



# 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](http://www.miOttawa.org)

August 19, 2011

To All Ottawa County Commissioners:

The Ottawa County Board of Commissioners will meet on **Tuesday, August 23, 2011 at 1:30 p.m.**, for the regular **August** 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 Holtrop
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 August 9, 2011 Board of Commissioners Meeting.
2. Payroll  
Suggested Motion:  
To authorize the payroll of August 23, 2011 in the amount of \$\_\_\_\_\_.

From the Finance and Administration Committee

3. Monthly Accounts Payable for August 1, 2011 through August 12, 2011  
Suggested Motion:

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

To approve the general claims in the amount of \$3,657,785.13 as presented by the summary report for August 1, 2011 through August 12, 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 July, 2011.

B. Action Items:

From the Planning and Policy Committee

5. CHOOSE Program Evaluation

Suggested Motion:

To approve the 2011 CHOOSE (Communities Helping Ottawa Obtain a Safe Environment) Program Evaluation.

6. Bid Tabulation – Macatawa Green Space Restoration

Suggested Motion:

To receive bids for the Macatawa Green Space Restoration Project and accept the low bid from Top Grade Construction Management LLC at the negotiated price of \$707,430.50 with funding from the Parks and Recreation budget in the amount of \$100,000 and a grant from the U.S. Environmental Protection Agency in the amount of \$646,800.

7. Bid Tabulation – Olive Shores Park Improvements

Suggested Motion:

To receive bids for the Olive Shores Park Improvement Project and accept the low bid from Visser Brothers, Inc. in the amount of \$580,857.24 with funding split evenly from the Parks and Recreation budget and a grant from the Michigan Natural Resources Trust Fund.

8. Bid Tabulation - Pine Bend Parking Improvements

Suggested Motion:

To receive bids for the Pine Bend Parking Improvement Project and accept the low bid from Denny's Excavating in the amount of \$51,000 with funding from the Parks and Recreation budget.

9. Resolution Supporting The Pumphouse Museum Proposal

Suggested Motion:

To approve and authorize the Board Chair and Clerk to sign the resolution supporting the proposal by the Historic Ottawa Beach Society to create a museum at the pumphouse building located within the Historic Ottawa Beach Parks. County funding is contingent upon the Historic Ottawa Beach Society raising the balance of the funds for the project.

From the Finance and Administration Committee

10. Agreement for Property Assessment Administration Services

Suggested Motion:

To approve and authorize the Board Chair and Clerk to sign the Agreement for Property Assessment Administration Services with the City of Grand Haven.

11. Equalization Personnel Request to Create One (1) FTE Appraiser III  
Suggested Motion:  
To approve the request from Equalization to create One (1) FTE Appraiser III (Group T, Paygrade 13, C Step) at a cost of \$60,991. Funding to come from the City of Grand Haven pursuant to the Agreement for Property Assessment Administration Services. This position will sunset two (2) years from the effective date of the Agreement. It may be renewed thereafter for up to five (5) successive one (1) year terms by mutual written agreement of the parties.
  
12. Community Mental Health Personnel Request to Reclassify a Staff Psychiatrist Position to a Community Mental Health Medical Director  
Suggested Motion:  
To approve the request to reclassify the position of 1.0 FTE Staff Psychiatrist (Unclassified, Paygrade 19) to 1.0 FTE Community Mental Health Medical Director (Unclassified, Paygrade 25) at a cost of \$36,968.00. Funding for this position to come from Medicaid funds.
  
13. Public Health Department Personnel Request to Increase a .8 FTE to a 1.0 FTE Environmental Health Specialist  
Suggested Motion:  
To approve the request from the Public Health Department to increase a .8 FTE Environmental Health Specialist (Group T, Paygrade 14) to a 1.0 FTE Environmental Health Specialist (Group T, Paygrade 14), at a cost of \$12,900. Funding to come from a grant through the Michigan Department of Environmental Quality. Position to sunset September 2012.
  
14. Fund Balance Policy (First Reading)  
Suggested Motion:  
To receive for comment the Fund Balance Policy. (First Reading)
  
15. Officer and Employee Delegate for MERS Annual Meeting  
Suggested Motion:  
To approve the nomination of Marcie VerBeek as Officer Delegate, Marie Waalkes as alternate Officer Delegate, Erin Rotman as Employee Delegate, and Tami Harvey as Alternate Employee Delegate to the MERS 65<sup>th</sup> Annual Meeting to be held September 27-29, 2011 in Traverse City, Michigan.
  
16. Purchase of MERS (Michigan Municipal Employee Retirement System) Generic Service Credits for Anthony Boersema (Sheriff's Office)  
Suggested Motion:  
To approve the purchase of three (3) years of MERS generic service credit for \$56,079 (total cost to be paid by employee, Anthony Boersema).

Total Cost:	\$56,079.00
Employer Cost:	\$ 0.00
Employee Cost:	\$56,079.00

17. Purchase of MERS (Michigan Municipal Employee Retirement System) Generic Service Credits for Sarah A. Flick (Sheriff's Office)  
Suggested Motion:  
To approve the purchase of five (5) years of MERS generic service credit for \$77,420.00 (total cost to be paid by employee, Sarah A. Flick).

Total Cost: \$77,420.00  
Employer Cost: \$ 0.00  
Employee Cost: \$77,420.00

18. Ottawa County Road Commission (OCRC) & Wright Township Infrastructure Program Fund Application  
Suggested Motion:  
To approve the Infrastructure Revolving Loan Fund Application from the Ottawa County Road Commission (OCRC) & Wright Township in the amount of \$485,000 for the purpose of rebuilding the 8<sup>th</sup> Avenue Bridge in Wright Township, contingent upon: (a) receipt of approval of adequate bridge funding from the MDOT; (b) agreement between Ottawa County and Wright Township on the terms and conditions of a loan agreement and a promissory note.

19. Food Inspection Program Fees  
Suggested Motion:  
To approve the proposed changes to the Food Inspection Program fees, new fees: Temporary Food Service Establishment Revisit/Extended Visit: \$50.00, Enforcement Fee: \$255.00, Administrative Consultation Fee: \$300.00, and fee reduction: Compliance Conference Fee \$200.00 (current fee is \$300.00).

C. Appointments: None

D. Discussion Items:

From the Planning and Policy Committee

20. Closed Session  
Suggested Motion:  
To go into closed session for the purpose of discussing property acquisition.  
(2/3 roll call vote required)

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  
AUGUST SESSION – FIRST DAY**

The Ottawa County Board of Commissioners met on Tuesday, August 9, 2011, at 1:30 p.m. and was called to order by the Chair.

Mr. Holtrop presented the invocation.

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

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

Absent: Mr. Baumann. (1)

Presentation of Petitions and Communications

Mrs. Ruiten presented a Resolution of Tribute to Carolyn Boersma, Spring Lake Township Clerk, for being named Michigan Municipal Clerks Association Township Clerk of the Year for 2011.

B/C 11-178 Mr. Holtrop moved to approve the agenda of today as presented. The motion passed.

B/C 11-179 Mr. Holtrop moved to approve the following Consent Resolutions:

1. To approve the Minutes of the July 26, 2011 Board of Commissioners Meeting.
2. To authorize the payroll of August 9, 2011 in the amount of \$521.38.
3. To receive for information the Correspondence Log.
4. To approve the general claims in the amount of \$3,932,819.68 as presented by the summary report for July 18, 2011 through July 31, 2011.
5. To approve and authorize the Board Chair and Clerk to sign the Resolution honoring Carolyn Boersma for being named Michigan Municipal Clerks Association “Township Clerk of the Year” for 2011, Spring Lake, Michigan.

6. To receive for information the Ottawa County Community Mental Health 2010 Annual Report.

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

Discussion Items

1. Update on Alcohol Use at Weaver House – John Scholtz, Parks and Recreation Director, reported the revised park rules allowing alcoholic beverages at the Weaver House have been in effect for a year and there have been no significant problems. The new rule has been well received and the Parks Commission would like to continue.
2. Ottawa County Community Mental Health 2010 Annual Report – The 2010 CMH Annual Report was presented by Dr. Michael Brashears, Director of Community Mental Health.

Commissioner DeJong reported on this Saturday’s “Breakfast on the Farm” being held at Daybreak Dairy, LLC.

B/C 11-180 Mr. Holtrop moved to adjourn at 2:10 p.m. subject to the call of the Chair. The motion passed.

DANIEL C. KRUEGER, Clerk  
Of the Board of Commissioners

PHILIP KUYERS, Chairman  
Of the Board of Commissioners

# Action Request



**Committee:** Board of Commissioners  
**Meeting Date:** 8/23/2011  
**Requesting Department:** County Clerk  
**Submitted By:** Bob Spaman  
**Agenda Item:** Payroll

## SUGGESTED MOTION:

To authorize the payroll of August 23, 2011 in the amount of \$\_\_\_\_\_.

## SUMMARY OF REQUEST:

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

## FINANCIAL INFORMATION:

Total Cost: \_\_\_\_\_ General Fund Cost: \_\_\_\_\_ Included in Budget:  Yes  No  
If not included in budget, recommended funding source: \_\_\_\_\_

## ACTION IS RELATED TO AN ACTIVITY WHICH IS:

Mandated  Non-Mandated  New Activity

## ACTION IS RELATED TO STRATEGIC PLAN:

Goal:

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

Objective: \_\_\_\_\_

**ADMINISTRATION RECOMMENDATION:**  Recommended  Not Recommended  Without Recommendation

County Administrator: **Alan G. Vanderberg**

Digitally signed by Alan G. Vanderberg  
DN: cn=Alan G. Vanderberg, o=OS, ou=County of Ottawa, ou=Administrator's Office, email=avanderberg@miottawa.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:** 8/23/2011

**Requesting Department:** Fiscal Services

**Submitted By:** Bob Spaman

**Agenda Item:** Monthly Accounts Payable for August 1, 2011 through August 12, 2011

## SUGGESTED MOTION:

To approve the general claims in the amount of \$3,657,785.13 as presented by the summary report for August 1, 2011 through August 12, 2011.

## SUMMARY OF REQUEST:

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

## FINANCIAL INFORMATION:

Total Cost: \$3,657,785.13 | General Fund Cost: \$3,657,785.13 | 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@ciottawa.org  
Reason: I am approving this document  
Date: 2011.08.17 08:46:23 -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](mailto:rspaman@miottawa.org)  
[mhinga@miottawa.org](mailto:mhinga@miottawa.org)

To: Board of Commissioners  
From: Robert Spaman, Fiscal Services Director  
Subject: Accounts Payable Listing – August 1, 2011 to August 12, 2011  
Date: August 15, 2011

I have reviewed the Accounts Payable Listing for August 1 through August 12, 2011. The following information will give you the detail of some of the purchases made in specific funds during this period:

Fund 6641 – Equipment Pool Fund

Email Spam Filter Appliance	\$16,387.76
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If you have any additional questions, please feel free to contact me.

Total Checks/Automated Clearing House (ACH) 08/1/2011 through 08/12/2011

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 \$3,626,184.07. The amount of claims to be approved totals \$3,657,785.13.

\*Adjustments are voided checks or ACH.



Robert Spaman, Fiscal Services, Director

8 / 18 / 11  
Date

We hereby certify that the Board of Commissioners has approved the claims on this 23<sup>rd</sup> day of August, 2011.

\_\_\_\_\_  
Philip Kuyers, Chairperson  
Board of Commissioners

\_\_\_\_\_  
Daniel Krueger, Clerk

ACCOUNTS PAYABLE CHECKS/ACH 08/01/2011 THROUGH 08/12/2011

<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	477,835.82	(70.86)	477,764.96
1500	CEMETERY TRUST	0.00	0.00	0.00
2081	PARKS & RECREATION	48,625.82	0.00	48,625.82
2082	PARK 12	0.00	0.00	0.00
2160	FRIEND OF COURT	4,028.07	0.00	4,028.07
2170	9/30 JUDICIAL GRANTS	6,889.85	0.00	6,889.85
2210	HEALTH	72,437.94	0.00	72,437.94
2220	MENTAL HEALTH	698,444.82	(31,312.70)	667,132.12
2271	SOLID WASTE CLEAN-UP	53,047.32	0.00	53,047.32
2272	LANDFILL TIPPING FEES	10,349.33	0.00	10,349.33
2320	TRANSPORTATION SYSTEM	0.00	0.00	0.00
2420	PLANNING COMMISSION	0.00	0.00	0.00
2430	BROWNFIELD REDEVELOPMENT	0.00	0.00	0.00
2444	INFRASTRUCTURE FUND	0.00	0.00	0.00
2450	PUBLIC IMPROVEMENT	0.00	0.00	0.00
2550	HOMESTEAD PROPERTY TAX	0.00	0.00	0.00
2560	REGISTER OF DEEDS AUTOMATION FUND	2,835.90	0.00	2,835.90
2590	LIPPERT GRANT	0.00	0.00	0.00
2601	PROSECUTING ATTORNEY GRANTS	1,634.61	0.00	1,634.61
2602	WEMET	57,710.43	0.00	57,710.43
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	0.00	0.00	0.00

ACCOUNTS PAYABLE CHECKS/ACH 08/01/2011 THROUGH 08/12/2011

<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	8,644.76	0.00	8,644.76
2640	EMT HOLLAND-PARK	0.00	0.00	0.00
2650	EMT GEORGETOWN TOWNSHIP	0.00	0.00	0.00
2661	SHERIFF ROAD PATROL	662.56	0.00	662.56
2690	LAW LIBRARY	0.00	0.00	0.00
2740	WIA-ADMIN. COST POOL	4,617.27	0.00	4,617.27
2741	WIA-YOUTH	20,508.75	0.00	20,508.75
2742	WIA-ADULT	11,142.19	0.00	11,142.19
2743	WIA-6/30 GRANT PROGRAMS	118,857.27	0.00	118,857.27
2744	WIA-12/31 GRANT PROGRAMS	960.00	0.00	960.00
2747	WIA-WORK FIRST YOUTH	0.00	0.00	0.00
2748	WIA-9/30 GRANT PROGRAMS	94,614.98	0.00	94,614.98
2749	WIA-3/31 GRANT PROGRAMS	0.00	0.00	0.00
2750	GRANT PROGRAMS-PASS THRU	0.00	0.00	0.00
2800	EMERGENCY FEEDING	87.15	0.00	87.15
2810	FEMA	0.00	0.00	0.00
2850	COMMUNITY CORRECTIONS PROG. GRANT	1,386.96	0.00	1,386.96
2870	COMMUNITY ACTION AGENCY (CAA)	5,420.39	0.00	5,420.39
2890	WEATHERIZATION	13,370.99	0.00	13,370.99
2900	DEPT OF HUMAN SERVICES	0.00	0.00	0.00
2901	DEPT OF HUMAN SERVICES	5,913.00	0.00	5,913.00
2920	CHILD CARE - PROBATE	137,239.72	0.00	137,239.72
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 08/01/2011 THROUGH 08/12/2011

<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	1,200.00	0.00	1,200.00
2970	DB/DC CONVERSION	403.00	0.00	403.00
5160	DELINQUENT TAXES	0.00	0.00	0.00
6360	INFORMATION TECHNOLOGY	55,302.93	0.00	55,302.93
6410	WATER & SEWER REVOLVING	0.00	0.00	0.00
6450	DUPLICATING	0.00	0.00	0.00
6550	TELECOMMUNICATIONS	6,371.53	0.00	6,371.53
6641	EQUIPMENT POOL	16,387.76	0.00	16,387.76
6770	PROTECTED SELF-FUNDED INSURANCE	0.00	0.00	0.00
6771	PROTECTED SELF-FUNDED HEALTH INS.	8,645.25	0.00	8,645.25
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	737,130.27	(217.50)	736,912.77
7040	IMPREST PAYROLL	19,488.97	0.00	19,488.97
7210	LIBRARY PENAL FINE	955,582.08	0.00	955,582.08
7300	EMPLOYEE SICK PAY BANK	0.00	0.00	0.00
7360	OPEB TRUST	7.44	0.00	7.44
		<u>\$3,657,785.13</u>	<u>(31,601.06)</u>	<u>\$3,626,184.07</u>

# Action Request



**Committee:** Board of Commissioners  
**Meeting Date:** 8/23/2011  
**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 July, 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, o=US, ou=County of Ottawa, ou=Administrator's Office, email=avanderberg@ottawacounty.org  
Reason: I am approving this document  
Date: 2011.08.11 14:46:15 -0400

Committee/Governing/Advisory Board Approval Date: Finance and Administration Committee 8/16/2011

Adjustment Number	G/L Date	Fund	Dept	Sub Dept	Account Number	Account Name	Adjustment Amount
<u>MDICD CST BSD RMBRSMT</u>							
BA 401	7/19/2011	2210	6031		5170.0030	Medicaid - Cost Settlement	9,080.00-
BA 401	7/19/2011	2210	6042		5170.0030	Medicaid - Cost Settlement	300,226.00-
BA 401	7/19/2011	2210	6044		5170.0030	Medicaid - Cost Settlement	324,444.00-
BA 401	7/19/2011	2210	6045		5170.0030	Medicaid - Cost Settlement	24,527.00-
BA 401	7/19/2011	2210	6053		5170.0030	Medicaid - Cost Settlement	210,656.00-
BA 401	7/19/2011	2210	6055		5170.0030	Medicaid - Cost Settlement	1,137.00-
BA 401	7/19/2011	2210	6059		5170.0030	Medicaid - Cost Settlement	1,457.00-
<u>DEC TO STATE DE-OBLGT</u>							
BA 402	7/19/2011	2748	7445		5610.0000	State Of Mich - Welfare	86,423.00
BA 402	7/19/2011	2748	7445		8420.0010	Supportive Services	1,586.00-
BA 402	7/19/2011	2748	7445		8440.0050	Administration-Sub Agents	84,837.00-
<u>ROBINSON TOWER CONST.</u>							
BA 403	7/19/2011	2450	5990		9750.0000	Building & Improvements	179,000.00
<u>BS&amp;A TRAINING SEMINAR</u>							
BA 435	7/12/2011	1010	2250		6070.0040	Seminar/Employee Training	1,200.00-
BA 435	7/12/2011	1010	2250		9560.0000	Employee Training	1,200.00-
<u>RFLCT MVE TO FULLY-ED</u>							
BA 442	7/19/2011	6771	8520		6760.0000	Reimbursements	5,000,000.00
BA 442	7/19/2011	6771	8520		8060.0000	Third Party Administrator	80,000.00-
BA 442	7/19/2011	6771	8520		9100.0000	Insurance & Bonds	7,500,000.00
BA 442	7/19/2011	6771	8520		9110.0000	Claims	11,000,000.00-
BA 442	7/19/2011	6771	8520		9390.2970	DB/DC Conversion	400,000.00-
BA 442	7/19/2011	6771	8540		8060.0000	Third Party Administrator	30,000.00-
BA 442	7/19/2011	6771	8540		9100.0000	Insurance & Bonds	800,000.00-
BA 442	7/19/2011	6771	8540		9110.0000	Claims	700,000.00-
BA 442	7/19/2011	6771	8550		6760.0000	Reimbursements	35,000.00
BA 442	7/19/2011	6771	8550		8060.0000	Third Party Administrator	15,000.00-
BA 442	7/19/2011	6771	8550		9100.0000	Insurance & Bonds	100,000.00
BA 442	7/19/2011	6771	8550		9110.0000	Claims	100,000.00-
<u>WINDOW FILM GHCH</u>							
BA 445	7/18/2011	1010	2654		9370.0000	Building Repairs	20,000.00

County of Ottawa  
Fiscal Services Department  
Changes to Total Appropriations and Adjustments  
Budget Adjustments From Date: 7/01/2011 Thru 7/31/2011

Adjustment Number	G/L Date	Fund	Dept	Sub Dept	Account Number	Account Name	Adjustment Amount
ADDL MRKTKG MBLE EYES							
ADDL MRKTKG MBLE EYES							
BA 449	7/18/2011	2210	6048		7040.0000	Salaries - Regular	1,052.00-
BA 449	7/18/2011	2210	6048		7150.0000	Social Security	155.00-
BA 449	7/18/2011	2210	6048		7150.0000	Hospitalization	2,712.00-
BA 449	7/18/2011	2210	6048		7160.0020	OPFB - Health Care	59.00-
BA 449	7/18/2011	2210	6048		7170.0000	Life Insurance	6.00-
BA 449	7/18/2011	2210	6048		7180.0000	Retirement & Sick Leave	74.00-
BA 449	7/18/2011	2210	6048		7180.0010	457 Plan Contribution	88.00
BA 449	7/18/2011	2210	6048		7190.0000	Dental Insurance	112.00-
BA 449	7/18/2011	2210	6048		7200.0000	Worker'S Compensation	1.00-
BA 449	7/18/2011	2210	6048		7210.0000	Longevity	1.00-
BA 449	7/18/2011	2210	6048		7220.0000	Unemployment	8.00-
BA 449	7/18/2011	2210	6048		7230.0000	Optical Insurance	32.00-
BA 449	7/18/2011	2210	6048		7240.0000	Disability Insurance	26.00-
BA 449	7/18/2011	2210	6048		7270.0000	Office Supplies	75.00
BA 449	7/18/2011	2210	6048		7300.0000	Postage	30.00
BA 449	7/18/2011	2210	6048		8600.0000	Travel - Mileage	188.00
BA 449	7/18/2011	2210	6049		6070.0000	Chrgs. For Serv. - Fees	4,000.00-
BA 449	7/18/2011	2210	6049		7280.0000	Printing & Binding	319.00
BA 449	7/18/2011	2210	6049		7390.0000	Operational Supplies	1,100.00-
BA 449	7/18/2011	2210	6049		8210.0000	Contractual - Other	7,528.00
BA 449	7/18/2011	2210	6049		8610.0000	Conferences & Othr Travel	25.00
BA 449	7/18/2011	2210	6049		9010.0000	Advertising	1,000.00
BA 449	7/18/2011	2210	6049		9400.0000	Equipment Rental	85.00
MORE SICK_BNK_PAYOFFS							
BA 461	7/18/2011	2980	8590		7180.0000	Retirement & Sick Leave	15,000.00
SHRT_TRM_COLL_BND_INC							
BA 465	7/26/2011	1010	2530		9100.0000	Insurance & Bonds	12,000.00
ESTMNVLE_BAYOU IMPRVM							
BA 467	7/26/2011	2081	7510		8080.0000	Service Contracts	5,000.00
BA 467	7/26/2011	2081	7510		9740.0110	Eastmnville Bayou Acc Impr	20,000.00
VARIOUS_ADJUSTMENTS--							
BA 468	7/26/2011	2210	6012		8600.0000	Travel - Mileage	200.00
BA 468	7/26/2011	2210	6012		8610.0000	Conferences & Othr Travel	200.00-
BA 468	7/26/2011	2210	6020		4560.0020	Sewage Permits - Other	1,070.00-



Adjustment Number	G/L Date	Fund	Dept	Sub Dept	Account Number	Account Name	Adjustment Amount
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VARIOUS ADJUSTMENTS-

BA 468	7/26/2011	2210	6020		4560.0040	Type II Permits & Reviews	2,000.00-
BA 468	7/26/2011	2210	6020		5550.0210	Pool Inspection Permits	200.00-
BA 468	7/26/2011	2210	6020		7210.0000	Longevity	26.00-
BA 468	7/26/2011	2210	6020		8100.0000	Bank Service Charges	1,000.00
BA 468	7/26/2011	2210	6021		6270.0070	Food Service Assessment	470.00-
BA 468	7/26/2011	2210	6021		6710.0000	Other Revenue	470.00
BA 468	7/26/2011	2210	6031		7210.0000	Longevity	814.00
BA 468	7/26/2011	2210	6031		7210.0000	Longevity	184.00-
BA 468	7/26/2011	2210	6032		7160.0000	Hospitalization	3.00-
BA 468	7/26/2011	2210	6032		7200.0000	Worker'S Compensation	1.00
BA 468	7/26/2011	2210	6032		7220.0000	Unemployment	2.00
BA 468	7/26/2011	2210	6033		7160.0000	Hospitalization	150.00-
BA 468	7/26/2011	2210	6033		7180.0010	457 Plan Contribution	150.00
BA 468	7/26/2011	2210	6033		7220.0000	Unemployment	20.00
BA 468	7/26/2011	2210	6033		7240.0000	Disability Insurance	20.00-
BA 468	7/26/2011	2210	6034		7160.0000	Hospitalization	25.00-
BA 468	7/26/2011	2210	6034		7180.0010	457 Plan Contribution	10.00
BA 468	7/26/2011	2210	6034		7220.0000	Unemployment	15.00
BA 468	7/26/2011	2210	6044		7210.0000	Longevity	238.00-
BA 468	7/26/2011	2210	6049		7160.0000	Hospitalization	32.00-
BA 468	7/26/2011	2210	6049		7220.0000	Unemployment	32.00
BA 468	7/26/2011	2210	6050		7210.0000	Longevity	461.00-
BA 468	7/26/2011	2210	6053		5170.0000	Medicaid	4,715.00
BA 468	7/26/2011	2210	6053		6070.0260	Medicaid Health Plan	4,700.00-
BA 468	7/26/2011	2210	6053		6710.0000	Other Revenue	15.00-
BA 468	7/26/2011	2210	6053		7180.0010	457 Plan Contribution	1,640.00
BA 468	7/26/2011	2210	6053		7210.0000	Longevity	541.00
BA 468	7/26/2011	2210	6055		8100.0000	Bank Service Charges	20.00
BA 468	7/26/2011	2210	6310		7230.0000	Optical Insurance	67.00-
BA 468	7/26/2011	2210	6310		7240.0000	Disability Insurance	68.00-
BA 468	7/26/2011	2210	6311		7180.0010	457 Plan Contribution	450.00
BA 468	7/26/2011	2210	6311		7190.0000	Dental Insurance	190.00-
BA 468	7/26/2011	2210	6311		7240.0000	Disability Insurance	125.00-

LAPTOP PURCHASE APPVL

BA 481	7/26/2011	2610	3133		5820.0000	Contrib Local-Pub. Safety	1,170.00-
BA 481	7/26/2011	2610	3133		7390.0000	Operational Supplies	1,170.00

TO ADJ TEFAP GRANT

BA 486	7/26/2011	2800	7480		5610.0000	State Of Mich - Welfare	3,512.00-
BA 486	7/26/2011	2800	7480		9390.0000	Building Rental	3,512.00

# Action Request



**Committee:** Board of Commissioners

**Meeting Date:** 8/23/2011

**Requesting Department:** Planning and Performance Improvement

**Submitted By:** Mark Knudsen

**Agenda Item:** CHOOSE Program Evaluation

## SUGGESTED MOTION:

To approve the 2011 CHOOSE (Communities Helping Ottawa Obtain a Safe Environment) Program Evaluation.

## SUMMARY OF REQUEST:

The Ottawa County Public Health Department's CHOOSE Program was developed to reduce alcohol-related traffic crashes in Ottawa County. The Program is designed to alter alcohol-use patterns in communities through the utilization of intervention tools (e.g. media campaigns and education/training). It is currently funded entirely through a Lakeshore Coordinating Council (LCC) grant and program revenue.

As the result of an initial Evaluation conducted by the Planning and Performance Improvement Department in 2009, the CHOOSE Program was restructured to a quadrant-based system in January, 2010 in order for program administrators to maximize available resources and increase the Program's impact on the target population. The quadrant-based system was also designed as a means to verify whether the program activities being administered through CHOOSE were resulting in positive, outcome-based results.

The 2011 Evaluation revealed that CHOOSE services continue to be provided countywide. Because a quadrant-based delivery system is not used, it is not possible to verify whether CHOOSE is achieving positive outcomes.

## FINANCIAL INFORMATION:

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

If not included in budget, recommended funding source:

## ACTION IS RELATED TO AN ACTIVITY WHICH IS:

Mandated       Non-Mandated       New Activity

## ACTION IS RELATED TO STRATEGIC PLAN:

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

Objective: 1: Review and evaluate the organization, contracts, programs, systems, 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: 2011.08.03 11:23:26 -0400

Committee/Governing/Advisory Board Approval Date: Planning and Policy Committee 8/11/2011



# Communities Helping Ottawa Obtain a Safe Environment (CHOOSE)

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Administrative Evaluation  
August 2011



## **2011 County Board of Commissioners**

Philip Kuyers, Chairperson  
James Holtrop, Vice-Chairperson  
Joseph Baumann  
Greg DeJong  
Don Disselkoen  
Jim Holtvluwer  
Robert Karsten  
Jane M. Ruiter  
Roger Rycenga  
Dennis Swartout  
Stu Visser

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## I. INTRODUCTION

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The Ottawa County Public Health Department's CHOOSE (Communities Helping Ottawa Obtain a Safe Environment) Program was developed to reduce alcohol-related traffic crashes in Ottawa County. The Program is designed to alter alcohol-use patterns in communities through the utilization of intervention tools such as media campaigns and education/trainings. It is currently funded entirely by grants and program revenue<sup>1</sup>.

The primary program components for CHOOSE include the following: Media campaigns to increase awareness of the risks and consequences of drinking and driving; Trainings and policy development to ensure responsible beverage service occurs at licensed liquor establishments (e.g. preventing alcohol sales to minors); and Distribution of educational materials to discourage alcohol consumption by underage youth.

This report provides an interim administrative evaluation of the CHOOSE Program. Evaluations are typically conducted for programs that receive County funding. In this instance, however, CHOOSE is being evaluated in the event that grant funding is reduced or discontinued and program administrators request financial support from the County. If this request occurs, the evaluation will provide the County Board of Commissioners and County Administration with a clear understanding of program performance and cost-effectiveness so that an informed decision regarding possible, future funding requests can be made.

## II. BACKGROUND

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CHOOSE was established in October, 2004. The Program is modeled after a *Community Trials Intervention* initiative that is endorsed by the Substance Abuse and Mental Health Services Administration (SAMHSA).

In 2009, the Planning and Performance Improvement Department completed a preliminary evaluation of the CHOOSE Program. The Evaluation identified several factors which made it difficult to draw any solid conclusions regarding program performance and effectiveness (**Attachment A**). First, the Program's geographical coverage area was determined to be too broad (i.e. countywide) for the amount of programming resources that were available. Therefore, it was not possible to directly connect program activities with outcomes. Second, a comprehensive strategic plan had not been developed prior to the program's implementation. As a result, it was difficult to retroactively select measures to gauge program success. Finally, some of the CHOOSE services/programs were similar to several state and federal initiatives that were being used in the same geographical areas as the CHOOSE Program. Given the number of programs that exist to curtail drinking and driving, and the fact that alcohol-related traffic crashes have been declining statewide since 2000, it was not possible to determine which program, or combination of programs, were influencing the results.

Based on the findings of the 2009 Evaluation in addition to budget cuts, County funding<sup>2</sup> for CHOOSE was discontinued in October, 2009. However, Public Health was able to secure alternative grant funding through the Lakeshore Coordinating Council (LCC) to continue CHOOSE. In order to more effectively measure the Program's outcomes in future evaluations, the Planning and Performance Improvement and Public Health Departments collaboratively developed a Strategic Plan that included, but was not limited to, a Strategic Outline (**Attachment B**) and a Performance Measures Outline (**Attachment C**). The Strategic Outline was developed to provide an overview of the target population, goals and objectives, and program activities. The Performance Measures Outline identifies measures that are used to evaluate administrative performance as well as measures that show whether the program is achieving milestones and outcomes.

