become accustomed to dogs on the trail.

Rebuttal: The cattle may never become accustomed to dogs because of the 8-12 month turnover rate.

Counterpoint 2: Dogs are allowed on the trail but must be on a leash no longer than 6 feet.

Rebuttal: Not all trail users keep their dogs leashed even if it is required by park rules. Additionally, a dog owner may not be able to control their dog once it has noticed the cattle regardless of whether or not it is on a leash.

Expert Opinion: Dr. Lynn Locatelli, Doctor of Veterinary Medicine, Cattle Management Consultant in Benkelman, Nebraska: *“People cannot be counted on to act responsibly so - their children or dogs may instill fright in the confined cattle (by startling them with behaviors that the cattle are unacclimated to) which may then result in a breakout. This is common. Expect the cattle that impact the fence first to break their necks or legs. The escaping cattle then become a liability on roadways...This IS a likely scenario.”*

Dr. Andrew Luescher, Director of the Animal Behavior Clinic at Purdue University: *“Many dogs get excited about cattle, especially when they move. In cattle dogs and herding dogs, this is an innate trait. Many dogs that have never seen cattle may become fearful and may bark just because they are insecure. On a trail, some dogs will be off leash.”*

3. CATTLE DISTURBANCE – CAUSED BY MOTORIZED VEHICLES ON THE TRAIL

Summary of Concern: **Motorized vehicles would not be allowed on the section of the trail that is proposed to be adjacent to the Triick Property. However, motorized vehicles such as snowmobiles and all-terrain vehicles (4-wheelers) are allowed on the Musketawa Trail north of 8th Avenue. Thus, there is concern that the trail rules will be ignored and that motorized vehicles will be used on the trail near the Triick property.**

Counterpoint 1: Signs could be posted indicating that motorized vehicles are not allowed on this section of the trail.

Rebuttal: Trail users may ignore the signs and the County Sheriff's Department may not be able to provide constant patrols to enforce these rules.

Counterpoint 2: Bollards (i.e. short vertical post) could be installed that would prevent motorized vehicles from accessing this section of the trail. Additionally, any gaps in the existing vegetation along either side of the pathway will be blocked with brush (e.g. tree limbs and stumps) that are removed for trail construction.

Rebuttal: Brush could be moved by trail users in order to gain illegal access. Additionally, accumulated snow would allow snowmobilers to traverse otop of brush piles, and these brush piles may serve as a fun obstacle for ATV users to overcome.

4. PUBLIC HEALTH

Summary of Concern: There is concern that manure will end up on the portion of the trail shared with the farming operation.

Counterpoint 1: The risk of disease transmission from manure to trail users will be negligible.

Rebuttal: The risk may be minimal, but it is not out of the realm of possibilities.



This is the gravel farm-road that crosses the trail (looking south). The feedlot is situated directly north. The railroad tracks/trail can be seen in the middle of the picture. The small building at the center of the picture is the fuel storage facility.

Expert Opinion: Dr. David R. Smith, Extension Dairy/Beef Veterinarian University of Nebraska-Lincoln: "*Cattle manure can be the source of dangerous pathogens for people (e.g. enterohemorrhagic E. coli and Salmonella)...if the trail provides people or their dogs direct contact with the manure from this feedyard then there may be some increase in the health risk to humans.*"

5. BIO-SECURITY

Summary of Concern: Trail activity along the proposed route would increase the bio-security risk (i.e. transfer of disease) of the farm.

Counterpoint 1: The bio-security risk from trail users will be negligible. Trail users will not have access to the feedlot itself or the cattle.

Rebuttal: Trail users will cross a section of the trail shared with the farming operation. As a result, contaminated soil can be transferred from trail user's shoes/boots to farming equipment tires and then into the feedlot.

Expert Opinion: Dr. David R. Smith, Extension Dairy/Beef Veterinarian University of Nebraska-Lincoln: "*If the question is "what increased disease risk does a recreational trail*"

pose to the cattle in this feedlot?" The answer is almost zero additional risk. Any additional risk for cattle disease that people or dogs from suburban/urban settings using the trail would pose is negligible compared to the additional risks from adding new cattle (even with quarantine), or from the movement of people with close livestock contact (e.g. farm personnel, veterinarians)...."

6. TRESSPASSING AND VANDALISM

Summary of Concern:

Increased access to the Triick farm from the proposed trail will increase trespassing and vandalism on the property.

Counterpoint 1: If someone wanted to trespass and/or vandalize the Triick Farm property they could easily access it from the road.

Rebuttal:

The trail will expose the farm and its operation to people who



View of farm equipment from the trail

would not normally be in close proximity to the farm. Moreover, trail users would have easy access to farming equipment such as fuel tanks, trucks, trailers, barns, and tractors.

Counterpoint 2: The Triicks could take steps to mitigate any perceived risk.

Rebuttal:

The steps that would need to be taken to mitigate trespassing or vandalism could be cost prohibitive.

Counterpoint 3: Trail users are responsible and respectful of adjoining properties.

Rebuttal:

Many trail users are responsible and respectful of adjoining properties; however, there will be some trail users who are not responsible and blatantly disrespectful.

Site Visits:

The proximity of equipment and supplies to the trail on the Triick property could make it enticing for an opportunistic individual to trespass.



View of farm buildings from the trail

Additionally, a review of the complaints by property owners adjacent to the Musketawa Trail filed with the Ottawa County Sheriff's Department and the County Parks Department revealed that only a few complaints had been filed. However, there are instances where a call is made but a report is not filed due to a lack of

evidence. For instance, if a complaint is made that a snowmobile is trespassing on private property, but the snowmobile is no longer on the premises when the police officer arrives, a report may not be filed.

7. NUISANCE COMPLAINTS

Summary of Concern:

Everyday farming activities that cause dust and odors will be viewed negatively by trail users. Additionally, cattle being out in the cold, cattle being perceived as sick, the handling of cattle (appearing rough), cattle feed appearing unappetizing, cattle dying in the field, manure on the trail at the crossing point, and other everyday farming practices may leave a negative impression on the trail users who are not accustomed to farming operations. Because of the close proximity of the farm to the trail, this is a likely scenario. As a result, individuals may be inclined to file complaints against the farmer.

Counterpoint 1: The majority of the path is vegetated, and the Triick's could screen the view of trail users by parking their semi-trailers in the feedlot.

Rebuttal: There is not complete screening along the trail. Also, parking semi-trailers in the feedlot would reduce the amount of available land for cattle.



Feedlot is seen on the right. Note the limited vegetation along this section of the trail.

Counterpoint 2: The Triick farm would be protected from complaints by the Right to Farm Act.

Rebuttal: The Right to Farm Act (PA 93 of 1981) also allows the farmer to recover costs and expenses incurred in defense of the farming operation if the court finds in favor of the farmer. However, this will not prevent complaints from being filed and creating a nuisance for the farmer.

Counterpoint 3: Trail users can avoid this section of the trail if bothered by the unpleasant odor or sights.

Rebuttal: All it takes is one unpleasant experience for a nuisance complaint to be filed.

8. PUBLIC SAFETY

Summary of Concern:

Trucks, semi-trucks with trailers, and tractors pulling farming equipment will need to be driven over the trail between the two parcels owned by the Triicks as a part of day-to-day farming operations. At certain times of the year, there may be as many as 100 vehicular crossings per day. This farm traffic could create a safety issue for trail users and a liability issue for the farmer. There is also another agricultural operation east of the Triick property that will require a trail crossing. Additionally, the Triicks have an electrified fence that encloses the feedlot. The fence is easily accessible from the trail, and could be dangerous to trail users.

Counterpoint 1: The Triick’s estimate of the amount of crossings is highly inflated.

Rebuttal: 15 crossing per day will be required at minimum during the non-harvest season. It is during the harvest season that up to 100 trail crossings will be required.



Counterpoint 2: Stop signs could be installed creating a 4-way stop at the crossing.

Rebuttal: Trail users may not yield or stop even if signs are posted. The farmer may also not see a trail user who decides to disregard the signage.

Counterpoint 3: Signs could be posted to inform trail users about the electrified fence.

Rebuttal: All it takes is for one individual to touch the fence to cause a problem. Electrification from the fence could cause injury and pose liability issues for the farmer.

Expert Opinion: Dr. Lynn Locatelli, Doctor of Veterinary Medicine, Cattle Management Consultant: *“In regards to your comment about the feedlot personnel making 100 trips per day across the trail area - this COULD DEFINITELY be a reality if that is what is required during corn harvest or silage harvest. In this case THE TRAIL MUST BE SHUT DOWN TO RECREATION for the safety of everyone. Corn harvest is a busy, busy time. The ag operations are often working around weather and often hire custom crews and additional machinery and are busy from sunrise to sunset. RECREATION CANNOT be allowed to hinder the feedlot personnel from harvesting their year's corn crop to feed the cattle. IT IS NOT SAFE TO HAVE RECREATIONAL PEOPLE IN THE WAY OF MACHINERY.”*

9. LIABILITY TO TRIICK FAMILY

Summary of Concern: **Accidents by trail users that stray off of the trail corridor may result in legal issues for the Triick farm.**

Counterpoint 1: The Triick farm would be protected by the Natural Resources and Environment Protection Act (Act 451 of 1994) from any litigation that arises from trail users that enter their property without permission except in cases of gross negligence by the farming operation.

Rebuttal: This is true. However, gross negligence is an open-ended term that may require a court to define.

10. INCOMPATIBLE USES

Summary of Concern: **Michigan Department of Agriculture regulations state, “New livestock production facilities should not be constructed within 1,500 feet of hospitals, licensed commercial elder care facilities, licensed commercial childcare facilities,**

school buildings, commercial zones, parks or campgrounds.” In this case, a proposed linear park (i.e. pathway) will be constructed next to a livestock production facility. Also, the parcel is zoned agricultural and is designated as agricultural in the future land use plan of Wright Township. The intent of the Wright Township Agricultural District is to ensure agricultural production is “unimpeded by the establishment of incompatible uses which would hinder farm operations”. In this particular case, the proximity of buildings and farming equipment, as well as the intensive nature of the farm, make a recreational trail inconsistent with the farming use.

Counterpoint 1: Recreational trails commonly run adjacent to agricultural property without conflict. Agricultural property and trail-ways are not incompatible land-uses.

Rebuttal: Farming operations dedicated to crops or other low impact agricultural activities may not be considered ‘incompatible’ with recreational trails. The Triick farm is a large, intensive, cattle operation and, according to the Stephen Mahoney, Michigan Department of Agriculture, Environmental Stewardship Division, “MDA would NOT recommend a new large livestock facility to be built next to or in the proximity of a high public use area.”

Counterpoint 2: The proposed route is on State-owned property that has been designated by the Natural Resources Commission as a Michigan Trailway. This designation is exempt from local zoning in this instance.

Rebuttal: The State should consider each property use on a case-by-case basis as well as the potential impact and conflicts that could result from incompatible uses.

B. Concerns identified by pathway supporters:

1. COMPLETING CONSTRUCTION IN A TIMELY MANNER

Summary of Concern: The MDNR has indicated that they plan to bid out the trail construction contracts in early 2011 and that construction will begin before the end of the year. If the proposed trail route is not implemented, the development of a connection between the Musketawa and White Pine Trail would be significantly delayed and possibly canceled.

Counterpoint 1: If the pathway route is constructed, it could significantly impact the cattle operation and possibly force it out of business. It is imperative that the trail be sited in a location that achieves an equitable and fair outcome for both the recreation and agricultural communities.

2. ACCOUNTABILITY FOR USE OF TAXPAYER FUNDS

Summary of Concern: The trail connection has been a work in progress for several years, and a significant amount of public funding has already been spent in order to implement the proposed trail route. The MDNR has incurred the cost of purchasing the abandoned rail corridor adjacent to the Triick farm. Also, \$50,000 has been spent on design work, and \$150,000 on engineering. Additionally, the MDNR purchased easements along the active Coopersville/Marne rail line as part of the proposed connection. If an

alternative route is used or if the trail connection does not occur as proposed, then this funding will have been wasted.

Counterpoint 1: Of the \$200,000 in funding that has been spent on design work and engineering, the portion spent for Ottawa County is \$40,000. This is far less than the potential losses that could be incurred by the farmer impacted by the pathway. Almost the entire Coopersville/Marne rail line easement that was purchased (\$206,472) east of Triick farm would still be utilized if an alternative pathway was developed. Only a small portion of the easement, from the Triick farm to Hayes Street, would not be utilized (**Attachment L**).

Additionally, the original purchases of rail line adjacent to the Triick farm, as well as the most recent easement purchase on the Coopersville/Marne rail line, were made without any prior discussions having occurred with the Triick family. Based on the intensity of the feedlot operation, the proximity of the feedlot to the pathway, and the bisecting of farms operations, the MDNR should have been more discerning and transparent in their dealings. This could have helped prevent the current situation that has resulted from this proposed route.

3. FARMER HAS BEEN UNWILLING TO WORK WITH MDNR

Summary of Concern:

The MDNR has met with the Triicks on several occasions. The MDNR contends that some of the design elements that were proposed would mitigate the perceived negative impacts to the farm; however, the Triicks have been unwilling to cooperate.

Counterpoint 1: The Triick family is not being ‘uncooperative.’ The family is simply trying to identify an alternative trail route that would not negatively impact their farming operation (**Attachment M**).

The first meeting the MDNR had with the Triick family to discuss the proposed trail connector was February 9, 2009. It was explained by the MDNR that this route was the only viable connector between the Musketawa and White Pine Trails. A second meeting was held January 8, 2010 during which the Triick family requested that the MDNR evaluate another possible alternative route along a Consumers Energy easement east of 8th Avenue. In a letter dated July 14, 2010, the Triicks were informed that this route was also not viable.

The July 14 letter also included an application form for the Triick family to resolve their apparent illegal crossing of state-owned land. The family has been crossing the railroad tracks for more than 80 years and has never been required to apply for a permit until concern was expressed with regard to the proposed trail connector. If the crossing is not permitted, the State would essentially shut down the operation of the farm since this is the only access to the feedlot.

The MDNRE has persisted that the Triicks resolve their illegal crossing issue which has exacerbated communication

between the two parties. In fact, an October 1, 2010 letter from the MDNRE again requested that the Triick family secure a legal right to cross state land (**Attachment N**). It would seem that this crossing issue would be best placed on the back-burner until the trail route is finalized in order to avoid inflaming the issue.

4. LACK OF VIABLE ALTERNATIVES

Summary of Concern:

A thorough review of potential alternative connection routes was conducted. The review revealed that other routes are not viable because of the following obstacles: Unwilling sellers; Additional risks to trail users due to an increased number of drive crossings; Undesirable impact to landowners, Negative impacts to natural resources; and Cost. Additionally, Ottawa County has indicated that there is no County funding available for an alternative route.

Counterpoint 1: A review of alternative routes was conducted, but it was not all inclusive. To our knowledge, only two property owners were contacted to determine if they were willing to provide/sell a pathway easement for an alternative route. Additionally, at least one new alternative route has been developed by the County Planning Department.

Further, each of the alternative routes has a similar number of roadway crossings as the current proposed route. Also, driveway crossings are a common occurrence on many trails across the State including the heavily used non-motorized pathway along Lakeshore Drive. As a result, there will not be an increased safety risk to trail users if an alternative route is selected. Some of the alternative routes may require the removal of bushes or trees from private property depending upon the distance from the trail. However, this would have to be determined on a case by case basis.

Ottawa County is supportive of the connector and agrees that it has regional significance. But, Ottawa County should not be responsible for funding an alternative pathway because it believes the pathway must be developed in a location that achieves an equitable and fair outcome for both the recreation and agricultural communities.

A detailed and thorough review of the alternative routes that have been proposed is provided in the next section of the report.

III. ALTERNATIVE ROUTES

In an attempt to eliminate the concerns expressed by the agricultural community regarding the proposed pathway, the feasibility of several alternative routes was analyzed. In 2009, the Ottawa County Parks Department (OCPD) identified seven potential routes (**Attachment O**). Additionally, in 2010, the Kent County Road Commission (KCRC) developed an additional alternative route. Finally, during the development of this report, another possible route was identified by the Ottawa County Planning and Performance Improvement Department (OCPPI). A general map of the proposed routes is included in **Attachment P**. A detailed map of each alternative route is provided in **Attachments Q-X**.

The chart below provides an overview of these routes and lists the number of road crossings, properties requiring easement negotiations, the length of each trail, and the additional, estimated cost that would be incurred to construct the alternative route.

Musketawa – White Pine Trail Connection Alternative Route Comparison				
	Road Crossings (Musketawa Trailhead to Kent County Line)	Number of Properties Requiring Easement Negotiation (Musketawa Trailhead to Kent County Line) ¹	Estimated Length of Trail in miles (Musketawa Trailhead to Kent County line)	Additional Estimated Cost to Construct Alternative Route²
MDNR PROPOSED ROUTE (COST: \$480,000)	3	2	1.7	---
MDNR Proposed Route w/Screening/Landscaping (OCPD) ³	3	2	1.7	\$163,500
8 th Avenue to Hayes (OCPD)	3	26	2	\$721,950
8 th Avenue South to Highway ROW to Hayes (OCPD)	4	25	2.1	\$687,750
Garfield Street/Five Mile Road (OCPD)	3	31	3.7	\$621,850
Neighboring Properties (Veltcamp Bog) ⁴ (OCPD)	3	4	1.8	\$535,750
Neighboring Property (Veltcamp) ⁴ (OCPD)	3	3	1.6	\$117,250
Consumer’s Energy Corridor (Kent County) ⁵ (OCPD)	N/A	N/A	N/A	N/A
Consumer’s Energy Corridor to Hayes (KCRC)	3	12	2.2	\$355,000 ³
Consumer’s to Coopers/Marne Railway to Hayes (OCPPI)	4	7	2.2	N/A

OCPD – Ottawa County Parks Dept KCRC - Kent County Road Commission OCPD – Ottawa County Planning Department

1. Source: Ottawa County Planning and Performance Improvement Department
2. Source: Ottawa County Parks Department and Kent County Road Commission respectively. These are estimates only.
3. Route unfeasible due to the negative impacts it would have on the feedlot operation
4. Route is unfeasible due to opposition by property owner
5. Route is unfeasible because the proposed Consumer’s Energy line in Kent County is on privately owned property.
6. Does not include the cost of a guard rail/barrier which may be required or the cost of purchasing an easement from Consumer’s Energy

The Ottawa County Parks Department developed a list that provides the pros and cons for the alternative routes they developed (**Attachment Y**). Additionally, in an October 1, 2010 letter sent to the Triicks, the MDNR listed several obstacles that, in their opinion, made the alternative routes unviable. The obstacles include the following: unwilling sellers, additional risks to trail users due to the increased number of drive crossings, potential for vehicle pedestrian conflicts, undesirable impact to landowners, negative impacts to natural resources, and costs.

Although four alternatives were eliminated due to insurmountable obstacles, five alternatives remain which could be explored further. Each route has its own set of obstacles, but these may be possible to overcome. A synopsis of the major issues with each route is as follows:

8th Avenue to Hayes

Obstacles: Require negotiations with 26 private property owners (14 in Public Right of Way); Approvals required from the Ottawa County Road Commission (OCRC); May require removal of trees/bushes; Difficult construction due to ditches/wetlands.

8th Avenue South to Highway ROW to Hayes

Obstacles: Require negotiations with 25 private property owners (14 in Public Right of Way); Approvals required from OCRC; May require removal of trees/bushes; Difficult construction due to ditches/wetlands.

Garfield Street/Five Mile Road

Obstacles: Require negotiations with approximately 31 private property owners, six in Ottawa County and 25 in Kent County (counts in Kent County determined using Google Earth, Right of way data for Kent County was unavailable); May require removal of trees/bushes; Approvals required from the Ottawa and Kent County Road Commissions; Difficult construction due to ditches/wetlands.

Consumer's Energy Corridor to Hayes

Obstacles: Require negotiations with 12 private property owners (5 in Public Right of Way); Approvals required from Federal Highway Administration and MDOT to use highway right-of-way; May require barrier or guardrail in MDOT right-of-way; Approval required from OCRC; Difficult construction due to ditches/wetlands

Consumer's to Coopers/Marne Railway to Hayes

Obstacles: 4 road crossings; Require negotiations with 7 private property owners including John Triick (1 in Public Right of Way); Approval required from OCRC; May require removal of trees/bushes; Difficult construction due to ditches/wetlands

Although there are obstacles to overcome and additional cost that would be incurred, the alternative routes provide viable options that would achieve an equitable and fair outcome for both the recreation and agricultural communities.

IV. CONCLUSIONS & RECOMMENDATIONS

The Ottawa County Planning Commission and the Planning and Performance Improvement Department have consistently been strong advocates for both recreational opportunities and agricultural preservation efforts in Ottawa County. They also recognize the contribution that each of these areas make to the quality of life. To that point, extensive research and deliberation occurred to develop a report that includes recommendations for future action which provide the best chance of achieving an equitable and fair outcome for both the recreation and agricultural communities.

In this particular situation, it has been difficult to achieve a win-win result because of the polarizing effect of the issue at hand and the passion of recreational and agricultural interest groups. It is our opinion that a mutually agreeable solution was negatively impacted by an underlying potential for this situation to result in legal action between parties. To some extent, there has been an issue with transparency that did not promote dialogue or resolution of the situation. Although there were several communications and meetings, there were no formal, written proposals provided to the Triick family regarding the early pathway plans that were being developed or the subsequent design elements that were proposed by the MDNR to mitigate the perceived negative impacts to the farm. This type of formal communication is essential in situations involving this much contention and passion.

Even if transparency and communication had been better, the fact remains that there are valid concerns about the impact of this pathway on the Triick's cattle feedlot operation. Site visits to the farm, extensive research, and discussions with agricultural experts all lead to the conclusion that the farming operation would be negatively impacted by the trail. This conclusion is based on cattle disturbances which will occur, the potential for stampedes/injuries in the herd, public health issues related to pathogens in manure, and public safety issues resulting from farm machinery crossing the trail. Additionally, nuisance complaints,

trespassing, vandalism, and legal liability are also legitimate concerns that this farmer will likely encounter if the trail is developed as proposed. Not only do these challenges pose a risk to the profitability and viability of the Triick farm, these challenges pose financial and legal risks that the Triick family should not have to be burdened with.

Although there have been other trails developed in agricultural areas of the State and country without significant negative repercussions, this appears to be the first time a trail would be developed in such close proximity to a cattle feedlot operation. In addition to the distinctive challenges that are associated with an intensive livestock facility, this farming operation poses unique problems that have not been faced on other farms near trails that include trail crossings. As a matter of fact, Wright Township created their agricultural zoning district so farms would be “unimpeded by the establishment of incompatible uses which would hinder farm operations.” Additionally, the Michigan Department of Agriculture (MDA) has indicated they would not support the placement of a cattle feedlot next to an existing pathway because they are incompatible uses. To that point, it does not seem prudent to develop a trail next to an existing feedlot and intensive farming operation that has so many potential points of conflict with the pathway and its users. The negative impacts that would occur to the Triick feedlot operation offset any positive outcomes that will result from a pathway connection between Kent and Ottawa County as proposed by the MDNR.

The Ottawa County Planning Commission and the Planning and Performance Improvement Department are accustomed to being involved in controversial and politically charged planning projects. In most of these instances, it has been possible to develop win-win positions that reduce the level of controversy and conflict that is associated with these planning projects. It is our hope that this will be the result in this situation as well.

The basis for this hope lies primarily in the invaluable partnership that has existed for years between Ottawa County and the MDNR. This partnership has resulted in the preservation of invaluable lands and recreational opportunities in the County that are available for residents of the entire State. In the spirit of this longstanding partnership and in light of the serious land-use conflicts that exist between the proposed pathway and the Triick feedlot, it is proposed that the Ottawa County Planning Commission, the MDNR, MDA, the KCRC, the agricultural interest groups, and the recreational interest groups work collaboratively to re-analyze, review, and select an acceptable alternative route. In addition, this group could work together to identify additional funds that may be needed to off-set expenses that will be incurred by the MDNRE to construct an alternative path.

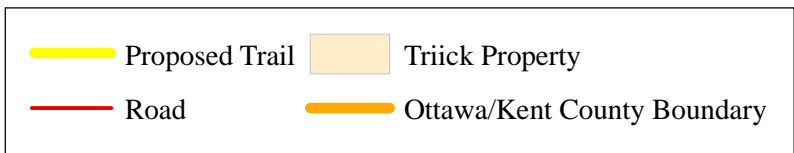
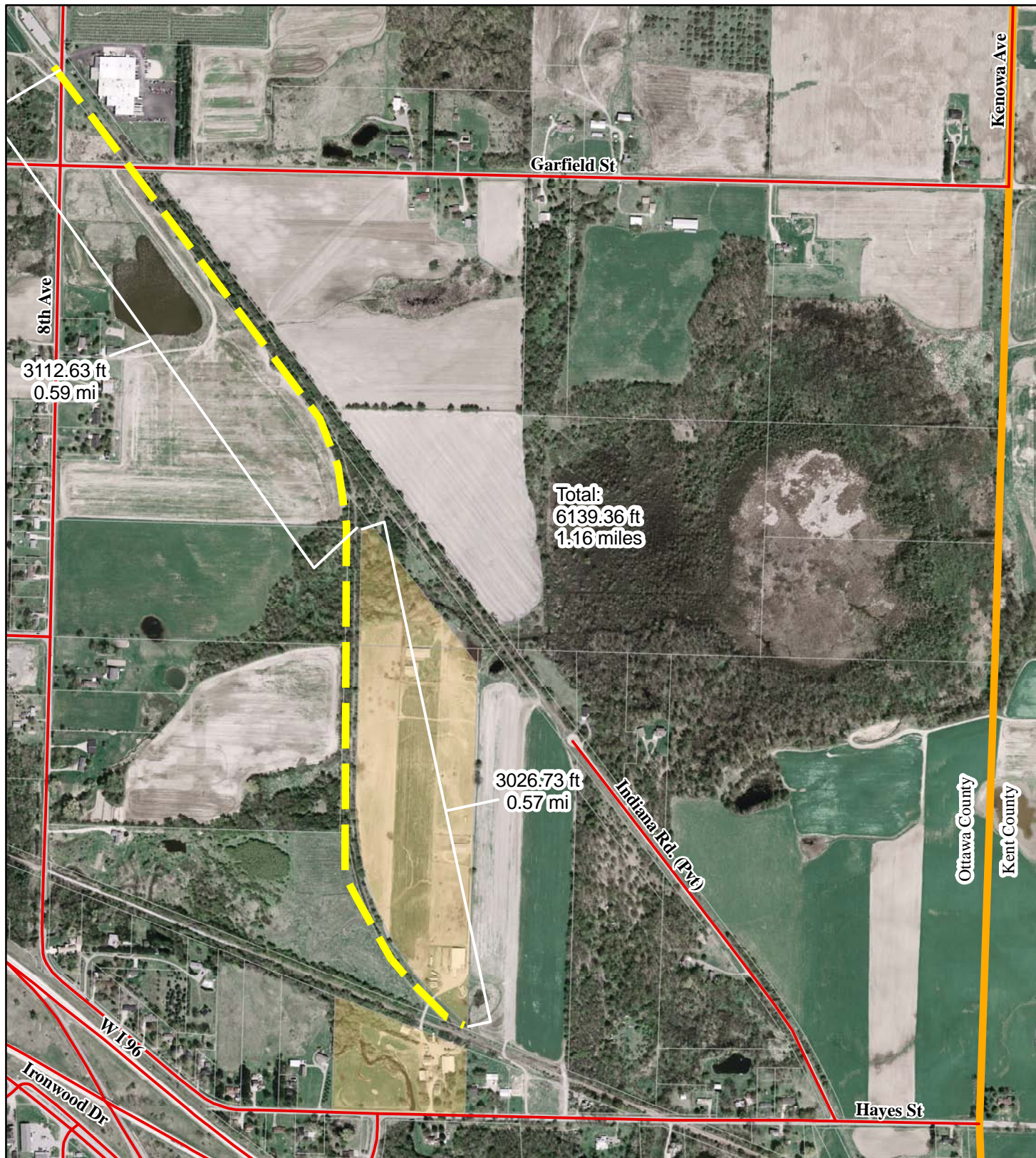
To that point, the following recommendation is suggested:

Recommendation: Based on the adverse, and potentially destructive impacts that would occur to the Triick feedlot operation from an adjacent non-motorized pathway, it is strongly recommended that an alternative route be developed to connect the Musketawa and Fred Meijer White Pine Trail.

It is also recommended that the preferred alternative route, any easement acquisition plans, and any fundraising efforts be collaboratively developed between the Ottawa County Planning Commission, MDNR, MDA, Kent County Road Commission, Consumers Energy, other special interest groups, and impacted property owners as expeditiously as possible.

ATTACHMENTS

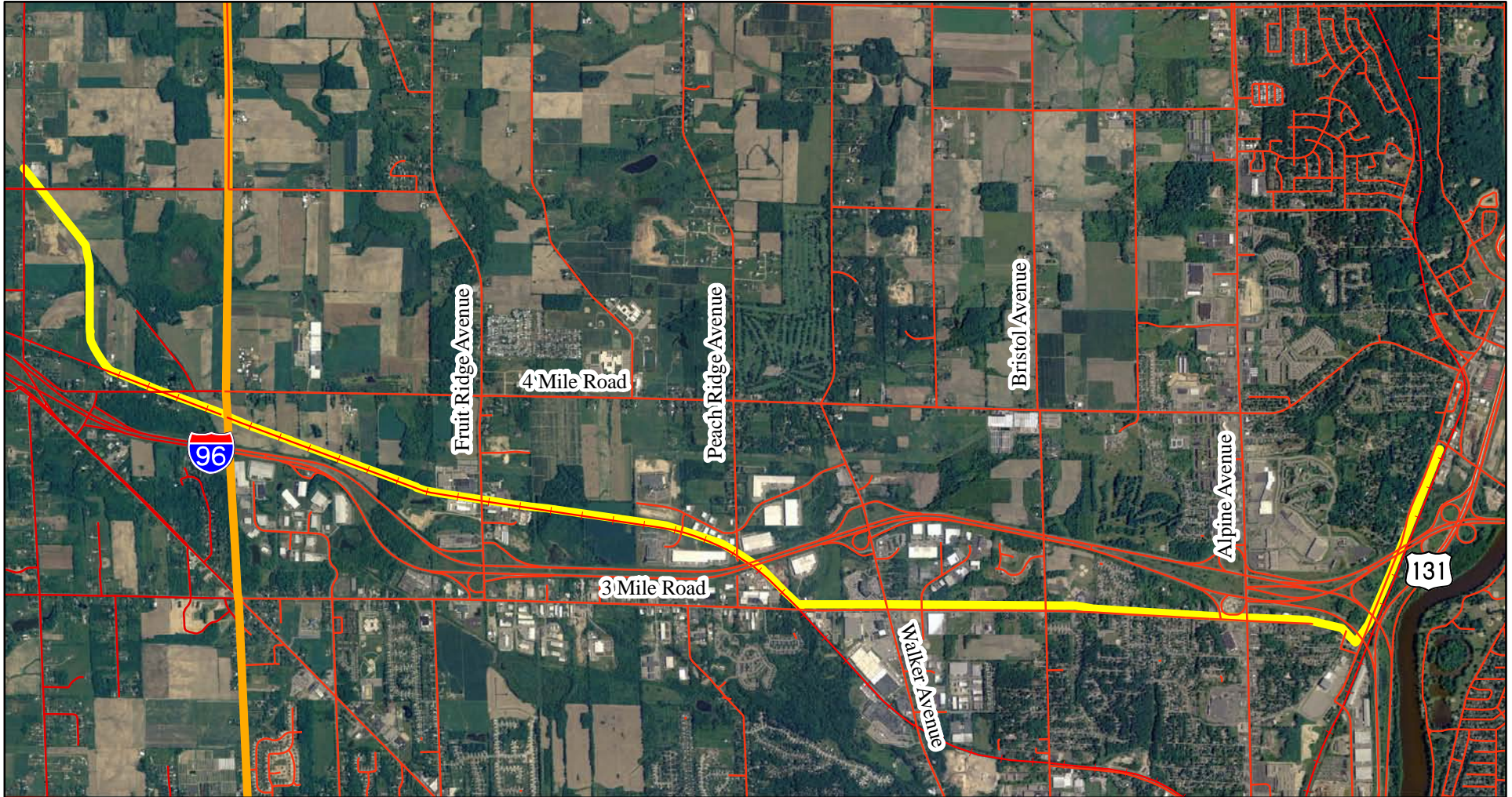
MDNR - 1991 Rail Bed Aquisition







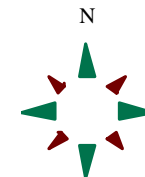
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 Map Date: 12/3/2010

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Musketawa - White Pine Trail Connection Current Proposed Route



-  Roads
-  Railroad
-  Proposed Trail Route
-  Ottawa/Kent County Boundary



MUSKETAWA / WHITE PINE FUNDING

MARCH 30, 2010

	<u>Total Funds</u>	<u>20% Match</u>
HPP Grant	\$2,400,000	\$480,000
15% for Preliminary Engineering and Construction Engineering	360,000	72,000
Available for Construction	2,040,000	408,000

CURRENT CONSTRUCTION ESTIMATE

Ottawa County Portion	\$ 480,000
Kent County / West Portion	1,090,000
Kent County / East Portion	270,000
Norfolk Southern Right-of-Way Portion	255,000
Fruit Ridge Tunnel Portion	<u>245,000</u>
	\$2,340,000

6355 Lake Michigan Drive, PO Box 28, Allendale, MI 49401
Phone (616) 895-4381 Fax (616) 892-4350

February 3, 2009

Mr. Alan Vanderberg
County Administrator, Ottawa County
12220 Fillmore St., Room 310
West Olive, MI 49460

Dear Mr. Vanderberg, Honorable County Commissioners & Planning Commission,

We write this letter to you in support of one of our members, John Triick and his objection to the change of land use of an easement/ROW adjacent to the Triick property. We understand that the DNR actually owns the land in question but that the Ottawa County Department of Parks and Recreation is spearheading the project with the DNR to create the trail and that the Ottawa County Department of Parks and Recreation will then maintain the trail upon its completion.

