



County of Ottawa

Board of Commissioners

Philip D. Kuyers
Chairperson

James C. Holtrop
Vice-Chairperson

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

West Olive (616) 738-4898

Fax (616) 738-4888

Grand Haven (616) 846-8295

Grand Rapids (616) 662-3100

Website: www.miOttawa.org

March 18, 2011

To All Ottawa County Commissioners:

The Ottawa County Board of Commissioners will meet on **Tuesday, March 22, 2011 at 1:30 p.m.**, for the regular **March** 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 Karsten
3. Pledge of Allegiance to the Flag
4. Roll Call
5. Presentation of Petitions and Communications
6. Public Comments and Communications from County Staff
7. Approval of Agenda
8. Actions and Reports

A. Consent Resolutions:

From the County Clerk

1. Board of Commissioners Meeting Minutes

Suggested Motion:

To approve the Minutes of the March 8, 2011 Board of Commissioners Meeting.

2. Payroll

Suggested Motion:

To authorize the payroll of March 22, 2011 in the amount of \$_____.

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

From the Finance and Administration Committee

3. Monthly Accounts Payable for March 1, 2011 through March 11, 2011
Suggested Motion:
To approve the general claims in the amount of \$3,546,653.72 as presented by the summary report for March 1, 2011 through March 11, 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 February 2011.

B. Action Items:

From the Planning and Policy Committee

5. Update Park Rules
Suggested Motion:
To approve the revised Park Rules to be adopted as Ordinance No. 11-1.
6. Update to Open Space Rules
Suggested Motion:
To approve the revised Open Space Rules to be adopted as Ordinance No. 11-2.
7. Grant Application – Historic Ottawa Beach Waterfront Walkway
Suggested Motion:
To approve and authorize the Board Chair and Clerk to sign the resolution authorizing submittal of the Historic Ottawa Beach Waterfront Walkway grant proposal to the Michigan Natural Resources Trust Fund.
8. Resolution Authorizing Proceedings to Establish Lake Level Special Assessment Districts
Suggested Motion:
To approve and authorize the Board Chair and Clerk to sign the Resolution to authorize the Ottawa County Drain Commissioner to establish lake level special assessment districts for Kenowa Lake, Rushmore Lake and Sunnyview Lake, all located within Georgetown Charter Township, Ottawa County, Michigan, as provided for in Part 307 of the Natural Resources and Environmental Protection Act, MCL 324.30701 et seq., as amended.

From the Finance and Administration Committee

9. Agreement for Veterans Services
Suggested Motion:
To approve and authorize the Board Chair and Clerk to sign the Agreement for Veterans Services with Social Services Resources LLC in the amount of \$18,749.97.
10. Appointment to Ottawa County Tax Allocation Board
Suggested Motion:
To approve the name of Roger Cotner for appointment to the Ottawa County Tax Allocation Board, pursuant to MCL 211.205(e).
11. Purchasing Card Policy (First Reading)
Suggested Motion:
To receive for comment the Purchasing Card Policy. (First Reading)

12. 20th Circuit Court Personnel Request to Create one (1) full-time (1.0 FTE) Felony Collections Clerk
Suggested Motion:
To approve the request from the 20th Circuit Court/Trial Division to create one (1) full-time (1.0 FTE) Felony Collections Clerk (Group T, Paygrade 10) at a cost of \$51,264. Funding to come from the funds collected by this position (General Fund). Position to be sunsetted March 22, 2012, and reviewed at that time to determine if sufficient funds were collected to continue this position.

13. Community Mental Health Personnel Request to Reclassify a full-time Program Supervisor to a full-time Program Coordinator
Suggested Motion:
To approve the request to reclassify the position of full-time (1.0 FTE) Program Coordinator (Unclassified, Paygrade 07) to full-time (1.0 FTE) Program Supervisor (Unclassified, Paygrade 08) at a cost of \$7190. Funding for this position to come from Medicaid funding.

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
MARCH SESSION – FIRST DAY**

The Ottawa County Board of Commissioners met on Tuesday, March 8, 2011, at 1:30 p.m. and was called to order by the Vice-Chair.

Mr. Baumann pronounced the invocation.

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

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

Absent: Mr. Kuyers. (1)

Public Comments and Communications from County Staff

A. Road Commission Update – Brett Laughlin, Managing Directory, presented the 2010 Ottawa County Road Commission Report.

B/C 11-064 Mr. Holtvluwer moved to approve the agenda of today as presented. The motion passed.

B/C 11-065 Mr. Swartout moved to approve the following Consent Resolutions:

1. To approve the Minutes of the February 22, 2011 Board of Commissioners Meeting and the February 25, 2011 Board of Commissioners Strategic Planning Session.
2. To authorize the payroll of February 25, 2011 and March 8, 2011 in the amount of \$1,453.56.
3. To receive for information the Correspondence Log.
4. To approve the general claims in the amount of \$3,584,330.65 as presented by the summary report for February 14, 2011 through February 28, 2011.
5. To receive for information the Ottawa County Corporation Counsel 2010 Annual Report.
6. To receive for information the Ottawa County Treasurer's 2010 Annual Report.

7. To receive for information the Ottawa County Public Health 2010 Annual Report.
8. To receive for information the Ottawa County Michigan Works!/CAA 2010 Annual Report.

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

Discussion Items:

1. Ottawa County Corporation Counsel 2010 Annual Report – The 2010 Corporation Counsel Annual Report was presented by Greg Rappleye, Corporate Counsel.
2. Ottawa County Treasurer's 2010 Annual Report – The 2010 Ottawa County Treasurer's Annual Report was presented by Bradley Slagh, Treasurer.
3. Ottawa County Public Health 2010 Annual Report – The 2010 Public Health Annual Report was presented by Lisa Stefanovsky, Health Officer.
4. Ottawa County Michigan Works!/CAA 2010 Annual Report – The 2010 Michigan Works!/CAA Annual Report was presented by Bill Raymond, Michigan Works!/CAA Director.

The County Administrator's report was presented by Keith VanBeek, Assistant Administrator.

B/C 11-066 Mr. Disselkoen moved to adjourn at 2:45 p.m. subject to the call of the Vice-Chair. The motion passed.

DANIEL C. KRUEGER, Clerk
Of the Board of Commissioners

JAMES HOLTROP, Vice-Chair
Of the Board of Commissioners

Action Request



Committee: Board of Commissioners

Meeting Date: 3/22/2011

Requesting Department: County Clerk

Submitted By: Bob Spaman

Agenda Item: Payroll

SUGGESTED MOTION:

To authorize the payroll of March 22, 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=US, ou=County of Ottawa, ou=Administrator's Office, email=avanderberg@countyofo.org
Reason: I am approving this document
Date: 2011.03.02 09:03:46 -0500

Committee/Governing/Advisory Board Approval Date: _____

Action Request



Committee: Board of Commissioners

Meeting Date: 3/22/2011

Requesting Department: Fiscal Services

Submitted By: Bob Spaman

Agenda Item: Monthly Accounts Payable for March 1, 2011 through March 11, 2011

SUGGESTED MOTION:

To approve the general claims in the amount of \$3,546,653.72 as presented by the summary report for March 1, 2011 through March 11, 2011.

SUMMARY OF REQUEST:

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

FINANCIAL INFORMATION:

Total Cost: \$3,546,653.72 | General Fund Cost: \$3,546,653.72 | 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, ou=US, ou=County of Ottawa, ou=Administrator's Office, email=avanderberg@mottawa.org
Reason: I am approving this document
Date: 2011.03.15 16:36:55 -0400

Committee/Governing/Advisory Board Approval Date:



County of Ottawa

Fiscal Services Department

Robert Spaman
Fiscal Services Director

Marvin Hinga
Fiscal Services Assistant Director

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

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 – March 1, 2011 to March 11, 2011
Date: March 11, 2011

I have reviewed the Accounts Payable Listing for March 1 through March 11, 2011. The following information will give you the detail of some of the purchases made in specific funds during this period:

Fund 2450 – Public Improvement Fund

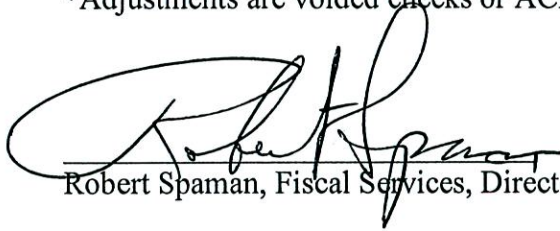
Management Fee – Manley Street Tower	\$1,297.80
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If you have any additional questions, please feel free to contact me.

Total Checks/Automated Clearing House (ACH) 03/01/2011 through 03/11/2011

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 \$3,028,097.40. The amount of claims to be approved totals \$3,546,653.72.

*Adjustments are voided checks or ACH.


Robert Spaman, Fiscal Services, Director

3/14/11
Date

We hereby certify that the Board of Commissioners has approved the claims on this 22nd day of March, 2011.

Philip Kuyers, Chairperson
Board of Commissioners

Daniel Krueger, Clerk

ACCOUNTS PAYABLE CHECKS/ACH 03/01/2011 THROUGH 03/11/2011

<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	262,038.16	(46.46)	261,991.70
1500	CEMETERY TRUST	0.00	0.00	0.00
2081	PARKS & RECREATION	35,601.48	0.00	35,601.48
2082	PARK 12	0.00	0.00	0.00
2160	FRIEND OF COURT	2,532.76	0.00	2,532.76
2170	9/30 JUDICIAL GRANTS	517.25	0.00	517.25
2210	HEALTH	11,418.85	(64.80)	11,354.05
2220	MENTAL HEALTH	608,348.53	0.00	608,348.53
2271	SOLID WASTE CLEAN-UP	10,489.84	0.00	10,489.84
2272	LANDFILL TIPPING FEES	236.75	0.00	236.75
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	1,297.80	0.00	1,297.80
2550	HOMESTEAD PROPERTY TAX	0.00	0.00	0.00
2560	REGISTER OF DEEDS AUTOMATION FUND	675.22	0.00	675.22
2590	LIPPERT GRANT	0.00	0.00	0.00
2601	PROSECUTING ATTORNEY GRANTS	0.00	0.00	0.00
2602	WEMET	36,340.16	0.00	36,340.16
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	107,511.50	0.00	107,511.50

ACCOUNTS PAYABLE CHECKS/ACH 03/01/2011 THROUGH 03/11/2011

<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	13,571.97	0.00	13,571.97
2640	EMT HOLLAND-PARK	0.00	0.00	0.00
2650	EMT GEORGETOWN TOWNSHIP	0.00	0.00	0.00
2661	SHERIFF ROAD PATROL	1,408.34	0.00	1,408.34
2690	LAW LIBRARY	0.00	0.00	0.00
2740	WIA-ADMIN. COST POOL	0.00	(137.50)	-137.50
2741	WIA-YOUTH	2,483.55	(95.00)	2,388.55
2742	WIA-ADULT	3,899.75	0.00	3,899.75
2743	WIA-6/30 GRANT PROGRAMS	46,772.71	(205.00)	46,567.71
2744	WIA-12/31 GRANT PROGRAMS	588.04	0.00	588.04
2747	WIA-WORK FIRST YOUTH	0.00	0.00	0.00
2748	WIA-9/30 GRANT PROGRAMS	252,191.85	(50.00)	252,141.85
2749	WIA-3/31 GRANT PROGRAMS	0.00	0.00	0.00
2750	GRANT PROGRAMS-PASS THRU	143,300.83	0.00	143,300.83
2800	EMERGENCY FEEDING	5,350.11	0.00	5,350.11
2810	FEMA	0.00	0.00	0.00
2850	COMMUNITY CORRECTIONS PROG. GRANT	560.11	0.00	560.11
2870	COMMUNITY ACTION AGENCY (CAA)	12,100.48	0.00	12,100.48
2890	WEATHERIZATION	75,109.41	(12.50)	75,096.91
2900	DEPT OF HUMAN SERVICES	0.00	0.00	0.00
2901	DEPT OF HUMAN SERVICES	2,791.00	0.00	2,791.00
2920	CHILD CARE - PROBATE	134,354.08	0.00	134,354.08
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 03/01/2011 THROUGH 03/11/2011

<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	0.00	0.00	0.00
5160	DELINQUENT TAXES	192.94	0.00	192.94
6360	INFORMATION TECHNOLOGY	25,705.92	0.00	25,705.92
6410	WATER & SEWER REVOLVING	0.00	0.00	0.00
6450	DUPLICATING	33.69	0.00	33.69
6550	TELECOMMUNICATIONS	9,133.99	0.00	9,133.99
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.	669,045.33	0.00	669,045.33
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	1,010,317.80	(517,945.06)	492,372.74
7040	IMPREST PAYROLL	20,908.13	0.00	20,908.13
7210	LIBRARY PENAL FINE	0.00	0.00	0.00
7300	EMPLOYEE SICK PAY BANK	0.00	0.00	0.00
7360	OPEB TRUST	39,825.39	0.00	39,825.39
		<u>\$3,546,653.72</u>	<u>(518,556.32)</u>	<u>\$3,028,097.40</u>

Action Request



Committee: Board of Commissioners

Meeting Date: 3/22/2011

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 February 2011.

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, c=US, ou=County of Ottawa, ou=Administrator's Office, email=avanderberg@miottawa.org
Reason: I am approving this document
Date: 2011.03.10 13:28:59 -0500

Committee/Governing/Advisory Board Approval Date: Finance and Administration Committee 3/15/2011

Adjustment Number	G/L Date	Fund	Dept	Sub Dept	Account Number	Account Name	Adjustment Amount
<u>TO ESTBLSH AESA GRANT</u>							
BA 44	2/15/2011	2743	7458	0006	5610.0000	State Of Mich - Welfare	247,250.00-
BA 44	2/15/2011	2743	7458	0006	8080.0000	Service Contracts	247,250.00-
<u>TO REDUCE GF/GP BUDGT</u>							
BA 45	2/15/2011	2748	7431	0003	5610.0100	Most-Allegan DSS Revenue	67,428.00
BA 45	2/15/2011	2748	7431	0003	8080.0000	Service Contracts	8,088.00-
BA 45	2/15/2011	2748	7433	0007	8440.0050	Administration-Sub Agents	59,340.00-
<u>TO ADJ MPRI BUDGET</u>							
BA 46	2/15/2011	2748	7431	0038	5610.0000	State Of Mich - Welfare	138,616.00-
BA 46	2/15/2011	2748	7433	0038	8080.0000	Service Contracts	3,545.00
BA 46	2/15/2011	2748	7433	0039	8080.0000	Service Contracts	11,384.00-
BA 46	2/15/2011	2748	7433	0040	7270.0000	Office Supplies	304.00
BA 46	2/15/2011	2748	7433	0040	8210.0060	Outside Temporary Service	11,283.00
BA 46	2/15/2011	2748	7433	0042	8080.0000	Service Contracts	134,868.00
<u>ADJ EQUALLY FOR 3 YRS</u>							
BA 47	2/15/2011	2744	7479		5610.0000	State Of Mich - Welfare	88,000.00
BA 47	2/15/2011	2744	7479		7040.0000	Salaries - Regular	13,624.00-
BA 47	2/15/2011	2744	7479		7150.0000	Social Security	993.00-
BA 47	2/15/2011	2744	7479		7160.0000	Hospitalization	3,534.00-
BA 47	2/15/2011	2744	7479		7160.0020	OPEB - Health Care	214.00-
BA 47	2/15/2011	2744	7479		7170.0000	Life Insurance	29.00-
BA 47	2/15/2011	2744	7479		7180.0000	Retirement & Sick Leave	1,194.00-
BA 47	2/15/2011	2744	7479		7180.0010	457 Plan Contribution	150.00-
BA 47	2/15/2011	2744	7479		7190.0000	Dental Insurance	181.00-
BA 47	2/15/2011	2744	7479		7200.0000	Worker's Compensation	3.00-
BA 47	2/15/2011	2744	7479		7210.0000	Longevity	93.00-
BA 47	2/15/2011	2744	7479		7220.0000	Unemployment	11.00-
BA 47	2/15/2011	2744	7479		7230.0000	Optical Insurance	42.00-
BA 47	2/15/2011	2744	7479		7240.0000	Disability Insurance	56.00-
BA 47	2/15/2011	2744	7479		9300.0000	Equipment Repairs	16,667.00-
BA 47	2/15/2011	2744	7479		9370.0000	Building Repairs	51,209.00-
<u>CARRYOVR UNSPENT 2010</u>							
BA 58	2/15/2011	2081	7510		5660.0000	St Of MI - Culture & Rec.	595,000.00-
BA 58	2/15/2011	2081	7510		6710.0000	Other Revenue	482,000.00-
BA 58	2/15/2011	2081	7510		7280.0000	Printing & Binding	8,300.00
BA 58	2/15/2011	2081	7510		7390.0000	Operational Supplies	6,100.00