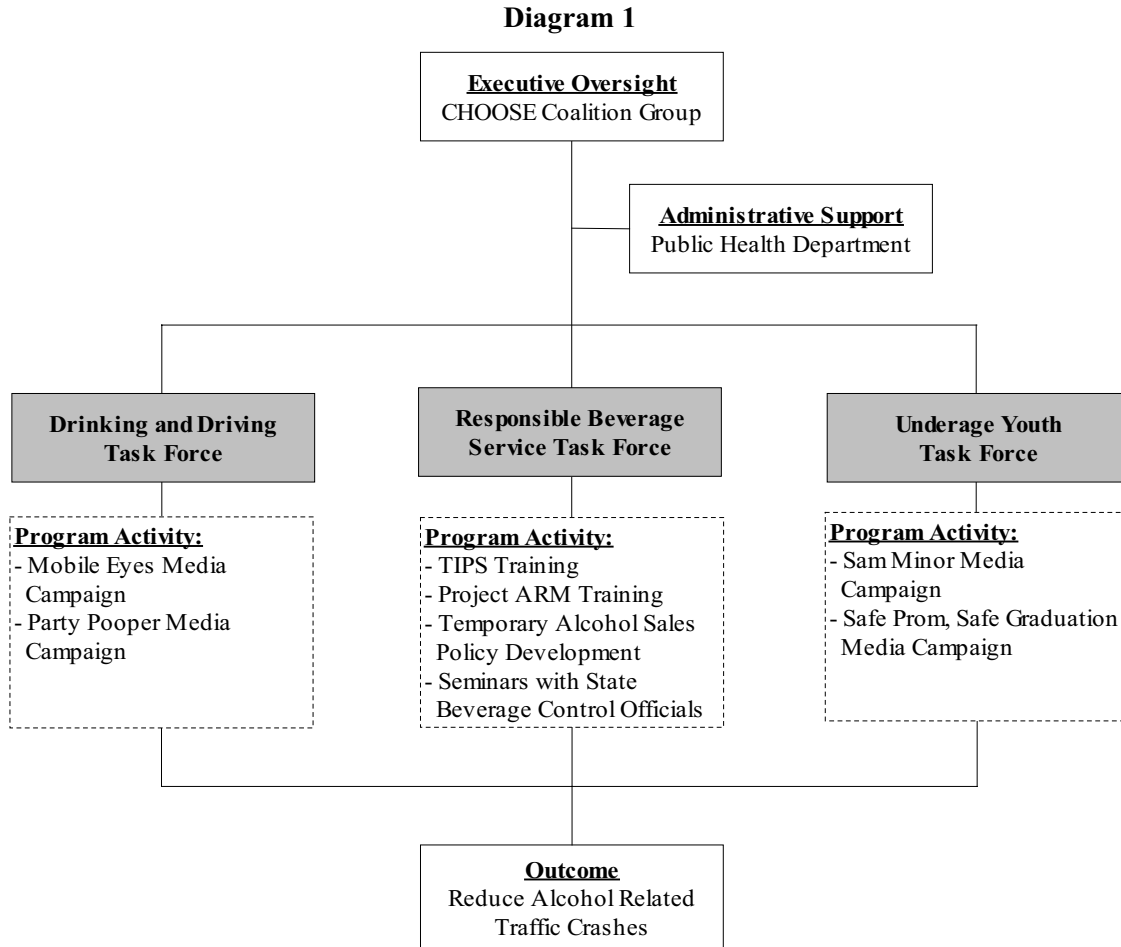
In order to verify program outcomes, Public Health also agreed to restructure the CHOOSE Program to provide services only in the southwest quadrant of the County (i.e. Holland City, Holland Township, Olive Township, Park Township, Port Sheldon Township, and Zeeland City). The quadrant-based system allows program administrators to maximize the utilization of resources and increase the impact of the Program on the target population. The quadrant-based system also allows the three remaining quadrants in the County to be utilized for benchmark comparison purposes in the Evaluation.

1. The program generated \$4,564 (6.5% of total program cost) in revenue during 2009/2010 from training fees and the sale of in-home alcohol/drug testing kits  
2. The total program budget in 2008/2009 was \$122,388. Of that total, \$73,326 (59.9%) was funded by the County.

### III. ADMINISTRATIVE PERFORMANCE EVALUATION

The CHOOSE Program operates under the auspices of a *CHOOSE Coalition Group*. The Coalition Group provides executive oversight to three Community Task Forces that include a *Drinking and Driving Task Force*, *Responsible Beverage Service Task Force*, and an *Underage Youth Task Force*. A list of the CHOOSE Coalition and Task Force members is provided in **Attachment D**.

Although the overall program is administered by the Public Health Department, each Task Force is responsible for implementing program activities which, collectively, are designed to reduce alcohol-related traffic crashes in the southwest quadrant of Ottawa County (**Diagram 1**).



The Planning and Performance Improvement Department uses a two-phase evaluation process to verify the performance and outcome-based effectiveness of County programs. The first phase of the evaluation process assesses the administrative efficiency of a program. This involves verifying whether targeted programmatic outputs are being achieved (e.g. enrollment rates, number of meetings conducted, attendance levels) and whether program activities are having a preliminary impact (i.e. achieving targeted milestones). Administrative Evaluations are typically conducted within the first year of a new program. The second phase of the evaluation process verifies whether a program is achieving positive outcomes and is cost-effective. Outcome-based Evaluations are conducted two to three years after a program is fully operational if it has been verified to be administered efficiently.

This Administrative Evaluation of the CHOOSE Program includes an assessment of six months of program activity outputs (i.e. January, 2010 to June, 2010), determines whether the activities are aligned with the program’s pre-established goals and objectives, and whether the activities are having a preliminary impact in the targeted quadrant (i.e. achieving targeted milestones). The report also includes an assessment of program cost.

The report is comprised of three sections which coincide with the three CHOOSE Task Force groups: *Drinking and Driving Task Force*, *Responsible Beverage Service Task Force*, and *Underage Youth Task Force*. Each section includes a description and assessment of the program activities.

## A. Drinking and Driving Task Force

The Drinking and Driving Task Force administers two public media campaigns that are designed to reduce incidences of drinking and driving. The campaigns are called *Mobile Eyes Against Drunk Driving* and *Party Pooper*. An assessment of the program outputs and milestones (i.e. preliminary impact of program activities) is as follows:

### Program Activity Outputs

#### 1) *Mobile Eyes Media Campaign*

The Mobile Eyes campaign is designed to encourage citizens to call 911 if they observe a suspected drunk driver. In order to encourage this citizen action, promotional materials about the Mobile Eyes effort are displayed at licensed liquor establishments (e.g. restaurants, bars) in the southwest quadrant of Ottawa County. The campaign materials consist of posters, brochures, and Johnny Ads (i.e. bathroom stall advertisements). Press releases and billboards are also used to promote the campaign.

##### a) Distribution of Campaign Posters

Target 6-Month Output: 50% of licensed liquor establishments in the southwest quadrant will receive a campaign poster

**Actual Output: 8.6% (9) of 105 licensed liquor establishments in the southwest quadrant received a campaign poster**

**Comment:** *Three establishments located outside of the southwest quadrant also received a campaign poster. While this limited distribution of campaign materials outside of the southwest quadrant may not be a concern at this point, continued distribution of materials in other quadrants will make it difficult to verify the outcome-based effectiveness of the CHOOSE Program. This is due to the fact that it may not be possible to use the outcome data collected from the other quadrants for benchmarking purposes because of the cross contamination of campaign efforts.*

##### b) Distribution of Campaign Brochures

Target 6-Month Output: 50% of licensed liquor establishments in the southwest quadrant will receive a campaign brochure

**Actual Output: 100% (105) of licensed liquor establishments in the southwest quadrant received a campaign brochure**

**Comment:** *Brochures were also distributed to 100% (122) of licensed liquor establishments located in the other three quadrants of the County and to students who participated in an Allendale back-to-school fair which was not located in the southwest quadrant.*

*As previously stated, the distribution of campaign materials outside of the southwest quadrant will make it difficult to verify the effectiveness of the CHOOSE Program. A comparison group is only useful for evaluation purposes if it has not received the same "programming" as the target quadrant.*

##### c) Distribution of Campaign Johnny Ads

Target 6-Month Output: 30 Johnny Ads will be displayed in licensed liquor establishments in the southwest quadrant



**Actual Output:** Not Available

**Comment:** *Johnny Ads are no longer used by the CHOOSE Program because Johnny Ads Inc. did not maintain their contracts with licensed liquor establishments in the southwest quadrant. Johnny Ads Inc. was unresponsive to requests for data as part of this Evaluation.*

d) Distribution of Campaign Press Releases

Target 6-Month Output: Campaign press releases will be published in media outlets with circulation primarily in the southwest quadrant (exact target not established)

**Actual Output:** One (1) campaign article was published in a southwest quadrant newspaper

**Comment:** *One campaign news article was also published in a newspaper outside of the southwest quadrant (i.e. Grand Haven Tribune). The press releases were also distributed to all media outlets in the County as opposed to only those outlets with readership/listenership located primarily in the southwest quadrant.*

e) Installation of Campaign Billboards

Target 6-Month Output: Billboards will be installed in the southwest quadrant (exact target not established)

**Actual Output:** One (1) billboard to promote the campaign was installed along U.S. 31 in Holland Township

2) ***Party Pooper Media Campaign***

The Party Pooper campaign is designed to discourage residents in the southwest quadrant from drinking and driving. The campaign consists of educational materials (i.e. posters, brochures, and beverage coasters) that are made available at licensed liquor establishments in the southwest quadrant. The campaign materials highlight facts about the consequences of drinking and driving such as the cost of fines and fees, potential jail time and/or loss of employment, and possible injury to oneself and others.

a) Distribution of Campaign Posters, Brochures, and Beverage Coasters

Target 6-Month Output: 50% of licensed liquor establishments in the southwest quadrant will receive the campaign materials

**Actual Output:** 100% (105) of licensed liquor establishments in the southwest quadrant received the campaign materials

**Preliminary Impact of Program Activities**

The measures that were defined during the strategic planning process to determine the preliminary impact of the Drinking and Driving Task Force activities are: 1) Cell phone calls to report suspected drunk drivers; 2) Drinking and driving arrests; 3) Drinking and driving charges; and 4) Increased awareness among citizens of the consequences of drinking and driving.

Data were collected to measure the preliminary impact of the Drinking and Driving Task Force during 2010. However, several program activities were not implemented until mid to late 2010. Additionally, several of the activities were not administered solely in the southwest quadrant. As a result, it is difficult to make any determinations regarding the actual preliminary impact of the activities. Thus,

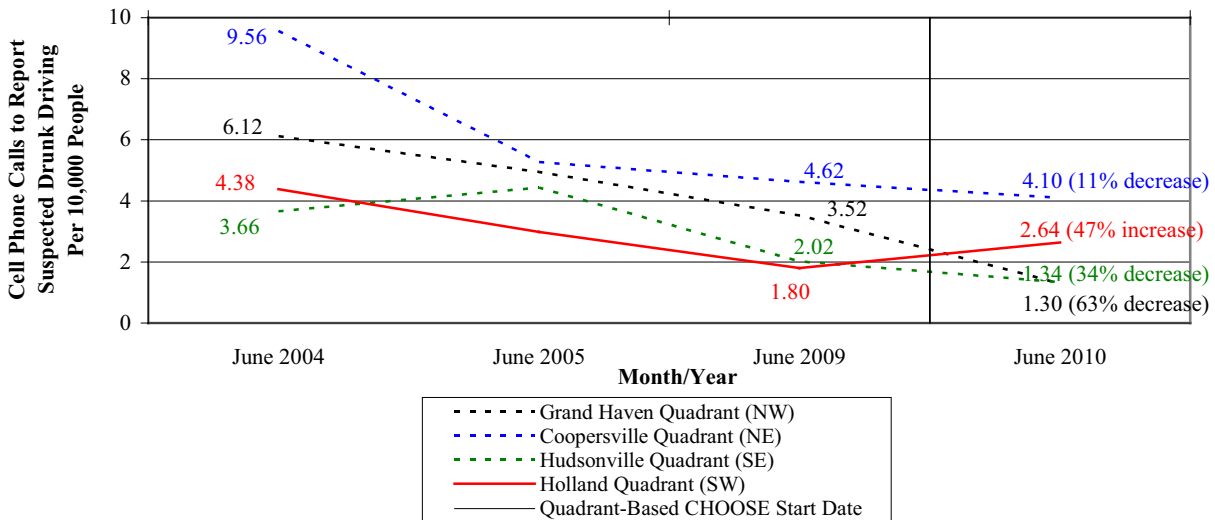
the data are included in this report simply to provide a general understanding of the preliminary impact measures that were defined for the program.

a) Cell Phone Calls to Report Suspected Drunk Drivers

**Target Annual Impact:** 5% or greater increase in calls to report suspected drunk driving in the southwest quadrant compared to the other quadrants

**Actual Impact:** 47% increase in calls reported in the southwest quadrant between June, 2009 and June, 2010 (i.e. 1.80 calls per 10,000 residents in 2009 compared to 2.64 calls in 2010). See Graph 1.

**Graph 1**  
**Per Capita Cell Phone Calls to Report Suspected Drunk Driving\***  
 By Location of Call



\* Source: Ottawa County Sheriff's Office

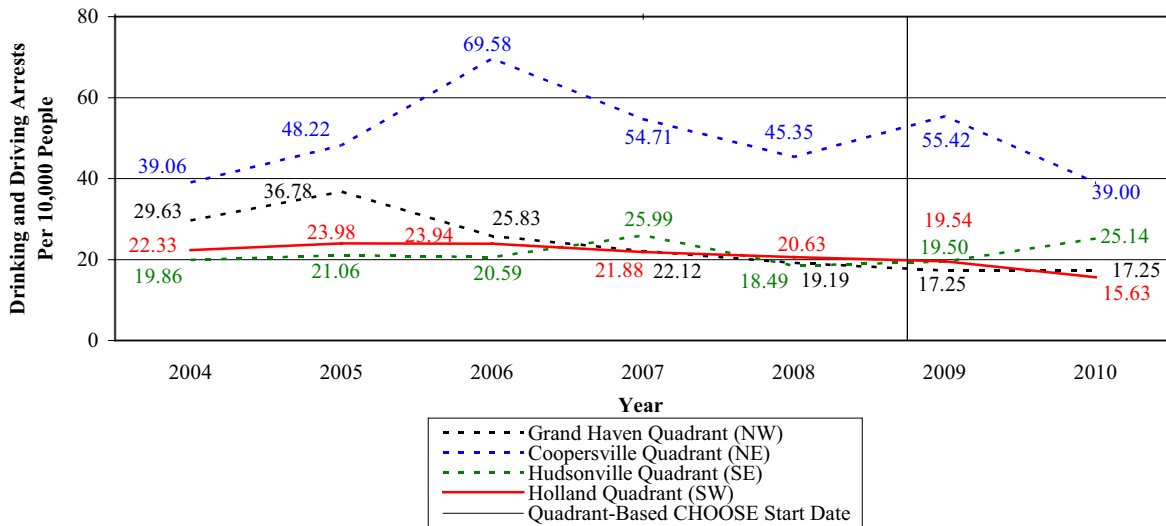
b) Drinking and Driving Arrests

**Target Annual Impact:** Increase in drinking and driving arrests in the southwest quadrant during 1st year

**Actual Impact:** 20% decrease in arrests in the southwest quadrant between 2009 and 2010 (i.e. 19.54 arrests per 10,000 residents in 2009 compared to 15.63 in 2010). See Graph 2.

**Comment:** *An increase in arrests was expected in the southwest quadrant during the first year of the Program because citizens are encouraged to call 911 to report suspected drunk drivers.*

**Graph 2**  
**Ottawa County Drinking and Driving Arrests (2004-2010)\***  
 By Location of Arrest



\* Source: Ottawa County Sheriff's Office

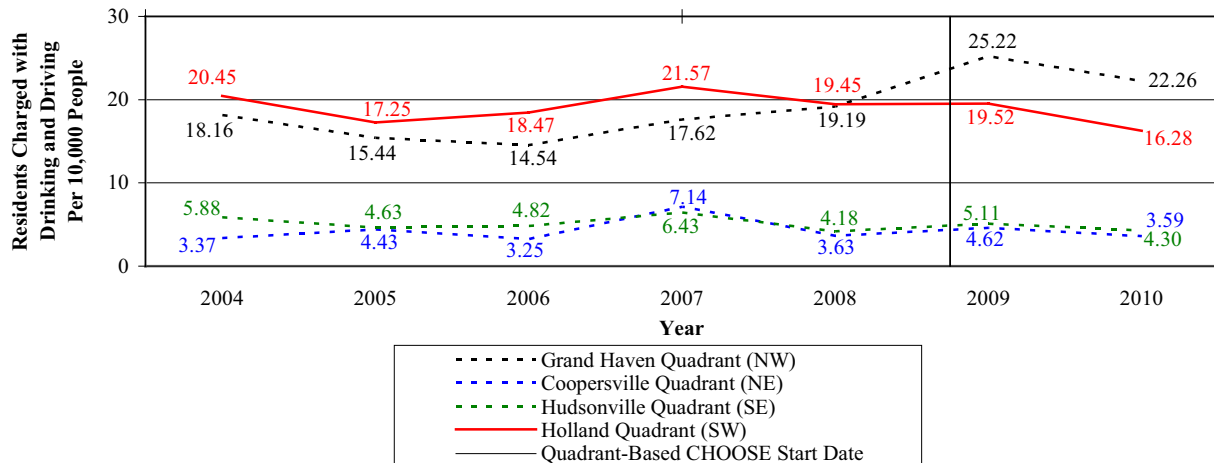
c) Drinking and Driving Charges

**Target Annual Impact:** Increase in drinking and driving charges among southwest quadrant residents during 1<sup>st</sup> year

**Actual Impact:** 16.6% decrease in charges among southwest quadrant residents between 2009 and 2010 (i.e. 19.52 charges per 10,000 residents in 2009 compared to 16.28 in 2010). See Graph 3.

**Comment:** *The charge data provided in this graph represent the number of residents of the southwest quadrant who were charged with drinking and driving anywhere in the State. The other quadrants experienced a 13.6% reduction in residents being charged for drinking and driving between 2009 and 2010).*

**Graph 3**  
**Ottawa County Residents Charged with Drinking and Driving (2004-2010)\***  
 by Residence of Offender



\* Source: Michigan Judicial Data Warehouse

d) Increased Awareness of the Consequences of Drinking and Driving

Target Annual Impact: 5% or greater increase in awareness of the consequences of drinking and driving among southwest quadrant residents compared to residents in other quadrants

**Actual Impact: Not Available**

**Comment:** *Baseline data related to citizen awareness of drinking and driving was supposed to be collected during a Fall, 2009 Community Survey. These data were to be broken-down by quadrant so that comparisons could be made between quadrants. A second survey was to be conducted in the fall of 2013 to determine any change in awareness among residents in each quadrant.*

*However, the 2009 Community Survey utilized a non-representative sample (i.e. sample does not match the desired target population) of 500 people whose location of residency within the County was not determined. As a result, the 2009 survey data cannot be used for benchmarking purposes since respondents' location of residency are unknown.*

## B. Responsible Beverage Service Task Force

The primary program activity of the Responsible Beverage Service (RBS) Task Force is to conduct trainings for staff at licensed liquor establishments. Two separate training programs are available through the Task Force: *Training for Intervention Procedures* and *Project ARM* (Alcohol Risk Management). In addition, the RBS Task Force assists local communities with developing policies to regulate the temporary sale of alcohol (e.g. beer tents) and organizes informational seminars with the State Alcohol Beverage Control Commission (ABCC) for licensed liquor establishments. An assessment of the RBS Task Force outputs and milestones is as follows:

### Program Activity Outputs

#### 1) *Training for Intervention Procedures (TIPS)*

The Michigan Liquor Control Commission (MLCC) has a mandatory server training requirement for establishments that obtain a new on-premise liquor license or transfer an existing license. The MLCC requires that licensed liquor establishments have one trained manager on site at all times. TIPS is a national training program that is approved by the MLCC. The TIPS training provides guidelines that staff at licensed liquor establishments can use to prevent the intoxication of patrons, avoid the sale of alcohol to underage youth, reduce incidences of drunk driving, and preempt other hazards that can accompany the sale and service of alcohol. Ottawa County provides subsidized TIPS training through CHOOSE and encourages licensed liquor establishments to train all of their point-of-sale staff.

Three additional training programs are also approved by the MLCC. These are: TAM (Techniques of Alcohol Management), C.A.R.E. (Controlling Alcohol Risks Effectively), and ServSafe Alcohol (**Attachment E**). Licensed liquor establishments can send staff to any of the MLCC approved programs that are available throughout Michigan.

#### a) Attendance Levels

Target 6-Month Output: 16.2% (17) of 105 total southwest quadrant establishments will have staff attend TIPS (applies to staff who have not attended another training program)

**Actual Output: 16.2% (17) of southwest quadrant establishments had staff attend a TIPS training**

**Comment:** *Staff at three licensed liquor establishments located in other quadrants of the County also attended a TIPS training.*

2) ***Project ARM (Alcohol Risk Management)***

Project ARM provides one-on-one consultations between owners/managers of licensed liquor establishments and former law enforcement agents or other individuals who are well versed in the liquor code. The purpose of Project ARM is to ensure that all licensed liquor establishments have policies in place to address responsible alcohol sales.

a) Attendance Levels

Target 6-Month Output: 10 licensed liquor establishments in the southwest quadrant will participate in Project ARM and adopt a responsible beverage service policy(s)

**Actual Output: 4 southwest quadrant establishments participated in Project ARM and adopted a new responsible beverage service policy(s)**

***Comment: Project ARM is no longer a part of the CHOOSE Program. Program administrators indicated that the contract was terminated because the scope of work was not being completed by the consultant.***

3) ***Development of Temporary Alcohol Sales Policies***

The purpose of this program activity is to ensure that each southwest quadrant community has a policy associated with the temporary sale of alcohol (e.g. beer tents).

a) Policy Development and Adoption

Target 6-Month Output: 1 community in the southwest quadrant will adopt a temporary alcohol sales policy through CHOOSE

**Actual Output: 0 communities adopted a temporary alcohol sales policy through CHOOSE**

***Comment: Although no communities adopted a temporary alcohol sales policy through CHOOSE, program administrators stated that each southwest quadrant community which does not have policy in-place was contacted by program staff, and policy information was presented to the township boards of two southwest communities.***

4) ***Seminars with State Alcohol Beverage Control Commission***

The seminars are designed to provide a forum where the owners/managers of southwest quadrant liquor establishments can meet with the State Alcohol Beverage Control Commission (ABCC). The forum offers an opportunity for owners/managers to ask questions, as well as for the State ABCC investigator to explain new State alcohol policies.

a) Attendance Levels

Target 6-Month Output: 50% (53) of the 105 southwest quadrant establishments will be represented at each seminar

**Actual Output: 10.5% (11) of southwest quadrant establishments attended the first seminar and 22.9% (24) of establishments had staff attend a second seminar**

**Preliminary Impact of Program Activities**

Compliance rates for adhering to responsible beverage service policies (e.g. checking IDs and not selling to minors) are used to measure the preliminary impact of the Responsible Beverage Service Task Force. It is anticipated that trainings and educational programs administered by the Task Force will result in greater compliance among southwest quadrant liquor establishments compared to the

other quadrants in the County. Compliance checks are to be conducted on an annual basis by the Sheriff's Office or local law enforcement agencies in each licensed liquor establishment in the County.

Data were collected to measure the preliminary impact of the Responsible Beverage Service Task Force during 2010. However, since the anticipated program activities were not fully implemented (e.g. Temporary Alcohol Sales Policies), it is difficult to make any determinations regarding actual preliminary impacts. Thus, the data are included in this report simply to provide a general understanding of the preliminary impact measures that were defined for the program.

a) Compliance Checks

**Target Annual Impact:** 5% or greater increase in compliance among southwest quadrant establishments compared to establishments countywide

**Actual Impact:** **6.9% increase in compliance in the southwest quadrant between 2007 and 2010 (i.e. 92% compliance in 2007 compared to 98.9% compliance in June, 2010).**

**Comment:** *The increase in compliance in the SW Quadrant would seem positive, however, there was a greater increase in compliance for establishments countywide (i.e. 8.1% increase between 2007 and June, 2010).*

*Additionally, southwest quadrant establishments received compliance checks in February, 2010 and March, 2010 while establishments in the other quadrants were only involved in the June, 2010 check. Compliance checks should be conducted an equal number of times in each quadrant in order to verify the effectiveness of the CHOOSE Program.*

## C. Underage Youth Task Force

The Underage Youth Task Force administers two public media campaigns to discourage the sale and distribution of alcohol to underage youth. The two campaigns are called *Sam Minor* and *Safe Prom, Safe Graduation*. An assessment of the two campaign's activities (i.e. outputs) and preliminary impacts is as follows:

### Program Activity Outputs

1) *Sam Minor*

The *Sam Minor* media campaign is designed to educate males, ages 21 to 25, about the risks and consequences of providing alcohol to underage youth. According to Public Health Department staff, males in this age range are the most likely to provide alcohol to minors. The campaign includes posters, brochures, and Johnny Ads that are made available in licensed liquor establishments in the southwest quadrant, in addition to press releases (i.e. newspapers, television and radio).

a) Distribution of Campaign Posters and Brochures

**Target 6-Month Output:** 50% of licensed liquor establishments in the southwest quadrant will receive a campaign poster and brochure

**Actual Output:** **0% of 105 licensed liquor establishments in the southwest quadrant received a campaign poster or brochure**

**Comment:** *The Sam Minor campaign was not fully implemented. According to program administrators, the concept of the campaign was not developed enough to affect change among the targeted audience.*

b) Distribution of Campaign Johnny Ads

Target 6-Month Output: 30 Johnny Ads will be displayed in licensed liquor establishments in the southwest quadrant

**Actual Output: Not Available**

c) Distribution of Campaign Press Releases

Target 6-Month Output: Campaign press releases will be published in media outlets with circulation primarily in the southwest quadrant (exact target not established)

**Actual Output: Four (4) campaign articles were published in the Holland Sentinel and 3 campaign ads ran on WHTC radio in Holland**

**Comment:** *Press releases regarding the campaign were also published in newspapers outside of the southwest quadrant. Articles were published in the Grand Haven Tribune, Ottawa Advance, and Zeeland Record. Television and radio ads also ran on WZZM 13, Channel 8, FOX 17, WGHN radio in Grand Haven, and WOOD Radio.*

2) ***Safe Prom, Safe Graduation***

The purpose of the *Safe Prom, Safe Graduation* campaign is to deter access to alcohol by underage youth, specifically around special school events. This is accomplished by sending educational materials to staff who work in establishments frequented by youth during prom and graduation. These establishments (i.e. 'havens') include, but are not limited to, licensed liquor establishments, hotels, limousines, floral shops, and formal wear shops.

The direct mailings consist of a letter from CHOOSE program administrators requesting that the 'haven' participate in the *Safe Prom/Graduation Initiative* and includes a list of the dates and locations of local proms and graduations. In addition, the mailings include a poster that can be displayed at the establishment to warn underage youth that the "haven" will report any attempts to purchase or consume alcohol.

a) Direct Mailing of Informational Packets

Target 6-Month Output: 100% (118) of 'havens' in the southwest quadrant will be sent an informational packet regarding the campaign prior to prom and graduation

**Actual Output: 100% of 'havens' were sent a campaign packet prior to prom (March, 2010) and 100% of havens were sent a packet prior to graduation (May, 2010).**

**Comment:** *128 havens that are located outside of the southwest quadrant also received a campaign packet as part of these mailings.*

**Preliminary Impact of Program Activities**

The measures that were defined during the strategic planning process to determine the preliminary impact of the Underage Youth Task Force activities are: 1) Arrests for minor in possession; 2) Arrests for furnishing alcohol to a minor; and 3) Males age 21 to 25 charged with furnishing alcohol to a minor.

Because the program activities of the Underage Youth Task Force were either not implemented (i.e. Sam Minor) or not implemented solely in the southwest quadrant (i.e. Safe Prom, Safe Graduation), it is difficult to make any determinations regarding the preliminary impact of the activities. Thus, the

data are included in this report simply to provide a general understanding of the preliminary impact measures that were defined for the program.

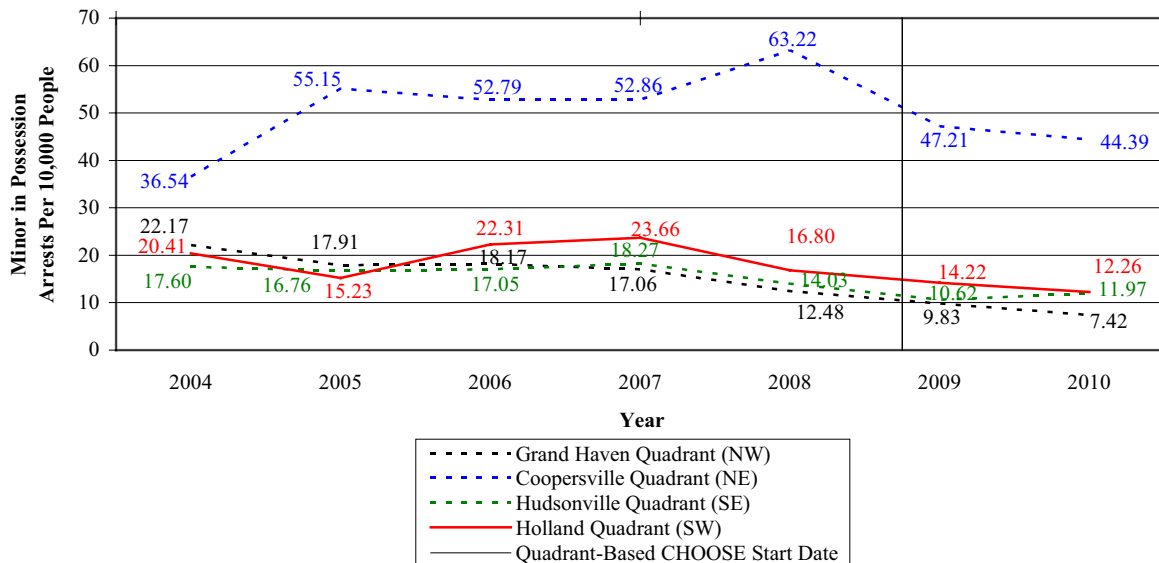
a) Arrests for Minor in Possession (MIP)

Target Annual Impact: 30% or greater reduction in MIP arrests in the southwest quadrant compared to other quadrants

**Actual Impact:** 13.8% decrease in arrests in the southwest quadrant between 2009 and 2010 (i.e. 14.22 arrests per 10,000 residents in 2009 compared to 12.26 arrests in 2010). See Graph 4.

**Comment:** *The NW Quadrant (Grand Haven) experienced the largest reduction in arrests (24.5%) between 2009 and 2010.*

**Graph 4**  
**Minor in Possession Arrests (2004-2010)\***  
by Location of Arrest



\* Source: Ottawa County Sheriff's Office

b) Arrests for Furnishing Alcohol to a Minor

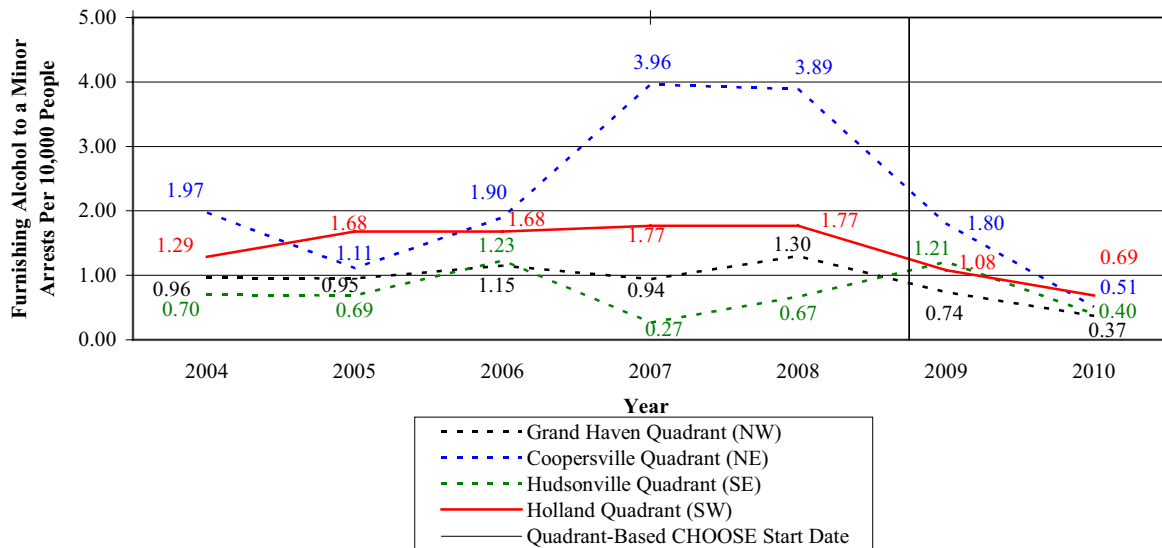
Target Annual Impact: 30% or greater reduction in “furnishing alcohol to a minor” arrests in the southwest quadrant compared to other quadrants

**Actual Impact:** 36% reduction in arrests in the southwest quadrant between 2009 and 2010 (i.e. 1.08 arrests per 10,000 residents in 2009 compared to 0.69 arrests in 2010). See Graph 5.