Farm Bureau members believe that all railroad rights-of-way not currently used for railroad traffic should be reverted to, or offered for sale at or below fair market value, to the current owner of record of the underlying parcel of real estate from which said right-of-way was originally obtained. Whenever determined not possible, landowners shall be compensated for the condemnation of the land or a change to a non-railroad use. In addition, local trail way advisory councils and planning commissions should adequately address any potential conflicts with current uses of adjacent properties such as irrigation, pesticide applications and other accepted agricultural practices.

In addition to the concerns above, we also worry about:

- a. Public safety
- b. Bio-security
- c. Loss of income
- d. Security of the livestock and personal property

The proposed Muskatawa Trail extension through the Triick property poses several public safety concerns. Due to the location of the trail, Triick and employees must routinely cross the trail multiple times daily, both day and night, as many as 30-40 times a day or more. This would be a safety hazard for trail-goers as well as those working on the farm. In the unfortunate incident of livestock getting loose and running down the trail because of the width of the path, pedestrians could be seriously injured by the livestock. In addition, if trail users become interested in viewing the livestock along the trail and climb up to the fence, they could easily be hurt by the electric or barbed wire fences.

Bio-security has come to the forefront of concern because of the global world we live in today. Two examples that have made the news recently are Chronic Wasting Disease and Bovine Tuberculosis. Bio-security has always been and will continue to play a major role in management decisions in the agricultural industry. Since the Triick family's livelihood depends on livestock production (feeder cattle and hogs) the location of the trail is of major concern to the regional livestock industry. The unrestricted public use of the trail system allows for the transport of

Attachment D

diseases not found in this region of the state. Diseases can be transported in numerous ways: soil from shoes or bicycles, or carried by animals such as dogs and equine. Due to the Triick's equipment, family, and workers crossing over the same path as the general public, the possibility for disease transfer is real and could result in an outbreak at the Triick farm. A possible example would be if pseudorabies found its way to the Triick's hog facility. This would result in the Michigan Department of Agriculture euthanizing the hogs, followed by the quarantine, testing and possible depopulation of all the hogs on farms in the surrounding region.

Another concern we have with proposed trail location is the loss of income for the Triick family. The trail would run the length of their feedlot, allowing for negative human-livestock interaction. Because of the short time frame and constant turnover in a feeder cattle operation, animals do not grow fully accustomed to inconsistent and unfamiliar people, animals, and recreation vehicles. These distractions can result in a loss in weight gain of the beef cattle. This could mean a loss in the thousands of dollars annually.

Our last major concern relates to the protection of livestock and personal property. In a visit to the Triick farm with Sherriff Gary Rosema, the sheriff stated his concern of being unable to provide adequate enforcement of the trail system across the property. Mr. Triick has already experienced trespassers and recreational vehicles including an automobile, on the property. Cattle and buildings have been shot and the trail is not even open for public use. The center of the property is close to half a mile from any road and we sympathize with Mr. Triick's concern about what could happen. We are also concerned about the accessibility of fuel storage, fertilizer, livestock, feed, water systems, large mechanical equipment, and the Triick's personal residence, to anyone using the proposed trail system.

In summary, we are not opposed to the creation of a trail. We see many positives to the county and region which include enhancing the quality of life, economic stimulation, and the promotion of healthy living. What we are opposed to is the trail's proposed location. We strongly encourage that you continue to work with Mr. Triick and other property owners in the area to secure an alternative route.

Sincerely,



Merle Langeland

President, Ottawa County Farm Bureau



JENNIFER M. GRANHOLM
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF AGRICULTURE
LANSING

DON KOIVISTO
DIRECTOR

January 11, 2011

Mr. Nate Lisenbee
Ottawa County Planning Department
12220 Fillmore Street, Room 260
West Olive, Michigan 49460

Dear Mr. Lisenbee:

On January 10, 2011, The Michigan Department of Agriculture (MDA) received your electronic mail (e-mail) requesting a letter stating MDA's position regarding the proposed recreational trail route that abuts the Triick Beef Farm, owned by John and Kristine Triick, located at 480 Hayes NW, Grand Rapids, MI 49544.

Based on the farm location and the location of the proposed trail, MDA feels that the placement of a high public use area (recreational trail) and a large livestock facility (Triick Beef Farm) does conflict. MDA agrees with Mr. and Mrs. Triick, MSU Extension, and the Ottawa County Commissioner that there are potential negative impacts to the facility from people, pets, and motor vehicles, and concerns with vandalism, theft, and biosecurity.

MDA also recognizes that if the recreational trail was established and Mr. Triick wanted to start a large beef operation, MDA would not grant Mr. Triick verification through the Generally Accepted Agricultural and Management Practices for Site Selection and Odor Control for New and Expanding Livestock Production Facilities to construct such a facility due to the proximity to a high public use area (recreational trail) and potentially the number of non-farm homes within the proximity of the facility, depending on the location. If the recreational trail gets established and Mr. Triick would like to expand his beef operation, MDA could verify this request based on review and verification. This process will include input from the local unit of government and people who utilize those high public use areas.

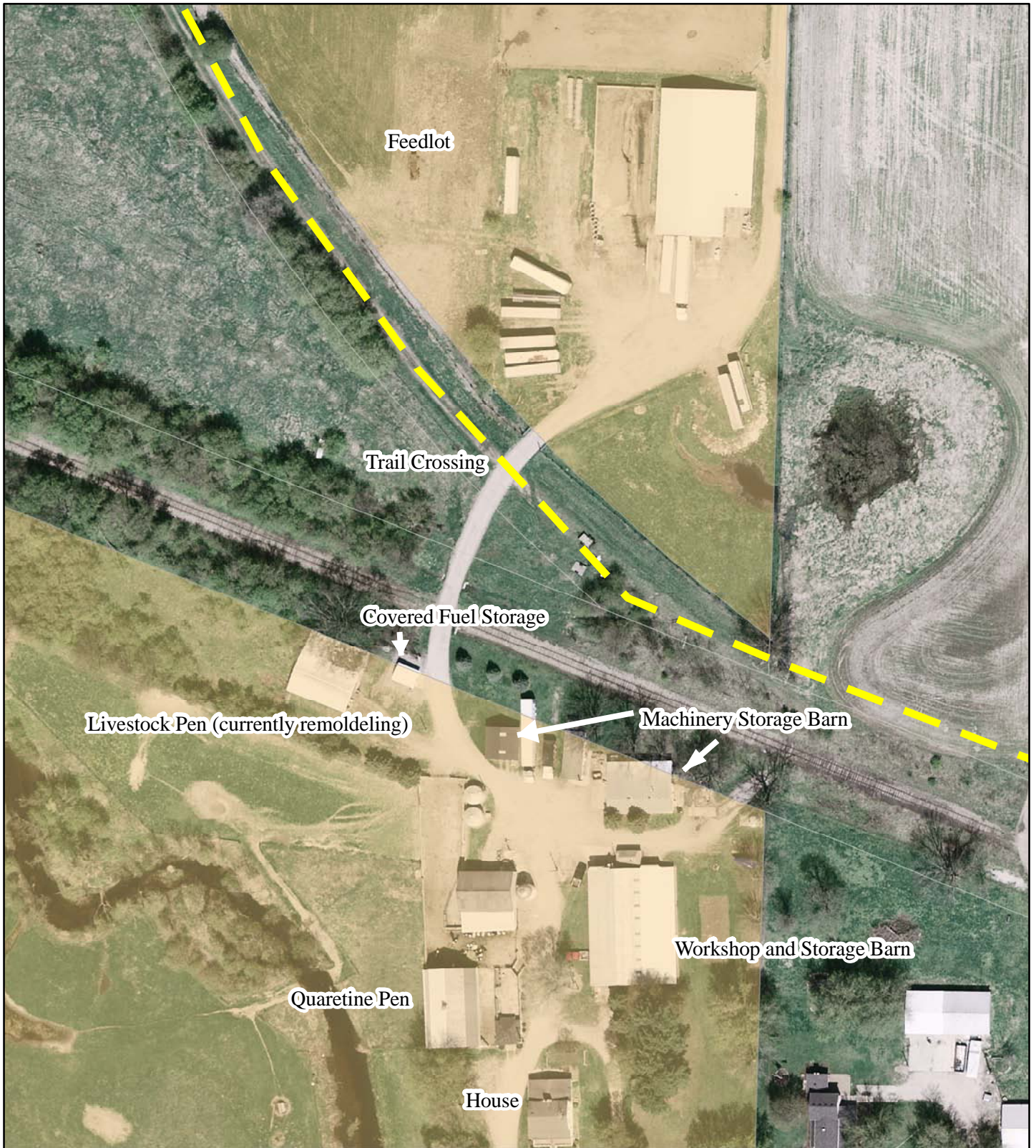
Feel free to contact me at 517-241-2508 if you have any questions.




Sincerely,

A handwritten signature in blue ink that reads "Stephen J. Mahoney".

Stephen J. Mahoney, CPAg
Right to Farm Program

MDNR Proposed Route - Trick Farm & Pathway Crossing



	Proposed Trail		Trick Property
	Road		



Planning & Performance Improvement Department
12220 Fillmore Street, Room 260
West Olive, Michigan 49460
(616) 616-738-4852
www.mntatwa.org
Map Date: 12/3/2010
© Copyright 2006, Ottawa County
This map has been developed through the
Ottawa County Geographic Information System
and as such is the property of Ottawa County.
Any duplication is restricted under the Copyright
laws, the Ottawa County Policy on Enhanced
Access to Public Records and Act 462 of the
Public Acts of 1996, as amended.

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 ^{24th} day of August, 2010, at 1:00 o'clock p.m. local time.

PRESENT: Commissioners: Disselkoen, Karsten, Hehl, Holtrop, Kortman, Swartout, Ruiter, Rycenga, Holtvluwer, Schrotenboer, Kuyers.

ABSENT: Commissioners: None

It was moved by Commissioner Rycenga and recommended by Commissioner Hehl that the following Resolutions be adopted:

WHEREAS, agriculture is among the most valuable uses of land and resources within Ottawa County and the State of Michigan, accounting for more than \$391 million of total value of agricultural production, making Ottawa County among the very top agriculture producing counties in the State of Michigan; and,

WHEREAS, through long usage of more than eighty (80) years, the proprietors of the Triick Farm, a beef cattle feeder operation, located at 475 Hayes Street, in Wright Township, Ottawa County, Michigan, and owned by John Triick, has had access across a former railway bed of the Chesapeake & Ohio Railroad which effectively bisects their

farming operations, and which railway bed is currently owned by the State of Michigan, Department of Natural Resources & Environment; and,

WHEREAS, the State of Michigan, Department of Natural Resources & Environment has announced its intention to build a non-motorized pathway park on the site of the former railroad bed of the Chesapeake & Ohio Railroad that effectively bisects the Triick Farm property, thereby effectively cutting the Triick Farm in-half, potentially hampering their cattle feeding operations, and subjecting their feeder cattle to stress and annoyance from users of the proposed pathway park, thereby risking significant losses to the owners of the Triick Farm; and,

WHEREAS, the Ottawa County Board of Commissioners believes that other, better alternatives may exist for locating the pathway park proposed by the State of Michigan, Department of Natural Resources & Environment, and believes that those alternatives should be fully explored by the State of Michigan and discussed with the owners of the Triick Farm before any final determination of the location and terms of use for that proposed pathway park is made; and,

NOW THEREFORE BE IT RESOLVED that the Ottawa County Board of Commissioners requests that the State of Michigan, Department of Natural Resources & Environment, under the direction of the Michigan Natural Resources Commission, investigate all available options to the current proposal to bisect the Triick Farm with a pathway park on the former Chesapeake & Ohio Railroad bed, by exploring these issues and alternatives with the owners of the Triick Farm and/or by investigating and implementing all possible methods of mitigating the effects of such a pathway park on the operations of the Triick Farm; and,

BE IT FURTHER RESOLVED, that further development and implementation of the proposed pathway park within Ottawa County be halted and delayed by the Department of Natural Resources & Environment, until all of the options, including alternative routes and mitigation efforts have been fully explored, discussed and agreed upon; and,

BE IT FURTHER RESOLVED, that copies of this Resolution be sent to Governor Jennifer M. Granholm, the Michigan Natural Resources Commission, Becky Humphries, Director of the Michigan Department of Natural Resources, Senator Wayne Kuipers, Representative David Agema, Representative Arlan Meekhof, Representative Joseph Haveman, and Representative Mary Valentine,; and,

BE IT FURTHER RESOLVED, that a copy of this Resolution be referred to the Ottawa County Planning Commission, for a review of the issues raised in this Resolution and a report to the Ottawa County Board of Commissioners; and,

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

YEAS: Commissioners: Disselkoen, Karsten, Hehl, Holtrop, Kortman, Swartout,
Ruiter, Rycenga, Holtvluwer, Schrotenboer, Kuyers.

NAYS: Commissioners: None.

ABSTENTIONS: Commissioners: None.

RESOLUTION ADOPTED.

Philip Kuyers
Chairperson, Ottawa County
Board of Commissioners

Daniel C. Krukowski /SKR
Ottawa County Clerk



JENNIFER M. GRANHOLM
GOVERNOR

Attachment H
STATE OF MICHIGAN

DEPARTMENT OF NATURAL RESOURCES & ENVIRONMENT

LANSING



REBECCA A. HUMPHRIES
DIRECTOR

October 4, 2010

RECEIVED

OCT 14 2010

OTTAWA COUNTY PARKS
AND RECREATION COMMISSION

Mr. Daniel C. Krueger
Office of the County Clerk
414 Washington Street, Room 301
Grand Haven, Michigan 49417

Dear Mr. Krueger:

We are in receipt of the Ottawa County Commission Resolution dated August 24, 2010, regarding the development of a nonmotorized multipurpose recreation trail on state-owned land adjacent to the Triick Farm property located in Wright Township.

This property is the eastern portion of the inactive railroad corridor that ran from Marne to Muskegon. The entire 24.5 miles, known as the Musketawa State Trail, was acquired by the Department of Natural Resources and Environment (DNRE) in 1991 for recreational trail purposes with grant funding from the Michigan Natural Resources Trust Fund (MNRTF). This is the same granting agency that has provided over 13 million dollars in recreation grant funds to Ottawa County. The DNRE continues to acquire and develop trails in Michigan which is one of three MNRTF 2010 special recreation initiatives.

The 1993 Concept Master Plan recommendations for this property identified the goal "to connect this trailway to two other trailways, the existing Kent Trails, a Kent County trailway extending south from Grand Rapids; and the planned 92-mile trailway from Comstock Park (just north of Grand Rapids) to Cadillac." This trail is now known as the Fred Meijer White Pine Trail State Park. The DNRE has been working for several years with both Ottawa County Parks (OCP) Department and Kent County Parks (KCP) Department to complete this very important trail connection that will bring health, recreation, and economic opportunities to people and businesses throughout the region.

The route to connect the Musketawa State Trail and the Fred Meijer White Pine Trail State Park has been a collaborative process. There are 1.71 miles of this important state project located in Ottawa County, while the remaining 7.16 miles are located in Kent County. The KCP Department, grant applicant for this 2.4 million dollar federally-funded nonmotorized recreation trail project, has taken a lead role since a majority of the connector trail is located within their boundaries. They have arranged for the engineering, construction administration, and technical expertise through the Kent County Road Commission.

The DNRE, OCP Department, and KCP Department have all explored numerous alternatives and options to achieve a safe, compatible trail connection. As part of this effort, the DNRE has met with the Triicks on their property on two separate occasions, the most recent being September 2, 2010. The DNRE's Recreation and Trails Section has also attempted to meet with the Triicks to discuss the trail project issues and concerns a number of times. The first meeting was held on February 9, 2009, in Ottawa County to discuss the proposed trail route from 8th Avenue to the county line, adjacent landowner concerns, design solutions, alternative

options, and bidding and construction schedules. A second meeting was held on January 8, 2010, to explore various design elements that could be incorporated into the project design to help buffer and screen the farming operation. The Triicks, while in attendance, have been unwilling to work with the DNRE and discuss any possible design elements involving the use of state-owned land.

The DNRE recognizes the importance of the Triick farming operation and their desire to continue to farm in their current location. Numerous attempts have been made to work with the Triicks and to obtain permission for a single farm crossing so that they may continue to cross the railroad corridor for farming purposes. Unfortunately the Triicks have not been willing to work with the DNRE; however, we remain open to the process and request that they submit the appropriate application to finalize this outstanding issue.

In response to the resolution, we believe a thorough effort has been made to seek alternative routes and work with the Triicks to minimize any perceived impacts to their farming operation. The project has been a work in progress for well over four years, dating back to the construction grant application and as early as 1991 with the State's acquisition of the property. The DNRE intends to develop the property it acquired for recreational trail purposes and we hope the Triicks will work with the DNRE in both the design elements and illegal trail crossing issues. We remain committed to the acquisition and development of recreation trails for the benefit of Michigan residents and visitors.

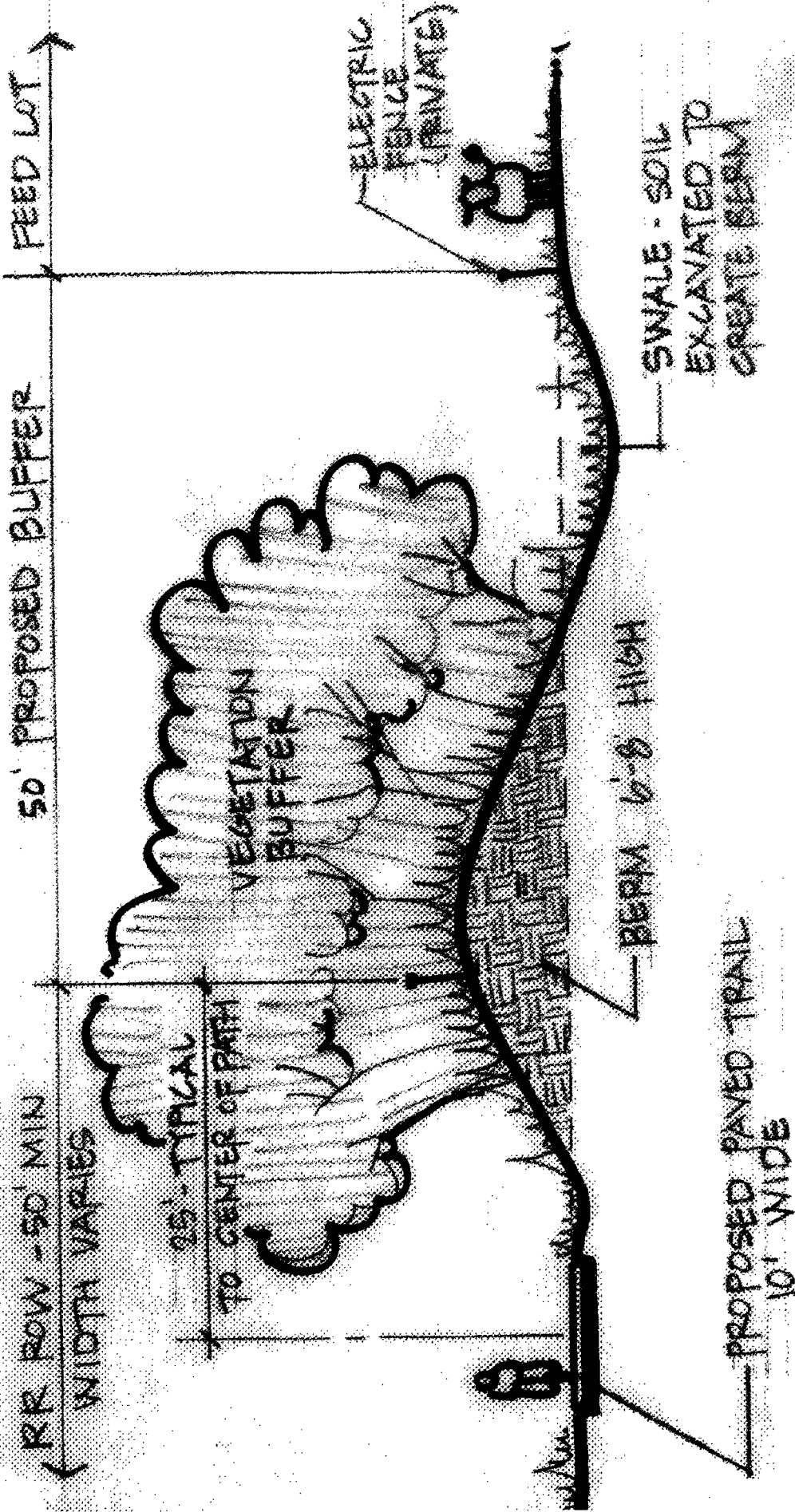
If you have further questions regarding this matter, please contact Ms. Lynne M. Boyd, Chief, Forest Management Division, at 517-373-1246; or Department of Natural Resources and Environment (DNRE), P.O. Box 30452, Lansing, Michigan 48909-7952; or you may contact me.

Sincerely,



Rebecca A. Humphries
Director
517-373-7917

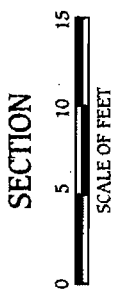
cc: Mr. Frank Ruswick, Deputy Director, Stewardship, DNRE
Ms. Lynne M. Boyd, DNRE



Screening Concept
Musketawa Trail Extension
 Polkton Township, Michigan
 December 18, 2008



Ottawa County Parks & Recreation Commission
 12220 Fillmore Street
 West Olive, Michigan 49460
 (616) 736-4910 www.musketawa.org



Appendix J



View of Feedlot from the Trail



Appendix K



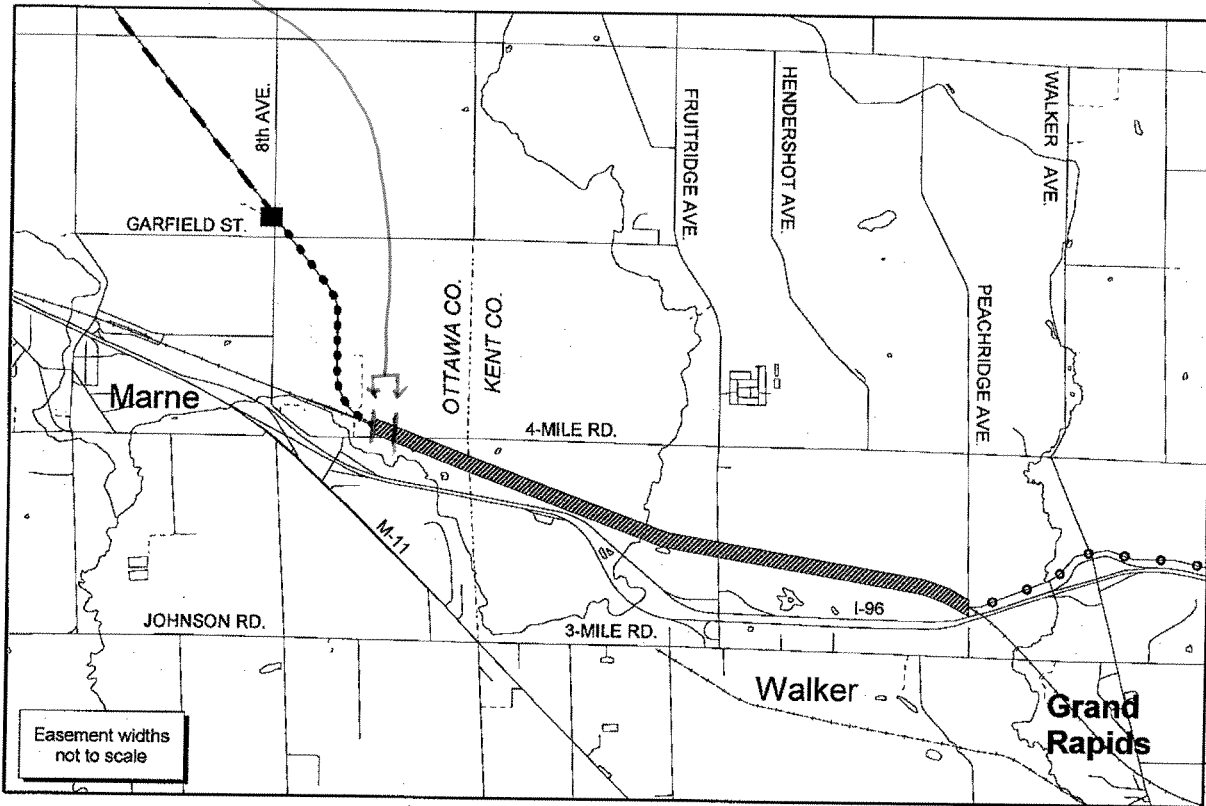
View of Feedlot from the Trail




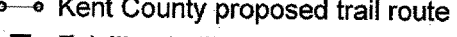

length of trail that will not be used if an alternative route is utilized

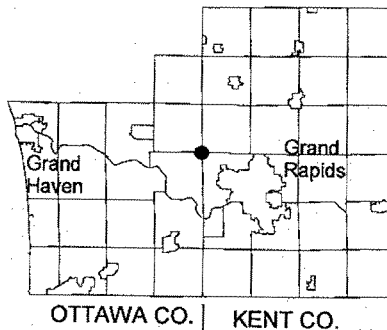
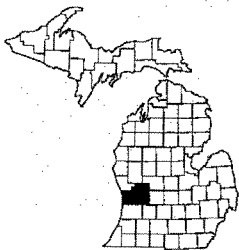
STATE FOREST TRAIL EASEMENT ACQUISITION

Musketawa Trail - Ottawa and Kent Counties

Land Transaction Case #20090129



-  Easement to be acquired by DNR; tracks currently active (17,206.00 linear feet)
-  Musketawa Trail (developed)
-  Musketawa Trail (undeveloped)
-  Kent County proposed trail route
-  Existing trailhead



DNR-FMFM
 Dnrfile2\RAU_Projects\
 Commission_Memos\OLAF\
 20090129_musketawa_trail
 08-11-09, 4:00 pm

TRIICK FARMS
480 HAYES NW
GRAND RAPIDS, MI 49544
July 21, 2010

Attachment M

Dear MI Natural Resources Commisioner

My husband and I along with our sons run a third generation family farm in Ottawa Co., Michigan. It's all we've ever done and would like to continue with this tradition.

In the early 90's, when the Mackatawa Trail was being developed we had many concerns as the proposed trail would travel the length of our cattle operation and eventually cut across our farm. At that time the DNR officer in charge said, "This trail will not go past or through Triick Farms." In January of 09' we were invited to a meeting with the DNR and Ottawa Co. Parks Dept. We were surprised and dismayed to learn they had planned a "connector trail" using the same RR bed as before. The maps were prepared along with reasons why no alternate route would be viable. The reason for this "courtesy meeting" was basically to figure out the where to construct special berms, trees, and etc.

Triick Farms had contacted several experts who came out and toured our farm before attending this meeting. Ottawa Co. Commissioners, MI Dept of Agriculture, MSU Extension (Ottawa Co.), MI Farm Bureau, Ottawa Co. Chief of Police, and the Administrator Ottawa Co. Comm. All agreed this route was totally unacceptable. Not only would Triick Farms have the potential to "lose everything", the hardships of lost income (due to lower weight gain), cross contamination, trespassing, vandalism, and nuisance suits would cause us undue hardship. Apparently our concerns fell on deaf ears.

Another meeting was held in Feb. 2010. The results were the same with the exception of the DNRE sending their engineer to walk the trail and report back with their proposed improvements such as special berms, landscaping, fencing, and even a bridge going over our crossing. We have heard nothing about these improvements.

We have however, been sent 3 (three) letters by certified mail demanding we cease our illegal use of state owned land as well as removing a gate installed across the trail. This gate was set in place by John Triick as requested by the Ottawa Co. Sheriffs Dept. to keep the ORV's and snowmobiles from racing along the trail along with numerous trespassers. We have also been told that crossing this state owned land is illegal without a proper permit. We have been crossing these RR tracks for

over 80 years (in several areas). Other area farmers who's land is crossed by the Nature Trail have never been asked to obtain a permit. Are we being targeted?

We are told this trail is in the final stages with construction to begin any day. We ask that you take careful consideration concerning this grave matter. We feel this trail could be constructed elsewhere while allowing our family farm to continue operations and future expansions.

Sincerely,

John and Kristine Triick

Triick Farms 616-677-3707 / 616-813-7900



October 1, 2010

Mr. John and Kristine Triick
480 Hayes NW
Grand Rapids, Michigan 49544

Dear Mr. and Mrs. Triick:

Thank you for your August 23, 2010 letter to the Michigan Natural Resources Commission (NRC) regarding a recreational trail extension adjacent to your farm. The NRC has referred your letter to the Department of Natural Resources (DNRE) for response.

The DNRE acquired the inactive railroad corridor from Marne to Muskegon in 1991 for recreational trail purposes with grant funding from the Michigan Natural Resources Trust Fund (MNRTF). The DNRE completed the Concept Master Plan (Plan) recommendations for this corridor in 1993, which is now known as the Musketawa State Trail. The Plan identified the goal "to connect this railway to two other railways, the existing Kent Trails, a Kent County railway extending south from Grand Rapids; and the planned 92-mile railway from Comstock Park (just north of Grand Rapids) to Cadillac." That trail is now known as the Fred Meijer White Pine Trail State Park. The DNRE has been working with both Kent and Ottawa counties to complete this very important trail connection for west Michigan.

We are aware of your farming operation and recognize your desire to continue to farm at the current location. The DNRE, Ottawa County Parks (OCP) Department, and Kent County Parks (KCP) Department, have all explored numerous alternatives and options to achieve a safe, compatible trail connection. As part of this effort, the DNRE has met with you on your property on two separate occasions, the most recent being September 2, 2010. This meeting was requested and attended by Representative David J. Agema to listen to your concerns and attempt to resolve your farm drive and continued illegal crossing of state-owned land. The DNRE has requested, through certified letters (dated February 12, 2010 and April 26, 2010), that you contact us to make arrangements to request an easement for a single farm crossing of the trail. In a subsequent certified letter dated July 14, 2010, you were provided the application form and information to comply with this process; however, we have yet to receive an application from you. We are once again asking you to submit the appropriate application and have enclosed another form for your convenience.

The DNRE's Forest Management Division (FMD), Recreation and Trails Section has met with you to discuss the trail project issues and concerns a number of times. The first meeting was held on February 9, 2009, in Ottawa County to discuss the proposed trail route from 8th Avenue to the county line, adjacent landowner concerns,

design solutions, alternative options, and bidding and construction schedules. It was at this meeting that OCP Department presented their analysis of six possible scenarios to complete the trail connection into Kent County. This included two routes utilizing the state-owned corridor that runs adjacent to your farming operation. They discussed the pros and cons of each route, and as a follow-up to that meeting continued to research and actively pursue the alternative layouts that would bypass your property. This included contacting other landowners, having property appraised, and preparing cost estimates for all the possibilities. Each of the alternatives was eventually ruled out as a possibility due to various reasons including unwilling sellers, additional risk to trail users due the increased number of drive crossings and potential for vehicle pedestrian conflicts, undesirable impact to other landowners, negative impacts to the natural resources, and costs.

A second meeting was held on January 8, 2010. The purpose of this meeting was to provide a brief update on the status of the previous alternatives and continue to explore various design elements that could be incorporated into the project design to help buffer and screen your farming operation. You were unwilling to discuss any possible design elements involving the use of state-owned land that runs adjacent to your farm without having your legal representative present. You did request that we consider yet another alternative that had not been considered which was to use the Consumers Energy corridor east of 8th Avenue. This route was researched, evaluated, and was considered not to be a viable alternative. This finding was communicated to you through correspondence from Ms. Lori Burford, Resource Specialist, Mineral and Land Management Section, FMD, sent certified mail dated July 14, 2010.

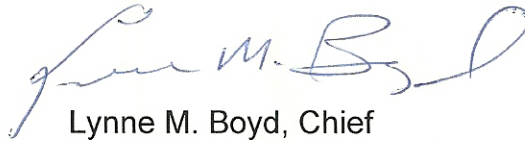
The route to connect the Musketawa State Trail and the Fred Meijer White Pine Trail State Park has been a collaborative process that your family has been invited to participate in. There are 1.71 miles of this state railway project located in the very eastern portion of Ottawa County, while the remaining 7.16 miles are located in Kent County. The KCP Department, the grant applicant for this 2.4 million dollar federally-funded nonmotorized recreation trail project, has taken a lead role since a majority of the connector trail is located within their county. They have arranged for the engineering, construction administration, and technical expertise through the Kent County Road Commission (KCRC). Mr. Tom Byle, P.E., Assistant Director of Engineering, is the project manager for the KCRC. The OCP Department has been involved in the preliminary planning which identified Coopersville Marne Railroad (CMR) corridor as a possible link to connect the two trails. The agreement with CMR was initially pursued by the OCP Department, and the original draft easement was between the two. The DNRE purchased its rights from the railroad when it became apparent that the needed land would include more than just the portion of railroad in Ottawa County and that it would continue on into Kent County.

The current route has evolved through a comprehensive process that has involved exploring alternative routes. However, due to various reasons including unwilling sellers, public safety, and project funding, the DNRE in cooperation with its partners has identified the original route as the most feasible to complete the project design and

move into the construction phase. We recognize the importance of your farming operation and request that you work with the DNRE during this final design phase to resolve your crossing issue and secure a legal right to cross state land.

If you have questions regarding trail crossings, please contact Ms. Burford at 989-275-5151, extension 2100; or Roscommon Operations Service Center, 8717 North Roscommon Road, Roscommon, Michigan, 48653. For questions regarding trail project design details, please contact Mr. James Radabaugh, State Trails Coordinator, Recreation and Trails Section, FMD, at 517-373-1276; or DNRE-FMD, P.O. Box 30452, Lansing, Michigan 48909-7952; or you may contact me.

Sincerely,

A handwritten signature in blue ink, appearing to read "Lynne M. Boyd". The signature is fluid and cursive, with a large initial "L" and "B".

