



# 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)

September 20, 2012

To All Ottawa County Commissioners:

The Ottawa County Board of Commissioners will meet on **Wednesday, September 26, 2012 at 1:30 p.m.**, for the regular **September** meeting of the Board at the Ottawa County Fillmore Street Complex in West Olive, Michigan.

The Agenda is as follows:

1. Call to Order by the Chairperson
2. Invocation – Commissioner Swartout
3. Pledge of Allegiance to the Flag
4. Roll Call
5. Presentation of Petitions and Communications
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 September 11, 2012 Board of Commissioners Meeting.

2. [Payroll](#)

Suggested Motion:

To authorize the payroll of September 26, 2012 in the amount of \$\_\_\_\_\_.

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

3. [Correspondence Log 429](#)  
Suggested Motion:  
To receive for information the Correspondence Log.

From Administration

4. [Monthly Accounts Payable for September 3, 2012 through September 14, 2012](#)  
Suggested Motion:  
To approve the general claims in the amount of \$12,968,164.61 as presented by the summary report for September 3, 2012 through September 14, 2012.

From the Finance and Administration Committee

5. [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 August 2012.

B. Action Items:

From the Health and Human Services Committee

1. [Proposed New Fee for the Food Service Sanitation Program](#)  
Suggested Motion:  
To approve the proposed new fee for the Food Service Sanitation Program reducing the cost of obtaining a license for a Cook Off to the current fee for a single Temporary License (\$158) plus \$50 per license or \$25 per license when non-profit.

From the Planning and Policy Committee

2. [Ottawa Beach Waterfront Walkway Grant Agreement](#)  
Suggested Motion:  
To approve and authorize the Board Chair and Clerk to sign the resolution accepting the terms of the grant agreement in the amount of \$300,000 with the Michigan Department of Natural Resources for the Ottawa Beach Waterfront Walkway Project, estimated to cost \$600,000, with the remaining \$300,000 to come from the Parks Millage.
3. [Proposed Policy Changes \(First Reading\)](#)  
Suggested Motion:  
To receive for review and comment the proposed changes to the following policies: Use of Wellness Center and Fitness Related Activities Policy (formerly known as Use of Wellness Center Policy) and Smoking and Tobacco Use on County Property Policy (formerly known as Smoking Policy). (First Reading)

From the Finance and Administration Committee

4. [Budget Approval for Michigan Works/Community Action Agency \(CAA\)](#)  
Suggested Motion:  
To approve the recommendation that the County not do an annual budget for Michigan Works and Community Action Agency (CAA) beginning with the 2013 budget.
5. [Resolution Regarding the Distribution of Cigarette Tax Revenues to Counties Under Public Acts 219 and 264 of 1987](#)  
Suggested Motion:  
To approve and authorize the Board Chair and Clerk to sign the resolution regarding the distribution of cigarette tax revenues to counties under Public Acts 219 and 264 of 1987.

6. [Resolution Regarding the Distribution of Convention Facility Tax Revenues to Counties](#)  
Suggested Motion:  
To approve and authorize the Board Chair and Clerk to sign the resolution regarding the distribution of convention facility tax revenues to counties under Public Acts 106 and 107 of 1985.
7. [Setting of Public Hearing on the 2013 Ottawa County Budget](#)  
Suggested Motion:  
To approve setting the public hearing on the 2013 Ottawa County budget for Tuesday, October 9, 2012, to be held in the Ottawa County Board Room, 12220 Fillmore Street, West Olive, at 1:30 p.m.
8. [Officer and Employee Delegate for MERS Annual Meeting](#)  
Suggested Motion:  
To approve the nomination of Jennifer Orme as Officer Delegate, Marcie VerBeek as Alternate Officer Delegate, Paul Lindemuth as Employee Delegate and Robert Melamed as Alternate Employee Delegate to the MERS 66th Annual Meeting to be held October 3 - 5, 2012 in Grand Rapids, Michigan.

C. Appointments: None

D. Discussion Items: None

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

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

The Ottawa County Board of Commissioners met on Tuesday, September 11, 2012, at 1:30 p.m. and was called to order by the Chair.

Mr. Visser pronounced the invocation.

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

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

B/C 12- 156 Mr. Holtrop moved to approve the agenda of today as presented. The motion passed.

B/C 12-157 Mr. Holtrop moved to approve the following Consent Resolutions:

1. To approve the Minutes of the August 28, 2012 Board of Commissioners Meeting.
2. To authorize the payroll of September 11, 2012 in the amount of \$575.86.
3. To approve the general claims in the amount of \$5,464,703.72 as presented by the summary report for August 20, 2012 through August 31, 2012.

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

B/C 12-158 Mr. Swartout moved to receive the Final Results of the 2012 Citizen Survey. The motion passed.

A powerpoint presented of the Ottawa County Citizen Survey was presented by John Cavanagh, Epic MRA.

Discussion Items

1. Closed Session to Discuss Labor Negotiations

B/C 12-159 Mr. Swartout moved to go into a Closed Session at 2:05 p.m. for the purpose of discussing labor negotiations. The motion passed as shown by the following votes: Yeas: Messrs. Disselkoe, Karsten, DeJong, Holtrop, Visser, Swartout, Mrs. Ruiter, Messrs. Rycenga, Holtvluwer, Baumann, Kuyers. (11)

B/C 12-160 Mr. Karsten moved to rise from Closed Session at 2:28 p.m. The motion passed.



The Administrator's report was presented.

B/C 12-161

Mr. Karsten moved to adjourn at 2:29 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:** 9/26/2012

**Requesting Department:** County Clerk

**Submitted By:** Misty Cunningham

**Agenda Item:** Payroll

## SUGGESTED MOTION:

To authorize the payroll of September 26, 2012 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: All

Objective: All

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

County Administrator: \_\_\_\_\_

Committee/Governing/Advisory Board Approval Date: \_\_\_\_\_

# Action Request



**Committee:** Board of Commissioners

**Meeting Date:** 9/26/2012

**Requesting Department:** County Clerk

**Submitted By:** Misty Cunningham

**Agenda Item:** Correspondence Log 429

## SUGGESTED MOTION:

To receive for information the Correspondence Log.

## SUMMARY OF REQUEST:

## 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: All

Objective: All

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

County Administrator:

Committee/Governing/Advisory Board Approval Date:

CORRESPONDENCE LOG		
Date	Correspondent Content	Referred To
8/17/2012	OTSEGO BOC SUPPORT TRAIL DEVELOPMENT IN NORTHERN MI	ADMINISTRATOR, COMMISSIONERS
From:	To:	
8/7/2012	9/7/2012	

# Action Request



**Committee:** Board of Commissioners

**Meeting Date:** 9/26/2012

**Requesting Department:** Fiscal Services

**Submitted By:** Bob Spaman

**Agenda Item:** Monthly Accounts Payable for September 3, 2012 through September 14, 2012

## SUGGESTED MOTION:

To approve the general claims in the amount of \$12,968,164.61 as presented by the summary report for September 3, 2012 through September 14, 2012.

## SUMMARY OF REQUEST:

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

## FINANCIAL INFORMATION:

Total Cost: \$12,968,164.61 | General Fund Cost: \$12,968,164.61 | 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: Maintain and improve the financial position of the County through legislative advocacy.  
2: Implement processes and strategies to address operational budget deficits with pro-active, balanced approaches.  
3: Approve strategies to 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:

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 – September 3, 2012 to September 14, 2012  
Date: September 17, 2012

I have reviewed the Accounts Payable Listing for September 3 through September 14, 2012. 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

Fiscal Services ERP Project	
Financial Project	\$ 10,560.72
Bar Code Scanner & Label Printers	\$ 8,490.44
Health Department	
Gendex Sensor System	\$ 7,634.00

Fund 2450 – Public Improvement Fund

Construction of 195 Foot Monopole at 12255 Johnson Street	\$ 2,979.05
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If you have any additional questions, please feel free to contact me.

Total Checks/Automated Clearing House (ACH) 09/03/2012 through 09/14/2012

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 \$12,947,925.89. The amount of claims to be approved totals \$12,968,164.61.

\*Adjustments are voided checks or ACH.

  
Robert Spaman, Fiscal Services, Director

9/18/12  
Date

We hereby certify that the Board of Commissioners has approved the claims on this 25<sup>th</sup> day of September, 2012.

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

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

ACCOUNTS PAYABLE CHECKS/ACH 09/03/2012 THROUGH 09/14/2012

<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	257,675.63	(584.71)	257,090.92
1500	CEMETERY TRUST	0.00	0.00	0.00
2081	PARKS & RECREATION	377,559.00	0.00	377,559.00
2082	PARK 12	0.00	0.00	0.00
2160	FRIEND OF COURT	464.63	0.00	464.63
2170	9/30 JUDICIAL GRANTS	696.65	0.00	696.65
2210	HEALTH	51,215.20	0.00	51,215.20
2220	MENTAL HEALTH	702,960.19	0.00	702,960.19
2271	SOLID WASTE CLEAN-UP	15,292.12	0.00	15,292.12
2272	LANDFILL TIPPING FEES	2,942.64	0.00	2,942.64
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	2,979.05	0.00	2,979.05
2550	HOMESTEAD PROPERTY TAX	3,500.00	0.00	3,500.00
2560	REGISTER OF DEEDS AUTOMATION FUND	3,135.82	0.00	3,135.82
2590	LIPPERT GRANT	0.00	0.00	0.00
2601	PROSECUTING ATTORNEY GRANTS	64.38	0.00	64.38
2602	WEMET	64,097.81	(16,803.39)	47,294.42
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 09/03/2012 THROUGH 09/14/2012

<u>FUND NUMBER</u>	<u>FUND NAME</u>	<u>CLAIMS TO BE APPROVED</u>	<u>ADJUSTMENTS*</u>	<u>NET CHECK/ACH TOTALS</u>
2610	COPS-UNIVERSAL	11,349.51	0.00	11,349.51
2640	EMT HOLLAND-PARK	0.00	0.00	0.00
2650	EMT GEORGETOWN TOWNSHIP	0.00	0.00	0.00
2661	SHERIFF ROAD PATROL	844.16	0.00	844.16
2690	LAW LIBRARY	0.00	0.00	0.00
2740	WIA-ADMIN. COST POOL	667.96	0.00	667.96
2741	WIA-YOUTH	10,209.45	0.00	10,209.45
2742	WIA-ADULT	3,949.29	0.00	3,949.29
2743	WIA-6/30 GRANT PROGRAMS	6,779.30	0.00	6,779.30
2744	WIA-12/31 GRANT PROGRAMS	0.00	0.00	0.00
2747	WIA-WORK FIRST YOUTH	0.00	0.00	0.00
2748	WIA-9/30 GRANT PROGRAMS	43,766.56	0.00	43,766.56
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	2,661.04	0.00	2,661.04
2810	FEMA	0.00	0.00	0.00
2850	COMMUNITY CORRECTIONS PROG. GRANT	278.47	0.00	278.47
2870	COMMUNITY ACTION AGENCY (CAA)	2,453.08	0.00	2,453.08
2890	WEATHERIZATION	0.00	0.00	0.00
2900	DEPT OF HUMAN SERVICES	0.00	0.00	0.00
2901	DEPT OF HUMAN SERVICES	159.41	0.00	159.41
2920	CHILD CARE - PROBATE	93,700.96	0.00	93,700.96
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 09/03/2012 THROUGH 09/14/2012