**Comment:** *The reduction in arrests in the SW Quadrant would seem positive, however, the three comparison quadrants had a greater reduction in arrests between 2009 and 2010 (i.e. 50% for NW, 67% for SE, and 72% for NE).*



**Graph 5**  
**Furnishing Alcohol to a Minor Arrests (2004-2010)\***  
 by Location of Arrest



\* Source: Ottawa County Sheriff's Office

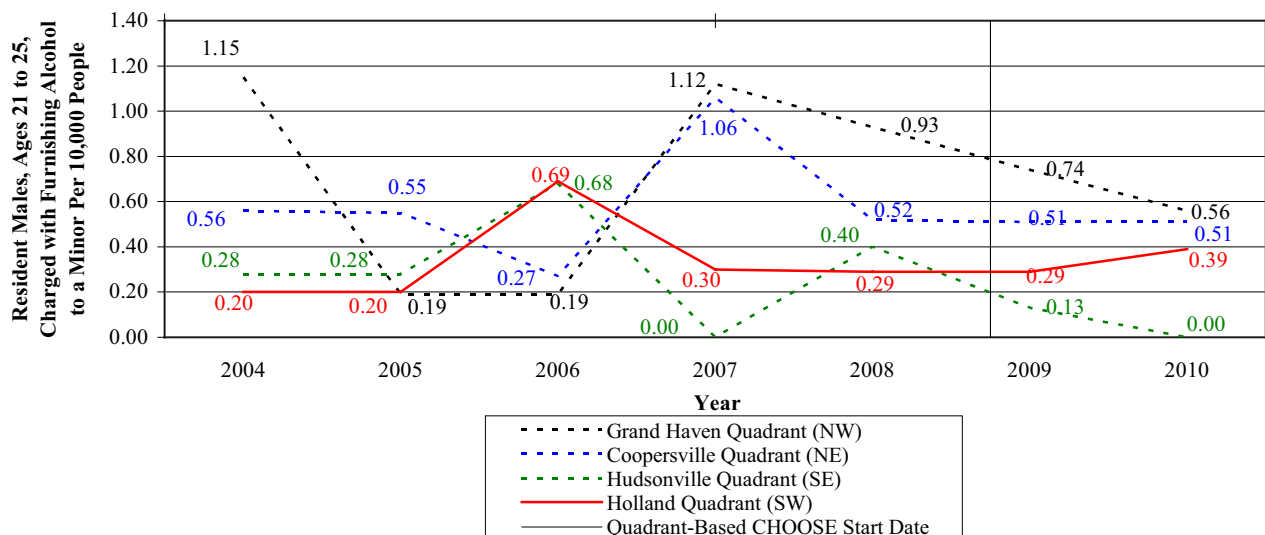
c) Charges for Furnishing Alcohol to a Minor

**Target Annual Impact:** 30% or greater reduction in furnishing alcohol to a minor charges among southwest quadrant resident males ages 21 to 25 compared to males of the same age residing in other quadrants

**Actual Impact:** 35% increase in charges among southwest quadrant resident males between 2009 and 2010 (i.e. 0.29 charges per 10,000 residents in 2009 compared to 0.39 charges in 2010). See Graph 6.

**Comment:** Each of the other quadrants experienced a decrease in charge rates or had the rate remain the same between 2009 and 2010.

**Graph 6**  
**Ottawa County Males, Ages 21 to 25, Charged with Furnishing Alcohol to a Minor\***  
 by Residence of Offender



\* Source: Michigan Judicial Data Warehouse

## **Other CHOOSE Initiatives**

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It was discovered during the evaluation process that at least two other initiatives were implemented as part of CHOOSE that were not included in the Strategic Outline that was developed in 2009. These ancillary activities include the sale of drug testing kits and the administration of a *Place of Last Drink* survey. An overview of the activities is as follows:

### ***Sale of Drug Testing Kits***

CHOOSE Program administrators sell in-home drug testing kits for alcohol and marijuana at a low cost to parents in any County quadrant. The kits are offered as a tool to empower parents, as well as to encourage a dialogue with youth about alcohol and drug use. The revenue from the sale of the drug testing kits is reinvested into the CHOOSE Program. Program administrators indicated that approval was received from their grantor (i.e. Lakeshore Coordinating Council) to purchase and sell the drug testing kits.

### ***Place of Last Drink Survey***

CHOOSE program administrators conducted a *Place of Last Drink* survey. The survey is administered to people who are taking a court ordered alcohol education course as a result of a drinking and driving conviction. The survey includes questions about demographics, the arrest, the alcohol establishment frequented prior to arrest, the offender's perceived risk of being arrested, and ideas for prevention. The survey has been administered in Holland and Grand Haven at the OAR and Reality Counseling alcohol education classes.

## CHOOSE Program Cost

The total cost to administer the CHOOSE Program during Fiscal Year 2010 was \$70,099 (Table 1). The program was completely funded through grant dollars and revenue from program fees.

The Lakeshore Coordinating Council (LCC) provided \$49,288 (70.3% of total) in grant funding. A Strategic Prevention Framework State Incentive Grant (SPF/SIG) through the Michigan Department of Community Health - Office of Drug Control Policy funded \$16,247 (23.2% of total). Revenue from TIPS training seminar fees and the sale of drug testing kits accounted for \$4,564 in funding (6.5% of total).

The SPF/SIG grant expired at the end of Fiscal Year 2010 (September 30, 2010). This has resulted in a \$16,247 funding gap for FY 2011. Program administrators expect that the lower cost of employee health insurance during 2011 will cover some, if not all, of the reduction in funding.

Table 1

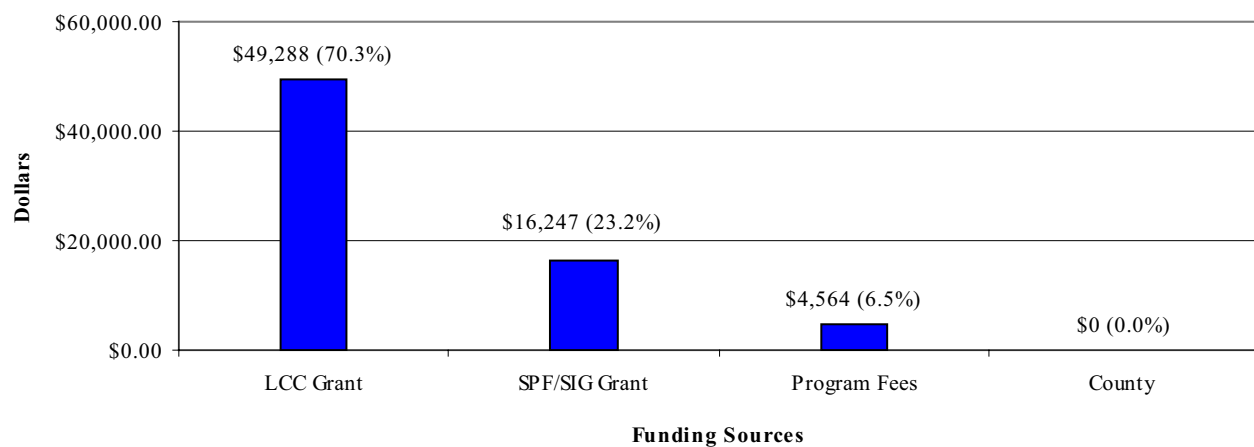
CHOOSE Program Cost (Fiscal Year 2010)					
	Program Expenses	Program Reimbursements			Total Cost to County
		LCC Grant <sup>1</sup>	SPF/SIG Grant <sup>2</sup>	Program Fees	
<b>Salaries and Fringe Benefits</b>					
Health Educator	\$31,085.08 <sup>3</sup>	\$31,085.08	\$0.00	\$0.00	\$0.00
Health Education Team Supervisor	\$4,608.58 <sup>3</sup>	\$4,608.58	\$0.00	\$0.00	\$0.00
<b>Total Salaries and Fringe Benefits</b>	<b>\$35,693.66</b>	<b>\$35,693.66</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Miscellaneous Expenses</b>					
Supplies and Materials	\$14,773.00	\$8,784.00	\$1,425.00	\$4,564.00	\$0.00
Relevant Marketing Inc.	\$14,450.00	\$0.00	\$14,450.00	\$0.00	\$0.00
Travel/Mileage	\$2,653.00	\$2,281.00	\$372.00	\$0.00	\$0.00
Overhead (e.g. equipment, building, etc.)	\$2,219.00	\$2,219.00	\$0.00	\$0.00	\$0.00
Law Enforcement Compliance Checks	\$310.00	\$310.00	\$0.00	\$0.00	\$0.00
<b>Total Miscellaneous Expenses</b>	<b>\$34,405.00</b>	<b>\$13,594.00</b>	<b>\$16,247.00</b>	<b>\$4,564.00</b>	<b>\$0.00</b>
<b>Total Annual Cost</b>	<b>\$70,098.66</b>	<b>\$49,287.66</b>	<b>\$16,247.00</b>	<b>\$4,564.00</b>	<b>\$0.00</b>

Source: Fiscal Services Department, Public Health Department

1. The LCC provides a monthly reimbursement to the County for the salary and fringe benefits of program staff

2. The Strategic Prevention Framework State Incentive Grant (SPF/SIG) is a Michigan Department of Community Health - Office of Drug Control Policy Grant

3. Based on the annual time spent by the Health Educator (100%) and Health Education Team Supervisor (8.5%) to administer the CHOOSE Program



## IV. CONCLUSIONS AND RECOMMENDATIONS

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The CHOOSE Program was restructured to a quadrant-based system in January, 2010 in order for program administrators to maximize the utilization of available resources and increase the Program's impact on the target population. The quadrant-based system was also implemented as a means to verify whether the program activities being administered through CHOOSE were resulting in positive, outcome-based results.

The results of this Evaluation reveal that program staff, as well as members of the CHOOSE Coalition and Task Force Groups have worked diligently to implement the program; however, it has been difficult to achieve many of the program's target measures of administrative efficiency. More than fifty percent of the target measures were not achieved. Most notably, it was not discovered until after the draft evaluation results were completed that the program funder (i.e. Lakeshore Coordinating Council) had been directing program staff to continue providing services countywide. Performance Improvement Department staff subsequently met with a representative from LCC in April, 2011 to explain that the quadrant-based system was selected because it provides the best means available to verify whether the efforts of CHOOSE are achieving positive outcomes. It was also explained that it is a top priority of the County Board and Administration that County programs and services achieve verifiable outcomes and are cost-effective. Nevertheless, LCC explained that as a countywide agency its continued funding support for CHOOSE would remain contingent on program services being provided countywide.

Therefore, as a result of the inability to verify program outcomes, recommendations are being made as follows:

### **Program Funding**

**Recommendation 1: No County funding should be provided to administer CHOOSE.**

### **Evaluation**

**Recommendation 2: The County should discontinue its evaluation of CHOOSE since it is not possible to verify the outcomes of the countywide program.**

## **Attachments**

## Attachment A

**Black** – Original Report

**Red** – Health Department Comments

**Blue** – Planning Department Response/Updates

### **CHOOSE Program (Ottawa County Health Department)**

A summary of program goals and objectives, services, strategic planning, and results

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#### **I. Program scope is broad and resources are limited**

- A. Multiple program goals and objectives: Drunk Driving Task Force - (1) Educate drivers about the risks of drinking and driving; (2) Coordinate enforcement activities to reduce incidences of drinking and driving; (3) Coordinate compliance checks of licensed liquor establishments. Responsible Beverage Service Task Force - (1) Provide responsible alcohol sales training to liquor establishments; and (2) Develop policies for responsible beverage service. Underage Youth Access Task Force - (1) Educate males ages 21-25 about the consequences of providing alcohol to underage youth; (2) Encourage reporting of underage drinking by havens for consumption (e.g. hotels, limousine services); and (3) Educate licensed liquor establishments about selling alcohol to underage youth.
- B. Multiple target populations: (1) All licensed drivers; (2) Anyone with potential to drink and drive; (3) All licensed liquor establishments; (4) Males ages 21 to 25; and (5) Havens for alcohol consumption (e.g. hotels, limousine services).
- C. Multiple program components: (1) Media campaigns (e.g. Johnny bathroom ads, press releases, direct mailings) (2) Mobile Eyes Initiative; (3) Responsible Beverage Service Trainings (TIPS); (4) Coordination with local law enforcement to conduct Party Patrols (5) Coordination with local law enforcement to mobilize BAT Mobile (6) Compliance Checks of licensed liquor establishments (every other year); (7) Host “Day with Commish” events (i.e. meetings with State Alcohol Beverage Control Commissioner)
- D. Program services were provided outside of Ottawa County (e.g. 11.3% of Johnny Ads for the Ottawa County CHOOSE Program were displayed in Muskegon and Kent Counties). Refer to **Exhibit 1**. Program administrators have indicated that the out-of-county ads were free-of-charge to Ottawa County.
- E. Due to program’s extensive scope, resources are spread thin.

#### **II. Although some coordination occurs, Program services parallel existing efforts**

- A. Michigan Office of Highway Safety Planning (OHSP) administers statewide media campaigns to address drinking and driving (e.g. 2007 campaign: “Drunk Driving. Over the Limit. Under Arrest.”)
- B. Federal traffic safety funds are utilized by local law enforcement to reduce incidences of drunk driving (e.g. 55 counties received federal funding in 2008 to conduct heightened enforcement activities). Distribution of these funds in Ottawa County is coordinated by the OHSP in conjunction with the CHOOSE program.
- C. Coordination with local law enforcement agencies on programs/initiatives to reduce drunk driving and underage drinking (e.g. Holland’s BAT Mobile and GVSU party patrols)
- D. Private-sector entities offer responsible beverage service trainings for licensed liquor establishments. According to Health Department staff, two private-sector entities offer trainings and, up to this point, have trained only two establishments. The private-sector trainings cost \$30 dollars per person for members of the Michigan Licensed Beverage Association and \$65 for non-members. The trainings are currently conducted at facilities in Muskegon, Grand Rapids, and South Haven. An online training may be available in the future, pending approval by the Michigan Liquor Control Commission.

The cost of the subsidized CHOOSE trainings provided by Ottawa County are \$20 per person and program staff travel to a retailer’s facility in order to conduct the trainings.

## Attachment A

### Health Department Comments:

Currently there are two other known private sector organizations that offer RBS training in Ottawa County. Their program is costly and at this point, they have only trained approximately 2 establishments. TAM training is offered state wide, however the program is offered only at certain cities throughout the state and at certain times. This makes it difficult for establishments to send an entire staff and it is very costly. As of 2001 all new establishments must have one staff RBS trained.

### TIPS/TAM

TAM is a program of the Michigan Licensed Beverage Association. They have trainings held all around the state with dates and locations on their website. Retailers would need to have their staff travel to the nearest training location to participate. There aren't any locations listed in Ottawa County through 8/2009, but there are a few that are relatively nearby (Muskegon, Grand Rapids, South Haven). They are working on an on-line training option but it is not currently approved by the Michigan Liquor Control Commission. The fee for TAM is \$30 per person for members and \$65 per person for nonmembers.

CHOOSE TIPS training is \$20/person and staff will travel and train at the retailer's location within Ottawa County. When possible, we will also work within the schedules of the establishments to provide training on low volume or off days. There are currently no other TIPS trainers in Ottawa County. Regarding other TIPS training in Ottawa County, we confirmed that Mervene Beverage no longer provides training although they have provided assistance to our trainer in an emergency. The other individual trainer only provides training to a single establishment (has ceased contracting further training).

### Planning Department Response:

The report has been updated (see above).

### III. Program is **not based on an 'evidence-based' model based on an inconclusive model**

- A. CHOOSE is based on a 'Community Trials Model' that was approved by the Substance Abuse and Mental Health Services Administration as an evidenced-based program. However, one of the primary outcome-based measures that were used to determine program success was self-reported data. The first problem is that self-reported data are not sufficient to accurately assess the true outcome-based performance of a program. Secondly, the evaluators of the model program admit, *"This trial has important limitations. The communities were selected because they were interested in testing environmental prevention strategies...It should be noted that the community trial itself could introduce a social desirability bias [scientific term to describe the tendency of respondents to reply in a manner that will be viewed favorably by others], which could bias the self-reported data from the general population surveys. Thus, there is the potential for bias if the interventions influenced the self-report of drinking.(p.2347)"*

### Health Department Comments:

*"This would not bias the archival data used, however". (Effects of Community – Based Interventions on High Risk Drinking and Alcohol Related Injuries. JAMA 2000 p.2347)*

### Planning Department Response:

Archival data is defined as pre-existing data which are collected by another agency as part of a separate study/initiative. This quote pertains to the self-reported, archival data that were used by the evaluators. The primary problem is not whether the self-reported data are archival or not; the problem is that self-reported data were represented as an outcome-based measure.

- B. The other outcome measure used by the evaluators was the rate of alcohol-related crashes. However, the evaluators admit that, *"Another limitation in use of traffic crash data is*

## Attachment A

*that alcohol-related crashes are a small percentage of actual drinking and driving events in the community. This increases the difficulty in evaluating the full effect of the interventions. (p.2347)”*

### **Health Department Comments:**

Continued from page 2347...”This large prevention trial shows that communities need not remain passive recipients of trauma caused by heavy drinking. Where as education and public awareness campaigns alone are unlikely to reduce alcohol related injury and death in communities, when they are combined with the environmental strategies tested in this trial, mutually reinforcing preventive interventions can succeed. We believe the key is to use several mutually reinforcing strategies: media attention to alcohol problems, changes in alcohol serving practices in local bars and restaurants, reduction in retail sale of alcohol to young people, increased enforcement of drinking and driving laws, and reductions in the concentration of alcohol retail outlets. This trial was a multi level approach in which special attention was given to the mutual reinforcement of these linked components”. (Effects of Community – Based Interventions on High Risk Drinking and Alcohol Related Injuries: *JAMA*, 2000 p.2347)

### **Planning Department Response:**

Because the evaluators utilized self-reported data as a primary outcome measure of program performance, they could only speculate as to the program’s supposed effectiveness. For instance, the evaluators state that, “*We believe the key is to use several mutually reinforcing strategies*” and “*...preventive interventions can succeed.*” The phrases, ‘we believe’ and ‘can succeed’ are not sufficient conclusions for a true evidence-based model. Furthermore, the final conclusion in the evaluation report does not state that the program *is* effective, it merely states, “*A coordinated, comprehensive community-based intervention can reduce alcohol consumption and alcohol-related injuries.*”

- C. The evaluators of the model program also admit that “*Evaluations of community programs take place within complex community systems. Residents of communities are influenced by a variety of intrinsic and extrinsic forces [e.g. demographic characteristics, local retail alcohol market, laws regarding sales of alcohol, distribution and use of alcohol] that affect their drinking behaviors...Thus, any evaluation of preventive interventions to reduce alcohol-related trauma in community settings is difficult and subject to many local influences.(p. 2345)”*

### **Health Department Comments:**

Continued from page 2345...”The preponderance of results from the current study strongly support the observation that environmental prevention programs can work to reduce alcohol related injury and accidents in community settings”. (Effects of Community- Based Interventions on High Risk Drinking and Alcohol Related Injuries. *JAMA*,2000. p.2345)

### **Planning Department Response:**

First, the evaluators contradict themselves by admitting that the study contains important limitations but then conclude by stating that ‘the preponderance of evidence’ reveal that prevention programs can work. Secondly, because the evaluators utilized self-reported data as a primary outcome measure of program performance, they could again only speculate as to the program’s supposed effectiveness. This is evidenced by the fact that the evaluators are limited to using statements such as “strongly support” and “can work.” The Planning and Performance Improvement Department does not disagree that the model may be a promising prevention tool; however, these statements are not sufficient conclusions for a true evidence-based model.

### **Health Department Comments:**

“The theoretical basis for these community trials is environmental, i.e. Focuses on changes in the social and structural contexts of alcohol use that can alter individual behavior; it does not target specific groups. There is solid empirical evidence that environmental



## Attachment A

strategies can reduce alcohol involved trauma”. (A Community Prevention Trial to Reduce Alcohol involved Accidental Injury and Death: Overview, *Addiction* 2001. p. S161)

### Planning Department Response:

It is important to clarify that this quote was in reference to a 1994 study conducted by Griffin Edwards (Alcohol and the Public Good) in which a compendium of observations were assembled involving alcohol prevention strategies that exist around the globe. In its intended context, the quote does not state that solid empirical evidence exists regarding the actual effectiveness of the Community Trials Model [i.e. CHOOSE model].

- D. Furthermore, the evaluators state, “*Although the results of this study indicate that a combination of enforcement, RBS [Responsible Beverage Service], media advocacy and other community activities can lead to reductions in underage sales of alcohol, the impact of these interventions on perceived availability of alcohol and underage drinking behaviors has not yet been determined.* (p. S259)”

### Health Department Comments:

Continued from page S259...“In summary, This study provides evidence that a combination of increased enforcement, RBS training and media coverage can lead to significant reductions in underage sales of alcohol at off sale outlets...Overall, then, the findings indicate that these interventions are promising prevention tools for communities that seek to reduce underage drinking and related trauma”. (Preventing Sales of Alcohol to Minors: Results From a community Trial. *Addiction* 1997. p.S259) \*CHOOSE program’s objective is to decrease youth access to alcohol.

Summary of Effectiveness: “Overall, The Community Trials Project [i.e. CHOOSE model] has demonstrated that an environmentally directed approach to prevention, using policies as the form of intervention, can reduce alcohol problems at the local level”.(Summing up: Lessons From A Comprehensive Community Prevention Trial, *Addiction*, 1997. p. S301)

### Planning Department Response:

The evaluators again contradict themselves by admitting that the study contains important limitations but then conclude by stating that ‘the study provides evidence’ and ‘these are promising prevention tools.’ Secondly, because the evaluators utilized self-reported data as a primary outcome measure of program performance, they could again only speculate as to the program’s supposed effectiveness. This is evidenced by the fact that the evaluators are limited to using statements such as, “are promising prevention tools” and “can reduce alcohol problems.” The Planning and Performance Improvement Department does not disagree that the model may be a promising prevention tool; however, these statements are not sufficient conclusions for a true evidence-based model.

## IV. County’s understanding of CHOOSE was that it was the replacement program for Attitudes Matter

- A. Attitudes Matter was designed to eliminate underage drinking, but was eliminated in 2004 because it was too costly and was not effective
- B. CHOOSE was implemented in October 2004; however, contrary to the County’s understanding, underage youth are not one of the program’s target populations. Additionally, only a segment of the program was designed reduce access to alcohol by underage youth. This aspect of the program was facilitated through an Underage Youth Task Force.

### Health Department Comments:

The Underage Youth Task Force of the CHOOSE program addresses reducing access of alcohol to youth.

The CHOOSE program has been presented numerous times to the county. See Attachment E for PowerPoint presentations given to the county regarding the CHOOSE program.

## Attachment A

### Planning Department Response:

The report has been updated (see above).

### V. Lack of strategic planning prior to implementation of the Program

- A. Although an initial plan was developed by Health Department staff, a comprehensive Strategic Plan was not developed prior to the implementation of the program to clearly define target population(s), goals and objectives, program/action components, and to identify the output and outcome-based measures that will be utilized to evaluate program performance. The lack of a comprehensive strategic plan was also recognized by ReFocus LLC, a consultant that was hired by the Health Department to evaluate CHOOSE. A report prepared by ReFocus states, *“The CHOOSE Coalition is guided by a comprehensive plan that outlines the goals and objectives under each of the community trails components,”* Refocus concludes, however, that *“The CHOOSE Coalition did not complete a comprehensive, strategic planning process to develop this plan, which limits the plan’s strategic relevance, strategic agreement, and coalition buy-in. In addition, the plan is missing some key elements that would reinforce its success. No comprehensive plan for completing an evaluation was developed, nor does the CHOOSE Plan identify/structure indicators and methods by which the program’s successes can be measured.”*

### Health Department Comments:

The lack of a Strategic Plan discussed above references a potential plan developed by the **entire coalition** (which did not occur as noted). However, an initial strategic plan was developed by the department to implement CHOOSE. ReFocus states; *“The CHOOSE Coalition is guided by a comprehensive plan that outlines the goals and objectives... This plan was developed during the planning phase of the program.”* Refocus also notes; *“The CHOOSE Coalition has been very successful implementing strategies that address its goals. Among those strategies are the TIPS Training, Compliance Checks, the Mobile Eyes program, and the BATMobile.”*

### Planning Department Response:

The report has been updated (see above).

- B. The initial evaluation measures were primarily administrative, output-based measures that are not sufficient for assessing outcome-based performance. A sample of the output-based measures are as follows: number of Drunk Driver Task Force meetings, number of Responsible Beverage Service Task Force meetings, number of Youth Access Task Force Meetings, percent of coalition responsibilities implemented, percent increase in calls to law enforcement regarding alcohol-related parties involving minors, and number of alcohol-related arrests. **The outcome measure of the program is a reduction in alcohol-related traffic accidents.**

### Health Department Comments:

Yearly objectives consist of process objectives that move the program toward the overall program goals and objectives. These goals and objectives are fixed outcomes that are to be achieved in a designated time period. The process objectives are developed yearly for the CHOOSE staff to “assist” the coalition and task forces in working toward the overall program outcomes. It is expected that a program will have a higher number of “output” type measures as noted above compared to “outcome” measures.

### Planning Department Response:

Although a reduction in alcohol-related traffic accidents is the outcome-based measure of CHOOSE, it is not included in a list of performance measures that were submitted to Fiscal Services as part of the County’s outcome-based budgeting process (a reduction in

## Attachment A

alcohol-related traffic accidents was listed as program goal). This list identified six program ‘outcomes’; however, none of them were a true outcome-measure.

### Health Department Comments:

Furthermore, this report fails to mention the program outcomes for the coalition including an increase in alcohol related traffic arrests, a decrease in minors noting parties as their primary source of alcohol, and most importantly a reduction in alcohol related traffic crashes. See Attachment F for the original CHOOSE proposal.

### Planning Department Response:

First, a decrease in minors noting parties as their primary source of alcohol is not an outcome – this is self-reported data. Secondly, an increase in alcohol related traffic *arrests* is not a true outcome-based measure. This measure is considered by the Planning and Performance Improvement Department to be an ‘Outcome Indicator’ since it can provide an indication of the program’s effectiveness at achieving its true outcome (i.e. reduction in alcohol-related traffic accidents). Lastly, a description of the program’s outcome measure has been added to Item B above.

- C. It took nearly 1 to 1.5 years ~~2-years~~ to implement many of the program’s intended services. According to a ‘CHOOSE Accomplishments’ list ~~that was provided to the Planning and Performance Improvement Department during the strategic planning process~~, the first year of the program (2004) was for Pre-Assessment and Planning. The implementation of the Mobile Eyes initiative, distribution of press releases, and coordination of BAT Mobile events did not occur until 2006/2007; ~~2-years after the start of the program~~.

### Health Department Comments:

In 2005-2006 TIPS training was provided to over 350 individuals from 25 establishments. 2005-2006 also saw increased law enforcement activities including road patrol, compliance checks and BAT Mobile use. In 2005-2006 CHOOSE released over 20 press releases corresponding to holidays and other high risk community events (i.e., Coast Guard Festival), information and marketing materials were presented to area bars and restaurants, and two Liquor Control Commissioner training events were provided to area liquor establishments.

### Planning Department Response:

Other than data pertaining to Johnny Ads, the Planning and Performance Improvement Department had not received any data from the Health Department to indicate that the program’s intended services were implemented earlier than 2-years after program implementation. The report has been updated based on the comments provided by the Health Department.

- D. The program’s action components have been changing. In 2008, four years after the implementation of the program, ~~one of the programs target populations shifted from parents to males ages 21-25 became a target population of the program~~ in order to educate them about the risks and consequences of providing alcohol to a minor. Program administrators also added an additional objective that involves policy development for responsible beverage service.

### Health Department Comments:

Some of the program’s action components have been adjusted in response to community data collected during the implementation of CHOOSE. These adjustments have been made to increase the potential effectiveness of the program.

Policy and environmental change is the focus of the CHOOSE program. Strategies to reinforce RBS policy implementation was refined in 2007/2008 with implementation occurring in 2008/2009 upon receiving funding from the SPF/SIG grant.

## Attachment A

### Planning Department Response:

Due to changes in action components, it may be more difficult to accurately measure the outcome-based effectiveness of CHOOSE.

- E. There was also not a consistent delivery of program services. For example, program services have been implemented in different geographic locations of Ottawa County, in surrounding Counties (i.e. Muskegon and Kent), at different times of the year, and at varying frequencies and intensity (See Exhibit 2). ReFocus LLC also stated that the *“Measurement of CHOOSE Coalition’s activities and achievements has not been systematic nor targeted...Data have been collected throughout the period that the CHOOSE plan has been implemented, however, those data have not been collected in a standardized way, nor in a pattern consistent enough that allows for the measurement of progress.”* ReFocus LLC also stated that *“The specific role of coalition members was not made clear...This limited the coalition’s usefulness to the overall project.”*

The positive administrative aspects of the program which were noted by ReFocus include: 1) an “exemplary job” in guiding the development and implementation of the CHOOSE coalition; 2) Successful representation from a broad based stakeholder group with continual attendance; 3) Successful engagement in initiatives that helped form and measure public attitudes and policy regarding alcohol use; and 3) a strong collaborative system that support effective use of the above programs

### Health Department Comments:

Upon evaluation from Refocus, LLC, several strengths of the CHOOSE program were also noted:

- “Exemplary job” in guiding the development and implementation of the CHOOSE coalition.
- Successful representation from a broad based stakeholder group with continual attendance.
- Successful engagement in initiatives that helped form and measure public attitudes and policy regarding alcohol use. (compliance checks, TIPS training, BATMobile and media campaigns)
- A strong collaborative system that support effective use of the above programs

Exhibit 2 in the CHOOSE evaluation shows media efforts implemented throughout the year. Peaks in media efforts were coordinated with an increase in law enforcement patrols, and were based on data regarding increase in alcohol related crashes during specific holidays and seasonal trends. (Data: Lakeshore Prevention Collaborative, OC Needs Assessment Executive Summary: “Alcohol Related Crashes Occurring on Holidays”)

### Planning Department Response:

The report has been updated (see above).

## VI. Data regarding the achievement of Program goals is inconclusive. ~~Program is not achieving goals~~

- A. It was expected that a decrease would occur in the number of licensed liquor establishments that receive citations for selling alcohol to a minor since over 600 employees attended CHOOSE training activities. However, based on initial data provided by the Health Department there was a 57.1% increase (7% to 11%) in total citations given to Ottawa County establishments between 2005 and 2008 (See Exhibit 3). Recent Health Department data indicates that the number citations given to establishments that received CHOOSE trainings decreased from 7.5% in 2007 to 1.4% in 2009. There was also a 30% increase (1.15 arrests per capita to 1.50 arrests per capita) in the total number of persons arrested in Ottawa County for providing alcohol to a minor between 2004 and 2007 (See Exhibit 4). It is important to recognize, however, that it is difficult to determine whether the changes in citation/arrest rates are the direct result of CHOOSE, or other environmental factors (e.g. economic conditions).