Adjustment Number	G/L Date	Fund	Dept	Sub Dept	Account Number	Account Name	Adjustment Amount
<u>CARRYOVR UNSPENT 2010</u>							
BA 58	2/15/2011	2081	7510		8080.0000	Service Contracts	39,509.00
BA 58	2/15/2011	2081	7510		9370.0000	Building Repairs	30,737.00
BA 58	2/15/2011	2081	7510		9710.0000	Land	1,448,640.00
BA 58	2/15/2011	2081	7510		9740.0000	Land Improvements	88,000.00
BA 58	2/15/2011	2081	7510		9740.0050	Upper Macatatawa Phase III	28,553.00
BA 58	2/15/2011	2081	7510		9740.0110	Eastmville Bayou Acc Impr	172,939.00
BA 58	2/15/2011	2081	7510		9740.0250	Connor Bayou Improvements	240,149.00
BA 58	2/15/2011	2081	7510		9740.0270	Holland Harbor Fishery AC	380,572.00
BA 58	2/15/2011	2081	7510		9750.0000	Building & Improvements	24,293.00
<u>ERP CONSULTANT</u>							
BA 59	2/15/2011	6360	2580		8010.0000	Consultants	123,890.00
<u>SPL ASSMNT-COOPR DRN</u>							
BA 60	2/14/2011	2081	7510		9580.0010	Special Assessments	457.00
<u>REV RCVD FRM ST OF MI</u>							
BA 61	2/14/2011	2210	6044		6070.0020	Medical Record Fees	15.00-
BA 61	2/14/2011	2210	6044		8300.0000	Memberships & Dues	15.00
<u>REDUCD FRM ORG BA 790</u>							
BA 62	2/14/2011	2210	6310		6710.0000	Other Revenue	80.00
BA 62	2/14/2011	2210	6310		7390.0000	Operational Supplies	80.00-
<u>DONATIONS FOR MDT GH</u>							
BA 63	2/14/2011	2220	6493	3244	6750.0010	Donations	100.00-
BA 63	2/14/2011	2220	6493	3244	7390.0000	Operational Supplies	100.00
<u>TO EST ADMIN BDG-TBRA</u>							
BA 66	2/14/2011	2744	7441		5610.0000	State Of Mich - Welfare	4,630.00-
BA 66	2/14/2011	2744	7441		7040.0000	Salaries - Regular	2,727.00
BA 66	2/14/2011	2744	7441		7150.0000	Social Security	209.00
BA 66	2/14/2011	2744	7441		7160.0000	Hospitalization	990.00
BA 66	2/14/2011	2744	7441		7160.0020	OPBB - Health Care	60.00
BA 66	2/14/2011	2744	7441		7170.0000	Life Insurance	6.00
BA 66	2/14/2011	2744	7441		7180.0000	Retirement & Sick Leave	251.00
BA 66	2/14/2011	2744	7441		7180.0010	457 Plan Contribution	18.00

Adjustment Number	G/L Date	Fund	Dept	Sub Dept	Account Number	Account Name	Adjustment Amount
<u>TO EST ADMIN BDG-TBRA</u>							
BA 66	2/14/2011	2744	7441		7190.0000	Dental Insurance	51.00
BA 66	2/14/2011	2744	7441		7200.0000	Worker'S Compensation	1.00
BA 66	2/14/2011	2744	7441		7220.0000	Unemployment	2.00
BA 66	2/14/2011	2744	7441		7230.0000	Optical Insurance	12.00
BA 66	2/14/2011	2744	7441		7240.0000	Disability Insurance	12.00
BA 66	2/14/2011	2744	7441		8600.0000	Travel - Mileage	291.00
<u>ADD'L FUNDS FROM MDCH</u>							
BA 72	2/21/2011	2210	6033		5550.0000	State Of MI - Health	28,600.00-
BA 72	2/21/2011	2210	6033		8210.0000	Contractual - Other	28,600.00
<u>ADJ TO FNL LCC CNTRCT</u>							
BA 73	2/21/2011	2210	6048		6710.0000	Other Revenue	4,721.00
BA 73	2/21/2011	2210	6048		8210.0000	Contractual - Other	4,200.00-
BA 73	2/21/2011	2210	6048		8610.0000	Conferences & Othr Travel	281.00-
BA 73	2/21/2011	2210	6048		9560.0000	Employee Training	140.00-
<u>ADJ TO FNL LCC CNTRCT</u>							
BA 74	2/21/2011	2210	6049		6710.0000	Other Revenue	6,429.00
BA 74	2/21/2011	2210	6049		7040.0000	Salaries - Regular	4,171.00-
BA 74	2/21/2011	2210	6049		7150.0000	Social Security	322.00-
BA 74	2/21/2011	2210	6049		7160.0000	Hospitalization	250.00-
BA 74	2/21/2011	2210	6049		7170.0000	OPBB - Health Care	57.00-
BA 74	2/21/2011	2210	6049		7180.0000	Life Insurance	15.00-
BA 74	2/21/2011	2210	6049		7180.0000	Retirement & Sick Leave	606.00-
BA 74	2/21/2011	2210	6049		7190.0000	457 Plan Contribution	240.00
BA 74	2/21/2011	2210	6049		7200.0000	Dental Insurance	48.00-
BA 74	2/21/2011	2210	6049		7210.0000	Worker'S Compensation	2.00-
BA 74	2/21/2011	2210	6049		7220.0000	Longevity	29.00-
BA 74	2/21/2011	2210	6049		7230.0000	Unemployment	70.00-
BA 74	2/21/2011	2210	6049		7240.0000	Optical Insurance	11.00-
BA 74	2/21/2011	2210	6049		7240.0000	Disability Insurance	19.00-
BA 74	2/21/2011	2210	6049		7390.0000	Operational Supplies	915.00-
<u>ADJ BDG TO STATE REV</u>							
BA 78	2/21/2011	2740	7430		5610.0020	Cost Pool Revenue	10,187.00-
BA 78	2/21/2011	2740	7431	1120	7040.0000	Salaries - Regular	5,879.00
BA 78	2/21/2011	2740	7431	1120	7150.0000	Social Security	450.00
BA 78	2/21/2011	2740	7431	1120	7160.0000	Hospitalization	990.00

County of Ottawa
Fiscal Services Department
Changes to Total Appropriations and Adjustments
Budget Adjustments From Date: 2/01/2011 Thru 2/28/2011

Adjustment Number	G/L Date	Fund	Dept	Sub Dept	Account Number	Account Name	Adjustment Amount
<u>ADJ BDG TO STATE REV</u>							
BA 78	2/21/2011	2740	7431	1120	7160.0020	OPEB - Health Care	60.00
BA 78	2/21/2011	2740	7431	1120	7170.0000	Life Insurance	20.00
BA 78	2/21/2011	2740	7431	1120	7180.0000	Retirement & Sick Leave	939.00
BA 78	2/21/2011	2740	7431	1120	7190.0000	Dental Insurance	51.00
BA 78	2/21/2011	2740	7431	1120	7200.0000	Worker'S Compensation	1.00
BA 78	2/21/2011	2740	7431	1120	7220.0000	Unemployment	5.00
BA 78	2/21/2011	2740	7431	1120	7230.0000	Optical Insurance	12.00
BA 78	2/21/2011	2740	7431	1120	7240.0000	Disability Insurance	25.00
BA 78	2/21/2011	2740	7431	1120	8600.0000	Travel - Mileage	1,755.00
<u>ANTCPTD GRANT FUNDING</u>							
BA 88	2/28/2011	2210	6045		6710.0000	Other Revenue	11,510.00
BA 88	2/28/2011	2210	6045		6750.0010	Donations	2,600.00
BA 88	2/28/2011	2210	6045		7280.0000	Printing & Binding	3,110.00-
BA 88	2/28/2011	2210	6045		7390.0000	Operational Supplies	11,000.00-
<u>CNTRCT FOR ADD'L PRSN</u>							
BA 90	2/28/2011	2560	2360		6080.0000	Departmental Services	18,000.00-
BA 90	2/28/2011	2560	2360		8210.0060	Outside Temporary Service	18,000.00
<u>TO EST BDGT FOR TGRAA</u>							
BA 95	2/28/2011	2748	7430	0014	5610.0000	State Of Mich - Welfare	40,000.00-
BA 95	2/28/2011	2748	7430	0014	8080.0000	Service Contracts	40,000.00
<u>TO ENTR BDG-EO MATERL</u>							
BA 97	2/28/2011	2870	7293	1000	6760.0000	Reimbursements	10,000.00-
BA 97	2/28/2011	2870	7293	3000	7330.0010	WX Mat-Ener.Optimization	10,000.00
<u>TO ENTR BDG-EO MATERL</u>							
BA 99	2/28/2011	2890	7294		7330.0010	WX Mat-Ener.Optimization	5,000.00
BA 99	2/28/2011	2890	7295		6760.0000	Reimbursements	5,000.00-

Action Request



Committee: Board of Commissioners

Meeting Date: 3/22/2011

Requesting Department: Parks and Recreation

Submitted By: Bob Spaman

Agenda Item: Update Park Rules

SUGGESTED MOTION:

To approve the revised Park Rules to be adopted as Ordinance No. 11-1.

SUMMARY OF REQUEST:

Park rules and regulations are updated periodically to make them as clear and understandable as possible and keep them current with state legislation and societal trends. Most recently, changes in firearm laws at the state level referred to as "open carry" create the need for changes to park rules which currently prohibit firearms in county parks and open spaces when not related to hunting. State law indicates that park rules cannot prohibit the carry of firearms but can limit discharge of firearms and other weapons. While making this particular change, the Parks Commission took the time to make a thorough review of all park rules and regulations and compared them to top park systems in the region. This review resulted in numerous wording changes which are reflected in red in the attached document. Adjustments include minor modifications to park hours to limit the amount of time parks are open during periods of darkness, restrictions on the use of metal detectors, clarification of the use of ground blinds for hunting, and numerous other changes as indicated.

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=US, ou=County of Ottawa, ou=Administrator's Office, email=vanderberg@ottawa.org
Reason: I am approving this document.
Date: 2011.03.03 14:32:23 -0500

Committee/Governing/Advisory Board Approval Date: Planning and Policy Committee 3/10/2011



MEMORANDUM

Date: February 28, 2011
To: Ottawa County Board of Commissioners
From: John Scholtz, Parks and Recreation Director
RE: Update to Park Rules

Park rules and regulations are updated periodically to make them as clear and understandable as possible and keep them current with state legislation and societal trends. Most recently, changes in firearm laws at the state level referred to as “open carry” create the need for changes to park rules which currently prohibit firearms in county parks and open spaces when not related to hunting. State law indicates that park rules cannot prohibit the carry of firearms but can limit discharge of firearms and other weapons. While making this particular change, the Parks Commission took the time to make a thorough review of all park rules and regulations and compared them to top park systems in the region. This review resulted in numerous wording changes which are reflected in red in the attached document. Adjustments include minor modifications to park hours to limit the amount of time parks are open during periods of darkness, restrictions on the use of metal detectors, clarification of the use of ground blinds for hunting, and numerous other changes as indicated.

Proposed motion:

To approve and forward to the Board of Commissioners the revised Park Rules to be adopted as Ordinance No. 11-1.

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

ORDINANCE NO. 11-1
(last update 7-14-06)

PARK RULES

Revised Language Shown in Red

An ordinance to establish rules and regulations for **public parks and park facilities** under the jurisdiction of the Ottawa County Parks and Recreation Commission, to establish violations of those rules and regulations as municipal civil infraction violations, to establish penalties therefore, and to provide for the enforcement thereof.

Section 1. PURPOSE

The purpose of this Ordinance is to establish rules and regulations for public parks and park facilities under the jurisdiction of the Ottawa County Board of Commissioners and the Ottawa County Parks and Recreation Commission, as permitted by MSA 5.331, as amended, MCLA 46.11, as amended, to further provide that violations of such rules and regulations shall be municipal civil infractions, as provided for by MSA 5.331(m) as amended; MCLA 46.11(m), as amended, to provide civil infraction penalties for the violation thereof, and to further authorize the enforcement of said ordinance by employees of the Ottawa County Parks and Recreation Commission.

Section 2. RULES AND REGULATIONS

The Ottawa County Board of Commissioners adopts the following rules & regulations for the use, protection, regulation and control of public parks & park facilities owned & operated by Ottawa County.

Section 3. DEFINITIONS

- 3.1 "Commission" shall mean the Ottawa County Parks and Recreation Commission.
- 3.2 "Commission Park Property" shall mean all lands, waters and property administered by the Ottawa County Parks and Recreation Commission as park areas.
- 3.3 "Agent" shall mean the Parks and Recreation Director, **Coordinator of Maintenance and Operations or Parks Manager.**
- 3.4 "Designee" shall mean Parks Supervisors or other Commission staff as designated by the Commission, Director, **Coordinator of Maintenance and Operations, or Parks Manager.**
- 3.5 "Person" shall mean individuals male or female, singular or plural, or any group or gathering of individuals.
- 3.6 "Camping" shall mean the **establishment of a** lodging or sleeping **site for** a Person on the ground or in any other manner, or in any sleeping bag, tent, trailer, vehicle camper, motor vehicle, boat or in any other conveyance erected, parked or placed on Commission Park Property **for overnight, or day use.**
- 3.7 "Written Permission" shall mean a park permit, a written note or letter signed by the Chairperson of the Commission or its Agent.
- 3.8 **"Posting" shall mean the display of a sign or other device which is of size, shape and wording as to convey a clear message to reasonable people.**

Section 4. PARK HOURS AND PUBLIC USE

- 4.1 No person shall:
 - 4.1a Enter a Commission Park Property except during park hours unless prior permission is obtained from the Commission or its Agent. Park hours are 7:00 a.m. - 10:00 p.m. from **March 1** through **October 15**; 7:00 a.m. - 8:00 p.m. from **October 16** through **the last day of February** or as posted.
 - 4.1b Willfully remain on Commission Park Property outside of park hours unless prior **written** permission is obtained from the Commission or its Agent.
 - 4.1c Re-enter Commission Park Property once expelled for reason of rule violation for a period of time determined by the Commission or its Agent.
 - 4.1d Enter or use a County Park or portion thereof which has been closed by the Commission **or its Agent** and posted as such.

- 4.2 Any person may use specific areas or facilities within Commission Park Property to the exclusion of others by making application per established Commission procedures and being granted a permit by the Commission or its Agent.

Section 5. FEES AND CHARGES

- 5.1 No person shall:
- 5.1a Use any facility, land, area or service for which a fee or charge has been established by the Commission without payment of such fee or charge per Commission procedures.
- 5.1b Fail to display or affix a valid permit in the manner established by the Commission when entering or using a Commission Park Property requiring such a permit.