<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	455.54	0.00	455.54
2970	DB/DC CONVERSION	0.00	0.00	0.00
5160	DELINQUENT TAXES	200.36	0.00	200.36
5360	LAND BANK AUTHORITY	0.00	0.00	0.00
6360	INFORMATION TECHNOLOGY	64,794.43	0.00	64,794.43
6410	WATER & SEWER REVOLVING	0.00	0.00	0.00
6450	DUPLICATING	0.00	0.00	0.00
6550	TELECOMMUNICATIONS	7,427.37	0.00	7,427.37
6641	EQUIPMENT POOL	26,685.16	0.00	26,685.16
6770	PROTECTED SELF-FUNDED INSURANCE	0.00	0.00	0.00
6771	PROTECTED SELF-FUNDED HEALTH INS.	0.00	0.00	0.00
6772	PROTECTED SELF-FUNDED UNEMPL INS.	0.00	0.00	0.00
6775	LONG-TERM DISABILITY INSURANCE	0.00	0.00	0.00
6776	PROTECTED SELF-FUNDED DENTAL INS.	0.00	0.00	0.00
6777	PROTECTED SELF-FUNDED VISION	0.00	0.00	0.00
6782	PROTECTED SELF-FUNDED INS PROG M.H.	0.00	0.00	0.00
7010	AGENCY	11,188,348.86	(2,850.62)	11,185,498.24
7040	IMPREST PAYROLL	20,850.58	0.00	20,850.58
7210	LIBRARY PENAL FINE	0.00	0.00	0.00
7300	EMPLOYEE SICK PAY BANK	0.00	0.00	0.00
7360	OPEB TRUST	0.00	0.00	0.00
		<u>\$12,968,164.61</u>	<u>(20,238.72)</u>	<u>\$12,947,925.89</u>

# Action Request



**Committee:** Board of Commissioners

**Meeting Date:** 9/26/2012

**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 August 2012.

## 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: Maintain and improve the financial position of the County through legislative advocacy.

2: Implement processes and strategies to address operational budget deficits with pro-active, balanced approaches.

3: Approve strategies to 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:

Committee/Governing/Advisory Board Approval Date: Finance and Administration Committee 9/18/2012

County of Ottawa  
Fiscal Services Department  
Changes to Total Appropriations and Adjustments  
Budget Adjustments From Date: 8/01/2012 Thru 8/31/2012

Adjustment Number	G/L Date	Fund	Dept	Sub Dept	Account Number	Account Name	Adjustment Amount
<u>DESGNIN OF 2011_FB_\$</u>							
BA 397	8/22/2012	1010	9650		9990.2271	Solid Waste Cleanup	2,340,000.00
BA 397	8/22/2012	1010	9650		9990.2570	Stabilization	886,165.00
<u>DESGNIN OF 2011_FB_\$</u>							
BA 398	8/22/2012	2271	5260		6990.1010	Oper Trans-General Fund	2,340,000.00-
<u>RC_PRCJTN\$ FOR O&amp;M</u>							
BA 399	8/22/2012	2271	5260		9670.0010	Landfill Clean-Up	78,900.00
BA 399	8/22/2012	2271	5260		9740.0000	Land Improvements	339,805.00
<u>DESGNATN OF 2011_FB_\$</u>							
BA 400	8/22/2012	2570	8500		6990.1010	Oper Trans-General Fund	886,165.00-
<u>ANTCPTD MRE SCHL GRPS</u>							
BA 415	8/08/2012	2081	7510		6070.0000	Chrgs. For Serv. - Fees	10,460.00
BA 415	8/08/2012	2081	7510		7050.0000	Salaries - Temporary	2,700.00-
<u>MED.OFC.CLINIC CHAIRS</u>							
BA 419	8/08/2012	2210	6031		7390.0000	Operational Supplies	900.00
BA 419	8/08/2012	2210	6042		7390.0000	Operational Supplies	2,700.00
BA 419	8/08/2012	2210	6044		5170.0030	Medicaid - Cost Settlement	6,750.00-
BA 419	8/08/2012	2210	6044		7390.0000	Operational Supplies	1,350.00
BA 419	8/08/2012	2210	6055		7390.0000	Operational Supplies	900.00
BA 419	8/08/2012	2210	6059		7390.0000	Operational Supplies	900.00
<u>OFC_CHAIR_FOR_GH_OFFC</u>							
BA 421	8/08/2012	2210	6031		5170.0000	Medicaid	4,083.00-
BA 421	8/08/2012	2210	6031		7390.0000	Operational Supplies	1,168.00
BA 421	8/08/2012	2210	6050		7390.0000	Operational Supplies	1,168.00
BA 421	8/08/2012	2210	6053		7390.0000	Operational Supplies	1,747.00
<u>REFLECT LOWER HEALTH</u>							
BA 424	8/22/2012	1010	1010		7160.0000	Hospitalization	7,649.00-
BA 424	8/22/2012	1010	1290		7160.0000	Hospitalization	2.00-
BA 424	8/22/2012	1010	1310		7160.0000	Hospitalization	12,793.00-
BA 424	8/22/2012	1010	1360		7160.0000	Hospitalization	41,151.00-

County of Ottawa  
Fiscal Services Department  
Changes to Total Appropriations and Adjustments  
Budget Adjustments From Date: 8/01/2012 Thru 8/31/2012

Adjustment Number	G/L Date	Fund	Dept	Sub Dept	Account Number	Account Name	Adjustment Amount
BA 424	8/22/2012	1010	1370		7160.0000	Hospitalization	837.00-
BA 424	8/22/2012	1010	1370		7390.0000	Operational Supplies	837.00
BA 424	8/22/2012	1010	1480		7160.0000	Hospitalization	5,022.00-
BA 424	8/22/2012	1010	1490		7160.0000	Hospitalization	4,214.00-
BA 424	8/22/2012	1010	1910		7160.0000	Hospitalization	837.00-
BA 424	8/22/2012	1010	2010		6999.3900	Rev. (Over)Under Expend.	300,911.00
BA 424	8/22/2012	1010	2010		7160.0000	Hospitalization	9,979.00-
BA 424	8/22/2012	1010	2100		7160.0000	Hospitalization	1,423.00-
BA 424	8/22/2012	1010	2150		7160.0000	Hospitalization	18,408.00-
BA 424	8/22/2012	1010	2230		7160.0000	Hospitalization	2,731.00-
BA 424	8/22/2012	1010	2250		7160.0000	Hospitalization	9,683.00-
BA 424	8/22/2012	1010	2251		7160.0000	Hospitalization	837.00-
BA 424	8/22/2012	1010	2260		7160.0000	Hospitalization	3,489.00-
BA 424	8/22/2012	1010	2290		5700.0000	Co-Op Reimbursement	623.00
BA 424	8/22/2012	1010	2290		7160.0000	Hospitalization	20,755.00-
BA 424	8/22/2012	1010	2360		7160.0000	Hospitalization	7,240.00-
BA 424	8/22/2012	1010	2450		7160.0000	Hospitalization	39.00-
BA 424	8/22/2012	1010	2470		7160.0000	Hospitalization	10.00-
BA 424	8/22/2012	1010	2530		7160.0000	Hospitalization	5,842.00-
BA 424	8/22/2012	1010	2570		7160.0000	Hospitalization	1,465.00-
BA 424	8/22/2012	1010	2590		7160.0000	Hospitalization	4,185.00-
BA 424	8/22/2012	1010	2651		6670.2220	Rent - Mental Health	218.00
BA 424	8/22/2012	1010	2651		7160.0000	Hospitalization	987.00-
BA 424	8/22/2012	1010	2652		6670.2220	Rent - Mental Health	1,098.00
BA 424	8/22/2012	1010	2652		7160.0000	Hospitalization	1,098.00-
BA 424	8/22/2012	1010	2653		6670.2220	Rent - Mental Health	409.00
BA 424	8/22/2012	1010	2654		7160.0000	Hospitalization	409.00-
BA 424	8/22/2012	1010	2655		6670.0000	Rent	3,066.00-
BA 424	8/22/2012	1010	2655		7160.0000	Hospitalization	1,115.00
BA 424	8/22/2012	1010	2656		7160.0000	Hospitalization	1,115.00-
BA 424	8/22/2012	1010	2658		6670.0000	Rent	1,208.00-
BA 424	8/22/2012	1010	2658		7160.0000	Hospitalization	474.00
BA 424	8/22/2012	1010	2659		6670.0000	Rent	1,333.00
BA 424	8/22/2012	1010	2659		7160.0000	Hospitalization	1,333.00-
BA 424	8/22/2012	1010	2665		6670.0000	Rent	1,115.00
BA 424	8/22/2012	1010	2665		7160.0000	Hospitalization	2,803.00-
BA 424	8/22/2012	1010	2667		6670.0000	Rent	3,179.00
BA 424	8/22/2012	1010	2667		7160.0000	Hospitalization	3,179.00-
BA 424	8/22/2012	1010	2668		6670.0000	Rent	1,573.00
BA 424	8/22/2012	1010	2668		7160.0000	Hospitalization	1,573.00-
BA 424	8/22/2012	1010	2750		7160.0000	Hospitalization	6,487.00-
BA 424	8/22/2012	1010	3020		7160.0000	Hospitalization	56,158.00-