Lynne M. Boyd, Chief
Forest Management Division
517-373-1246

Enclosures

cc: Michigan Natural Resources Commission
Representative David J. Agema
Director Rebecca A. Humphires, DNRE
Mr. Frank Ruswick, Deputy Director, Stewardship, DNRE
Ms. Lori Burford, DNRE
Mr. James Radabaugh, DNRE



Ottawa County Parks &
Recreation Commission
12220 Fillmore Street
West Olive, Michigan 49460

Preliminary Estimated Cost for:
Musketawa Trail Extension
Alternate Routes
Wright Township, Michigan
February 26, 2009

	<u>Quantity</u>	<u>Units</u>	<u>Unit Cost</u>	<u>Total</u>
1. ORIGINAL ROUTE				
9400' from Trailhead to Countyline at MDOT R.O.W.				
Trail - Easy	6000	LF	\$40.00	\$240,000.00
Trail - Moderate	3100	LF	\$50.00	\$155,000.00
Trail - Difficult	0	LF	\$60.00	\$0.00
Boardwalk	300	LF	\$375.00	\$112,500.00
Road Crossing	3	EA	\$2,000.00	\$6,000.00
Rail Crossing	0	EA	\$4,000.00	\$0.00
			TOTAL	\$513,500.00

2. CONSUMERS ENERGY CORRIDORS (Not Feasible)

3. HAYES ROAD/8TH AVE.

10,970' from Trailhead to Countyline at MDOT R.O.W.

Trail - Easy	0	LF	\$40.00	\$0.00
Trail - Moderate	2150	LF	\$50.00	\$107,500.00
Trail - Difficult	7070	LF	\$60.00	\$424,200.00
Boardwalk	1750	LF	\$375.00	\$656,250.00
Road Crossing	3	EA	\$2,000.00	\$6,000.00
Rail Crossing	2	EA	\$4,000.00	\$8,000.00
			TOTAL	\$1,201,950.00

*Initial indications are that highway barrier may also be required for this option where the I-96 ROW and Hayes Rd. ROW converge if trail is on the SW side of the street.

4. GARFIELD/FIVE MILE

4066' additional from Fruitridge/I-96 Intersection

	<u>Original</u>	<u>Alternate</u>			<u>Cost Diff.</u>
Trail - Easy	6000	0	LF	\$40.00	(\$240,000.00)
Trail - Moderate	11020	4693	LF	\$50.00	(\$316,350.00)
Trail - Difficult	0	16720	LF	\$60.00	\$1,003,200.00
Boardwalk	300	600	LF	\$375.00	\$112,500.00
Road Crossing	3	3	EA	\$2,000.00	\$0.00
Rail Crossing	0	1	EA	\$4,000.00	\$4,000.00
Bridge	1	2	EA	\$25,000.00	\$25,000.00

COST DIFFERENCE TOTAL \$588,350.00
OPTION ONE TOTAL \$513,500.00
TOTAL for COMPARISON \$1,101,850.00

5. THRU NEIGHBORING PROPERTY (VELTCAMP)**10,025' from Trailhead to Countyline at MDOT R.O.W.**

Trail - Easy	2375	LF	\$40.00	\$95,000.00
Trail - Moderate	7300	LF	\$50.00	\$365,000.00
Trail - Difficult	0	LF	\$60.00	\$0.00
Boardwalk	350	LF	\$375.00	\$131,250.00
Road Crossing	3	EA	\$2,000.00	\$6,000.00
Rail Crossing	0	EA	\$4,000.00	\$0.00

TOTAL \$597,250.00

6. ORIGINAL ROUTE WITH SITE MODIFICATIONS**9400' from Trailhead to Countyline at MDOT R.O.W.**

Trail - Easy	6000	LF	\$40.00	\$240,000.00
Trail - Moderate	3100	LF	\$50.00	\$155,000.00
Trail - Difficult	0	LF	\$60.00	\$0.00
Boardwalk	300	LF	\$375.00	\$112,500.00
Road Crossing	3	EA	\$2,000.00	\$6,000.00
Rail Crossing	0	EA	\$4,000.00	\$0.00
Berm (10,000 cubic yards plus drainage)	1	LS	\$35,000.00	\$35,000.00
Fencing	1	LS	\$15,000.00	\$15,000.00
Landscaping	1	LS	\$10,000.00	\$10,000.00
Tunnel Crossing (30 lf)*	1	LS	\$70,000.00	\$70,000.00

TOTAL \$643,500.00

*Subject to water table and drainage outlet determinations. Initial indications are that the water table is too high

7. 8TH AVE. SOUTH TO HIGHWAY ROW (John Triick Suggestion)**11,075' from Trailhead to Countyline at MDOT R.O.W.**

Trail - Easy	0	LF	\$40.00	\$0.00
Trail - Moderate	6000	LF	\$50.00	\$300,000.00
Trail - Difficult	3325	LF	\$60.00	\$199,500.00
Boardwalk	1750	LF	\$375.00	\$656,250.00
Road Crossing	4	EA	\$2,000.00	\$8,000.00
Rail Crossing	1	EA	\$4,000.00	\$4,000.00

TOTAL \$1,167,750.00

*Initial indications are that highway barrier may also be required for this option where the I-96 ROW and Hayes Rd. ROW converge.

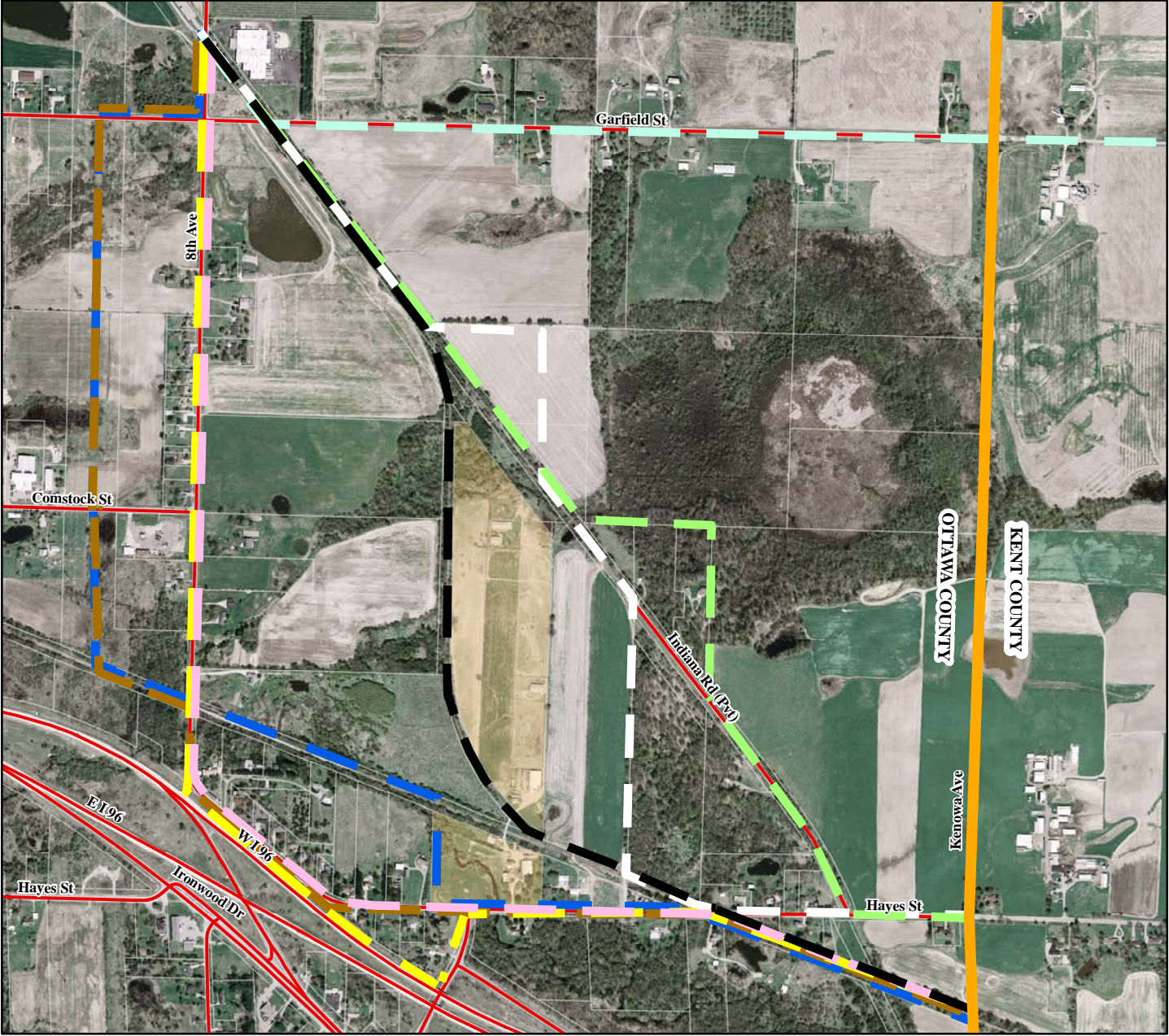
8. NEIGHBORING PROPERTIES THRU BOG (Ted Bosgraaf Suggestion)**9,650' from Trailhead to Countyline at MDOT R.O.W.**

Trail - Easy	4150	LF	\$40.00	\$166,000.00
Trail - Moderate	3750	LF	\$50.00	\$187,500.00
Trail - Difficult	0	LF	\$60.00	\$0.00
Boardwalk	1750	LF	\$375.00	\$656,250.00
Road Crossing	3	EA	\$2,000.00	\$6,000.00
Rail Crossing	0	EA	\$4,000.00	\$0.00

TOTAL \$1,015,750.00

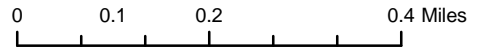
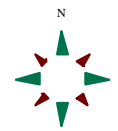
Note: Estimate does not include costs for purchase of easements

Attachment P
General Route Map

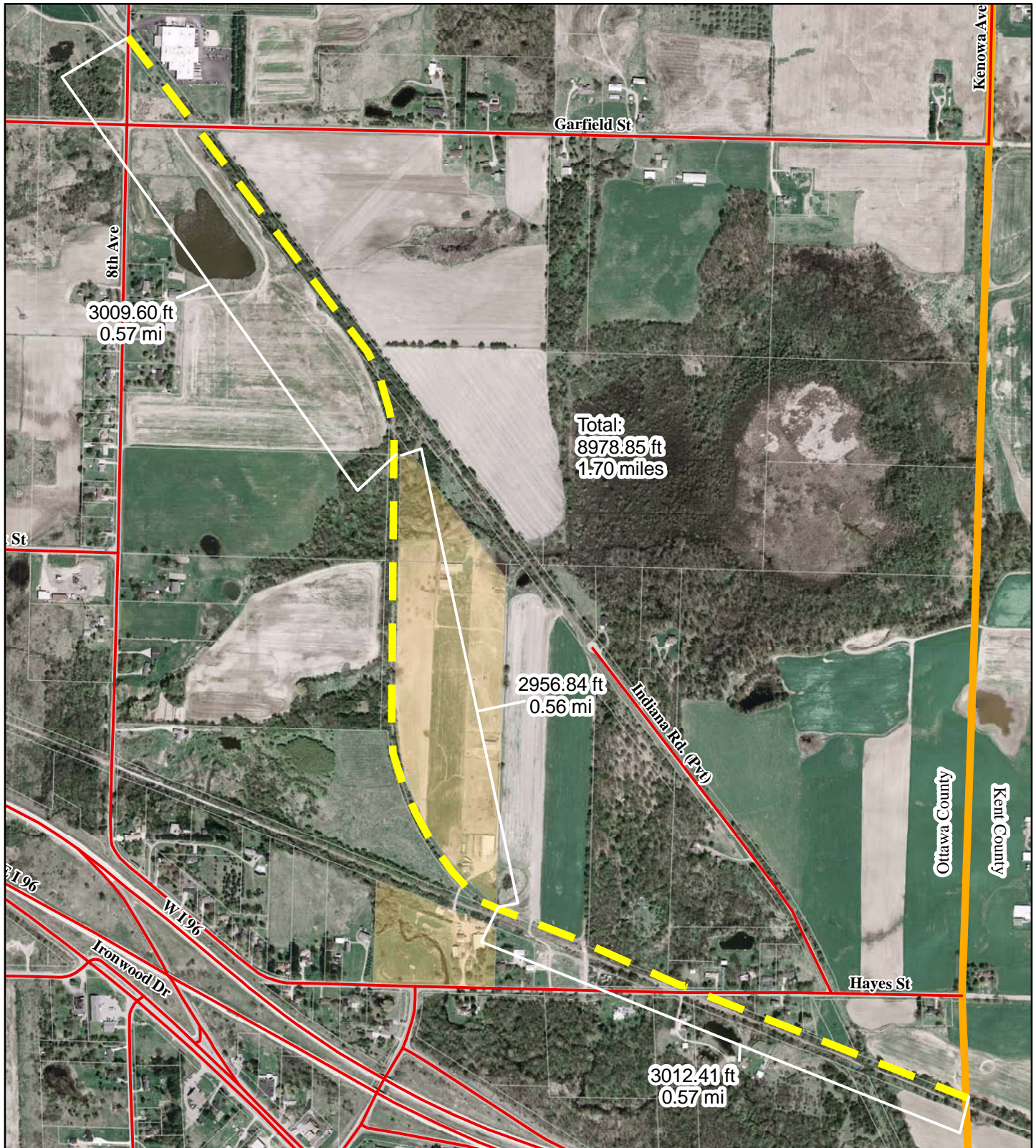






Legend

- MDNR Proposed Route
- 8th Avenue to Hayes
- 8th Avenue South to Highway ROW to Hayes
- Garfield Street/Five Mile Road
- Neighboring Property (Veltcamp Bog)
- Neighboring Properties (Veltcamp)
- Consumer's Energy Corridor to Hayes
- Consumer's to Coopers/Marne Railway to Hayes
- Ottawa/Kent County Boundary
- Road
- Triick Property



MDNR Proposed Route Alternative Route

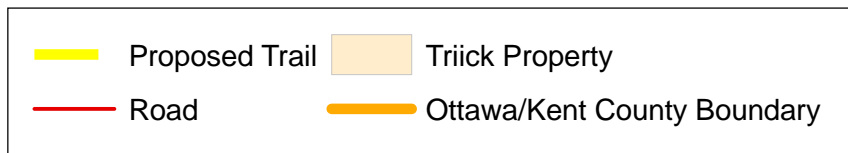
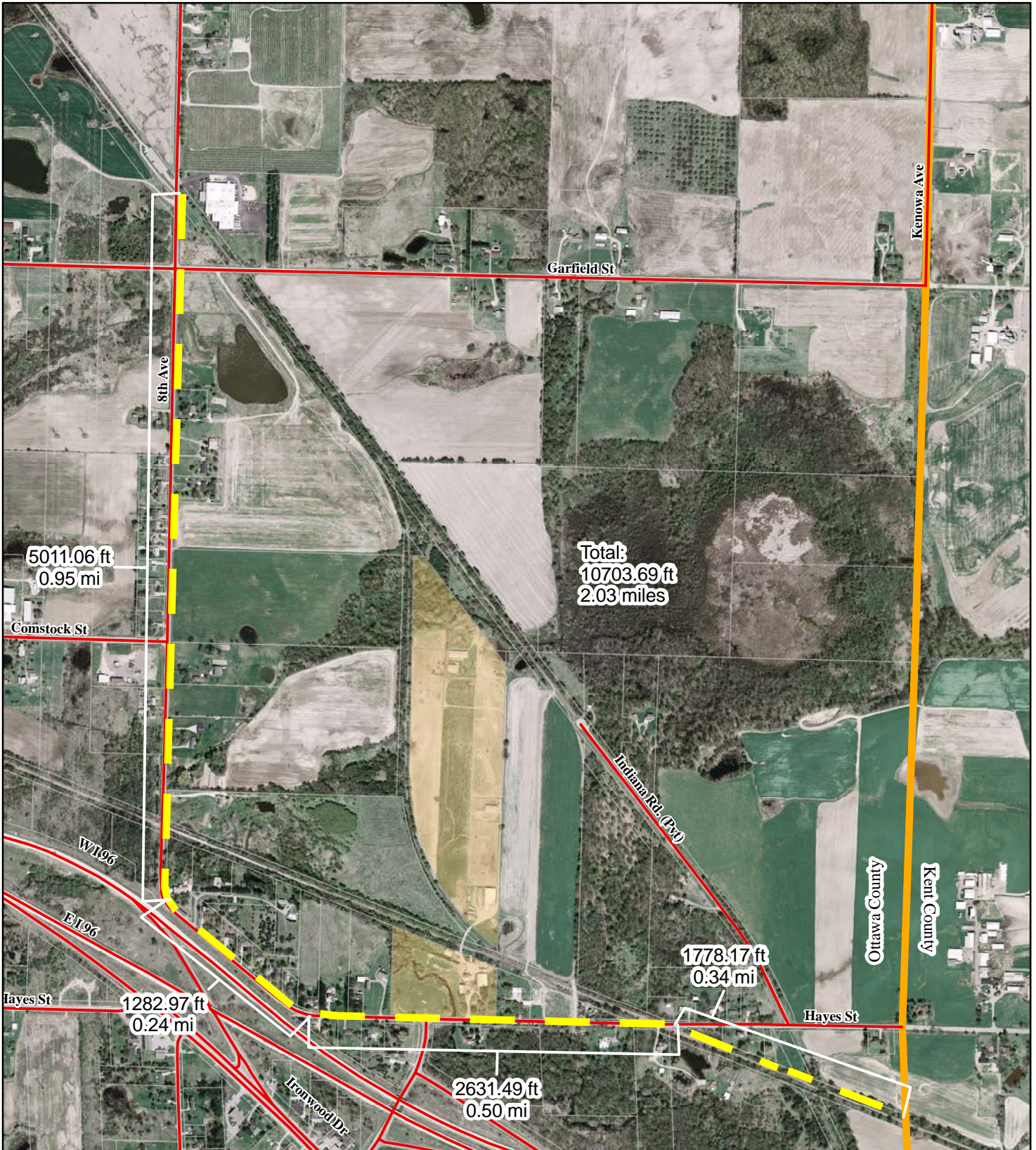


	Proposed Trail		Triick Property
	Road		Ottawa/Kent County Boundary



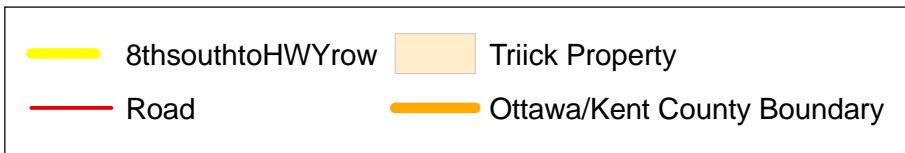
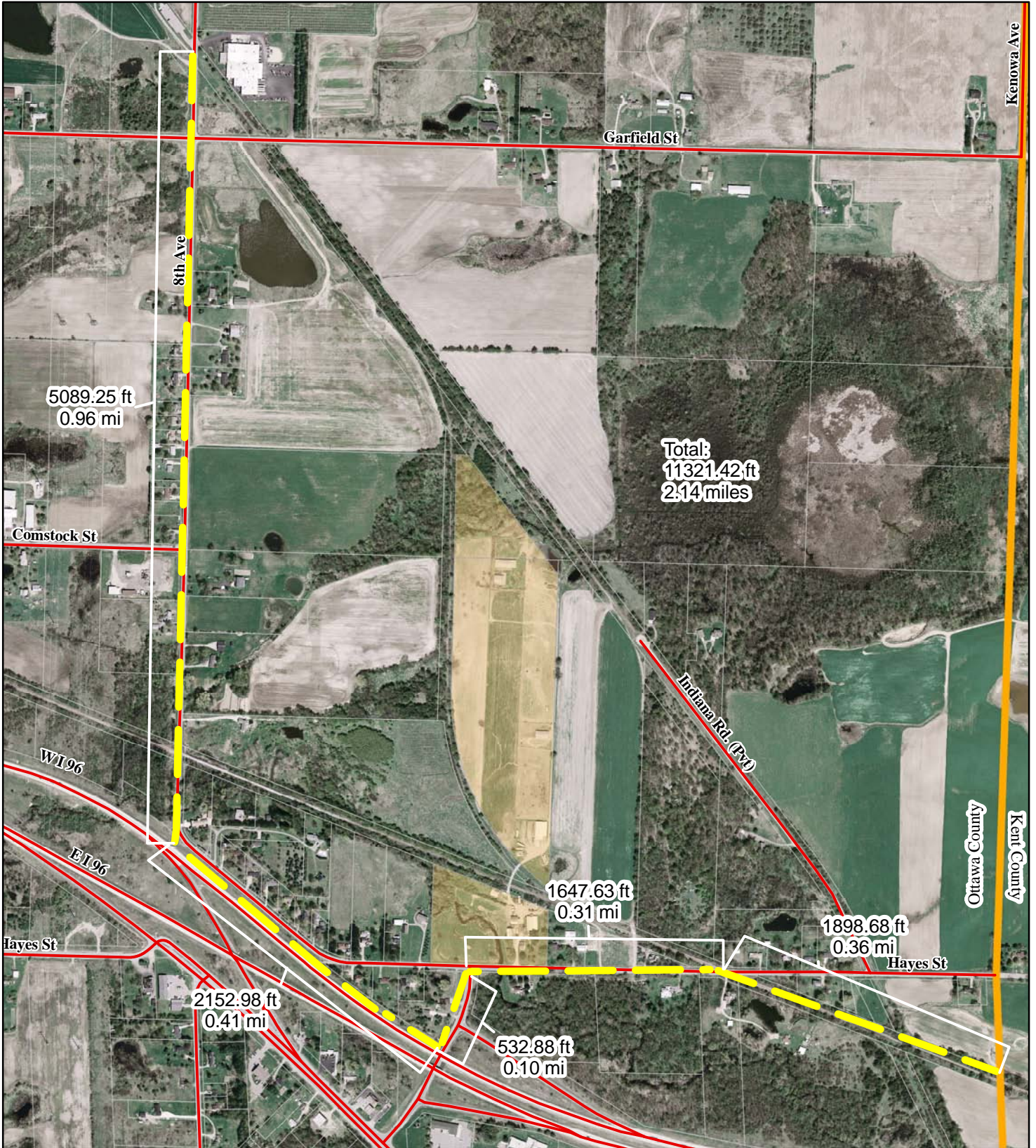
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Attachment R
8th Avenue to Hayes
Alternative Route



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8th Ave. South to Highway ROW to Hayes Alternative Route



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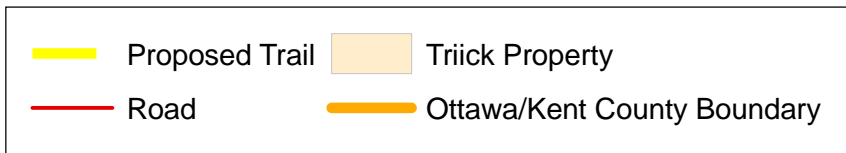
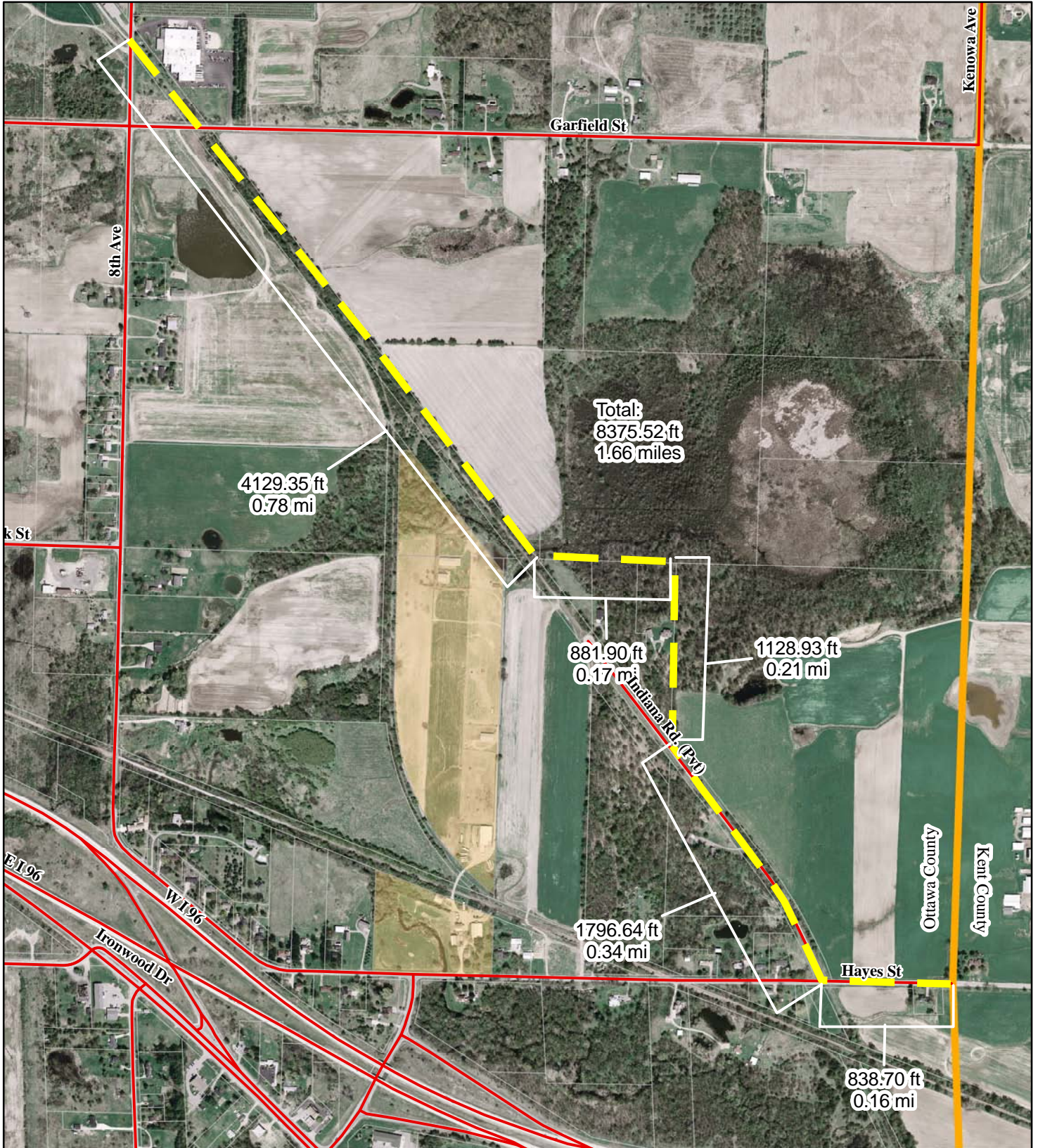
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Garfield Street/Five Mile Road
Alternative Route



Neighboring Properties (Veltcamp Bog)

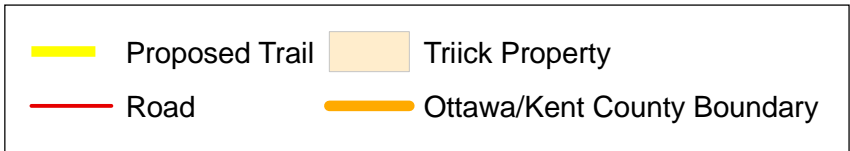
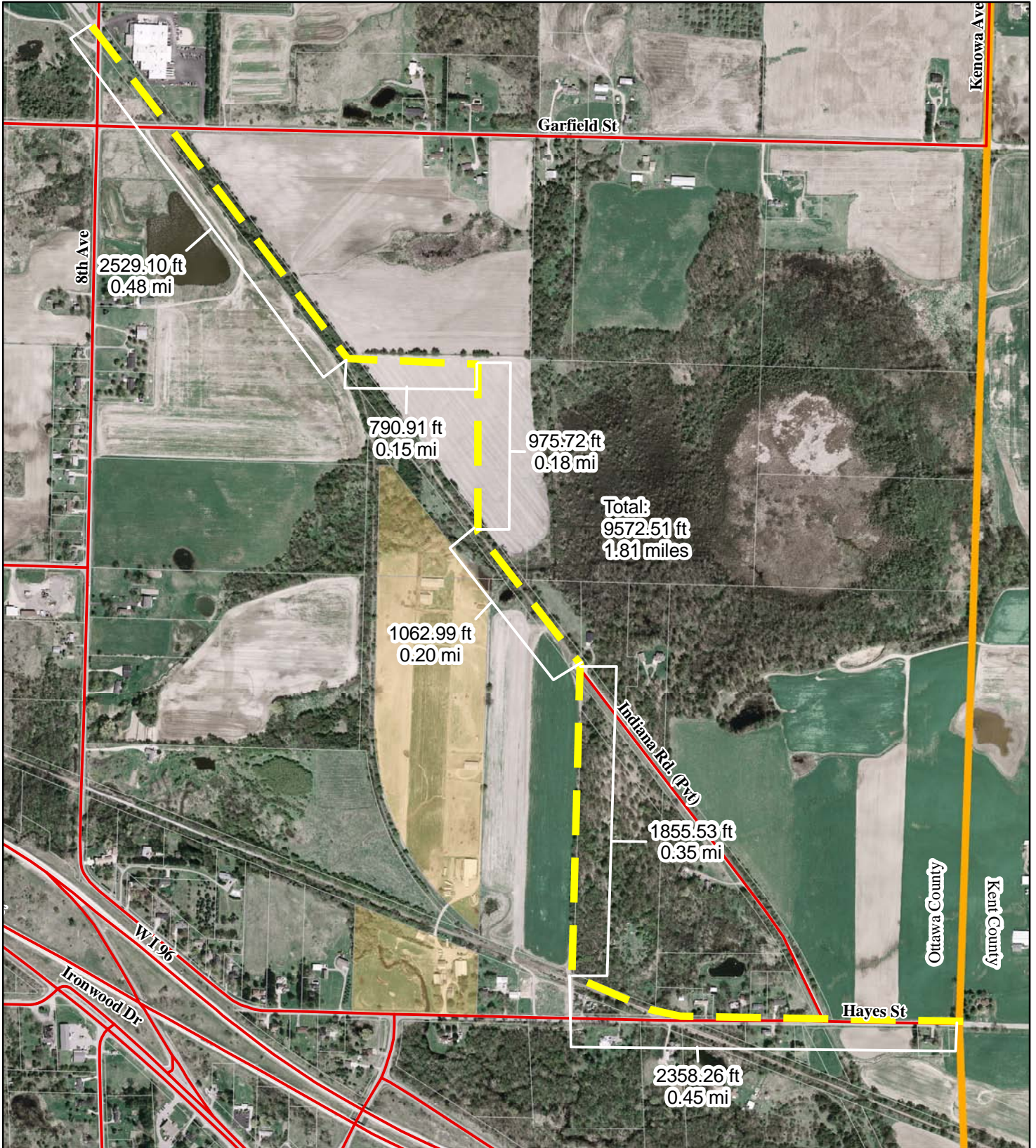
Alternative Route



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Neighboring Property (Veltcamp) Alternative Route

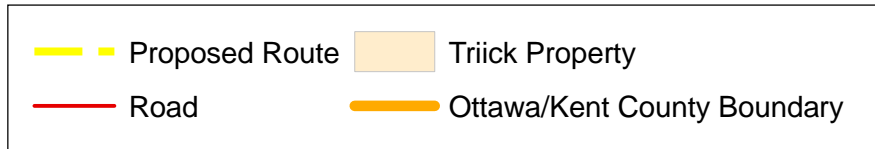
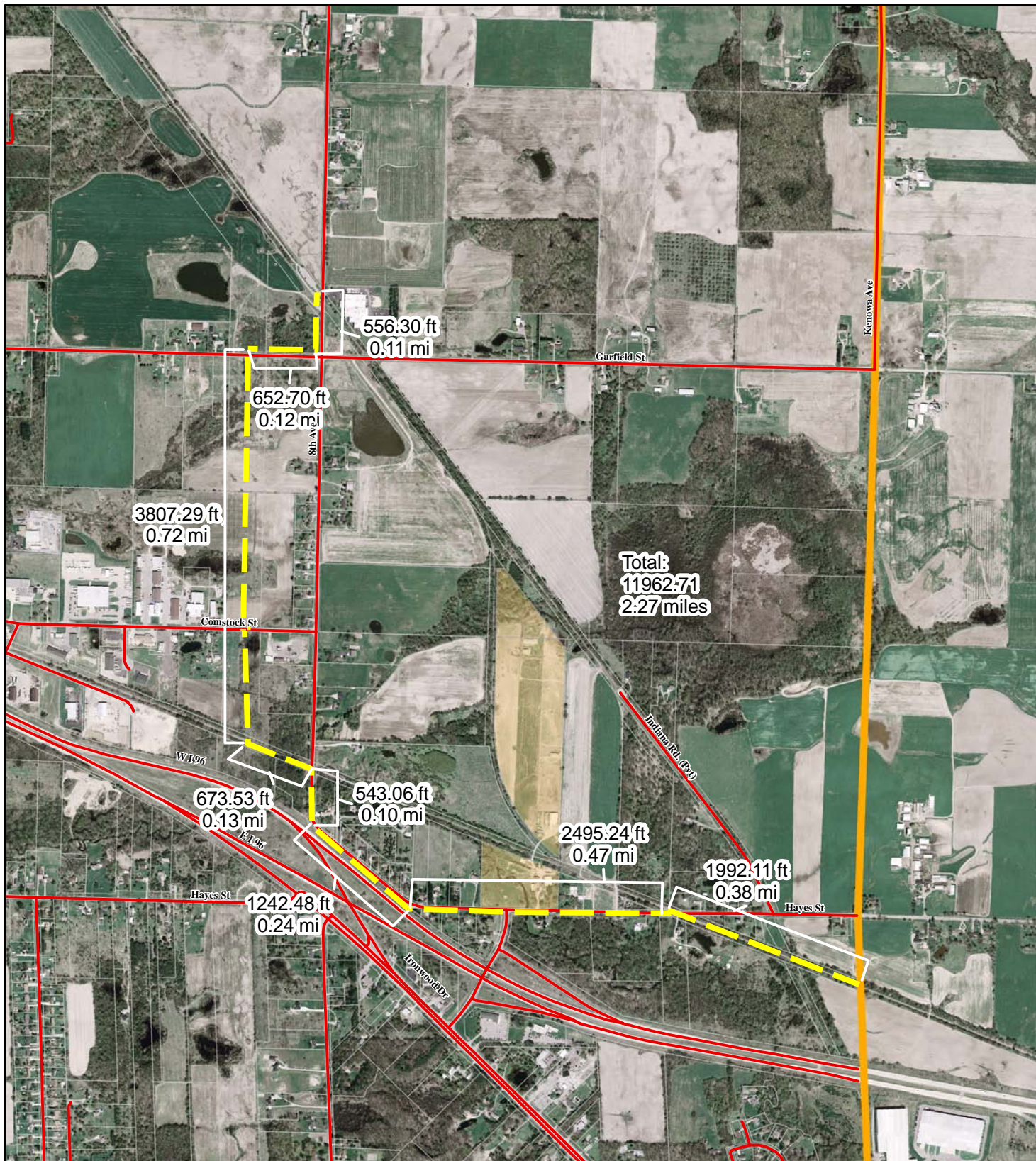