Section 6. PROHIBITED ACTIVITIES

- 6.1 No person, while on Commission Park Property shall:
- 6.1a Deposit or abandon any garbage, refuse, trash, waste or other obnoxious materials except in receptacles specifically provided for such purposes.
- 6.1b Deposit or abandon in any way, any garbage, refuse, trash, waste or other obnoxious materials originating outside the Commission Park Property.
- 6.1c Engage in organized activities such as contests, shows, exhibitions; organized sporting or musical events, children's day camp, parades, or any other activity to the exclusion of others, without prior written consent of the Commission, or its Agent.
- 6.1d Use a park area, structure, play area or amenity for a use other than its intended or designed use.
- 6.1e Conduct any activity, including an authorized use, in any manner that unduly threatens the safety of any individual or threatens to damage or harm Commission Park Property or the natural resources therein.
- 6.1f Occupy or use a reserved facility when that facility is reserved by another person per established Commission procedures and is posted as such.
- 6.1g Hinder, interrupt, or interfere with any authorized use; or any use for which a permit has been granted, including a permit that allows the use of Commission Park Property to the exclusion of others.
- 6.1h Build fires except in grills, fireplaces, fire rings or other areas specifically provided and identified for that purpose.
- 6.1i Engage in the activity of Camping, unless prior written permission is obtained from the Commission or its Agent.
- 6.1j Peddle or solicit business of any nature whatever; distribute handbills or other advertising matter; post unauthorized signs on any lands, waters, structures, or other Commission Park Property; or use Commission Park Property for the purpose of commercial operations unless prior written permission is obtained from the Commission or its Agent.
- 6.1k Make use of loudspeakers or audio devices which produce sound at a level which bothers or annoys other park users, park neighbors, or in any way disturbs the peace and order of a park area.
- 6.1l Possess or discharge fireworks.
- 6.1m Be allowed to bring any glass bottle or container into a swimming beach or sunbathing area.
- 6.1n Fish from a swimming beach or be in possession of any fishing hooks or tackle while in a designated swimming beach area.
- 6.1o Trespass onto adjacent private property.
- 6.1p Smoke or use a tobacco product in any beach area, including sand areas, grass areas, decks, overlooks and other structures; or adjoining areas, as designated by signing.
- 6.1q Dispose of smoking waste or tobacco product waste in any beach area, including sand areas, grass areas, decks, overlooks and other structures; or adjoining areas, as designated by signing.

Section 7. PUBLIC CONDUCT

- 7.1 No person, while on Commission Park Property shall:
- 7.1a Commit, make or engage in noisy, boisterous, disorderly, lewd, lascivious or indecent conduct.
- 7.1b In any manner disturb the peace and quiet or good order of a park area; disturb another person or park neighbor.
- 7.1c Enter into a restroom intended for the opposite gender, or enter into or remain in any restroom or on any commission property for the purpose of committing any sexual act.
- 7.1d Be present on any Commission Park Property with completely or partially exposed or visible genitals, pubic region, buttock, or completely exposed female breast.
- 7.1e Be allowed to remain on Commission Park Property with a blood alcohol level that exceeds the legal limit; or when under the influence of illegal drugs or controlled substances.
- 7.1f Be allowed to conduct or participate in any form of gambling or games of chance.
- 7.1g Resist or obstruct, or be abusive or address in a profane or obscene manner any Commission Agent or Designee.
- 7.1h Allow any Person under 8 years of age to use, enter or be in a playground or swimming beach area without the supervision of an adult.
- * ** DELETE ALL OF e.*
- 7.1e *Be allowed to loiter when it is detrimental to the good order of the Park or preservation of Commission Park Property*
- 7.1i Travel at a speed on paths, trails, driveways or other areas on a horse, bicycle or any other conveyance at a speed that endangers any park visitor or may cause damage to park property.

Section 8. ALCOHOLIC BEVERAGES

- 8.1 No person, while on Commission Park Property shall possess any alcoholic beverage of any kind except at specific times and at specific locations by making application per established Commission procedures; and being granted a permit by the Commission or its Agent.

Section 9. ANIMALS

- 9.1 No person, while on Commission Park Property, shall:
- 9.1a Bring into, have or keep on any Commission Park Property any animal, except for leader dogs for the blind and horses used for mounted patrols; except in areas and at such times as specifically designated by the Commission or its Agent; on a leash not more than ten feet in length and under the immediate control of a competent person who shall remove and properly dispose of any waste produced by the animal immediately and completely.
- 9.1b Bring onto Commission Park Property or be in possession of any animal that is vicious or dangerous to park visitors or other animals.
- 9.1c Ride or allow horses or other riding animals, without written permission, except on designated bridle trails.

Section 10. PRESERVATION OF PARK PROPERTY AND NATURAL FEATURES

- 10.1 No person, while on Commission Park Property shall:
- 10.1a Destroy, injure, deface, disturb, remove or defoul any part of a park area, building, sign, equipment or other property therein; nor shall any tree, turf, grass, dune grass, flower, shrub or any other plant; rock or any other mineral; be removed, injured or destroyed.
- 10.1b Release animals, pets or dispose of plants in a Commission Park Property without prior written consent of the Commission or its Agent.
- 10.2 The use of a metal detector is allowed only on sand beaches, during regular park hours unless prior written permission is obtained from the Commission or its Agent. Metal detecting is not allowed in any beach area with established vegetation. Holes created as part of the act of metal detecting must be promptly filled in.

Section 11. HUNTING, FISHING & TRAPPING

- 11.1 No person, while on Commission Park Property shall **remove**, hunt, trap, wound, kill, molest or in any other way harm any living thing, unless prior written permission is obtained from the Commission or its Agent, or Designee.
- 11.2 Hunting is allowed during special archery deer hunting programs at selected park sites during specific time periods per specific archery deer hunting program rules and regulations; per State of Michigan DNRE laws, and per other applicable County Park rules.
- 11.3 Fishing on Commission Park Property shall be permitted in accordance with Commission guidelines and the laws of the Department of Natural Resources of the State of Michigan in such areas designated by the Commission for such purposes.

Section 12. FIREARMS AND WEAPONS

- 12.1 **No person while on Commission Park Property shall:**
 - 12.1a **Discharge or set off a pistol, rifle, shotgun, slingshot or any other instrument which discharges a projectile by air, explosion or any other force except for any deputy sheriff, police officer or other duly appointed law enforcement officer carrying out the duties and responsibilities of their position; unless prior written permission is obtained from the Commission or its Agent.**
 - 12.2 **The possession of firearms shall be permitted on Commission Park Property in accordance with the laws of the State of Michigan.**
- 12.3 Weapons associated with fishing shall be allowed in park areas and at such times as provided for those activities by the Commission, and in accordance with all applicable Federal and State laws and regulations.

Section 13. MOTOR VEHICLES

- 13.1 No person, while on Commission Park Property shall:
 - 13.1a Operate a motor vehicle unless the vehicle is duly authorized and licensed for operation on public roads.
 - 13.1b Operate a motor vehicle except on roads, parking lots and other areas expressly designed **and designated** by the Commission for that purpose.
 - 13.1c **Operate a motor vehicle in any way which does not give right of way to pedestrians, bicyclists and equestrians; or endangers the safety of people or property.**
 - 13.1d Park or leave unattended any automobile, truck, bus, motor home, trailer or any other similar device except in designated parking spaces or spaces assigned by a Commission designee and during regular park hours.
 - 13.1e Park or leave unattended any motor vehicle **in a manner that blocks in another parked vehicle; blocks, restricts or impedes the normal flow of traffic; where parking is prohibited; on or in a turf area, wetland, meadow, prairie, marsh, field woodland; for the purpose of washing or making any repairs or alterations except those of an emergency nature; or in such a way as to occupy more than one provided parking space.**
 - 13.1f Use a motor vehicle or any other motorized device to continuously cruise into, out of or through any area, roadway or parking lot.
 - 13.1g Exceed **20 mph or posted speed limits, or exceed a reasonable speed for given traffic conditions and special hazards such as trail crossings, entrances to parking areas, hills, or curves.**
 - 13.1h Commit an act of property destruction with a motor vehicle or any other motorized device.
 - 13.1i Operate a snowmobile, off-road vehicle, any motor-driven vehicle or any motorized device in any **park** area unless specifically designated for such purpose.
 - 13.1j Park any vehicle in a Commission administered parking lot or space for a period exceeding the designated time limit as determined by the Commission and identified by posted signs noting the applicable time limitation.

Section 14. WATERCRAFT

- 14.1 No person, while on Commission Park Property shall:

- 14.1a Launch, navigate or use any boat, canoe, jet ski, sailboard, raft or other similar device upon any lake, pond or watercourse except at such times and places provided by and designated for such purpose by the Commission.
- 14.1b Enter a posted swim area with any boat, canoe, jet ski, sailboard or other similar device.
- 14.1c Beach, moor, or store any boat, raft, canoe, jet ski, sailboard or other similar device outside of regular park hours unless prior written permission is obtained from the Commission or its Agent.

Section 15. BICYCLES, SKATEBOARDS, SCOOTERS, ROLLER-SKATES OTHER DEVICES

- 15.1 No person, while on Commission Park Property shall:
 - 15.1a Use a bicycle, tricycle or other similar conveyance except upon roadways, parking areas and designated paths or trails.
 - 15.1b Use a skateboard, scooter, roller-skates or similar device except where it is specifically allowed by the Commission.
 - 15.1c At any time obstruct vehicle or pedestrian traffic into, out of or through Commission Park Property by the use of a bicycle, skateboard, roller-skates or similar devices.
 - 15.1d At any time use a bicycle, skateboard, roller-skates or similar device in a careless manner which may result in injury to a person or damage to property.

Section 16. SPORTS, GAMES AND HOBBIES

- 16.1 No person, while on Commission Park Property shall:
 - 16.1a Engage in any sport, game or similar activity while on Commission Park Property which unreasonably interferes, annoys or bothers the use and enjoyment of an area by others.
 - 16.1b Use or operate any amusement device while on Commission Park Property that would threaten the safety of any person or potentially damage park property; or would interfere, annoy or bother the use and enjoyment of an area by others.
 - 16.1c Use or operate any motorized model airplane, car, boat or similar device unless prior written permission is obtained from the Commission or its Agent.
 - 16.1d Launch, land, operate or otherwise engage in the use of hot air balloons, parachutes, hang gliders, or other similar conveyances without obtaining prior written permission from the Commission or its Agent.

Section 17. PENALTIES

- 17.1 Any person who violates the Rules and Regulations of the Ottawa County Parks and Recreation Commission may be expelled from Commission Property and be responsible for municipal civil infraction violations punishable by a municipal civil infraction penalty not to exceed \$100 and costs of prosecution.

Section 18. ENFORCEMENT

- 18.1 Notice To Appear.
 - 18.1a Any Ottawa County Sheriff's Deputy, and any Agent or designee of the Commission are authorized to issue and serve municipal civil infraction citations with respect to municipal civil infraction violations if the Deputy, Agent or Designee has reasonable cause to believe that a person has committed a municipal civil infraction violation of this Ordinance.
- 18.2 Nothing in these rules and regulations shall:
 - 18.2a Prohibit or hinder any Commission employee or agent, or any peace officer from performing their official duties.
 - 18.2b Prohibit the Commission, its Agent or Designee from establishing any emergency rules required to protect the health, welfare and safety of park visitors; to protect Commission Park Property; or to maintain order.
 - 18.2c Prevent other officers from carrying out their sworn duties within the Commission park properties or facilities as defined by the applicable laws of the State of Michigan and the United States or by the ordinances, resolutions and policies of Ottawa County Michigan or in accord with any policing agreement approved by the Board.

Section 19. CONFLICT WITH CRIMINAL LAWS

Nothing in this Section shall be construed to conflict, contravene, enlarge or reduce any criminal liability or responsibility, including fines imposed by a judge for any criminal offense under Michigan law.

Section 20. SEVERABILITY

The phrases, sentences, sections and provisions of this Section are severable and the finding that any portion hereof is unconstitutional or otherwise unenforceable shall not detract from or affect the enforceability of the remainder of this Ordinance.

Section 21. REPEAL OF CONFLICTING ORDINANCES

All other Ordinances, part of Ordinances, or amendments thereto, any of which are in conflict with the provisions of this Ordinance, are hereby repealed in their entirety to the extent of such conflict.

Section 22.

This Ordinance was approved and adopted by the Ottawa County Board of Commissioners on
, and shall be effective on

Action Request



Committee: Board of Commissioners

Meeting Date: 3/22/2011

Requesting Department: Parks and Recreation

Submitted By: Bob Spaman

Agenda Item: Update to Open Space Rules

SUGGESTED MOTION:

To approve the revised Open Space Rules to be adopted as Ordinance No. 11-2.

SUMMARY OF REQUEST:

As with Park rules and regulations, Open Space rules and regulations are also updated periodically to keep them current. Open Space rules are very similar to Park Rules but vary in a number of important ways. Differences include hunting rules (more lenient on Open Space lands and permits not required for hunting), hours of operation (open at 5 a.m. rather than 7 a.m. to benefit hunters), and dog rules (dogs are not required to be on a leash in Open Space lands).

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=US, ou=County of Ottawa, ou=Administrator's Office, email=vanderberg@michota.org
Reason: I am approving this document
Date: 2011.03.03 14:38:26 -0500

Committee/Governing/Advisory Board Approval Date: Planning and Policy Committee 3/10/2011



MEMORANDUM

Date: February 28, 2011
To: Ottawa County Board of Commissioners
From: John Scholtz, Parks and Recreation Director
RE: Update to Open Space Rules

As with Park rules and regulations, Open Space rules and regulations are also updated periodically to keep them current. Open Space rules are very similar to Park Rules but vary in a number of important ways. Differences include hunting rules (more lenient on Open Space lands and permits not required for hunting), hours of operation (open at 5 a.m. rather than 7 a.m. to benefit hunters), and dog rules (dogs are not required to be on a leash in Open Space lands).

Proposed changes and updates to Open Space Rules are similar to those recommended for Park Rules. See attached rules for changes outlined in red.

Proposed motion:

To approve and forward to the Board of Commissioners the revised Open Space Rules to be adopted as Ordinance No. 11-2.

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

ORDINANCE NO. 11-2

(last update 7-14-06)

OPEN SPACE RULES

Revised Language Shown in Red

An ordinance to establish rules and regulations for **public open space lands** under the jurisdiction of the Ottawa County Parks and Recreation Commission, to establish violations of those rules and regulations as municipal civil infractions, to establish penalties therefore, and to provide for the enforcement thereof.

THE COUNTY OF OTTAWA, STATE OF MICHIGAN, ORDAINS:

Section 1. PURPOSE

The purpose of this Ordinance is to establish rules and regulations for public open space lands under the jurisdiction of the Ottawa County Board of Commissioners and the Ottawa County Parks and Recreation Commission, as permitted by MSA 5.331, as amended, MCLA 46.11, as amended, to further provide that violations of such rules and regulations shall be municipal civil infractions, as provided for by MSA 5.331(m) as amended; MCLA 46.11(m), as amended, to provide civil infraction penalties for the violation thereof, and to further authorize the enforcement of said ordinance by employees of the Ottawa County Parks and Recreation Commission and by deputies of the Ottawa County Sheriff's Office.

Section 2. RULES AND REGULATIONS

The Ottawa County Board of Commissioners adopts the following rules and regulations for the use, protection, regulation and control of public open space lands owned and operated by Ottawa County.

Section 3. DEFINITIONS

- 3.1 "Commission" shall mean the Ottawa County Parks and Recreation Commission.
- 3.2 "Open Space Land" shall mean lands, waters and property administered by the Ottawa County Parks and Recreation Commission as open space areas distinct from lands and facilities designated as County Parks.
- 3.3 "Agent" shall mean the Parks and Recreation Director, **Coordinator of Maintenance and Operations or Parks Manager.**
- 3.4 "Designee" shall mean Parks Supervisors or other Commission staff as designated by the Commission, Director, **Coordinator of Maintenance and Operations, or Parks Manager.**
- 3.5 "Person" shall mean individuals, male or female, singular or plural, or any group or gathering of individuals.
- 3.6 "Camping" shall mean the **establishment of a lodging or sleeping site for** a Person on the ground or in any other manner, or in any sleeping bag, tent, trailer, vehicle camper, motor vehicle, boat or in any other conveyance erected, parked or placed on Commission Park Property **for overnight, or day use.**
- 3.7 "Written Permission" shall mean a park permit or a written note or letter signed by the Chairperson of the Commission, or it's Agent.
- 3.8 **"Posting" shall mean the display of a sign or other device which is of size, shape and wording as to convey a clear message to reasonable people.**

Section 4. OPEN SPACE HOURS AND PUBLIC USE

- 4.1 No person shall:
 - 4.1a Enter Open Space Land except during permitted hours unless prior **written** permission is obtained from the Commission or its Agent. Permitted hours are 5:00 a.m. to 10:00 p.m. or as posted.
 - 4.1b Willfully remain on Open Space Land outside of permitted hours unless prior **written** permission is obtained from the Commission or its Agent.
 - 4.1c Re-enter Open Space Land once expelled for reason of rule violation for a period of time to be determined by the Commission or its Agent.