REFLECT LOWER HEALTH

Adjustment Number	G/L Date	Fund	Dept	Sub Dept	Account Number	Account Name	Adjustment Amount
<u>REFLECT LOWER HEALTH</u>							
BA 424	8/22/2012	1010	3100		7160.0000	Hospitalization	3,983.00-
BA 424	8/22/2012	1010	3310		7160.0000	Hospitalization	628.00-
BA 424	8/22/2012	1010	3510		7160.0000	Hospitalization	59,546.00-
BA 424	8/22/2012	1010	4260		7160.0000	Hospitalization	1,498.00-
BA 424	8/22/2012	1010	4262		7160.0000	Hospitalization	353.00-
BA 424	8/22/2012	1010	4263		5820.0000	Contrib Local-Pub. Safety	168.00-
BA 424	8/22/2012	1010	4263		7160.0000	Hospitalization	335.00-
BA 424	8/22/2012	1010	4265		7160.0000	Hospitalization	837.00-
BA 424	8/22/2012	1010	4300		7160.0000	Hospitalization	2,511.00-
BA 424	8/22/2012	1010	6480		7160.0000	Hospitalization	167.00-
BA 424	8/22/2012	1010	7211		7160.0000	Hospitalization	4,714.00-
<u>H/DRV CRSH, REPL SEAT</u>							
BA 425	8/13/2012	1010	2010		5850.0060	Adult Residential SSI	1,000.00-
BA 425	8/13/2012	1010	2010		7300.0000	Postage	1,465.00-
BA 425	8/13/2012	1010	2010		7390.0000	Operational Supplies	1,500.00
BA 425	8/13/2012	1010	2010		8080.0000	Service Contracts	2,000.00
BA 425	8/13/2012	1010	2010		8500.0000	Telephone	2,000.00-
BA 425	8/13/2012	1010	2010		8600.0000	Travel - Mileage	965.00
<u>ADD 131 HRS-GIS INTRS</u>							
BA 427	8/13/2012	1010	2590		5160.0000	Federal Grants - Health	1,212.00-
BA 427	8/13/2012	1010	2590		7050.0000	Salaries - Temporary	1,212.00
<u>EQUIP RPRS DUE TO TMP</u>							
BA 428	8/13/2012	1010	2665		9200.0000	Utilities	10,000.00-
BA 428	8/13/2012	1010	2665		9300.0000	Equipment Repairs	10,000.00
<u>RPL MAIN CONF. CHAIRS</u>							
BA 431	8/13/2012	2210	6010		7390.0000	Operational Supplies	6,050.00
BA 431	8/13/2012	2210	6044		5170.0030	Medicaid - Cost Settlemnt	6,050.00-
<u>CLBHS FRNTR/ADDL LIC</u>							
BA 433	8/13/2012	2220	6491	1357	5170.0050	Medicaid - Capitated	13,649.00-
BA 433	8/13/2012	2220	6493	3344	7390.0000	Operational supplies	9,789.00
BA 433	8/13/2012	2220	6495	5029	9770.0020	Software	1,930.00
BA 433	8/13/2012	2220	6495	5031	9770.0020	Software	1,930.00

Adjustment Number	G/L Date	Fund	Dept	Sub Dept	Account Number	Account Name	Adjustment Amount
BA 439	8/13/2012	2748	7431	0031	5610.0000	State Of Mich - Welfare	5,380.00-
BA 439	8/13/2012	2748	7432	0031	7040.0000	Salaries - Regular	3,800.00
BA 439	8/13/2012	2748	7432	0031	7150.0000	Social Security	286.00
BA 439	8/13/2012	2748	7432	0031	7160.0000	Hospitalization	583.00
BA 439	8/13/2012	2748	7432	0031	7160.0020	OPEB - Health Care	14.00
BA 439	8/13/2012	2748	7432	0031	7170.0000	Life Insurance	11.00
BA 439	8/13/2012	2748	7432	0031	7180.0000	Retirement & Sick Leave	609.00
BA 439	8/13/2012	2748	7432	0031	7180.0010	457 Plan Contribution	5.00
BA 439	8/13/2012	2748	7432	0031	7190.0000	Dental Insurance	39.00
BA 439	8/13/2012	2748	7432	0031	7200.0000	Worker'S Compensation	1.00
BA 439	8/13/2012	2748	7432	0031	7220.0000	Unemployment	15.00
BA 439	8/13/2012	2748	7432	0031	7230.0000	Optical Insurance	7.00
BA 439	8/13/2012	2748	7432	0031	7240.0000	Disability Insurance	10.00

EST\_BDG\_FOR\_NEW\_DEPT.

BA 450	8/22/2012	1010	2669		6070.0000	Chrgs. For Serv. - Fees	6,826.00-
BA 450	8/22/2012	1010	2669		7040.0000	Salaries - Regular	4,371.00
BA 450	8/22/2012	1010	2669		7150.0000	Social Security	357.00
BA 450	8/22/2012	1010	2669		7160.0000	Hospitalization	259.00
BA 450	8/22/2012	1010	2669		7160.0020	OPEB - Health Care	26.00
BA 450	8/22/2012	1010	2669		7170.0000	Life Insurance	8.00
BA 450	8/22/2012	1010	2669		7180.0000	Retirement & Sick Leave	255.00
BA 450	8/22/2012	1010	2669		7200.0000	Worker'S Compensation	18.00
BA 450	8/22/2012	1010	2669		7220.0000	Unemployment	20.00
BA 450	8/22/2012	1010	2669		7240.0000	Disability Insurance	12.00
BA 450	8/22/2012	1010	2669		7390.0000	Operational Supplies	1,500.00

FOOD\_FOR\_TRAINING\_SEM

BA 451	8/22/2012	1010	7211		6760.0000	Reimbursements	490.00-
BA 451	8/22/2012	1010	7211		8010.0000	Consultants	490.00

ADJ\_TO\_MDCH-OPHP\_ALOC

BA 454	8/22/2012	2210	6011		5550.0000	State Of MI - Health	15,157.00-
BA 454	8/22/2012	2210	6015		7040.0000	Salaries - Regular	213.00
BA 454	8/22/2012	2210	6015		7050.0000	Salaries - Temporary	844.00-
BA 454	8/22/2012	2210	6015		7150.0000	Social Security	31.00-
BA 454	8/22/2012	2210	6015		7220.0000	Unemployment	2.00-
BA 454	8/22/2012	2210	6015		7390.0000	Operational Supplies	14,804.00
BA 454	8/22/2012	2210	6015		9390.0000	Building Rental	146.00-

Adjustment Number	G/L Date	Fund	Dept	Sub Dept	Account Number	Account Name	Adjustment Amount
<u>ADJ TO MDCH-OPHP ALOC</u>							
<u>DON FRM ELMR DENSE FD</u>							
BA 455	8/22/2012	2210	6061		6750.0013	Donations-Elmer Dense Fun	2,500.00-
BA 455	8/22/2012	2210	6061		7640.0013	P.A.E.-Elmer Dense Fund	2,500.00
<u>ADJ EXP TO RFLCT SVCS</u>							
BA 456	8/22/2012	2220	6491	1349	5170.0050	Medicaid - Capitated	7,377.00-
BA 456	8/22/2012	2220	6491	1349	8590.0000	Transportation Charges	7,377.00
BA 456	8/22/2012	2220	6491	1358	5170.0050	Medicaid - Capitated	1,000.00-
BA 456	8/22/2012	2220	6491	1358	8590.0000	Transportation Charges	1,000.00
BA 456	8/22/2012	2220	6491	1440	5170.0050	Medicaid - Capitated	33,650.00-
BA 456	8/22/2012	2220	6491	1440	8270.0150	Client Care - Respite	33,650.00
<u>MOVE COOPERSVILLE CBS</u>							
BA 469	8/28/2012	2220	6491	1349	6710.0000	Other Revenue	1,006.00-
BA 469	8/28/2012	2220	6491	1349	7390.0000	Operational Supplies	8,006.00
BA 469	8/28/2012	2220	6491	1349	9200.0000	Utilities	2,000.00-
BA 469	8/28/2012	2220	6491	1357	7390.0000	Operational Supplies	5,000.00-
<u>INCREASE IN CLS SVCS</u>							
BA 470	8/28/2012	2220	6493	3451	5170.0050	Medicaid - Capitated	43,821.00-
BA 470	8/28/2012	2220	6493	3451	8270.0000	Client Care	43,821.00
<u>COMBINE ALLENDALE COM</u>							
BA 474	8/28/2012	2610	3147		5820.0000	Contrib Local-Pub. Safety	42,271.00
BA 474	8/28/2012	2610	3147		7040.0000	Salaries - Regular	24,521.00-
BA 474	8/28/2012	2610	3147		7050.0000	Salaries - Temporary	575.00-
BA 474	8/28/2012	2610	3147		7090.0000	Overtime	723.00-
BA 474	8/28/2012	2610	3147		7100.0000	Holiday	671.00-
BA 474	8/28/2012	2610	3147		7110.0000	Court Time	343.00-
BA 474	8/28/2012	2610	3147		7130.0000	Vacation Payoff	594.00-
BA 474	8/28/2012	2610	3147		7150.0000	Social Security	2,080.00-
BA 474	8/28/2012	2610	3147		7160.0000	Hospitalization	3,996.00-
BA 474	8/28/2012	2610	3147		7160.0020	OPEB - Health Care	168.00-
BA 474	8/28/2012	2610	3147		7170.0000	Life Insurance	20.00-
BA 474	8/28/2012	2610	3147		7180.0000	Retirement & Sick Leave	4,177.00-
BA 474	8/28/2012	2610	3147		7190.0000	Dental Insurance	271.00-
BA 474	8/28/2012	2610	3147		7200.0000	Worker'S Compensation	67.00-



County of Ottawa  
Fiscal Services Department  
Changes to Total Appropriations and Adjustments  
Budget Adjustments From Date: 8/01/2012 Thru 8/31/2012