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Attachment W

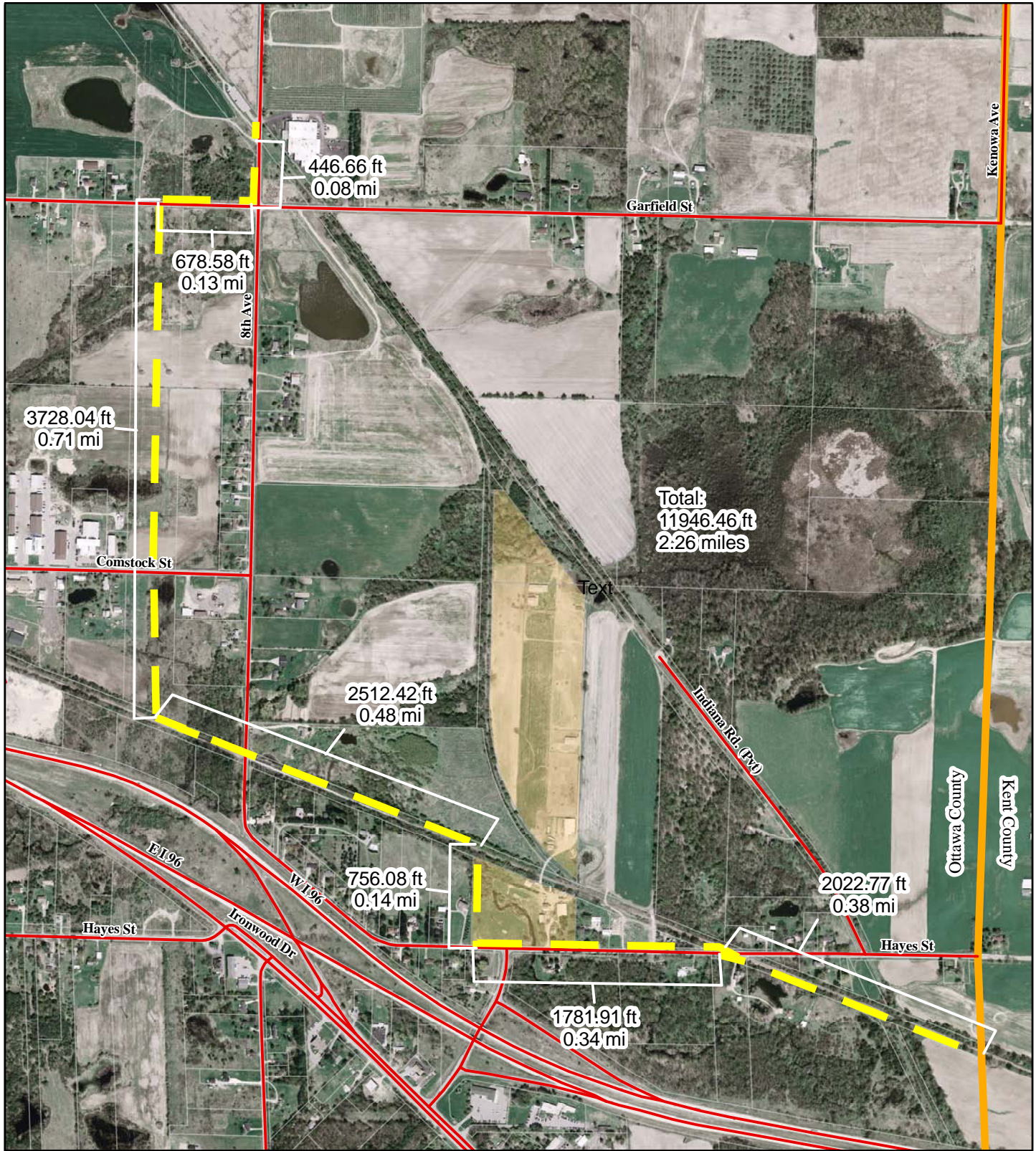
Consumer's Energy Corridor to Hayes Alternative Route







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Consumer's to Coopers/Marne Railway to Hayes Alternative Route



	Proposed Trail		Triick Property
	Road		Ottawa/Kent County Boundary



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Musketawa Trail Extension February 6, 2009

ROUTE OPTIONS/ALTERNATIVES

1. Original Proposed Route

Pros

- Existing public land ownership
- Logical and direct route
- Attractive (natural lands and agriculture adjacent to corridor)
- Safe (away from most vehicle traffic)
- Few points of conflict (just Trick Farm)
- Constructible (on existing railroad grade)
- Cost effective (shortest length, few wetlands)

Cons

- Negative impact to farm operation
- Adjacent landowner opposition

2. Alternate Route along nearby Consumers Energy Power Line corridors.

Pros

- Some existing public land ownership
- Logical and direct route
- Safe (away from most vehicle traffic)
- Few points of conflict
- Less impact to farm operation

Cons

- Less attractive
- More difficult construction/more cost
- Significant links in this route are not under utility or public ownership (only utility easements) making this option unfeasible at this time.

3. Alternate Route along Hayes Road/4 Mile and 8th Ave.

Pros

- Existing public land ownership (Road ROW)
- Less farm impact

Cons

- Would likely require purchase of easements
- Impact on house/road buffers
- Difficult construction (ditches, wetlands)
- Longer length (more cost)
- Less safe
- Less attractive
- More points of conflict (multiple properties, driveways, etc.)

4. Alternate Route along Garfield Road/5 Mile and Fruitridge.

Pros

- Existing public land ownership (Road ROW)
- Less farm impact

Cons

- Would likely require purchase of easements
- Impact on house/road buffers
- Difficult construction (ditches, wetlands)
- Longer length (more cost)
- Less safe
- Less attractive
- More points of conflict (multiple properties, driveways, etc.)

5. Alternate Route through Neighboring Property (Veltkamp & Others)

Pros

- Possible connection to Marne Bog
- Less farm impact
- Safe (away from most vehicle traffic)
- Few points of conflict

Cons

- Requires property negotiations
- Longer length (more cost)

6. Original Route with Site Design Modifications/Solutions including Off-site Areas (Signs, screening, berms, gates, etc.).

Pros

- Existing public land ownership
- Logical and direct route
- Attractive (natural corridor)
- Safe (away from most vehicle traffic)
- Few points of conflict (just Triick Farm)
- Constructible (on existing railroad grade)
- Cost effective (shortest length, few wetlands)
- Less farm impact

Cons

- Adjacent landowner opposition. Requires cooperation.
- Additional costs for design elements



Ottawa County Planning and Performance Improvement Department

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West Olive, Michigan 49460

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RICK SNYDER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF NATURAL RESOURCES & ENVIRONMENT
LANSING



January 12, 2011

Mr. Mark Knudsen, Director
Ottawa County Planning and Performance Improvement
12200 Fillmore Street, Room 260
West Olive, Michigan 49460

Dear Mr. Knudsen:

We are in receipt of the Draft Report concerning the connection of the Musketawa Trail and the Fred Meijer White Pine Trail State Park. Thank you for providing us with a copy in advance of your scheduled meeting this evening.

Unfortunately, having just received the report via e-mail yesterday evening (January 11, 2011) at 8:44 p.m. and the link to the attachments today (January 12, 2011) at 11:59 a.m., we are unable to provide you with our comments and corrections prior to the meeting.

We have, however, had a chance to perform a brief and cursory review of the report and are concerned with the tone, and the number of errors and omissions. Two of these examples occur in the first paragraph:

- The title page of the report is somewhat misleading as it refers to the "Musketawa/Fred Meijer White Pine Trail Connection Via the Triick Farm." We would suggest a more accurate and less leading reference might be *Ottawa County Musketawa/Fred Meijer White Pine Trail State Park Connection via State Land Acquired for Recreational Trail Purposes Adjacent to the Triick Farm.*
- The first sentence in the report reads "In 1991, the Michigan Department of Natural Resources (MDNR) purchased a section of the Chesapeake & Ohio Railroad which extends from the current Musketawa Trailhead at 8th Avenue in Ottawa County..." In 1991, the DNR acquired 24.5 miles of inactive railroad from the Central Michigan Railroad for recreational trail purposes. This includes the section of corridor east of 8th Avenue that runs adjacent to the Triick Farm.

The connection of the Musketawa Trail and the Fred Meijer White Pine Trail State Park has regional and state significance. It will connect Ottawa County to over 245 miles of state rail-trail, and create economic and public health benefits for West Michigan

Mr. Mark Knudsen

-2-

January 12, 2011

residents, businesses, and visitors. We will provide you with a full and complete response after we have had additional time to adequately review the report and attachments.

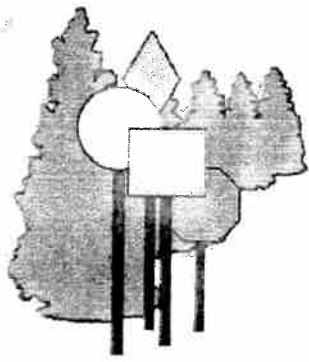
If you have questions or need additional information, please contact me at DNRE-Forest Management Division, P.O. Box 30452, Lansing, Michigan 48909-7952.

Sincerely,



James Radabaugh, State Trails Coordinator
Forest Management Division
517-373-1276

cc: Mr. Philip D. Kuyers, Chair
Ottawa County Board of Commissioners
Mr. James Miedema, Chair
Ottawa County Planning Commission
Mr. John Scholtz, Director
Ottawa County Parks and Recreation Commission
Mr. Roger Sabine, Director
Kent County Parks



Board of County Road Commissioners
of the County of Kent

1500 Scribner Ave., N.W. Grand Rapids, MI 49504-3269
(616) 242-6900 Fax # (616) 242-6580

January 7, 2011

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Deputy Director
John L. Strauss
Director of Finance

John and Kristen Triick
475 Hayes, NW
Grand Rapids, MI 49544

Dear Mr. and Mrs. Triick:

There is an information meeting for the proposed Musketawa / White Pine Connector scheduled for January 19, 2011. Your notice is enclosed.

I've also enclosed a plan sheet of the trail alongside your property and in the railroad right-of-way at your property. The plan is preliminary at this time and has not been reviewed and approved by the DNRE.

In an attempt to address some of your concerns, the following items have been incorporated into the plans.

1. Barriers will be installed at Hayes Avenue to prevent motorized traffic from going southeasterly towards your farm.
2. Measures will be taken to block access to the trail "through the brush and woods" to prevent motorized traffic from the adjacent fields southeast of Garfield.

Please note: The Kent County Park rules will be enforced from Garfield to the southeast, which prohibit snowmobiles and horses. The rules will be posted at the road crossings and will be enforced.

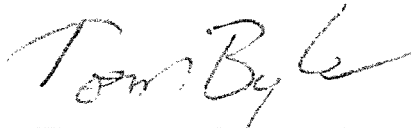
3. Your driveway will be paved from fence to fence as indicated by the cross hatching on the plan. Drainage will be improved and culverts placed / replaced, as necessary.
4. Woven wire fence with one strand of barb wire (if you desire the barbed wire) will be installed along your property on the south railroad right-of-way line.

5. Similar fencing will be installed as necessary on the north side.
6. Yield signs will be posted on both the drive and the trail.
7. Rolling gates will be installed on both ends of your driveway. They will be designed so you can set them up to be opened and closed with a garage door type opener from your equipment.

I would encourage you to start discussion with both the DNR and the Coopersville & Marne Railway to get a crossing agreement with both parties. You will need the agreements if your efforts to get the trail relocated are unsuccessful.

If you have any questions, please contact me.

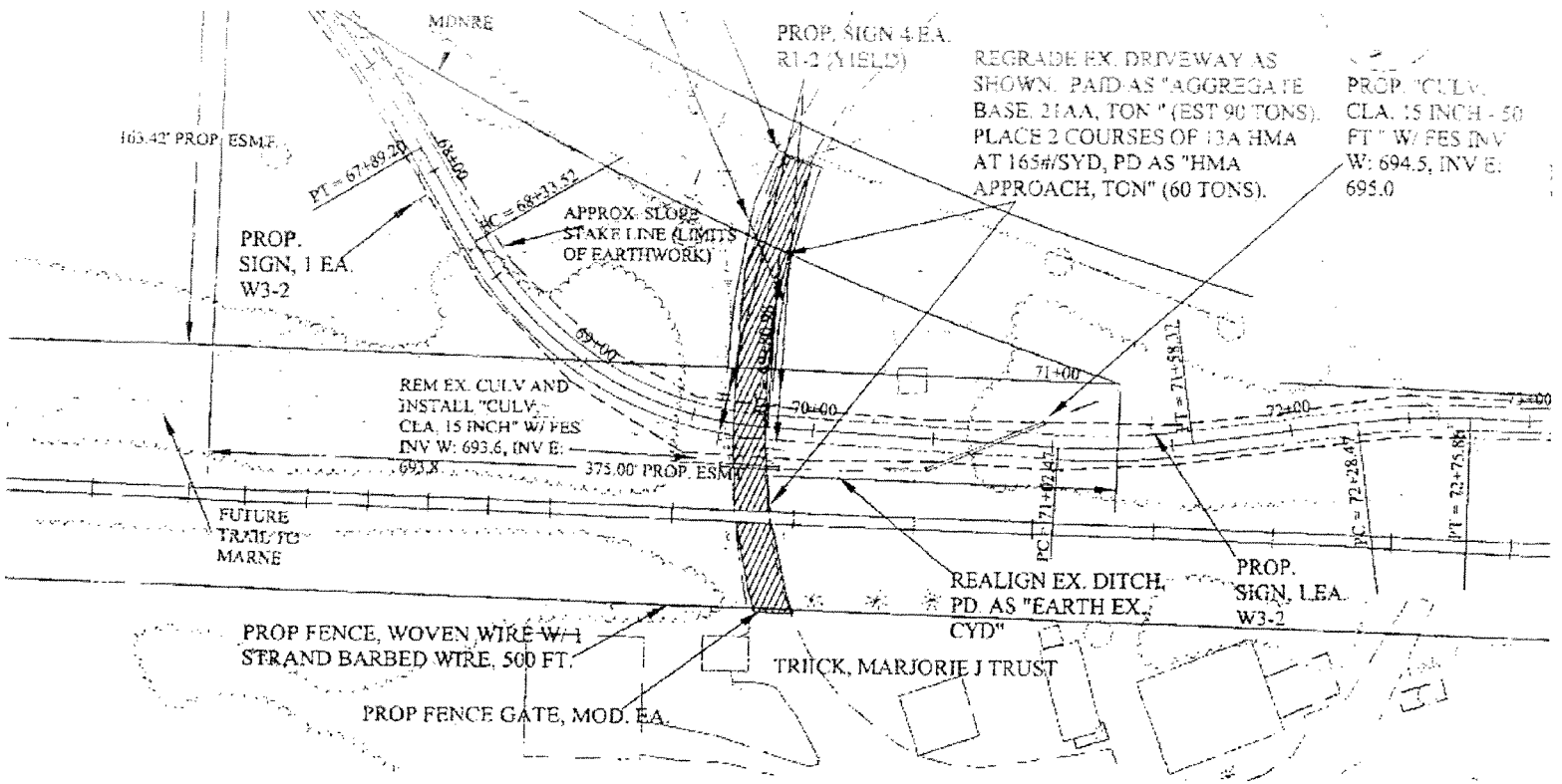
Sincerely,



Thomas J. Byle, P.E.
Assistant Director of Engineering
(616) 242-6901, ext. 6981
tbyle@kentcountyroads.net

TJB:kll
Enclosures

C: Wayne Harrall (KCRC)
Roger Sabine (KCPD)
Annamarie Bauer (MDNR)
Lori Buford (MDNR)
Jeff DuPilka (C & M RR)



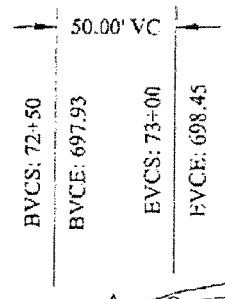
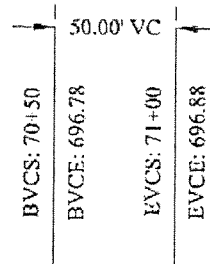
TRAIL ALIGNMENT SHOWN ON THIS SHEET SHALL FOLLOW THE GENERAL ALIGNMENT OF THE FORMER RAILROAD GRADE. PI AND CURVE DATA GIVEN HEREIN ARE INTENDED TO BE USED ONLY AS NEEDED.

720

LOW POINT ELEV = 696.75
 LOW POINT STA = 70+65.45
 PVI STA = 70+75
 PVI ELEV = 696.70
 A.D. = 1.01
 K = 49.36

PVI STA 72+75
 PVI ELEV = 698.10
 A.D. = 0.70
 K = 71.43

710



705

700

Circular Curve Data

PC	65+65.30	10968.5266	6704.8995
RP		10674.7168	6300.3303
PT	67+89.20	10764.3805	6792.2255
Delta:	25-39-28	Type:	RIGHT
Radius:	300.00	DOC:	11-27-33
Length:	223.91	Tangent:	113.86
Mid-Ord:	12.48	External:	12.30
Chord:	222.04	Course:	S 23-09-34 E
Es:	12.80		

Circular Curve Data

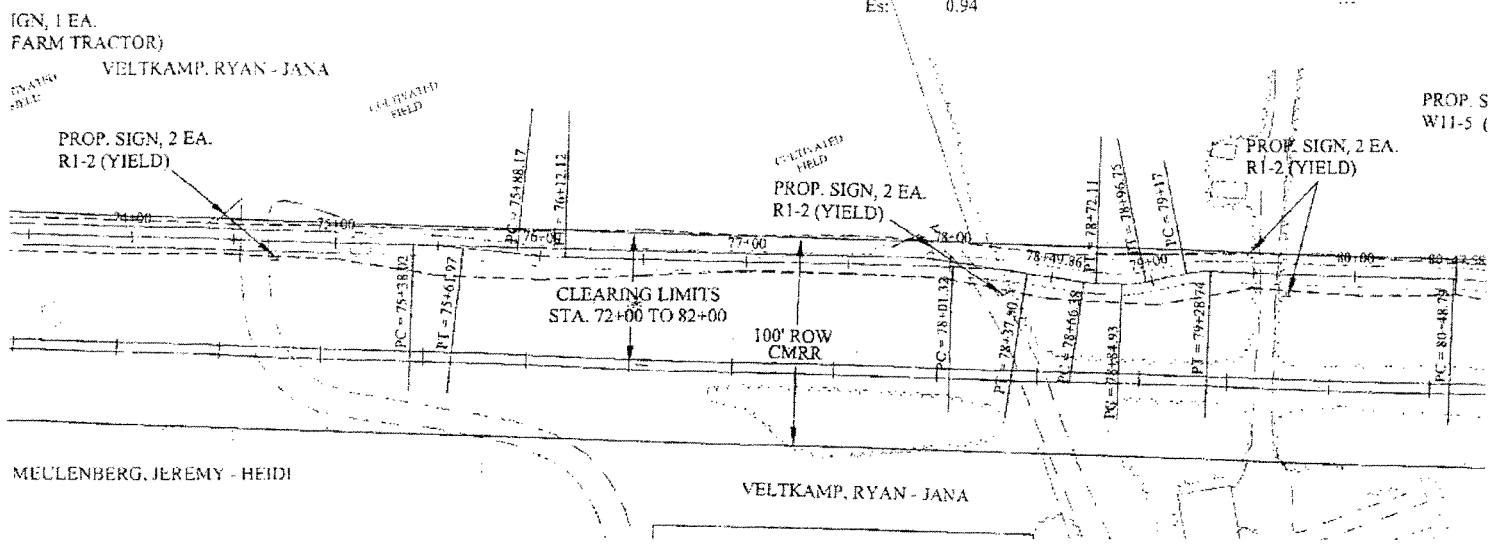
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RP		10837.2655	7118.7241
PT	71+58.27	10544.5674	7052.9380
Delta:	10-40-36	Type:	LEFT
Radius:	300.00	DOC:	19-05-55
Length:	55.90	Tangent:	28.03
Mid-Ord:	1.30	External:	1.31
Chord:	55.82	Course:	S 71-59-40 E
Es:	1.31		

Circular Curve Data

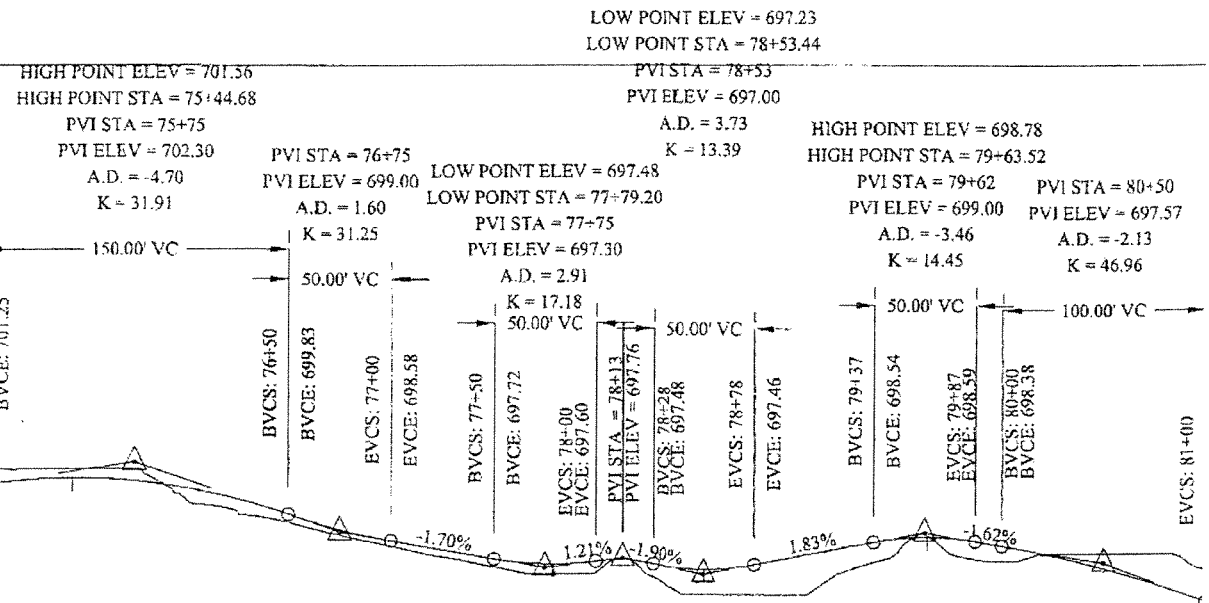
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RP		10747.5844	6947.7406
PT	69+80.98	10609.9627	6888.3036
Delta:	56-19-33	Type:	LEFT
Radius:	150.00	DOC:	38-11-50
Length:	147.46	Tangent:	80.30
Mid-Ord:	17.76	External:	20.14
Chord:	141.59	Course:	S 38-29-36 E
Es:	20.14		

Circular Curve Data

PC	72+28.47	10529.1956	7121.3368
RP		10236.4975	7055.5446
PT	72+75.86	10515.2042	7166.5518
Delta:	09-03-00	Type:	RIGHT
Radius:	300.00	DOC:	19-05-55
Length:	47.39	Tangent:	23.74
Mid-Ord:	0.94	External:	0.94
Chord:	47.34	Course:	S 72-48-28 E
Es:	0.94		

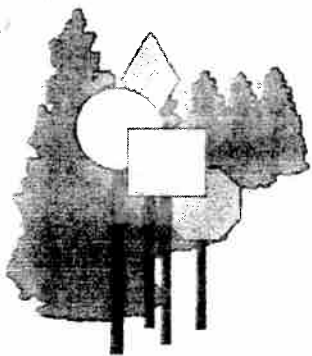


TRAIL SECTION NO. 1



EX. GRADE AT PROPOSED TRAIL CL
PROPOSED CL GRADE AT TRAIL CL

PROP. S
W11-5 (



Board of County Road Commissioners
of the County of Kent

1500 Scribner Ave., N.W. Grand Rapids, MI 49504-3299
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Deputy Director
John L. Strauss
Director of Finance

January 7, 2011

**MUSKETAWA / WHITE PINE
NON-MOTORIZED PATHWAY**

Dear Adjacent Property Owner/Resident:

The Kent County Road Commission is designing this trail connection project on behalf of the Kent County Parks Department and the Michigan Department of Natural Resources. The proposed location is on DNR owned property in Wright Township and in the Coopersville & Marne Railway right-of-way southeasterly to 3 Mile Road and along 3 Mile Road east to Walker Avenue in the City of Walker.

There will be an information **open house between 5:00 p.m. and 7:00 p.m. on January 19th, 2011**, at the Walker City Hall – Commission Chambers located at 4243 Remembrance Road, NW. There is no planned presentation; therefore you can arrive anytime between 5:00 PM and 7:00 PM.

The purpose of the open house is to provide adjacent property owners and residents with an opportunity to review plans for the project. Representatives of the Road Commission will be present to answer questions about the proposed construction. If you are not able to attend the open house, but have questions about the project, please call me at (616) 242-6914.

Sincerely,

Wayne Harrall
Director of Engineering

c: Jon Rice
Steve Warren
Jerry Byrne
Tim Haagsma
Annamarie Bauer (MDNRE)
Roger Sabine (Kent County Parks Dept.)
Scott Connors (City of Walker)
JoAnn Becker (Wright Township)
Toby VanEss (Tallmadge Township)



Musketawa Trail Extension
John Scholtz to: Mark Knudsen
Cc: Nate Lisenbee

01/12/2011 12:45 PM

Mark:

Curt and I received your report this morning regarding the Musketawa Trail Extension as it relates to the Triick issue. We were not aware we would have an opportunity to comment and we both have full schedules today and very limited time to look it over. A few very preliminary thoughts are as follows:

1. There are many points related to the various arguments presented that are not included and it would be very important to allow trail groups as well as the agricultural interests adequate time to review the report and offer comments before Planning Commission approval.
2. There do not appear to be any glaring errors in the facts presented.
3. All would agree that an alternative route would be desirable, but a good discussion is lacking of the cost versus value comparison of constructing the trail on the DNR owned route with potential impacts on the feed lot versus incurring the added cost of the alternative route, added threats to trail user safety and decreased trail aesthetics.

John Scholtz, Director
Ottawa County Parks and Recreation Commission
12220 Fillmore Street
West Olive, MI 49460
(616) 738-4808
jscholtz@miottawa.org

B/C 91-131 Mr. Heft moved to approve the agenda for today as presented. Mr. Mohr supported the motion and the motion passed.

B/C 91-132 Mr. Hildore moved to place item 4 under the Administration and Planning Committee on today's agenda first. Mr. Schipper supported the motion and the motion passed.

Mr. Kurt Hasberger, Attorney spoke to the Board on behalf of several citizens of the County who are opposed the rail trail program, and presented the Board with petitions with signatures opposing the proposed program. Several people spoke to the Board in favor and against the rail trail program.

The following Resolution was read.

91-12

RESOLUTION INDICATING SUPPORT TO THE MICHIGAN DEPARTMENT OF NATURAL RESOURCES FOR THE PROPOSED RAIL TRAIL THROUGH NORTHEAST OTTAWA COUNTY

WHEREAS, the Michigan Department of Natural Resources is proposing to acquire an abandoned rail line in northeast Ottawa County and develop it as a recreational trail; and

WHEREAS, the Michigan Department of Natural Resources has requested that Ottawa County show support for the trail concept and agree to operate and maintain the portion of trail located in Ottawa County once developed; and

WHEREAS, Ottawa County, through its Parks and Recreation Commission is responsible for planning and promoting a variety of recreational experiences for residents and visitors of Ottawa County including trails and recreational corridors; and

WHEREAS, the Parks and Recreation Commission recognizes the unique recreational benefits the public can derive from converting abandoned rail lines into recreational trails; and

WHEREAS, the Parks and Recreation Commission is interested in promoting a system of recreational trails and corridors throughout Ottawa County; and

WHEREAS, the Parks and Recreation Commission recognizes that successful trail design and development of management policies will be dependent upon sensitivity to and consideration of local concerns;

WHEREAS, the Parks and Recreation Commission advocates the appointment of an advisory council consisting of both adjacent landowners and local recreational users to advise the Commission and the DNR on trail design and management policies;

March 12,
1991

WHEREAS, the future maintenance and operational costs will be dependent to a great extent upon design decisions and other factors not currently known;

WHEREAS, the Parks and Recreation Commission's successful long-range maintenance of the trail will be dependent upon the availability of major renovation grants from the state;

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of Ottawa County expresses support to the Michigan Department of Natural Resources for development of the proposed rail trail in northeast Ottawa County and will agree to operation and maintenance of the trail contingent upon the responsiveness of the DNR to local concerns in the design of the trail and development of management policies; and assurance by the State of the availability of grants for major trail renovation.

FURTHER, BE IT RESOLVED, that all resolutions and parts of resolutions insofar as they conflict with this provision of this resolution be and the same are hereby rescinded.

B/C 91-133 Mr. Schipper moved to adopt the Resolution. Mr. Semple supported the motion and the motion passed as shown by the following votes: Yeas: Messrs. Tibbe, Piersma, Bytwerk, Deetjen, Schipper, Mohr, Semple and Vander Laan. (8)

Nays: Messrs. Heft, Hilldore and Vander Kooi. (3)

~~Mr. Ken Rizzio~~, Project Manager Allegan-Ottawa Development Corporation appeared before the Board to present the local area Modernization Plan.

B/C 91-134 Mr. Deetjen moved to open the public hearing on the Local Area Modernization Plan. Mr. Piersma supported the motion and the motion passed.

B/C 91-135 Mr. Vander Kooi moved to close the public hearing on the Local Area Modernization Plan. Mr. Heft supported the motion and the motion passed.

B/C 91-136 Mr. Piersma moved to receive for information and place on file the Ottawa County Area Modernization Plan Survey Summary of Major Findings. Mr. Mohr supported the motion and the motion passed.

Mr. Jack Mulder, Public Utilities Director presented Resolution to the Board from Holland Township.

Action Request



Committee: Board of Commissioners

Meeting Date: 1/25/2011

Requesting Department: Fiscal Services

Submitted By: Bob Spaman

Agenda Item: Budget Calendar

SUGGESTED MOTION:

To approve the 2012 Budget Calendar.

SUMMARY OF REQUEST:

The budget process is one of the most important activities of the government. Adoption of the budget calendar gives guidance to the process for all stakeholders.

FINANCIAL INFORMATION:

Total Cost: \$0.00 General Fund Cost: \$0.00 Included in Budget: Yes No

If not included in budget, recommended funding source:

ACTION IS RELATED TO AN ACTIVITY WHICH IS:

Mandated Non-Mandated New Activity

ACTION IS RELATED TO STRATEGIC PLAN:

Goal: 1: To Maintain and Improve the Strong Financial Position of the County.

Objective:

- 1: Advocate on legislative issues to maintain and improve the financial position of the County.
- 2: Implement processes and strategies to deal with operational budget deficits.
- 3: Reduce the negative impact of rising employee benefit costs on the budget.
- 4: Maintain or improve bond ratings.

ADMINISTRATION RECOMMENDATION: Recommended Not Recommended Without Recommendation

County Administrator: **Alan G. Vanderberg**

Digitally signed by Alan G. Vanderberg
DN: cn=Alan G. Vanderberg, o=County of Ottawa, ou=Administrator's Office, email=avanderberg@ottawa.org
Reason: I am approving this document
Date: 2011.01.13 15:20:54 -0500

Committee/Governing/Advisory Board Approval Date: Finance and Administration Committee 1/18/2011

County of Ottawa 2012 Budget Calendar

March 1, 2011	Equipment and Personnel Request Forms sent to department heads.
March 31, 2011	Department requests for 2012 equipment requests should all be submitted through the equipment requisition process Personnel requests for 2012 should be submitted to Fiscal Services
April 1, 2011	Performance Measures sent to department heads for updating
April 30, 2011	Performance Measures returned to Fiscal Services Department
May 9, 2011	2012 Budget information session to be held in conjunction with the management meeting. (Packets to be distributed May 16)
May 10, 2011	Finance Committee approves the Resolutions of Intent to Increase Millage Rate. <i>The County operating levy under consideration is for the 2011 levy and 2011 budget year. The 911 and Parks levies under consideration are for the 2011 levy and the 2012 budget year</i> Board reviews Truth-in-Taxation Calculation, the Resolutions of Intent to Increase Millage Rate and sets the date for public hearing (if necessary).
May 16, 2011	Budget packets distributed to departments.
May 16, 2011 - June 10, 2011	Fiscal Services Department available to provide any needed assistance in completing budget documents
May 17, 2011	Finance Committee approves the Resolutions to Approve the Millage Rate and forwards them to the Board
May 18, 2011	Deadline for the publication of the public hearing notice on the 2011 tax levy (if necessary)
May 24, 2011	Board holds public hearing (if necessary) and approves the 2011 millage rates
June 10, 2011	Departments submit completed budget requests and narratives to the Fiscal Services Department.
June 10, 2011 - July 31, 2011	Fiscal Services Department summarizes budgets and prepares documents for Administrative review.
July 18, 2011 - August 12, 2011	Administration meets with Department Heads in preparation of a proposed budget.