- 4.1d Enter or use Open Space Land or a portion thereof which has been closed by the Commission and posted as such.
- 4.2 Any person may use specific areas or facilities within Open Space Land to the exclusion of others by making application per established Commission procedures and being granted a permit by the Commission or its Agent.

Section 5. FEES AND CHARGES

- 5.1 No person shall:
- 5.1a Use any facility, land, area or service for which a fee or charge has been established by the Commission without payment of such fee or charge per Commission procedures.
- 5.1b Fail to display or affix a valid permit in the manner established by the Commission when entering or using an Open Space Land requiring such a permit.

Section 6. PROHIBITED ACTIVITIES

- 6.1 No person, while on Open Space Land shall:
- 6.1a Deposit or abandon any garbage, refuse, trash, waste, or other obnoxious materials except in receptacles specifically provided for such purposes.
- 6.1b Deposit or abandon in any way, any garbage, refuse, trash, waste or other obnoxious materials originating outside the Open Space Land.
- 6.1c Engage in organized activities such as contests, shows, exhibitions, organized sporting or musical events, ceremonies, children's day camp, parades, or any other activity to the exclusion of others, without prior written consent of the Commission, or its Agent.
- 6.1d Conduct any activity, including an authorized use, in any manner that unduly threatens the safety of any individual or threatens to damage or harm Open Space Land or the natural resources therein.
- 6.1e Hinder, interrupt, or interfere with any authorized use; or any use for which a permit has been granted, including a permit that allows the use of Open Space Land to the exclusion of others.
- 6.1f Occupy or use a reserved facility when that facility is reserved by another person per established Commission procedures and is posted as such.
- 6.1g Peddle or solicit business of any nature whatever; distribute handbills or other advertising matter; post unauthorized signs on any lands, waters, structures, or other Open Space Land; or use Open Space Land for the purpose of commercial operations unless prior written permission is obtained from the Commission or its Agent.
- 6.1h Make use of loudspeakers or audio devices which produce sound at a level which bothers or annoys other users, neighbors, or in any other way disturbs the peace and order of an Open Space Land.
- 6.1i Build fires except in grills, fireplaces, fire rings or other areas specifically provided and identified for that purpose.
- 6.1j Engage in the activity of Camping, unless prior written permission is obtained from the Commission or its Agent
- 6.1k Possess or discharge fireworks.
- 6.1l Be allowed to bring any glass bottle or container into a swimming beach or sunbathing area.
- 6.1m Fish from a swimming beach or be in possession of any fishing hooks or tackle while in a designated swimming beach area.
- 6.1n Trespass onto adjacent private property.
- 6.1o Engage in the activities of sledding, skating, skiing or other similar activities except in areas designated by the Commission.

Section 7. PUBLIC CONDUCT

- 7.1 No person, while on Open Space Land shall:

- 7.1a Commit, make or engage in noisy, boisterous, disorderly, lewd, lascivious or indecent conduct.
- 7.1b In any manner disturb the peace and quiet or good order of an Open Space Land area; disturb another person or Open Space Land neighbor.
- 7.1c Enter into a restroom intended for the opposite gender, or enter into or remain in any restroom or on any commission property for the purpose of committing any sexual act.
- 7.1d Be present on any Open Space Land with completely or partially exposed or visible genitals, pubic region, buttock, or completely exposed female breast.
- 7.1e Be allowed to conduct or participate in any form of gambling or games of chance.
- 7.1f Resist or obstruct a Commission Agent or Designee in the performance of that person's duties.

Delete all of 7.1e

- 7.1e Be allowed to loiter when it is detrimental to the good order of the Open Space Land or preservation of Open Space Lands.
- 7.1e Be allowed to remain on Open Space Land with a blood alcohol level that exceeds the legal limit; or when under the influence of illegal drugs or controlled substances.
- 7.1g Travel at a speed on paths, trails, driveways or other areas on a horse, bicycle or any other conveyance at a speed that endangers any park visitor or may cause damage to Open Space Land.

Section 8. ALCOHOLIC BEVERAGES

- 8.1 No person, while on Open Space Land shall possess any alcoholic beverage of any kind except at specific times and at specific locations by making application per established Commission procedures; and being granted a permit by the Commission or its Agent.

Section 9. ANIMALS

- 9.1 No person, while on Open Space Land shall:
 - 9.1a Ride or allow horses or other riding animals, without written permission, except on designated bridle trails or areas designated for such purposes.
 - 9.1b Bring in or allow dogs or other pets in areas that are posted as closed to dogs or other pets.
 - 9.1b Bring onto Open Space Land or be in possession of any animal that is vicious or dangerous to Open Space Land visitors or other animals.

Section 10. PRESERVATION OF OPEN SPACE LAND AND NATURAL FEATURES

- 10.1 No person, while on Open Space land shall:
 - 10.1a Destroy, injure, deface, disturb, remove or befoul any part of an Open Space Land area, building, sign, equipment or other property therein; nor shall any tree, turf, grass, dune grass, flower, shrub or any other plant; rock or any other mineral; be removed, injured or destroyed.
 - 10.1b Release animals, pets or dispose of plants on an Open Space Land without prior written consent of the Commission or its Agent.
- 10.2 The use of a metal detector is allowed only on sand beaches, during regular open space hours unless prior written permission is obtained from the Commission or its Agent. Metal detecting is not allowed in any beach area with established vegetation. Holes created as part of the act of metal detecting must be promptly filled in.

Section 11. HUNTING, FISHING AND TRAPPING

- 11.1 Commission Open Space Lands shall be open to hunting in accordance with the laws of the Department of Natural Resources of the State of Michigan except when designated otherwise. Specific Open Space Lands may be designated as open to permit hunting only, open to archery hunting only, closed to all hunting, or may be designated otherwise.
- 11.2 No person while on Open Space Land shall be allowed to hunt within ninety (90) feet of the boundary between an Open Space Land and private property.

- 11.3 The use of bait to attract deer for the purpose of hunting is prohibited.
- 11.4 Tree stands and **ground blinds (type 1 only) may be used according to the laws of the Department of Natural Resources of the State of Michigan.**
- 11.5 Fishing on Commission Open Space Land shall be permitted in accordance with Commission guidelines and the laws of the Department of Natural Resources of the State of Michigan in such areas designated by the Commission for such purposes.
- 11.6 Trapping is prohibited on Open Space Lands unless prior written permission is obtained from the Commission or its Agent.

Section 12. FIREARMS AND WEAPONS

- 12.1a **Discharge or set off a pistol, rifle, shotgun, slingshot or any other instrument which discharges a projectile by air, explosion or any other force except for the purpose of hunting in accordance with Section 11 of these rules and the laws of the State of Michigan.**
- 12.1 **The possession of firearms shall also be permitted on Commission Open Space Land in accordance with the laws of the State of Michigan.**
- 12.2 Weapons associated with fishing shall be allowed in Open Space Land and at such times as provided for those activities by the Commission, and in accordance with all applicable Federal and State laws and regulations.

Section 13. MOTOR VEHICLES

- 13.1 No person, while on Open Space Land shall:
 - 13.1a Operate a motor vehicle unless the vehicle is duly authorized and licensed for operation on public roads.
 - 13.1b Operate a motor vehicle except on roads, parking lots and other areas expressly designed by the Commission for that purpose.
 - 13.1c Park or leave unattended any motor vehicle except in designated parking spaces and during regular open space hours.
 - 13.1d **Operate a motor vehicle in any way which does not give right of way to pedestrians, bicyclists and equestrians; or endangers the safety of people or property.**
 - 13.1e Park or leave unattended any automobile, truck, bus, motor home, trailer or any other similar device except in designated parking spaces or spaces assigned by a Commission designee and during regular park hours.
 - 13.1f **Park or leave unattended any motor vehicle in a manner that blocks in another parked vehicle; blocks, restricts or impedes the normal flow of traffic; where parking is prohibited; on or in a turf area, wetland, meadow, prairie, marsh, field woodland; for the purpose of washing or making any repairs or alterations except those of an emergency nature; or in such a way as to occupy more than one provided parking space.**
 - 13.1g Use a motor vehicle or any other motorized device to continuously cruise into, out of or through any area, roadway or parking lot.
 - 13.1h **Exceed 20 mph or posted speed limits, or exceed a reasonable speed for given traffic conditions and special hazards such as trail crossings, entrances to parking areas, hills, or curves.**
 - 13.1i Commit an act of property destruction with a motor vehicle or any other motorized device.
 - 13.1j Operate a snowmobile, off-road vehicle, any motor-driven vehicle or any motorized device in any area unless specifically designated for such purpose and signed accordingly.

Section 14. WATERCRAFT

- 14.1 No person, while on Open Space Land shall:
 - 14.1a Launch, navigate or use any boat, canoe, jet ski, sailboard, raft or other similar device upon any lake, pond or watercourse except at such times and places provided by and designated for such purpose by the Commission.

- 14.1b Launch or operate a motorized watercraft in an area designated for non-motorized watercraft only.
- 14.1c Enter a posted swim area with any boat, canoe, jet ski, sailboard or other similar device.
- 14.1d Beach, moor, or store any boat, raft, canoe, jet ski, sailboard or other similar device outside of regular hours unless prior written permission is obtained from the Commission or its Agent.

Section 15. BICYCLES, SKATEBOARDS, SCOOTERS, ROLLERSKATES AND OTHER DEVICES

- 15.1 No person, while on Open Space Land shall:
 - 15.1a Use a bicycle, tricycle or other similar conveyance except upon broadways, parking areas and designated paths or trails.
 - 15.1b Use a skateboard, scooter, roller-skates or similar device except where it is specifically allowed by the Commission.
 - 15.1c At any time use a bicycle, skateboard, roller-skates or similar device in a careless manner which may result in injury to a person or damage to property.

Section 16. SPORTS, GAMES AND HOBBIES

- 16.1 No person, while on Open Space Land shall:
 - 16.1a Engage in any sport, game or similar activity while on Open Space Land which unreasonably interferes, annoys or bothers the use and enjoyment of an area by others.
 - 16.1b Use or operate any amusement device while on Open Space Land that would threaten the safety of any person or potentially damage Open Space Land; or would interfere, annoy or bother the use and enjoyment of an area by others.
 - 16.1c Use or operate any motorized model airplane, car, boat, or similar device unless prior written permission is obtained from the Commission or its Agent.
 - 16.1d Launch, land, operate or otherwise engage in the use of hot air balloons, parachutes, hang gliders, or other similar conveyances without obtaining prior written permission from the Commission or its Agent.

Section 17. PENALTIES

- 7.1 Any person who violates the Rules and Regulations of the Ottawa County Parks and Recreation Commission may be expelled from Open Space Land and be responsible for municipal civil infraction violation punishable by a municipal civil infraction penalty not to exceed \$100.00 and costs of prosecution.

Section 18. ENFORCEMENT

- 18.1 Notice to Appear.
 - 18.1a Any Ottawa County Sheriff's Deputy and any Agent or designee of the Commission are authorized to issue and serve municipal civil infraction citations with respect to municipal civil infraction violations if the Deputy, Agent or Designee has reasonable cause to believe that a person has committed a municipal civil infraction violation of this Ordinance.
- 18.2 Nothing in these rules and regulations shall:
 - 18.2a Prohibit or hinder any Commission employee or agent or any peace officer from performing their official duties.
 - 18.2b Prohibit the Commission, its Agent or Designee from establishing any emergency rules required to protect the health, welfare and safety of park visitors; to protect Commission Open Space Land; or to maintain order.
 - 18.2c Prevent other officers from carrying out their sworn duties within the Open Space Land or facilities as defined by the applicable laws of the State of Michigan and the United States or by the ordinances, resolutions and policies of Ottawa County Michigan or in accord with any policing agreement approved by the Board.

Section 19. CONFLICT WITH CRIMINAL LAWS

Nothing in this Section shall be construed to conflict, contravene, enlarge or reduce any criminal liability or responsibility, including fines imposed by a judge for any criminal offense under Michigan law.

Section 20. SEVERABILITY

The phrases, sentences, sections and provisions of this Section are severable and the finding that any portion hereof is unconstitutional or otherwise unenforceable shall not detract from or affect the enforceability of the remainder of this Ordinance.

Section 21. REPEAL OF CONFLICTING ORDINANCES

All other Ordinances, parts of Ordinances, or amendments thereto, any of which are in conflict with the provisions of this Ordinance, are hereby repealed in their entirety to the extent of such conflict.

Section 22.

This Ordinance was approved and adopted by the Ottawa County Commission on

Action Request



Committee: Board of Commissioners

Meeting Date: 3/22/2011

Requesting Department: Parks and Recreation

Submitted By: Bob Spaman

Agenda Item: Grant Application – Historic Ottawa Beach Waterfront Walkway

SUGGESTED MOTION:

To approve and authorize the Board Chair and Clerk to sign the resolution authorizing submittal of the Historic Ottawa Beach Waterfront Walkway grant proposal to the Michigan Natural Resources Trust Fund.

SUMMARY OF REQUEST:

The Ottawa County Parks and Recreation Commission is requesting authorization from the Board of Commissioners to submit a grant application to the State of Michigan through the Michigan Natural Resources Trust Fund for funding assistance to continue implementing the Park 12 Master Plan at the Historic Ottawa Beach Parks in Park Township. Grant funds would be used to fund the Historic Ottawa Beach Waterfront Walkway which will link two previously constructed sections to complete the waterfront walkway on County owned property. The waterfront walkway will feature a combination of wood and concrete walkway with overlooks, interpretive displays, benches and other amenities. Estimated cost of the total project is \$600,000. A grant of \$300,000 will be requested with \$300,000 in matching funds coming from the Parks and Recreation millage.

FINANCIAL INFORMATION:

Total Cost: \$600,000.00 General Fund Cost: \$0.00 Included in Budget: Yes No

If not included in budget, recommended funding source: Parks and Recreation Fund

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=OS, ou=County of Ottawa, ou=Administrator's Office, email=avanderberg@mottawa.org
Reason: I am approving this document
Date: 2011.03.03 14:32:51 -0500

Committee/Governing/Advisory Board Approval Date: Planning and Policy Committee 3/10/2011



MEMORANDUM

Date: February 28, 2011
To: Ottawa County Board of Commissioners
From: John Scholtz, Parks and Recreation Director
RE: Grant Application – Historic Ottawa Beach Waterfront Walkway

The Ottawa County Parks and Recreation Commission is requesting authorization from the Board of Commissioners to submit a grant application to the State of Michigan through the Michigan Natural Resources Trust Fund for funding assistance to continue implementing the Park 12 Master Plan at the Historic Ottawa Beach Parks in Park Township. Grant funds would be used to fund the Historic Ottawa Beach Waterfront Walkway which will link two previously constructed sections to complete the waterfront walkway on County owned property. The waterfront walkway will feature a combination of wood and concrete walkway with overlooks, interpretive displays, benches and other amenities. Estimated cost of the total project is \$600,000. A grant of \$300,000 will be requested with \$300,000 in matching funds coming from the Parks and Recreation millage.