Adjustment Number	G/L Date	Fund	Dept	Sub Dept	Account Number	Account Name	Adjustment Amount
<u>COMBINE_ALLENDALE_COM</u>							
BA 474	8/28/2012	2610	3147		7220.0000	Unemployment	99.00-
BA 474	8/28/2012	2610	3147		7230.0000	Optical Insurance	30.00-
BA 474	8/28/2012	2610	3147		7240.0000	Disability Insurance	70.00-
BA 474	8/28/2012	2610	3147		7390.0000	Operational Supplies	186.00-
BA 474	8/28/2012	2610	3147		8650.0000	Gas And Oil	839.00-
BA 474	8/28/2012	2610	3147		8660.0000	Vehicle Repairs & Maint.	1,223.00-
BA 474	8/28/2012	2610	3147		8680.0000	Vehicle Insurance	465.00-
BA 474	8/28/2012	2610	3147		9100.0000	Insurance & Bonds	943.00-
BA 474	8/28/2012	2610	3147		9560.0000	Employee Training	210.00-
BA 474	8/28/2012	2610	3148		5820.0000	Contrib Local-Pub. Safety	42,287.00-
BA 474	8/28/2012	2610	3148		7040.0000	Salaries - Regular	24,522.00
BA 474	8/28/2012	2610	3148		7050.0000	Salaries - Temporary	575.00
BA 474	8/28/2012	2610	3148		7090.0000	Overtime	724.00
BA 474	8/28/2012	2610	3148		7100.0000	Holiday	671.00
BA 474	8/28/2012	2610	3148		7110.0000	Court Time	344.00
BA 474	8/28/2012	2610	3148		7130.0000	Vacation Payoff	594.00
BA 474	8/28/2012	2610	3148		7150.0000	Social Security	2,081.00
BA 474	8/28/2012	2610	3148		7160.0000	Hospitalization	3,997.00
BA 474	8/28/2012	2610	3148		7160.0020	OPBB - Health Care	169.00
BA 474	8/28/2012	2610	3148		7170.0000	Life Insurance	21.00
BA 474	8/28/2012	2610	3148		7180.0000	Retirement & Sick Leave	4,178.00
BA 474	8/28/2012	2610	3148		7190.0000	Dental Insurance	272.00
BA 474	8/28/2012	2610	3148		7200.0000	Worker'S Compensation	68.00
BA 474	8/28/2012	2610	3148		7220.0000	Unemployment	100.00
BA 474	8/28/2012	2610	3148		7230.0000	Optical Insurance	31.00
BA 474	8/28/2012	2610	3148		7240.0000	Disability Insurance	71.00
BA 474	8/28/2012	2610	3148		7390.0000	Operational Supplies	187.00
BA 474	8/28/2012	2610	3148		8650.0000	Gas And Oil	840.00
BA 474	8/28/2012	2610	3148		8660.0000	Vehicle Repairs & Maint.	1,224.00
BA 474	8/28/2012	2610	3148		8680.0000	Vehicle Insurance	465.00
BA 474	8/28/2012	2610	3148		9100.0000	Insurance & Bonds	943.00
BA 474	8/28/2012	2610	3148		9560.0000	Employee Training	210.00
<u>MRE_SICK_BNKS_PAYOFFS</u>							
BA 479	8/28/2012	2980	8590		7150.0000	Social Security	1,371.00
BA 479	8/28/2012	2980	8590		7180.0000	Retirement & Sick Leave	20,203.00
BA 479	8/28/2012	2980	8590		7200.0000	Worker'S Compensation	500.00-

# Action Request



**Committee:** Board of Commissioners

**Meeting Date:** 9/26/2012

**Requesting Department:** Health Department

**Submitted By:** Misty Cunningham

**Agenda Item:** Proposed New Fee for the Food Service Sanitation Program

## SUGGESTED MOTION:

To approve the proposed new fee for the Food Service Sanitation Program reducing the cost of obtaining a license for a Cook Off to the current fee for a single Temporary License (\$158) plus \$50 per license or \$25 per license when non-profit.

## SUMMARY OF REQUEST:

Introduce a new fee which will reduce the cost of obtaining a license for a Cook Off. The new cost would be the current fee for a single Temporary License plus, \$50 per license, or \$25 per license when non-profit.

Cook-Off: An event that is licensed as a Temporary Food Establishment (TFE), where multiple individually licensed participants prepare the same food item, at the same location, on the same day/time; the foods prepared are judged and a winner declared. Example of common foods in Cook-Offs: Chili, Chicken Wings, Ribs, Salsa.

Background: There are currently limited options in regards to licensing a temporary food service establishment of this type. Our current fees can make these events cost prohibitive. Due to the unique nature of this type of event, the current fees are higher than the actual costs incurred by the department to license the event. There are currently approximately 5 events held each year that meet this definition of a Cook-Off.

Current Cost for this type of event with 10 participants:

Standard Cost: \$158 (10) = \$1,580

Non Profit Cost: \$55 (10) = \$550

Proposed Cost for event with 10 participants:

Standard Cost: \$158 + 10(\$50) = \$658

Non Profit Cost: \$55 + 10(\$25) = \$305

## 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: Maintain systems and programs of continuous improvement to gain efficiencies and improve effectiveness.

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

County Administrator:

Committee/Governing/Advisory Board Approval Date: Health and Human Services Committee 9/12/2012



# County of Ottawa

Health Department – Environmental Health

Lisa Stefanovsky, M. Ed.  
Health Officer

Paul Heidel, M.D., M.P.H.  
Medical Director

## PROPOSED NEW FEE FOR FOOD SERVICE SANITATION PROGRAM

### Proposal:

Introduce a new fee which will reduce the cost of obtaining a license for a *Cook Off*. The new cost would be the current fee for a single Temporary License plus,

\$50 per license, or

\$25 per license when non-profit

*Cook-Off*: An event that is licensed as a Temporary Food Establishment (TFE), where multiple individually licensed participants prepare the same food item, at the same location, on the same day/time; the foods prepared are judged and a winner declared.

Example of common foods in *Cook-Offs*: Chili, Chicken Wings, Ribs, Salsa

### Background:

There are currently limited options in regards to licensing a temporary food service establishment of this type. Our current fees can make these events cost prohibitive. Due to the unique nature of this type of event, the current fees are higher than the actual costs incurred by the department to license the event. There are currently approximately 5 events held each year that meet this definition of a *Cook-Off*.

### Current Cost for this type of event with 10 participants:

Standard Cost:  $\$158 (10) = \$1,580$

Non Profit Cost:  $\$55 (10) = \$550$

### Proposed Cost for event with 10 participants:

Standard Cost:  $\$158 + 10(\$50) = \$658$

Non Profit Cost:  $\$55 + 10(\$25) = \$305$

### Strategic Plan Alignment:

This change will 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.

### Summary:

Create a new fee, which will more accurately reflect the actual cost for licensing a *Cook-Off* event.

# Action Request



**Committee:** Board of Commissioners

**Meeting Date:** 9/26/2012

**Requesting Department:** Parks and Recreation

**Submitted By:** Misty Cunningham

**Agenda Item:** Ottawa Beach Waterfront Walkway Grant Agreement

## SUGGESTED MOTION:

To approve and authorize the Board Chair and Clerk to sign the resolution accepting the terms of the grant agreement in the amount of \$300,000 with the Michigan Department of Natural Resources for the Ottawa Beach Waterfront Walkway Project, estimated to cost \$600,000, with the remaining \$300,000 to come from the Parks Millage.

## SUMMARY OF REQUEST:

Ottawa County Parks has been awarded a grant from the Michigan Natural Resources Trust Fund to assist with the Ottawa Beach Waterfront Walkway Project at our Historic Ottawa Beach Parks in Park Township. The Parks Commission is requesting Board of Commissioners approval of the grant agreement for the project.

The Ottawa Beach Waterfront Walkway Project will construct a pedestrian walk along approximately 1,300 feet of Lake Macatawa shoreline and provide the link between two existing sections of walkway. The completed project will provide a total of 2,400 feet of waterfront walk connecting to Holland State Park's Lake Michigan Unit. Amenities to be included in the project include benches, overlook decks, interpretive displays, and a covered area with permanent spotting scope for bird watching. Bike racks will be provided at all access points. Interpretive displays will focus on the fascinating history of Ottawa Beach as well as the special natural features of the site.

The grant will pay 50% or up to \$300,000 of the estimated \$600,000 project. Ottawa County Parks will match the grant with \$300,000 from the county parks millage.

The grant agreement includes terms which Ottawa County has approved for past grant projects. Terms include commitments to fund a portion of the project cost, keep the land in public recreation use in perpetuity, ensure it is open to all people on equal terms, etc.

## FINANCIAL INFORMATION:

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

If not included in budget, recommended funding source: Parks Millage \$300,000 Grant \$300,000

## 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:

Committee/Governing/Advisory Board Approval Date: Planning and Policy Committee 9/13/2012



## MEMORANDUM

Date: August 31, 2012  
To: Ottawa County Board of Commissioners  
From: John Scholtz, Parks and Recreation Director  
RE: Ottawa Beach Waterfront Walkway Grant Agreement

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Ottawa County Parks has been awarded a grant from the Michigan Natural Resources Trust Fund to assist with the Ottawa Beach Waterfront Walkway Project at our Historic Ottawa Beach Parks in Park Township. The Parks Commission is requesting Board of Commissioners approval of the grant agreement for the project.

The Ottawa Beach Waterfront Walkway Project will construct a pedestrian walk along approximately 1,300 feet of Lake Macatawa shoreline and provide the link between two existing sections of walkway. The completed project will provide a total of 2,400 feet of waterfront walk connecting to Holland State Park's Lake Michigan Unit. Amenities to be included in the project include benches, overlook decks, interpretive displays, and a covered area with permanent spotting scope for bird watching. Bike racks will be provided at all access points. Interpretive displays will focus on the fascinating history of Ottawa Beach as well as the special natural features of the site.

The grant will pay 50% or up to \$300,000 of the estimated \$600,000 project. Ottawa County Parks will match the grant with \$300,000 from the county parks millage.

The grant agreement includes terms which Ottawa County has approved for past grant projects. Terms include commitments to fund a portion of the project cost, keep the land in public recreation use in perpetuity, ensure it is open to all people on equal terms, etc.

Proposed motion:

To approve and authorize the Board Chairperson and Clerk to sign the resolution accepting the terms of the grant agreement with the Michigan Department of Natural Resources for the Ottawa Beach Waterfront Walkway 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.*

The Ottawa County Board of Commissioners  
of the County of Ottawa

RESOLUTION APPROVING THE GRANT AGREEMENT WITH THE MICHIGAN  
DEPARTMENT OF NATURAL RESOURCES FOR THE OTTAWA BEACH  
WATERFRONT WALKWAY DEVELOPMENT PROJECT.

At a regular meeting of the Board of Commissioners of the County of Ottawa held in the Ottawa County Fillmore Street Complex, West Olive, Michigan in said County on September 25, 2012.