## Attachment A

### Health Department Comments:

In 2005 there were no TIPS trainings (Training for Intervention Procedures) completed, therefore there is no comparison population. However, in 2007 the compliance check failure rate was 11.7% for the non-TIPS trained “population” of alcohol serving establishments. In 2007 the rate of failure for a TIPS trained establishment was 7.5% (a 36% reduction). Furthermore, 2009 data indicates a 15.6% failure rate for the non-trained establishment population, while TIPS trained locations had a failure rate of only 1.4% (an 80.8% reduction from 2007). See Attachment A.

### Planning Department Response:

The report has been updated (see above).

### Health Department Comments:

The CHOOSE program began the “Sam Minor” program in 2008 to combat the provision of alcohol to minors via parties and legal age “buyers”. Previous CHOOSE activities had not targeted this issue directly. However, early data suggests a positive result for “Sam Minor”. In 2008 (August through December campaign) the “Sam Minor” program was implemented on the campus of Grand Valley State University (Allendale) to reduce underage possession of alcohol. 2008 results indicate a 30% decrease in minor-in-possession arrests over the same period in 2007. See Attachment A.

### Planning Department Response:

Although Health Department staff attempted to clarify this measure, it is still not clear as to why they expect an increase in alcohol-related traffic arrests (as discussed in Item V(B)) but expect a decrease in minor-in-possession arrests since coordination with local law enforcement and media campaigns are conducted with both target populations.

- B. According to a ~~2007 Youth Assessment survey~~ 2008 Community Assessment for Ottawa County that was published by the United Way, the number of youth who reported that they “have driven drunk recently” increased from 8.5% in 2005 to 12.7% in 2007 (a 49.4% increase). **Refer to Exhibit 5.** The number of youth that participate in binge drinking also increased from 16.7% in 2005 to 19.5% in 2007 (a 16.8% increase). Additionally, the number of underage youth reporting that it is easy to obtain alcohol increased 60.2% in 2005 to 62.2% in 2007 (a 3.3% increase). It is important to recognize, however, that these data are not an indication of program performance since other environmental factors (e.g. economy, demographics) may be impacting the results.

### Health Department Comments:

The CHOOSE program addresses the issue of youth *access*. Other programs in the county addresses alcohol related youth *behaviors* such as binge drinking. As not to duplicate efforts, the CHOOSE program concentrates on policy and environmental strategies, not on changing individual behaviors.

### Planning Department Response:

It was the County’s understanding that CHOOSE was the replacement program to Attitudes Matter, which was designed to eliminate underage drinking (e.g. behavior). Additionally, the distinction between *access* and *behaviors* is not clear. It would be expected that individual behaviors are impacted by CHOOSE since the objective of the program is to reduce a youth’s ability to obtain alcohol, thereby changing their behavior.

### Health Department Comments:

While the 49.4% figure is mathematically accurate, it fails to communicate the context. In the 2005 YAS, youth reporting to have driven after drinking alcohol was 8.5%, in 2007, 12.7%.

## Attachment A

### Planning Department Response:

The report has been updated (see above).

### Health Department Comments:

In addition, the author of the Youth Assessment Survey (YAS) states that, “the survey results should be reasonably representative...however, school districts that completed the YAS did so voluntarily and were not randomly sampled. Therefore, confidence intervals associated with each estimate could not be calculated”. The data from the YAS should be used cautiously without available confidence intervals. With *estimated* confidence intervals between 2-5%, suggesting a significant trend between the two sets of data points presented in Exhibit 5 is unsound.

### Planning Department Response:

It is important to note that the Planning and Performance Improvement Department never stated that “a significant trend” exists. In fact, the Department agrees that it is not statistically sound to suggest a trend between only two sets of data points. To that point, the report has been updated (see above). However, it is important to recognize that these survey data have been promoted in the community by the Health Department, United Way, and other agencies to illustrate general trends. If, according to the Health Department, the data are unsound, why are these surveys being conducted? Additionally, why has the Health Department used these data in the past to promote their initiatives?

### Health Department Comments:

Furthermore, the author of this CHOOSE evaluation states in Section III.A. “The first problem is that self-reported data are not sufficient to accurately assess (assess) the true outcome-based performance”.

### Planning Department Response:

The Planning and Performance Improvement Department never indicated that the survey results were outcome measures.

- C. There was a 17.6% decrease in the number of alcohol-related traffic accidents in Ottawa County since CHOOSE was implemented in 2004. However, the rate had been declining before the program was implemented (See Exhibit 6). Additionally, the number of alcohol-related traffic accidents statewide had decreased 16% ~~19.1%~~ since 2004. Therefore, it is difficult to determine whether the reduction in Ottawa County is the direct result of CHOOSE, or the result of statewide efforts to reduce alcohol-related traffic accidents, or other environmental factors, such as a decrease in auto-dependency or economic conditions.

### Health Department Comments:

The primary goal of the CHOOSE coalition is the reduction of alcohol related traffic accidents. Ottawa County has seen a reduction (17.6%) in alcohol related traffic accidents greater than the surrounding counties of Barry, Kent, Muskegon, and the State of Michigan since CHOOSE was implemented in 2004 (14.5%, 13.3%, 2.7%, and 16.0%, respectively). Of the surrounding counties, only Allegan County has seen a larger decrease (23.5%) (See Attachment B). However, Allegan County also includes part, and is adjacent to the CHOOSE target area of the City of Holland.

### Planning Department Response:

Health Department staff accurately observed that only Allegan County had a larger decrease (23.5%) in alcohol related traffic accidents. However, it is still difficult to determine whether the reduction in Ottawa County is direct result of CHOOSE, or the result of statewide efforts or other environmental factors, such as a decrease in auto-dependency or economic conditions. This difficulty is substantiated by the fact that

## Attachment A

alcohol-related traffic accidents have been declining since 2000 (i.e. 4 years prior to the implementation of CHOOSE).

### **Health Department Comments:**

The stated figure of 19.1% for the State of Michigan noted above does not appear to correspond to the data presented in Exhibit 6 and exaggerates the impact of statewide efforts.

### **Planning Department Response:**

The correct figure (16%) has been added to the draft report.

- D. Between 2003 and 2005 there was an 11% increase in **total** arrests for drinking and driving in Ottawa County. This increase was expected during the program's first few years as a result of increased coordination with local law enforcement agencies. It was expected that a decrease in arrest rates would occur as the program continued its coordination efforts. Accordingly, between 2005 and 2007 there was a 3.5% decrease in **total** arrests (**See Exhibit 7**). However, the number of drunk-driving arrests statewide had decreased 7.4% 8% during that same time period. Therefore, it is difficult to determine whether the reduction in Ottawa County is the direct result of CHOOSE, or the result of statewide efforts or other environmental factors, such as a decrease in auto-dependency or economic conditions.

### **Health Department Comments:**

Contrary to the CHOOSE evaluation, the goal of CHOOSE remains the increase of drinking and driving arrests in Ottawa County through 2010 via its partnership with local law enforcement. The arrests both remove drunk drivers from the road and also re-enforces the social perception that drunk drivers will be caught and punished. Unfortunately, Ottawa County has seen a slight decrease (3.5%) in total drinking and driving arrests between 2005 and 2007. As shown in Attachment C, however, Ottawa County has been able to maintain a higher total arrest rate for drinking and driving than the adjacent counties of Allegan, Kent and Muskegon, and the State of Michigan (28.9% decrease, 14.5% decrease, 3.8% decrease and 7.4% decrease, respectively).

### **Planning Department Response:**

First, the program's goal to increase drinking and driving arrests through 2010 was not discussed with the Planning and Performance Improvement Department during the strategic planning sessions. Secondly, despite the total arrest rates trend in Ottawa County, it is still difficult to determine whether the rates are the direct result of CHOOSE, or the result of statewide efforts or other environmental factors, such as a decrease in auto-dependency or economic conditions. This difficulty is substantiated by the fact that arrest rates have been declining since 2000 (i.e. 4 years prior to the implementation of CHOOSE).

### **Health Department Comments:**

Based on data provided by Planning and Program Improvement, Ottawa County residents charged with drinking and driving has increased 5.1% between 2004 and 2007 (Attachment D). While this data seems contradictory, it is logical that increased law enforcement activity spread over a complete year would increase local resident arrests disproportionately to non-residents due to the seasonal population fluctuations of nonresidents in Ottawa County. In addition, Ottawa County residents are the primary targets of the CHOOSE program.

### **Planning Department Response:**

It is important to note that these data were provided to Health Department staff by the Planning and Performance Improvement Department during the strategic planning process. These data were not included in this report since they were deemed immaterial. Nevertheless, it is important to clarify that these data do not represent County residents that were arrested in Ottawa County. These data were obtained from a statewide criminal

## Attachment A

database. Therefore, the assumption that the increase in arrest rates is the result of CHOOSE coordination activities with local law enforcement cannot be substantiated since these County residents could have been arrested anywhere in Michigan.

### **Additional Health Department Comments:**

#### Recommendations

The CHOOSE program was built to extend to 2014. The current program initiatives are still in their infancy stage. Therefore, continuation of the program efforts with the following changes is recommended:

- CHOOSE coalition will engage in a strategic planning process that will allow coalition members to move forward with addressing the CHOOSE components. (Plan to include how data will be collected, evaluation structure , specific indicators and timetable)
- CHOOSE coalition will develop a standardized data collection system which will allow coalition members to track performance data and report quarterly to full coalition and individual task forces.
- CHOOSE coalition will target interventions to specific areas based on community data.
- CHOOSE coalition will collect more specific information regarding variables surrounding compliance checks. (ie. gender of clerk, type of beverage being purchased, time of day, whether individual was TIPS trained) \*Already being implemented.

### **Planning Department Response:**

Identified below are the conclusions contained within this report that were agreed upon by the Health Department and the Planning and Performance Improvement Department:

- The CHOOSE Program scope is broad and resources are limited
- Although some coordination occurs, Program services parallel existing efforts
- Program is not based on an evidenced-based model
- A comprehensive strategic plan to accurately evaluate Program performance was not developed prior to program implementation
- Data regarding the achievement of program goals is inconclusive

Health Department staff indicated that CHOOSE is still in its infancy phase (i.e. 4 years after program implementation) and that the program was designed to extend to 2014. As a result, an accurate, outcome-based evaluation would not be conducted until at least 2016.

Furthermore, due to the broad scope of CHOOSE, in its present form, it will be difficult to draw any solid conclusions regarding program performance and effectiveness.

Therefore, two viable options exist regarding the future of CHOOSE. The first option is the immediate discontinuation of the program. The second option is a complete restructuring of CHOOSE to narrow the program scope, isolate program services to a single quadrant of the County, and obtain benchmark data for the remaining quadrants in order to accurately measure the impact of CHOOSE program services. Additionally, because Health Department staff indicated that CHOOSE involves a 10-year implementation, an outcome-based evaluation of the restructured program would not be completed until at least 2021.

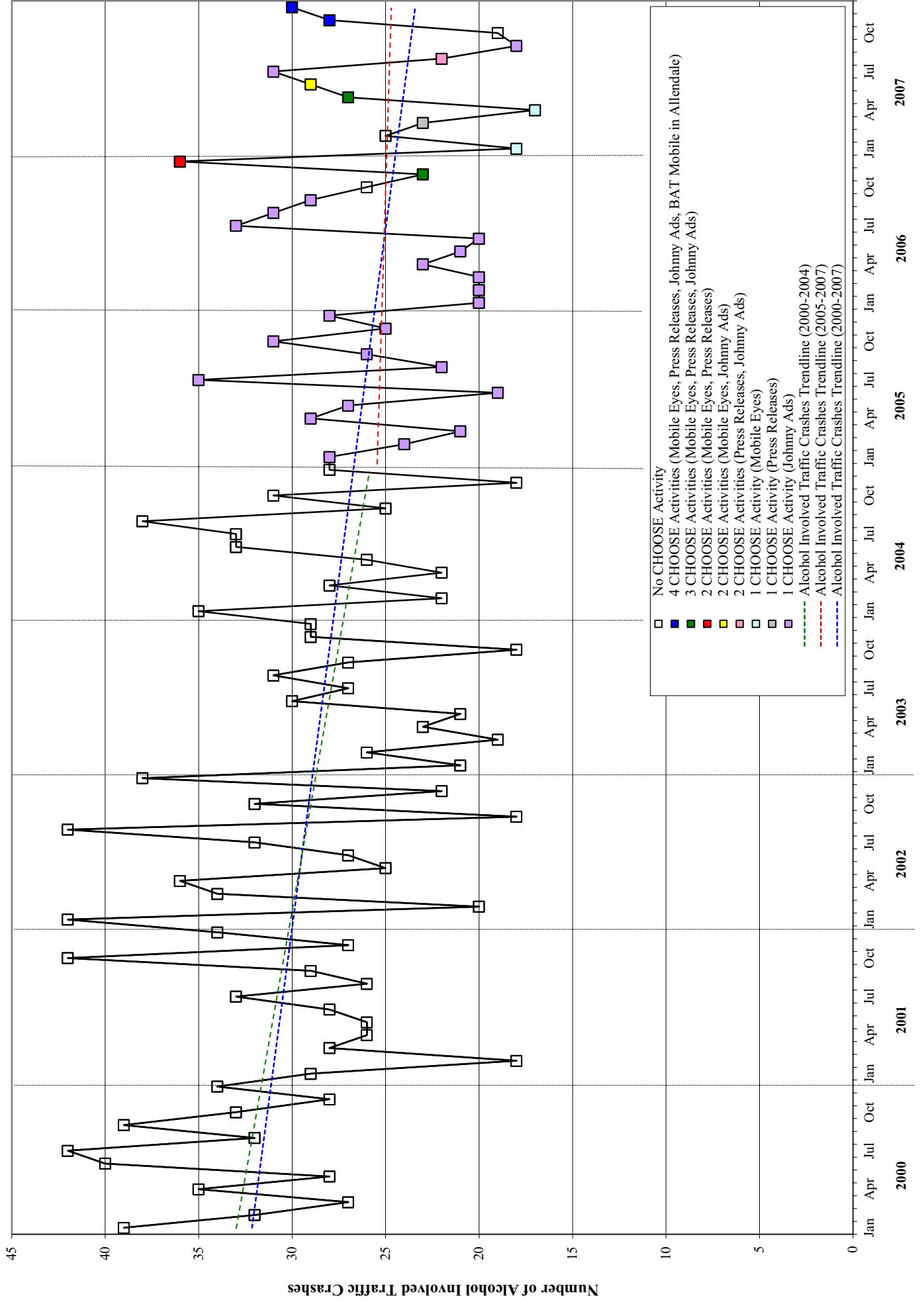


**Exhibit 1**  
**Number of Johnny Ads by Location and Date**

		Holland	Grand Haven	Spring Lake	Wright Township	Muskegon County	Kent County	Total
<b>2005</b>	January	14	0	0	0	0	0	14
	February	14	0	0	0	0	0	14
	March	14	0	0	0	0	0	14
	April	14	0	0	0	0	0	14
	May	14	0	0	0	0	0	14
	June	14	0	0	0	0	0	14
	July	14	10	0	0	6	0	30
	August	14	10	0	0	6	0	30
	September	14	6	0	0	10	0	30
	October	14	6	0	0	10	0	30
	November	14	7	9	0	0	0	30
	December	0	8	2	0	6	0	16
<b>2006</b>	January	0	6	2	0	8	0	16
	February	16	0	0	0	0	0	16
	March	0	11	0	0	5	0	16
	April	31	18	0	0	7	0	56
	May	19	33	0	0	4	0	56
	June	26	24	6	0	0	0	56
	July	14	15	2	0	9	0	40
	August	12	19	2	6	11	0	50
	September	14	2	6	0	0	0	22
	October	0	0	0	0	0	0	0
	November	19	24	7	0	0	0	50
	December	0	0	0	0	0	0	0
<b>2007</b>	January	0	0	0	0	0	0	0
	February	0	0	0	0	0	0	0
	March	0	0	0	0	0	0	0
	April	0	0	0	0	0	0	0
	May	18	2	0	0	0	0	20
	June	4	35	2	0	9	0	50
	July	20	20	4	6	0	0	50 <sup>1</sup>
	August	5	38	7	0	0	0	50 <sup>1</sup>
	September	5	19	6	0	2	0	32
	October	0	0	0	0	0	0	0
	November	11	14	5	0	0	0	30
	December	6	12	6	0	1	5	30
<b>Total</b>		<b>360</b>	<b>339</b>	<b>66</b>	<b>12</b>	<b>94</b>	<b>5</b>	<b>876</b>

<sup>1</sup> For July and August 2008, there were two conflicting report pages regarding the number of Johnny ads at each location.

## Exhibit 2 Alcohol Involved Traffic Crashes in Ottawa County (2000-2007)



Source: Michigan Office of Highway Safety Planning, Ottawa County Health Department  
Prepared by: Ottawa County Planning Department (02/17/09)

**Exhibit 3**  
**CHOOSE Efforts to Ensure Responsible Sales of Alcohol**

<b>CHOOSE Trainings – Licensed Liquor Establishment Employees</b>					
	<b>FY2005</b>	<b>FY2006</b>	<b>FY2007</b>	<b>FY2008</b>	<b>Total</b>
Number of Employees Trained (to Not Serve Alcohol to Minors)	0	0	200+	400+	<b>600+</b>

Source: Ottawa County Health Department

<b>CHOOSE Compliance Checks<sup>1</sup> – All Licensed Liquor Establishments</b>			
	<b>FY2005</b>	<b>FY2008</b>	<b>Percent Change (2005-2008)</b>
Percent of Establishments that Sold Alcohol to a Minor	7.0%	11.0%	<b>57.1% Increase</b>

Source: Ottawa County Health Department

1. Countywide compliance checks only conducted in 2005 and 2008.

**Exhibit 4**  
**Arrests for Providing Alcohol to a Minor (2000-2007)**

<b>Year</b>	<b>Number of Arrests<sup>1</sup></b>	<b>Population (Ottawa County)</b>	<b>Per Capita Arrests</b>
<b>2000</b>	19	245,516	<b>0.77</b>
<b>2001</b>	43	250,752	<b>1.71</b>
<b>2002</b>	33	253,630	<b>1.30</b>
<b>2003</b>	30	256,628	<b>1.17</b>
<b>2004</b>	30	259,838	<b>1.15</b>
<b>2005</b>	31	261,886	<b>1.18</b>
<b>2006</b>	39	264,479	<b>1.47</b>
<b>2007</b>	40	266,481	<b>1.50<sup>2</sup></b>

Source: Ottawa County Sheriff's Office, U.S. Census Bureau

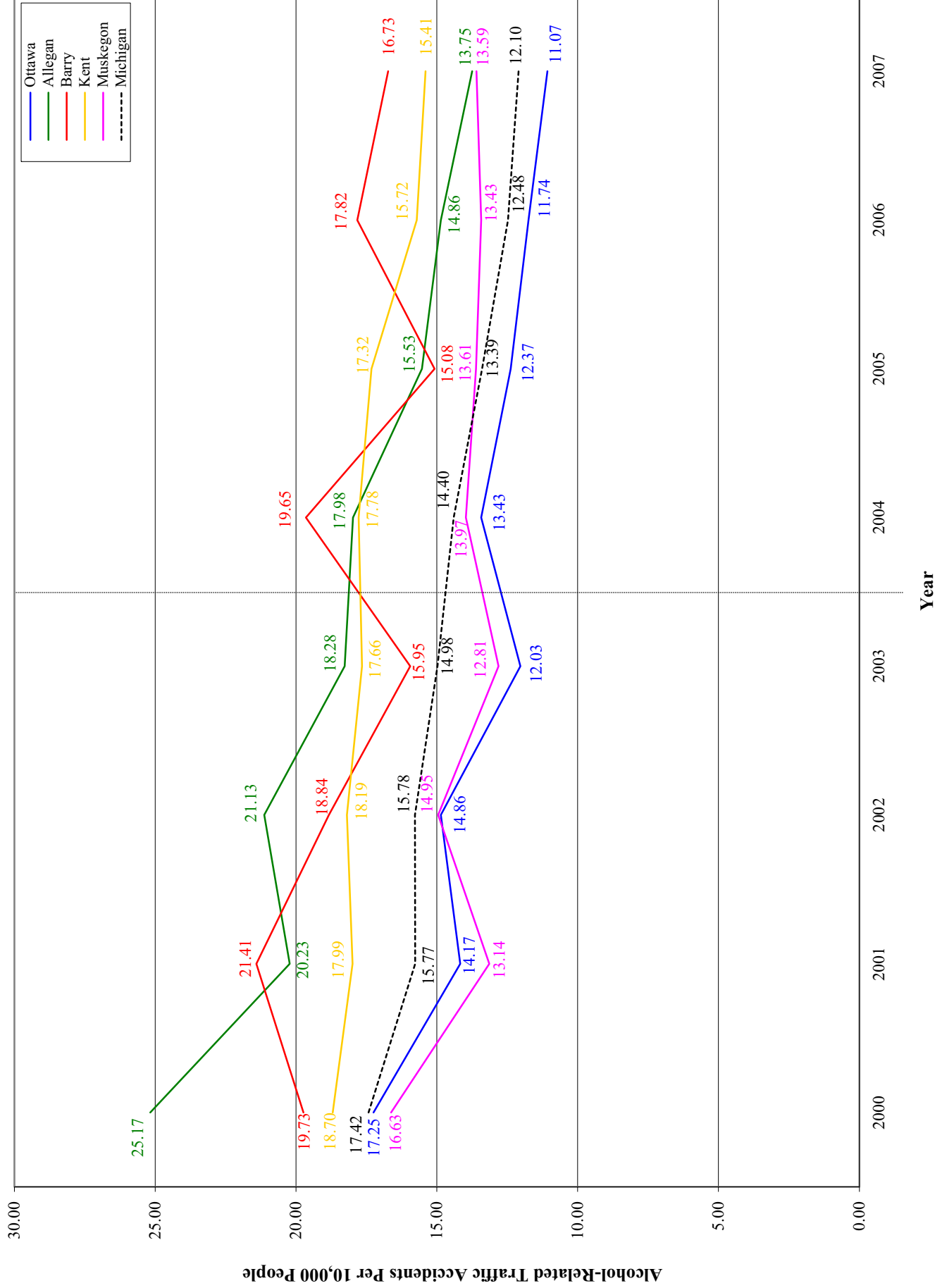
- 1 Arrest data for males age 21 to 25 (i.e. CHOOSE Program target population) were not available. Thus, these arrest data represent the total number of people arrested by the Sheriff's Office for providing alcohol to a minor.
- 2 There was a 30% increase in arrest rates since the CHOOSE program was implemented in 2004.

## Exhibit 5

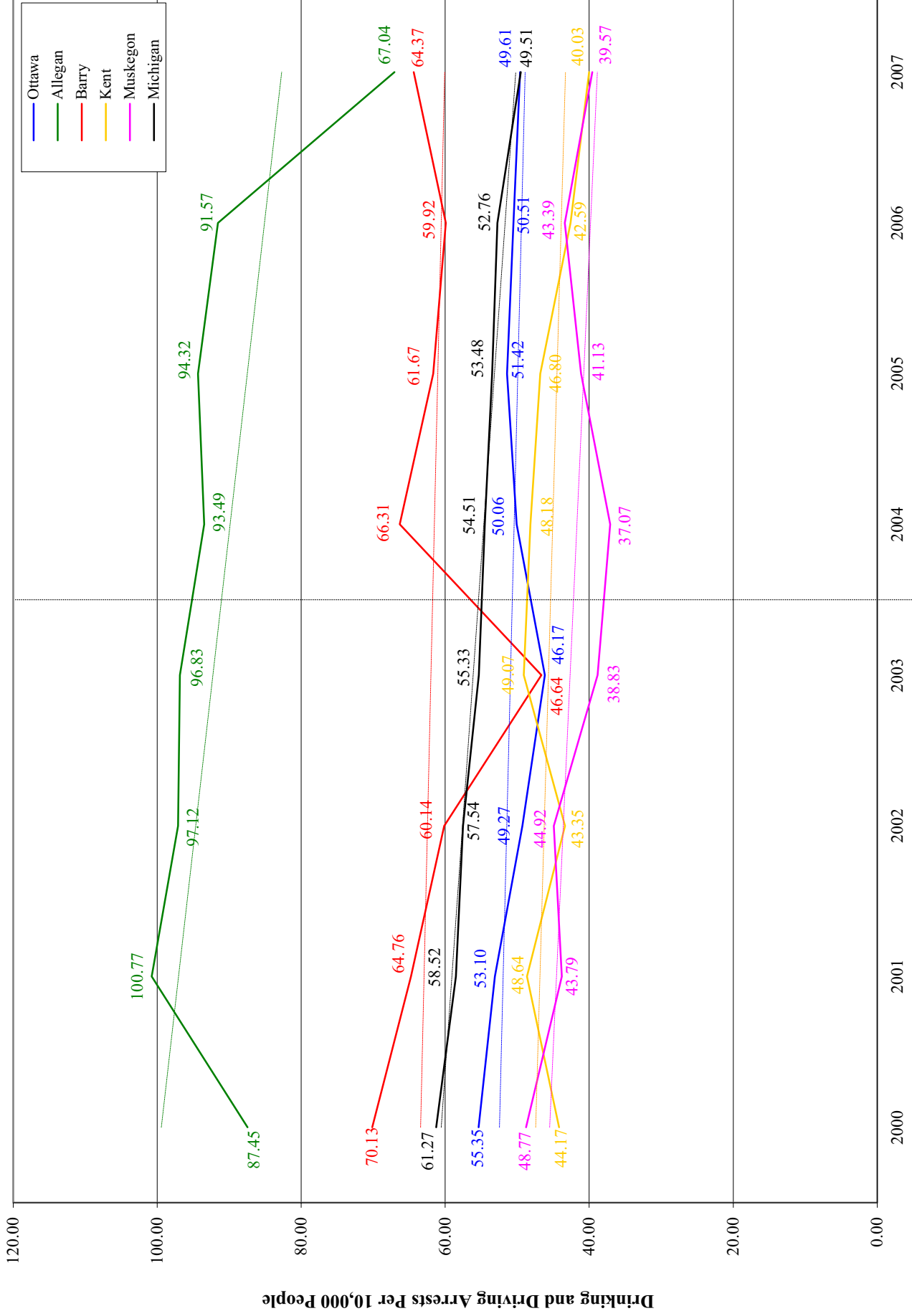
<b>Ottawa County Youth Alcohol Consumption</b>			
<b>Percent of Ottawa County Youth who reported:</b>	<b>2005</b>	<b>2007</b>	<b>Percent Change</b>
It is easy to obtain alcohol	60.2%	62.2%	3.3% Increase
Drinking Alcohol	48.2%	48.4%	0.4% Increase
Binge Drinking Alcohol	16.7%	19.5%	16.8% Increase
Driving Drunk	8.5%	12.7%	49.4% Increase

Source: Youth Assessment Survey

**Exhibit 6**  
**Per Capita Alcohol-Related Traffic Accidents (2000-2007)**



**Exhibit 7  
Per Capita Drinking and Driving Arrests (2000-2007)**



## Attachment B STRATEGIC OUTLINE Communities Helping Ottawa Obtain a Safe Environment (CHOOSE)

**Vision:** To demonstrate that the safety of roads can be improved by reducing alcohol-related traffic crashes in the County's southwest quadrant (i.e. Holland City & Twp, Zeeland City, and Park, Port Sheldon and Olive Townships).