Proposed motion:

To approve and authorize the Board Chairperson and Clerk to sign the resolution authorizing submittal of the Historic Ottawa Beach Waterfront Walkway grant proposal to the Michigan Natural Resources Trust Fund.

This request relates to a non-mandated activity and supports Goal #3 “To contribute to a healthy physical, economic and community environment.”

Grant Summary Sheet

HISTORIC OTTAWA BEACH WATERFRONT WALKWAY

Granting Agency: Michigan Natural Resources Trust Fund (MNRTF)

Grant Deadline: April 1, 2011

Project Summary: Ottawa County Parks is seeking funding assistance for development of a walkway along the Lake Macatawa waterfront at its Historic Ottawa Beach Parks (Park 12). Considerable progress has been made in implementing the 2005 Park 12 Master Plan and this project represents an important step in linking recently improved areas. This proposed project will improve and develop a 1300' section of the Lake Macatawa shoreline extending from the Holland Harbor Fishing Project (construction to be completed in 2011) eastward to the existing Black Lake Boardwalk site adjacent to the Holland Coast Guard Station. The waterfront walkway will feature a combination of wood and concrete walkway with overlooks, interpretive displays, benches and other amenities.

Project Budget:

Total Project:	\$600,000
Proposed MNRTF Grant:	\$300,000
Proposed County Cost:	\$300,000

Resolution: See proposed resolution (attached) authorizing submittal of the grant project.

COUNTY OF OTTAWA

STATE OF MICHIGAN

RESOLUTION

At a regular meeting of the Ottawa County Board of Commissioners of the County of Ottawa, Michigan, held in the Ottawa County Fillmore Street Complex, West Olive, Michigan, in said County on the 22nd day of March, 2011 at 1:30 o'clock p.m. local time.

PRESENT:

ABSENT:

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

WHEREAS, the Parks and Recreation Commission has completed a long range plan for the Ottawa County park system identifying the need for expansion and improvement of Ottawa County parks and recreation facilities; and

WHEREAS, the Parks and Recreation Commission has identified the Historic Ottawa Beach Waterfront Walkway Project as a high priority for the 2012 fiscal year; and

WHEREAS, the County of Ottawa will be responsible for supplying a 50% local match (\$300,000 of the \$600,000 total project cost) for the proposed park improvement project; and

NOW THEREFORE, BE IT RESOLVED, that the Ottawa County Board of Commissioners authorizes submittal of the grant application for the Historic Ottawa Beach Waterfront Walkway Project to the Michigan Department of Natural Resources and Environment and fully intends to carry out the project if awarded.

Adopted/Issued this date by the Ottawa County Board of Commissioners

YEAS:

NAYS:

ABSTENTIONS:

RESOLUTION ADOPTED.

Philip Kuyers
Chairman, Ottawa County
Board of Commissioners

Daniel C. Krueger
Ottawa County Clerk

CERTIFICATION

I, the undersigned, duly qualified Clerk of the County of Ottawa, Michigan, do hereby certify that the foregoing is a true and complete copy of a Resolution adopted by the Board of Commissioners of the County of Ottawa, Michigan, at a meeting held on March 22, 2011 the original of which is on file in my office. Public Notice of said meeting was given pursuant to and in compliance with Act No. 267, Public Acts of Michigan, 1976, as amended.

IN WITNESS WHEREOF, I have hereto affixed my official signature this ____th day of June, A.D., 2011.

Daniel C. Krueger, Ottawa County Clerk

Action Request



Committee: Board of Commissioners

Meeting Date: 3/22/2011

Requesting Department: Drain Commissioner

Submitted By: Greg Rappleye

Agenda Item: Resolution Authorizing Proceedings to Establish Lake Level Special Assessment Districts

SUGGESTED MOTION:

To approve and authorize the Board Chair and Clerk to sign the Resolution to authorize the Ottawa County Drain Commissioner to establish lake level special assessment districts for Kenowa Lake, Rushmore Lake and Sunnyview Lake, all located within Georgetown Charter Township, Ottawa County, Michigan, as provided for in Part 307 of the Natural Resources and Environmental Protection Act, MCL 324.30701 et seq., as amended.

SUMMARY OF REQUEST:

From time-to-time the Ottawa County Board of Commissioners is called upon by the Drain Commissioner to authorize the institution of proceedings in the Ottawa County Circuit Court to establish special assessment districts for lake levels.

See memo and resolution attached.

FINANCIAL INFORMATION:

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

If not included in budget, recommended funding source: Special Assessment of Affected Districts

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=US, ou=County of Ottawa, ou=Administrator's Office, email=avanderberg@miottawa.org
Reason: I am approving this document.
Date: 2011.03.03 14:30:25 -0500

Committee/Governing/Advisory Board Approval Date: Planning and Policy Committee 3/10/2011

MEMORANDUM

TO: Ottawa County Planning & Policy Committee

FROM: Gregory Rapple, Ottawa County Corporation Counsel

DATE: March 2, 2011

RE: Setting Labor Level Special Assessment Districts

From time-to-time the Ottawa County Board of Commissioners is called upon by the Drain Commissioner to authorize the institution of proceedings in the Ottawa County Circuit Court to establish special assessment districts for lake levels. A Resolution to authorize this for Kenowa Lake, Rushmore Lake and Sunnyview Lake (all located within Georgetown Charter Township) is attached. The action will spread the cost of maintaining lake levels across the benefited properties. This action is authorized by Part 307 of the Natural Resources and Environmental Protection Act, MCL 324.30701 et seq., as amended.

I have asked that a representative from the Drain Commissioner's Office attend your meeting to explain the process and answer any questions you may have.

cc: Paul Geerlings, Ottawa County Drain Commissioner
Linda Brown, Ottawa County Deputy Drain Commissioner

COUNTY OF OTTAWA

STATE OF MICHIGAN

KENOWA LAKE, RUSHMORE LAKE & SUNNYVIEW LAKE
LAKE LEVEL SPECIAL ASSESSMENT DISTRICTS RESOLUTION
PURSUANT TO MCL 324.30701 ET SEQ.

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

PRESENT: Commissioners: _____

ABSENT: Commissioners: _____

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

WHEREAS, pursuant to the Inland Lake Level Act of 1961, Act 146, Public Acts of Michigan, 1961, as amended (“Act 146”), and a petition filed by the Board of Commissioners with the Circuit Court for Ottawa County, an Order was entered by the Court on September 2, 1975, establishing the normal water level of Kenowa Lake located in Georgetown Charter Township of 604 feet above mean sea level; and,

WHEREAS, pursuant to Act 146 and a petition filed by the Board of Commissioners with the Circuit Court for Ottawa County, an Order was entered by the Court on May 2, 1968,

establishing the normal water level of Rushmore Lake located in Georgetown Charter Township of 599.5 feet above mean sea level; and,

WHEREAS, pursuant to Act 146 and a petition filed by the Ottawa Board of Commissioners with the Circuit Court for Ottawa County, an Order was entered by the Court on August 24, 1964, establishing the normal water level of Sunnyview Lake located in Georgetown Charter Township of 610 feet above mean sea level; and,

WHEREAS, Act 146 has been repealed and recodified as Part 307 of the Natural Resources and Environmental Protection Act, Act 451, Public Acts of Michigan, 1994, MCL 324.30701 et seq., as amended (“Part 307”); and,

WHEREAS, the Ottawa County Drain Commissioner has recommended that proceedings be initiated under Part 307 to legally establish the boundaries of the Special Assessment Districts for Kenowa, Rushmore and Sunnyview Lakes; and,

WHEREAS, Part 307 provides that the Ottawa Board of Commissioners may initiate action to take the necessary steps to establish the boundaries of a Special Assessment District;

NOW THEREFORE BE IT RESOLVED, as follows:

1. The Ottawa Board of Commissioners desires to initiate proceedings under Part 307 to establish the boundaries of Special Assessment Districts for Kenowa Lake, Rushmore Lake and Sunnyview Lake, located within Georgetown Charter Township, Ottawa County, Michigan, and to confirm and reappoint the Ottawa County Drain Commissioner as the county’s “delegated authority” under Part 307.

2. The Ottawa County Drain Commissioner is hereby authorized to hire such engineers and legal counsel as are necessary to assist with all proceedings required under Part 307. The cost of all proceedings to establish and confirm the Special Assessment District boundaries of

Kenowa Lake, Rushmore Lake and Sunnyview Lake, and to improve and maintain their lake levels, shall be defrayed by special assessments against property and public corporations in the special Assessment Districts for said Lakes, including State-owned lands under the jurisdiction of the Michigan Department of Natural Resources and Environment, all in accordance with the procedures set forth in Part 307.

3. The engineers hired by the Ottawa County Drain Commissioner are hereby directed to prepare a recommendation of property and public corporations, including Georgetown Charter Township, to be included in the Special Assessment Districts.

4. The law firm hired by the Ottawa County Drain Commissioner is hereby directed to initiate proceedings by proper petitions in the Ottawa County Circuit Court for the establishment of Lake Level Special Assessment Districts for Kenowa Lake, Rushmore Lake and Sunnyview Lake located within Georgetown Charter Township, Ottawa County, Michigan.

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

STATE OF MICHIGAN)
)ss.
COUNTY OF OTTAWA)

I hereby certify that the foregoing is a true and complete copy of a Resolution adopted by the Ottawa County Board of Commissioners, Ottawa County, Michigan, at a regular meeting duly called and held on the _____, the original of which is on file in my office.

Daniel C. Krueger, Ottawa County Clerk

Action Request



Committee: Board of Commissioners

Meeting Date: 3/22/2011

Requesting Department: Administration

Submitted By: Keith Van Beek

Agenda Item: Agreement for Veterans Services

SUGGESTED MOTION:

To approve and authorize the Board Chair and Clerk to sign the Agreement for Veterans Services with Social Services Resources LLC in the amount of \$18,749.97.

SUMMARY OF REQUEST:

The Board of Commissioners approved a General Fund appropriation for a three (3) year pilot project to provide staffing for a Department of Veterans Affairs, based upon an approved Veteran Affairs Report. After looking at various options, this agreement was pursued with Social Services Resources LLC, which is comprised of former State Department of Human Services (DHS) employees who are familiar with analyzing and establishing systems and programs to provide benefits for eligible populations. The proposed agreement will take advantage of that expertise in establishing a new Department of Veterans Affairs and related services.

FINANCIAL INFORMATION:

Total Cost: \$18,749.97 General Fund Cost: \$18,749.97 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, o=US, ou=County of Ottawa, ou=Administrator's Office, email=avanderberg@miottawa.org
Reason: I am approving this document
Date: 2011.03.09 15:43:46 -0500

Committee/Governing/Advisory Board Approval Date: Finance and Administration Committee 3/15/2011

AGREEMENT FOR VETERANS SERVICES

This Agreement is made this ____ day of March, 2011, by and between the County of Ottawa, a Michigan Municipal Corporation, with a principal place of business at 12220 Fillmore, West Olive, Michigan 49460, ("Ottawa County") and Social Services Resources LLC, with its principal place of business at 11720 24th Avenue, Marne, Michigan 49435, ("the Contractor") with reference to the following facts and circumstances:

- A. Ottawa County provides various services to veterans of the county as coordinated by a Veterans Affairs Committee and County Administration.
- B. Ottawa County wishes to work with the Contractor to evaluate current programming and to develop a Department of Veterans Affairs with expanded programming to provide services to veterans in Ottawa County.
- C. The parties have developed this Agreement to outline the responsibilities of each party.

WHEREFORE THE PARTIES AGREE AS FOLLOWS:

I. General Provisions

A. Agreement Period and Termination

- i. This agreement shall be in effect from April 1, 2011 through December 31, 2011. It may be renewed up to two (2) additional one (1) year terms, at the option of Ottawa County on terms to be requested by the parties.
- ii. Ottawa County may terminate this Agreement at any time, on thirty (30) days written notice. The Contractor may terminate this Agreement with thirty (30) days written notice, with the additional responsibility that a

replacement contractor or County employee is trained in all aspects of the Department of Veterans Affairs. All veteran records shall remain the property of Ottawa County.

B. Time: It is anticipated that services will be provided in time intervals of 20 hours per week.

C. Payment and Billing Procedures:

i. Payment: The County of Ottawa shall make payments to the Contractor upon receipt of the Contractor's Statement of Expenditures in accordance with Ottawa County's standard policies. Payments shall be paid in increments of \$2,083.33 per month.

ii. Maximum Amount of Agreement: The County of Ottawa hereby agrees to pay the Contractor an amount not to exceed \$18,749.97 for services performed under this Agreement exclusively during the period April 1, 2011 to December 31, 2011. This amount is exclusive of other payments for training or other separately negotiated items.

iii. Billing Procedure: The Contractor shall submit a monthly "Statement of Expenditures" to the Ottawa County Assistant County Administrator. This Statement of Expenditures shall indicate expenditures for the period being billed and a description of the service delivered. This Statement shall be submitted within thirty days from the end of the monthly billing period.

D. Indemnification and Hold Harmless: The Contractor agrees to defend, indemnify, and hold Ottawa County, and its employees, agents and assigns harmless from and against all claims, damages, fines, judgments, penalties, costs, liabilities or losses, including,

without limitation, reasonable actual attorney fees, arising out of the acts or omissions including negligence of the Contractor or its employees, or arising from or out of the breach by such party of any applicable regulations or standards of care or of its obligations under this Agreement. Such responsibility shall not be construed as a liability for damage caused by or resulting from the sole negligence of Ottawa County or its employees.

- E. Insurance: The Contractor agrees to maintain in full force and effect throughout the term of this Agreement insurances as set forth in Attachment A entitled "Insurance Requirements." Proof of the continuing force and effect of all required insurances and proof that Ottawa County has been named as an additional insured on the Contractor's comprehensive general liability insurance policies may be required by Ottawa County at any time.

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

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

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

On behalf of the Contractor, all notices shall be sent to:

Loren Snippe
Social Services Resources LLC
11720 24th Avenue
Marne, Michigan 49435
(616) 677-1404

H. Entire Agreement: This Agreement represents the entire understanding between parties and supersedes all prior negotiations, representations or agreements, whether written or oral. This Agreement may be amended only by written instrument signed by the authorized representatives of Ottawa County and the Contractor.

I. Assignment: This Agreement and the performance of the parties hereunder shall not be assigned or delegated to any third party, without the express written consent of all parties.

II. Contractor Responsibilities

A. Geographic Area: The Contractor shall provide services described herein in the following geographic area: Ottawa County.

B. Location of Facilities: The Contractor shall provide services described herein at the following location(s): Services will be delivered in the four geographic

quadrants of Ottawa County. At the discretion of Ottawa County, County office space may be utilized if available and appropriate.

- C. Client Eligibility Criteria: Residents of Ottawa County who are veterans of service in the armed forces of the United States, or as otherwise specified by specific programs.
- D. Credentials: The Contractor shall assure that appropriately credentialed or trained staff shall perform functions under this Agreement.
- E. Services to be Delivered: The Contractor shall deliver the services as outlined in Attachment B.
- F. Time Line for Implementation: The Contractor shall report upon the Preparatory Steps for a Department of Veterans Affairs Program Implementation as outlined in Attachment B within the first three months of the contract to the Veterans Affairs Committee.
- G. Training: Most training for the Contractor will be accomplished by visiting existing programs, visiting the Veterans Administration, and attending available local training. If more extensive training is determined/required that goes beyond what is available locally and within contract expectations, negotiation will be initiated with County Administration to review need and rationale. If training is determined appropriate, reimbursement arrangements will be negotiated. (For example, some specialized training may be required to become a Certified Veterans Counselor. Certification training is often available only in other states. This is the type of training that would be considered beyond reasonable contract expectations.)