PRESENT:

ABSENT:

The following preamble and resolution were offered by \_\_\_\_\_  
and supported by \_\_\_\_\_

WHEREAS, Part. 19, Natural Resources Trust Fund, of the Natural Resource and Environmental Protection Act, Act 451 of the Public Acts of 1994, establishes the Michigan Natural Resources Trust Fund which provides for acquisition and development of lands for public outdoor recreation purposes;

AND WHEREAS, the County of Ottawa desires to improve its Historic Ottawa Beach County Park for public outdoor recreational purposes;

AND WHEREAS, the aforementioned unit of government agrees to be solely responsible for the operation and maintenance of the park improvements as set forth in said Agreement;

THEREFORE BE IT RESOLVED, that the County of Ottawa, Michigan, does hereby accept the terms of the Agreement as received from the Michigan Department of Natural Resources, and that the County of Ottawa does hereby specifically agree, but not by way of limitation, as follows:

1. To appropriate all funds necessary to complete the project during the project period and to provide Three Hundred Thousand (\$300,000) dollars to match the grant authorized by the DEPARTMENT.
2. To maintain satisfactory financial accounts, documents, and records to make them available to the DEPARTMENT for auditing at reasonable times.
3. To construct the project and provide such funds, services, and materials as may be necessary to satisfy the terms of said Agreement.

4. To regulate the use of the facility constructed and reserved under this Agreement to assure the use thereof by the public on equal and reasonable terms.
5. To comply with any and all terms of said Agreement including all terms not specifically set forth in the foregoing portions of this Resolution.

The following aye votes were recorded:

The following nay votes were recorded:

STATE OF MICHIGAN    )  
  ) ss  
COUNTY OF OTTAWA    )

I, Daniel C. Krueger, Clerk of the County of Ottawa, Michigan, do hereby certify that the above is a true and correct copy of the Resolution relative to the Agreement with the Michigan Department of Natural Resources, which Resolution was adopted by the County of Ottawa at a meeting held September 25, 2012.

\_\_\_\_\_  
Signature

Ottawa County Clerk  
Title

September 25, 2012  
Date

RESOLUTION DECLARED ADOPTED.

\_\_\_\_\_  
Chairman, Philip D. Kuyers

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





**MICHIGAN NATURAL RESOURCES TRUST FUND  
DEVELOPMENT PROJECT AGREEMENT**

**Project Number:** TF11-106

**Project Title:** Ottawa Beach Waterfront Walkway Development

This Agreement is between the Michigan Department of Natural Resources for and on behalf of the State of Michigan ("DEPARTMENT") and the **COUNTY OF OTTAWA** ("GRANTEE"). The DEPARTMENT has authority to issue grants to local units of government for the development of public outdoor recreation facilities under Part 19 of the Natural Resources and Environmental Protection Act, Act 451 of 1994, as amended. The GRANTEE has been approved by the Michigan Natural Resources Trust Fund (MNRTF) Board of Trustees (BOARD) to receive a grant. In PA 283 of 2012, the Legislature appropriated funds from the MNRTF to the DEPARTMENT for a grant-in-aid to the GRANTEE. As a precondition to the effectiveness of the Agreement, the GRANTEE is required to sign the Agreement and return it to the DEPARTMENT with the necessary attachments by **November 21, 2012**.

1. The legal description of the project area (APPENDIX A); boundary map of the project area (APPENDIX B); and Recreation Grant application bearing the number **TF11-106** (APPENDIX C) are by this reference made part of this Agreement. The Agreement together with the referenced appendices constitute the entire Agreement between the parties and may be modified only in writing and executed in the same manner as the Agreement is executed.
2. The time period allowed for project completion is the date of execution by the DEPARTMENT **through August 1, 2014**, hereinafter referred to as the "project period." Requests by the GRANTEE to extend the project period shall be made in writing before the expiration of the project period. Extensions to the project period are at the discretion of the DEPARTMENT. The project period may be extended only by an amendment to this Agreement.
3. This Agreement shall be administered on behalf of the DEPARTMENT through Grants Management.
  - a. All reports, documents, or actions required of the GRANTEE shall be submitted to the:

MICHIGAN NATURAL RESOURCES TRUST FUND  
GRANTS MANAGEMENT  
MICHIGAN DEPARTMENT OF NATURAL RESOURCES  
PO BOX 30425  
LANSING MI 48909-7925



b. The GRANTEE'S representative for this project is:

Name: John Scholtz Title: Director  
Mailing Address: 12220 Fillmore St, West Olive, MI 49460  
Phone Number: (616) 738-4808 FAX: (616) 738-4812  
E-mail Address: jscholtz@miottawa.org

c. All notices, reports, requests or other communications from the DEPARTMENT to the GRANTEE shall be sufficiently given when mailed and addressed as indicated above. The DEPARTMENT and the GRANTEE may by written notice designate a different address to which subsequent notices, reports, requests, or other communications shall be sent.

4. The words "project area" shall mean the land and area described in the attached legal description (APPENDIX A) and shown on the attached boundary map (APPENDIX B).
5. The words "project facilities" shall mean the following individual components, as further described in APPENDIX C.

Site Preparation and Grading	Shoreline Stabilization
Wood Decks and Boardwalks	Amenities (Benches, Tables, etc.)
Walkway Paving	Restoration and Landscaping
Covered Wildlife Viewing Deck	Permit Fees
Interpretive Features	MNRTF Sign

6. The DEPARTMENT agrees as follows:
- a. To grant to the GRANTEE a sum of money equal to **Fifty (50%) percent of Six Hundred Thousand (\$600,000.00) dollars**, which is the total eligible cost of construction of the project facilities including engineering costs, but in any event not to exceed **Three Hundred Thousand (\$300,000.00) dollars**.
- b. To grant these funds in the form of reimbursements to the GRANTEE for eligible costs and expenses incurred as follows:
- i. Payments will be made on a reimbursement basis at **Fifty (50%) percent** of the eligible expenses incurred by the GRANTEE up to 90% of the maximum reimbursement allowable under the grant.
- ii. Reimbursement will be made only upon DEPARTMENT review and approval of a complete reimbursement request submitted by the GRANTEE on a form provided by the DEPARTMENT which includes

an expenditure list supported by documentation as required by the DEPARTMENT, including but not limited to copies of invoices, cancelled checks, and/or list of force account time and attendance records.

- iii. The DEPARTMENT shall conduct an audit of the project's financial records upon approval of the final reimbursement request by DEPARTMENT engineering staff. The DEPARTMENT may issue an audit report with no deductions or may find some costs ineligible for reimbursement.
- iv. Final payment will be released upon completion of a satisfactory audit by the DEPARTMENT and documentation that the GRANTEE has erected an MNRTF sign in compliance with Section 7(j) of this Agreement.

7. The GRANTEE agrees as follows:

- a. To immediately make available all funds needed to incur all necessary costs required to complete the project and to provide **Three Hundred Thousand (\$300,000.00) dollars** in local match. This sum represents **Fifty (50%) percent** of the total eligible cost of construction including engineering costs. Any cost overruns incurred to complete the project facilities called for by this Agreement shall be the sole responsibility of the GRANTEE.
- b. With the exception of engineering costs as provided for in Section 8, to incur no costs toward completion of the project facilities before execution of this Agreement and before written DEPARTMENT approval of plans, specifications and bid documents.
- c. To complete construction of the project facilities to the satisfaction of the DEPARTMENT and to comply with the development project procedures set forth by the DEPARTMENT in completion of the project, including but not limited to the following:
  - i. Retain the services of a professional architect, landscape architect, or engineer, registered in the State of Michigan to serve as the GRANTEE'S Prime Professional. The Prime Professional shall prepare the plans, specifications and bid documents for the project and oversee project construction.
  - ii. Within 180 days following execution of this Agreement by the GRANTEE and the DEPARTMENT and before soliciting bids or quotes or incurring costs other than costs associated with the development of plans, specifications, or bid documents, provide the DEPARTMENT with plans, specifications, and bid documents for the project facilities, sealed by the GRANTEE'S Prime Professional.
  - iii. Upon written DEPARTMENT approval of plans, specifications and bid documents, openly advertise and seek written bids for contracts for purchases or services with a value equal to or greater than \$25,000

- and accept the lowest qualified bid as determined by the GRANTEE'S Prime Professional.
- iv. Upon written DEPARTMENT approval of plans, specifications and bid documents, solicit three (3) written quotes for contracts for purchases or services between \$1,000 and \$25,000 and accept the lowest qualified bid as determined by the GRANTEE'S Prime Professional.
  - v. Maintain detailed written records of the contracting processes used and to submit these records to the DEPARTMENT upon request.
  - vi. Complete construction to all applicable local, state and federal codes, as amended; including the federal Americans with Disabilities Act (ADA) of 1990, as amended; the Persons with Disabilities Civil Rights Act, Act 220 of 1976, as amended; the Playground Equipment Safety Act, P.A. 16 of 1997, as amended; and the Utilization of Public Facilities by Physically Limited Act, P.A. 1 of 1966, as amended; the Elliott-Larsen Civil Rights Acts, Act 453 of 1976, as amended.
  - vii. Bury all new telephone and electrical wiring within the project area.
  - viii. Correct any deficiencies discovered at the final inspection within 90 days of written notification by the DEPARTMENT. These corrections shall be made at the GRANTEE'S expense and are eligible for reimbursement at the discretion of the DEPARTMENT and only to the degree that the GRANTEE'S prior expenditures made toward completion of the project are less than the grant amount allowed under this Agreement.
- d. To operate the project facilities for a minimum of their useful life as determined by the DEPARTMENT, to regulate the use thereof to the satisfaction of the DEPARTMENT, and to appropriate such monies and/or provide such services as shall be necessary to provide such adequate maintenance.
  - e. To provide to the DEPARTMENT for approval, a complete tariff schedule containing all charges to be assessed against the public utilizing the project area and/or any of the facilities constructed thereon, and to provide to the DEPARTMENT for approval, all amendments thereto before the effective date of such amendments. Preferential membership or annual permit systems are prohibited on grant assisted sites, except to the extent that differences in admission and other fees may be instituted on the basis of residence. Nonresident fees shall not exceed twice that charged residents. If no resident fees are charged, nonresident fees may not exceed the rate charged residents at other comparable state and local public recreation facilities.
  - f. To adopt such ordinances and/or resolutions as shall be required to effectuate the provisions of this Agreement; certified copies of all such ordinances and/or resolutions adopted for such purposes shall be forwarded to the DEPARTMENT before the effective date thereof.
  - g. To separately account for any revenues received from the project area which exceed the demonstrated operating costs and to reserve such surplus

revenues for the future maintenance and/or expansion of the GRANTEE'S park and outdoor recreation program.