TARGET POPULATION	Drinking and Driving Task Force	Responsible Beverage Service Task Force	Underage Youth Task Force	
	<ul style="list-style-type: none"> <li>All licensed drivers who reside in or enter into quadrant</li> </ul>	<ul style="list-style-type: none"> <li>All licensed liquor establishments in quadrant</li> </ul>	<ul style="list-style-type: none"> <li>Males (21 to 25) who live in or enter into quadrant</li> <li>Havens for alcohol consumption in quadrant (e.g. hotels, limo services)</li> </ul>	
PRIMARY GOALS & OBJECTIVES	<p><b>Goal 1:</b> Reduce incidences of drinking and driving</p> <p>Objective 1: Educate licensed drivers about the risks and consequences of drinking and driving</p> <p>Objective 2: Promote reporting of drunk driving</p> <p>Objective 3: Coordinate heightened enforcement activities to reduce drunk driving</p>	<p><b>Goal 1:</b> Ensure responsible sales of alcohol</p> <p>Objective 1: Provide TIPs training to establishments that have not attended a private and/or state training program</p> <p>Objective 2: Ensure that licensed liquor establishments have policies in place to address responsible alcohol sales</p> <p>Objective 3: Ensure that communities have a responsible alcohol sales policy for temporary licenses (e.g. beer tents)</p> <p>Objective 4: Coordinate informational seminars with ABCC</p> <p>Objective 5: Coordinate annual compliance checks</p>	<p><b>Goal 1:</b> Decrease access to alcohol by underage youth</p> <p>Objective 1: Educate males (ages 21-25) about the risks and consequences of providing alcohol to underage youth</p> <p>Objective 2: Promote reporting of underage drinking</p> <p>Objective 3: Coordinate heightened enforcement activities to reduce incidences of underage drinking</p>	
ACTIONS/ PROGRAM COMPONENTS	<ul style="list-style-type: none"> <li>Johnny Ads to address drinking and driving</li> <li>CHOOSE media campaigns to address drinking and driving (i.e. newspaper, radio, television)</li> <li>Mobile Eyes</li> </ul>	<ul style="list-style-type: none"> <li>Training seminars (i.e. Training for Intervention Procedures - TIPs)</li> <li>Project ARM: Policies for Responsible Beverage Service</li> <li>Seminars with State Alcohol Beverage Control Commissioner (ABCC)</li> <li>Compliance Checks (annual) in targeted/non-targeted quadrants</li> </ul>	<ul style="list-style-type: none"> <li>Johnny Ads to address underage drinking</li> <li>CHOOSE media campaigns to address underage drinking (i.e. newspaper, radio, television)</li> <li>Direct mailings (i.e. during prom and high school graduation)</li> </ul>	
SELF-REPORTED AND OUTPUT MEASURES	<p><b>ANNUAL MEASURES FOR QUADRANT</b></p> <p><b>Objective 1:</b> # of Johnny Ads to address drinking and driving (date, location)</p> <p><b>Objective 1:</b> # of CHOOSE media campaigns (type, date, and location)</p> <p><b>Objective 1:</b> % of adults with increased awareness of consequences of drunk driving</p> <p><b>Objective 2:</b> # of Mobile Eyes Calls (date and location of call)</p> <p><b>Objective 3:</b> # of drivers in quadrant (per capita) arrested for drinking and driving</p>	<p><b>ANNUAL MEASURES FOR QUADRANT</b></p> <p><b>Objective 1:</b> % of establishments attending TIPs training that did not attend a private and/or state program</p> <p><b>Objective 2:</b> % of establishments implementing new policies as a result of Project ARM</p> <p><b>Objective 3:</b> % of communities that have adopted a temporary alcohol sales policy (e.g. beer tents)</p> <p><b>Objective 4:</b> % of all licensed liquor establishments represented at each informational seminar</p> <p><b>Objective 5:</b> % of compliant establishments (by quadrant)</p> <p><b>Objective 5:</b> % compliance among targeted quadrant establishments for: private/state training vs. county TIPs vs. no training, and ARM vs. no ARM</p>	<p><b>ANNUAL MEASURES FOR QUADRANT</b></p> <p><b>Objective 1:</b> # of Johnny Ads to address underage drinking (date, location)</p> <p><b>Objective 1:</b> # of CHOOSE media campaigns, (type, date, and location)</p> <p><b>Objective 1:</b> % of youth who admit to drinking and % of youth who indicate it is easy to obtain alcohol</p> <p><b>Objective 2:</b> % of all "havens" (e.g. hotels, limos) that received a direct mailing</p> <p><b>Objective 3:</b> # of adults arrested in quadrant (per capita) for furnishing alcohol to a minor</p> <p><b>Objective 3:</b> # of youth arrested in quadrant (per capita) for minor in possession (MIP)</p> <p><b>Objective 3:</b> # of quadrant resident males (21 to 25) charged with furnishing alcohol to a minor anywhere in MI</p>	
OUTCOME INDICATORS				
OUTCOME MEASURES	<b>ANNUAL MEASURES FOR QUADRANT</b>			
	<ul style="list-style-type: none"> <li>Number of alcohol-related traffic crashes in southwest quadrant</li> <li>Number of alcohol-related traffic crashes that are committed by southwest quadrant residents anywhere in the State</li> <li>Cost-effectiveness (total cost to administer program (per capita) and law enforcement/medical personnel savings due to decreased alcohol-related crashes)</li> </ul>			
EVALUATION TIMELINE	<p><b>Program Administration Fully Implemented</b></p> <p>November 1, 2009</p>	<p><b>Program Impact is Measurable</b></p> <p>November 2011 (2 years after fully operational)</p>	<p><b>Begin Drafting Evaluation Report</b></p> <p>November 2013 (2 years after impact is measurable)</p>	<p><b>Complete Evaluation Report</b></p> <p>June 2014</p>



**Attachment C**  
**PERFORMANCE MEASURE OUTLINE (BENCHMARK, BASELINE, AND TARGET MEASURES)**  
 Communities Helping Ottawa Obtain a Safe Environment (CHOOSE)

SELF-REPORTED AND OUTPUT MEASURES		Drinking and Driving Task Force				Responsible Beverage Service Task Force				Underage Youth Task Force				
ANNUAL MEASURES FOR QUADRANT	ANNUAL BASELINE/ BENCHMARK	TARGET FOR QUADRANT	ANNUAL MEASURES FOR QUADRANT	ANNUAL BASELINE/ BENCHMARK	TARGET FOR QUADRANT	ANNUAL MEASURES FOR QUADRANT	ANNUAL BASELINE/ BENCHMARK	TARGET FOR QUADRANT	ANNUAL MEASURES FOR QUADRANT	ANNUAL BASELINE/ BENCHMARK	TARGET FOR QUADRANT	ANNUAL MEASURES FOR QUADRANT	ANNUAL BASELINE/ BENCHMARK	TARGET FOR QUADRANT
<b>Objective 1:</b> # of Johnny Ads to address drinking and driving (date, location)	• n/a	• 75 (annual)	<b>Objective 1:</b> % of establishments attending TIP's training that did not attend a private and/or state program	• 2008: 28% in SW quadrant with TIPs (based on total SW quadrant establishments)	• 10% increase for SW quadrant establishments	<b>Objective 1:</b> # of Johnny Ads to address drinking and driving (date, location)	• n/a	• 75 (annual)	<b>Objective 1:</b> # of CHOICE media campaigns (type, date, and location)	• n/a	• 1 (annual)	<b>Objective 1:</b> # of Johnny Ads to address underage drinking (date, location)	• n/a	• 75 (annual)
<b>Objective 1:</b> # of CHOICE media campaigns (type, date, and location)	• n/a	• 2 (annual)	<b>Objective 2:</b> % of establishments implementing new policies as a result of Project ARM	• 2008: 15% in SW quadrant (100% of participants implemented new policies)	• 80% of participating establishments	<b>Objective 1:</b> # of CHOICE media campaigns (type, date, and location)	• n/a	• 1 (annual)	<b>Objective 1:</b> # of CHOICE media campaigns (type, date, and location)	• n/a	• 1 (annual)	<b>Objective 1:</b> # of CHOICE media campaigns (type, date, and location)	• n/a	• 1 (annual)
<b>Objective 1:</b> % of adults with increased awareness of consequences of drinking and driving	• 2009: 25.3% countywide (not available by quadrant)	• ≥ 5% increase for quadrant residents versus benchmark quadrant residents	<b>Objective 3:</b> % of communities that have adopted a temporary alcohol sales policy (e.g. beer tents)	• 2008: 40% (Holland and Zealand Cities; Olive Township excluded because they are dry)	• 100% of quadrant communities	<b>Objective 1:</b> % of youth who admit to drinking and % of youth who indicate it is easy to obtain alcohol (countywide)	• 2007: 48% drink alcohol; 62% easy to obtain alcohol (countywide)	• 30% or greater reduction for quadrant youth versus county	<b>Objective 1:</b> % of youth who admit to drinking and % of youth who indicate it is easy to obtain alcohol (countywide)	• 2007: 48% drink alcohol; 62% easy to obtain alcohol (countywide)	• 30% or greater reduction for quadrant youth versus county	<b>Objective 1:</b> % of youth who admit to drinking and % of youth who indicate it is easy to obtain alcohol (countywide)	• 2007: 48% drink alcohol; 62% easy to obtain alcohol (countywide)	• 30% or greater reduction for quadrant youth versus county
<b>Objective 2:</b> # of Mobile Eyes Calls (date and location of call)	• 2007: <i>Holland PD</i> 37 calls (SW quad.); 68% resulted in arrest	• ≥ 5% increase in calls from quadrant	<b>Objective 4:</b> % of all licensed liquor establishments represented at each informational seminar	• 2008: 25% in SW quadrant	• 50% of quadrant establishments	<b>Objective 2:</b> # of Mobile Eyes Calls (date and location of call)	• 2007: <i>Holland PD</i> 37 calls (SW quad.); 68% resulted in arrest	• 100% of SW quadrant establishments	<b>Objective 1:</b> % of all "havens" (e.g. hotels, limos) that received a direct mailing	• 2008: 123 havens (SW quad) 250 havens (countywide)	• 100% of SW quadrant establishments	<b>Objective 1:</b> % of all "havens" (e.g. hotels, limos) that received a direct mailing	• 2008: 123 havens (SW quad) 250 havens (countywide)	• 100% of SW quadrant establishments
<b>Objective 3:</b> # of drivers (per capita) arrested for drinking and driving	• 2007: <i>Sheriff data</i> 21.88 (SW quad.) 22.12 (NW quad.) 25.99 (SE quad.) 54.71 (NE quad.)	• 30% or greater reduction versus benchmark quadrants	<b>Objective 5:</b> % of compliant establishments (by quadrant)	• 2007: 92% in SW quadrant; 89% countywide	• 5% or greater increase versus countywide	<b>Objective 3:</b> # of drivers (per capita) arrested for drinking and driving	• 2007: <i>Sheriff data</i> 21.88 (SW quad.) 22.12 (NW quad.) 25.99 (SE quad.) 54.71 (NE quad.)	• 30% or greater reduction versus benchmark quadrants	<b>Objective 3:</b> # of adults arrested (per capita) for furnishing alcohol to a minor	• 2007: <i>Sheriff data</i> 1.50 arrests (per capita) countywide	• 30% or greater reduction versus countywide	<b>Objective 3:</b> # of adults arrested (per capita) for furnishing alcohol to a minor	• 2007: <i>Sheriff data</i> 1.50 arrests (per capita) countywide	• 30% or greater reduction versus countywide
<b>Objective 3:</b> # of quadrant residents (per capita) charged for drinking and driving anywhere in MI	• 2007: <i>JDW Data</i> 21.57 (SW residents) 17.62 (NW residents) 6.43 (SE residents) 7.14 (NE residents)	• 30% or greater reduction versus benchmark quadrants	<b>Objective 5:</b> % compliance among targeted quadrant establishments for: private/state training vs. county TIPs vs. no training; and ARM vs. no ARM	• n/a	• 100% for SW quadrant establishments with TIPS and/or Project ARM	<b>Objective 3:</b> # of quadrant residents (per capita) charged for drinking and driving anywhere in MI	• 2007: <i>JDW Data</i> 21.57 (SW residents) 17.62 (NW residents) 6.43 (SE residents) 7.14 (NE residents)	• 30% or greater reduction versus benchmark quadrants	<b>Objective 3:</b> # of youth arrested (per capita) for minor in possession (MIP)	• 2007: <i>Sheriff data</i> 23.66 (SW quad.) 17.06 (NW quad.) 18.27 (SE quad.) 52.86 (NE quad.)	• 30% or greater reduction vs. benchmark quadrants	<b>Objective 3:</b> # of youth arrested (per capita) for minor in possession (MIP)	• 2007: <i>Sheriff data</i> 23.66 (SW quad.) 17.06 (NW quad.) 18.27 (SE quad.) 52.86 (NE quad.)	• 30% or greater reduction vs. benchmark quadrants
OUTCOME MEASURES		BENCHMARK FOR QUADRANT				BASELINE FOR QUADRANT				TARGET FOR QUADRANT				
• Number of alcohol-related traffic crashes in southwest quadrant		• 2007: 12.19 per capita (NW quad.); 7.99 (SE quad.); 15.33 (NE quad.) <i>State Police Data</i>			• 2007: 10.75 crashes (per capita) in southwest quadrant (i.e. Holland Quadrant)	• 30% or greater reduction versus benchmark quadrants								
• Number of alcohol-related traffic crashes that are committed by southwest quadrant residents anywhere in the State		• 2007: 12.01 per capita (NW quad.); 13.62 (SE quad.); 13.93 (NE quad.) <i>State Police Data</i>			• 2007: 15.08 crashes (per capita) for residents of southwest quadrant	• 30% or greater reduction versus benchmark quadrants								
• Cost-effectiveness (total cost to administer program (per capita) and law enforcement/medical personnel savings due to decreased alcohol-related crashes)		• 2008: \$125,736 (total cost countywide)			•	•								

## Attachment D

### CHOOSE Coalition and Task Force Members

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#### CHOOSE Coalition

<b>Coalition Member</b>	<b>Representing</b>
Becky Young	Ottawa County Public Health Department
Eric Klingensmith	GVSU Alcohol Campus Education Services (ACES) Program
Don Kalisz	Relevant Marketing
Kori White Bissot	Lakeshore Coordinating Council
Leigh Moerdyke	Pathways MI
Suzette Staal	Pathways MI
Ron Frantz	Prosecutor's Office
Lt. Lee Hoeksema	Ottawa County Sheriff's Office
Sgt. Val Weiss	Ottawa County Sheriff's Office
Sgt. John Darrow	Holland Police Department
Chief Bill Olney	Zeeland Police Department
Sgt. Glenn Bo	Grand Haven Department of Public Safety
Chief Rodger DeYoung	Spring Lake/Ferrysburg Police Department
Bob Byers	Kings Cove
Scott Screptock	Northside Liquor
Dale Seadorf	Coopersville VFW

Source: Public Health Department

#### Drinking and Driving Task Force

<b>Task Force Member</b>	<b>Representing</b>
Kristie Potts	Holland Hospital ER
Jason Hamblen	Office of Highway Safety and Planning
Bill Coon	Michigan State Police Grand Haven Post
Lt. Steve Kempker	Ottawa County Sheriff's Office
Sgt. Steve Austin	Ottawa County Sheriff's Office
Sgt. John Darrow	Holland Police Department
Rachel McDuffee	Zeeland Police Department
Sgt. Glenn Bo	Grand Haven Department of Public Safety
Chief Rodger DeYoung	Spring Lake/Ferrysburg Police Department
Cpt. Brandon DeHaan	GVSU Department of Public Safety
Josh Botsis	Southside Party Store

Source: Public Health Department

## Attachment D

### CHOOSE Coalition and Task Force Members

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#### Responsible Beverage Service Task Force

<b>Task Force Member</b>	<b>Representing</b>
Jim Storey	Storey Line Connections
Lt. Mark Bennett	Ottawa County Sheriff's Office
Sgt. John Darrow	Holland Police Department
Dan Andrakowicz	Mervenne Beverage
Jim Permasang	Mervenne Beverage
Melissa Brolick	Old Boys Brewhouse
Scott Screptock	Northside Liquor Center
Bob Byars	Kings Cove
Gudalupe Torres	La Providencia
Dale Seadorf	Coopersville VFW
Josh Botsis	Southside Party Store

Source: Public Health Department

#### Underage Youth Task Force

<b>Task Force Member</b>	<b>Representing</b>
Ken Dail	Michigan Coalition to Reduce Underage Drinking (MCRUD) Coordinator
Kori White Bissot	Lakeshore Coordinating Council
Leigh Moerdyke	Pathways MI
Sgt. Valerie Weiss	Ottawa County Sheriff's Office
Sgt. John Darrow	Holland Police Department
Sharon Zajac	Ottawa Area Intermediate School District
Melissa Brolick	Old Boys Brewhouse
Josh Botsis	Southside Party Store

Source: Public Health Department

## Attachment E

### TRAINING PROGRAMS

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<b>Training Programs that are Available to Locally Licensed Liquor Establishments</b>				
	<b>TIPS</b>	<b>TAM</b>	<b>C.A.R.E.</b>	<b>ServSafe Alcohol</b>
<b>Administered by:</b>	Health Communications, Inc.	Michigan Licensed Beverage Association	American Hotel & Lodging Educational Institute	Michigan Restaurant Association
<b>West Michigan Training Locations:</b>	Ottawa County (CHOOSE) & Grand Rapids	Muskegon & Grand Rapids	No independent trainers in Michigan	Grand Rapids
<b>Cost:</b>	\$20 (CHOOSE), \$30 (Grand Rapids)	\$30 (members) \$65 (non-members)	n/a	\$35 (members) \$65 (non-members)

Source: Michigan Liquor Control Commission, various company websites



Ottawa County Planning and Performance Improvement Department

12220 Fillmore Street, Suite 260

West Olive, Michigan 49460

(o) 616.738.4852 (f) 616.738.4625

[www.miottawa.org/CoGov/Depts/Planning/](http://www.miottawa.org/CoGov/Depts/Planning/)

# Action Request



**Committee:** Board of Commissioners

**Meeting Date:** 8/23/2011

**Requesting Department:** Parks and Recreation

**Submitted By:** Al Vanderberg

**Agenda Item:** Bid Tabulation – Macatawa Green Space Restoration

## SUGGESTED MOTION:

To receive bids for the Macatawa Green Space Restoration Project and accept the low bid from Top Grade Construction Management LLC at the negotiated price of \$707,430.50 with funding from the Parks and Recreation budget in the amount of \$100,000 and a grant from the U.S. Environmental Protection Agency in the amount of \$646,800.

## SUMMARY OF REQUEST:

The Ottawa County Parks and Recreation Commission is in the process of soliciting bids for the Macatawa Green Space Restoration Project to restore wetlands and other habitat at the site of the former Holland Country Club. The bids are due on August 9 and a contractor recommendation will be ready for the Planning and Policy Committee meeting on August 11.

The bulk of funding is provided through the EPA via a Great Lakes Restoration Initiative Grant in the amount of \$646,800. Ottawa County Parks is providing \$100,000 toward the project and project partners are assisting with non-cash match.

## FINANCIAL INFORMATION:

Total Cost: \$707,430.50    General Fund Cost: \$0.00    Included in Budget:  Yes     No

If not included in budget, recommended funding source: EPA Grant and Parks and Recreation Budget

## 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, c=US, o=County of Ottawa, ou=Administrator's Office, email=avanderberg@miottawa.org  
Reason: I am approving this document  
Date: 2011.08.03 10:26:23 -0400

Committee/Governing/Advisory Board Approval Date: Planning and Policy Committee 8/11/2011



## MEMORANDUM

Date: August 11, 2011  
To: Ottawa County Board of Commissioners  
From: John Scholtz, Parks and Recreation Director  
RE: Bid Tabulation – Macatawa Green Space Restoration

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The Ottawa County Parks and Recreation Commission is in the process of soliciting bids for the Macatawa Green Space Restoration Project to restore wetlands and other habitat at the site of the former Holland Country Club. The bids are due on August 9 and a contractor recommendation will be ready for the Planning and Policy Committee meeting on August 11.

The bulk of funding is provided through the EPA via a Great Lakes Restoration Initiative Grant in the amount of \$646,800. Ottawa County Parks is providing a \$100,000 toward the project and project partners are assisting with non-cash match.

Proposed motion:

**To receive and forward to the Board of Commissioners bids for the Macatawa Green Space Restoration Project and accept the low bid from Top Grade Construction Management LLC at the negotiated price of \$707,430.50 with funding from the Parks and Recreation budget in the amount of \$100,000 and a grant from the U.S. Environmental Protection Agency in the amount of \$646,800.**

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.



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

**LAKE MACATAWA RUNOFF REDUCTION PROJECT  
(HOLLAND COUNTRY CLUB RESTORATION)**

**AUGUST 9, 2011**

BIDDER	RESTORATION ITEMS BID	RECREATION FACILITIES ITEMS BID (not part of EPA grant)	TOTAL BID	PROPOSED DEDUCTIONS (based on bid unit prices)	PROPOSED RESTORATION ITEMS AMOUNT (EPA grant construction budget is \$664,800)	PROPOSED CONTRACT AMOUNT
Top Grade Construction Management LLC	\$699,591.80	\$73,217.20	\$772,809.00	(\$65,378.50)	\$634,213.30	\$707,430.50
Jack Dykstra Excavating, Inc.	\$954,372.86	\$108,873.37	\$1,063,246.23			
Dan Hoe Excavating, Inc.	\$1,008,700.00	\$137,814.00	\$1,147,514.00			
*Proposed deduction items	Amount	Unit Price	Total			
Substitute limestone boulders for natural rock on stream bank	Lump Sum	\$22,000.00	\$22,000.00		No functional difference, only aesthetics	
Reduce topsoil redistribution	5000 CY	\$2.50	\$12,500.00		Not required in some areas with minimal excavation	
Reduce length of bank stabilization work	250 LF	\$71.01	\$17,752.50		Least important part of project	
Eliminate downstream cross vane	Lump Sum	\$9,800.00	\$9,800.00		Least important part of project	
Reduce emergent seeding area	2 acres	\$1,663.00	\$3,326.00		Existing area already showing good regeneration of native species	
			\$65,378.50			



# Action Request



**Committee:** Board of Commissioners

**Meeting Date:** 8/23/2011

**Requesting Department:** Parks and Recreation

**Submitted By:** Al Vanderberg

**Agenda Item:** Bid Tabulation – Olive Shores Park Improvements

## SUGGESTED MOTION:

To receive bids for the Olive Shores Park Improvement Project and accept the low bid from Visser Brothers, Inc. in the amount of \$580,857.24 with funding split evenly from the Parks and Recreation budget and a grant from the Michigan Natural Resources Trust Fund.

## SUMMARY OF REQUEST:

The Ottawa County Parks and Recreation Commission has solicited bids for a construction project to implement the master plan for Olive Shores to develop the new county park on Lake Michigan. A total of seven bids were received with the low bid from Visser Brothers, Inc. at \$580,857.24, an amount which is significantly below the engineer's estimate.

## FINANCIAL INFORMATION:

Total Cost: \$580,857.24      General Fund Cost: \$0.00      Included in Budget:     Yes     No

If not included in budget, recommended funding source: Parks and Recreation Budget & Michigan Natural Resources Trust 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=County of Ottawa, ou=Administrator's Office, email=avanderberg@ottawacounty.org  
Reason: I am approving this document  
Date: 2011.08.23 10:25:23 -0400

Committee/Governing/Advisory Board Approval Date: Planning and Policy Committee 8/11/2011



## MEMORANDUM

Date: August 1, 2011  
To: Ottawa County Board of Commissioners  
From: John Scholtz, Parks and Recreation Director  
RE: Bid Tabulation – Olive Shores Park Improvements

---

The Ottawa County Parks and Recreation Commission has solicited bids for a construction project to implement the master plan for Olive Shores to develop the new county park on Lake Michigan. A total of seven bids were received with the low bid from Visser Brothers, Inc. at \$580,857.24, an amount which is significantly below the engineer's estimate.

Proposed motion:

To receive bids for the Olive Shores Park Improvement Project and accept the low bid from Visser Brothers, Inc. in the amount of \$580,857.24 with funding split evenly from the Parks and Recreation budget and a grant from the Michigan Natural Resources Trust Fund.

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.



**Ottawa County Parks &  
Recreation Commission**

12220 Fillmore  
West Olive, Michigan 49460

Bid Tabulation  
Olive Shores Park Improvements  
Tuesday, August 2, 2011  
10:00 a.m.

COMPANY (BIDDER)	BID BOND	BASE BID
Visser Brothers, Inc.	X	\$580,857.24
Apex Construction	X	\$598,600.00
Wolverine Building	X	\$651,652.72
Tridonn Construction	X	\$659,274.46
Ron Meyer & Associates	X	\$680,211.05
Kamminga & Roodvoets, Inc.	X	\$808,628.60
Wagenmakers Construction	X	\$846,661.60

# Action Request



**Committee:** Board of Commissioners

**Meeting Date:** 8/23/2011

**Requesting Department:** Parks and Recreation

**Submitted By:** Al Vanderberg

**Agenda Item:** Bid Tabulation - Pine Bend Parking Improvements

## SUGGESTED MOTION:

To receive bids for the Pine Bend Parking Improvement Project and accept the low bid from Denny's Excavating in the amount of \$51,000 with funding from the Parks and Recreation budget.

## SUMMARY OF REQUEST:

The Ottawa County Parks and Recreation Commission has solicited bids for improvements to the Pine Bend Parking lot including asphalt paving and improved drainage. A total of five bids were received with the low bid from Denny's Excavating at an amount which is within the project budget of \$56,000.

## FINANCIAL INFORMATION:

Total Cost: \$51,000.00 | General Fund Cost: \$0.00 | Included in Budget:  Yes |  No

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

## 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, c=US, ou=County of Ottawa, ou=Administrator's Office, email=avanderberg@ottawacounty.org  
Reason: I am approving this document  
Date: 2011.08.25 10:30:19 -0400

Committee/Governing/Advisory Board Approval Date: Planning and Policy Committee 8/11/2011



## MEMORANDUM

Date: August 1, 2011  
To: Ottawa County Board of Commissioners  
From: John Scholtz, Parks and Recreation Director  
RE: Bid Tabulation - Pine Bend Parking Improvements

---

The Ottawa County Parks and Recreation Commission has solicited bids for improvements to the Pine Bend Parking lot including asphalt paving and improved drainage. A total of five bids were received with the low bid from Denny's Excavating at an amount which is within the project budget of \$56,000.

Proposed motion:

To receive bids for the Pine Bend Parking Improvement Project and accept the low bid from Denny's Excavating in the amount of \$51,000 with funding from the Parks and Recreation budget.

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.



**Ottawa County Parks &  
Recreation Commission**

Bid Tabulation  
Pine Bend Parking Improvements  
Wednesday July 20, 2011  
10:00 a.m.

	COMPANY (BIDDER)	BID BOND	BASE BID
1	Denny's Excavating	X	\$51,000.00
2	Sitework Solutions	X	\$60,683.00
3	Accurate Excavators	X	\$64,750.00
4	Jaran Construction	X	\$64,975.00
5	Kentwood Excavating	X	\$75,259.50

# Action Request



**Committee:** Board of Commissioners

**Meeting Date:** 8/23/2011

**Requesting Department:** Parks and Recreation

**Submitted By:** Al Vanderberg

**Agenda Item:** Resolution Supporting The Pumphouse Museum Proposal

## SUGGESTED MOTION:

To approve and authorize the Board Chair and Clerk to sign the resolution supporting the proposal by the Historic Ottawa Beach Society to create a museum at the pumphouse building located within the Historic Ottawa Beach Parks. County funding is contingent upon the Historic Ottawa Beach Society raising the balance of the funds for the project.

## SUMMARY OF REQUEST:

The Court approved Stipulation Agreement, which defines the relationship between Ottawa County and the West Michigan Park Association with respect to the Historic Ottawa Beach Parks (Park 12), states "Ottawa County shall restore and maintain the Pumphouse, generally developing it into a community room and museum. Ottawa County shall then lease the museum portion of the building to the Ottawa Beach Historic Commission (or another local non-profit museum oriented group) on terms mutually acceptable to the parties for \$1 per year." Approval of the proposed resolution will be a step forward in complying with the Stipulation and completing our master plan for this site.

Ottawa County Parks completed an engineering and architectural study of the building, sharing the costs with the recently formed Historical Ottawa Beach Society (HOBS). The study revealed the viability of the pumphouse structure for renovation as a museum facility and produced plans (one image of many attached) showing how the restored structure would fit in the park setting.

The study also produced a cost estimate for the renovations. Total cost of pumphouse renovations including landscaping and patios, but minus the waterfront walkway (separate project), is estimated at \$1.3 million. As described in the attachment to the resolution, Ottawa County Parks proposes to contribute \$315,000, minus architectural fees already expended, to the project. In addition to the addition of the museum as an amenity in the park, the Parks Commission will benefit from the addition of public restrooms in the park, the addition of landscaped outdoor spaces for the public, and basic building improvements and maintenance, some of which will be needed with or without a museum. All other funds will be raised by the non-profit group (HOBS). Ottawa County will continue to own the building after the improvements are completed and will not expend any funds until fund-raising efforts have been successful.

## FINANCIAL INFORMATION:

Total Cost: \$1,300,000.00    General Fund Cost: \$0.00    Included in Budget:     Yes     No

If not included in budget, recommended funding source: \$315,000 from the Parks and Recreation Budget

## 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=County of Ottawa, ou=Administrator's Office, email=avanderberg@mottawa.org  
Reason: I am approving this document  
Date: 2011.08.23 11:21:34 -0400

Committee/Governing/Advisory Board Approval Date: Planning and Policy Committee 8/11/2011



## MEMORANDUM

Date: August 1, 2011  
To: Ottawa County Board of Commissioners  
From: John Scholtz, Parks and Recreation Director  
RE: Resolution Supporting Pumphouse Museum Proposal

---

The Court approved Stipulation Agreement, which defines the relationship between Ottawa County and the West Michigan Park Association with respect to the Historic Ottawa Beach Parks (Park 12), states “Ottawa County shall restore and maintain the Pumphouse, generally developing it into a community room and museum. Ottawa County shall then lease the museum portion of the building to the Ottawa Beach Historic Commission (or another local non-profit museum oriented group) on terms mutually acceptable to the parties for \$1 per year.” Approval of the proposed resolution will be a step forward in complying with the Stipulation and completing our master plan for this site.

Ottawa County Parks completed an engineering and architectural study of the building, sharing the costs with the recently formed Historical Ottawa Beach Society (HOBS). The study revealed the viability of the pumphouse structure for renovation as a museum facility and produced plans (one image of many attached) showing how the restored structure would fit in the park setting.

The study also produced a cost estimate for the renovations. Total cost of pumphouse renovations including landscaping and patios, but minus the waterfront walkway (separate project), is estimated at \$1.3 million. As described in the attachment to the resolution, Ottawa County Parks proposes to contribute \$315,000, minus architectural fees already expended, to the project. In addition to the addition of the museum as an amenity in the park, the Parks Commission will benefit from the addition of public restrooms in the park, the addition of landscaped outdoor spaces for the public, and basic building improvements and maintenance, some of which will be needed with or without a museum. All other funds will be raised by the non-profit group (HOBS). Ottawa County will continue to own the building after the



Memo

improvements are completed and will not expend any funds until fund-raising efforts have been successful.

Proposed motion:

To approve and authorize the Board Chair and Clerk to sign the resolution supporting the proposal by the Historic Ottawa Beach Society to create a museum at the pumphouse building located within the Historic Ottawa Beach Parks. County funding is contingent upon the Historic Ottawa Beach Society raising the balance of the funds for the project.

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.



**COUNTY OF OTTAWA**

**STATE OF MICHIGAN**

**RESOLUTION**

At a regular meeting of the Board of Commissioners of the County of Ottawa, Michigan, held at the Fillmore Street Complex in the Township of Olive, Michigan on the \_\_\_\_ day of \_\_\_\_\_, 2011 at \_\_\_\_\_ o'clock p.m. local time.

PRESENT: Commissioners: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

ABSENT: Commissioners: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

WHEREAS, the Ottawa County Parks & Recreation Commission and the Ottawa County Parks & Recreation Department have worked cooperatively with the leadership of the Historical Ottawa Beach Society (HOBS), a qualified 501(c) organization, to study the structural integrity and suitability of use of the pumphouse building, located within the Historic Ottawa Beach Parks, as a museum; and,

WHEREAS, the Ottawa County Parks & Recreation Department, to foster and encourage the fund-raising efforts of the HOBS, has prepared the "Pumphouse Museum Proposal" attached as Exhibit "A" as an indication of the commitment of the Department to proceed and cooperate with HOBS, on the terms set forth in Exhibit "A," should HOBS

successfully conduct a fund-raising campaign to establish and operate a public museum in the pumphouse building located within the Historic Ottawa Beach Park; and,

WHEREAS, the Ottawa County Parks & Recreation Commission has approved of the proposal attached as Exhibit “A” and recommends its approval and adoption by the Ottawa County Board of Commissioners;

NOW THEREFORE BE IT RESOLVED, That the Ottawa County Board of Commissioners approves of the “Pumphouse Museum Proposal” set forth in Exhibit “A” to provide for the creation and operation by the Historic Ottawa Beach Association (HOBS), a qualified 501(c) organization, of a museum in the pumphouse building located within the Historic Ottawa Beach Parks; and,

BE IT FURTHER RESOLVED, That by way of this Resolution, the Ottawa County Board of Commissioners recommends the proposal attached as Exhibit “A” and expresses its commitment to the proposals set forth in Exhibit “A,” its support for the proposed museum project, and its support for the fund-raising efforts of HOBS; and,

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

YEAS: Commissioners: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

NAYS: Commissioners: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

ABSTENTIONS: Commissioners: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

RESOLUTION ADOPTED:

\_\_\_\_\_  
Chairperson, Ottawa County  
Board of Commissioners

\_\_\_\_\_  
Ottawa County Clerk

## **EXHIBIT “A”**

### Pumphouse Museum Proposal

The Ottawa County Parks and Recreation Commission, upon the approval of the Ottawa County Board of Commissioners, offers to partner with the Historic Ottawa Beach Society (HOBS), a qualified 501(c) non-profit organization, to establish and operate a public museum in the historic pumphouse building located on park property within the Historic Ottawa Beach Parks. The purpose of this document is to outline terms of a proposal to enable the non-profit group to proceed with more detailed planning and fund-raising prior to entering into a formal lease agreement for the historic pumphouse building.

Ottawa County Parks and HOBS shared the cost of an architectural study of the pumphouse building which resulted in the development of plans and cost estimates for building renovation and improvements needed to operate a museum at the facility. Those plans will guide future building renovation. A formal lease agreement will follow this proposal, provided HOBS is successful in raising funds needed for building renovation and restoration and the development of museum facilities, as identified in the architectural study.

Ottawa County proposes the following terms and statements describing the nature of the relationship between the County and HOBS and the anticipated future lease agreement:

- Following successful fund-raising efforts demonstrating the ability of HOBS to raise the funds necessary for building renovation and development of museum facilities, Ottawa County will enter into a lease agreement for the historic pumphouse building with HOBS with a lease rate of \$1 per year for 25 years, with the ability of the parties to renew unless the terms of lease are not fulfilled.
- Ottawa County will continue to own the historic pumphouse building, and all improvements made to the building will become the property of Ottawa County.
- The lease terms will identify operating standards in terms of hours, general safety and cleanliness and situations which would be cause for revoking the lease. The terms will be reasonable and consistent with other Ottawa County leases.
- The museum must be operated in a way which provides benefit to the general public, but will not exclude limited use for private functions such as weddings, receptions and similar functions.
- The historic pumphouse building and property may not be subleased by HOBS without written approval from Ottawa County.
- Ottawa County will be responsible for general liability insurance related to the waterfront walkway and public restrooms; liability for museum operations and special events will be provided through insurance paid for by HOBS with coverage meeting the current Ottawa County standards for vendors. Events involving alcohol will require liquor liability insurance and other controls consistent with Ottawa County Parks practices for events with alcohol in the park system.
- HOBS will pay utility costs with the exception of water and sewer which will be paid by Ottawa County. Ottawa County will also pay electric costs related to operation of the restrooms.