August 9, 2011	Preliminary General Fund budget presented at Board Work Session and discussion of balancing methods
August 23, 2011	Board Work session to discuss balancing options for the 2012 General Fund budget (if necessary)
September 13, 2011	Board Work session on the 2012 General Fund budget and balancing recommendations proposed by Administration (if necessary)
September 20, 2011	Finance Committee final review of the total 2012 budget and approval of the resolutions regarding the Distribution of the Convention Facility Tax and Distribution of the Cigarette Tax.; approval of the Salary and Fringe Benefits Adjustments.
	Deadline for publication of the public hearing notice on the 2012 Community Mental Health budget
September 26, 2011	Community Mental Health board holds the public hearing for the Mental Health budget and adopts the budget
September 27, 2011	Board approves the resolutions regarding the Distribution of the Convention Facility Tax and Distribution of the Cigarette Tax, and approves the Salary and Fringe Benefit Adjustments. Board sets the date for the public hearing on the County Budget for October 11, 2011
	Board receives final overview of 2012 budget
October 5, 2011	Deadline for the publication of the public hearing notice on the 2012 budget
October 11, 2011	Board holds the public hearing on the budget and receives the formal Budget Presentation.
October 18, 2011	Finance Committee reviews Resolution to Approve 2012 County Budget, Insurance Authority Budget and the Apportionment Report
October 25, 2011	Board adopts the 2012 County Budget, the Insurance Authority Budget and the Apportionment Report

Action Request



Committee: Board of Commissioners

Meeting Date: 1/25/2011

Requesting Department: Fiscal Services

Submitted By: Bob Spaman

Agenda Item: Government Finance Officers Association Certificate for Excellence in Financial Reporting

SUGGESTED MOTION:

To receive the Government Finance Officers Association's Certificate of Achievement for Excellence in Financial Reporting for the County of Ottawa's December 31, 2009 Comprehensive Annual Financial Report.

SUMMARY OF REQUEST:

The Certificate of Achievement of Excellence in Financial Reporting has been rewarded to County of Ottawa by the Government Finance Officers Association of the United States and Canada (GFOA) for its comprehensive annual financial report (CAFR). The Certificate of Achievement is the highest form of recognition in the area of governmental accounting and financial reporting, and its attainment represents a significant accomplishment by a government and its management.

This is the twenty seventh consecutive year that the County has received this prestigious award.

This award to be presented at the February 8, 2011 Board of Commissioners (BOC) meeting due to conflict with recipient at the January 25, 2011 BOC meeting.

FINANCIAL INFORMATION:

Total Cost: \$0.00 | County Cost: \$0.00 | Included in Budget: Yes | No

If not included in budget, recommended funding source:

ACTION IS RELATED TO AN ACTIVITY WHICH IS:

Mandated | Non-Mandated | New Activity

ACTION IS RELATED TO STRATEGIC PLAN:

Goal: 1: To Maintain and Improve the Strong Financial Position of the County.

Objective: 4: Maintain or improve bond ratings.

ADMINISTRATION RECOMMENDATION:

Recommended

Not Recommended

County Administrator: **Alan G. Vanderberg**

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DN: cn=Alan G. Vanderberg, ou=County of Ottawa, ou=Administrator's Office, email=avanderberg@miottawa.org
Reason: I am approving this document
Date: 2011.01.13 15:23:00 -0500

Committee/Governing/Advisory Board Approval Date: Finance and Administration Committee Meeting
1/18/2011

Certificate of Achievement for Excellence in Financial Reporting

Presented to

County of Ottawa
Michigan

For its Comprehensive Annual
Financial Report
for the Fiscal Year Ended
December 31, 2009

A Certificate of Achievement for Excellence in Financial Reporting is presented by the Government Finance Officers Association of the United States and Canada to government units and public employee retirement systems whose comprehensive annual financial reports (CAFRs) achieve the highest standards in government accounting and financial reporting.



President

Executive Director



Government Finance Officers Association
203 N. LaSalle Street - Suite 2700
Chicago, IL 60601

Phone (312) 977-9700 Fax (312) 977-4806

12/01/2010

NEWS RELEASE

For Information contact:
Stephen Gauthier (312) 977-9700

(Chicago)--The Certificate of Achievement for Excellence in Financial Reporting has been awarded to **County of Ottawa** by the Government Finance Officers Association of the United States and Canada (GFOA) for its comprehensive annual financial report (CAFR). The Certificate of Achievement is the highest form of recognition in the area of governmental accounting and financial reporting, and its attainment represents a significant accomplishment by a government and its management.

An Award of Financial Reporting Achievement has been awarded to the individual(s), department or agency designated by the government as primarily responsible for preparing the award-winning CAFR. This has been presented to:

Connie Vander Schaaf, CMA, CGFM, Budget/Audit Manager

The CAFR has been judged by an impartial panel to meet the high standards of the program including demonstrating a constructive "spirit of full disclosure" to clearly communicate its financial story and motivate potential users and user groups to read the CAFR.

The GFOA is a nonprofit professional association serving approximately 17,500 government finance professionals with offices in Chicago, IL, and Washington, D.C.

Action Request



Committee: Board of Commissioners

Meeting Date: 1/25/2011

Requesting Department: Environmental Health Department

Submitted By: Bob Spaman

Agenda Item: Recycling Membership Fee

SUGGESTED MOTION:

To approve a Recycling Membership Fee increase of \$10 per year (from \$40.00 to \$50.00) to offset increased costs associated with the transport and processing of recyclable materials from the Resource Recovery Service Centers.

SUMMARY OF REQUEST:

Incremental increase to support costs and to bring membership fee in line with private recycling programs. The previous 12 months, costs for transport and processing of recyclables totaled \$25,495.54. The recycling membership is currently \$40/per year and for the same period totaled \$24,040.00 in revenue, a net loss of \$1,455.00. In addition, the Resource Recovery Service Centers were never intended as a recycling alternative for residents that have access to a curbside recycling program. Raising our membership fee to a level that is closer to current market price will help prevent residents from participating in our program at the expense of companies currently providing a similar service in their area. Current market prices vary with waste disposal services offered, but programs that are strictly recycling range from \$36-\$60/year.

FINANCIAL INFORMATION:

Total Cost: \$0.00 General Fund Cost: \$0.00 Included in Budget: Yes No

If not included in budget, recommended funding source:

ACTION IS RELATED TO AN ACTIVITY WHICH IS:

Mandated Non-Mandated New Activity

ACTION IS RELATED TO STRATEGIC PLAN:

Goal: 3: To Contribute to a Healthy Physical, Economic, & Community Environment.

Objective: 3: Continue initiatives to preserve the physical environment.

ADMINISTRATION RECOMMENDATION: Recommended Not Recommended Without Recommendation

County Administrator: Alan G. Vanderberg

Digitally signed by Alan G. Vanderberg
DN: cn=Alan G. Vanderberg, o=Ottawa County of Ottawa, ou=Administrator's Office, email=avanderberg@ottawacounty.org
Reason: I am approving this document
Date: 2011.01.13 15:24:52 -0500

Committee/Governing/Advisory Board Approval Date: Finance and Administration Committee 1/18/2011

Ottawa County Health Department
Environmental Health Services
January, 2011

PROPOSED FEE MODIFICATIONS FOR RECOVERY CENTERS

Service	Current	Proposed
1.) Recycling Membership Fee	\$40.00	\$50.00

Justification – Incremental increase to support costs and to bring membership fee in line with private recycling programs. The previous 12 months, costs for transport and processing of recyclables totaled \$25,495.54. The recycling membership is currently \$40/per year and for the same period totaled \$24,040.00 in revenue, a net loss of \$1,455.00. In addition, the Resource Recovery Service Centers were never intended as a recycling alternative for residents that have access to a curbside recycling program. Raising our membership fee to a level that is closer to current market price will help prevent residents from participating in our program at the expense of companies currently providing a similar service in their area. Current market prices vary with waste disposal services offered, but programs that are strictly recycling range from \$36-\$60/year.

The Resource Recovery Service Centers are a non-mandated service. Recycling costs exceeding the membership fees is funded by the landfill tipping fees fund. These services are provided under the Board of Commissioners strategic plan, Goal #3: *To contribute to a healthy physical, economic and community environment.*

Draft Motion:

Approve a Recycling Membership Fee increase of \$10 per year (from \$40.00 to \$50.00) to offset increased costs associated with the transport and processing of recyclable materials from the Resource Recovery Service Centers.

Action Request



Committee: Board of Commissioners

Meeting Date: 1/25/2011

Requesting Department: Ottawa County Road Commission

Submitted By: Bob Spaman

Agenda Item: County of Ottawa, Holland Area Sewage Disposal System

SUGGESTED MOTION:

To approve and authorize the Board Chair and Clerk to sign the resolution authorizing the County Road Commission to issue Act 342 Refunding Bonds, in the not-to-exceed amount of \$3,200,000, to refinance the 2001 Holland Area Sewage Disposal Refunding Bonds.

SUMMARY OF REQUEST:

Refunding bonds will be issued in an amount not-to-exceed \$3,200,000 to refinance the 2001 bonds. The estimated interest rate range is 1.6% to 2.0%. The net savings after issuance costs are estimated to be up to \$127,000. The refunding bonds will be sold in February 2011.

FINANCIAL INFORMATION:

Total Cost: \$0.00 General Fund Cost: \$0.00 Included in Budget: Yes No

If not included in budget, recommended funding source:

ACTION IS RELATED TO AN ACTIVITY WHICH IS:

Mandated Non-Mandated New Activity

ACTION IS RELATED TO STRATEGIC PLAN:

Goal: 3: To Contribute to a Healthy Physical, Economic, & Community Environment.

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

ADMINISTRATION RECOMMENDATION: Recommended Not Recommended Without Recommendation

County Administrator: Alan G. Vanderberg

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DN: cn=Alan G. Vanderberg, o=County of Ottawa, ou=Administrator's Office, email=avanderberg@ottawacounty.org
Reason: I am approving this document
Date: 2011.01.13 10:37:03 -0500

Committee/Governing/Advisory Board Approval Date: Finance and Administration Committee 1/18/2011

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: January 10, 2011
Subject: **County of Ottawa, Holland Area Sewage Disposal System**

The current low interest rates on municipal bonds give us an opportunity to refinance the 2001 Holland Area Sewage Disposal System Bonds that will result in a savings to the Holland Area Communities of up to \$127,000.

I would like to present a resolution for this refunding at the January 18, 2011 meeting of the Finance and Administration Committee and at the January 25, 2011 meeting of the Board of Commissioners.

Enclosed is a brief summary of the proposed refunding. Please let me know if you need additional information.

KLZ: pp

Enclosure

**SUMMARY OF PROPOSED REFUNDING
HOLLAND AREA SEWAGE DISPOSAL SYSTEM REFUNDING BONDS**

ORIGINAL ISSUE

Sewage Disposal Bonds were originally sold in 1994 to expand the Holland Wastewater Treatment Plant. These bonds were refunded in 2001. The original and refunding bonds are supported by a bond contract with the City of Holland, Holland Township, Zeeland Township, Park Township, and Laketown Township and Fillmore Township in Allegan County. The average interest rate of the outstanding bonds is 4.7%.

PROPOSED REFUNDING ISSUE

Refunding bonds will be issued in an amount not-to-exceed \$3,200,000 to refinance the 2001 bonds. The estimated interest rate range is 1.6% to 2.0%.

ANTICIPATED SAVINGS

The net savings after issuance costs are estimated to be up to \$127,000.

SECURITY PLEDGE

As with the 1994 and 2001 Refunding Bonds issue, primary security for the bonds is the full faith and credit pledge of the City of Holland, Holland Township, Zeeland Township, Park Township, and Laketown Township and Fillmore Township in Allegan County with the full faith and credit pledge of Ottawa County as secondary security. (Both pledges are subject to constitutional, statutory and charter limitations.)

SCHEDULE

The refunding bonds will be sold in February 2011.

Bond Resolution: Holland Area Sewage Disposal System

Motion: To approve the Resolution authorizing the County Road Commission to issue Act 342 Refunding Bonds, in the not-to-exceed amount of \$3,200,000, to refinance the 2001 Holland Area Sewage Disposal System Refunding Bonds.

RE: RESOLUTION TO AUTHORIZE THE ISSUANCE OF NOT TO EXCEED
\$3,200,000 OTTAWA COUNTY 2011 REFUNDING BONDS (HOLLAND
AREA SEWAGE DISPOSAL SYSTEM)

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, pursuant to the provisions of Act 342, the City of Holland, Charter Township of Holland, Township of Park, Charter Township of Zeeland, Township of Laketown and Township of Fillmore (hereinafter referred to individually as a "Municipality" and collectively as the "Municipalities") and the County, acting by and through its Board of County Road Commissioners as county agency (the "County Agency"), have entered into the Holland Area Sewage Disposal System 1994 Improvements Contract dated as of June 1, 1994 (the "Contract"); and

WHEREAS, pursuant to the Contract the County issued its Ottawa County Sewage Disposal Bonds (Holland Area System 1994 Improvements) dated July 1, 1994 in the original principal amount of \$11,900,000 (the "1994 Bonds") and thereafter issued its Ottawa County 2001 Refunding Bonds (Holland Area Sewage Disposal System) dated August 2, 2001 in the original principal amount of \$9,395,000 (hereinafter referred to as the "Prior Bonds") to refund part of the 1994 Bonds; and

WHEREAS, the Prior Bonds were issued in anticipation of payments to be made to the County by the Municipalities pursuant to the Contract; and

WHEREAS, the Prior Bonds remain outstanding in the aggregate principal amount of \$3,685,000, mature in various principal amounts in the years 2011 through 2014 and bear interest at rates per annum which vary from 4.45% to 4.75%; and

WHEREAS, Part VI of Act No. 34, Public Acts of Michigan, 2001, as amended (“Act 34”), authorizes the County to refund all or any part of its outstanding securities; and

WHEREAS, the County has received a proposal from Stifel, Nicolaus & Company, Incorporated (the “Underwriter”) to refund part of the outstanding Prior Bonds; and

WHEREAS, the governing body of each Municipality has adopted a resolution requesting and authorizing the County to issue its refunding bonds for the purpose of refunding part of the Prior Bonds and paying the costs of issuing the refunding bonds and agreeing to continue to make payments to the County in accordance with the Contract in amounts sufficient to pay its share of the principal of and interest on the refunding bonds and any of the Prior Bonds that are not refunded and all paying agency fees and other expenses and charges (including the County Agency’s administrative expenses) which are payable on account of the refunding bonds and those Prior Bonds that are not refunded; and

WHEREAS, it is in the best interests of the County and the Municipalities that bonds be sold to refund the Prior Bonds.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE COUNTY OF OTTAWA:

1. AUTHORIZATION OF BONDS - PURPOSE. Bonds of the County of Ottawa, aggregating the principal sum of not to exceed Three Million Two Hundred Thousand Dollars (\$3,200,000) (the “Bonds”) shall be issued and sold pursuant to the provisions of Act 342, Act 34, and other applicable statutory provisions, for the purpose of refunding part of the Prior Bonds.

2. BOND DETAILS. The Bonds shall be designated “Ottawa County 2011 Refunding Bonds (Holland Area Sewage Disposal System)”; shall be dated as of such date as shall be approved by the Director of Utilities at the time of sale; shall be numbered from 1 upwards; shall be fully registered; shall be in the denomination of \$5,000 each or any integral multiple thereof not exceeding the aggregate principal amount for each maturity at the option of the purchaser thereof; shall bear interest at a rate or rates not exceeding 6% per annum to be determined by the Director of Utilities at the time of sale payable on such dates as shall be determined by the Director of Utilities

at the time of sale; and shall mature in such principal amounts and on such dates and in such years as shall be determined by the Director of Utilities at the time of sale.

3. PAYMENT OF PRINCIPAL AND INTEREST. The principal of and interest on the Bonds shall be payable in lawful money of the United States. Principal shall be payable upon presentation and surrender of the Bonds to the bond registrar and paying agent as they severally mature. Interest shall be paid to the registered owner of each Bond as shown on the registration books at the close of business on the fifteenth day of the calendar month preceding the month in which the interest payment is due. Interest shall be paid when due by check or draft drawn upon and mailed by the bond registrar and paying agent to the registered owner at the registered address.

4. PRIOR REDEMPTION. The Bonds shall be subject to redemption prior to maturity, if so determined by the Director of Utilities at the time of sale, upon such terms and conditions as may be determined by the Director of Utilities.

5. BOND REGISTRAR AND PAYING AGENT. The Director of Utilities shall designate, and may enter into an agreement with, a bond registrar and paying agent for the Bonds which shall be a bank or trust company located in the State of Michigan which is qualified to act in such capacity under the laws of the United States of America or the State of Michigan. The Director of Utilities from time to time as required may designate a similarly qualified successor bond registrar and paying agent.

6. BOOK-ENTRY SYSTEM. Initially, one fully-registered Bond for each maturity, in the aggregate amount of such maturity, shall be issued in the name of Cede & Co., as nominee of The Depository Trust Company (“DTC”) for the benefit of other parties (the “Participants”) in the book-entry-only transfer system of DTC. In the event the County determines that it is in the best interest of the County not to continue the book-entry system of transfer or that the interests of the holders of the Bonds might be adversely affected if the book-entry system of transfer is continued, the County may notify DTC and the bond registrar and paying agent, whereupon DTC will notify the Participants of the availability through DTC of certificates evidencing the Bonds. In such event, the bond registrar and paying agent shall deliver, transfer and exchange such certificates as requested by DTC and any Participant or “beneficial owner” in appropriate amounts in accordance with this Bond Resolution. DTC may determine to discontinue providing its services with respect to the Bonds at any time by giving notice to the County and the bond registrar and paying agent and discharging its responsibilities with respect thereto under

applicable law or the County may determine that DTC is incapable of discharging its duties and may so advise DTC. In either such event, the County shall use reasonable efforts to locate another securities depository. Under such circumstances (if there is no successor securities depository), the County and the bond registrar and paying agent shall be obligated to deliver certificates evidencing the Bonds in accordance with the procedures established by this Bond Resolution. In the event such certificates are issued, the provisions of this Bond Resolution shall apply to, among other things, the transfer and exchange of such certificates and the method of payment of principal of and interest on such certificates. Whenever DTC requests the County and the bond registrar and paying agent to do so, the County and the bond registrar and paying agent shall cooperate with DTC in taking appropriate action after reasonable notice to make available one or more separate certificates evidencing the Bonds to any Participant having Bonds certified to its DTC account or to arrange for another securities depository to maintain custody of certificates evidencing the Bonds.

Notwithstanding any other provision of this Bond Resolution to the contrary, so long as any Bond is registered in the name of Cede & Co., as nominee of DTC, all payments with respect to the principal of, interest on and redemption premium, if any, on such Bonds and all notices with respect to the Bonds shall be made and given, respectively, to DTC as provided in the Blanket Issuer Letter of Representations between the County and DTC. The Director of Utilities is authorized to sign such other documents with DTC on behalf of the County, in such form as the Director of Utilities deems necessary or appropriate in order to accomplish the issuance of the Bonds in accordance with law and this Bond Resolution.

7. EXECUTION, AUTHENTICATION AND DELIVERY OF BONDS. The Bonds shall be executed in the name of the County by the facsimile signatures of the Chairman of the Board of Commissioners and the County Clerk and authenticated by the manual signature of an authorized representative of the bond registrar and paying agent, and the seal of the County (or a facsimile thereof) shall be impressed or imprinted on the Bonds. After the Bonds have been executed and authenticated for delivery to the original purchaser thereof, they shall be delivered by the County Treasurer to the Underwriter upon receipt of the purchase price. Additional Bonds bearing the facsimile signatures of the Chairman of the Board of Commissioners and the County Clerk and upon which the seal of the County (or a facsimile thereof) is impressed or imprinted may be delivered to the bond registrar and paying agent for authentication and delivery in connection

with the exchange or transfer of the Bonds. The bond registrar and paying agent shall indicate on each Bond the date of its authentication.

8. EXCHANGE AND TRANSFER OF BONDS. Any Bond, upon surrender thereof to the bond registrar and paying agent with a written instrument of transfer satisfactory to the bond registrar and paying agent duly executed by the registered owner or his duly authorized attorney, at the option of the registered owner thereof, may be exchanged for Bonds of any other authorized denominations of the same aggregate principal amount and maturity date and bearing the same rate of interest as the surrendered Bond.

Each Bond shall be transferable only upon the books of the County, which shall be kept for that purpose by the bond registrar and paying agent, upon surrender of such Bond together with a written instrument of transfer satisfactory to the bond registrar and paying agent duly executed by the registered owner or his duly authorized attorney.

Upon the exchange or transfer of any Bond, the bond registrar and paying agent on behalf of the County shall cancel the surrendered Bond and shall authenticate and deliver to the transferee a new Bond or Bonds of any authorized denomination of the same aggregate principal amount and maturity date and bearing the same rate of interest as the surrendered Bond. If, at the time the bond registrar and paying agent authenticates and delivers a new Bond pursuant to this section, payment of interest on the Bonds is in default, the bond registrar and paying agent shall endorse upon the new Bond the following: "Payment of interest on this bond is in default. The last date to which interest has been paid is _____."

The County and the bond registrar and paying agent may deem and treat the person in whose name any Bond shall be registered upon the books of the County as the absolute owner of such Bond, whether such Bond shall be overdue or not, for the purpose of receiving payment of the principal of and interest on such Bond and for all other purposes, and all payments made to any such registered owner, or upon his order, in accordance with the provisions of Section 3 of this Bond Resolution shall be valid and effectual to satisfy and discharge the liability upon such Bond to the extent of the sum or sums so paid, and neither the County nor the bond registrar and paying agent shall be affected by any notice to the contrary. The County agrees to indemnify and save the bond registrar and paying agent harmless from and against any and all loss, cost, charge, expense, judgment or liability incurred by it, acting in good faith and without negligence hereunder, in so treating such registered owner.

For every exchange or transfer of Bonds, the County or the bond registrar and paying agent may make a charge sufficient to reimburse it for any tax, fee or other governmental charge required to be paid with respect to such exchange or transfer, which sum or sums shall be paid by the person requesting such exchange or transfer as a condition precedent to the exercise of the privilege of making such exchange or transfer.

The bond registrar and paying agent shall not be required to transfer or exchange Bonds or portions of Bonds which have been selected for redemption.

9. FORM OF BONDS. The Bonds shall be in substantially the following form:

UNITED STATES OF AMERICA
STATE OF MICHIGAN
COUNTY OF OTTAWA
OTTAWA COUNTY 2011 REFUNDING BOND
(HOLLAND AREA SEWAGE DISPOSAL SYSTEM)

INTEREST RATE MATURITY DATE DATE OF ORIGINAL ISSUE CUSIP

Registered Owner

Principal Amount

SPECIMEN

The County of Ottawa, State of Michigan (the "County") acknowledges itself indebted to, and for value received hereby promises to pay to, the Registered Owner identified above, or registered assigns, the Principal Amount set forth above on the Maturity Date specified above, unless redeemed prior thereto as hereinafter provided, upon presentation and surrender of this bond at _____ the bond registrar and paying agent, or at such successor bond registrar and paying agent as may be designated pursuant to the Resolutions identified below, and to pay to the Registered Owner, as shown on the registration books at the close of business on the 15th day of the calendar month preceding the month in which an interest payment is due, by check or draft drawn upon and mailed by the bond registrar and paying agent by first class mail postage prepaid to the Registered Owner at the registered address, interest on such Principal Amount from _____, 201_ or such later date through which interest has been paid until the County's obligation with respect to the payment of such Principal Amount is discharged, at the rate per annum specified above. Interest is payable on the first days of _____ and _____ in each year, commencing on _____, 201_. Principal and interest are payable in lawful money of the United States of America.

This bond is one of a series of bonds aggregating the principal sum of _____ Thousand Dollars (\$_____) issued by the County under and pursuant to and in full conformity with the Constitution and Statutes of Michigan (especially Act No. 342, Public Acts of 1939, as amended, and Act No. 34, Public Acts of 2001, as amended) and a resolution adopted by the Board of Commissioners of the County and an order executed by the Director of Utilities of the County (collectively, the "Resolutions") for the purpose of refunding the County's outstanding Ottawa County 2001 Refunding Bonds (Holland Area Sewage Disposal System) dated August 2, 2001, maturing in the years _____ through _____. The bonds of this series are issued in anticipation of, and the principal of and interest on the bonds are payable from, moneys to be received by the County from the City of Holland, Charter Township of Holland, Township of Park, Charter Township of Zeeland, Township of Laketown and Township of _____

Fillmore (collectively, the "Municipalities") in payment of their respective obligations under a contract dated as of June 1, 1994, among the County and the Municipalities. The full faith and credit of each of the Municipalities have been pledged for the making of payments to the County in amounts sufficient to pay their respective share of the principal of and interest on the bonds of this series when due. As additional security for the payment of the principal of and interest on the bonds of this series the full faith and credit of the County have been pledged. Taxes imposed by the Municipalities and the County are subject to constitutional tax limitations.

This bond is transferable, as provided in the Resolutions, only upon the books of the County kept for that purpose by the bond registrar and paying agent, upon the surrender of this bond together with a written instrument of transfer satisfactory to the bond registrar and paying agent duly executed by the Registered Owner or his attorney duly authorized in writing. Upon the exchange or transfer of this bond a new bond or bonds of any authorized denomination, in the same aggregate principal amount and of the same interest rate and maturity, shall be authenticated and delivered to the transferee in exchange therefor as provided in the Resolutions, and upon payment of the charges, if any, therein provided. Bonds so authenticated and delivered shall be in the denomination of \$5,000 or any integral multiple thereof not exceeding the aggregate principal amount for each maturity.

The bond registrar and paying agent shall not be required to transfer or exchange bonds or portions of bonds which have been selected for redemption.

Bonds maturing prior to _____, are not subject to redemption prior to maturity. Bonds maturing on and after _____, are subject to redemption prior to maturity at the option of the County, in such order as shall be determined by the County, on any one or more interest payment dates on and after _____. Bonds of a denomination greater than \$5,000 may be partially redeemed in the amount of \$5,000 or any integral multiple thereof. If less than all of the bonds maturing in any year are to be redeemed, the bonds or portions of bonds to be redeemed shall be selected by lot. The redemption price shall be the par value of the bond or portion of the bond called to be redeemed plus interest to the date fixed for redemption and a premium as follows:

% of the par value if called for redemption on or after _____, _____, but prior to _____;

% of the par value if called for redemption on or after _____, _____, but prior to _____;

Not less than thirty days but not more than sixty days notice of redemption shall be given to the registered owners of bonds called to be redeemed by mail to each registered owner at the registered address. Bonds or portions of bonds called for redemption shall not bear interest on and after the date fixed for redemption, provided funds are on hand with the bond registrar and paying agent to redeem the same.

It is hereby certified, recited and declared that all acts, conditions and things required to exist, happen and be performed precedent to and in the issuance of the bonds of this series, existed, have happened and have been performed in due time, form and manner as required by law, and that the total indebtedness of said County, including the series of bonds of which this bond is one, does not exceed any constitutional or statutory limitation.

IN WITNESS WHEREOF, the County of Ottawa, Michigan, by its Board of Commissioners, has caused this bond to be executed in its name by facsimile signatures of the Chairman of the Board of Commissioners and the County Clerk and its corporate seal (or a facsimile thereof) to be impressed or imprinted hereon. This bond shall not be valid unless the Certificate of Authentication has been manually executed by an authorized representative of the bond registrar and paying agent.

COUNTY OF OTTAWA

By: _____ (SEAL) _____
County Clerk Chairman,
Board of Commissioners

CERTIFICATE OF AUTHENTICATION

SPECIMEN

This bond is one of the bonds described in the within mentioned Resolutions.

Bond Registrar and Paying
Agent

By: _____
Authorized Representative

AUTHENTICATION DATE:

ASSIGNMENT

For value received, the undersigned hereby sells, assigns and transfers unto _____ (please print or type name, address and taxpayer identification number of transferee) the within bond and all rights thereunder and does hereby irrevocably constitute and appoint _____ attorney to transfer the within bond on the books kept for registration thereof, with full power of substitution in the premises.

Dated: _____

Signature Guaranteed: _____

Signature(s) must be guaranteed by an eligible guarantor institution participating in a Securities Transfer Association recognized signature guarantee program.

SPECIMEN

End of Bond Form

10. SECURITY. The Bonds shall be issued in anticipation of payments to be made by the Municipalities pursuant to the Contract. The Bonds shall be secured primarily by the full faith and credit pledges made by the Municipalities in the Contract. As additional and secondary security, the full faith and credit of the County are hereby pledged for the prompt payment of the principal of and interest on the Bonds as the same shall become due. If any Municipality shall fail to make payments to the County which are sufficient to pay its share of the principal of and interest on the Bonds as the same shall become due, then an amount sufficient to pay the deficiency shall be advanced from the general fund of the County.

11. DEFEASANCE. In the event cash or direct obligations of the United States or obligations the principal of and interest on which are guaranteed by the United States, or a combination thereof, the principal of and interest on which, without reinvestment, come due at times and in amounts sufficient to pay, at maturity or irrevocable call for earlier optional redemption, the principal of, premium, if any, and interest on the Bonds, or any portion thereof, shall have been deposited in trust, this Bond Resolution shall be defeased with respect to such Bonds and the owners of such Bonds shall have no further rights under this Bond Resolution except to receive payment of the principal of, premium, if any, and interest on such Bonds from the cash or securities deposited in trust and the interest and gains thereon and to transfer and exchange Bonds as provided herein.

12. PRINCIPAL AND INTEREST FUND. There has been established for the Prior Bonds a Principal and Interest Fund and there is hereby established for the Bonds a Principal and Interest Fund. From the proceeds of the sale of the Bonds there shall be set aside in the Principal and Interest Fund any accrued interest received from the Underwriter at the time of delivery of the same. All payments received from the Municipalities pursuant to the Contract are pledged for the payment of the principal of and interest on the non-refunded Prior Bonds and the Bonds and expenses incidental thereto and as received shall be placed in the Principal and Interest Fund for the Bonds. The County Agency shall transfer moneys in the Principal and Interest Fund to the bond registrar and paying agent for the Prior Bonds and the bond registrar and paying agent for the Bonds as necessary for the payment of the principal of and interest on the non-refunded Prior Bonds and the Bonds.

13. PAYMENT OF ISSUANCE EXPENSES - ESCROW FUND. The remainder of the proceeds of the Bonds shall be used to pay the issuance expenses of the Bonds and to establish

an escrow fund for the Prior Bonds that are refunded (the "Refunded Bonds"). After the issuance expenses have been paid or provided for the remaining proceeds shall be used, together with available funds of the Municipalities, if any, to establish an escrow fund (the "Escrow Fund") consisting of cash and investments in direct obligations of, or obligations the principal of and interest on which are unconditionally guaranteed by, the United States of America or other obligations the principal of and interest on which are fully secured by the foregoing and used to pay the principal of, interest on and redemption premiums, if any, on the Refunded Bonds. The Escrow Fund shall be held by an escrow agent (the "Escrow Agent") in trust pursuant to an escrow agreement (the "Escrow Agreement"), which irrevocably shall direct the Escrow Agent to take all necessary steps to pay the interest on the Refunded Bonds when due and to call the Refunded Bonds for redemption at such time as shall be determined in the Escrow Agreement. The Director of Utilities is authorized to select the Escrow Agent and enter into the Escrow Agreement on behalf of the County. The amounts held in the Escrow Fund shall be such that the cash and the investments and the income received thereon will be sufficient without reinvestment to pay the principal of, interest on and redemption premiums, if any, on the Refunded Bonds when due at maturity or call for redemption as required by the Escrow Agreement.

14. APPROVAL OF DEPARTMENT OF TREASURY. The issuance and sale of the Bonds shall be subject to permission being granted therefor by the Department of Treasury of the State of Michigan pursuant to Act 34, and the Director of Utilities is authorized and directed, if necessary, to make application to the Department of Treasury for permission to issue and sell the Bonds as provided by the terms of this Bond Resolution.

15. SALE, ISSUANCE, DELIVERY, TRANSFER AND EXCHANGE OF BONDS. The Bonds shall be sold pursuant to a negotiated sale to the Underwriter, as hereinafter provided, and it is hereby determined that such negotiated sale is in the best interests of the County and is calculated to provide the maximum flexibility in pricing the Bonds so as to achieve sufficient debt service savings with respect to the Prior Bonds. The Director of Utilities is authorized to determine which of the Prior Bonds shall be refunded and the principal amount of the Bonds to be sold and to enter into a Bond Purchase Agreement with the Underwriter, which Bond Purchase Agreement shall set forth the principal amount, principal maturities and dates, interest rates and interest payment dates, redemption provisions, if any, purchase price to be paid by the Underwriter and compensation to be paid to the Underwriter, as well as such other terms and provisions as the

Director of Utilities determines to be necessary or appropriate in connection with the sale of the Bonds. The members of the Board of County Road Commissioners, the Director of Utilities and other appropriate County officials are authorized to do all things necessary to effectuate the sale, issuance, delivery, transfer and exchange of the Bonds in accordance with the provisions of this Bond Resolution. In making the determination in the Bond Purchase Agreement with respect to principal maturities and dates, interest rates, redemption provisions, purchase price of the Bonds and compensation to be paid to the Underwriter, the Director of Utilities shall be limited as follows:

- (a) The interest rate on any Bond shall not exceed 6% per annum.
- (b) The final maturity date of the Bonds shall not be later than June 1, 2014.
- (c) The redemption price to be paid in connection with any optional redemption of the Bonds shall not exceed 102% of the principal amount of the Bonds to be so redeemed.
- (d) The purchase price of the Bonds shall not be less than 98% of the principal amount thereof.
- (e) The Underwriter's discount with respect to the Bonds or the compensation to be paid to the Underwriter shall not exceed 1.0% of the principal amount of the Bonds.

16. REPLACEMENT OF BONDS. Upon receipt by the County Agency of proof of ownership of an unmatured Bond, of satisfactory evidence that the Bond has been lost, apparently destroyed or wrongfully taken and of security or indemnity which complies with applicable law and is satisfactory to the County Agency, the County Agency may authorize the bond registrar and paying agent to deliver a new executed Bond to replace the Bond lost, apparently destroyed or wrongfully taken in compliance with applicable law. In the event an outstanding matured Bond is lost, apparently destroyed or wrongfully taken, the County Agency may authorize the bond registrar and paying agent to pay the Bond without presentation upon the receipt of the same documentation required for the delivery of a replacement Bond. The bond registrar and paying agent, for each new Bond delivered or paid without presentation as provided above, shall require the payment of expenses, including counsel fees, which may be incurred by the bond registrar and paying agent and the County in the premises. Any Bond delivered pursuant to the provisions of this Section 16 in lieu of any Bond lost, apparently destroyed or wrongfully taken shall be of the same form and tenor and be secured in the same manner as the Bond in substitution for which such Bond was delivered.