- H. Evaluation Reporting Requirements: The Contractor shall submit to the Veterans Affairs Committee monthly reports that indicate the status of activities performed under this Agreement. Monthly reports shall also be submitted to the Assistant County Administrator with the monthly Statement of Expenditures. Evaluation of the accomplishments/outcomes of the Department of Veterans Affairs, need for program growth, and the effectiveness of the contractual process will take place after the first 3 months of contract implementation and quarterly thereafter.
- I. Service Documentation: The Contractor agrees to maintain required program records, program statistical records, and to produce program narrative, statistical and financial data as required under the terms of this Agreement or upon written request by Ottawa County.
- J. Confidentiality: The use or disclosure of information concerning services, applicants or recipients obtained in connection with the performance of this Agreement shall be restricted to purposes directly connected with the administration of the programs implemented by this Agreement and when not prohibited by law. In all cases, use or disclosure of confidential information shall only be allowed when that use or disclosure is in compliance with federal and state laws, including the HIPPA regulations, 45 CFR Parts 160, 162 and 164. Confidentiality provisions, related to casework activities, family situations and issues, family demographics and any other information that shares case specific details must be strictly observed and may not be disseminated in any way except as specified above. Unauthorized use or disclosure of confidential information is a violation of this Agreement.

III. County Responsibilities

A. Contractual Needs Provided by the County:

- i. Phone receptionist: Ottawa County will make arrangements for a person to field general calls during “non-office” hours and to schedule appointments for veterans with the Contractor.
- ii. Office Space, Phone and Computer Access: Ottawa County will make available space in County offices in various available locations throughout the County, not as permanent office but a space to meet veterans applying for benefits. This could be a small conference room or an office cubicle in a County office. The County will also make arrangements for phone and computer access, as available and necessary, when the Contractor is holding office hours at a County office.

B. Evaluation Criteria: The services provided by the Contractor under this Agreement shall be evaluated by the Veterans Affairs Committee and County Administration on the basis of the following criteria:

- i. Submission of required reports.
- ii. Satisfactory completion of services as written in the Agreement.

**IN WITNESS WHEREOF, THE PARTIES HAVE EXECUTED THIS AGREEMENT
THE DATE SET FORTH ABOVE.**

COUNTY OF OTTAWA

Dated: _____

By: _____

Philip D. Kuyers, Chairperson
Ottawa County Board of Commissioners

Dated: _____

By: _____

Daniel Krueger
Ottawa County Clerk

THE CONTRACTOR

Dated: _____

By: _____

Its: _____

Attachment A – Insurance Requirements

INSURANCE – The Program and/or its subcontractors shall provide the following coverages:

WORKER’S COMPENSATION AND EMPLOYERS’ LIABILITY:

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

COMMERCIAL GENERAL LIABILITY

Each Occurrence	\$1,000,000
Personal and Advertising Injury	\$1,000,000
General Aggregate	\$1,000,000
Products/Completed Operations Aggregate	\$1,000,000

There shall be no Products/Completed Operations or Contractual Liability exclusion.
The General Aggregate limit shall apply separately per location or project.

AUTOMOBILE:

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

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

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

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

Attachment B

A. **Service #1: Preparatory Steps for a Department of Veterans Affairs Program**

Implementation. The Contractor shall provide the following initial steps to implement an Ottawa County Department of Veterans Affairs:

1. Review past Ottawa County records and cases for the administration of emergency assistance through the Veterans Affairs Committee, formerly known as the Soldiers and Sailors Relief Fund.
2. Visit the Department of Veterans Affairs in neighboring counties to determine the array of services available, local guidelines for service, and to meet the individuals providing veteran services.
3. Visit the local Federal Veterans Administration to gain an understanding of veteran benefits, eligibility criteria for such benefits, and to establish contacts for the various Federal programs.
4. Visit various veteran groups to determine needs and expectations of Ottawa County veterans.
5. Compile and complete an Ottawa County Department of Veteran Affairs Program Policy and Procedural Manual. Manual shall include program descriptions, eligibility criteria, record keeping, and reporting expectations.
6. Work closely/communicate as provided in the Agreement with the Veterans Affairs Committee and County Administration to assure that program development is aligning with County expectations.
7. Work closely/communicate regularly with veterans groups to assure that program development is addressing needs of Ottawa County veterans.

8. Work within existing criteria to assure there is not a gap in the delivery of veteran services/financial assistance while the newly established program is being developed.

B. Service #2: Basic Veteran Services. The Contractor shall provide the following services:

1. Financial Assistance through the Veterans Affairs Committee: Assist eligible veterans and eligible family members who are indigent or in need of emergency financial assistance. The Contractor will complete applications for assistance and present monthly for approval to the Veterans Affairs Committee.

a. Initial Goals:

- i. Review existing guidelines and procedures and make appropriate recommendations for change to the Veterans Affairs Committee.
- ii. Establish guidelines that assure coordination with State and Federal Veteran Programs.
- iii. Work to increase awareness of financial assistance programs for veterans.

2. Burial Benefits: Administer the Ottawa County burial assistance program, providing benefits for eligible veterans.

a. Initial Goals:

- i. Learn the eligibility criteria for Burial Benefits and the process for application.
- ii. Establish guidelines that assure coordination with other State and Federal Programs.
- iii. Work to establish awareness of this benefit.

3. Michigan Veterans Trust Fund: Coordinate various Department of Veterans Affairs programming with the Michigan Veterans Trust Fund, which provides short term

emergency grants for eligible veterans and eligible family members experiencing a financial emergency or hardship.

a. Initial Goals:

- i. Learn the eligibility criteria for Michigan Veterans Trust Fund and the process for application.
- ii. Establish guidelines that assure coordination with other County, State and Federal Programs.
- iii. Work to establish awareness of this benefit.

4. Benefit Assistance: Assist veterans and their families in obtaining any available County, State, and Federal benefits and service to which they are entitled.

a. Initial Goals:

- i. Learn the eligibility criteria for all Federal, State, and County Benefits and the process for application.
- ii. Establish guidelines that assure coordination with all Federal, State, and County programs.
- iii. Work to establish awareness of all veteran benefits.

5. Expansion of Services to Veterans: Explore other funding options for the provision of service for veterans.

a. Initial Goals:

- i. Submit grant proposals for known funding opportunities.
- ii. Once programming for the Ottawa County Department of Veterans Affairs is firmly established, explore funding opportunities to expand service delivery to meet the needs of Ottawa County veterans.

Action Request



Committee: Board of Commissioners

Meeting Date: 3/22/2011

Requesting Department: Fiscal Services

Submitted By: Bob Spaman

Agenda Item: Appointment to Ottawa County Tax Allocation Board

SUGGESTED MOTION:

To approve the name of Roger Cotner for appointment to the Ottawa County Tax Allocation Board, pursuant to MCL 211.205(e).

SUMMARY OF REQUEST:

Professor Kenneth VerBurg notes in Guide to Michigan County Government "The County Tax Allocation Board's basic duty is to review the budgets submitted by the various governmental units and to divide the 15 mills among them on the basis of what the Board considers most prudent, the materials presented and any other matters the board judges to be pertinent."

One member of the Board cannot be officially connected with or employed by any local or county unit and is selected by the Board of Commissioners.

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: 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@ottawacounty.org
Reason: I am approving this document
Date: 2011.03.10 13:37:04 -0500

Committee/Governing/Advisory Board Approval Date: Finance and Administration Committee 3/15/2011

Action Request



Committee: Board of Commissioners

Meeting Date: 3/22/2011

Requesting Department: Fiscal Services

Submitted By: Bob Spaman

Agenda Item: Purchasing Card Policy (First Reading)

SUGGESTED MOTION:

To receive for comment the Purchasing Card Policy. (First Reading)

SUMMARY OF REQUEST:

During a recent banking services Request for Proposal (RFP) our selected vendor, Chase Bank, as well as the other contenders, quoted Ottawa County for this service. A purchasing card allows selected county employees the opportunity to purchase items under \$1,000. Currently employees have the vendor bill the County for these items. Each invoice must then go through the Accounts Payable process creating a check or multiple checks to these vendors.

A purchasing card will allow items to be charged to the employees County purchasing card. The vendor receives their money shortly after the charge is processed and the balance due on all cards will be paid monthly to the bank. Purchasing cards have been an effective modern method of purchasing goods and services since the 1990's. It has many safety features as well other advantages that are detailed in the attachment. The approval process is the same as an invoice. The purchasing card offers advantages to the County, the cardholder and our vendors as listed in the attachment. This program also offers advantages in purchases in many areas as well.

Employees are trained on the use of the purchasing card, the limits they will have, processing of the invoices on a monthly basis and the penalties for misuse of the purchasing card. (see attachment for this information)

The cost of the program is \$350 for imprinting the County logo on the purchasing cards. The card will also have the employees name and the County tax exempt number.

FINANCIAL INFORMATION:

Total Cost: \$350.00 | General Fund Cost: \$350.00 | 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: #2 - Implement Processes and Strategies to deal with operational budget deficits.

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@ottawacounty.org
Reason: I am approving this document
Date: 2011.03.03 14:15:18 -0500

Committee/Governing/Advisory Board Approval Date: Planning and Policy Committee 3/10/2011

Finance and Administration Committee 3/15/2011



County of Ottawa

Fiscal Services Department

Robert Spaman
Fiscal Services Director

Marvin Hinga
Fiscal Services Assistant Director

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

West Olive (616) 738-4847

Fax (616) 738-4098

e-mail: rspaman@miottawa.org

mhinga@miottawa.org

March 2, 2011

To: Planning & Policy Committee
Finance & Administration Committee

From: Bob Spaman, Fiscal Services Director

Subject: Concerns and Opportunities with a Purchasing Card

I would like to address a couple of issues with a Purchasing Card program request for Ottawa County.

SECURITY & MISUSE

A Purchasing Card program, which has been available for many years in the public and private sector, has many safety features built in to the program.

- 1) There are limiters that only allow transactions up to a certain amount per employee, per day and per month. Presently we do not have those controls in our purchasing system for smaller purchases.
- 2) There are many Merchant Category Codes (MCC) or store codes that prohibit employees from using the vendor services such as party stores, massage parlors, gaming areas and other non-work related vendors.
- 3) There are many product codes that prohibit employees from purchasing particular items such as alcohol and other non-work related items.
- 4) The program allows our Program Administrator in the Purchasing Department to access the previous day's activities or any other day's activities as needed. Right now an employee can charge to the county and we may not discover for several weeks or months.
- 5) The penalty for any misuse can cause the employees dismissal or other punishment per the agreement he/she signs when they are given the purchasing card. This is explained at the training sessions where the policy and procedures are reviewed.
- 6) There is no ability to get cash advances.
- 7) The Program Administrator has the ability to suspend the card if misuse is suspected at any moment.

PROGRAM OPPORTUNITIES AND ADVANTAGES

The Purchasing Card program has several opportunities, advantages and protection features that enhance the program.

- 1) The Purchasing Card program has the opportunity for significant rebates based on purchasing volume. These rebates range from approximately .5% to 1.2%, depending on volume. Our proposed vendor is our current bank of record, Chase Bank. They did a vendor match based on the 2010 invoices and found that we could have approximately \$14,000,000 worth of activity in a given year. Based on the rebate for that volume, we could have a rebate of approximately \$160,000. They do say that the initial activity will probably be ½ of that amount.
- 2) Based on the aforementioned vendor match study, we have received almost 7,000 invoices in the less than \$1,000 amount that could be eliminated from our process through Accounts Payable, thus saving significant amount of time processing and lowering the number of checks we produce. The upload of the Purchasing Card transactions to our General Ledger is significantly faster than the inputting of individual invoices and the checks that are produced.
- 3) The volume of petty cash activity goes down as well in that employees will use the card for small purchases and not have to use their own money and stop by for reimbursement. So we may be able to reduce the amount of money in the petty cash accounts at various locations in the county.
- 4) The payment terms for the expenses incurred in one month are not paid until the 25th of the following month which provides an opportunity for interest on those funds. At today's interest rates that may not be significant but under normal interest rates it could be significant.
- 5) When using the purchasing card, the following benefits are included:
 - a. \$400,000 life insurance when using a common carrier
 - b. \$1,250 for lost or stolen luggage
 - c. \$50,000 for rental car damage or stolen
 - d. \$5,000 legal service referral if needed
 - e. 24 hour road assistance
 - f. \$2,500 emergency medical insurance and assistance
 - g. \$100,000 reimbursement for employee misuse of the card.

IMPLEMENTATION

We would begin with a pilot program tentatively scheduled for around May 1, 2011. We would use the Administration, Fiscal Services, Information Technology and Parks Departments in this pilot program. In two months, after the successful implementation of those departments, we would plan to roll out the program to the rest of the departments with full implementation expected to be completed by the end of August.



County of Ottawa

PURCHASING CARD POLICY

I. POLICY

A policy to define, authorize and regulate the use of purchasing cards, and to establish procedures for utilizing purchasing cards for appropriate expenses in the conduct of official County of Ottawa business and empowering selected employees with the responsibility for protection, custody and proper usage of purchasing cards.

II. STATUTORY REFERENCES

MCL 4.11 (I)

III. COUNTY LEGISLATIVE OR HISTORICAL REFERENCES

The original Board policy on this subject matter was adopted in

Board of Commissioners Resolution Number and Policy Adoption Date:

Board of Commissioner Review Date and Resolution Number:

Name and Date of Last Committee Review:



County of Ottawa

IV. PROCEDURE

- A. The Fiscal Services Director or Program Administrator designated by the Fiscal Services Director, is responsible for the issuance of purchasing cards for use by selected County employees; the accounting, monitoring, retrieval and general overview of this Purchasing Card Policy; and the establishment of Purchasing Card Program Procedures consistent with this Policy and applicable laws and ordinances (referred to below as the “Purchasing Card Program Procedures”).
- B. Purchasing cards may be used only by an employee for the purchase of goods or services for official County of Ottawa business in accordance with the provisions of the Purchasing Card Program Procedures and within spending limitations authorized for each employee. Purchasing cards may not be used for cash advances or personal use. Purchases may not be divided into several transactions in order to avoid compliance with this Policy or the Purchasing Card Program Procedures.
- C. The employee using the purchasing card is responsible for its protection, custody and proper usage, and for compliance with this Policy and the Purchasing Card Program Procedures. The employee shall enter into an agreement with the County of Ottawa, for the use and care of the purchasing card, before such purchasing card shall be placed in the employee’s custody for use. The agreement shall, among other things, hold the employee responsible for immediately notifying the Fiscal Services Director if the card is lost or stolen.
- D. The employee using the purchasing card must submit documentation detailing the goods or services purchased, cost, date of the purchase and the description of the official business transacted as outlined in the Purchasing Card Program Procedures.
- E. Employees to whom purchasing cards are issued will, upon request of their Supervisor, Department Director, or the Fiscal Services Director cooperate and furnish information documenting the use of the card.
- F. Department Directors are responsible for all activities relating to purchasing cards in their department including, but not limited to the following:
 1. Selection of employees authorized to use County purchasing cards.
 2. Execution of the Agreement between the County of Ottawa and the employee for the use and care of the purchasing card, before such purchasing card is placed in the employee’s custody for use.
 3. Review of and proper implementation of this Policy and the provisions of the Purchasing Card Program Procedures.
 4. Determination of the specific official County business for which purchasing cards may be used by departmental employees.



County of Ottawa

5. Determination of the type of categories of goods or services within the department for which the purchasing cards may be used to purchase.
 6. Determination of spending authorization limits for each employee receiving a purchasing card in compliance with the Purchasing Card Program Procedures.
 7. Review and authorize all documentation necessary submitted by the employee using a County purchasing card including, but not limited to: (1) documentation of the goods or services purchased (2) the cost of the goods or services (3) date of purchase (4) the official County business for which purchased. All documentation must be submitted by the employee with the monthly statement to the Department Director for approval within the timeframe outlined in the Purchasing Card Program Procedures.
 8. Monitor the system, policies and procedures within the department to ensure employee's responsibility for the purchasing cards within the department and immediately notify the Fiscal Services Director or designated Program Administrator of any fraudulent or irresponsible use of a purchasing card. Department Directors may implement special procedures as the department may require for card delivery, usage and storage. The Fiscal Services Director or designated Program Administrator may terminate a purchasing card without notice to the Department Director should any purchasing card policy or procedure be abused.
- G. An employee who engages in an unauthorized or improper use of a County purchasing card will be subject to disciplinary measures, up to and including termination, and may be subject to civil/criminal prosecution consistent with applicable laws. The employee found to have inappropriately used the purchasing card will be required to reimburse the County of Ottawa for all costs associated with such improper use.
- H. Each holder of a purchasing card is responsible for safeguarding the account number and improperly disclosing any purchasing card information is strictly prohibited.
- I. An employee issued a purchasing card shall immediately cease the use of and return the purchasing card to the Fiscal Services Director effective upon the employee's separation from Ottawa County, upon the employee's reassignment to another department within the County, or upon de-authorization by the Fiscal Services Director.
- J. Approval of purchasing card invoices and accounting controls to monitor the use of County purchasing cards shall be in accordance with the Purchasing Card Program Procedures.