- h. To furnish the DEPARTMENT, upon request, detailed statements covering the annual operation of the project area and/or project facilities, including income and expenses and such other information the DEPARTMENT might reasonably require.
  - i. To maintain the premises in such condition as to comply with all federal, state, and local laws which may be applicable and to make any and all payments required for all taxes, fees, or assessments legally imposed against the project area.
  - j. To erect and maintain a sign on the property which designates this project as one having been constructed with the assistance of the MNRTF. The size, color, and design of this sign shall be in accordance with DEPARTMENT specifications.
  - k. To conduct a dedication/ribbon-cutting ceremony as soon as possible after the project is completed and the MNRTF sign is erected within the project area. At least 30 days prior to the dedication/ribbon-cutting ceremony, the DEPARTMENT must be notified in writing of the date, time, and location of the dedication/ribbon-cutting ceremony. GRANTEE shall provide notice of ceremony in the local media. Use of the grant program logo and a brief description of the program are strongly encouraged in public recreation brochures produced by the GRANTEE. At the discretion of the DEPARTMENT, the requirement to conduct a dedication/ribbon-cutting ceremony may be waived.
8. Only eligible costs and expenses incurred toward completion of the project facilities after execution of the Project Agreement shall be considered for reimbursement under the terms of this Agreement. Eligible engineering costs incurred toward completion of the project facilities beginning **January 1, 2012** and throughout the project period are also eligible for reimbursement. Any costs and expenses incurred after the project period shall be the sole responsibility of the GRANTEE.
9. To be eligible for reimbursement, the GRANTEE shall comply with the DEPARTMENT requirements. At a minimum, the GRANTEE shall:
- a. Submit a written progress report every 180 days during the project period.
  - b. Submit complete requests for partial reimbursement when the GRANTEE is eligible to request at least 25 percent of the grant amount and construction contracts have been executed or construction by force account labor has begun.
  - c. Submit a complete request for final reimbursement within 90 days of project completion and no later than **November 1, 2014**. If the GRANTEE fails to submit a complete final request for reimbursement by **November 1, 2014**, the DEPARTMENT may audit the project costs and expenses and make final payment based on documentation on file as of that date or may



terminate this Agreement and require full repayment of grant funds by the GRANTEE.

10. During the project period, the GRANTEE shall obtain prior written authorization from the DEPARTMENT before adding, deleting or making a significant change to any of the project facilities as proposed. Approval of changes is solely at the discretion of the DEPARTMENT. Furthermore, following project completion, the GRANTEE shall obtain prior written authorization from the DEPARTMENT before implementing a change that significantly alters the project facilities as constructed and/or the project area, including but not limited to discontinuing use of a project facility or making a significant change in the recreational use of the project area. Changes approved by the DEPARTMENT pursuant to this Section may also require prior approval of the BOARD, as determined by the DEPARTMENT.
11. All project facilities constructed or purchased by the GRANTEE under this Agreement shall be placed and used at the project area and solely for the purposes specified in APPENDIX C and this Agreement.
12. The project area and all facilities provided thereon and the land and water access ways to the project facilities shall be open to the general public at all times on equal and reasonable terms. No individual shall be denied ingress or egress thereto or the use thereof on the basis of sex, race, color, religion, national origin, residence, age, height, weight, familial status, marital status, or disability.
13. Unless an exemption has been authorized by the DEPARTMENT pursuant to this Section, the GRANTEE hereby represents that it possesses fee simple title, free of all liens and encumbrances, to the project area. The fee simple title acquired shall not be subject to: 1) any possibility of reverter or right of entry for condition broken or any other executory limitation which may result in defeasance of title or 2) to any reservations or prior conveyance of coal, oil, gas, sand, gravel or other mineral interests. For any portion of the project area that the GRANTEE does not possess in fee simple title, the GRANTEE hereby represents that it has:
  - a. Received a written exemption from the DEPARTMENT before the execution of this Agreement, and
  - b. Received prior written approval from the DEPARTMENT of a lease and/or easement for any portion of the property not held in fee simple title as indicated in written correspondence from the DEPARTMENT dated \_\_\_\_\_, and
  - c. Supplied the DEPARTMENT with an executed copy of the approved lease or easement, and
  - d. Confirmed through appropriate legal review that the terms of the lease or easement are consistent with GRANTEE'S obligations under this Agreement and will not hinder the GRANTEE'S ability to comply with all requirements of this Agreement. In no case shall the lease or easement tenure be less than 20 years from the date of execution of this Agreement.

14. The GRANTEE shall not allow any encumbrance, lien, security interest, mortgage or any evidence of indebtedness to attach to or be perfected against the project area or project facilities included in this Agreement.
15. None of the project area, nor any of the project facilities constructed under this Agreement, shall be wholly or partially conveyed in perpetuity, either in fee, easement or otherwise, or leased for a term of years or for any other period, nor shall there be any whole or partial transfer of the lease title, ownership, or right of maintenance or control by the GRANTEE except with the written approval and consent of the DEPARTMENT. The GRANTEE shall regulate the use of the project area to the satisfaction of the DEPARTMENT.
16. The assistance provided to the GRANTEE as a result of this Agreement is intended to have a lasting effect on the supply of outdoor recreation, scenic beauty sites, and recreation facilities beyond the financial contribution alone and permanently commits the project area to Michigan's outdoor recreation estate, therefore:
  - a. The GRANTEE agrees that the project area or any portion thereof will not be converted to other than public outdoor recreation use without prior written approval by the DEPARTMENT and the BOARD and implementation of mitigation approved by the DEPARTMENT and the BOARD, including but not limited to replacement with land of similar recreation usefulness and fair market value.
  - b. Approval of a conversion shall be at the sole discretion of the DEPARTMENT and the BOARD.
  - c. Before completion of the project, the GRANTEE and the DEPARTMENT may mutually agree to alter the project area through an amendment to this Agreement to provide the most satisfactory public outdoor recreation area.
17. Should title to the lands in the project area or any portion thereof be acquired from the GRANTEE by any other entity through exercise of the power of eminent domain, the GRANTEE agrees that the proceeds awarded to the GRANTEE shall be used to replace the lands and project facilities affected with outdoor recreation lands and project facilities of equal or greater fair market value, and of reasonably equivalent usefulness and location. The DEPARTMENT and BOARD shall approve such replacement only upon such conditions as it deems necessary to assure the replacement by GRANTEE of other outdoor recreation properties and project facilities of equal or greater fair market value and of reasonably equivalent usefulness and location. Such replacement land shall be subject to all the provisions of this Agreement.
18. The GRANTEE acknowledges that:
  - a. The GRANTEE has examined the project area and has found the property safe for public use or actions will be taken by the GRANTEE before beginning the project to assure safe use of the property by the public, and

- b. The GRANTEE is solely responsible for development, operation, and maintenance of the project area and project facilities, and that responsibility for actions taken to develop, operate, or maintain the property is solely that of the GRANTEE, and
  - c. The DEPARTMENT'S involvement in the premises is limited solely to the making of a grant to assist the GRANTEE in developing same.
- 19. The GRANTEE assures the DEPARTMENT that the proposed State-assisted action will not have a negative effect on the environment and, therefore, an Environmental Impact Statement is not required.
- 20. The GRANTEE hereby acknowledges that this Agreement does not require the State of Michigan to issue any permit required by law to construct the outdoor recreational project that is the subject of this Agreement. Such permits include, but are not limited to, permits to fill or otherwise occupy a floodplain, and permits required under Parts 301 and 303 of the Natural Resources and Environmental Protection Act, Act 451 of the Public Acts 451 of 1994, as amended. It is the sole responsibility of the GRANTEE to determine what permits are required for the project, secure the needed permits and remain in compliance with such permits.
- 21. Before the DEPARTMENT will approve plans, specifications, or bid documents; or give written approval to the GRANTEE to advertise, seek quotes, or incur costs for this project, the GRANTEE must provide documentation to the DEPARTMENT that indicates either:
  - a. It is reasonable for the GRANTEE to conclude, based on the advice of an environmental consultant, as appropriate, that no portion of the project area is a facility as defined in Part 201 of the Michigan Natural Resources and Environmental Protection Act, Act 451 of the Public Acts of 1994, as amended;
  - or
  - b. If any portion of the project area is a facility, documentation that Department of Natural Resources-approved response actions have been or will be taken to make the site safe for its intended use within the project period, and that implementation and long-term maintenance of response actions will not hinder public outdoor recreation use and/or the resource protection values of the project area.
- 22. If the DEPARTMENT determines that, based on contamination, the project area will not be made safe for the planned recreation use within the project period, or another date established by the DEPARTMENT in writing, or if the DEPARTMENT determines that the presence of contamination will reduce the overall usefulness of the property for public recreation and resource protection, the grant may be cancelled by the MNRTF Board with no reimbursement made to the GRANTEE.

23. The GRANTEE shall acquire and maintain insurance which will protect the GRANTEE from claims which may arise out of or result from the GRANTEE'S operations under this Agreement, whether performed by the GRANTEE, a subcontractor or anyone directly or indirectly employed by the GRANTEE, or anyone for whose acts may hold them liable. Such insurance shall be with companies authorized to do business in the State of Michigan in such amounts and against such risks as are ordinarily carried by similar entities, including but not limited to public liability insurance, worker's compensation insurance or a program of self-insurance complying with the requirements of Michigan law. The GRANTEE shall provide evidence of such insurance to the DEPARTMENT at its request.
24. Nothing in this Agreement shall be construed to impose any obligation upon the DEPARTMENT to operate, maintain or provide funding for the operation and/or maintenance of any recreational facilities in the project area.
25. The GRANTEE hereby represents that it will defend any suit brought against either party which involves title, ownership, or any other rights, whether specific or general rights, including appurtenant riparian rights, to and in the project area of any lands connected with or affected by this project.
26. The GRANTEE is responsible for the use and occupancy of the premises, the project area and the facilities thereon. The GRANTEE is responsible for the safety of all individuals who are invitees or licensees of the premises. The GRANTEE will defend all claims resulting from the use and occupancy of the premises, the project area and the facilities thereon. The DEPARTMENT is not responsible for the use and occupancy of the premises, the project area and the facilities thereon.
27. Failure by the GRANTEE to comply with any of the provisions of this Agreement shall constitute a material breach of this Agreement.
28. Upon breach of the Agreement by the GRANTEE the DEPARTMENT, in addition to any other remedy provided by law, may:
  - a. Terminate this Agreement; and/or
  - b. Withhold and/or cancel future payments to the GRANTEE on any or all current recreation grant projects until the violation is resolved to the satisfaction of the DEPARTMENT; and/or
  - c. Withhold action on all pending and future grant applications submitted by the GRANTEE under the Michigan Natural Resources Trust Fund and the Land and Water Conservation Fund; and/or
  - d. Require repayment of grant funds already paid to GRANTEE.
  - e. Require specific performance of the Agreement.
29. The GRANTEE agrees that the benefit to be derived by the State of Michigan from the full compliance by the GRANTEE with the terms of this Agreement is the preservation, protection and the net increase in the quality of public outdoor recreation facilities and resources which are available to the people of the State and



of the United States and such benefit exceeds to an immeasurable and unascertainable extent the amount of money furnished by the State of Michigan by way of assistance under the terms of this Agreement. The GRANTEE agrees that after final reimbursement has been made to the GRANTEE, repayment by the GRANTEE of grant funds received would be inadequate compensation to the State for any breach of this Agreement. The GRANTEE further agrees therefore, that the appropriate remedy in the event of a breach by the GRANTEE of this Agreement after final reimbursement has been made shall be the specific performance of this Agreement.