17. TAX COVENANT. The County covenants to comply with all applicable requirements of the Internal Revenue Code of 1986, as amended, necessary to assure that the interest on the Bonds will be and will remain excludable from gross income for federal income tax purposes. The Board of County Road Commissioners, the Director of Utilities and other appropriate County officials are authorized to do all things necessary (including the making of such covenants of the County as shall be appropriate) to assure that the interest on the Bonds will be and will remain excludable from gross income for federal income tax purposes.

18. QUALIFIED TAX EXEMPT OBLIGATIONS. If determined by the Director of Utilities to be applicable at the time of the sale of the Bonds, the Director of Utilities is authorized to designate the Bonds as Qualified Tax Exempt Obligations as described in Section 265(b)(3)(B) of the Internal Revenue Code of 1986, as amended.

19. OFFICIAL STATEMENT. The Board of County Road Commissioners is authorized to cause the preparation of an official statement for the Bonds for the purpose of enabling compliance with Rule 15c2-12 issued under the Securities Exchange Act of 1934, as amended (the "Rule"), and to do all other things necessary to enable compliance with the Rule. After the award of the Bonds, the County will provide copies of a "final official statement" (as defined in paragraph (e)(3) of the Rule) on a timely basis and in reasonable quantity as requested by the Underwriter to enable the Underwriter to comply with paragraph (b)(4) of the Rule and the rules of the Municipal Securities Rulemaking Board.

20. CONTINUING DISCLOSURE. The County Treasurer is hereby authorized to execute and deliver in the name and on behalf of the County (i) a certificate of the County to comply with the requirements for a continuing disclosure undertaking of the County pursuant to subsection (b)(5) of the Rule and (ii) amendments to such certificate from time to time in accordance with the terms of such certificate (the certificate and any amendments thereto are collectively referred to herein as the "Continuing Disclosure Certificate"). The County hereby covenants and agrees that it will comply with and carry out all of the provisions of the Continuing Disclosure Certificate. The remedies for any failure of the County to comply with and carry out the provisions of the Continuing Disclosure Certificate shall be as set forth therein.

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

AYES:

NAYS:

ABSENT:

RESOLUTION ADOPTED.

Action Request



Committee: Board of Commissioners

Meeting Date: 1/25/2011

Requesting Department: Ottawa County Road Commission

Submitted By: Bob Spaman

Agenda Item: Water Supply System Refunding Bonds – Wyoming/Ottawa County System

SUGGESTED MOTION:

To approve and authorize the Board Chair and Clerk to sign the resolution authorizing the County Road Commission to issue Act 342 Refunding Bonds, in the not-to-exceed amount of \$5,700,000, to refinance the 2002 Water Supply System Bonds – Wyoming/Ottawa County System.

SUMMARY OF REQUEST:

Refunding bonds will be issued in an amount not-to-exceed \$5,700,000 to refinance the 2002 bonds. The estimated interest rate range is 2.8% to 3.5%. The net savings after issuance costs are estimated to be up to \$300,000. The refunding bonds will be sold in February 2011.

FINANCIAL INFORMATION:

Total Cost: \$0.00 General Fund Cost: \$0.00 Included in Budget: Yes No

If not included in budget, recommended funding source:

ACTION IS RELATED TO AN ACTIVITY WHICH IS:

Mandated Non-Mandated New Activity

ACTION IS RELATED TO STRATEGIC PLAN:

Goal: 3: To Contribute to a Healthy Physical, Economic, & Community Environment.

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

ADMINISTRATION RECOMMENDATION: Recommended Not Recommended Without Recommendation

County Administrator: Alan G. Vanderberg

Digitally signed by Alan G. Vanderberg
DN: cn=Alan G. Vanderberg, cn=US, cn=County of Ottawa, ou=Administrator's Office, email=avanderberg@ottawacounty.org
Reason: I am approving this document
Date: 2011.01.13 10:39:16 -0500

Committee/Governing/Advisory Board Approval Date: Finance and Administration Committee 1/18/2011

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: January 10, 2011

Subject: **Water Supply System Refunding Bonds – Wyoming/Ottawa County System**

The current low interest rates on municipal bonds give us an opportunity to refinance the 2002 Water Supply System – Wyoming/Ottawa County System Bonds that will result in a savings to the Customer Communities up to \$300,000.

I would like to present a resolution for this refunding at the January 18, 2011 meeting of the Finance and Administration Committee and at the January 25, 2011 Meeting of the Board of Commissioners.

Enclosed is a brief summary of the proposed refunding. Please let me know if you need additional information.

KLZ: pp

Enclosure

**SUMMARY OF PROPOSED REFUNDING
2002 WATER SUPPLY SYSTEM BONDS –
WYOMING/OTTAWA COUNTY SYSTEM**

ORIGINAL ISSUE

Water Supply Bonds for the Wyoming/Ottawa County Water Supply System were sold in 2002 for Water Storage Tank and Energy Generator Improvements. These bonds are supported by a bond contract with Georgetown Township, Holland Township, Zeeland Township, Park Township, Olive Township, Blendon Township, and the City of Hudsonville. The average interest rate of the outstanding bonds is 4.7%.

PROPOSED REFUNDING ISSUE

Refunding bonds will be issued in an amount not-to-exceed \$5,700,000 to refinance the 2002 bonds. The estimated interest rate range is 2.8% to 3.5%.

ANTICIPATED SAVINGS

The net savings after issuance costs are estimated to be up to \$300,000.

SECURITY PLEDGE

As with the 2002 Refunding Bonds issue, primary security for the bonds is the full faith and credit pledge of Georgetown Township, Holland Township, Zeeland Township, Park Township, Olive Township, Blendon Township, and the City of Hudsonville with the full faith and credit pledge of Ottawa County as secondary security. (Both pledges are subject to constitutional, statutory and charter limitations.)

SCHEDULE

The refunding bonds will be sold in February 2011.

Bond Resolution: Ottawa County Water Supply System – Wyoming/Ottawa County System

Motion: To approve the Resolution authorizing the County Road Commission to issue Act 342 Refunding Bonds, in the not-to-exceed amount of \$5,700,000, to refinance the 2002 Water Supply System Bonds – Wyoming/Ottawa County System.

RE: RESOLUTION TO AUTHORIZE THE ISSUANCE OF NOT TO EXCEED
\$5,700,000 OTTAWA COUNTY 2011 REFUNDING BONDS (OTTAWA
COUNTY WATER SUPPLY SYSTEM)

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, pursuant to the provisions of Act 342, the Township of Blendon, Charter Township of Georgetown, Charter Township of Holland, Township of Olive, Township of Park, Charter Township of Zeeland and City of Hudsonville (hereinafter referred to individually as a "Municipality" and collectively as the "Municipalities") and the County, acting by and through its Board of County Road Commissioners as county agency (the "County Agency"), have entered into the 2002 Ottawa County Water Supply System Improvements Contract dated as of August 1, 2002 (the "Contract"); and

WHEREAS, pursuant to the Contract the County issued its Ottawa County Water Supply System Bonds, Series 2002 dated November 1, 2002 in the original principal amount of \$6,500,000 (hereinafter referred to as the "Prior Bonds") to defray the cost of improving and expanding the Wyoming System as described in the Contract; and

WHEREAS, the Prior Bonds were issued in anticipation of payments to be made to the County by the Municipalities pursuant to the Contract; and

WHEREAS, the Prior Bonds remain outstanding in the aggregate principal amount of \$5,550,000, mature in various principal amounts in the years 2011 through 2022 and bear interest at rates per annum which vary from 3.75% to 4.80%; and

WHEREAS, Part VI of Act No. 34, Public Acts of Michigan, 2001, as amended (“Act 34”), authorizes the County to refund all or any part of its outstanding securities; and

WHEREAS, the County has received a proposal from Stifel, Nicolaus & Company, Incorporated (the “Underwriter”) to refund part of the outstanding Prior Bonds; and

WHEREAS, the governing body of each Municipality has adopted a resolution requesting and authorizing the County to issue its refunding bonds for the purpose of refunding part of the Prior Bonds and paying the costs of issuing the refunding bonds and agreeing to continue to make payments to the County in accordance with the Contract in amounts sufficient to pay its share of the principal of and interest on the refunding bonds and any of the Prior Bonds that are not refunded and all paying agency fees and other expenses and charges (including the County Agency’s administrative expenses) which are payable on account of the refunding bonds and those Prior Bonds that are not refunded; and

WHEREAS, it is in the best interests of the County and the Municipalities that bonds be sold to refund the Prior Bonds.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE COUNTY OF OTTAWA:

1. AUTHORIZATION OF BONDS - PURPOSE. Bonds of the County of Ottawa, aggregating the principal sum of not to exceed Five Million Seven Hundred Thousand Dollars (\$5,700,000) (the “Bonds”) shall be issued and sold pursuant to the provisions of Act 342, Act 34, and other applicable statutory provisions, for the purpose of refunding part of the Prior Bonds.

2. BOND DETAILS. The Bonds shall be designated “Ottawa County 2011 Refunding Bonds (Ottawa County Water Supply System)”; shall be dated as of such date as shall be approved by the Director of Utilities at the time of sale; shall be numbered from 1 upwards; shall be fully registered; shall be in the denomination of \$5,000 each or any integral multiple thereof not exceeding the aggregate principal amount for each maturity at the option of the purchaser thereof; shall bear interest at a rate or rates not exceeding 6% per annum to be determined by the Director of Utilities at the time of sale payable on such dates as shall be determined by the Director of Utilities at the time of sale; and shall mature in such principal amounts and on such dates and in such years as shall be determined by the Director of Utilities at the time of sale.

3. PAYMENT OF PRINCIPAL AND INTEREST. The principal of and interest on the Bonds shall be payable in lawful money of the United States. Principal shall be payable upon

presentation and surrender of the Bonds to the bond registrar and paying agent as they severally mature. Interest shall be paid to the registered owner of each Bond as shown on the registration books at the close of business on the fifteenth day of the calendar month preceding the month in which the interest payment is due. Interest shall be paid when due by check or draft drawn upon and mailed by the bond registrar and paying agent to the registered owner at the registered address.

4. PRIOR REDEMPTION. The Bonds shall be subject to redemption prior to maturity, if so determined by the Director of Utilities at the time of sale, upon such terms and conditions as may be determined by the Director of Utilities.

5. BOND REGISTRAR AND PAYING AGENT. The Director of Utilities shall designate, and may enter into an agreement with, a bond registrar and paying agent for the Bonds which shall be a bank or trust company located in the State of Michigan which is qualified to act in such capacity under the laws of the United States of America or the State of Michigan. The Director of Utilities from time to time as required may designate a similarly qualified successor bond registrar and paying agent.

6. BOOK-ENTRY SYSTEM. Initially, one fully-registered Bond for each maturity, in the aggregate amount of such maturity, shall be issued in the name of Cede & Co., as nominee of The Depository Trust Company (“DTC”) for the benefit of other parties (the “Participants”) in the book-entry-only transfer system of DTC. In the event the County determines that it is in the best interest of the County not to continue the book-entry system of transfer or that the interests of the holders of the Bonds might be adversely affected if the book-entry system of transfer is continued, the County may notify DTC and the bond registrar and paying agent, whereupon DTC will notify the Participants of the availability through DTC of certificates evidencing the Bonds. In such event, the bond registrar and paying agent shall deliver, transfer and exchange such certificates as requested by DTC and any Participant or “beneficial owner” in appropriate amounts in accordance with this Bond Resolution. DTC may determine to discontinue providing its services with respect to the Bonds at any time by giving notice to the County and the bond registrar and paying agent and discharging its responsibilities with respect thereto under applicable law or the County may determine that DTC is incapable of discharging its duties and may so advise DTC. In either such event, the County shall use reasonable efforts to locate another securities depository. Under such circumstances (if there is no successor securities depository), the County and the bond registrar and paying agent shall be obligated to deliver

certificates evidencing the Bonds in accordance with the procedures established by this Bond Resolution. In the event such certificates are issued, the provisions of this Bond Resolution shall apply to, among other things, the transfer and exchange of such certificates and the method of payment of principal of and interest on such certificates. Whenever DTC requests the County and the bond registrar and paying agent to do so, the County and the bond registrar and paying agent shall cooperate with DTC in taking appropriate action after reasonable notice to make available one or more separate certificates evidencing the Bonds to any Participant having Bonds certified to its DTC account or to arrange for another securities depository to maintain custody of certificates evidencing the Bonds.

Notwithstanding any other provision of this Bond Resolution to the contrary, so long as any Bond is registered in the name of Cede & Co., as nominee of DTC, all payments with respect to the principal of, interest on and redemption premium, if any, on such Bonds and all notices with respect to the Bonds shall be made and given, respectively, to DTC as provided in the Blanket Issuer Letter of Representations between the County and DTC. The Director of Utilities is authorized to sign such other documents with DTC on behalf of the County, in such form as the Director of Utilities deems necessary or appropriate in order to accomplish the issuance of the Bonds in accordance with law and this Bond Resolution.

7. EXECUTION, AUTHENTICATION AND DELIVERY OF BONDS. The Bonds shall be executed in the name of the County by the facsimile signatures of the Chairman of the Board of Commissioners and the County Clerk and authenticated by the manual signature of an authorized representative of the bond registrar and paying agent, and the seal of the County (or a facsimile thereof) shall be impressed or imprinted on the Bonds. After the Bonds have been executed and authenticated for delivery to the original purchaser thereof, they shall be delivered by the County Treasurer to the Underwriter upon receipt of the purchase price. Additional Bonds bearing the facsimile signatures of the Chairman of the Board of Commissioners and the County Clerk and upon which the seal of the County (or a facsimile thereof) is impressed or imprinted may be delivered to the bond registrar and paying agent for authentication and delivery in connection with the exchange or transfer of the Bonds. The bond registrar and paying agent shall indicate on each Bond the date of its authentication.

8. EXCHANGE AND TRANSFER OF BONDS. Any Bond, upon surrender thereof to the bond registrar and paying agent with a written instrument of transfer satisfactory to the bond

registrar and paying agent duly executed by the registered owner or his duly authorized attorney, at the option of the registered owner thereof, may be exchanged for Bonds of any other authorized denominations of the same aggregate principal amount and maturity date and bearing the same rate of interest as the surrendered Bond.

Each Bond shall be transferable only upon the books of the County, which shall be kept for that purpose by the bond registrar and paying agent, upon surrender of such Bond together with a written instrument of transfer satisfactory to the bond registrar and paying agent duly executed by the registered owner or his duly authorized attorney.

Upon the exchange or transfer of any Bond, the bond registrar and paying agent on behalf of the County shall cancel the surrendered Bond and shall authenticate and deliver to the transferee a new Bond or Bonds of any authorized denomination of the same aggregate principal amount and maturity date and bearing the same rate of interest as the surrendered Bond. If, at the time the bond registrar and paying agent authenticates and delivers a new Bond pursuant to this section, payment of interest on the Bonds is in default, the bond registrar and paying agent shall endorse upon the new Bond the following: "Payment of interest on this bond is in default. The last date to which interest has been paid is _____."

The County and the bond registrar and paying agent may deem and treat the person in whose name any Bond shall be registered upon the books of the County as the absolute owner of such Bond, whether such Bond shall be overdue or not, for the purpose of receiving payment of the principal of and interest on such Bond and for all other purposes, and all payments made to any such registered owner, or upon his order, in accordance with the provisions of Section 3 of this Bond Resolution shall be valid and effectual to satisfy and discharge the liability upon such Bond to the extent of the sum or sums so paid, and neither the County nor the bond registrar and paying agent shall be affected by any notice to the contrary. The County agrees to indemnify and save the bond registrar and paying agent harmless from and against any and all loss, cost, charge, expense, judgment or liability incurred by it, acting in good faith and without negligence hereunder, in so treating such registered owner.

For every exchange or transfer of Bonds, the County or the bond registrar and paying agent may make a charge sufficient to reimburse it for any tax, fee or other governmental charge required to be paid with respect to such exchange or transfer, which sum or sums shall be paid by the person

requesting such exchange or transfer as a condition precedent to the exercise of the privilege of making such exchange or transfer.

The bond registrar and paying agent shall not be required to transfer or exchange Bonds or portions of Bonds which have been selected for redemption.

9. FORM OF BONDS. The Bonds shall be in substantially the following form:

UNITED STATES OF AMERICA
STATE OF MICHIGAN
COUNTY OF OTTAWA
OTTAWA COUNTY 2011 REFUNDING BOND
(OTTAWA COUNTY WATER SUPPLY SYSTEM)

INTEREST RATE MATURITY DATE DATE OF ORIGINAL ISSUE CUSIP

Registered Owner

Principal Amount

S D E C I M E N

The County of Ottawa, State of Michigan (the "County") acknowledges itself indebted to, and for value received hereby promises to pay to, the Registered Owner identified above, or registered assigns, the Principal Amount set forth above on the Maturity Date specified above, unless redeemed prior thereto as hereinafter provided, upon presentation and surrender of this bond at _____ the bond registrar and paying agent, or at such successor bond registrar and paying agent as may be designated pursuant to the Resolutions identified below, and to pay to the Registered Owner, as shown on the registration books at the close of business on the 15th day of the calendar month preceding the month in which an interest payment is due, by check or draft drawn upon and mailed by the bond registrar and paying agent by first class mail postage prepaid to the Registered Owner at the registered address, interest on such Principal Amount from _____, 201__ or such later date through which interest has been paid until the County's obligation with respect to the payment of such Principal Amount is discharged, at the rate per annum specified above. Interest is payable on the first days of _____ and _____ in each year, commencing on _____, 201__. Principal and interest are payable in lawful money of the United States of America.

This bond is one of a series of bonds aggregating the principal sum of _____ Thousand Dollars (\$_____) issued by the County under and pursuant to and in full conformity with the Constitution and Statutes of Michigan (especially Act No. 342, Public Acts of 1939, as amended, and Act No. 34, Public Acts of 2001, as amended) and a resolution adopted by the Board of Commissioners of the County and an order executed by the Director of Utilities of the County (collectively, the "Resolutions") for the purpose of refunding the County's outstanding Ottawa County Water Supply System Bonds, Series 2002 dated November 1, 2002, maturing in the years _____ through _____. The bonds of this series are issued in anticipation of, and the principal of and interest on the bonds are payable from, moneys to be received by the County from the Township of Blendon, Charter Township of Georgetown, Charter Township of Holland, Township of Olive, Township of Park, Charter Township of Zeeland and

City of Hudsonville (collectively, the "Municipalities") in payment of their respective obligations under a contract dated as of August 1, 2002, among the County and the Municipalities. The full faith and credit of each of the Municipalities have been pledged for the making of payments to the County in amounts sufficient to pay their respective share of the principal of and interest on the bonds of this series when due. As additional security for the payment of the principal of and interest on the bonds of this series the full faith and credit of the County have been pledged. Taxes imposed by the Municipalities and the County are subject to constitutional tax limitations.

This bond is transferable, as provided in the Resolutions, only upon the books of the County kept for that purpose by the bond registrar and paying agent, upon the surrender of this bond together with a written instrument of transfer satisfactory to the bond registrar and paying agent duly executed by the Registered Owner or his attorney duly authorized in writing. Upon the exchange or transfer of this bond a new bond or bonds of any authorized denomination, in the same aggregate principal amount and of the same interest rate and maturity, shall be authenticated and delivered to the transferee in exchange therefor as provided in the Resolutions, and upon payment of the charges, if any, therein provided. Bonds so authenticated and delivered shall be in the denomination of \$5,000 or any integral multiple thereof not exceeding the aggregate principal amount for each maturity.

The bond registrar and paying agent shall not be required to transfer or exchange bonds or portions of bonds which have been selected for redemption.

Bonds maturing prior to _____, _____, are not subject to redemption prior to maturity. Bonds maturing on and after _____, _____, are subject to redemption prior to maturity at the option of the County, in such order as shall be determined by the County, on any one or more interest payment dates on and after _____, _____. Bonds of a denomination greater than \$5,000 may be partially redeemed in the amount of \$5,000 or any integral multiple thereof. If less than all of the bonds maturing in any year are to be redeemed, the bonds or portions of bonds to be redeemed shall be selected by lot. The redemption price shall be the par value of the bond or portion of the bond called to be redeemed plus interest to the date fixed for redemption and a premium as follows:

% of the par value if called for redemption on or after _____, _____, but prior to _____, _____;

% of the par value if called for redemption on or after _____, _____, but prior to _____, _____;

Not less than thirty days but not more than sixty days notice of redemption shall be given to the registered owners of bonds called to be redeemed by mail to each registered owner at the registered address. Bonds or portions of bonds called for redemption shall not bear interest on and after the date fixed for redemption, provided funds are on hand with the bond registrar and paying agent to redeem the same.

It is hereby certified, recited and declared that all acts, conditions and things required to exist, happen and be performed precedent to and in the issuance of the bonds of this series, existed, have happened and have been performed in due time, form and manner as required by law, and that the total indebtedness of said County, including the series of bonds of which this bond is one, does not exceed any constitutional or statutory limitation.

IN WITNESS WHEREOF, the County of Ottawa, Michigan, by its Board of Commissioners, has caused this bond to be executed in its name by facsimile signatures of the Chairman of the Board of Commissioners and the County Clerk and its corporate seal (or a facsimile thereof) to be impressed or imprinted hereon. This bond shall not be valid unless the Certificate of Authentication has been manually executed by an authorized representative of the bond registrar and paying agent.

COUNTY OF OTTAWA

(SEAL)

By: _____ By: _____
County Clerk Chairman,
Board of Commissioners

CERTIFICATE OF AUTHENTICATION

SPECIMEN

This bond is one of the bonds described in the within mentioned Resolutions.

Bond Registrar and Paying
Agent

By: _____
Authorized Representative

AUTHENTICATION DATE:

ASSIGNMENT

For value received, the undersigned hereby sells, assigns and transfers unto _____ (please print or type name, address and taxpayer identification number of transferee) the within bond and all rights thereunder and does hereby irrevocably constitute and appoint _____ attorney to transfer the within bond on the books kept for registration thereof, with full power of substitution in the premises.

Dated: _____

Signature Guaranteed:

Signature(s) must be guaranteed by an eligible guarantor institution participating in a Securities Transfer Association recognized signature guarantee program.

SPECIMEN

End of Bond Form

10. SECURITY. The Bonds shall be issued in anticipation of payments to be made by the Municipalities pursuant to the Contract. The Bonds shall be secured primarily by the full faith and credit pledges made by the Municipalities in the Contract. As additional and secondary security, the full faith and credit of the County are hereby pledged for the prompt payment of the principal of and interest on the Bonds as the same shall become due. If any Municipality shall fail to make payments to the County which are sufficient to pay its share of the principal of and interest on the Bonds as the same shall become due, then an amount sufficient to pay the deficiency shall be advanced from the general fund of the County.

11. DEFEASANCE. In the event cash or direct obligations of the United States or obligations the principal of and interest on which are guaranteed by the United States, or a combination thereof, the principal of and interest on which, without reinvestment, come due at times and in amounts sufficient to pay, at maturity or irrevocable call for earlier optional redemption, the principal of, premium, if any, and interest on the Bonds, or any portion thereof, shall have been deposited in trust, this Bond Resolution shall be defeased with respect to such Bonds and the owners of such Bonds shall have no further rights under this Bond Resolution except to receive payment of the principal of, premium, if any, and interest on such Bonds from the cash or securities deposited in trust and the interest and gains thereon and to transfer and exchange Bonds as provided herein.

12. PRINCIPAL AND INTEREST FUND. There has been established for the Prior Bonds a Principal and Interest Fund and there is hereby established for the Bonds a Principal and Interest Fund. From the proceeds of the sale of the Bonds there shall be set aside in the Principal and Interest Fund any accrued interest received from the Underwriter at the time of delivery of the same. All payments received from the Municipalities pursuant to the Contract are pledged for the payment of the principal of and interest on the non-refunded Prior Bonds and the Bonds and expenses incidental thereto and as received shall be placed in the Principal and Interest Fund for the Bonds. The County Agency shall transfer moneys in the Principal and Interest Fund to the bond registrar and paying agent for the Prior Bonds and the bond registrar and paying agent for the Bonds as necessary for the payment of the principal of and interest on the non-refunded Prior Bonds and the Bonds.

13. PAYMENT OF ISSUANCE EXPENSES - ESCROW FUND. The remainder of the proceeds of the Bonds shall be used to pay the issuance expenses of the Bonds and to establish

an escrow fund for the Prior Bonds that are refunded (the "Refunded Bonds"). After the issuance expenses have been paid or provided for the remaining proceeds shall be used, together with available funds of the Municipalities, if any, to establish an escrow fund (the "Escrow Fund") consisting of cash and investments in direct obligations of, or obligations the principal of and interest on which are unconditionally guaranteed by, the United States of America or other obligations the principal of and interest on which are fully secured by the foregoing and used to pay the principal of, interest on and redemption premiums, if any, on the Refunded Bonds. The Escrow Fund shall be held by an escrow agent (the "Escrow Agent") in trust pursuant to an escrow agreement (the "Escrow Agreement"), which irrevocably shall direct the Escrow Agent to take all necessary steps to pay the interest on the Refunded Bonds when due and to call the Refunded Bonds for redemption at such time as shall be determined in the Escrow Agreement. The Director of Utilities is authorized to select the Escrow Agent and enter into the Escrow Agreement on behalf of the County. The amounts held in the Escrow Fund shall be such that the cash and the investments and the income received thereon will be sufficient without reinvestment to pay the principal of, interest on and redemption premiums, if any, on the Refunded Bonds when due at maturity or call for redemption as required by the Escrow Agreement.

14. APPROVAL OF DEPARTMENT OF TREASURY. The issuance and sale of the Bonds shall be subject to permission being granted therefor by the Department of Treasury of the State of Michigan pursuant to Act 34, and the Director of Utilities is authorized and directed, if necessary, to make application to the Department of Treasury for permission to issue and sell the Bonds as provided by the terms of this Bond Resolution.

15. SALE, ISSUANCE, DELIVERY, TRANSFER AND EXCHANGE OF BONDS. The Bonds shall be sold pursuant to a negotiated sale to the Underwriter, as hereinafter provided, and it is hereby determined that such negotiated sale is in the best interests of the County and is calculated to provide the maximum flexibility in pricing the Bonds so as to achieve sufficient debt service savings with respect to the Prior Bonds. The Director of Utilities is authorized to determine which of the Prior Bonds shall be refunded and the principal amount of the Bonds to be sold and to enter into a Bond Purchase Agreement with the Underwriter, which Bond Purchase Agreement shall set forth the principal amount, principal maturities and dates, interest rates and interest payment dates, redemption provisions, if any, purchase price to be paid by the Underwriter and compensation to be paid to the Underwriter, as well as such other terms and provisions as the

Director of Utilities determines to be necessary or appropriate in connection with the sale of the Bonds. The members of the Board of County Road Commissioners, the Director of Utilities and other appropriate County officials are authorized to do all things necessary to effectuate the sale, issuance, delivery, transfer and exchange of the Bonds in accordance with the provisions of this Bond Resolution. In making the determination in the Bond Purchase Agreement with respect to principal maturities and dates, interest rates, redemption provisions, purchase price of the Bonds and compensation to be paid to the Underwriter, the Director of Utilities shall be limited as follows:

- (a) The interest rate on any Bond shall not exceed 6% per annum.
- (b) The final maturity date of the Bonds shall not be later than August 1, 2022.
- (c) The redemption price to be paid in connection with any optional redemption of the Bonds shall not exceed 102% of the principal amount of the Bonds to be so redeemed.
- (d) The purchase price of the Bonds shall not be less than 98% of the principal amount thereof.
- (e) The Underwriter's discount with respect to the Bonds or the compensation to be paid to the Underwriter shall not exceed 1.0% of the principal amount of the Bonds.

16. REPLACEMENT OF BONDS. Upon receipt by the County Agency of proof of ownership of an unmatured Bond, of satisfactory evidence that the Bond has been lost, apparently destroyed or wrongfully taken and of security or indemnity which complies with applicable law and is satisfactory to the County Agency, the County Agency may authorize the bond registrar and paying agent to deliver a new executed Bond to replace the Bond lost, apparently destroyed or wrongfully taken in compliance with applicable law. In the event an outstanding matured Bond is lost, apparently destroyed or wrongfully taken, the County Agency may authorize the bond registrar and paying agent to pay the Bond without presentation upon the receipt of the same documentation required for the delivery of a replacement Bond. The bond registrar and paying agent, for each new Bond delivered or paid without presentation as provided above, shall require the payment of expenses, including counsel fees, which may be incurred by the bond registrar and paying agent and the County in the premises. Any Bond delivered pursuant to the provisions of this Section 16 in lieu of any Bond lost, apparently destroyed or wrongfully taken shall be of the same form and tenor and be secured in the same manner as the Bond in substitution for which such Bond was delivered.

17. TAX COVENANT. The County covenants to comply with all applicable requirements of the Internal Revenue Code of 1986, as amended, necessary to assure that the interest on the Bonds will be and will remain excludable from gross income for federal income tax purposes. The Board of County Road Commissioners, the Director of Utilities and other appropriate County officials are authorized to do all things necessary (including the making of such covenants of the County as shall be appropriate) to assure that the interest on the Bonds will be and will remain excludable from gross income for federal income tax purposes.

18. QUALIFIED TAX EXEMPT OBLIGATIONS. If determined by the Director of Utilities to be applicable at the time of the sale of the Bonds, the Director of Utilities is authorized to designate the Bonds as Qualified Tax Exempt Obligations as described in Section 265(b)(3)(B) of the Internal Revenue Code of 1986, as amended.

19. OFFICIAL STATEMENT. The Board of County Road Commissioners is authorized to cause the preparation of an official statement for the Bonds for the purpose of enabling compliance with Rule 15c2-12 issued under the Securities Exchange Act of 1934, as amended (the "Rule"), and to do all other things necessary to enable compliance with the Rule. After the award of the Bonds, the County will provide copies of a "final official statement" (as defined in paragraph (e)(3) of the Rule) on a timely basis and in reasonable quantity as requested by the Underwriter to enable the Underwriter to comply with paragraph (b)(4) of the Rule and the rules of the Municipal Securities Rulemaking Board.

20. CONTINUING DISCLOSURE. The County Treasurer is hereby authorized to execute and deliver in the name and on behalf of the County (i) a certificate of the County to comply with the requirements for a continuing disclosure undertaking of the County pursuant to subsection (b)(5) of the Rule and (ii) amendments to such certificate from time to time in accordance with the terms of such certificate (the certificate and any amendments thereto are collectively referred to herein as the "Continuing Disclosure Certificate"). The County hereby covenants and agrees that it will comply with and carry out all of the provisions of the Continuing Disclosure Certificate. The remedies for any failure of the County to comply with and carry out the provisions of the Continuing Disclosure Certificate shall be as set forth therein.

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

AYES: _____

NAYS: _____

ABSENT: _____

RESOLUTION ADOPTED.

Action Request



Committee: Board of Commissioners
Meeting Date: 1/25/2011
Requesting Department: Human Resources
Submitted By: Marie Waalkes
Agenda Item: 20th Circuit Court/Juvenile Services Proposal for Reclassification of Five (5) Positions

SUGGESTED MOTION:

To approve the proposal from the 20th Circuit Court/Juvenile Services to:

- To reclassify the position of Juvenile Community Justice Coordinator (Assessment Unit Coordinator), paygrade 09A (Juvenile Court Employees Association Collective Bargaining Agreement) to Juvenile Community Justice Program Supervisor, Court Unclassified paygrade 10.
- To reclassify the position of Treatment Specialist, paygrade 09 (Juvenile Court Employees Association Collective Bargaining Agreement) to Treatment Program Supervisor (Lighthouse Treatment Specialist), Court Unclassified paygrade 10.
- To reclassify a Youth Specialist, paygrade 04 (Juvenile Court Employees Association Collective Bargaining Agreement) to Group Leader, paygrade 05 (Juvenile Court Employees Association Collective Bargaining Agreement).
- To reclassify the position of Director of Juvenile Services, Unclassified paygrade 15 to Director of Juvenile Services, Unclassified paygrade 16.
- To reclassify the position of Juvenile Court Clerk II, paygrade 03 (Juvenile Court Employees Association Collective Bargaining Agreement) to Circuit Court Administrative Assistant, Unclassified paygrade 04.

The net cost of these changes is: \$33,971.00 to be paid from the existing approved budget.

Funding for these positions will be reimbursed fifty percent (50%) by the Child Care fund and 50% from the current 20th Circuit Court/Juvenile Services budget.

SUMMARY OF REQUEST: To reclassify five (5) positions in the Circuit Court/Juvenile Services Department.

FINANCIAL INFORMATION:

Total Cost: \$33,971.00 General Fund Cost: \$16,985.50 Included in Budget: Yes No

If not included in budget, recommended funding source: 16.985.50 Child Care Fund

ACTION IS RELATED TO AN ACTIVITY WHICH IS:

Mandated Non-Mandated New Activity

ACTION IS RELATED TO STRATEGIC PLAN:

Goal: 4: To Continually Improve the County's Organization and Services.

Objective: 1: Review and evaluate the organization, contracts, programs, and services for potential efficiencies.