County of Ottawa

V. REVIEW PERIOD

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

PURCHASING CARD PROCEDURES

I. Overview:

- A. The Purchasing Card provides the County of Ottawa organization with an alternate method to petty cash, check requests and purchase orders for purchasing low dollar goods and services. The program is intended to streamline and simplify the procurement process. The Purchasing Card is a tool that reduces transaction costs, facilitates timely acquisition of materials and supplies, automates data flow for electronic commerce and accounting purposes, and offers flexible controls to help ensure proper usage.
- B. The Purchasing Card Program is not intended to avoid or bypass the current purchase order system, but rather complement the existing processes. The card is a credit card issued by Chase Bank. Record keeping is essential to ensure the success of the Purchasing Card.
- C. This Cardholder Guide provides information about the process, the types of purchases that can and cannot be made, records that must be maintained and reconciled for each cycle and a variety of other Program information.
- D. Please remember as public employees you are entrusted with funds that belong to the taxpayers of the County of Ottawa. These funds must be expended only for purchases specifically related to the delivery of governmental services to the citizens as appropriated in the budget adopted by the Board of Commissioners. You are the person responsible for all charges made to the card, which has been issued to you. Intentional misuse or fraudulent abuse may result in disciplinary action up to and including dismissal.
- E. The card will have no impact on your personal credit. Although the Purchasing Card lists an individual's name, the card is actually issued to the County of Ottawa. Purchasing Cards are intended for use by designated employees of the County of Ottawa.

II. Obtaining a Card:

- A. Complete a Purchasing Card Request Form, available in the forms section on the Front Page, you and your Department Head must sign this form. Return the completed Purchasing Card Request Form to the Purchasing Division in Fiscal Services.
 - 1. STANDARD LIMITS ARE AS FOLLOWS (GENERAL COUNTY EMPLOYEES):
 - a) Single Purchase Limit \$999
 - b) Daily Purchase Limit \$1,500 (Multiple purchases at one vendor in one day will be strictly prohibited)
 - c) Monthly Purchase Limit \$5,000.00
 - d) Number of Transactions per day = 5
 - e) Number of Transactions per month = 30
- B. The Purchasing Division in Fiscal Services will forward a copy of the Master Card Purchasing Card Cardholder Guide, County Purchasing Card Request form and a Cardholder Agreement to the employee. The signed Cardholder Agreement must be returned to the Purchasing Division in Fiscal Services and the Purchasing Card will be ordered.
- C. Upon receipt of the Purchasing Card Request form, a meeting will be scheduled with the employee to review the policies and procedures and to answer any questions. The Purchasing Card will be presented to the employee for signature. The card will be activated for immediate use.

III. Purchasing Card Restrictions

- A. The Purchasing Card **IS NOT** to be used for:
 - 1. Personal purchases
 - 2. Cash advances
 - 3. Certain County blocked products and services
 - 4. Commodities and services on contract with Blanket Purchase Orders (Note: Cardholders will be advised of certain Blanket Purchase Orders that can be included).
- B. Under no circumstances may a transaction be split into two separate receipts to bypass the single transaction dollar limit or the purchasing policies. Transactions will be electronically monitored.
- C. The Purchasing Card will be issued in your name. By accepting the Purchasing Card, you assume responsibility for it. **The Purchasing Card is not transferable and may not be used by anyone other than you, the Cardholder.**
- D. The Purchasing card may not be issued as a “departmental card.” Due to insurance requirements of the bank each card must be issued to an individual.

IV. Making a Purchase using the Purchasing Card

The Purchasing Card can be used at any vendor who accepts “Mastercard” and is in a Merchant Category group that was approved for your card. Your Purchasing Card also has been given specific spending limits.

- A. If you are purchasing in person:
 - 1. Present the Purchasing Card to the merchant and inform the vendor that your transaction should be tax exempt. The tax exempt number is printed on the purchasing card.
 - 2. Check the receipt to be sure you are not paying taxes. Any tax concerns should be corrected at the point of transaction.
 - 3. Sign the charge receipt.
 - 4. Retain all charge receipts and cash register tapes.
 - 5. Purchasers **must** keep a record of all purchases in order to reconcile purchases monthly.
- B. If you are purchasing by phone or mail:
 - 1. Supply the vendor with your Purchasing Card number, expiration date, “ship to” address and tax exempt number.
 - 2. Ask the supplier to include the receipt with the goods when the product is shipped; all receipts must be forwarded to the Department Director with a printed and signed Statement.
 - 3. Cardholder, or designated departmental representative, must keep a record of purchases.
 - 4. When goods are received, check products and keep all receipts, shipping records and keep a record of the purchases to verify for accuracy online; receipts must be sent to your Department Director with your statement and excel spreadsheet, then to Purchasing Division of Fiscal Services and finally to Accounting.

V. Tax Exemption:

All County purchases are tax exempt. Be sure to advise suppliers that your Purchasing Card transaction is tax exempt. The County's Federal Tax Identification Number is embossed on the front of the Purchasing Card. The number is exclusively for use relative to County business. If documentation is requested, a Certificate is available and can be obtained by contacting Fiscal Services at 616.738.4847.

VI. Incorrect Shipment or Returns

If a shipment is incorrect, the cardholder should contact the vendor to arrange for a return, exchange or credit. If the vendor agrees to issue a credit, the Cardholder should verify that the credit is properly reflected in the next online Account Detail.

VII. Reconciling Monthly Purchases

- A. Each Cardholder, or representative for the department, must keep a record of all transactions charged to his/her account on a monthly basis. For each month, a new file should be started. The billing cycle for each month will end the first of the month. Any transactions occurring after the last day of the month will appear on the next month's online statement.
- B. Cardholders have access to their own transactions and Account Summary. At the end of the billing cycle, Cardholders will receive an Internal E-mail reminding them to reconcile their statement. The web address is <http://smartdata.jpmorgan.com/>.
- C. The original sales documents (receipts, packing slips, cash register tape, credit card slips) for a given month should be signed and stapled to the Statement and Excel spreadsheet printed by Cardholder and forwarded to the Department Director (for approval) who will then forward it to the Purchasing Division of Fiscal Services Department **no later than the 10th day of each month.**
- D. Fiscal Services Accounts Payable will ACH Payment for charges incurred.
- E. Cardholder or designated departmental representative is required to do the following each month if purchases have been made and the Detail Account has activity:
 - 1. Review purchases for accuracy.
 - 2. Process Account summary including Expense Description, Account #'s, Account types & Invoice #'s. Note: transactions can be split (charged to more than one account).
 - 3. Note any disputed charges or problems.
 - 4. Attach backup documentation and/or receipts.
 - 5. Sign & Date the Expense Report.
 - 6. Send to Department Director to review/approve the purchases and account numbers.
- F. It is the responsibility of the Department Director, or designee, to review and approve the Expense Report with Account Detail. After review/approval the Department Director should send the Expense Report and backup documentation to the Purchasing Division in Fiscal Services.

VIII. Discrepancies or Unauthorized Usage

- A. Types of Discrepancies:
 - 1. The amount of the transaction is incorrect.
 - 2. A purchase appears on the online Account Detail that was not made by the authorized Cardholder.
 - 3. There is a product quality or service issue.

B. Procedures for Discrepancies:

1. If there are any discrepancies on the Cardholder's online Account Detail, the vendor will need to be contacted immediately to try to resolve the issue(s) in question. It is the Cardholders responsibility to correct any discrepancy.
2. The Cardholder will need to complete a Cardholder Dispute Form and forward a copy to the vendor and the Purchasing Division in Fiscal Services.
3. If an unauthorized transaction appears on your statement contact Customer Service at 1-800-316-6056.
4. If there is a product quality or service issue the cardholder should contact the merchant to obtain an authorization for return and account credit.

IX. Transferring to Another Department or Card Deactivation

A. Cardholder Transfers to another Department:

1. Cardholder must notify the Purchasing Division in Fiscal Services via fax, memo or E-mail that the Cardholder will be transferring to another department. The notification must include approval from their new Department Director for use of the p-card.
2. Purchasing Division of Fiscal Services will make departmental changes to account information.

B. Termination of Cardholder:

1. Upon voluntary, or involuntary, termination of employment of a Cardholder, the Purchasing Card must be turned in to Human Resources or Department Director and forwarded to the Purchasing Division in Fiscal Services.
2. Human Resources must immediately notify the Purchasing Division in Fiscal Services that the Purchasing Card of the named Cardholder should be deactivated.
3. Human Resources will forward card to the Purchasing Division in Fiscal Services.
4. The Purchasing Division in Fiscal Services will immediately deactivate the Card.

C. Misuse of the Purchasing Card by the Cardholder:

1. A Department Head may request suspension or cancellation of the Purchasing Card at any time by notifying the Purchasing Division in Fiscal Services via fax, memo or e-mail.
2. Whenever a Purchasing Card is misused or the policies and procedures are violated, the Department Director will work with the Human Resources Department to determine appropriate disciplinary action. The Department Director will inform the Purchasing Division in Fiscal Services if the Purchasing Card should be deactivated.
3. The Purchasing Division in Fiscal Services may unilaterally suspend or cancel a Purchasing Card if:
 - a. The Purchasing Card policies and procedures are not followed.
 - b. If the Purchasing Card was not used for a long period of time.
 - c. If the Cardholder continually tries to exceed the allowable per purchase limit or the specified purchase frequency.

- d. If the cardholder fails to maintain the required back-up receipts and documents and/or fails to process statements at the designated time.
- e. If there is concern that the card has been compromised in any way.

X. Reporting Lost or Stolen Cards

- A. If a Purchasing Card is lost or stolen, the Cardholder must immediately inform the Purchasing Division in Fiscal Services. If the Purchasing Card is lost or stolen during **non-working** hours, the Cardholder must contact **1-800-316-6056**.
- B. The Purchasing Division in Fiscal Services will immediately deactivate the Purchasing Card.
- C. To receive a replacement Purchasing Card and the Cardholder must complete a new Cardholder Agreement.
- D. The Purchasing Division in Fiscal Services will produce a replacement Purchasing Card after the proper forms have been completed and returned.
- E. The Cardholder is responsible for review and reconciliation of the online Account Detail of the deactivated Purchasing Card, as well as, the online Account Detail for the new Purchasing Card.

XI. Purchasing Card Security

- A. Keep your Purchasing Card in an accessible, but secure location.
- B. Guard the Purchasing Card account number and password log-in carefully. Do not post it at your desk or write it in your day planner.
- C. The **only** person entitled to use the Purchasing Card is the person whose name appears on the face of the card. **Do not lend your Purchasing Card to another person for use.**

XII. Key Contacts

The following resources are available to answer any questions you may have, or to help solve problems that may arise:

- Purchasing Card Customer Service* 1-800-316-6056
- Purchasing Division in Fiscal Services(Program Administrators)*.....616-738-4847
- Christine Miller, Purchasing Division of Fiscal Services.....616-738-4855
- Laura Deal, Department Technician.....616-738-4670

***Contact immediately if Purchasing Card is lost or stolen.**

PURCHASING CARD REQUEST FORM

A Purchasing Card is requested for the following employee:

First Name Middle Initial Last Name

Department/Division Business Telephone Number

E-Mail address

Employee Signature Date
(Signature indicates the above information is accurate and that the Purchasing Card Guidelines have been read and
will be followed)

STANDARD LIMITS:

Single Purchase Limit \$999.00 Daily Purchase Limit \$1,500.00

Monthly Purchase Limit \$5,000.00

Number of Transactions per day 5 Number of Transactions per month 30

I have approved the issuance of a Purchasing Card to the above named employee. I agree to review purchases for compliance with the established polices and procedures.

DEPARTMENT DIRECTOR APPROVAL:

Department Director's Signature/Date _____

PURCHASING CARD ADMINISTRATOR:

Purchasing Card Administrator Signature _____



County of Ottawa

Fiscal Services Department

Robert Spaman
Fiscal Services Director

Marvin Hinga
Fiscal Services Assistant Director

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

West Olive (616) 738-4847

Fax (616) 738-4098

e-mail: rspaman@miottawa.org

mhinga@miottawa.org

PURCHASING CARD CARDHOLDER AGREEMENT

I understand that I am authorized to use the Purchasing Card to purchase goods and services for the legitimate business benefit of the County of Ottawa. All purchases I make will be in accordance with the County of Ottawa Purchasing Card Program Procedures, Purchasing Card Policy, and the Purchasing Policies and Procedures established by the County (a copy of which has been provided to me) and my department for Purchasing Card use.

I will not use the Purchasing Card for personal use, nor will I permit another person to use the Purchasing Card issued exclusively in my name.

I will immediately notify the Fiscal Services Director if the purchasing card in my custody is lost or stolen.

I acknowledge the receipt of all applicable Ottawa County Policies including the County of Ottawa Travel Policy, and agree to abide by them.

I agree that my authorization to make such purchases shall automatically cease upon my separation from the County of Ottawa, upon my reassignment to another department within the County, or upon de-authorization by the Fiscal Services Director. In any of these events, I will return the card to the Fiscal Services Director.

I understand that violations of these requirements may result in revocation of my use privileges and/or disciplinary action, up to and including termination of employment. Employees who are found to have inappropriately used a Purchasing Card will be required to reimburse the County of Ottawa for all costs associated with such improper use, and may result in other discipline, up to and including termination. Unlawful use of a Purchasing Card by an employee could result in civil/criminal prosecution.

I acknowledge receipt of a Purchasing Card.

Name:

Purchasing Card Number: _____

Employee

Department

Date



UltraGraphic ID:

UGTA2095

Base Card ID:

00000F64923

UG Color:

Black

Last Modified Date:

February 24, 2011 11:28 AM



BEST PRACTICE

Purchasing Card Programs (1998, 2003, and 2008) (TIM)

Background. The purpose of a purchasing card (also known as a procurement card) program is to provide an efficient, cost-effective method of purchasing and paying for small-dollar as well as high-volume purchases. This type of program is used as an alternative to the traditional purchasing process and can result in a significant reduction in the volume of purchase orders, invoices, and checks processed.

Purchasing cards can be used whenever a purchase order, check request, or petty cash would have been processed and with any vendor that accepts credit cards.

There are numerous benefits to a purchasing card program. Benefits to the cardholder include:

1. convenience of purchasing without a purchase order,
2. expedited delivery of goods,
3. better pricing on goods,
4. expanded list of merchants from whom purchases can be made, and
5. reduced paperwork.

Benefits to the government include:

1. simplified purchasing and payment process,
2. lower overall transaction processing costs per purchase,
3. increased management information on purchasing histories,
4. reduced paperwork,
5. decentralized procurement function,
6. the ability to set and control purchasing dollar limits,
7. the ability to control purchases to specific merchant categories, and
8. receipt of rebates from the bank based upon dollar volume of total purchases.

Benefits to the vendor include:

1. expedited payments,
2. reduced paperwork, and
3. lowered risk of nonpayment.

Purchasing cards may be issued in a designated individual's name and/or the government's name clearly indicated on the card as the buyer of goods and services. The purchasing card and any transactions made with the card may become a liability of the governmental entity. For this reason, it is important that governments be aware of the risks related to the use of purchasing cards and develop plans to address those risks.