30. Prior to the completion of the project facilities, the GRANTEE shall return all grant money if the project area or project facilities are not constructed, operated or used in accordance with this Agreement.
31. The GRANTEE agrees not to discriminate against an employee or applicant for employment with respect to hire, tenure, terms, conditions, or privileges of employment, or a matter directly or indirectly related to employment, because of race, color, religion, national origin, age, sex, height, weight, marital status, familial status or disability that is unrelated to the person's ability to perform the duties of a particular job or position. The GRANTEE further agrees that any subcontract shall contain non-discrimination provisions which are not less stringent than this provision and binding upon any and all subcontractors. A breach of this covenant shall be regarded as a material breach of this Agreement.
32. The DEPARTMENT shall terminate and recover grant funds paid if the GRANTEE or any subcontractor, manufacturer, or supplier of the GRANTEE appears in the register compiled by the Michigan Department of Labor and Economic Growth pursuant to Public Act No. 278 of 1980.
33. The GRANTEE may not assign or transfer any interest in this Agreement without prior written authorization of the DEPARTMENT.
34. The rights of the DEPARTMENT under this Agreement shall continue in perpetuity.
35. The Agreement may be executed separately by the parties. This Agreement is not effective until:
  - a. The GRANTEE has signed the Agreement and returned it together with the necessary attachments within 90 days of the date the Agreement is issued by the DEPARTMENT, and
  - b. The DEPARTMENT has signed the Agreement. IN WITNESS WHEREOF, the parties hereto have hereunto set their hands and seals, on this date.

Approved by resolution (true copy attached) of the \_\_\_\_\_,  
date

\_\_\_\_\_ meeting of the \_\_\_\_\_  
(special or regular) (name of approving body)

**GRANTEE**

SIGNED:

WITNESSED BY:

By \_\_\_\_\_

1) \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

2) \_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_

Grantee's Federal ID#

\_\_\_\_\_

**MICHIGAN DEPARTMENT OF NATURAL RESOURCES**

SIGNED:

WITNESSED BY:

By \_\_\_\_\_

1) \_\_\_\_\_

Steven J. DeBrabander

Title: Manager, Grants Management

2) \_\_\_\_\_

Date: \_\_\_\_\_

APPENDIX A  
LEGAL DESCRIPTION OF THE PROJECT AREA

APPENDIX B  
BOUNDARY MAP OF THE PROJECT AREA

APPENDIX C

RECREATION GRANT APPLICATION TF11-106

(incorporated herein by reference)

# Action Request



**Committee:** Board of Commissioners

**Meeting Date:** 9/26/2012

**Requesting Department:** Administrator's Office

**Submitted By:** Misty Cunningham

**Agenda Item:** Proposed Policy Changes (First Reading)

## SUGGESTED MOTION:

To receive for review and comment the proposed changes to the following policies: Use of Wellness Center and Fitness Related Activities Policy (formerly known as Use of Wellness Center Policy) and Smoking and Tobacco Use on County Property Policy (formerly known as Smoking Policy). (First Reading)

## SUMMARY OF REQUEST:

County policies require periodic review and updates. This request is to review the County policies and forward them to the Board of Commissioners for a first and second reading before final approval.

## FINANCIAL INFORMATION:

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

If not included in budget, recommended funding source:

## ACTION IS RELATED TO AN ACTIVITY WHICH IS:

Mandated       Non-Mandated       New Activity

## ACTION IS RELATED TO STRATEGIC PLAN:

Goal: 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:

Committee/Governing/Advisory Board Approval Date: Planning and Policy Committee 9/13/2012



# County of Ottawa

## **USE OF WELLNESS CENTER AND FITNESS RELATED ACTIVITIES**

### **I. POLICY**

The County of Ottawa recognizes that regular exercise and a healthy lifestyle contribute to lower health costs and a productive workforce. The purpose of this policy is to establish the requirements for all employees, retirees and authorized guests using the Wellness Centers and the equipment contained therein or to take advantage of other fitness related activities at County owned facilities. The primary consideration in establishing this policy is the safety, health and comfort of employees, retirees and their guests.

### **II. STATUTORY REFERENCES**

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

### **III. COUNTY LEGISLATIVE OR HISTORICAL REFERENCES**

The original Board policy on this subject matter was adopted in April 2010.

Board of Commissioners Resolution Number and Policy Adoption Date: BC10-092, April 27, 2010

Board of Commissioner Review Date and Resolution Number: April 27, 2010. BC 10-092

Name and Date of Last Committee Review: Planning and Policy Committee - April 8, 2010

Last Review by Internal Policy Review Committee: June 1, 2011



# County of Ottawa

## IV. PROCEDURE

### A. Eligibility for Use

1. All County of Ottawa full-time and ~~regular~~ part-time employees and their spouses.<sup>4</sup> Eligibility does not include seasonal employees.
2. All County of Ottawa retirees and their spouses.
3. Individuals who occupy leased office space in County buildings, as approved by Administration.<sup>2</sup>

### B. Waiver and Release of Liability

1. An Acknowledgment ~~of~~ Risk Assumption must be completed by all individuals who desire to use the facilities and/or equipment and/or participate in fitness related activities.

### C. Use Guidelines

1. Use of the fitness/exercise facilities and or equipment is at the individual's sole risk.
2. During peak use or when others are waiting, users will limit his/her time on equipment to thirty (30) minutes.
3. Users will wipe down equipment after use.
4. Except for water or sports drinks, food and drink are not permitted.
5. Shoes and pant cuffs must be devoid of any sand or dirt prior to entering the fitness room.
6. Users will re-rack weights and replace equipment after use.
7. Users will utilize ~~a walkman/headear~~phones when watching a TV monitor.
8. Malfunctioning or broken equipment will be posted with an "Out-of-Order" sign. Individuals will report broken or malfunctioning equipment to ~~Fiscal Services~~Facilities Maintenance.

<sup>4</sup> ~~Includes part time road patrol deputies and part time corrections deputies with the Sheriff's Office.~~

<sup>2</sup> State Police assigned to WEMET; State Employees in DHS; State Probation employees; MSU Extension employees.





# County of Ottawa

9. ~~Lockers are available in the locker rooms. If lockers are available,~~ individuals may place a lock on the locker door during their use of the fitness room. Items are to be removed from the locker when the individual completes their workout. No locks shall be left on the lockers when not in use.

## ~~D. In Case of An Emergency~~

- ~~1. The fitness room located in the Fillmore Street complex is equipped with an Automated External Defibrillator (AED) device located on the back (west) wall of the fitness room.~~
- ~~2. Only individuals trained in the use of an AED will use the device in the event of an emergency.~~

## 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.



# County of Ottawa

## SMOKING AND TOBACCO USE ON COUNTY PROPERTY POLICY

### I. POLICY

The County of Ottawa is committed to providing a healthy workplace for our employees and a ~~smoketobacco~~-free business environment for the public which uses our services. ~~Smoking and the use of tobacco products is strictly prohibited in all enclosed areas within the workplace buildings, facilities, and grounds. This includes all enclosed areas of worksites and public places~~ owned, rented, leased or otherwise under the control of Ottawa County, including any county-owned vehicle. ~~This prohibition includes common work areas, conference and meeting rooms, private offices, elevators, hallways, cafeterias, employee lounges, stairs, restrooms, closets, lobbies, reception areas and all other enclosed facilities.~~

~~Smoking and tobacco use is permitted in private vehicles, including those parked in County lots. Property and facilities under the jurisdiction of the Ottawa County Parks and Recreation Commission are not subject to this policy. Smoking is prohibited within twenty-five feet of entrances, operable windows and ventilation systems, except in designated areas, of all worksites and public places where smoking is prohibited by County regulation. All smoking trash receptacles and ashtrays shall be placed outside the no-smoking area to discourage smoking in these areas.~~

This policy applies to all employees, visitors, clients or consumers, and independent contractors. State law may supersede the county regulation in certain circumstances.

~~The County is supportive of tobacco cessation programs and offers assistance to employees in seeking help with their tobacco use through health plan offerings. The County is hopeful that tobacco users will use this regulation as an extra incentive to give up tobacco use and improve their overall health.~~

### II. STATUTORY REFERENCES

Michigan Clean Indoor Act, Public Act 198 of 1986.

Ottawa County Smoke-Free Indoor Air Regulation.

Michigan Public Health Code, Public Act 368 of 1978, as amended.

### III. COUNTY LEGISLATIVE OR HISTORICAL REFERENCES

The original Board policy on this subject matter was adopted in December 12, 1989.

Board of Commissioners Resolution Number and Policy Adoption Date: April 8, 2008.

Board of Commissioner Review Date and Resolution Number:

Name and Date of Last Committee Review: Planning Policy, March 13, 2008.



# County of Ottawa

Last Review by Internal Policy Review Team:

## IV. PROCEDURES

A. This smoking and tobacco use policy shall be adopted and implemented containing the following requirements:

- ~~1. Advising that smoking is prohibited in all enclosed areas within the worksite without exception. This includes common work areas, auditoriums, classrooms, conference and meeting rooms, private offices, elevators, hallways, medical facilities, cafeterias, employee lounges, stairs, restrooms, county owned or leased vehicles, and all other enclosed facilities.~~
1. The smoking policy shall be communicated to all current employees, and at the time of employment of all other employees.
2. The success of this policy will depend upon the thoughtfulness, consideration and cooperation of smokers and non-smokers. All employees, clients and visitors share in the responsibility for adhering to and enforcing the policy. Any concern should be brought to the attention of the individuals responsible for the operation of the County facility in question and/or the supervisor responsible for the work area.
3. Smoking is permitted in private vehicles, including those in County lots. Vehicles must be twenty-five (25) feet from any building entrance, operable window, and ventilation system. Smoking and tobacco material must be disposed of prior to exiting the private vehicle.
4. For purposes of this policy, the following definitions apply:
  - I. "Smoking" means the carrying by a person of a lighted cigar, cigarette, pipe, or other smoking device.
  - II. "Tobacco use" means inhaling or chewing a tobacco product or placing a tobacco product within a person's mouth.
- ~~2. A written copy of the smoking policy shall be supplied to any employee upon request and to all prospective employees.~~
- ~~3. Smoking shall be prohibited within twenty-five feet (or to property edge, whichever is closer) of all entrances, operable windows and ventilation systems.~~
- ~~4. All smoking trash receptacles shall be placed outside the no smoking area in order to discourage smoking in these areas.~~

B. Posting of signs:



# County of Ottawa

1. “No Smoking and Tobacco Use” signs shall be clearly, sufficiently and conspicuously posted at every campus and facility in every building or other area where smoking and tobacco use is prohibited, including entrances.