- With regards to maintenance and upkeep of the historic pumphouse building, during the lease term, Ottawa County will be responsible for the roof and foundation, replacement of the mechanical systems and all maintenance related to the restrooms. HOBS will be responsible for other building maintenance including upkeep to windows and doors, routine mechanical system maintenance and repair, general cleaning, painting, and repairs related to normal building use.
- Ottawa County Parks will invest \$315,000 into the building renovation less funds already expended for architectural work with funds to be allocated for basic repair to the roof, mechanical systems, basic building shell and construction of the restrooms. Ottawa County's offer of funding will stand for two years following approval of a resolution by the Ottawa County Board of Commissioners setting forth this proposal, after which time the status of the project and Ottawa County's continued participation therein will be re-evaluated by Ottawa County.
- Ottawa County will construct and maintain the waterfront walkway which is outside the leased area. The leased area includes the plaza spaces which will generally be open to the public but may be restricted to access by the public during special events and functions. See "Attachment 1" which designates the boundary of the area to be leased. HOBS will maintain the outdoor spaces within the leased area.
- Structural changes to the building require prior approval of the Parks and Recreation Commission.
- The restrooms to be developed as part of the building renovation will be available for use by the public and will be cleaned and maintained by Ottawa County Parks.
- Within thirty (30) days of the approval this proposal by the Ottawa County Board of Commissioners, HOBS shall, by authorized representation of its Board of Directors, indicate its approval and acceptance of the Pumphouse Museum Proposal, (Exhibit "A"), as written.

# Action Request



**Committee:** Board of Commissioners

**Meeting Date:** 8/23/2011

**Requesting Department:** Administrator's Office

**Submitted By:** Keith Van Beek

**Agenda Item:** Agreement for Property Assessment Administration Services

## SUGGESTED MOTION:

To approve and authorize the Board Chair and Clerk to sign the Agreement for Property Assessment Administration Services with the City of Grand Haven.

## SUMMARY OF REQUEST:

Since early this year County staff have been involved in discussions with communities from northwest Ottawa regarding various collaborative ventures, which also resulted in the earlier approved Plante and Moran Study in conjunction with the Michigan Municipal League. Subsequently all three assessing employees in the City of Grand Haven announced their retirement and an opportunity was pursued for the County to provide assessing services in a trial period.

The attached agreement outlines the respective responsibilities between the parties for an initial period of two (2) years. Under a separately requested action, Equalization would hire one (1) additional full-time appraiser to perform the majority of this work, along with other adjustments in part-time and contractual hours. We will closely monitor and track this project as a basis to evaluate not only this arrangement with the City of Grand Haven, but also the potential to expand this service offering to other interested local communities.

This project is another example of efforts to examine opportunities for service delivery with local units of government, as supported in the Board Strategic Plan and asked for by the Governor. Our continued focus is to explore possibilities for collaboration where: services are maintained or enhanced, cost savings are realized by the local unit and County costs are covered.

## FINANCIAL INFORMATION:

Total Cost: \$160,113.00    General Fund Cost: \$160,113.00    Included in Budget:     Yes     No

If not included in budget, recommended funding source: Reimbursement for costs by the City of Grand Haven

## 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: 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=US, ou=County of Ottawa, ou=Administrator's Office, email=avanderberg@ottawacounty.org  
Reason: I am approving this document  
Date: 2011.08.11 14:49:59 -0400

Committee/Governing/Advisory Board Approval Date: Finance and Administration Committee 8/16/2011



**AGREEMENT FOR PROPERTY ASSESSMENT  
ADMINISTRATION SERVICES**

This Agreement is made as of \_\_\_\_\_, 2011, by the City of Grand Haven, a Michigan municipal corporation, 519 Washington Ave., Grand Haven, MI 49417 (“the City”) and the County of Ottawa, a Michigan municipal corporation, 12220 Fillmore St., West Olive, MI 49460 (“Ottawa County”), with reference to the following facts and circumstances:

A. The City of Grand Haven, pursuant to the Michigan General Property Tax Act, MCL 211.1 *et seq.*, and Chapter 9 of the Grand Haven Charter has the power and is required to perform real and personal property tax appraisals and assessments for all nonexempt real and personal property located within the geographic boundaries of the City for the purpose of levying state and local property taxes.

B. Section 34(3) of the Michigan General Property Tax Act, MCL 211.34(3), provides that a county board of commissioners, through its equalization department, may furnish assistance to local assessing officers in the performance of certain of these legally mandated municipal property appraisal and assessment responsibilities.

C. The State of Michigan encourages cooperation and service sharing between local government units like the City and Ottawa County, and intends to consider such cooperation and service sharing in its decisions about distribution of the State of Michigan revenue sharing funds.

D. The City has requested that Ottawa County’s Equalization Department provide assistance in performing the property assessment administration services (as described and defined in this Agreement) and has agreed to reimburse Ottawa County for these services as provided for in this Agreement.

E. Ottawa County is willing to assist the City of Grand Haven by providing the requested property assessment administration services under the terms and conditions of this Agreement.

NOW, THEREFORE in consideration of the mutual promises and representations, set forth in this Agreement, and for other good and valuable consideration, the receipt and adequacy of which is hereby acknowledged, the City and Ottawa County agree as follows:

1. General Agreement: Ottawa County agrees to provide a property assessment administration program for the City. The program will be administered by the Ottawa County Equalization Director, or designated representative, who will list, approve, and maintain a complete set of records of all real and personal property subject to ad valorem taxation, specific taxes, in lieu-of-tax agreements, and exempt properties within the

corporate limits of the City. Ottawa County agrees to perform the following services through its employees, and provide the materials set forth herein:

A. **Scope of Service** - To classify and appraise accurately, according to the constitution and laws of the State of Michigan, each parcel of real property which lies within the corporate boundaries of the City, and to process accurately all assessable personal property that is in the City, and use the methods prescribed by the Michigan State Tax Commission. At least 20% of the parcels in the City will be inspected and reappraised each year, so that each parcel in the City is inspected and reappraised at least once every five years. The Equalization Department will provide an assessment roll as required. The final factor will be determined by the action of the City's Board of Review, county equalization, and the process of state equalization as determined by the State Tax Commission. Additionally, during the initial two years of this Agreement, Ottawa County will verify and update property cards to assure compliance with the Michigan State Tax Commission's 14 point review as outlined in Section 2(B) of this Agreement.

B. **Qualified Staff** - All Ottawa County employees engaged in the performance of this Agreement shall be professional in manner and appearance, and be trained and qualified in property appraisal techniques. The assessment roll will be certified by qualified personnel by the State Tax Commission, as required for the City's size and State Equalized Value.

C. **Equipment and Supplies** – The City will provide all equipment and supplies needed for the routine performance of its duties, except as otherwise set forth herein.

D. **Maps and Records** - The City shall provide current land use maps, zoning maps, street/centerline maps, plats, topographical maps, sewer and water maps, and shall make available any records or data which may be of use in making the appraisal, without cost to Ottawa County. Ottawa County has implemented a GIS system in which mapping data is maintained. The GIS system is addressed in Section 1.M. of this Agreement.

E. **Appraisal Manuals/Schedules** - The current Michigan State Tax Commission Assessor's Manuals shall be the cost schedules used in the appraisal of all properties. All cost schedules shall be indexed to reflect current costs as of Tax Day.

F. **Record Cards** - Ottawa County will maintain the master file at the Grand Haven City Hall with electronic access available to Ottawa County. The master file shall be the property of the City.

G. **Conduct of Operations** - Both parties recognize that good public relations are vital to the success of the assessment administration program. During the terms of this Agreement, Ottawa County employees shall endeavor to promote understanding and amicable relations with all members of the public. Employees

will be assigned by the Equalization Director to maintain limited office hours at the Grand Haven City Hall or the Ottawa County Courthouse to conduct their duties, interact with Municipal Staff, attend meetings, promote community relations, and to meet with property owners about assessment issues and questions. If at City Hall, the City will provide adequate office area and operational infrastructure, such as telecommunication, data communication, utilities, networking capabilities, and electronic storage capacity, to adequately support required staff activities and necessary ancillary functions. The accommodations shall be safe, modern, and reflect a professional function. All electronic data interfaces shall be compatible with Ottawa County information protocols and standards.

When systems or resources are scheduled to be shutdown, notice shall be relayed in advance to Ottawa County to allow for substitute assignments for any staff. When possible, system maintenance should not be scheduled during regular business hours. When possible, any maintenance that is performed by representatives of the City on the computer equipment owned by Ottawa County will be coordinated with a representative of the Information Technology Department of the County to avoid conflicts in configuration and application issues.

H. **Property Owner Notification and Official Statements** - It shall be the responsibility of Ottawa County to notify the property owners of increased assessed and taxable values, as provided by law, as well as to distribute personal property statements and other official forms.

I. **Assessment Roll** - Ottawa County shall prepare the assessment roll and certify it for the City in a timely manner.

J. **Board of Review** – Ottawa County Staff will advise and assist the City's Board of Review in preparing for, conducting, and implementing any changes resulting from the required meeting of the Board.

K. **Appeals** - The Ottawa County Equalization Director, or designated representative, shall represent the City in all property assessment appeals and in proceedings before the Michigan Tax Tribunal concerning properties under this Agreement. The City shall designate and provide the legal services for such appeals or proceedings; however, costs or expenses which may be incurred by Ottawa County in employing additional counsel, expert appraisers, or performing extraordinary specific appraisal work in connection with such appeals, proceedings, or other functions shall be paid by the City provided that the Equalization Director seeks and obtains approval from the City prior to incurring such costs or expenses. Additionally, should either party terminate this Agreement, the County, or designated representative, shall represent the City in all property assessment appeals and in proceedings filed during the existence of this agreement. The fee shall be \$75.00 per hour for preparation, appearance, and travel after termination of the Agreement.

L. **Computerized Appraisals and Information Technology** – Ottawa County will provide staff, equipment, and software to maintain electronic property records using a computer assisted mass appraisal system. Assessment administration, including digital photography and sketching, as well as general business application software shall be prescribed by the County and will be compatible with applications currently in use by the City. Data patches and solutions shall be reached using collaborative, shared resources to achieve greatest possible compatibility. All property information shall adhere to the requirements and specifications of Ottawa County. The records will be utilized for annual valuation updates. The County may request the assistance of designated staff of the City to determine proper neighborhoods for market value determinations. The County will ensure that the assessment records reflect the property’s true cash value, assessed valuation, and taxable valuation to be utilized for any property tax calculations in conformance with all requirements of the General Property Tax law, MCL 211.1 et seq.

M. **Geographical Information Systems** – Ottawa County and the City shall utilize Ottawa County’s geographical information system in implementing this Agreement. An independent agreement may govern this function.

N. **Special Assessments** - Special assessment benefit analyses, roll preparation, processing, and related reports will be provided by Ottawa County when formally requested. The fee shall be \$50.00 per hour.

2. **Payment for Services Provided:**

A. **General Tax Roll Maintenance Services** – Except as otherwise provided in subparagraph 2(b) below, payment to Ottawa County for the services provided under this Agreement shall not exceed \$120,000 in year one of this Agreement. Ottawa County will submit monthly invoices on the first day of each month as follows:

Date of Invoice:	Amount:
Month 1	\$10,000
Month 2	\$10,000
Month 3	\$10,000
Month 4	\$10,000
Month 5	\$10,000
Month 6	\$10,000
Month 7	\$10,000
Month 8	\$10,000
Month 9	\$10,000
Month 10	\$10,000
Month 11	\$10,000
Month 12	<u>\$10,000</u>
Total	\$120,000

The monthly invoices from Ottawa County will be processed and paid by the City in accordance with standard City procedures. The payment amount and terms may be renegotiated by the parties for year two of this Agreement, or by mutual agreement, may be continued through \_\_\_\_\_, 2013.

B. **Michigan State Tax Commission's 14 Point Review** – During the initial two years of this Agreement, in addition to the general tax roll maintenance services as specified above, the City shall pay to Ottawa County an annual amount not to exceed \$28,438 to cover re-appraisal of commercial and industrial parcels to assure compliance with State Tax Commission's fourteen point review ("STC 14 Point Catch-Up Fee"). STC 14 Point Catch-Up Fee to be added to each monthly invoice based on actual additional hours spent re-appraising industrial and commercial properties. Following the initial two years of this Agreement, Ottawa County shall have all records associated with the Michigan State Tax Commission's 14 fourteen point review up to date, and the STC 14 Point Catch-Up Fee shall no longer be paid by the City.

3. **County Expenses**: Ottawa County will also be reimbursed on a monthly basis for the reimbursable expenses set forth in Exhibit A hereto, in a not to exceed annual amount of \$11,675. All expenses will be billed to the City in such detail and/or with sufficient supporting documentation as may be reasonably required by the City.

4. **Independent Contractor**: At all times and for all purposes under this Agreement, the relationship of Ottawa County to the City shall be that of an independent contractor. All employees of Ottawa County who perform services under this Agreement shall be and remain employees of Ottawa County, subject to the discipline, supervision, direction, policies and control of Ottawa County, the Ottawa County Administrator, and the Equalization Director.

5. **Indemnification and Hold Harmless**: Each party shall indemnify and hold the other party harmless from claims which are the result of an alleged error, mistake, negligence or intentional act or omission of the other party, its officers, employees, agents and assigns.

6. **Insurance**: The City will include Ottawa County, the Ottawa County Equalization Department and their officers, employees and agents as additional named insureds on a policy of insurance for all risks. The required insurance policy shall have comprehensive general policy limits of not less than \$1,000,000. Ottawa County will include the City and its officers, employees and agents as additional named insureds on a policy of insurance for all risks. The required insurance policy will have comprehensive general policy limits of not less than \$1,000,000. Ottawa County will provide Worker's Compensation Coverage on its employees. Written proof of the existence of such insurances will be supplied by the City and Ottawa County as of effective date of this Agreement, and at such times during the term thereafter as Ottawa County or the City may reasonably require.

7. **Term of Agreement:** The effective date of this Agreement shall be \_\_\_\_\_, 2011. This Agreement shall continue in effect from the effective date through \_\_\_\_\_, 2013. It may be renewed thereafter for up to five (5) successive one (1) year terms, by mutual written agreement of the parties, entered into not later than \_\_\_\_\_, 2013, and \_\_\_\_\_ of each expiring one (1) year term thereafter.

8. **Miscellaneous:**

A. **Section Headings.** The headings of the several sections shall be solely for convenience of reference and shall not affect the meaning, construction or effect hereof.

B. **Severability.** If any one or more of the provisions contained in this Agreement shall for any reason be held to be invalid, illegal or unenforceable in any respect, then such provision or provisions shall be deemed severable from the remaining provisions hereof, and such invalidity, illegality or unenforceability shall not affect any other provision hereof, and this Agreement shall be construed as if such invalid, illegal or unenforceable provision had never been contained herein.

C. **Entire Agreement and Amendment.** In conjunction with matters considered herein, this Agreement contains the entire understanding and agreement of the parties and there have been no promises, representations, agreements, warranties or undertakings by any of the parties, either oral or written, of any character or nature hereafter binding except as set forth herein. This Agreement may be altered, amended or modified only by an instrument in writing, executed by the parties to this Agreement and by no other means. Each party waives their future right to claim, contest or assert that this Agreement was modified, canceled, superseded or changed by any oral agreements, course of conduct, waiver or estoppel.

D. **Successors and Assigns.** All representations, covenants and warranties set forth in the Agreement by or on behalf of, or for the benefit of any or all of the parties hereto, shall be binding upon and inure to the benefit of such party, its successors and assigns.

E. **Terms and Conditions.** The terms and conditions used in this Agreement shall be given their common and ordinary definition and will not be construed against either party.

F. **Execution of Counterparts.** This Agreement may be executed in any number of counterparts and each such counterparts shall for all purposes be deemed to be an original; and all such counterparts, or as many of them as the parties shall preserve undestroyed, shall together constitute one and the same instrument.

In witness whereof the parties have executed this Agreement as of the effective date set forth herein.

CITY OF GRAND HAVEN:

By: \_\_\_\_\_

Roger Bergman

Its: Mayor

By: \_\_\_\_\_

Linda Niotis

Its: City Clerk

COUNTY OF OTTAWA:

By: \_\_\_\_\_

Philip Kuyers

Its: Chairperson, Board of Commissioners

By: \_\_\_\_\_

Daniel C. Krueger

Its: County Clerk

## E X H I B I T A - R E I M B U R S A B L E E X P E N S E S

Oper Materials and Supplies				ESTIMATED AMOUNT
Business cards		1000	\$100	
New Com/Ind Cards		700	0.12	\$100
New Res Cards		1200	0.08	\$100
Door hangers field work		1400	0.25	\$350
Letterhead/Envelopes		1500	0.07	\$100
Mathew Gast Forms		150	0.10	\$20
PRE Forms		200	0.10	\$20
Real Property Stmt		50	0.10	\$10
Paper		5000	0.01	\$50
Camera/Field work tools				\$0
				\$850
Membership and Dues				
Certification fee			\$100	
MAA Organization fee			\$75	\$175
Printing and publishing				
Personal Property Stmt		774	0.61	\$472
Print Valuation statements		9000	0.08	\$720
Change Notices		6157	0.45	\$2,771
Postings BOR/Ratios		4	125	\$500
				\$4,500
Postage				
Some included in Printing and Publishing				
Postage		1200	0.46	\$552
BOR Mailings and Documentation		100	0.60	\$60
				\$650
Transportation				
Mileage/fuel		2000	0.60	\$1,200
				\$1,200
Professional Development				
MAA Class	class \$150/Mileage \$75/Meal \$45		\$270	\$300
Copying				
Copying			\$100	\$100
Software and Equipment				
BS&A Equalizer Mainten.			\$1,787	
Apex Mainten.			\$600	
<b>Ottawa County Imaging Software</b>			\$1,500	
Computers and printers*			\$0	\$3,900
Not To Exceed Amount				<b>\$11,675</b>
Professional/Contractual				
Professional/Contractual for MTT Work	Estimate from previous city budget, not subject to the "not to exceed amount".		\$8,500	\$8,500



# Action Request



**Committee:** Board of Commissioners

**Meeting Date:** 8/23/2011

**Requesting Department:** Human Resources

**Submitted By:** Marie Waalkes

**Agenda Item:** Equalization Personnel Request to Create One (1) FTE Appraiser III

## SUGGESTED MOTION:

To approve the request from Equalization to create One (1) FTE Appraiser III (Group T, Paygrade 13, C Step) at a cost of \$60,991. Funding to come from the City of Grand Haven pursuant to the Agreement for Property Assessment Administration Services. This position will sunset two (2) years from the effective date of the Agreement. It may be renewed thereafter for up to five (5) successive one (1) year terms by mutual written agreement of the parties.

## SUMMARY OF REQUEST:

Ottawa County agrees to provide a property assessment administration program for the City of Grand Haven. The program will be administered by the Ottawa County Equalization Director, or designated representative, who will list, approve, and maintain a complete set of records of all real and personal property subject to ad valorem taxation, specific taxes, in lieu-of-tax agreements, and exempt properties within the corporate limits of the City.

For additional information, see the Agreement for Property Assessment Administration Services.

## FINANCIAL INFORMATION:

Total Cost: \$60,991.00 | General Fund Cost: \$60,991.00 | Included in Budget:  Yes |  No

If not included in budget, recommended funding source: Cost to be reimbursed according to the Agreement with the City of Grand Haven

## 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: 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=US, ou=County of Ottawa, ou=Administrator's Office, email=avanderberg@ciottawa.org  
Reason: I am approving this document  
Date: 2011.08.11 14:28:33 -0400

Committee/Governing/Advisory Board Approval Date: Finance and Administration Committee 8/16/2011

**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:** Appraiser III

**FUND/DEPARTMENT NUMBER:**

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

**GENERAL INFORMATION:**

1. Bargaining Unit: Group T

2. Proposed Pay Grade: Paygrade 13

3. Briefly describe the functions of this position:  
To classify and appraise accurately, according to the constitution and laws of the State of Michigan, each parcel of real property which lies within the corporate boundaries of the City of Grand Haven, and to process accurately all assessable personal property that is in the City, and use the methods prescribed by the Michigan State Tax Commission.
4. Describe the justification for this position (Provide supporting documentation if appropriate.)  
See Agreement for Property Assessment Administration Services.
5. Please identify the goals in the Board of Commissioners' Strategic Plan that this position will help to fulfill.  
Goal #4 - To Continually Improve the County's Organization and Services.
6. Will the job functions of this position be for mandated or discretionary functions of the department?  
Mandated.
7. How will this position specifically impact the department's performance measurements and what process will be used to measure the outcomes?  
At least 20% of the parcels in the City will be inspected and reappraised each year, so that each parcel in the City is inspected and reappraised at least once every five years. The Equalization Department will provide an assessment roll as required. The final factor will be determined by the action of the City's Board of Review, county equalization, and the process of state equalization as determined by the State Tax Commission. Additionally, during the initial two years of this Agreement, Ottawa County will verify and update property cards to assure compliance with the Michigan State Tax Commission's 14 point review as outlined in Section 2(B) of this Agreement.

(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: \$42,537.00

ESTIMATED FRINGE BENEFIT COSTS FOR THE BUDGET YEAR: \$18,454.00

ESTIMATED COST OF EQUIPMENT NEEDED IN CONJUNCTION WITH POSITION: \$60,991.00  
*(If equipment is required, please complete an equipment request form and indicate it is for a new position.)*

SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_

**BUDGET DATA:** \_\_\_\_\_ **CONTROL #:** \_\_\_\_\_

Fiscal Services Department Use Only

Fiscal Services Department Use Only

County of Ottawa  
 Estimated Personnel Costs  
 Equalization 1010-2250

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
Appraiser III C Step	12	8810	1.0000	\$42,537	\$3,254	\$9,302	\$974	\$84	\$3,845	\$628	\$10	\$149	\$93	\$115	\$18,454	\$60,991
				\$42,537	\$3,254	\$9,302	\$974	\$84	\$3,845	\$628	\$10	\$149	\$93	\$115	\$18,454	\$60,991
				7040.0000	7150.0000	7160.0000	7160.0020	7170.0000	7180.0000	7190.0000	7200.0000	7220.0000	7230.0000	7240.0000		

# Action Request



**Committee:** Board of Commissioners

**Meeting Date:** 8/23/2011

**Requesting Department:** Human Resources

**Submitted By:** Marie Waalkes

**Agenda Item:** Community Mental Health Personnel Request to Reclassify a Staff Psychiatrist Position to a Community Mental Health Medical Director

## SUGGESTED MOTION:

To approve the request to reclassify the position of 1.0 FTE Staff Psychiatrist (Unclassified, Paygrade 19) to 1.0 FTE Community Mental Health Medical Director (Unclassified, Paygrade 25) at a cost of \$36,968.00. Funding for this position to come from Medicaid funds.

## SUMMARY OF REQUEST:

This position represents an upgrade of the existing CMH Staff Psychiatrist position, which has been vacant since October 2010. A part-time contractual physician has been acting as Medical Director, but is unable to provide more than is minimally required by contract with the Department of Community Health, due to capacity limitations. Federal health care reform, advances in the use of evidence-based practices and medication algorithms, an increasingly chronically ill patient population, and a mandate from the Department of Community Health to develop integrated health initiatives with community partners require a Medical Director who is on-site full time.

Under the direction of the Executive Director, this position will oversee the development and evaluation of standards of medical care throughout the agency, provide medical direction to Community Mental Health's medical staff, and advise the Executive Director in matters of medical policy. This position will: establish medical protocols and practices in compliance with established professional standards of care and practices and the Michigan Mental Health Code; provide clinical supervision of health professionals; act as liaison to local medical community; examine and treat patients; and perform related duties as required.

## FINANCIAL INFORMATION:

Total Cost: \$36,968.00      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: 3: To Contribute to a Healthy Physical, Economic, & Community Environment. & 4: To Continually Improve the County's Organization and Services.

Objective: 4: Continue initiatives to positively impact the community. & 1: Review and evaluate the organization, contracts, programs, systems, and services for potential efficiencies.

**ADMINISTRATION RECOMMENDATION:**     Recommended     Not Recommended     Without Recommendation

County Administrator: **Alan G. Vanderberg**

Digitally signed by Alan G. Vanderberg  
DN: cn=Alan G. Vanderberg, c=US, ou=County of Ottawa, ou=Administrator's Office, email=avanderberg@ottawacounty.org  
Reason: I am approving this document  
Date: 2011.08.11 14:35:49 -0400

Committee/Governing/Advisory Board Approval Date: Finance and Administration Committee 8/16/2011

**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:** CMH Medical Director                      **FUND/DEPARTMENT NUMBER:**  
2220.6495.5020 (.10 FTE); 2220.6495.5029 (.10 FTE); 2220.6493.3254 (.40 FTE); 2220.6494.4245 (.40 FTE)

**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:  
Under the direction of the Executive Director, oversees the development and evaluation of standards of medical care throughout the agency, provides medical direction to Community Mental Health's medical staff, and advises the Executive Director in matters of medical policy. Establishes medical protocols and practices in compliance with established professional standards of care and practices and the Michigan Mental Health Code, provides clinical supervision of health professionals; acts as liaison to local medical community; examines and treats patients; and performs related duties as required.
4. Describe the justification for this position (Provide supporting documentation if appropriate.)  
This position represents an upgrade of the existing CMH Staff Psychiatrist position, which has been vacant since October 2010. A part-time contractual physician has been acting as Medical Director, but is unable to provide more than is minimally required by contract with the Department of Community Health, due to capacity limitations. Federal health care reform, advances in the use of evidence-based practices and medication algorithms, an increasingly chronically ill patient population, and a mandate from the Department of Community Health to develop integrated health initiatives with community partners require a Medical Director who is on-site full time.
5. Please identify the goals in the Board of Commissioners' Strategic Plan that this position will help to fulfill.  
To contribute to a healthy physical, economic and community environment. To continually improve the County's organization and services.
6. Will the job functions of this position be for mandated or discretionary functions of the department?  
Mandated
7. How will this position specifically impact the department's performance measurements and what process will be used to measure the outcomes?  
Psychiatry is one of the core services for treatment of severely mentally ill individuals. CMH has established a robust clinical outcomes database that focuses heavily on recovery-oriented markers (e.g., symptom reduction, reduced hospitalization, increased adherence to treatment, etc.). Additionally, DCH and CARF standards demand meticulous adherence standards that must be managed by a physician (e.g., peer review process, prescribing standards, etc.). The Medical Director will be the primary architect of programs and systems that result in positive clinical outcomes, reduced organizational risk (e.g., sentinel event), and efficient use of agency funds.

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

**COST INFORMATION: (Difference between the U 19 and the U25)**

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.)*

\$2,000.00

SIGNED: Michael Broshears, psy. I

DATE: July 29, 2011

**BUDGET DATA:** \_\_\_\_\_  
Fiscal Services Department Use Only

**CONTROL #:** \_\_\_\_\_  
Fiscal Services Department Use Only

## OTTAWA COUNTY

**TITLE:** MEDICAL DIRECTOR  
**DEPARTMENT:** CMH

**EMPLOYEE GROUP:** UNCLASSIFIED  
**GRADE:**

### **JOB SUMMARY:**

Under the general direction of the Executive Director, oversees the development and evaluation of standards of medical care throughout the agency; provides medical direction to Community Mental Health's medical staff; and advises the Executive Director in matters of medical policy. Establishes medical protocols and practices in compliance with established professional standards of care and practices and the Michigan Mental Health Code; provides clinical supervision of health professionals; acts as liaison to local medical community; examines and treats patients; and performs related duties as required.

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

### **Administrative Duties**

1. Serves as chief medical advisor to the Executive Director.
2. Evaluates and reviews the need for agency-wide psychiatric services and the effectiveness of existing programs, and recommends program changes to meet identified needs and priorities.
3. Develops, maintains, and revises medical protocols, policies and procedures in conjunction with medical, nursing, and administrative staff and in compliance with MDCH accreditation standards.
4. Ensures adequate psychiatric coverage for all agency programs.
5. Acts as chair of the psychiatric peer review system and monthly medical staff meetings.
6. Member of the CMH Leadership Committee.
7. Serves on and/or assigns/delegates agency medical/nursing staff to serve on agency committees and community collaborative initiatives.
8. Provides consultation to managers in all areas of operations in matters of medical policy, standards of medical care and the implementation of changes in federal and local laws, ordinances, regulations and statutes pertaining to standards of care and practice.
9. Develops and directs the implementation of quality assurance and quality control practices and protocols for the delivery of medical care to clients.
10. Maintains cooperative relations with the medical community, other health care agencies, professional organizations, government bodies and funding source.
11. Establishes and maintains effective working relationships with representatives of professional societies and health agencies at the local, state, and federal level to insure the compliance of the agency's various health programs with national and statewide medical guidelines.
12. Participates in the delivery of in-service training and continuing education to agency staff, contractual partners, and community medical practices.
13. Ensures that all department practices and procedures with respect to client medical records and personal health information comply with HIPAA and all other statutory rules and regulations governing the integrity and confidentiality of said information.
14. Participates in agency Reviews of Death, Hospital Reconsiderations, and second opinions.
15. Provides clinical supervision to mid-level providers.



## **Clinical Duties**

1. Provides direct psychiatric services to consumers.
2. Conducts initial and periodic psychiatric assessments, including DSM IV diagnosis and recommendations.
3. Collects data from multiple sources using assessment techniques that are appropriate to the consumer's language, culture, and developmental stage, including, but not limited to, screening evaluations, psychiatric rating scales, and other standardized instruments.
4. Differentiates psychiatric presentations of medical conditions from psychiatric disorders and arranges appropriate evaluation and follow-up
5. Diagnoses psychiatric and substance use disorders.
6. Differentiates between exacerbation and reoccurrence of a chronic psychiatric disorder and signs and symptoms of a new mental health problem or a new medical or psychiatric disorder
7. Develops a treatment plan for mental health problems and psychiatric disorders based on biopsychosocial theories, evidence-based standards of care, and practice guidelines
8. Prescribes and manages psychotropic medication regimens.
9. Prescribes and manages medication regimens for substance-use disorders.
10. Responds to emergencies within regularly scheduled clinic hours.
11. Provides clinical second opinions as requested by consumers,
12. Reviews and signs Person-Centered Treatment Plans.
13. Provides direct services during evening clinic hours, as scheduled.
14. Provides involuntary certifications for inpatient psychiatric hospitalization, as needed.
15. Provides certifications and Probate Court testimony for continued court orders for alternative treatment and possible court appearances.
16. Ensures availability of and may provide after-hours psychiatric consultation.
17. Educates consumers regarding prescribed medications, their illnesses and the interaction of medications within their body as one integrated system
18. Develops protocols and practices to effectively allocate available inventories of sample medications, identifies low cost sources of medications for indigent patients, researches formulary and non-formulary medication equivalencies, and identifies strategies and practices to contain medication costs.
19. Records consumer and treatment data in case notes, and ensures that consumer case records are properly documented and that confidentiality of consumer information is maintained.
20. Ensures that service delivery to consumers complies with CMH standard operating policies and procedures, Title X, Medicaid Manual for Providers, Michigan Mental Health Code (PA 258 of 1974), Michigan Department of Community Health rules and regulations and Self-determination Initiative, and CARF accreditation rules, regulations and requirements.
21. Maintains case documentation and case notes, and ensures the security and integrity of private health information in compliance with the provisions of HIPAA and County and CMH policies and procedures.
22. Prepares all documentation and reports required to maintain compliance with Recipients' Rights rules and regulations.
23. Serves as an advocate for services for the mentally ill and developmentally disabled.
24. Performs other related duties as assigned.