Disadvantages of purchasing cards include:

1. the potential for duplicate payments to vendors (as payments are no longer recorded by individual vendor within the accounting system),
2. the perception in the public about issuing "credit cards" to employees may be negative, and
3. the potential for abuse despite the controls available with purchasing cards.

Recommendation. The Government Finance Officers Association (GFOA) recommends that governments explore the use of purchasing cards to improve the efficiency of their purchasing procedures. A competitive

process should be used to select a purchasing card provider. Consideration should be given to vendors who can provide automated approval and reconciliation software. This software should provide for the ability to integrate to the entity's accounting records. Purchasing card programs should be designed to be simple and easy to use; however, governments need to maintain appropriate controls, in accordance with their purchasing policy, to ensure the ongoing success of a purchasing card program. These controls should include:

1. written agreements with banks, which include fee schedules, processing procedures, and security requirements,
2. written policies and procedures for internal staff, including:
 - a. instructions on employee responsibility and written acknowledgments signed by the employee,
 - b. ongoing training of cardholders and supervisors,
 - c. spending and transaction limits for each cardholder both per transaction and on a monthly basis,
 - d. written requests for higher spending limits,
 - e. recordkeeping requirements, including review and approval processes,
 - f. clear guidelines on the appropriate uses of purchasing cards, including approved and unapproved Merchant Category Codes (MCC),
 - g. guidelines for making purchases by telephone and fax or over the Internet,
 - h. periodic audits for card activity and retention of sales receipts and documentation of purchases,
 - i. timely reconciliation by cardholders and supervisors,
 - j. procedures for handling disputes and unauthorized purchases,
 - k. procedures for card issuance and cancellation, lost or stolen cards, and employee termination, and
 - l. segregation of duties for payment approvals, accounting, and reconciliations.
3. systems to ensure compliance with IRS 1099 reporting regulations.

References

- *An Elected Official's Guide to Procurement*, GFOA, 1995.
- *Banking Services: A Guide for Governments*, Nicholas Greifer, GFOA, 2004.

Approved by the GFOA's Executive Board, February 22, 2008.

Action Request



Committee: Board of Commissioners

Meeting Date: 3/22/2011

Requesting Department: Human Resources

Submitted By: Marie Waalkes

Agenda Item: 20th Circuit Court Personnel Request to Create one (1) full-time (1.0 FTE) Felony Collections Clerk

SUGGESTED MOTION:

To approve the request from the 20th Circuit Court/Trial Division to create one (1) full-time (1.0 FTE) Felony Collections Clerk (Group T, Paygrade 10) at a cost of \$51,264. Funding to come from the from the funds collected by this position (General Fund). Position to be sunsetted March 22, 2012, and reviewed at that time to determine if sufficient funds were collected to continue this position.

SUMMARY OF REQUEST:

Currently, the court's one FTE Felony Collections Clerk oversees 850 active cases. There are currently 2788 open cases which financial obligations are owed to the Court. This position would be able to oversee additional cases and put a collections plan in place in those cases. We also would like to employ additional means of collection: Writs of Garnishment for State Income Tax Refunds and "mass" order to show cause dates which currently cannot be done due to the lack of employee capacity to do so.

FINANCIAL INFORMATION:

Total Cost: \$51,264.00 General Fund Cost: \$51,264.00 Included in Budget: Yes No

If not included in budget, recommended funding source: Revenue generated from collections.

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:

Goal 1:

2: Implement processes and strategies to deal with operational budget deficits.

Goal 2:

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

Goal 3:

4: Continue initiatives to positively impact the community.

Goal 4:

2: Prioritize mandated and discretionary services.

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@mottawa.org
Reason: I am approving this document
Date: 2011.03.10 13:41:26 -0500

Committee/Governing/Advisory Board Approval Date: Finance and Administration Committee 3/15/2011

Proposal of August 23, 2010

Kelly Aylsworth to: Alan Vanderberg, Robert Spaman, Marie Waalkes

12/20/2010 05:33 PM

Hello - I am inquiring as to whether or not a decision has been made regarding my proposal of August 23, 2010 to hire one FTE Felony Collections Clerk in the Trial Division of the Circuit Court.

To date, the Circuit Court has collected \$880,879 for the calendar year 2010.

As previously stated in my request for hire (proposal attached), more than 850 active felony collections cases are currently monitored. There are over 2800 open cases in which financial obligations are owed to the Court. An additional Felony Collections Clerk will be able to address these 2800 cases and put collections plan in place.

In order to "break even" in hiring an FTE Felony Collections Clerk, felony collections would need to annually increase 7%. I remain confident that this goal can be met and far surpassed with an additional FTE working on these cases.

In my original proposal I mentioned that the Court would be assessing the mandatory 20% late fee in accordance with MCL 600.4803. Since the late fee assessment has been put into place in October, 2010, \$11,370 in late fees have been assessed. The collection of these fees is a task that an additional FTE would be charged with managing.

In addition, 100 Writs of Garnishment were filed on November 1, 2010 with the State of Michigan Treasury Department. Those people against whom the Writ was filed were given 14 days to file an objection and request a hearing to contest the issuance of the Writ. There were no objections filed. This is a process we wish to continue annually, expanding our Writ issuance to include many more defendants.

Please review the attached proposal. In these difficult economic times, I would not ask that you consider approving an FTE Felony Collections Clerk if I was not confident that the position will pay for itself within a short period of time. If you have any questions regarding Felony Collections, please do not hesitate to contact me.



1.0 FTE Proposal Felony Collections Clerk.doc

Kind Regards,
Kelly

Kelly Aylsworth, Trial Court Director
20th Circuit Court
414 Washington Street, Ste. 300
Grand Haven, MI 49417
phone 616 846 8320
fax 616 846 8179

"How wonderful it is that nobody need wait a single moment before starting to improve the world." - Anne Frank

Please print responsibly

TO: Al Vanderberg
Robert Spaman
FROM: Kelly Aylsworth
RE: Request to Hire FTE Felony Collections Clerk
DATE: August 23, 2010

REQUEST: The 20th Circuit Court proposes to hire and additional FTE Felony Collections Clerk to assist in the collection of fines, costs, and restitution as ordered by the Court.

JUSTIFICATION:

1. Why felony collections is important -

a) Fines & Costs

- Collection enforces sanctions
- Revenue to offset costs of operating the court

Distributed to:

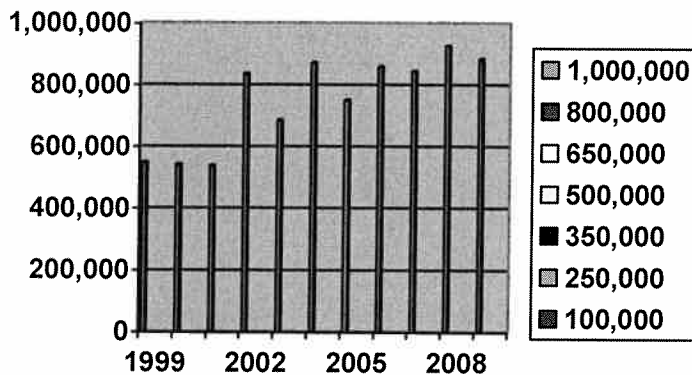
- State
- County
- Citizens

b) Restitution

- Restorative justice
- Important benefit to crime victims
- Restores public trust & confidence in the Court

2. HISTORY:

Below you will see that in 2002 the dollar amount collected on felony cases greatly increased over the previous three years. Our FTE Felony Collections Clerk was hired and began his employment with the Court January 1, 2002. The increase in felony collections is directly related to the implementation of a felony collections program and subsequent hire of a FTE Felony Collections Clerk in 2002.



3. PROJECTION:

- Cost & Benefit

Currently, the court's one FTE Felony Collections Clerk oversees 850 *active* cases. There are currently 2788 open cases where in which financial obligations are owed to the Court. An additional Felony Collections Clerk will be able to address the older cases and put collection plans in place.

The cost of an additional FTE Felony Collections Clerk is approximately \$55,000 in salary and benefits. The increase of less than 7% in collections would allow the County to "break even" regarding the cost of the new hire.

We are confident that an additional FTE Felony Collections Clerk will benefit Ottawa County financially.

As an aside, on August 30, 2010, the Circuit Court Trial Division will be assessing the 20% Late Fee Assessment in accordance with MCL 600.4803. The 20% late fee will be assessed to all fines & costs owing and not paid to the Court for more than 56 days. This fee will be deposited directly to the County's general fund.

The second collections process planned is to submit requests to the State of Michigan Treasury Department to intercept income tax refunds of those people who have outstanding financial obligations owed to the Court. This will be a huge annual undertaking and will require additional collections assistance.

I thank you for considering this proposal and I look forward to hearing from you. If you wish to have more information regarding felony collections, please contact me: ext. 8356.

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: Felony Collections Clerk

FUND/DEPARTMENT NUMBER: 1010 1310

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:

Under the direction of the Trial Court Director, this position enforces court orders requiring the payment of fines, fees, costs, restitution and other monetary assessments in felony criminal cases.

4. Describe the justification for this position (Provide supporting documentation if appropriate.)

Please see the 8/23/10 proposal regarding this FTE position.

Currently, the court's one FTE Felony Collections Clerk oversees 850 active cases. There are currently 2788 open cases which financial obligations are owed to the Court. This position would be able to oversee additional cases and put collections plan in place in those cases. We also would like to employ additional means of collection: Writs of Garnishment for State Income Tax Refunds and "mass" order to show cause dates which currently cannot be done due to the lack of employee capacity to do so.

5. Please identify the goals in the Board of Commissioners' Strategic Plan that this position will help to fulfill.

Goal #1 : To maintain and improve the strong financial position of the County - an additional FTE will allow for further collections implementation on current cases, those cases which are not actively pursued at this time and to employ new means of collection available to the courts.

Goal #2 : To maintain and enhance communication with citizens, employees and other stakeholders - approximately 1/2 of monies owed in felony cases is in the form of victim restitution. This money is sent directly to the victims of crimes in Ottawa County. This has a huge impact on the County's economic state.

Goal #3: To contribute to a healthy physical, economic and community environment - the collection of financial obligations owed to the Court and to crime victims will financially impact the economy of Ottawa County as well as the positive impact on the community by inspiring and maintaining public trust in the courts.

Goal #4: To continually improve the County's organization and services - the employment of an additional FTE Felony Collections Clerk will allow the County/Court to provide more comprehensive service to the public, specifically crime victims, while holding those convicted of crimes in Ottawa County accountable by enforcing the Court's Orders.

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

Felony collections is a mandated function of the court.

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

Since 2002 the dollar amount collected by the one FTE Felony Collections Clerk has increased from under \$500,000 to over \$950,000. Added assistance in this department will allow for further collection of those cases which are neglected at this point in time due to limited resources.

(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.)

\$0.00

SIGNED: _____ DATE: _____

BUDGET DATA: _____
Fiscal Services Department Use Only

CONTROL #: _____
Fiscal Services Department Use Only

County of Ottawa
 Estimated Personnel Costs
 Circuit Court

Employee Name	Union code	W/C code	FTE	Salaries Permanent	FICA	Hospit- talization	OPEB	Life	Retirement	Dental	W/C	Unemployment	Optical	Disability	Total Fringes	Total Salaries & fringes
Felony Coll Clerk, C step	12	8810	1.0000	\$34,340	\$2,627	\$9,302	\$974	\$68	\$3,104	\$628	\$8	\$27	\$93	\$93	\$16,924	\$51,264

7040.0000 7150.0000 7160.0000 7170.0000 7180.0000 7190.0000 7200.0000 7220.0000 7230.0000 7240.0000

Action Request



Committee: Board of Commissioners

Meeting Date: 3/22/2011

Requesting Department: Human Resources

Submitted By: Marie Waalkes

Agenda Item: Community Mental Health Personnel Request to Reclassify a full-time Program Supervisor to a full-time Program Coordinator

SUGGESTED MOTION:

To approve the request to reclassify the position of full-time (1.0 FTE) Program Coordinator (Unclassified, Paygrade 07) to full-time (1.0 FTE) Program Supervisor (Unclassified, Paygrade 08) at a cost of \$7190. Funding for this position to come from Medicaid funding.

SUMMARY OF REQUEST:

As outlined in the CMHOC FY2011-2015 Strategic Plan, Children's Services is to be elevated to its own division within the agency with the goal of serving all CMH populations, which includes MI Children, DD Children, and Substance Dependence.

FINANCIAL INFORMATION:

Total Cost: \$7,190.00

General Fund Cost: \$0.00

Included in Budget:

Yes

No

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

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.

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

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

Objective:

Goal 1:

1: Advocate on legislative issues to maintain and improve the financial position of the County.

Goal 3:

4: Continue initiatives to positively impact the community.

Goal 4:

1: Review and evaluate the organization, contracts, programs, and services for potential efficiencies. 2: Prioritize mandated and discretionary services. 4: Examine opportunities for service-delivery with local units of government.

ADMINISTRATION RECOMMENDATION: Recommended Not Recommended Without Recommendation

County Administrator: **Alan G. Vanderberg**

Digitally signed by Alan G. Vanderberg
DN: cn=Alan G. Vanderberg, o=County of Ottawa, ou=Administrator's Office, email=vanderberg@mottaweb.org
Reason: I am approving this document
Date: 2011.03.10 13:44:07 -0500

Committee/Governing/Advisory Board Approval Date: Finance and Administration Committee 3/15/2011

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: Mental Health Program Supervisor - Children's Services

FUND/DEPARTMENT NUMBER: 2220 (4244 - 39.5%; 4245 - 60.5%)

CHECK ONE: New Position (Reclassification 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:
The MH Program Supervisor - Children's Services will be responsible for overseeing, managing, and developing all mental health services to Children.
4. Describe the justification for this position (Provide supporting documentation if appropriate.)
As outlined in the CMHOC FY2011-2015 Strategic Plan, Children's Services is to be elevated to its own division within the agency with the goal of serving all CMH populations, which includes MI Children, DD Children, and Substance Dependence.
5. Please identify the goals in the Board of Commissioners' Strategic Plan that this position will help to fulfill.
1: To Maintain and Improve the Strong Financial Position of the County. (Advocate on legislative issues to maintain and improve the financial position of the County.); 3: To Contribute to a Healthy Physical, Economic, & Community Environment. (Continue initiatives to positively impact the community.) 4: To continually Improve the County's Organization and Services. (Review and evaluate the organization, contracts, programs, and services for potential efficiencies; Prioritize mandated and discretionary services; Examine opportunities for service-delivery with local units of government.
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 Children's Services Improving Practices Leadership Team (IPLT) charged with the development and monitoring of child-specific outcome measurements. This position will chair the Children's IPLT Committee and will be responsible for the implementation of child-specific outcome measurements.

(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.)

Michael Brashears

SIGNED:

DATE:

BUDGET DATA:

CONTROL #:

Fiscal Services Department Use Only

Fiscal Services Department Use Only

County of Ottawa
Estimated Personnel Costs

Employee Name	Union code	W/C code	FTE	Salaries Permanent	FICA	Hospitalization	OPEB	Life	Retirement	Dental	W/C	Unemployment	Optical	Disability	Total Fringes	Total Salaries & fringes
MH Prog Coord - Uncl 07 C step	15	8810	1.0000	\$59,685	\$4,566	\$9,302	\$974	\$177	\$10,069	\$628	\$14	\$48	\$93	\$161	\$26,032	\$85,717
MH Prog Supr - Uncl 08 C step	15	8810	1.0000	\$65,429	\$5,005	\$9,302	\$974	\$194	\$11,038	\$628	\$15	\$52	\$93	\$177	\$27,478	\$92,907
Difference				\$3,744	\$439	\$0	\$0	\$17	\$969	\$0	\$1	\$4	\$0	\$16	\$1,446	\$7,190
				7040.0000	7150.0000	7160.0000	7160.0020	7170.0000	7180.0000	7190.0000	7200.0000	7220.0000	7230.0000	7240.0000		