ADMINISTRATION Recommended Not Recommended Without Recommended

County Administrator: Alan G. Vanderberg

Digitally signed by Alan G. Vanderberg, DN: cn=Alan G. Vanderberg, ou=County of Otsewa, email=avanderberg@otsewa.org, Reason: I am approving this document. Date: 2011.01.13 15:43:31 -0500

Committee/Governing/Advisory Board Approval Date: Finance and Administration Committee 1/18/2011

County of Ottawa
 2920 CCF
 2011 Budget

Employee Name	Union cod	W/C code	FTE	Salaries		Hospita- lization	OPEB	Life	Retirement	Dental	W/C	Unemploymer	Optical	Disability	Total Fringes	Total Salaries & fringes	
				Permanent	FICA												
Christie Custer - JCEA 09	7	7720	1.0000	\$55,179	\$4,221	\$14,138	\$856	\$122	\$3,620	\$726	\$139	\$156	\$167	\$238	\$24,383	\$79,562	
Christie Custer - Court Uncl 10	14	7720	1.0000	\$58,537	\$4,478	\$14,138	\$856	\$195	\$9,149	\$726	\$148	\$165	\$167	\$253	\$30,275	\$88,812	
Difference			0.0000	\$3,358	\$257	\$0	\$0	\$73	\$5,529	\$0	\$9	\$9	\$0	\$15	\$5,892	\$9,250	
Beth Burguard - JCEA 09A	7	7720	1.0000	\$56,850	\$4,349	\$14,138	\$856	\$126	\$3,729	\$726	\$144	\$161	\$167	\$246	\$24,642	\$81,492	
Beth Burguard - Court Uncl 10	14	7720	1.0000	\$58,537	\$4,478	\$14,138	\$856	\$195	\$9,149	\$726	\$148	\$165	\$167	\$253	\$30,275	\$88,812	
Difference			0.0000	\$1,687	\$129	\$0	\$0	\$69	\$5,420	\$0	\$4	\$4	\$0	\$7	\$5,633	\$7,320	
Lindsay Nelson - JCEA 04	7	7720	1.0000	\$33,307	\$2,548	\$14,138	\$856	\$74	\$2,185	\$726	\$84	\$94	\$167	\$144	\$21,016	\$54,323	
Lindsay Nelson - JCEA 05	7	7720	1.0000	\$35,787	\$2,738	\$14,138	\$856	\$79	\$2,348	\$726	\$90	\$101	\$167	\$155	\$21,398	\$57,185	
Difference			0.0000	\$2,480	\$190	\$0	\$0	\$5	\$163	\$0	\$6	\$7	\$0	\$11	\$382	\$2,862	
Sandi Metcalf - Court Uncl 15	14	8810	1.0000	\$93,181	\$7,128	\$14,138	\$856	\$310	\$14,564	\$726	\$22	\$263	\$167	\$403	\$38,577	\$131,758	
Sandi Metcalf - Court Uncl 16	14	8810	1.0000	\$100,611	\$7,697	\$14,138	\$856	\$335	\$15,725	\$726	\$23	\$284	\$167	\$435	\$40,386	\$140,997	
Difference			0.0000	\$7,430	\$569	\$0	\$0	\$25	\$1,161	\$0	\$1	\$21	\$0	\$32	\$1,809	\$9,239	
Juv Ct Clerk II - JCEA 03	7	8810	1.0000	\$29,621	\$2,266	\$14,138	\$856	\$66	\$1,943	\$726	\$7	\$84	\$167	\$128	\$20,381	\$50,002	
Cir Ct Admin Asst - Court Uncl 04	14	8810	1.0000	\$31,696	\$2,425	\$14,138	\$856	\$106	\$4,954	\$726	\$7	\$90	\$167	\$137	\$23,606	\$55,302	
Difference			0.0000	\$2,075	\$159	\$0	\$0	\$40	\$3,011	\$0	\$0	\$6	\$0	\$9	\$3,225	\$5,300	
Total Difference			0.0000	\$17,030	\$1,304	\$0	\$0	\$212	\$15,284	\$0	\$20	\$47	\$0	\$74	\$0	\$16,941	\$33,971

7040.0000 7150.0000 7160.0000 7160.0020 7170.0000 7180.0000 7190.0000 7200.0000 7220.0000 7230.0000 7240.0000

COUNTY OF OTTAWA
2011 REGULAR FULL-TIME OR PART-TIME (BENEFITED) POSITION
REQUEST FORM

Please Print Form and Return to the Fiscal Services Department

POSITION TITLE: Juvenile Community Justice Program Supervisor **FUND/DEPARTMENT**
NUMBER: 2920.6623

CHECK ONE: New Position: Number of hours per week requested: _____
 Expansion of Existing Hours: From: _____ To: _____ per week

GENERAL INFORMATION:

1. Bargaining Unit:

2. Proposed Pay Grade:

3. Briefly describe the functions of this position:
See attached job description

4. Describe the justification for this position (Provide supporting documentation if appropriate.)
See attached proposal data 11.08.2010

5. Please identify the goals in the Board of Commissioners' Strategic Plan that this position will help to fulfill.
To continually improve the County's organization and services

6. Will the job functions of this position be for mandated or discretionary functions of the department?
Both

7. How will this position specifically impact the department's performance measurements and what process will be used to measure the outcomes?
This position supports the court in meeting the Supreme Court Caseflow Guidelines and the CourTools performance measurements identified in the court's budget performance measures. Outcomes will be measured based on the success of the court's budget performance measures as identified in the budget process. Note: 50% of this position is reimbursed by the Child Care Fund.


(If the position being requested does not have an existing job description, please attach a description of anticipated duties.)

COST INFORMATION:

ESTIMATED SALARY COST FOR THE BUDGET YEAR:

ESTIMATED FRINGE BENEFIT COSTS FOR THE BUDGET YEAR:

ESTIMATED COST OF EQUIPMENT NEEDED IN CONJUNCTION WITH POSITION:
(If equipment is required, please complete an equipment request form and indicate it is for a new position.)

SIGNED: 

DATE: 1-6-11

BUDGET DATA: _____
Fiscal Services Department Use Only

CONTROL #: _____
Fiscal Services Department Use Only

TITLE: JUVENILE COMMUNITY JUSTICE PROGRAM SUPERVISOR

EMPLOYEE GROUP: JUVENILE COURT

DEPARTMENT: JUVENILE SERVICES

GRADE: U 10

DATE: January 3, 2011

JOB SUMMARY:

Under the supervision of the treatment services manager, coordinates the comprehensive evaluation of high-risk juveniles involved with the court system in order to assess their probability of success in programs designed to divert them from residential placement. Conducts psychosocial assessments of juvenile offenders and their families and develops recommendations for treatment. Supervises and/or oversees the coordination of services for juveniles in the Juvenile Community Justice (JCJ) program. Reviews requests for changes in levels of service provided to juveniles and recommends appropriate disposition of requests. Monitors agency compliance with treatment plans for juveniles placed in the JCJ Program. Provides direct supervision to court staff assigned to JCJ and coordination of staff on contract through the lead agencies.

ESSENTIAL JOB FUNCTIONS: The essential functions of this position include, but are not limited to, the following:

1. Oversees the daily operation of the Juvenile Community Justice (JCJ) program, coordinating community-based treatment and surveillance for youth at-risk for residential placement and youth returning to their communities after release from placement.
2. Oversees the daily operation of the court's assessment unit.
3. Provides direct supervision of court staff assigned to JCJ, including any Ottawa County Sheriff Deputies assigned.
4. In coordination with the treatment services manager, participates in the selection of; provides training, work assignments and work schedules for; reviews the performance of; and administers collective bargaining agreements, policies and procedures for subordinate staff who provide direct care and supervision for juveniles placed in the JCJ program.
5. In coordination with the treatment services manager, identifies goals and objectives for subordinate staff and provides staff access to training and development opportunities to facilitate professional growth.
6. Conducts and/or provides direction for extensive psychosocial assessments of high-risk juvenile offenders and their families.
7. Develops and/or provides direction regarding recommendations for comprehensive service plans, including residential and other out-of-home placements, substance abuse treatment, sex offender treatment, counseling and referral for psychiatric treatment.
8. Assigns juveniles placed in JCJ program to contractual case management agency and service providers, and determines appropriate treatment level for each JCJ client.
9. Assigns families to service providers for family counseling, parenting skills development and other interventions required to improve family functioning to the level necessary to support reintegration of individual juveniles into their respective households and the community.
10. Coordinates and provides oversight of service plans with contractual case managers, intensive supervision officers, Ottawa Area Intermediate School District and the Court's Juvenile Justice Institute alternative school program, contractual service providers and other provider agencies.
11. Monitors the compliance with contracts between the court and JCJ service providers.
12. Monitors progress of juveniles in JCJ in order to ensure they are receiving prescribed services; actively participating in treatment services; making appropriate progress; and complying with the terms and conditions of their court orders.
13. Evaluates each juvenile's progress in achieving treatment goals; recommends changes in treatment plans and strategies to improve individual outcomes.
14. Maintains JCJ program files; collects and compiles program and juvenile assessment data; and evaluates individual juvenile outcomes and program performance.
15. Conducts case management team meetings with all internal and contractual providers involved in a given case to assess a juvenile's progress and ensure consistency of services.
16. Participates in resource team meetings through assessment presentations.

17. Receives, audits and reconciles invoices from all contractual service providers to ensure the county is properly charged for authorized services to juveniles.
18. Maintains clinical case files and case notes for proper documentation of assessments, diagnoses, progress and treatment services delivered.
19. Develops and implements quality control and quality assurance protocols for assessment and/or JCJ treatment services to ensure continuous improvement in outcomes and efficient allocation of available resources.
20. Develops, updates and maintains the Juvenile Community Justice policies and procedures manual, assessment forms, permission to treat and permission to release information forms and other forms.
21. Participates in the development of proposals for submission to grant and contract funding agencies, as appropriate.
22. Establishes and maintains working relationships with a broad range of public and private community resources for treatment and post-treatment community integration of juveniles.
23. Assists the treatment services manager in the preparation of general fund and Child Care Fund budgets.
24. Performs other functions as required.

CONTACTS: This position has frequent contact with:

1. Juvenile offenders.
2. Court staff assigned as treatment specialists, caseworkers, and group leaders
3. Ottawa County Health Department.
4. Community Mental Health.
5. Juvenile Detention Center staff.
6. Ottawa Area Intermediate School District.
7. Juvenile Justice Institute administrators and teachers.
8. Contractual case managers.
9. Parents, guardians, siblings and other members of juveniles' families.
10. Medical and mental health practitioners.
11. Teachers and school administrators.
12. Law enforcement officers and surveillance officers.
13. Drug Court staff.
14. Civic, business, faith-based and other community groups.
15. Michigan Works!
16. Department of Human Services.

REQUIRED KNOWLEDGE AND SKILLS:

1. Thorough working knowledge of supervisory principles and practices.
2. Thorough working knowledge of developmental, abnormal and behavioral psychology and behavior modification principles and practices.
3. Thorough working knowledge of youth intervention and treatment programs.
4. Thorough working knowledge of the Michigan Court Rules, Michigan Juvenile Code and the Michigan Judicial Institute's Delinquency Bench Book.
5. Thorough working knowledge of principles and practices of cognitive, behavioral, affective and other treatment modalities.
6. Thorough working knowledge of substance abuse prevention programs and principles, and drug and alcohol testing protocols.
7. Thorough working knowledge of family and peer group dynamics and other sociological factors influencing juvenile and adolescent behavior.
8. Thorough working knowledge of the juvenile justice system and federal, state and local statutes and regulations with respect to the involuntary detention of juveniles.
9. Thorough working knowledge of psychosocial assessment instrument, psychological assessments and the interpretation of the results.
10. Thorough working knowledge of quality assurance practices and protocols.
11. Knowledge of public and private community resources available to juveniles.
12. Computer literacy in word-processing, spreadsheet, database management and other applications software.
13. Thorough interpersonal and human relations skills.
14. Thorough oral and written communication skills.

15. Some understanding of budget management.
16. Ability to gain the respect, confidence and cooperation of youth and to interact with at-risk youth in a positive, patient and caring manner while maintaining appropriate discipline, structure and boundaries.
17. Ability to interact positively and professionally with at-risk youth from widely diverse cultural and socioeconomic backgrounds and with varying levels of social and interpersonal communications skills.

NOTE: Employees in this classification must be able to pass a stringent background investigation.

REQUIRED EDUCATION, TRAINING AND EXPERIENCE:

Master's degree in social work, psychology, sociology or a related field combined with two years of progressively responsible experience in providing treatment services to at-risk youth.

LICENSES AND CERTIFICATIONS:

1. Must possess a valid Michigan driver's license.
2. Must complete the Michigan Judicial Institute certification training for juvenile court staff within two years from the date of employment.
3. Licensed in the State of Michigan in social work, psychology or counseling.

PHYSICAL REQUIREMENTS:

1. Must maintain freedom from tuberculosis, as certified by appropriate medical testing.
2. Must possess sufficient visual acuity, with or without corrective lenses, to visually monitor clients during assessments.
3. Must possess sufficient auditory acuity, with or without audio-logical appliances, to monitor clients.
4. Must have sufficient mobility, with or without assistive devices, to supervise and observe residents participating in activities in all areas of the facility.

WORKING CONDITIONS:

May be exposed to risk of physical violence while conducting client home visits. May be exposed to bloodborne pathogens if required to conduct a drug or alcohol screening test.

COUNTY OF OTTAWA
2011 REGULAR FULL-TIME OR PART-TIME (BENEFITED) POSITION
REQUEST FORM

Please Print Form and Return to the Fiscal Services Department

POSITION TITLE: Treatment Program Supervisor **FUND/DEPARTMENT NUMBER:** 2920.6620

CHECK ONE: New Position: Number of hours per week requested: _____
 Expansion of Existing Hours: From: _____ To: _____ per week

GENERAL INFORMATION:

1. Bargaining Unit:

2. Proposed Pay Grade:

3. Briefly describe the functions of this position:
See attached job description

4. Describe the justification for this position (Provide supporting documentation if appropriate.)
See attached proposal dated 11.08.2011

5. Please identify the goals in the Board of Commissioners' Strategic Plan that this position will help to fulfill.
To continually improve the County's organization and services

6. Will the job functions of this position be for mandated or discretionary functions of the department?
Both

7. How will this position specifically impact the department's performance measurements and what process will be used to measure the outcomes?
This position supports the court in meeting the Supreme Court Caseload Guidelines and the CourTools performance measurements identified in the court's budget performance measures. Outcomes will be measured based on the success of the court's budget performance measures as identified in the budget process. Note: 50% of this position is reimbursed by the Child Care Fund.

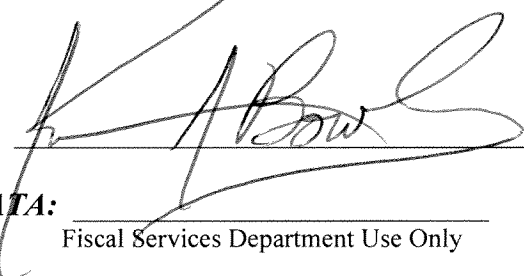
(If the position being requested does not have an existing job description, please attach a description of anticipated duties.)

COST INFORMATION:

ESTIMATED SALARY COST FOR THE BUDGET YEAR:

ESTIMATED FRINGE BENEFIT COSTS FOR THE BUDGET YEAR:

ESTIMATED COST OF EQUIPMENT NEEDED IN CONJUNCTION WITH POSITION:
(If equipment is required, please complete an equipment request form and indicate it is for a new position.)

SIGNED: 

DATE: 1-6-11

BUDGET DATA: _____
Fiscal Services Department Use Only

CONTROL #: _____
Fiscal Services Department Use Only

TITLE: TREATMENT PROGRAMS SUPERVISOR
EMPLOYEE GROUP: DETENTION
DEPARTMENT: JUVENILE SERVICES **GRADE:** U 10
DATE: January 4, 2011

JOB SUMMARY:

Under the supervision of the detention superintendent, oversees, directs and/or provides individual, family and group therapy for juvenile offenders and their families as part of a specialized treatment program designed to prevent further escalation of juveniles in the juvenile justice system. Supervises the assessments of juveniles and their families; leads a treatment team in the development of individualized treatment plans and goals; facilitates psycho-educational and support groups. Provides clinical services to assigned juveniles in the context of a larger treatment team representing all segments of the juvenile justice process. May be assigned to oversee the treatment of offenders confined in the juvenile detention center, or other youth needing treatment services. Provides direct supervision to court staff as assigned to the Lighthouse program and/or other treatment programs, as requested.

ESSENTIAL JOB FUNCTIONS: The essential functions of this position include, but are not limited to, the following:

1. Oversees the daily operation of treatment programs, as identified by court administration, including, but not limited to, the Lighthouse Program for girls in the Ottawa County Juvenile Detention Center.
2. Provides direct supervision of teams put together to provide treatment programs. A team may be made up of staff members in a variety of positions, including group leaders, youth specialists, and relief staff assigned to detention.
3. In coordination with the superintendent of detention, participates in the selection of; provides training, work assignments and work schedules for; reviews the performance of; and administers collective bargaining agreements, policies and procedures for subordinate staff who provide direct care and supervision for juveniles placed in a treatment program.
4. In coordination with the superintendent of detention, identifies goals and objectives for subordinate staff and provides staff access to training and development opportunities to facilitate professional growth.
5. Collaborates with the superintendent of detention in providing assessments of youth referred to a treatment program.
6. Directs communication with courts from other Michigan counties considering and/or referring youth to a treatment program.
7. Collaborates with the superintendent of detention in the development of, and the monitoring of, program budgets.
8. Schedules and oversees regular treatment program team meetings, planning sessions, and other meetings set to assess and improve a program's performance.
9. Meets with court administration and judges as requested to report on program progress, future plans and challenges.
10. Identify and implement strategies to effect improvements in individual and family psychological and social functioning within the structure of the juvenile justice system.
11. Provides intensive therapy to juvenile offenders and their families in individual, group, and family sessions.
12. Administers assessment instruments to diagnose psychological, emotional, behavioral, cognitive and other problems; establish goals for juveniles and their families, and develop treatment plans.
13. Employs a range of clinical treatment therapies, including cognitive-behavioral, affective therapeutic and experiential interventions as appropriate to diagnoses and needs.
14. Refers juveniles requiring treatment beyond the scope of court programs to outside clinicians and treatment services.
15. Maintains clinical case files and CourtStream case notes for proper documentation of juvenile assessments, diagnoses, progress and treatment services delivered.
16. Administers interim assessment instruments to measure changes in client behavior and psychological, social and emotional functioning; evaluate client progress in achieving treatment goals; and recommend changes in treatment plans and strategies as needed.

17. Participates in treatment teams and assessment of individual and group progress in achieving treatment goals.
18. Oversees the treatment program team in the development of placement recommendations to courts (20th Circuit and other Michigan county courts, as required) for individual offenders, including foster care and other out-of-home community placements, as well as placement in in-patient and residential treatment facilities.
19. Collaborates with school administrators, teachers, mental health clinicians, caseworkers, probation officers, and community resources to develop and deliver community-based treatment, supervision and community-based aftercare programs for juveniles.
20. Supervises experiential treatment exercises to teach pro-social and teamwork skills and develop improved self-esteem.
21. Develops and delivers curricula in anger management, impulse control, parenting skills, conflict resolution, interpersonal communications and life skills.
22. Establishes and maintains working relationships with a broad range of public and private community resources for treatment and post-treatment community integration of juveniles.
23. Develops and delivers presentations on at-risk youth and the need to develop pro-social opportunities and resources to civic, community, business, educational and faith-based groups.
24. May provide clinical supervision for undergraduate and graduate-level interns in criminal justice, psychology, sociology and/or social work.
25. May work a nontraditional schedule, including evenings and weekends.
26. Performs other functions as required.

CONTACTS: This position has frequent contact with:

1. Juvenile offenders
2. Court staff assigned as treatment specialists, caseworkers, group leaders, youth specialists
3. Ottawa County Community Mental Health
4. Ottawa Area Intermediate School District
5. Department of Human Services (DHS)
6. Court administration and judges
7. Ottawa County Health Department
8. Juvenile Detention Center staff
9. Contractual case managers
10. Parents, guardians, siblings and other members of juveniles' families
11. Medical and mental health practitioners
12. Teachers and school administrators
13. Law enforcement officers and surveillance officers
14. Drug Court staff
15. Civic, business, faith-based and other community groups
16. Out-of-county youth participating in a treatment program (including Lighthouse), courts and community agencies from other Michigan counties, including: caseworkers, treatment providers, mental health agencies, DHS, etc.

REQUIRED KNOWLEDGE AND SKILLS:

1. Thorough working knowledge of supervisory principles and practices.
2. Thorough working knowledge of developmental, abnormal and behavioral psychology and behavior modification principles and practices.
3. Thorough working knowledge of the principles and practices of child and youth guidance and counseling.
4. Thorough working knowledge of youth intervention and treatment programs.
5. Thorough working knowledge of the Michigan Court Rules, Michigan, Juvenile Code and the Michigan Judicial Institute's Delinquency Bench Book.
6. Thorough working knowledge of principles and practices of cognitive, behavioral, affective, and other treatment modalities.
7. Thorough working knowledge of substance abuse prevention programs and principles, and drug and alcohol testing protocols.

8. Thorough working knowledge of family and peer group dynamics and other sociological factors influencing juvenile and adolescent behavior.
9. Thorough working knowledge of the juvenile justice system and federal, state and local statutes and regulations with respect to the involuntary detention of juveniles.
10. Knowledge of public and private community resources available to juveniles.
11. Computer literacy and familiarity with word-processing, spreadsheet, database management and other applications software.
12. Thorough interpersonal and human relations skills.
13. Thorough oral and written communication skills.
14. Ability to gain the respect, confidence and cooperation of youth, and to interact with youth with problems in a positive, patient and caring manner while maintaining appropriate discipline and structure.
15. Ability to interact positively and professionally with at-risk youth from widely diverse cultural and socioeconomic backgrounds and with varying levels of social and interpersonal communications skills.

NOTE: Employees in this classification must be able to pass a stringent background investigation.

REQUIRED EDUCATION, TRAINING AND EXPERIENCE:

Master's degree in social work, psychology, sociology or a related field combined with one (1) year of progressively responsible experience in providing treatment services to at-risk youth, or an equivalent combination of education, training and experience.

LICENSES AND CERTIFICATIONS:

1. Required to possess and maintain State of Michigan license as Limited License or Temporary Limited License Psychologist, Fully Licensed Psychologist, Licensed Social Worker, or Licensed Professional counselor.
2. Must complete the Michigan Judicial Institute's certification training for juvenile court staff within two years from the date of employment.
3. Must possess a valid Michigan driver's license.

PHYSICAL REQUIREMENTS:

1. Must maintain freedom from tuberculosis, as certified by appropriate medical testing.
2. Must possess sufficient visual acuity, with or without corrective lenses, to visually monitor special treatment program residents in all activities, including while doing assessments.
3. Must possess sufficient auditory acuity, with or without audio-logical appliances, to monitor special treatment program residents in all activities, including while doing assessments.
4. Must have the ability to detect smoke, fire and contraband when working in the detention center.
5. Must have sufficient mobility, with or without assistive devices, to supervise and observe special treatment program residents participating in activities both in the detention center and in the community.
6. Must have sufficient mobility, strength and dexterity to search individual resident housing areas for contraband.
7. Must possess sufficient strength and mobility to subdue and restrain residents when necessary.

WORKING CONDITIONS:

May be exposed to risk of physical violence while conducting client home visits. May be exposed to bloodborne pathogens if required to conduct a drug or alcohol screening test or in the course of working in the detention center.

COUNTY OF OTTAWA
2011 REGULAR FULL-TIME OR PART-TIME (BENEFITED) POSITION
REQUEST FORM

Please Print Form and Return to the Fiscal Services Department

POSITION TITLE: Group Leader

FUND/DEPARTMENT NUMBER: 2920.6620

CHECK ONE: New Position: Number of hours per week requested: _____
 Expansion of Existing Hours: From: _____ To: _____ per week

GENERAL INFORMATION:

1. Bargaining Unit:

2. Proposed Pay Grade:

3. Briefly describe the functions of this position:
See attached job description.

4. Describe the justification for this position (Provide supporting documentation if appropriate.)
See attached proposal dated 11.08.10

5. Please identify the goals in the Board of Commissioners' Strategic Plan that this position will help to fulfill.
To continually improve the County's organization and services

6. Will the job functions of this position be for mandated or discretionary functions of the department?
Both

7. How will this position specifically impact the department's performance measurements and what process will be used to measure the outcomes?
This position supports the court in meeting the Supreme Court Caseflow Guidelines and the CourTools performance measurements identified in the court's budget performance measures. Outcomes will be measured based on the success of the court's budget performance measures as identified in the budget process. Note: 50% of this position is reimbursed by the Child Care Fund.

(If the position being requested does not have an existing job description, please attach a description of anticipated duties.)

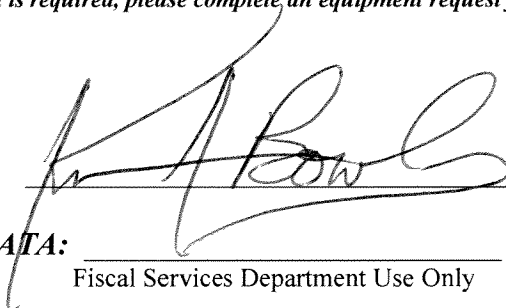
COST INFORMATION:

ESTIMATED SALARY COST FOR THE BUDGET YEAR:

ESTIMATED FRINGE BENEFIT COSTS FOR THE BUDGET YEAR:

ESTIMATED COST OF EQUIPMENT NEEDED IN CONJUNCTION WITH POSITION:
(If equipment is required, please complete an equipment request form and indicate it is for a new position.)

SIGNED: _____



DATE: 1-6-11

BUDGET DATA: _____
Fiscal Services Department Use Only

CONTROL #: _____
Fiscal Services Department Use Only

OTTAWA COUNTY

TITLE: GROUP LEADER
DEPARTMENT: JUVENILE SERVICES
DATE: 12/28/2008

EMPLOYEE GROUP: JUVENILE SERVICES
GRADE: J05

JOB SUMMARY:

Under supervision of the shift supervisor (if assigned to the Detention Center) or the Treatment Services Manager (if assigned to the Treatment Unit), provides behavioral assessment and supportive counseling services for youth. In Detention, supervises resident participation in the Guided Group Interaction Program, and assists residents in developing pro-social, teamwork, and dispute resolution skills. In general, participates in the development and delivery of individualized treatment programs to address emotional and behavioral problems of juveniles. May perform any and all functions of the Youth Specialist classification within Detention, as necessary, to ensure the safety and security of residents and staff of the Center. Facilitates the development of pro-social skills, provides basic case supervision and may provide surveillance, drug testing or other services as needed within the community (Treatment Unit).

ESSENTIAL JOB FUNCTIONS: The essential functions of this position include, but are not limited to, the following:

1. Participates in treatment teams to develop and deliver individualized treatment programs.
2. Re-evaluates individual service plans after first thirty days in Detention and every fifteen days thereafter, in order to accomplish individual goals.
3. Contacts caseworkers, schools, mental health clinicians, and community resources to develop recommendations for community-based supervision and community-re-integration programs for individual youth.
4. Observes individual resident behavioral, emotional and social functioning and makes recommendations to the resident's treatment team.
5. Supervises resident participation in the Guided Group Interaction Program, facilitating daily group meetings in each pod and assisting residents in resolving interpersonal issues within the respective groups and providing positive reinforcement for individual accomplishments.
6. Assists residents in developing individual responsibility for their actions and enhances the ability of residents to take ownership for their successes and failures.
7. Assists residents in developing behavioral controls and positive dispute resolution skills.
8. Develops and implements pro-social learning modules.
9. Evaluates and records daily progress for residents on individual and group progress sheets.
10. Evaluates and reports individual goals and progress towards achieving goals on weekly progress forms.
11. Serves as a positive role model and an adult mentor for residents.

12. Attends daily shift-change meetings to provide information about specific residents and group status to incoming staff.
13. Performs any and all functions of the Youth Specialist classification as necessary.
14. Performs other functions as required.

CONTACTS: This position has frequent contact with:

1. Parents and guardians of facility residents.
2. Caseworkers.
3. Clergy.
4. Medical and mental health practitioners.
5. Teachers.
6. Treatment Specialists.
7. Law enforcement officers.
8. Drug Court staff.

REQUIRED KNOWLEDGE AND SKILLS:

1. Good working knowledge of the theory, principles and applications of child and adolescent development.
2. Good working knowledge of the principles and practices of child and adolescent guidance counseling.
3. Good working knowledge of Court programs.
4. Good working knowledge of the juvenile justice system; and federal, state and local statutes; and regulations with respect to the involuntary detention of juveniles.
5. Good working knowledge of the Michigan Court Rules.
6. Good working knowledge of the principles and practices of teamwork.
7. Good working knowledge of crowd control, crisis prevention and restraint techniques as applicable to the facility.
8. Knowledge of public and private community resources available to juveniles.
9. Computer literacy and familiarity with word-processing, spreadsheet, database management and other applications software.
10. Good interpersonal and human relations skills, as well as oral and written communication skills.

11. Knowledge of supervisory principles and practices
12. Ability to gain the respect, confidence and cooperation of youth, and to interact with at-risk youth from widely diverse cultural and socioeconomic backgrounds and with varying levels of social and interpersonal communications skills in a positive, patient and caring manner while maintaining appropriate discipline and structure.

NOTE: Employees in this classification must be able to pass a stringent background investigation.

REQUIRED EDUCATION, TRAINING AND EXPERIENCE:

Bachelor's degree in human services, criminal justice, psychology, sociology or a related field combined with four (4) years of progressively responsible experience in delivering intervention and/or developmental services to delinquent youth preferred, or an equivalent combination of education, training and experience.

LICENSES AND CERTIFICATIONS:

1. Valid State of Michigan Driver's License.
2. Crisis Prevention/Intervention Training preferred.
3. Must successfully complete and obtain certification in basic first aid and CPR training within six months of date of hire.

PHYSICAL REQUIREMENTS:

1. Must maintain freedom from tuberculosis, as certified by appropriate medical testing.
2. Must possess sufficient visual acuity, with or without corrective lenses, to visually monitor facility residents in all activities.
3. Must possess sufficient auditory acuity, with or without audio-logical appliances, to monitor residents in all activities.
4. Must have the ability to detect smoke, fire and contraband in the facility.
5. Must have sufficient mobility, with or without assistive devices, to supervise and observe residents participating in activities in all areas of the facility.
6. Must have sufficient mobility, strength and dexterity to search individual resident housing areas for contraband and weapons.
7. Must possess sufficient strength and mobility to subdue and restrain residents when necessary.

WORKING CONDITIONS:

May be exposed to physical violence while attempting to subdue or restrain a resident or to exert control during a group disturbance. May be exposed to blood borne pathogens while attempting to subdue or restrain a resident.

COUNTY OF OTTAWA
2011 REGULAR FULL-TIME OR PART-TIME (BENEFITED) POSITION
REQUEST FORM

Please Print Form and Return to the Fiscal Services Department

POSITION TITLE: Director of Juvenile Services **FUND/DEPARTMENT NUMBER:** 1010.1490;
2920.6623; 2920.6624

CHECK ONE: New Position: Number of hours per week requested: _____
 Expansion of Existing Hours: From: _____ To: _____ per week

GENERAL INFORMATION:

1. Bargaining Unit:

2. Proposed Pay Grade:

3. Briefly describe the functions of this position:
See attached job description

4. Describe the justification for this position (Provide supporting documentation if appropriate.)
See attached proposal dated 11.08.2010

5. Please identify the goals in the Board of Commissioners' Strategic Plan that this position will help to fulfill.
To continually improve the County's organization and services

6. Will the job functions of this position be for mandated or discretionary functions of the department?
Both

7. How will this position specifically impact the department's performance measurements and what process will be used to measure the outcomes?

All the court's performance measurements - Supreme Court Case Management Guidelines, American Correctional Association and the CourtTools performance measures identified in the budget process - are the responsibility of this position. Outcomes will be measured as defined in the current budget performance measurements.

Note: Approximately 42.5% of this position is reimbursed by the Child Care Fund budget.

(If the position being requested does not have an existing job description, please attach a description of anticipated duties.)

COST INFORMATION:

ESTIMATED SALARY COST FOR THE BUDGET YEAR:

ESTIMATED FRINGE BENEFIT COSTS FOR THE BUDGET YEAR:

ESTIMATED COST OF EQUIPMENT NEEDED IN CONJUNCTION WITH POSITION:

(If equipment is required, please complete an equipment request form and indicate it is for a new position.)

SIGNED: 

DATE: 1-6-11

BUDGET DATA: _____
Fiscal Services Department Use Only

CONTROL #: _____
Fiscal Services Department Use Only

HUMAN RESOURCES

JOB NUMBER:**TITLE:** JUVENILE SERVICES DIRECTOR**DEPARTMENT:** JUVENILE SERVICES**DATE:** 01/06/2009**EMPLOYEE GROUP:** COURT UNCLASSIFIED**GRADE:** 16**FLSA STATUS:** EXEMPT**JOB SUMMARY:**

Under the direction of the Circuit Court Administrator, directs all non-judicial functions of the Family Division - Circuit Court in matters pertaining to juvenile delinquency, abuse and neglect, termination of parental rights/adoption and emancipation. In accordance with the provisions of Federal Juvenile Justice and Delinquency Prevention Act (JJDPA) of 1974, as amended, and the Michigan Probate Act (PA 288 of 1939), designs, develops, directs the implementation of, and evaluates innovative programs, services and practices to ensure that children and youth under jurisdiction of the court receive appropriate supervision, treatment and/or placement services. Designs, develops and implements, and directs the design, development and implementation of, short- and long-range strategies and plans to reduce juvenile delinquency through pro-active support and treatment plans for juveniles in the juvenile justice system and at-risk juveniles in the community. Serves as Director of the Drug Treatment Courts. Actively pursues opportunities at the local, state and federal levels to expand the resources available to the department and the community.

REPORTS TO: Circuit Court Administrator**SUPERVISES:** 1 Juvenile Services Assistant Director, 1 Juvenile Detention Center Superintendent, 1 Drug Court Coordinator, 1 Juvenile Register, 1 Drug Court Clerk**Indirectly Supervises:** 1 Juvenile Detention Center Assistant Superintendent, 1 Detention Center Clerk, 5 Group Leaders, 5 Shift Supervisors, 19 Youth Specialists, 1 Training Coordinator, 1 Casework Services Manager, 2 Senior Caseworkers, 12 Caseworkers, 2 ISP/Surveillance Officers, 1 Treatment Services Manager, 6 Treatment Specialists, 1 Assessment Unit Coordinator, 1 Program Supervisor, 1 Assistant Juvenile Register, 1 Reimbursement Clerk, 3 Juvenile Court Clerks, 1 Judicial Clerk**BUDGETS:****Controls:****Exercises signature authority for:** \$**Administers Grants and Contracts of:** N/A**ESSENTIAL JOB FUNCTIONS:** The essential functions of this position include, but are not limited to, the following:

1. Under the direction of the Circuit Court Administrator, directs the development of short- and long-range plans and strategies to ensure the availability of programs and resources to reduce the incidence of juvenile delinquency, improve outcomes for youth already involved with the juvenile justice system, and protect and preserve the interests of victims of child abuse and neglect.
2. Manages the development of policies, programs and practices to reduce the incidence of juvenile delinquency and prevent further escalation of juveniles into the juvenile justice system through intensive community-based supervision and treatment programs, effective case management services for youth and families, collaboration with community partners to provide on-going community support and services to promote and maintain pro-social behavior and successful life skills.