**REQUIRED KNOWLEDGE AND SKILLS:**

1. Principles and practices of psychiatric care, including care to individuals with mental illness, those with co-occurring mental illness and substance use disorders; children with severe emotional disturbance, and individuals with developmental disabilities.
2. Thorough working knowledge of the principles and practices of mental health administration and policy development.
3. Thorough working knowledge of managerial and supervisory principles and practices.
4. Thorough working knowledge of local, state and federal health codes, statutes, rules and regulations, including Title X, HIPAA, Title X, Medicaid Manual for Providers, Michigan Mental Health Code (PA 258 of 1974), Michigan Department of Community Health rules and regulations and Self-determination Initiative, and CARF accreditation rules, regulations and requirements, and appropriate methods for the enforcement thereof.
5. Thorough working knowledge of accreditation requirements and health care practitioner licensing requirements.
6. Thorough working knowledge of professional standards of practice and ethics.
7. Thorough working knowledge of the principles and practices of medical record documentation and medical records management.
8. Thorough working knowledge of strategic planning.
9. Thorough working knowledge of program assessment and quality assurance principles, practices, protocols and instruments.
10. Thorough working knowledge of proposal development and grant writing principles and practices.
11. Excellent interpersonal and human relations skills.
12. Excellent oral and written communications skills.
13. Computer literacy and working knowledge of word-processing, spreadsheet, database and project management software.
14. Ability to interact positively and professionally with elected officials, customers, members of the local and state health care communities, community health care partners, regulatory agency representatives and auditors, accreditation auditors, employees, and members of the general public with widely diverse cultural and socio-economic backgrounds and varying levels of health knowledge and interpersonal communications skills.

**REQUIRED EDUCATION, TRAINING AND EXPERIENCE:**

Doctor of Medicine (MD) or Doctor of Osteopathy (DO) degree from an accredited school of medicine, successful completion of a three (3) years of residency in psychiatry, and Board Certification in Psychiatry.

**LICENSES AND CERTIFICATIONS:**

1. State of Michigan License to practice Medicine.
2. Federal controlled substance license and DEA number.

**PHYSICAL REQUIREMENTS:**

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

**WORKING CONDITIONS:**

Work is generally performed in a normal office environment.

County of Ottawa  
 2220 Mental Health  
 2011 Budget

Employee Name	Union cod	W/C code	FTE	Salaries Permanent	FICA	Hospi- talization	OPEB	Life	Retirement	Dental	W/C	Unemployment	Optical	Disability	Total Fringes	Total Salaries & fringes
Psychiatrist U19	14	8833	-1.0000	\$209,780	-\$9,664	-\$10,163	-\$650	-\$642	-\$32,789	-\$650	-\$342	-\$608	-\$115	-\$650	-\$56,273	-\$266,053
Psychiatrist U25	14	8833	1.0000	\$239,377	\$10,093	\$10,163	\$650	\$732	\$37,415	\$650	\$390	\$694	\$115	\$742	\$61,644	\$301,021
<b>Total</b>			0.0000	\$29,597	\$429	\$0	\$0	\$90	\$4,626	\$0	\$48	\$86	\$0	\$92	\$5,371	\$34,968

7040.0000 7150.0000 7160.0000 7160.0020 7170.0000 7180.0000 7190.0000 7200.0000 7220.0000 7230.0000 7240.0000

# Action Request



**Committee:** Board of Commissioners

**Meeting Date:** 8/23/2011

**Requesting Department:** Human Resources

**Submitted By:** Marie Waalkes

**Agenda Item:** Public Health Department Personnel Request to Increase a .8 FTE to a 1.0 FTE Environmental Health Specialist

## SUGGESTED MOTION:

To approve the request from the Public Health Department to increase a .8 FTE Environmental Health Specialist (Group T, Paygrade 14) to a 1.0 FTE Environmental Health Specialist (Group T, Paygrade 14), at a cost of \$12,900. Funding to come from a grant through the Michigan Department of Environmental Quality. Position to sunset September 2012.

## SUMMARY OF REQUEST:

This position was originally approved as a .75 FTE in February, 2011 and in May was increased to .8 FTE.

This position will be responsible for documenting and carrying out the actions as specified in the work plan for the Modeling and Monitoring Beach Grants as awarded through Great Lakes Restoration Initiative (GLRI) funds. These actions include; developing a monitoring plan for specified beaches, conducting sanitary surveys, collecting and analyzing samples, submitting quarterly reports to the MDEQ, and revising current beach notification procedures. This position will increase the frequency and level of monitoring at select Ottawa County beaches. This will allow for increased data in order to construct more accurate predictive models for beach water quality. The 2011 summer will be mainly data collection and collaboration with the National Oceanic and Atmospheric Administration (NOAA) to create a working predictive model for the Grand Haven City and Grand Haven State Park beaches. The 2012 summer will be utilizing the model to predict water quality in conjunction with continued sampling to evaluate the accuracy of the model.

## FINANCIAL INFORMATION:

Total Cost: \$12,900.00      General Fund Cost: \$0.00      Included in Budget:     Yes     No

If not included in budget, recommended funding source: Grant through the Michigan Department of Environmental Quality

## 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. & 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=vanderberg@ottawacounty.org  
Reason: I am approving this document  
Date: 2011.08.11 14:38:27 -0400

Committee/Governing/Advisory Board Approval Date: Finance and Administration Committee 8/16/2011

**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:**  Env. Health Specialist

**FUND/DEPARTMENT NUMBER:** 6020

**CHECK ONE:**

- New Position: Number of hours per week requested: \_\_\_\_\_  
 Expansion of Existing Hours: From: 32 To: 40 per week

**GENERAL INFORMATION:**

1. Bargaining Unit:

2. Proposed Pay Grade:

3. Briefly describe the functions of this position:

This position will be responsible for documenting and carrying out the actions as specified in the workplan for the Modeling and Monitoring Beach Grants as awarded through Great Lakes Restoration Initiative (GLRI) funds. These actions include; developing a monitoring plan for specified beaches, conducting sanitary surveys, collecting and analyzing samples, submitting quarterly reports to the MDEQ, and revising current beach notification procedures. This position will also be responsible for carrying out the actions as specified in the workplan for the Inland Beach Monitoring Grant awarded through the MDEQ. These include monitoring activities as well as the investigation of possible sources of contamination at Ottawa County inland beaches.

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

This position is funded fully through grant funds (see attached grant budgets). Including GLRI funds awarded by the Michigan Dept. of Environmental Quality through a federal grant, and the Inland Beach Grant. Through the GLRI grants, it is hoped that a working model will be developed for forecasting beach water quality conditions more accurately than the current sample collection methods. The Inland Beach Grant will further investigate possible contamination sources at Dunton Park in Ottawa County as well as provide additional monitoring at Ottawa County inland beaches. Ottawa County was notified of this award July 20, 2011 (see attached award notification).

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

Goal 3; To Contribute to a Healthy Physical, Economic, & Community Environment. This position will help to expand the data available regarding water quality issues at two of the most attended beaches in Ottawa County (GH State Park and GH City beach). This data will allow for greater insight in what is impacting water quality at the beaches as well as better notification methods to the public. This position will also investigate possible sources of contamination at Dunton Park. This beach is one of the beaches in Ottawa County that is scheduled to be listed as a TMDL contaminated beach by the EPA in 2017. Investigation into possible contamination sources will help identify those areas negatively impacting water quality at Dunton Park. These actions directly related to Objective 3 and Objective 4, to "continue initiatives to preserve the physical environment" and to "continue initiatives to positively impact the community", as stated in the strategic plan.

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

The job functions are discretionary, and completely funded through GLRI grant funds and Inland Beach grant funds awarded by the MDEQ.

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

This position will increase the frequency and level of monitoring at select Ottawa County beaches. This will allow for increased data in order to construct more accurate predictive models for beach water quality. The 2011 summer will consist of data collection and collaboration with the National Oceanic and Atmospheric Administration (NOAA) to create a working predictive model for the Grand Haven City and Grand Haven State Park beaches. The 2012 summer will utilize the model to predict water quality in conjunction with continued sampling to evaluate the accuracy of the model. Increased monitoring and investigation at Ottawa County's inland beaches will also occur.

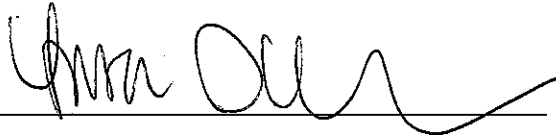
(If the position being requested does not have an existing job description, please attach a description of anticipated duties.)

**COST INFORMATION:**

ESTIMATED SALARY COST FOR THE BUDGET YEAR:

ESTIMATED FRINGE BENEFIT COSTS FOR THE BUDGET YEAR:

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

SIGNED:  DATE: 7.28.11

**BUDGET DATA:** \_\_\_\_\_ **CONTROL #:** \_\_\_\_\_  
Fiscal Services Department Use Only Fiscal Services Department Use Only



RICK SNYDER  
GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF ENVIRONMENTAL QUALITY  
LANSING



DAN WYANT  
DIRECTOR

July 20, 2011

Ms. Adeline Hambley  
Ottawa County Health Department  
12251 James Street, Suite 200  
Holland, Michigan 49424

Dear Ms. Hambley:

I am pleased to inform you that the Department of Environmental Quality (DEQ) has completed the review process of applications submitted in 2011 for funding under the Clean Michigan Initiative-Clean Water Fund. Your application for the Ottawa County Inland Beach Monitoring Program project has been awarded \$22,705.

This award is contingent upon the finalization of a grant contract between the Ottawa County Health Department and DEQ. The grant contract will contain the terms and conditions for the expenditure of funds.

If you have any questions regarding this grant award, please contact Ms. Diana Butler, Inland Lakes Beach Monitoring Coordinator, Surface Water Assessment Section, Water Resources Division, at 517-335-3044, or e-mail at [butlerd@michigan.gov](mailto:butlerd@michigan.gov).

Sincerely,

William Creal, Chief  
Water Resources Division  
517-335-4176

cc: Mr. Dennis Bush, DEQ  
Ms. Diana Butler, DEQ  
File #2011-7210









County of Ottawa  
 Estimated Personnel Costs  
 2210 Public Health

Union code	W/C code	FTE	Salaries * Permanent	Salaries Temp	FICA	Hospita- lization	OPEB	Life	Retirement	Dental	W/C	Unemployment	Optical	Disability	Total Fringes	Total Salaries & fringes
T-14 C-Step	12 8810	1.0000	\$45,053		\$3,447	\$10,163	\$650	\$92	\$4,046	\$650	\$10	\$131	\$115	\$140	\$19,444	\$64,497
T-14 C-Step	12 8810	-0.8000	(\$36,042)		(\$2,757)	(\$8,130)	(\$520)	(\$74)	(\$3,237)	(\$520)	(\$8)	(\$105)	(\$92)	(\$112)	(\$15,555)	(\$51,597)
			\$9,011	\$0	\$690	\$2,033	\$130	\$18	\$809	\$130	\$2	\$26	\$23	\$28 \$0	\$3,889	\$12,900
			7040.0000	7050.0000	7150.0000	7160.0000	7160.0020	7170.0000	7180.0000	7190.0000	7200.0000	7220.0000	7250.0000	7240.0000		

# Action Request



**Committee:** Board of Commissioners

**Meeting Date:** 8/23/2011

**Requesting Department:** Fiscal Services

**Submitted By:** Bob Spaman

**Agenda Item:** Fund Balance Policy (First Reading)

## SUGGESTED MOTION:

To receive for comment the Fund Balance Policy. (First Reading)

## SUMMARY OF REQUEST:

The Governmental Accounting Standards Board (GASB) has implemented GASB54 – Fund Balance Reporting and Fund Type Definitions that required new fund balance descriptions. This will take affect with the County's 2011 Audit.

This new policy incorporates the new definitions and the order of spending fund balance for the County.

## 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: #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, o=US, ou=County of Ottawa, ou=Administrator's Office, email=avanderberg@ottawacounty.org  
Reason: I am approving the document  
Date: 2011.07.07 14:39:31 -0400

Committee/Governing/Advisory Board Approval Date: Planning and Policy Committee 7/14/2011

Finance and Administration Committee 8/16/2011



# County of Ottawa

## POLICY

### I. POLICY

To define the components of fund balance in accordance with Governmental Accounting Standards Board Statement #54 – Fund Balance Reporting and Governmental Fund Type Definitions, direct officials and staff in the process followed to commit and assign fund balance and to define the balances first utilized when applicable expenditures are incurred.

### II. STATUTORY REFERENCES

### 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:

Last Review by Internal Policy Review Team: April 25, 2011



# County of Ottawa

## IV. PROCEDURE

- A. Fund balance is only reported in governmental funds and is created from revenues in excess of expenditures. It is the balance of assets in excess of liabilities, unless otherwise restricted, available for spending. Following are the five components of fund balance:
1. Nonspendable Fund Balance - This portion of fund balance is *nonspendable* because of the related asset's form. The assets are either (a) not in a spendable form or (b) legally or contractually required to be maintained intact. Examples of nonspendable fund balance include inventory, prepaid items, non-current financial assets, and the nonspendable portion of endowments.
  2. Restricted Fund Balance - This portion of fund balance is *restricted* due to limitations placed on the use of the related assets. Restrictions have been placed on the use of the related assets either (a) externally by creditors (debt covenants), grantors, contributors, or laws or regulations of other governments; or (b) internally through enabling legislation or constitutional provisions. The limitations on the use of the related assets in this component of fund balance are legally enforceable.
  3. Committed Fund Balance - This portion of fund balance is *committed* due to limitations placed on the use of related assets by formal action of the County Board (legislation, resolution, ordinance). The limitations remain binding until the governing body takes formal action to remove applicable limitations. This balance also incorporates contractual obligations to the extent that existing assets have been specifically committed for use in satisfying contractual requirements.

*Budget Stabilization* – the County will commit fund balance in the General Fund in an amount not to exceed the lesser of 1) 15% of the most recently adopted General Fund budget or 2) 15% of the average of the most recent five years of General Fund budgets, as amended. Uses of these funds include:

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



# County of Ottawa

4. Assigned Fund Balance - This portion of fund balance is *assigned* to reflect the intended use of the related assets. Such assignments cannot exceed the available (spendable, unrestricted, or uncommitted) fund balance in any particular fund. Less formality is needed to impose, remove, or modify a constraint reflected in *assigned fund balance*. The County Board delegates authority to assign fund balances to the (County Administrator). No governmental funds other than the General Fund may have unassigned fund balance, therefore any amounts remaining in excess of nonspendable, restricted, or committed fund balance in a governmental fund other than the General Fund will automatically be reported as *assigned fund balance*. If any portion of existing fund balance will be used to eliminate a projected deficit in the subsequent year's budget, this amount will also be categorized as *assigned fund balance*.
5. Unassigned Fund Balance - The General Fund, and no other governmental fund, may have resources that cannot be classified in one of the four categories described above. Only the General Fund can report a surplus, an *unassigned fund balance*.

## B. Order of Spending Fund Balance

1. When an expenditure is incurred for purposes for which both restricted and unrestricted (committed, assigned, or unassigned) amounts are available, it shall be the policy of the County of Ottawa to consider restricted amounts to have been reduced first. When an expenditure is incurred for purposes for which amounts in any of the unrestricted fund balance classifications could be used, it shall be the policy of the County of Ottawa that committed amounts would be reduced first, followed by assigned amounts and then unassigned amounts.

## C. Minimum Fund Balance

1. It is the County of Ottawa's policy to maintain a fund balance in the General Fund of not less than 10% and not more than 15% of the most recently audited General Fund expenditures and transfers out for cash flow and flexibility purposes.

Such assignments cannot exceed the available (spendable, unrestricted, uncommitted) fund balance in any particular fund.

## V. REVIEW PERIOD

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

# Action Request



**Committee:** Board of Commissioners

**Meeting Date:** 8/23/2011

**Requesting Department:** Human Resources

**Submitted By:** Marie Waalkes

**Agenda Item:** Officer and Employee Delegate for MERS Annual Meeting

## SUGGESTED MOTION:

To approve the nomination of Marcie VerBeek as Officer Delegate, Marie Waalkes as alternate Officer Delegate, Erin Rotman as Employee Delegate, and Tami Harvey as Alternate Employee Delegate to the MERS 65th Annual Meeting to be held September 27- 29, 2011 in Traverse City, Michigan.

## SUMMARY OF REQUEST:

The County, as a member of the Municipal Employees Retirement System (MERS), sends an Officer Delegate and an Employee Delegate to the Annual MERS conference in accordance with the MERS bylaws. Delegates vote for the MERS Board members and attend information sessions to obtain important information relating to the County's retirement system, such as new and updated rules and regulations, financial stability of MERS, and other topics related to MERS. The Alternate Delegates are named, in the event the primary delegate (Officer or Employee) can not attend.

## FINANCIAL INFORMATION:

Total Cost: \$1,200.00      General Fund Cost: \$1,200.00      Included in Budget:     Yes     No

If not included in budget, recommended funding source:

## ACTION IS RELATED TO AN ACTIVITY WHICH IS:

Mandated       Non-Mandated       New Activity

## ACTION IS RELATED TO STRATEGIC PLAN:

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

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

**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: 2011.08.11 14:42:18 -0400

Committee/Governing/Advisory Board Approval Date: Finance and Administration Committee 8/16/2011



# Action Request



**Committee:** Board of Commissioners

**Meeting Date:** 8/23/2011

**Requesting Department:** Human Resources

**Submitted By:** Marie Waalkes

**Agenda Item:** Purchase of MERS (Michigan Municipal Employee Retirement System) Generic Service Credits for Anthony Boersema (Sheriff's Office)

## SUGGESTED MOTION:

To approve the purchase of three (3) years of MERS generic service credit for \$56,079 (total cost to be paid by employee, Anthony Boersema).

Total Cost: \$56,079.00  
Employer Cost: \$ 0.00  
Employee Cost: \$56,079.00

## SUMMARY OF REQUEST:

The MERS Plan document allows for the purchase of up to five (5) years of generic service credits by an employee. The employee is responsible for the total cost of the purchase of generic service credits.

## FINANCIAL INFORMATION:

Total Cost: \$56,079.00 | General Fund Cost: \$0.00 | Included in Budget:  Yes |  No

If not included in budget, recommended funding source: Employee

## 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: 5: Continue the effective and efficient management of human resources.

**ADMINISTRATION RECOMMENDATION:**  Recommended |  Not Recommended |  Without Recommendation

County Administrator: Alan G. Vanderberg

Digitally signed by Alan G. Vanderberg  
DN: cn=Alan G. Vanderberg, o=US, ou=County of Ottawa, email=avanderberg@mottawa.org  
Reason: I am approving this document  
Date: 2011.08.11 14:42:47 -0400

Committee/Governing/Advisory Board Approval Date: Finance and Administration Committee 8/16/2011

**APPLICATION FOR ADDITIONAL CREDITED SERVICE  
Cost Estimate, Member Certification and Governing Body Resolution**

**MEMBER**

Name: Anthony Boersema  
SSN: XXX-XX-8572  
DOB: 4/30/1968  
Age: 43 years, 2 months  
Spouse's DOB: 11/24/1969

**CALCULATION DATE - 7/1/2011**

(Estimate Not Valid After 2 Months)

**BENEFIT PROGRAMS**

Benefit B-4 (80% max)  
Benefit F50 (With 25 Years of Service)  
Benefit FAC-5 (5 Year Final Average Compensation)  
10 Year Vesting  
E2 COLA Benefit

**EMPLOYER**

Name: Ottawa Co  
Number/Div: 7003 / 21

**ESTIMATED FAC ON CALCULATION DATE: \$66,324.32****CREDITED SERVICE**

Member's Service Credit as of Calculation Date:

11 years, 11 months

Type of Credited Service to be Granted:

Generic (Plan Section 7)

Amount of Credited Service to be Granted:

3 years, 0 months

**Total Estimated Actuarial Cost of Additional Credited Service:****\$56,079.00 [Payment Options on Reverse]****BENEFIT CALCULATION ASSUMPTIONS**

1. It is assumed that the Member will continue working until the earliest date for unreduced retirement benefits. If the Member terminates prior to becoming eligible for unreduced benefits, the Employer understands and accepts that the actuarial cost will be different from the actuarial cost shown above.
2. The Member's Final Average Compensation (FAC) is projected to increase 4.5% annually from the date of purchase to the date of retirement.
3. The Plan's Investment Return is projected to be 8% annually.

**THE ADDITIONAL CREDITED SERVICE IS PROJECTED TO RESULT IN THE FOLLOWING CHANGES:**

	Retirement Date	Age	Service Through	Total Service	FAC	Annual Benefit
Before Purchase	8/1/2024	56 yrs., 3 mths.	7/31/2024	25 yrs., 0 mths.	\$117,971.63	\$73,732.32
After Purchase	8/1/2021	53 yrs., 3 mths.	7/31/2021	25 yrs., 0 mths.	\$103,378.14	\$64,611.36

*Note:* MERS is not responsible for any Member or Employer supplied information, or any losses which may result if actual experience differs from actuarial assumptions. The Member and Employer are responsible for reviewing the information contained herein for accuracy, and assuming the risk that actual experience results in liability different than that estimated.

**MEMBER CERTIFICATION**

I certify that the above information is correct and accurate. If this is a purchase of qualifying "other governmental" service, I certify that the service has not and will not be recognized for the purpose of obtaining or increasing a pension under another defined benefit retirement plan.

  
 Signature of Member

 07-13-11  
 Date
**GOVERNING BODY RESOLUTION**

As provided by the MERS Plan Document, and in accordance with the Employer's policy there under, the additional credited service described above is hereby granted this Member by Resolution of the Governing Body of Ottawa Co, at its meeting on \_\_\_\_\_. The Employer understands this is an estimated cost, calculated using actuarial assumptions approved by the Retirement Board. Any difference between the assumptions and actual experience will affect the true cost of the additional service. For example, changes in benefit programs through adoption or transfer of the affected employee to a division with 'better' benefits; increases in wages other than 4.5% per year; and changes to the anticipated date of termination, will affect the actual cost of the additional service (increase or decrease). Thus, actual future events and experience may result in changes different than those assumed, and liability different than that estimated. The Employer understands and agrees that it is accountable for any difference between estimated and actual costs.

 \_\_\_\_\_  
 Signature of Authorized Official from Ottawa Co

 \_\_\_\_\_  
 Date

# Action Request



**Committee:** Board of Commissioners

**Meeting Date:** 8/23/2011

**Requesting Department:** Human Resources

**Submitted By:** Marie Waalkes

**Agenda Item:** Purchase of MERS (Michigan Municipal Employee Retirement System) Generic Service Credits for Sarah A. Flick (Sheriff's Office)

## SUGGESTED MOTION:

To approve the purchase of five (5) years of MERS generic service credit for \$77,420.00 (total cost to be paid by employee, Sarah A. Flick).

Total Cost: \$77,420.00  
Employer Cost: \$ 0.00  
Employee Cost: \$77,420.00

## SUMMARY OF REQUEST:

The MERS Plan document allows for the purchase of up to five (5) years of generic service credits by an employee. The employee is responsible for the total cost of the purchase of generic service credits.

## FINANCIAL INFORMATION:

Total Cost: \$77,420.00 | General Fund Cost: \$0.00 | Included in Budget:  Yes |  No

If not included in budget, recommended funding source: Employee

## 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: 5: Continue the effective and efficient management of human resources.

**ADMINISTRATION RECOMMENDATION:**  Recommended |  Not Recommended |  Without Recommendation

County Administrator: **Alan G. Vanderberg**

Digitally signed by Alan G. Vanderberg  
DN: cn=Alan G. Vanderberg, o=US, ou=County of Ottawa, ou=Administrator's Office, email=avanderberg@mioctawa.org  
Reason: I am approving this document.  
Date: 2011.08.11 14:48:08 -0400

Committee/Governing/Advisory Board Approval Date: Finance and Administration Committee 8/16/2011

RECEIVED

JUN 23 2011

OTTAWA CO. TRAVEL RECEIPTS

**APPLICATION FOR ADDITIONAL CREDITED SERVICE  
Cost Estimate, Member Certification and Governing Body Resolution**

**MEMBER**

Name: Sarah A. Flick  
SSN: XXX-XX-0765  
DOB: 4/1/1963  
Age: 48 years, 4 months

**CALCULATION DATE - 8/1/2011**  
(Estimate Not Valid After 2 Months)

**BENEFIT PROGRAMS**

Benefit B-4 (80% max)  
Benefit F50 (With 25 Years of Service)  
Benefit FAC-5 (5 Year Final Average Compensation)  
10 Year Vesting  
E2 COLA Benefit

**EMPLOYER**

Name: Ottawa Co  
Number/Div: 7003 / 21

**ESTIMATED FAC ON CALCULATION DATE: \$57,103.11**

**CREDITED SERVICE**

Member's Service Credit as of Calculation Date:

11 years, 9 months

**Type of Credited Service to be Granted:**

Generic (Plan Section 7)

**Amount of Credited Service to be Granted:**

5 years, 0 months

**Total Estimated Actuarial Cost of Additional Credited Service:**

**\$77,420.00** [Payment Options on Reverse]

**BENEFIT CALCULATION ASSUMPTIONS**

1. It is assumed that the Member will continue working until the earliest date for unreduced retirement benefits. If the Member terminates prior to becoming eligible for unreduced benefits, the Employer understands and accepts that the actuarial cost will be different from the actuarial cost shown above.
2. The Member's Final Average Compensation (FAC) is projected to increase 4.5% annually from the date of purchase to the date of retirement.
3. The Plan's Investment Return is projected to be 8% annually.

**THE ADDITIONAL CREDITED SERVICE IS PROJECTED TO RESULT IN THE FOLLOWING CHANGES:**

	Retirement Date	Age	Service Through	Total Service	FAC	Annual Benefit
Before Purchase	4/1/2023	60 yrs., 0 mths.	3/31/2023	23 yrs., 5 mths.	\$95,429.62	\$55,866.12
After Purchase	11/1/2019	56 yrs., 7 mths.	10/31/2019	25 yrs., 0 mths.	\$82,104.92	\$51,315.60

*Note:* MERS is not responsible for any Member or Employer supplied information, or any losses which may result if actual experience differs from actuarial assumptions. The Member and Employer are responsible for reviewing the information contained herein for accuracy, and assuming the risk that actual experience results in liability different than that estimated.

**MEMBER CERTIFICATION**

I certify that the above information is correct and accurate. If this is a purchase of qualifying "other governmental" service, I certify that the service has not and will not be recognized for the purpose of obtaining or increasing a pension under another defined benefit retirement plan.

Sarah A. Flick  
Signature of Member

7.23.11  
Date

**GOVERNING BODY RESOLUTION**

As provided by the MERS Plan Document, and in accordance with the Employer's policy there under, the additional credited service described above is hereby granted this Member by Resolution of the Governing Body of Ottawa Co, at its meeting on \_\_\_\_\_. The Employer understands this is an estimated cost, calculated using actuarial assumptions approved by the Retirement Board. Any difference between the assumptions and actual experience will affect the true cost of the additional service. For example, changes in benefit programs through adoption or transfer of the affected employee to a division with 'better' benefits; increases in wages other than 4.5% per year; and changes to the anticipated date of termination, will affect the actual cost of the additional service (increase or decrease). Thus, actual future events and experience may result in changes different than those assumed, and liability different than that estimated. The Employer understands and agrees that it is accountable for any difference between estimated and actual costs.

\_\_\_\_\_  
Signature of Authorized Official from Ottawa Co

\_\_\_\_\_  
Date

# Action Request



**Committee:** Board of Commissioners

**Meeting Date:** 8/23/2011

**Requesting Department:** Planning and Performance Improvement

**Submitted By:** Mark Knudsen

**Agenda Item:** Ottawa County Road Commission (OCRC) & Wright Township Infrastructure Program Fund Application

## SUGGESTED MOTION:

To approve the Infrastructure Revolving Loan Fund Application from the Ottawa County Road Commission (OCRC) & Wright Township in the amount of \$485,000 for the purpose of rebuilding the 8th Avenue Bridge in Wright Township, contingent upon: (a) receipt of approval of adequate bridge funding from the MDOT; (b) agreement between Ottawa County and Wright Township on the terms and conditions of a loan agreement and a promissory note.

## SUMMARY OF REQUEST:

### Project Overview - 8TH AVENUE BRIDGE

In 2001, Wright Township utilized grant funding to upgrade Comstock Street in order to develop an Industrial District. Upgrades and improvements were made to sewer, drainage, and Comstock Street itself to upgrade it to a Class A road. 8th Avenue (and the 8th Avenue Bridge) are utilized to access Comstock Street and the Industrial District because it is a designated truck route and connected to I-196. However, in March, 2011, load limits (18 ton) were imposed on the 8th Avenue Bridge because an inspection showed it to be deficient. These weight restrictions have negatively impacted businesses in the Industrial District since alternative routes must be taken which increase safety and cost issues. Existing businesses (DeWys Manufacturing, DeWitt Barrels, Raymer, Competition Engineering and Pro Build, and others) have expressed concerns about the impact of this situation on their businesses. There are also several prospective buyers for empty buildings on Comstock Street, who have indicated their bids dependent upon having access via 8th Avenue. As a result, there is a critical need to replace the bridge. The Ottawa County Road Commission (OCRC) has applied for "Local Bridge" funding through the Michigan Department of Transportation (MDOT) in order to make improvements to the 8th Avenue Bridge. However, if approved, these funds would not be available until 2014. Because of the serious economic impacts that could result from the delay, the OCRC and Wright Township are requesting \$485,000 in County Infrastructure Funds to expedite the construction of the bridge. If approved, the OCRC would begin construction in 2012 and repay the loan, with 3% interest, in 2014 when funding would be received from MDOT. The OCRC will be notified by December, 2011 whether or not they will receive the 2014 Local Bridge funding.

## FINANCIAL INFORMATION:

Total Cost: \$485,000.00 | General Fund Cost: \$0.00 | Included in Budget:  Yes |  No

If not included in budget, recommended funding source: Ottawa County Infrastructure 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: 3: Consider opportunities to improve economic development in the region.

**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@mottawa.org  
Reason: I am approving this document  
Date: 2011.08.11 14:47:35 -0400

Committee/Governing/Advisory Board Approval Date: Finance and Administration Committee 8/16/2011

# Ottawa County Road Commission

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

August 1, 2011

Josh Spencer  
Economic Development Coordinator  
County of Ottawa  
Planning and Performance Improvement  
12220 Fillmore Street, Room 260  
West Olive, MI 49460

**Re: 8<sup>th</sup> Avenue Bridge over Lau Bach Drain  
Wright Township, Ottawa County, Michigan**

Dear Mr. Spencer:

After an inspection earlier this spring, it was determined that it was in the best interest of public safety to place loading restrictions of 18 tons on the 8<sup>th</sup> Avenue Bridge over the Lau Bach Drain in Wright Township. This loading restriction impacts many of the industrial, commercial, and agricultural areas of the northeast part of the county.

The Road Commission applied for 2014 Local Bridge funding through the Michigan Department of Transportation to rehabilitate the bridge. Funding through this program will be determined in either late November or early December of this year. Assuming the 8<sup>th</sup> Avenue Bridge will be selected for funding, the Road Commission and Wright Township would like to construct the improvements in 2012. This will require a prepayment of approximately \$485,000 (state aid amount), with a full reimbursement in 2014.

The Road Commission requests consideration for funding through the Ottawa County Infrastructure Revolving Load Fund for the \$485,000 prepayment to advance construct the bridge improvements from 2014 to 2012. Attached are the revolving fund application and a portion of the Local Bridge funding application for your information. It is anticipated that the revolving fund loan would be paid in full by a lump sum around November of 2013.

If you should have any questions, please do not hesitate to contact me at 616-850-7204.

Sincerely,



Brett A. Laughlin, P.E.  
Managing Director



**ATTACHMENT A  
PROJECT DESCRIPTION**

---

**Please provide a general description of the proposed project including: location, scope of work, project timetable, completed or initiated studies, and any other information deemed important. Include maps, plans and/or photographs if available.**

The 8<sup>th</sup> Avenue Bridge, over Lau Bach Drain, rehabilitation project includes the replacement of the existing deteriorated prestressed concrete side by side box beams, placement of a new deck and railings, and improving the approaches.

The project was given high priority by the Ottawa County Road Commission following the reduction of the 8<sup>th</sup> Avenue Bridge load limit to 18 tons. The reduction was instituted by the OCRC following an inspection on March 3, 2011 which found deficiencies in the structure. The 18 ton load restriction prohibits a majority of commercial vehicular traffic thereby negatively effecting businesses within the area.