2. The Facilities and Maintenance Department is responsible for posting and maintaining the no-smoking signage.

## 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:** 9/26/2012

**Requesting Department:** Fiscal Services

**Submitted By:** Bob Spaman

**Agenda Item:** Budget Approval for Michigan Works/Community Action Agency (CAA)

## SUGGESTED MOTION:

To approve the recommendation that the County not do an annual budget for Michigan Works and Community Action Agency (CAA) beginning with the 2013 budget.

## SUMMARY OF REQUEST:

The reasons for not budgeting are as follows:

1. No County general fund dollars go to Michigan Works or CAA.
2. Michigan Works and CAA revenue sources are primarily grants. Some donations may occur as well.
3. Budgets for both are more of a guess than actual known amounts.
4. Due to year-ends that are different than the County year-end, up to three separate budgets may be required in a year.
5. Staff time for the aforementioned items are minimally 250 hours for guesses. Staff can better allocate time to other higher value tasks.
6. Once grants are established, a budget amendment would take place that creates a budget on that specific grant. This is what we do for other grants the County receives during the budget year.
7. With our new Financial System, we will use the Project/Grant accounting module to track revenue and expenses over multiple years.
8. This process improvement is in line with the 4-C plan involving continuous process improvement.
9. The auditors have approved this action.
10. Though an annual budget would not be approved, project/grant budgets will be established as grants are received.

## 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 address operational budget deficits with pro-active, balanced approaches.

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

County Administrator:

Committee/Governing/Advisory Board Approval Date: Finance and Administration Committee 9/18/2012

# Action Request



**Committee:** Board of Commissioners

**Meeting Date:** 9/26/2012

**Requesting Department:** Fiscal Services

**Submitted By:** Bob Spaman

**Agenda Item:** Resolution Regarding the Distribution of Cigarette Tax Revenues to Counties Under Public Acts 219 and 264 of 1987

## SUGGESTED MOTION:

To approve and authorize the Board Chair and Clerk to sign the resolution regarding the distribution of cigarette tax revenues to counties under Public Acts 219 and 264 of 1987.

## SUMMARY OF REQUEST:

Annual resolution detailing the use of cigarette tax revenue.

## FINANCIAL INFORMATION:

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

If not included in budget, recommended funding source:

## ACTION IS RELATED TO AN ACTIVITY WHICH IS:

Mandated       Non-Mandated       New Activity

## ACTION IS RELATED TO STRATEGIC PLAN:

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

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

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

County Administrator:

Committee/Governing/Advisory Board Approval Date: Finance and Administration Committee 9/18/2012

The Ottawa County Board of Commissioners

of the County of Ottawa

Grand Haven, Michigan

RESOLUTION REGARDING THE DISTRIBUTION OF CIGARETTE TAX REVENUES TO COUNTIES UNDER PUBLIC ACTS 219 AND 264 OF 1987.

At a meeting of the Board of Commissioners of the County of Ottawa, Ottawa County, Michigan, held at the Ottawa County Administrative Annex, Olive Township, Michigan in said County on September 25, 2012, at 1:30 p.m., local time.

PRESENT: Members -

ABSENT: Members -

The following preamble and resolution were offered by and supported by:

WHEREAS, Public Act 219 of 1987, increases the cigarette tax by two mills on each cigarette; and

WHEREAS, this increase is deposited into the Health and Safety Fund; and

WHEREAS, Public Act 264 of 1987, provides for the distribution of the money in the Health and Safety Fund; and

WHEREAS, the counties may follow the Truth and Taxation hearings process to use the revenue for increased spending; and

WHEREAS, the appropriate calculations were made and the Truth in Taxation hearing scheduled; and

WHEREAS, it is estimated that approximately \$1,636 will be available for the county,

THEREFORE, BE IT RESOLVED, to use the revenues from the cigarette tax in accord with the Public Act which mandates twelve seventeenths or 70.59% for Public Health prevention programs and services and five seventeenths or 29.41% for the operation, maintenance or expansion of existing county or juvenile facility, the acquisition, construction and equipping a new jail or juvenile facility or for court operations, and



BE IT FURTHER RESOLVED, that the County use twelve seventeenths or approximately, \$1,155 for public health prevention programs and services and five seventeenths or approximately \$481 for Public Safety programs and services.

YEAS: Members -

NAYS: Members -

ABSTAINS: Members -

RESOLUTION DECLARED ADOPTED.

\_\_\_\_\_  
Chairperson, Philip Kuyers

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

Certification

I, the undersigned, duly qualified Clerk of the County of Ottawa, Michigan, do hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Board of Commissioners of the County of Ottawa, Michigan, at a meeting held on September 25, 2012, the original of which is on file in my office. Public notice of said meeting was given pursuant to and in compliance with act No. 267, Public Acts of Michigan, 1976 as amended.

IN WITNESS WHEREOF, I have hereto affixed my official signature this

\_\_\_\_\_ day of \_\_\_\_\_, A.D., 2012.

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

# Action Request



**Committee:** Board of Commissioners

**Meeting Date:** 9/26/2012

**Requesting Department:** Fiscal Services

**Submitted By:** Bob Spaman

**Agenda Item:** Resolution Regarding the Distribution of Convention Facility Tax Revenues to Counties

## SUGGESTED MOTION:

To approve and authorize the Board Chair and Clerk to sign the resolution regarding the distribution of convention facility tax revenues to counties under Public Acts 106 and 107 of 1985.

## SUMMARY OF REQUEST:

Annual resolution detailing the use of convention facility tax revenue.

## FINANCIAL INFORMATION:

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

If not included in budget, recommended funding source:

## ACTION IS RELATED TO AN ACTIVITY WHICH IS:

Mandated       Non-Mandated       New Activity

## ACTION IS RELATED TO STRATEGIC PLAN:

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

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

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

County Administrator:

Committee/Governing/Advisory Board Approval Date: Finance and Administration Committee 9/18/2012

The Ottawa County Board of Commissioners

of the County of Ottawa

Grand Haven, Michigan

RESOLUTION REGARDING THE DISTRIBUTION OF CONVENTION FACILITY TAX REVENUES TO COUNTIES UNDER PUBLIC ACTS 106 AND 107 OF 1985.

At a meeting of the Board of Commissioners of the County of Ottawa, Ottawa County, Michigan, held at the Ottawa County Administrative Annex, Olive Township, Michigan in said County on September 25, 2012, at 1:30 p.m. local time.

PRESENT: Members -

ABSENT: Members -

The following preamble and resolution were offered by and supported by:

WHEREAS, Public Act 106 and 107 of 1985, authorizes the distribution of convention facility tax revenues and County liquor tax rebates; and

WHEREAS, Public Act 2 of 1986, amends the Truth and Taxation Law to require Counties to reduce their base tax rate by the revenues received under Public Act 106 and 107; and

WHEREAS, the Counties may follow the Truth and Taxation hearings process to use the revenues for increased spending, but 50% of the revenues not used to reduce the millage rate is required to be used for substance abuse programs; and

WHEREAS, the appropriate calculations were made, and a Truth and Taxation hearing was not required; and

WHEREAS, it is currently estimated that approximately \$1,371,941 will be available for the County, subject to final action by the Michigan Legislature on the state budget,

THEREFORE, BE IT RESOLVED, to use the revenues from the convention facilities tax in accordance with the Public Act which mandates 50% allocation for substance abuse programs, and

BE IT FURTHER RESOLVED, that the County will strive to use the 50% County portion as matched dollars for substance abuse programs within Ottawa County or for general County operations.

YEAS: Members -

NAYS: Members -

ABSTAIN: Members -

RESOLUTION DECLARED ADOPTED.

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Chairperson, Philip Kuyers

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County Clerk, Daniel Krueger

Certification

I, the undersigned, duly qualified Clerk of the County of Ottawa, Michigan, do hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Board of Commissioners of the County of Ottawa, Michigan, at a meeting held on September 25, 2012, the original of which is on file in my office. Public notice of said meeting was given pursuant to and in compliance with Act No. 267, Public Acts of Michigan, 1976, as amended.

IN WITNESS WHEREOF, I have hereto affixed my official signature this \_\_\_\_\_ day of \_\_\_\_\_, A.D., 2012.

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County Clerk, Daniel Krueger

# Action Request



**Committee:** Board of Commissioners

**Meeting Date:** 9/26/2012

**Requesting Department:** Fiscal Services

**Submitted By:** Bob Spaman

**Agenda Item:** Setting of Public Hearing on the 2013 Ottawa County Budget

## SUGGESTED MOTION:

To approve setting the public hearing on the 2013 Ottawa County budget for Tuesday, October 9, 2012, to be held in the Ottawa County Board Room, 12220 Fillmore Street, West Olive, at 1:30 p.m.

## SUMMARY OF REQUEST:

The Uniform Budgeting and Accounting Act requires a public hearing before the adoption of the budget.

## 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:

Committee/Governing/Advisory Board Approval Date: Finance and Administration Committee 9/18/2012

# Action Request



**Committee:** Board of Commissioners

**Meeting Date:** 9/26/2012

**Requesting Department:** Human Resources

**Submitted By:** Marcie VerBeek

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

## SUGGESTED MOTION:

To approve the nomination of Jennifer Orme as Officer Delegate, Marcie VerBeek as Alternate Officer Delegate, Paul Lindemuth as Employee Delegate and Robert Melamed as Alternate Employee Delegate to the MERS 66th Annual Meeting to be held October 3 - 5, 2012 in Grand Rapids, 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 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: 4: To Continually Improve the County's Organization and Services.

Objective: 3: Maintain and expand investments in the human resources of the organization.

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

County Administrator:

Committee/Governing/Advisory Board Approval Date: Finance and Administration Committee 9/18/2012