3. Identifies potential sources of funding to supplement and expand County resources for programs and services and develops and/or supervises the development of funding proposals for submission to public and private funding agencies to support evidence-based treatment and intervention programs and services.
4. Develops and directs the administration of program evaluation studies to assess the efficacy of Juvenile Services programs and services in achieving objectives for youthful offenders in the Detention Center, in other residential placements, and in community-based programs, and for juvenile wards of the court.
5. Develops and directs the implementation of quality assurance and quality control practices and protocols to ensure continuous improvement in the quality of programs and services delivered by Juvenile Services.
6. Administers policies and procedures and collective bargaining agreements for; hires and terminates; provides training, schedules and work direction for; evaluates the performance of; administers discipline; and fulfills other management and supervisory functions for employees engaged in providing custodial care, case management and therapeutic treatment for juveniles charged with or ordered to detention and/or supervision and treatment for violations of the law, violations of court orders and/or status offenses; and engaged in providing foster care placements for wards of the court.
7. Identifies goals and objectives for subordinate staff and provides staff access to training and development opportunities to facilitate professional and personal growth.
8. Ensures that all staff have access to in-service training and comply with continuing education and training requirements for continuing licensure and certification.
9. Designs, develops, implements, administers, and directs the implementation and administration of policies and procedures to ensure that all programs, services and actions comply with the provisions of the Federal Juvenile Justice and Delinquency Prevention Act (JJDPA) of 1974, as amended; the Michigan Probate Act (PA 288 of 1939), as amended; State of Michigan Child Care licensing rules and regulations; American Corrections Association accreditation standards; Michigan Court Rules; and professional standards of practice and codes of ethics.
10. Directs the development of the annual Juvenile Services operating, personnel and capital budget proposals for consideration by the Board of Commissioners and the County Administrator.
11. Directs the financial operations of Juvenile Services and controls budgets.
12. Monitors new and pending federal and state legislation, rules, regulations, judicial precedents and administrative rulings with respect to the adjudication, detention, care and treatment of juvenile offenders; child abuse and neglect; and foster care placements; and ensures that all Juvenile Services policies, procedures practices and programs are modified to maintain compliance.
13. Prepares and delivers a variety of financial, program evaluation and other reports and presentations to the Board of Commissioners, Court, Circuit Court Leadership Team, State Court Administrator's Office, Department of Human Services, external funding agencies, and other internal and external constituencies.
14. Serves as Director of the Adult and Juvenile Drug Treatment Courts, ensuring efficient operations and delivery of quality, cost-effective treatment services to participants.
15. Develops working relationships and collaborates with public and private sector community partners to address issues related to juvenile delinquency, substance abuse, child abuse and neglect, and supportive programs for at-risk children and youth.
16. Ensures that all case flow policies and procedures comply with Michigan Juvenile Justice Benchbook and Michigan Court Rules, and all juvenile case records are properly maintained.
17. Serves as a member of the Circuit Court Leadership Team.

CONTACTS: This position has frequent contact with:

1. Board of Commissioners and subcommittees thereof.
2. Administrators and staff throughout the Juvenile Services division of the Circuit Court.
3. Human Resources.
4. Fiscal Services.
5. Prosecutor's Office.
6. K-12 school districts and OASD.
7. Law enforcement jurisdictions throughout Ottawa Counties.
8. State Court Administrator's Office.
9. Michigan Department of Human Services.
10. School administrators.
11. Civic and community groups.
12. Community Mental Health.
13. Health Department.
14. Contractual service providers.
15. Volunteer agencies.
16. Human services agencies.
17. Other community partners.
18. Drug treatment courts in other counties.
19. Members of the general public.

REQUIRED KNOWLEDGE AND SKILLS:

1. Thorough working knowledge of the principles and practices of public and court administration.
2. Thorough working knowledge of the Federal Juvenile Justice and Delinquency Prevention Act (JJDP) of 1974, as amended and the Michigan Probate Act (PA 288 of 1939), as amended.
3. Thorough working knowledge of the structure and operations of the juvenile justice system.
4. Thorough working knowledge of managerial and supervisory principles and practices.
5. Thorough working knowledge of the theory, principles and applications of child, developmental and behavioral psychology.
6. Thorough working knowledge of the State Court Administrator's Office rules, regulations and requirements, Michigan Juvenile Justice Benchbook, and Michigan Court Rules.

7. Thorough working knowledge of the structure, principles and practices of drug treatment court programs.
8. Thorough working knowledge of youth intervention and treatment programs.
9. Thorough working knowledge of the principles and practices of team building.
10. Extensive knowledge of public and private community resources available to at-risk juveniles and juvenile offenders during and after release from detention and/or supervision by the court.
11. Computer literacy and familiarity with word-processing, spreadsheet, database management and other applications software.
12. Excellent interpersonal and human relations skills.
13. Excellent oral and written communication skills.
14. Thorough working knowledge of strategic planning.
16. Through working knowledge of evaluation theory and its applications.
17. Thorough working knowledge of program assessment and quality assurance principles, practices, protocols and instruments.
18. Thorough working knowledge of proposal development and grant writing principles and practices.
19. Excellent interpersonal and human relations skills.
20. Excellent oral and written communications skills.
21. Ability to interact positively and objectively with elected officials, judges, law enforcement officers, officers of the court, managers, supervisors, employees, collective bargaining representatives, external consultants, state and federal agency staff, and members of the general public from a wide range of cultural and socio-economic backgrounds and with varying levels of interpersonal communications skills.

REQUIRED EDUCATION, TRAINING AND EXPERIENCE:

Master's degree in court administration, public administration, sociology, social work, psychology, criminal justice, or closely related field and at least four years of progressively responsible experience in juvenile justice, including at least two years in case management or treatment services, two years as a supervisor or manager and two years in program and policy development, administration and evaluation; or an equivalent combination of education and experience.

LICENSES AND CERTIFICATIONS:

Certification from the Michigan Judicial Institute in Basic Counseling, Law I, and Law II.

PHYSICAL REQUIREMENTS:

Must be able to perform essential job functions with or without reasonable accommodations, including, but not limited to, visual and/or audiological appliances and devices to increase mobility.

WORKING CONDITIONS:

Work is performed in a normal office environment.

COUNTY OF OTTAWA
2011 REGULAR FULL-TIME OR PART-TIME (BENEFITED) POSITION
REQUEST FORM

Please Print Form and Return to the Fiscal Services Department

POSITION TITLE: Circuit Court Administrative Assistant
2920.6624

FUND/DEPARTMENT NUMBER:

CHECK ONE: New Position: Number of hours per week requested: _____
 Expansion of Existing Hours: From: _____ To: _____ per week

GENERAL INFORMATION:

1. Bargaining Unit:

2. Proposed Pay Grade:

3. Briefly describe the functions of this position:
See attached job description.

4. Describe the justification for this position (Provide supporting documentation if appropriate.)
See attached proposal dated 11.08.10

5. Please identify the goals in the Board of Commissioners' Strategic Plan that this position will help to fulfill.
To continually improve the County's organization and services

6. Will the job functions of this position be for mandated or discretionary functions of the department?
Both

7. How will this position specifically impact the department's performance measurements and what process will be used to measure the outcomes?
This position supports the court in meeting the Supreme Court Caseflow Guidelines and the CourTools performance measurements identified in the court's budget performance measures. Outcomes will be measured based on the success of the court's budget performance measures as identified in the budget process. Note: 50% of this position is reimbursed by the Child Care Fund.

(If the position being requested does not have an existing job description, please attach a description of anticipated duties.)

COST INFORMATION:

ESTIMATED SALARY COST FOR THE BUDGET YEAR:

ESTIMATED FRINGE BENEFIT COSTS FOR THE BUDGET YEAR:

ESTIMATED COST OF EQUIPMENT NEEDED IN CONJUNCTION WITH POSITION:
(If equipment is required, please complete an equipment request form and indicate it is for a new position.)

SIGNED:  DATE: 1-6-11

BUDGET DATA: _____
Fiscal Services Department Use Only

CONTROL #: _____
Fiscal Services Department Use Only

TITLE: ADMINISTRATIVE ASSISTANT
DEPARTMENT: CIRCUIT COURT -
JUVENILE SERVICES

EMPLOYEE GROUP: CT UNCLASSIFIED
GRADE: U04 (\$14.58-\$18.23/HR)
(\$30,223-\$37,789)

DATE: 1/1/11

JOB SUMMARY: Under limited supervision, provides executive support for the Circuit Court Administrator, Director of Juvenile Services and the Administrative Team. Performs highly responsible clerical, technical and sub-administrative work of a confidential nature for the court requiring detailed knowledge of specialized court and department operations, rules and technical and administrative procedures and/or is responsible for complex administrative functions within the court.

ESSENTIAL JOB FUNCTIONS: The essential functions of this position include, but are not limited to, the following:

1. Manages and maintains the Circuit Court administrator's schedule and other team members' calendars, as requested; prepares and distributes meeting agendas and all materials; schedules meeting sites and/or coordinates teleconference meetings on a local, state and national level; and provides other direct support for the administrator and director.
2. Drafts agenda items; prepares supporting documentation; and monitors the progress of tasks and assignments which may require researching issues and collecting and compiling information identified in meetings.
3. Assists the administrator, director and/or administrative team members on special projects by making calls, collecting and compiling information, checking on various potential sources of information, and providing related support assistance.
4. Supports the management of relationships with external partners; schedules meetings; manages the flow of information between partners and court administration; receives work in progress; and ensures agreed upon support services are provided.
5. Prepares correspondence and other documents for signature; researches issues by calling other counties or agencies and collecting and compiling information.
6. Collects, compiles and prepares data reports for use in developing the court's annual report and strategic plan.
7. Coordinate travel arrangements for court administration
8. Performs the role of the court contact with other governmental agencies to exchange information on matters of mutual interest.
9. Serves as clerical back up for Juvenile Services.
10. Oversees activities of support staff, ensures timely completion of all support function, and responds to requests and inquiries of administrative staff in the absence of the Juvenile Register.
11. Performs a variety of support functions such as metering mail, filing, preparing mailing lists, making copies, and related tasks.
12. Performs other specialized duties as directed.

CONTACTS:

This position has frequent contact with:

1. Elected officials, department directors, managers and supervisors throughout the County.
2. Professional organizations such as National Center for State Courts, National Association for Court Management, State Justice Institute, State Court Administrative Office, Michigan Association of Circuit Court Administrators, Michigan Association of Family Court Administrators, etc.
3. Officials of the Judicial and Legislative branches of government.

REQUIRED KNOWLEDGE AND SKILLS:

1. Thorough understanding of confidentiality and privacy issues.
2. Working knowledge of court administration practices and principles.
3. Computer literacy, including thorough working knowledge of word processing, spreadsheets, database management applications software and power point.
4. Excellent oral and written communication skills.
5. Excellent interpersonal and human relations skills.

REQUIRED EDUCATION, TRAINING AND EXPERIENCE:

High school graduation with the equivalent of one year of advanced coursework in data processing or related areas. Associate's Degree in business administration, accounting, or related area preferred.

Action Request



Committee: Board of Commissioners

Meeting Date: 1/25/2011

Requesting Department: Human Resources

Submitted By: Marie Waalkes

Agenda Item: Position Request for Community Mental Health IT Program Coordinator

SUGGESTED MOTION:

To approve the proposal from the Information Technology Department and Community Mental Health to create one (1) full-time Information Technology Program Coordinator at Unclassified/paygrade 07, for an annual cost of \$90,883 with funding to come from Medicaid Funds.

SUMMARY OF REQUEST:

CMH's information technology needs continue to grow. We need a full-time management level IT position dedicated to designing, developing, modifying and improving proprietary and purchased software applications. and analyzing the operating processes of CMH to identify opportunities to improve efficiency with new technologies; and to maintain the functionality and integrity of information processing and data communications operations.

This position request is part of the overall organizational restructuring led by Dr. Michael Brashears.

FINANCIAL INFORMATION:

Total Cost: \$90,883.00 | General Fund Cost: \$90,883.00 | Included in Budget: Yes | No

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

ACTION IS RELATED TO AN ACTIVITY WHICH IS:

Mandated | Non-Mandated | New Activity

ACTION IS RELATED TO STRATEGIC PLAN:

Goal:

- 2: To Maintain & Enhance Communication with Citizens, Employees & Other Stakeholders.
- 3: To Contribute to a Healthy Physical, Economic, & Community Environment.
- 4: Continually Improve Co. Organi.

Objective:

- 2: Review and update a comprehensive communication plan to maximize communication with citizens.
- 3: Continue initiatives to preserve the physical environment.
- 4: Continue initiatives to positively impact the community.
- 1: Review and evaluate the organization, contracts, programs, and services for potential efficiencies.

ADMINISTRATION RECOMMENDATION: Recommended | Not Recommended | Without Recommendation

County Administrator: Alan G. Vanderberg

Digitally signed by Alan G. Vanderberg
DN: cn=Alan G. Vanderberg, ou=County of Ottawa, ou=Administrator's Office, email=avanderberg@mottawa.org
Reason: I am approving this document
Date: 2011.01.13 15:52:51 -0500

Committee/Governing/Advisory Board Approval Date: Finance and Administration Committee 1/18/2011

County of Ottawa Estimated Personnel Costs IT Department
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Employee Name	Union code	W/C code	FTE	Salaries Permanent	FICA	Hospi- talization	OPEB	Life	Retirement	457 Match	Dental	W/C	Longevity	Unemployment	Optical	Disability	Total Fringes	Total Salaries & fringes
IT Coord - 07, C step	14	8810	1.0000	\$59,685	\$4,566	\$14,684	\$974	\$199	\$9,394	\$0	\$732	\$14	\$0	\$209	\$164	\$262	\$31,198	\$90,883
				7040.0000	7150.0000	7160.0000	7160.0020	7170.0000	7180.0000	7180.0010	7190.0000	7200.0000	7210.0000	7220.0000	7230.0000	7240.0000		

COUNTY OF OTTAWA
2011 REGULAR FULL-TIME OR PART-TIME (BENEFITED) POSITION
REQUEST FORM

Please Print Form and Return to the Fiscal Services Department

POSITION TITLE: Community Mental Health IT Program Coordinator **FUND/DEPARTMENT NUMBER:**

CHECK ONE: New Position: Number of hours per week requested: 40
 Expansion of Existing Hours: From: _____ To: _____ per week

GENERAL INFORMATION:

1. Bargaining Unit:

2. Proposed Pay Grade:

3. Briefly describe the functions of this position:
The Community Mental Health (CMH) IT Services Program Coordinator manages the design, development, delivery and maintenance of information systems. This position directly supports the CMH Executive Director by meeting the specific information technology, data collection, data analysis, and data processing needs of CMH.
4. Describe the justification for this position (Provide supporting documentation if appropriate.)
CMH's information technology needs continue to grow. We need a full-time management level IT position dedicated to designing, developing, modifying and improving proprietary and purchased software applications, and analyzing the operating processes of CMH to identify opportunities to improve efficiency with new technologies; and to maintain the functionality and integrity of information processing and data communications operations
5. Please identify the goals in the Board of Commissioners' Strategic Plan that this position will help to fulfill.
2. To maintain and enhance communication with citizens, employees, and other stakeholders. 3. To contribute to a healthy physical, economic and community environment. 4. To continually improve the County's organization and services.
6. Will the job functions of this position be for mandated or discretionary functions of the department?
Mandated
7. How will this position specifically impact the department's performance measurements and what process will be used to measure the outcomes?
CMHOC has developed a sophisticated clinical outcome matrix. The IT program coordinator will be involved in monitoring outcome data that will help teams to adjust the treatment approach as needed. This individual will be responsible for assuring that performance measures related to data reporting and State requirements are met. They will be responsible for all IT and data requirements mandated by our accrediting body (CARF).

(If the position being requested does not have an existing job description, please attach a description of anticipated duties.)

COST INFORMATION:

ESTIMATED SALARY COST FOR THE BUDGET YEAR:

ESTIMATED FRINGE BENEFIT COSTS FOR THE BUDGET YEAR:

ESTIMATED COST OF EQUIPMENT NEEDED IN CONJUNCTION WITH POSITION:
(If equipment is required, please complete an equipment request form and indicate it is for a new position.)

SIGNED: _____ DATE: _____

BUDGET DATA: _____
Fiscal Services Department Use Only

CONTROL #: _____
Fiscal Services Department Use Only

OTTAWA COUNTY HUMAN RESOURCES

JOB NUMBER: **EMPLOYEE GROUP:** UNCLASSIFIED
TITLE: ~~MANAGER-COORDINATOR~~ OF CMH IT SERVICES **GRADE:** 087
DEPARTMENT: INFORMATION TECHNOLOGY **FLSA STATUS:** EXEMPT
DATE: 10/11/10

JOB SUMMARY:

Under the direction of the Information Technology (IT) Director, The Manager of Community Mental Health (CMH) IT Services manages the design, development, delivery and maintenance of information systems. This position directly supports the CMH Executive Director by meeting the specific information technology, data collection, data analysis, and data processing needs of CMH. Manages and directs the activities of the programmer/analyst in designing, developing, modifying and improving proprietary and purchased software applications. Analyzes the operating processes of CMH to identify opportunities to improve efficiency with new technologies; and to maintain the functionality and integrity of information processing and data communications operations. Coordinates other technology services for CMH within the IT Department.

REPORTS TO: IT Director ~~CMH EXECUTIVE DIRECTOR~~ WITH CONSULTATION WITH CMH EXECUTIVE DIRECTOR ~~IT Director~~

SUPERVISES: Programmer/Analyst (1) downgrade to technician 4A

ESSENTIAL JOB FUNCTIONS: The essential functions of this position include, but are not limited to, the following:

1. Develop, implement and support efficient and cost-effective solutions to meet the organization's information needs.
2. Participate in the CMH Leadership team to provide advice on systems, procedures and processes that will improve services.
3. Work with department managers and staff to develop and implement processes required to effectively use applications and systems to conduct the business operations of CMH.
4. Works with vendors to deliver information systems and services.
5. Evaluates system specifications for business requirements according to the Michigan Department of Community Health (MDCH) contract.
6. Creates computer solutions for individual programs and services.
7. Works closely with management to prioritize goals and information needs.
8. Participates in Statewide user groups and other ad hoc committees to research best practice and solutions.
9. Uses best practices in application software project planning and project management.
10. Provides direct supervision for subordinate IT staff and participates in hiring, training, scheduling, assigning, monitoring, evaluating and disciplining.
11. Participates in the development of long-range strategic plans to meet the current and future information management and data communication needs of CMH.

~~Manager-Coordinator~~ of CMH IT Coordinator - CMH Job Summary (Rev 2).doc ~~IT Coordinator - CMH Job Summary (Rev 2)~~ IT Services

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12. Collaborates with other members of IT management to design, develop, implement and administer policies and procedures governing the proper use and security of the County's information management technology.
13. Collaborates with other members of IT management and CMH in developing requests for proposals for the design, development, installation and implementation of new computing platforms, hardware, and software applications to meet current and future information management and data communication requirements.
14. Plans, schedules and supervises the development, installation, testing, debugging, modification and implementation of new software applications and other projects.
15. Applies cost/benefit analysis techniques to determine the relative efficiency of purchasing software applications or developing applications in-house to meet operating needs of CMH.
16. Serves as owner's representative for the installation and implementation of purchased software applications, monitoring vendor progress against project benchmarks and assessing and evaluating quality of project deliverables.
17. Participates in development of the annual IT personnel, operating and capital budget requests.
18. Researches new and emerging information management technologies and potential application to CMH operations.
19. Analyzes quality control and quality assurance data to identify systemic software and data issues, and develops and implements appropriate process improvements.
20. Analyzes support requests to identify systemic problems in specific software applications in order to develop patches and fixes and/or document requests to external developers to correct errors and/or modify and improve functionality.
21. May perform any and all functions of the Programmer/Analyst classification as required to resolve complex problems in software design.
22. Seeks out and requests approval in attending career growth educational opportunities.
23. Performs other functions as required.

CONTACTS: This position has frequent contact with:

1. CMH **Executive** Director, Management Team and elected officials.
2. State and Federal IT and Community Health departments.
3. Applications software developers and vendors.
4. Consultants.
5. Contractual service providers.

REQUIRED KNOWLEDGE AND SKILLS:

1. Excellent project planning and management skills.
2. Thorough working knowledge of a variety of higher level programming languages and programming tools.
3. Thorough working knowledge of software development principles, practices, and tools.

~~Manager-Coordinator~~ of CMH ~~IT Coordinator - CMH Job Summary (Rev 2).doc~~~~IT Coordinator – CMH Job Summary (Rev 2)IT Services~~

Created on ~~1/11/2011 4:48:00 PM~~~~1/11/2011 4:44:00 PM~~~~10/11/2010 11:52:00 AM~~

4. Working knowledge of the principles and practices of budget development and management.
5. Thorough working knowledge of the principles and practices of management and supervision.
6. Thorough working knowledge of relational database design and functions.
7. Thorough understanding of a variety of computing platforms.
8. Thorough working knowledge of current Internet technologies.
9. Good working knowledge of the business process and requirements development
10. Excellent analytical skills and ability to deconstruct end-user operating processes and procedures.
11. Thorough working knowledge of principles and practices of software documentation.
12. Practical knowledge and experience developing test cases and test plans.
13. Thorough working knowledge of the legal environment with respect to the privacy and security of end-user department client data.
14. Excellent written, oral, and interpersonal communication skills.
15. Ability to interact positively and objectively with department directors, elected officials, coworkers, end-users, vendors, regulatory and funding agency staff, and other clients from a wide range of cultural and socio-economic backgrounds and with varying levels of technical knowledge and skills.

REQUIRED EDUCATION, TRAINING AND EXPERIENCE:

Bachelor's degree from an accredited institution in computer science, computer engineering, IT, or closely related field and five years of progressively responsible experience in operations analysis and software design and development, including three years of experience in project management and supervision of software developers/programmers; or an equivalent combination of education and experience. Specific experience with the operating systems and software applications currently in use by the County strongly preferred. Knowledge of Health Information Systems and specifically Michigan Department of Community Health Information Systems, Electronic Health Records, Electronic Data Interchange, Medicare, Medicaid, and Insurance billing, and other information requirements highly desired.

LICENSES AND CERTIFICATIONS:

Valid Michigan driver's license.

PHYSICAL REQUIREMENTS:

Must be able to perform essential job functions with or without reasonable accommodations, including, but not limited to, visual and/or audiological appliances and devices to increase mobility.

WORKING CONDITIONS:

Work is performed in a normal office environment.

Action Request



Committee: Board of Commissioners

Meeting Date: 1/25/2011

Requesting Department: Fiscal Services

Submitted By: Bob Spaman

Agenda Item: Enterprise Resource Planning (ERP) Software System

SUGGESTED MOTION:

To approve that the County move forward with the implementation of a new Enterprise Resource Planning (ERP) software system at an estimated cost of approximately \$965,000.00.

SUMMARY OF REQUEST:

The County has been researching a new ERP software system over the last several years. Our current system is outdated and needs to be upgraded for reasons listed in the memo.

This project will replace existing financial, accounting and human resources software systems.

This project will enhance the County's ability to service staff, Board of Commissioners, citizens and other entities that deal with the County.

FINANCIAL INFORMATION:

Total Cost: \$965,000.00 | General Fund Cost: \$965,000.00 | Included in Budget: Yes | No

If not included in budget, recommended funding source:

In the 2011 budget there is \$700,000.00, balance will be in the 2012 budget.

ACTION IS RELATED TO AN ACTIVITY WHICH IS:

Mandated | Non-Mandated | New Activity

ACTION IS RELATED TO STRATEGIC PLAN:

Goal: 4: To Continually Improve the County's Organization and Services.

Objective: 1: Review and evaluate the organization, contracts, programs, and services for potential efficiencies.
6: Continue the effective and efficient management of human resources.

ADMINISTRATION RECOMMENDATION: Recommended | Not Recommended | Without Recommendation

County Administrator: Alan G. Vanderberg

Digitally signed by Alan G. Vanderberg
DN: cn=Alan G. Vanderberg, o=County of Ottawa, ou=Administrator's Office, email=avanderberg@ottawacounty.org
Reason: I am approving this document.
Date: 2011.01.19 15:58:08 -0500

Committee/Governing/Advisory Board Approval Date: Finance and Administration Committee 1/18/2011



County of Ottawa

Fiscal Services Department

Robert Spaman
Director

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

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

January 18, 2011

TO: Finance & Administration Committee

SUBJECT: ERP System Discussion

I would like the Finance & Administration Committee to take action that would approve the County to move forward with the implementation of a new Enterprise Resource Planning (ERP) software system. Our current ERP software system is outdated and due for replacement. This memo will explain why this request is necessary, the direction we would like to move forward, why we need to proceed with an RFP, an estimated budget, timeline and thoughts regarding future savings.

Enterprise Resource Planning system software is a fundamental component for the County to integrate all the financial activities and a majority of the Human Resource/Payroll functions. Currently we are using New World software that was purchased by the County in 1990 operating on an AS400 environment. While this type of environment has been solid over 20 years and served the County well, new technology in a .NET or Windows environment has been developed and offers greater flexibility than the cumbersome, less flexible AS400.

In the Plante Moran Fiscal Services study completed in March 2010, there were eleven (11) recommendations, five (5) contained references to a new financial software system. They indicated that with a new financial software system, the County would make significant changes and improvements in these five (5) areas.

We are proposing that the County move forward with replacing the current ERP software with the newer, more flexible Windows product. There are several reasons that make this decision necessary at this time including the following:

- 1) Our current vendor, New World, approached me when I started with the County and asked that we upgrade to their Windows products since they are moving all their customers from the AS400 product. Within 3-4 years they expect they will no longer update and support the AS400 product. Other ERP software vendors have already discontinued offering the AS400 product.
- 2) While we have always updated and tested the annual releases, we have not implemented large parts of the new functionality made available in the current New World system.

We have somewhat stayed in the original environment that we started with in 1990. Additionally, we have added a great deal of customization over the last 20 years that has caused problems when updates are applied. The combination of not using new functionality and customization has led us to use only 20-25% or less of the product we have now. Even if we would continue to use our current AS400 product, a major retraining would be necessary.

- 3) As we have upgraded other software in the County, this was next on the list as far as the age of the product. Typically, private industry replaces or evaluates ERP software every 10-12 years while the public sector replaces or evaluates every 14-16 years. As stated earlier we are at 20 years. An evaluation was begun about 3 years ago with no action at that time.
- 4) Implementing contemporary ERP software provides us with the opportunity to streamline our processes and eliminate not only duplicate entries, but handling information multiple times in different ways. As an example, currently we upload journal entries to Excel through Monarch software and into our current system. This is a single electronic step in the new ERP systems. Much less labor and cumbersomeness.
- 5) Eliminates shadow systems such as spreadsheets that several departments use to track Accounts Payable invoices and other financial data. These would be replaced with the remarkable reporting tools that new ERP software systems now have in their product as we have seen in vendor demonstrations in December and January. These reporting tools do not exist in our current software.
- 6) Eliminates duplicate systems such as the cashiering systems we have with our New World product and the Justice system. This could put the cashiering for all aspects of the Justice under one system.
- 7) The current New World system does allow users some opportunity to get the information to run their departments. However, the new Windows system would greatly improve the empowerment that Fiscal will give to users. This will save a significant amount of calls to Fiscal Services for reports and other information. Through the use of personal dashboards and user-friendly screens, on-line real time information would be easily accessible to all levels of users of the system. Security at the individual and group level will limit the ability of access as needed.
- 8) With the use of electronic workflow in purchasing, accounts payable, general journal entries, payroll and other functions in a Windows product, processes that now take several days and large amounts of paper could be done in a matter of minutes.
- 9) A new ERP system has the capability for a great deal of self service options for employees including open enrollment, changing address, dependents, etc. with the workflow approval of HR before the record is updated. The self service vendor function allows a vendor of the County to check payments on his invoices thus saving several calls to Accounts Payable staff on invoice status. Other self service finality is available with each vendor.

While there are a number of other reasons, the aforementioned will aid the staff in modernizing and particularly streamlining financial and human resource functions in Ottawa County.

The ERP Team, consisting of Keith VanBeek, Dave Hulst, Marie Waalkes, Brad Slagh, Kevin Bowling and me, has been working on this project since September 2010. We have set up a ERP Committee (approximately 15 – 17 members) of primary users from every department in the County. We engaged the services of a seasoned consultant to work with us to develop a plan of action which included educational demonstrations from 3 software vendors in the price range we are currently looking at for a purchase and implementation. These were educational demonstrations only not intended to be sales presentations. After the demonstrations, we conducted small focus groups to identify likes and concerns for each vendor that demonstrated.

The ERP Team has come to the point that we believe it is time we develop an RFP to begin the selection process for a new ERP system to accomplish the following:

- 1) Give us the opportunity to work through our internal business practices and processes to re-evaluate their current relevance to the County. Over the years we have some degradation in this area as new people came to Fiscal Services and changes in the structure of the department during that time.
- 2) Give us the opportunity to implement industry standard best practices that have been prevented by the current software and our current processes.
- 3) Give us the opportunity to undertake the RFP process utilizing someone that has done this with several other municipalities and implemented successfully on various vendor platforms.
- 4) Give us the opportunity to integrate our developing MICA/Justice system development with an ERP system to gain the best use of both systems.
- 5) Develop the RFP to serve as an evaluation tool for vendors during the finalist's demonstrations. through the use of a scripted demonstrations.
- 6) RFP to serve as an attachment to the final contract that keeps the vendor honest. There are several hundred yes/no questions with detail if necessary, on the functionality of the vendor's software that they will be held accountable for during an implementation
- 7) In addition, our Purchasing Policy requires us to do an RFP or Competitive Sealed Bid for items purchased over \$20,000

The work we are asking the consultant to perform for us has many parts including:

- 1) Writing the RFP through discussions with all the employees dealing with the functional areas of an ERP system. This includes General Ledger (journal entries, analysis, etc.), Purchasing, Accounts Payable, Accounts Receivable, Cashiering, Budgeting, Project/Grant Accounting and Human Resources. These discussions would include employees who directly work in these areas on a daily basis, employees in various departments who handle these functions in their departmental responsibilities and department heads.
- 2) The aforementioned meetings also will include a process improvement and departmental needs assessment. This will lead to better practices and processes to modernize and streamline the organization.
- 3) After completing the RFP, the consultant will distribute to vendors in conjunction with the ERP Team.
- 4) The consultant will evaluate the vendor responses and eliminate those who do not meet our minimum criteria. She will give the ERP Team the semi-finalists for their review. After the Team selects 5-6 vendors, the Team will have the Committee help to reduce the finalists down to 3-4.
- 5) The 3-4 finalists will have 2 days of demonstrations orchestrated by the consultant through various scripts in the RFP to prove they can do what they say.
- 6) After the list is shortened to the finalist, the consultant will aid us in contract negotiations
- 7) After negotiations are completed, the consultants work is done and implementation can begin.

The budget for the project includes the following:

Consultant RFP through negotiation as detailed above	\$100,000 - \$125,000
Hardware for the software including servers, etc.	\$60,000 - \$90,000
ERP Software and implementation	\$550,000 - \$750,000
Total Estimated Costs	\$710,000 - \$965,000
Outside Project Implementation Management (optional) Probably for 12-15 months.	\$150,000 - \$200,000

Thus far we have spent approximately \$20,000 with our current consultant to get us to this point.

The current timeline, as suggested by our consultant, is below.

Week of January 17th - Add items from interviews, vendor demos and follow-up meetings to boilerplate RFP

Week of January 24th - Add items from vendors brochures and marketing info to RFP, distribute to departments

Week of January 31st - MICA meetings

Week of February 7th - MICA meetings

Week of Feb 14th - Department meetings to review and document internal processes

Week of February 21st - Department meetings to review and document internal processes

Week of February 28th - Department meetings to review and document internal processes

Week of March 7th - Create RFP

Week of March 14th - Create RFP

Week of March 21st - Ottawa review of RFP and make changes

Week of March 28th - Final changes and issue RFP

Week of April 11th - Vendor questions due

Week of April 18th - Reply to vendor questions

Week of May 16th - Vendor responses due

Week of May 23rd - Initial review of vendors and meeting to discuss

Week of May 30th (Memorial Day) - Initial vendor cut

Week of June 6th - Team to review balance of vendors

Week of June 13th - Meet and finalist selection (this may be a bit aggressive)

Week of June 20th - Notify vendors and arrange demos

Week of July 11, 18, 25, and Aug 1st - 1 vendor demo per week of 2-3 days plus next day team meetings

Weeks of August 8th and 15th - Possible demos or finalist cut

Week of August 22nd - Begin contract negotiations

September 22 - Sign contract and begin implementation

As you can see by the schedule above, this is more than you typical RFP. It touches many departments and several process reviews and changes. The work after the creation of an RFP could take an additional four (4) months before implementation. Implementation will begin with a kickoff meeting and the tasks that need to be accomplished including hardware necessary to house the software. So training of staff will probably begin in late October or early November. Generally it takes about one year for full implementation of the financial and human resources/payroll modules.

From my past experience with my prior two organizations that implemented ERP systems, it is difficult to predict the monetary savings since every organization is different; however, after implementation is complete and we have a year or so of using an ERP system I generally have reduced staff in Fiscal by 10 -20%, through attrition as we streamline processes and use the ERP system to its fullest capacities. Using the 2011 Fiscal Services budget of slightly over \$1 million, the savings could be \$100,000 - \$200,000 annually. It can be anticipated that other areas in the organization will also be able to adjust their staffs accordingly.

It is expected that we will do a performance measurement comparison but the process is yet to be determined.