The bridge is located within Wright Township on 8<sup>th</sup> Avenue immediately south of Comstock Street over the Lau Bach Drain. Two maps showing the location of the 8<sup>th</sup> Avenue Bridge are attached (Attachments A1&A2). Additionally, three pictures are attached which provide views of the bridge as well as 8th Avenue, North and South of the bridge (Attachments A3-A5).

The Ottawa County Road Commission is requesting to receive Ottawa County Infrastructure Revolving Loan Funds in April of 2012 in order to begin construction in July of the same year concluding by the end of 2012. Engineering for the project is currently underway directed by the OCRC.

The OCRC has applied for grant funds through the MDOT Local Bridge Program FY2014. The grant award is expected to be announced in late November or early December of 2011. If MDOT grant funds are awarded, the Road Commission would receive the funds in December of 2013 at which time the Revolving Loan Fund (RLF) principle would be paid in full. Should MDOT not award grant funds for the 8<sup>th</sup> Avenue Bridge Project, the Ottawa County RLF would not be utilized for the project.



**ATTACHMENT B  
FINANCIAL AND LOCAL CONTRIBUTION**

---

**Please fill in the following Financial Information.**

	Amount in Dollars	Source of Dollars	Percent of Total Cost
Local Contribution - OCRC	\$25,550	OCRC	4.4 %
State Contribution – MDOT	<i>\$485,450 FY2014</i>	<i>MDOT Local Bridge Fund</i>	<i>83%</i>
Federal Contribution	-	-	-
Road Commission Contribution – OCRC Engineering	\$74,000	OCRC	12.6%
Matching Funds	-	-	-
Other Contribution (specify)	-	-	-
Proposed County Contribution	\$485,450	Infrastructure RLF	83%
<b>TOTAL COST OF PROJECT</b>	<b>\$585,000</b>		

**How much money has been spent to date on this project, by whom, and for what purpose?**

Engineering by OCRC

**Please list all sources of funding that have been explored but were denied.**

N/A

**If approved, when would funds be expended?**

The funds would be completely expended by the end of 2012.

**Who will be responsible for any cost overruns of the project?**

OCRC

**Please attach itemized budget sheet to this application.**

See Attachment B1

**ATTACHMENT C**  
**PUBLIC HEALTH/PUBLIC SAFETY BENEFITS**

---

**Please provide a detailed description of how this project addresses a public health or public safety problem(s). Include documentation (if available) of existing public health and/or public safety problem(s) and justification of how the proposed project will alleviate the problems(s).**

The 8<sup>th</sup> Avenue Bridge over the Lau Back Drain was posted to restrict weight limits in order to provide a safe crossing for the traveling public. Rehabilitation to the bridge will allow local businesses and farmers to safely utilize the bridge again.

The current detour route includes several residential roads which were not designed to handle commercial traffic. The increase in commercial traffic poses a danger to all that use the road. Businesses have voiced their concerns for the safety of commercial truck drivers and residents alike as they receive and send large shipments which local roads can't safely handle.

**ATTACHMENT D  
MULTIJURISDICTIONAL IMPACT AND SUPPORT**

---

**Please list the local units of government that are directly impacted by this project and the populations of each unit of government**

Currently, 8<sup>th</sup> Avenue has 3,300 Average Daily Traffic (ADT) that utilize the bridge. The bridge serves the area of Northeast Ottawa County, in particular Wright Township. Wright Township's population is 3,276.

**Please list the local units of government that are indirectly impacted by this project and the populations of each unit of government.**

N/A

**Please attach all resolutions and/or letters of support for this project which include reference to local contribution commitment.**

The Ottawa Board of County Road Commissioners passed a resolution on April 21, 2011 to actively seek funding for the 8<sup>th</sup> Avenue Bridge Project (Attachment D1).

The Wright Township Board has given their support for the project as indicated by the Letter of Support submitted by JoAnn Becker, Wright Township Supervisor (Attachment D2).

**ATTACHMENT E**  
**ECONOMIC DEVELOPMENT IMPACT**

---

**Please provide a brief description of how this project assists economic development in Ottawa County. Include the number of permanent jobs that will be created by the project.**

JoAnn Becker, Wright Township Supervisor, has prepared an Economic Impact Statement (Attachment E1) detailing the effect 8th Avenue Bridge load restrictions are having on current and prospective businesses in the area which have the potential to hinder long term economic growth within Wright Township.

Additionally, letters have been received from PROBuild (Attachment E2), DeWys Manufacturing (Attachment E3), Dewitt Barrels (Attachment E4), Raymer Water Supply Contractors (Attachment E5), and Competition Engineering (Attachment E6). Each letter expresses concern for the delay in completing the 8<sup>th</sup> Avenue Bridge rehabilitation and conveys the economic impact of the current load restrictions on existing businesses

**ATTACHMENT F  
COMMUNITY NEED**

---

**Please provide a brief description of how this project addresses a public need in the community. Include a count of the number of citizens that will directly benefit from the project and detail how they benefit.**

Rehabilitating the 8<sup>th</sup> Avenue Bridge over the Lau Back Drain will address the current load limits that are impacting local businesses and agricultural communities. All 3,276 residents of Wright Township would be either directly or indirectly impacted by the delay in completing the 8th Avenue Bridge Project. The delay could lead to loss of jobs, residents, and tax revenue.

Additionally, the current alternative route directs commercial traffic through a residential area for which the roads weren't designed. The increase in commercial traffic in residential areas creates a danger to residents as well as commercial drivers.







*Small bridge over Drain*



-5-

Intersection  
Constock / 8th Ave





Curve S. of bridge to X-way

-S-

# Attachment B1

## CALL FOR PROJECTS BRIDGE REPAIR COST ESTIMATE

REV. 1/20/10

2010

ENGINEER: JK                      DATE: 4/26/2011                      DECK AREA: 1,483.3 SFT                      STRUCTURE ID: 8854  
 LOCATION: 8th Avenue Bridge over Lau Bach Drain                      DECK DIM: 34' x 43.6'  
 PRIMARY REPAIR STRATEGY: Replace superstructure, approaches, & place scour countermeasures                      STR. TYPE: Prestr. Box Beam

WORK ITEM	QUANTITY	DIMENSION	UNIT COST	TOTAL
<b>NEW BRIDGE</b>				
Multiple spans, Concrete (add demo. & road approach & traffic control)		SFT	\$180.00 /SFT	
Multiple spans, Steel (as above)		SFT	\$175.00 /SFT	
Single span (or mult span over water), Concrete (as above)		SFT	\$190.00 /SFT	
Single span (or mult span over water), Steel (as above)		SFT	\$220.00 /SFT	
Pedestrian Bridge (includes removal, add traffic control)		SFT	\$285.00 /SFT	
Other				
<b>NEW SUPERSTRUCTURE</b>				
Concrete (includes removal of old super & new railing, add traffic control & approach)	1,483.3	SFT	\$120.00 /SFT	\$177,990.00
Steel (as above)		SFT	\$160.00 /SFT	
Over Water (add to new superstructure cost)	1,483.3	SFT	\$28.00 /SFT	\$41,531.00
Other				
<b>WIDENING</b>				
Added portion only. _____ ft of width (add road approach widening)		SFT	\$185.00 /SFT	
Other				
<b>NEW DECK</b>				
Includes removal of old deck & new railing (add traffic control & approach)		SFT	\$70.00 /SFT	
Other				
<b>DEMOLITION</b>				
Entire bridge, grade separation		SFT	\$27.00 /SFT	
Entire bridge, over water		SFT	\$38.00 /SFT	
Other				
<b>SUPERSTRUCTURE REPAIR</b>				
Concrete Deck Patch (includes hand chipping)		SFT	\$32.00 /SFT	
HMA Cap (no membrane - add bridge rail if req'd)		SFT	\$1.25 /SFT	
HMA Overlay with W/P membrane (add bridge rail if req'd)		SFT	\$5.00 /SFT	
Removal of Concrete Wearing Course (latex) or Epoxy Overlay		SFT	\$1.50 /SFT	
Removal of HMA Overlay		SFT	\$1.00 /SFT	
Epoxy Overlay		SYD	\$34.00 /SYD	
Shallow Overlay (includes joint repmt & hydro, add bridge rail if req'd)		SFT	\$25.00 /SFT	
Deep Overlay (includes joint repmt & hydro, add bridge rail if req'd)		SFT	\$28.00 /SFT	
PCI Beam End Repair (\$2000-\$4000 per beam end)		EA	\$3,000.00 /EA	
Repair Structural Steel (\$2400 bolted, \$6200 welded)		EA	\$5,000.00 /EA	
High Load HR Repair (PCI Beam)		SFT	\$200.00 /SFT	
Paint Structural Steel		SFT	\$9.00 /SFT	
Partial Painting		SFT	\$18.00 /SFT	
Pin & Hanger replacement (includes temporary supports)		EA	\$8,600.00 /EA	
Other				
<b>SUBSTRUCTURE REPAIR</b>				
Pier repair (measured x 2) Replace unit if spalled area > 30%		CFT	\$200.00 /CFT	
Pier repair over water (measured x 2)		CFT	\$230.00 /CFT	
Pier replacement		CFT	\$75.00 /CFT	
Abutment repair (measured x 2)	100.0	CFT	\$200.00 /CFT	\$20,000.00
Temporary Supports for Substructure Repair		EA	\$1,800.00 /EA	
Slope Protection repairs		SYD	\$80.00 /SYD	
Other				
<b>MISCELLANEOUS</b>				
Expansion or Construction Joints (includes removal)		FT	\$420.00 /FT	
Bridge Railing, remove and replace		FT	\$215.00 /FT	
Thrie Beam Railing retrofit		FT	\$30.00 /FT	
Deck Drain Extensions		EA	\$500.00 /EA	
Scour Countermeasures	1.0	LSUM	\$20,000.00 /LSUM	\$20,000.00
Other				
<b>ROAD WORK</b>				
Approach Pavement, 9 1/2" RC (add C & G, GR, Slope, Shldr.) 40' ea. end		SFT	\$8.00 /SFT	
Approach Curb & Gutter (18' ea. quad.)	80.0	PT	\$36.00 /PT	\$2,880.00
Guardrail Anchorage to Bridge (<40')	4.0	quads	\$1,400.00 /quad	\$5,600.00
Guardrail, Type B or T (beyond GR anchorage to bridge. <200')	100.0	FT	\$20.00 /FT	\$2,000.00
Guardrail Ending (end section)	4.0	EA	\$1,800.00 /EA	\$7,200.00
Roadway Approach work (beyond approach pavement)		LSUM		
Utilities		LSUM		
Other	250.0	FT	\$200.00 /FT	\$50,000.00
<b>TRAFFIC CONTROL - Unit Cost to be determined by Region or TSC T&amp;S</b>				
Part Width Construction		LSUM		
Crossovers		EA	\$250,000.00 /EA	
Temporary Traffic Signals		set	\$18,000.00 /set	
RR Flagging		LSUM		
Detour	1.0	LSUM	\$10,000.00 /LSUM	\$10,000.00
Other				

CONTINGENCY (10% - 20%) (use higher contingency for small projects)                      20.0                      %                      \$337,000.00                      \$87,000.00  
 MOBILIZATION (estimate at 5% but put "10% max" in pay item description) (per Design Update 2009-1)                      10.0                      %                      \$404,000.00                      \$40,000.00  
 INFLATION (assume 5% per year, beginning in 2011)                      15.0                      %                      \$444,000.00                      \$67,000.00

(DOES NOT INCLUDE PE & CE)                      **CONSTRUCTION TOTAL**                      \$611,000.00  
 + 74,000  
 \$685,000

BENJAMIN

**RESOLUTION**

Managing Director Laughlin presented the application for Local Bridge Funds for the rehabilitation of the bridge crossing of 8<sup>th</sup> Avenue over Lau Bach Drain.

Upon review of the application, Commissioner Elhart moved to actively seek funding for participation in the rehabilitation of the structure, seconded by Commissioner Grifhorst and carried by the following roll call vote:

Yeas: Commissioner Vander Kooi, Palarz, Elhart, Bird, and Grifhorst

Nays: None

STATE OF MICHIGAN

COUNTY OF OTTAWA

I, Michael C. Mikita, Secretary of the Board of County Road Commissioners, Ottawa County Michigan, do hereby certify that the above resolution was duly adopted by the Board at their meeting held Thursday, April 21, 2011.

  
Michael C. Mikita, Secretary  
Board of County Road Commissioners  
Ottawa County, Michigan



Attachment D2

P.O. Box 255  
1565 Jackson Marne, MI 49435-0255  
616-677-3048 Fx 616-677-3048  
wrighttownship.com

August 9, 2011

Mr. Josh Spencer  
Economic Development Coordinator  
County of Ottawa  
Planning and Performance Improvement  
12220 Fillmore Street, Room 260  
West Olive, MI 49460

Re: 8<sup>th</sup> Avenue Bridge over Lau Bach Drain, Wright Township

Dear Mr. Spencer:

The Wright Township Board has great concern for the economic impact to the business and agricultural community as a result of the load limits placed on the bridge. The business firms in the Marne area, especially those located on Comstock Street, are greatly impacted by the fact that their trucks and vendors now have to travel through residential streets which are not built for truck traffic in order to access the expressway (creating a safety issue for downtown Marne) rather than being able to take 8<sup>th</sup> Avenue which is designed to handle truck traffic.

This is affecting the current business firms as well as prospective business wanting to locate in some vacant buildings on and near Comstock Street, who need assurance that the bridge will be repaired in the year 2012.

Wright Township Board Members are asking for your consideration for funding through the Ottawa County Infrastructure Fund so that this bridge improvement has the capability of being moved up from 2014 to 2012 as this is critical for the economic development and stability of Wright Township.

Thank you for your consideration. Please feel free to contact me with any questions.

Sincerely,

A handwritten signature in cursive script that reads "JoAnn Becker". The signature is written in black ink and is positioned above the printed name of the signatory.

JoAnn Becker, Supervisor

## **ECONOMIC IMPACT STATEMENT**

### **LOAD LIMITS IMPOSED ON 8<sup>TH</sup> AVENUE BRIDGE Over Lau Back Drain**

Wright Township is mostly rural (95 percent Agricultural) with a small Industrial/Commercial base located mainly on Comstock Street in Marne.

In 2001 Wright started a project to upgrade Comstock Street into a viable Industrial District with the help of some grant monies to cover part of the costs. Wright worked closely with OCED, OCRC and OCDC while installing sewer, creating necessary drainage including retention/detention ponds and improving the entire length of Comstock to a Class A Road. The Township and business owners spent considerable money to accomplish this – they are still paying off a 15 year bond issue and also a 10 year loan through OCDC for a huge drain project (Dayton Drain). OCRC stated that 8<sup>th</sup> Ave was a Class A Road and was to be used as the truck route. (Trucks exit Comstock St. heading S onto 8<sup>th</sup> Avenue, cross the 8<sup>th</sup> Ave. Bridge to enter East Bound I-96 –also used on return route.

In March of 2011 *Load Limits* were imposed as the bridge inspection showed the bridge deficient and imposed 18 ton load limits. In the previous 2-3 years, OCRC widened, leveled and re-surfaced 8<sup>th</sup> Avenue. It is difficult to understand why any bridge problems were not addressed at that time.

The weight restrictions basically close this bridge to all truck traffic which directly impacts all business as the vendors, suppliers, and business trucks need to seek alternate routes costing gas money and additional time.

There are several empty buildings at present on Comstock St. Some prospective buyer's bids are dependent upon access o the 8<sup>th</sup> Ave. Bridge to access I-96. They will go elsewhere if this is not fixed as soon as possible.

The losses are great in terms of tax dollars to all entities, loss of many jobs held by local residents, higher costs for remaining business and residents in the sewer district as sewer bills are calculated by dividing the entire operating costs from the City of G. R. between the number of REU's (residential equivalent units). Wright already has the highest sewer rates of any other municipality on the system. This is really adding on to the already bleak economic situation and helping to create a domino effect.

\*\*There are letters attached from DeWys Manufacturing, DeWitt Barrels, Raymer , Competition Engineering and ProBuild expressing their concerns with this issue.

I have personally contacted the following who are directly impacted with the bridge closed to truck traffic and have made the following notes:

- Fred Wenell, Marne Industrial Buildings which consists of 16 units for 16 incubators (start up businesses). (Variety of truck sizes used daily)
- Greg Chulski, Chulski Salt Sv.- semi trucks supply him with several tons of salt which his trucks deliver within a 50 – 70 mile radius of Marne.
- Borgia Die & Engineering - suppliers deliver large quantities of steel and other medals used for the tool & Die industry
- Dave Bramer – Bramer has his own business which receives shipments of machinery parts and he also owns and leases several buildings --several are empty at present as the restriction of access to bridge traffic is restricting his choice of potential new business locating on Comstock
- Randy Dokter, Homestead Timbers – Their products are supplied by large semis on a regular basis.
- Robert Nadeau, Legend Landscape – Impacted by trucks supplying soil, rocks, other landscape material which they in turn haul to their customers in the Greater Grand Rapids area, Muskegon, etc.
- Holiday Coach – Owns tour bus business – needs to daily find alternate routes because of bridge restrictions.

It is very important to Wright Township and others who require the use of this bridge to have this bridge open to truck traffic as soon as possible.

JoAnn Becker  
Wright Township Supervisor



**PROBuild**

June 22, 2011

Mr. Ken Rizzio  
Ottawa County Economic Development Office, Inc.  
P.O. Box 539  
Allendale, MI 49401-0539

Dear Mr. Rizzio;

As you are aware, our company had to make the painful decision to close down our Marne Michigan lumber yard and truss plant operations last fall. Since then we have listed the property for sale with CB Richard Ellis. I recently spoke with our local broker Drew Miller who told me the new weight restrictions placed on the bridge on 8<sup>th</sup> Avenue south of Comstock Street will inhibit our ability to sell this property. Of course we are very anxious to have a buyer surface so we can sell this property and reduce our cost of maintaining the facility. Also we would like to see a new business in this location that can provide jobs for your local residents.

I spoke to our regional fleet manager not long ago and he told me that a weight restriction of 18 tons would mean that a tractor/trailer unit would essentially have to be empty to be in compliance. I believe the Wright Township board should try all available means to place a high priority on getting the repairs needed to fix this bridge that will allow for the safe transit of product through this area. I understand that the alternate route because of the bridge situation is several miles away. I am certain this would be unacceptable to many prospective new owners of our property. Ken- please keep us abreast of any new developments in this matter and thank you for involvement.

Sincerely;

A handwritten signature in black ink, appearing to read 'Jeff Wildt', written in a cursive style.

Jeff Wildt  
Property Manager  
ProBuild Midwest Region





Run with Precision™

Ken Rizzlo  
Executive Director  
Ottawa County Economic Development Office, Inc.  
P.O. Box 539  
Allendale, MI 49401-0539

May 31, 2011

Dear Ken Rizzlo,

This letter is in regards to the bridge on 8<sup>th</sup> Avenue. We want to communicate our concerns with the weight restrictions and the lack of urgency in repairing this bridge.

The bridge on 8<sup>th</sup> Avenue is a vital part of the DeWys Mfg supply chain and is crossed approximately 50-75 times per day. The weight restrictions on this bridge are costing DeWys over \$100 per day due to the additional travel and time it takes to use the alternate route. In addition to the costs, the alternate route directs our semis through residential areas and is extremely unsafe for pedestrians and our drivers. An accident in this residential area is imminent with the amount of new truck traffic passing through.

There have also been several complaints from the customers and suppliers of DeWys Mfg who are also concerned with the additional travel time required to reach our two manufacturing facilities which increases our costs. However, their greater concern is the safety of the current truck route with large trucks such as Steelcase Corporation mixing with residential traffic.

The lack of response in repairing the bridge is also making us rethink our future growth plans. DeWys has been growing very rapidly and looking to expand its operation. On January 2009, we employed 102 team members and today we have 153 people working at DeWys Mfg. Due to the limited funding for our township, DeWys has had to look at expanding in other townships where the infrastructure is better and can be an asset to our operation for many years to come. We have always had a close working relationship both the township and county and wish to continue to expand in this area.

Your assistance in getting a firm timeline for completion would be greatly appreciated. The added costs that we are incurring today and the uncertainty in the future infrastructure of our township is making our decision to stay very difficult. Our goal is not to move operations, but the lack of urgency in repairing the 8<sup>th</sup> avenue bridge is making our decision tough. Your immediate response to our concerns would be appreciated.

Sincerely,

Jon DeWys  
President

A handwritten signature in black ink, appearing to read "Jon DeWys", written over a white background.

C.T. Martin  
Vice-President

A handwritten signature in black ink, appearing to read "C.T. Martin", written over a white background.

tel (616) 677-5281  
fax (616) 677-1991  
15300 8th Ave.  
Marne, MI 49435-9600  
www.dewysmfg.com

ISO 9001:2008 Registered

# DEWITT BARRELS

ROLLING OUT THE BARRELS SINCE 1893

June 22, 2011

Ken Rizzio  
Executive Director  
Ottawa County Economic Development Office, Inc.  
P.O. Box 539  
Allendale, MI 49401-0539

Dear Mr. Rizzio,

In 2002 DeWitt Barrels moved into a new barrel reconditioning plant on Comstock Street in Marne Michigan. Our decision to relocate our plant to Marne was largely influenced by Ottawa County's commitment to adding sewer to Comstock Street and to improving the roads on Comstock Street and 8<sup>th</sup> Avenue.

It is important to note that our business is very reliant on trucking for the movement of our products. Our truck traffic, which includes our own fleet as well as trucks from vendors and customers, has more than 50 trucks per day going into and out of our plant. We have truck traffic that goes from 3:00 am to well past midnight every working day. This also is important to know given the temporary truck route granted that takes our trucks through the residential section of Marne while the bridge on 8<sup>th</sup> Avenue waits to be repaired.

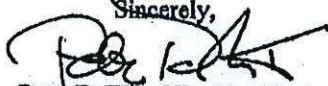
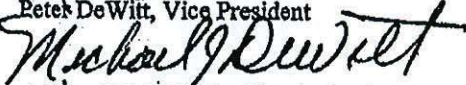

Let us be very clear. DeWitt Barrels is extremely appreciative that the Ottawa County Road Commission reacted so quickly to find us and the other businesses that require trucking an acceptable alternative route for our trucks until the bridge on 8<sup>th</sup> Avenue is repaired. However, we all recognize that this temporary route is not a long term solution to the problem.

In recent months we have lost several of our business neighbors on Comstock Street that most likely were victims of a poor economy. It is our hope that Wright Township and Ottawa County will take any and all possible steps to help attract new business and industry to fill these empty plants. This would include a fast repair to the bridge on 8<sup>th</sup> Avenue to open that route to all trucking as it was before. DeWitt Barrels urges Ottawa County to do all that is necessary to make this happen.

At a time when the economy is so fragile, DeWitt Barrels is doing all that we can to grow our business. In recent months we've increased our work force by 15%. We're doing this by adding new product lines and expanding our sales territories. All of this means more trucking. We are aware that some of our neighbors are looking at doing the same. We all need to know that Wright Township, Ottawa County and the State of Michigan will do all that they can to support us. It would be a heart braking loss to see any of this growth go to other business communities.

A major step in helping us would be a prompt repair and re-opening of the bridge on 8<sup>th</sup> Avenue. Please do what you can to influence the County and State to get this done - quickly!

Sincerely,

  
Peter DeWitt, Vice President  
  
Michael DeWitt, President  
  
Tim DeWitt, Secretary, Treasurer

Cal



1357 Comstock St. Marne, MI 49435 (616) 677-2751 Fax (616) 677-2909

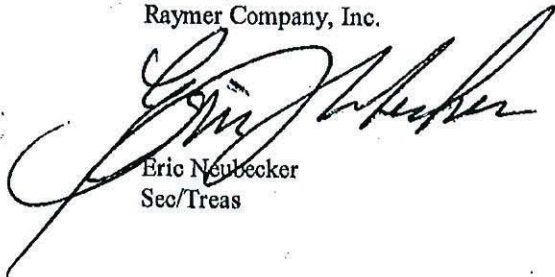
June 1, 2011

Ottawa County Officials

Re: 8<sup>th</sup> Avenue & Hayes bridge – Tallmadge Township

Please be advised that load restrictions recently placed on the referenced bridge severely impact our ability to conduct business. During seasonal load restrictions this route is our only all-season, legal means of egress from our base of operation. A large portion of our equipment exceeds the posted weight limit thereby rendering it immovable.

Sincerely,  
Raymer Company, Inc.



Eric Neubecker  
Sec/Treas

**CE** **Competition Engineering**

---

875 COMSTOCK STREET ■ MARNE, MI 49435 ■ PHONE (616) 677-3343 ■ FAX (616) 677-5958

June 3, 2011

Attn: JoAnn Becker  
Wright Township Supervisor

JoAnn,

As you are aware, we are a local tool & die shop, manufacturing stamping dies. Our business requires daily shipments from various vendors to bring us the materials we need to maintain our workload & deliver our product in a timely manner. The load limit on the bridge on 4 Mile Road, however, could potentially deter/delay vendors in making their shipments to us, which in turn, could result in our inability to deliver to our customers on time. During these hard economic times, we need to do everything possible to keep our business productive and keep our customers happy. We would appreciate anything you can do to get the neighboring bridge fixed to alleviate the load limit, which would eliminate the concern over vendors making their deliveries. Thank-you!

Cordially,

Scott Leasure  
Vice-President

# Action Request



**Committee:** Board of Commissioners

**Meeting Date:** 8/23/2011

**Requesting Department:** Public Health Department

**Submitted By:** Al Vanderberg

**Agenda Item:** Food Inspection Program Fees

## SUGGESTED MOTION:

To approve the proposed changes to the Food Inspection Program fees, new fees: Temporary Food Service Establishment Revisit/Extended Visit: \$50.00, Enforcement Fee: \$255.00, Administrative Consultation Fee: \$300.00, and fee reduction: Compliance Conference Fee \$200.00 (current fee is \$300.00).

## SUMMARY OF REQUEST:

The Ottawa County Health Department (OCHD) is proposing changes to its current Environmental Health Food Program fee schedule. The Food Program is mandated under the Michigan Food Law, Act 92 of 2000 and the Michigan Public Health Code Act 368 of 1978. Under these Acts, the Michigan Department of Agriculture and the Michigan Department of Public Health delegate the authority of certain powers and duties to the Ottawa county Health Department. The authority given to our department is for the purpose of protecting human health through the licensure and regulation of those establishments offering food and drink for human consumption. The law mandates that the OCHD provide standards for food establishments, provide enforcement of the act, provide penalties and remedies for violation of the act, provide for fees, provided for promulgation of rules, and to repeal acts and parts of acts.

A comprehensive review and analysis of the current enforcement procedures was conducted in May of 2011 and concluded that changes to our enforcement policy would result in benefits to both the OCHD and licensed food establishments.

The changes to the enforcement policy make it necessary to adjust the fees associated with these changes. The proposed fee changes include three new fees and one reduced fee and are described in the attached document.

## FINANCIAL INFORMATION:

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

If not included in budget, recommended funding source:

## ACTION IS RELATED TO AN ACTIVITY WHICH IS:

Mandated       Non-Mandated       New Activity

## ACTION IS RELATED TO STRATEGIC PLAN:

Goal: 2: To Maintain and Enhance Communication with Citizens, Employees, and Other Stakeholders. & 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, c=US, o=County of Ottawa, ou=Administrator's Office, email=avanderberg@mciottawa.org  
Reason: I am approving this document  
Date: 2011.08.03 14:06:16 -0400

Committee/Governing/Advisory Board Approval Date: Health and Human Services Committee 8/10/2011  
Finance and Administration Committee 8/16/2011



# Ottawa County Health Department

## Environmental Health Food Program Fee Proposal

Adeline Hambley, Environmental Health Manager  
August 2, 2011

### **Background Information**

The Ottawa County Health Department (OCHD) is proposing changes to its current Environmental Health Food Program fee schedule. The Food Program is mandated under the Michigan Food Law, Act 92 of 2000 and the Michigan Public Health Code Act 368 of 1978. Under these Acts, the Michigan Department of Agriculture and the Michigan Department of Public Health delegate the authority of certain powers and duties to the Ottawa county Health Department. The authority given to our department is for the purpose of protecting human health through the licensure and regulation of those establishments offering food and drink for human consumption. The law mandates that the OCHD provide standards for food establishments, provide enforcement of the act, provide penalties and remedies for violation of the act, provide for fees, provided for promulgation of rules, and to repeal acts and parts of acts.

A comprehensive review and analysis of the current enforcement procedures was conducted in May of 2011 and concluded that changes to our enforcement policy would result in benefits to both the OCHD and licensed food establishments.

The changes to the enforcement policy make it necessary to adjust the fees associated with these changes. The proposed fee changes include three new fees and one reduced fee and are described below.

The Ottawa County Health Department strives to carry out the Ottawa County Board of Commissioners vision, mission, strategic goals and objectives. The changes to our enforcement policy will ultimately lead to (2.) enhanced communication with citizens, employees and other stakeholders, (3.) contribute to a healthy physical, economic and community environment, and will demonstrate (4.) continual improvement of the County's organization and services. The proposed fee changes are a component of the new enforcement policy which will allow for a contribution to these objectives.

### **Proposed Fee Changes**

#### **New fees:**

- Temporary Food Service Establishment Revisit/Extended Visit: \$50.00
  - A temporary license is issued to those establishments temporarily set-up to serve food to the public. Examples include: tents set-up to serve food at festivals, spaghetti dinners, and pancake breakfasts.
  - Prior to serving food to the public, an inspection is conducted to make sure food served to the public is being stored properly and prepared in a safe manner. A license is issued to allow the food to be served.
  - These inspections are conducted based on the date and time specified by the operator. Often, upon arriving to conduct the inspection, the operator is not ready for inspection.
  - The Revisit/Extended Visit fee helps to partially recapture the cost associated with delays due to the operator not being ready for inspection at time of licensure.

- Enforcement Inspection Fee: \$255.00
  - An establishment that has recurring violations at routine inspections, which suggest a risk to public health, will be subject to enforcement proceedings. These proceedings require additional action by the restaurant in order to correct the problems noted.
  - Included in these actions is an additional inspection, called an Enforcement Inspection.
  - An Enforcement Inspection is not covered by the license fee paid by establishments.
  - The Enforcement Inspection Fee is assessed to those non-complying establishments in order to capture the cost associated with conducting them.
  
- Administrative Consultation Fee: \$300.00
  - This is a new step added to OCHD Enforcement Policy. This step is for those establishments that are in enforcement proceedings. If the establishment fails to comply with requirements after a compliance conference is held (the first step in enforcement), then the Food Supervisor will visit the establishment to meet with the restaurant operator(s) and view the facility.
  - This step has been added to provide onsite consultation to the non-complying restaurant. It allows face-to-face interaction between the Food Supervisor and restaurant staff, and acts to facilitate dialog about the problem areas and possible solutions to help the restaurant to comply with food safety requirements.
  - The Administrative Consultation Fee is assessed to help cover the costs incurred to provide this service.

### **Existing Fee Reduction**

- Compliance Conference Fee: \$200.00 (currently fee is \$300.00)
  - Traditionally the Food Supervisor has attended the compliance conference for those establishments that are in enforcement proceedings. Now, however, the Food Supervisor will not attend these meetings.
  - A Compliance Conference is the first step of enforcement for those establishments with recurring issues. The process has been amended. Now, only the inspector, clerk (to take minutes of the conference), and restaurant representative will be in attendance at this meeting.
  - At this conference issues observed at the establishment will be discussed and plans put in place to address them.
  - If the establishment fails to become compliant with requirements, the next step of enforcement is the Administrative Consultation. The Administrative Consultation is the first step that will involve the Food Supervisor.
  - Removing the Food Supervisor from the Compliance Conference justifies a reduction in the cost to the establishment.