



County of Ottawa

Board of Commissioners

Philip D. Kuyers
Chairperson

James C. Holtrop
Vice-Chairperson

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

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Website: www.miOttawa.org

December 7, 2012

To All Ottawa County Commissioners:

The Ottawa County Board of Commissioners will meet on **Tuesday, December 11, 2012 at 1:30 p.m.**, for the regular **December** meeting of the Board at the Ottawa County Fillmore Street Complex in West Olive, Michigan.

The Agenda is as follows:

1. Call to Order by the Chairperson
2. Invocation – Commissioner Holtrop
3. Pledge of Allegiance to the Flag
4. Roll Call
5. Presentation of Petitions and Communications
6. Public Comments and Communications from County Staff

A. Legislative Update, Jim Miller, GCSI

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 November 27, 2012 Board of Commissioners Meeting.

2. [Payroll](#)

Suggested Motion:

To authorize the payroll of December 11, 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 432](#)
Suggested Motion:
To receive for information the Correspondence Log.

From Administration

4. [Monthly Accounts Payable for November 19, 2012 through November 30, 2012](#)
Suggested Motion:
To approve the general claims in the amount of \$3,025,613.74 as presented by the summary report for November 19, 2012 through November 30, 2012.
5. [Resolution Honoring Dennis Swartout Upon His Retirement as an Ottawa County Commissioner](#)
Suggested Motion:
To approve and authorize the Board Chair and Clerk to sign the resolution honoring Dennis Swartout upon his retirement as an Ottawa County Commissioner.
6. [Resolution Honoring Jane Ruitter Upon Her Retirement as an Ottawa County Commissioner](#)
Suggested Motion:
To approve and authorize the Board Chair and Clerk to sign the resolution honoring Jane Ruitter upon her retirement as an Ottawa County Commissioner.
7. [Resolution Honoring Robert Karsten Upon His Retirement as an Ottawa County Commissioner](#)
Suggested Motion:
To approve and authorize the Board Chair and Clerk to sign the resolution honoring Robert Karsten upon his retirement as an Ottawa County Commissioner.
8. [Resolution Honoring Roger Rycenga Upon His Retirement as an Ottawa County Commissioner](#)
Suggested Motion:
To approve and authorize the Board Chair and Clerk to sign the resolution honoring Roger Rycenga upon his retirement as an Ottawa County Commissioner.
9. [Resolution Honoring Paul Geerlings Upon His Retirement as Ottawa County Drain Commissioner](#)
Suggested Motion:
To approve and authorize the Board Chair and Clerk to sign the resolution honoring Paul Geerlings upon his retirement as Ottawa County Drain Commissioner.
10. [Resolution Honoring Judge Richard Kloote Upon His Retirement as a Judge of Ottawa County 58th District Court](#)
Suggested Motion:
To approve and authorize the Board Chair and Clerk to sign the resolution honoring Judge Richard Kloote upon his retirement as a Judge of Ottawa County 58th District Court.

B. Action Items:

From Administration

1. [Implementation of Act 184 of the Public Acts of 2012](#)
Suggested Motion:

To approve and authorize the Board Chairperson and Clerk to sign the Resolution for implementation of Act 184 of the Public Acts of 2012, amending the provisions of MCL 211.44a, to allow the acceleration and collection of winter property taxes as part of the summer tax levy within the local governmental units of Ottawa County.

2. [One-time Payment of 0.5% of Salary](#)

Suggested Motion:

To approve the one-time payment of 1/2 percent of salary on the last payroll in December 2012 for all employees, excluding Elected Officials, Judges, and the Board of Commissioners.

3. [Competitive Grant Assistance Program \(CGAP\)](#)

Suggested Motion:

To approve and authorize the Board Chair and Clerk to sign the resolution accepting the Competitive Grant Assistance Program (CGAP) and to authorize a County project cost share of \$5,000 to come from the Telecommunications Fund.

C. Appointments:

From the Human Resources Committee

1. [Board Appointments](#)

Suggested Motion:

To place into nomination the name(s) of (*indicates recommendation of the Interview Subcommittee):

*Betty M. Gajewski

*Timothy J. Grifhorst

James C. Miedema

David L. Vander Kooi

Richard J. Sibley Jr.

Vaughn Umphrey

Kurtis C. Van Koevering

to fill two (2) General Member vacancies on the Road Commission beginning January 1, 2013 and ending December 31, 2018 (six (6) year term).

2. [Board Appointments](#)

Suggested Motion:

To place into nomination the name(s) of (*indicates recommendation of the Interview Subcommittee):

*Nichole J. Derks

Barbara Tsaturova

to fill one (1) Defense Attorney vacancy on the Community Corrections Advisory Board beginning January 1, 2013 and ending December 31, 2014 (two (2) year term).

3. [Board Appointments](#)

Suggested Motion:

To place into nomination the name(s) of (*indicates recommendation of the Interview Subcommittee):

*Valorie M. Putnam

Joan J. Epperson

to fill one (1) Education Sector vacancy on the Workforce Development Board beginning January 1, 2013 and ending December 31, 2015 (three (3) year term).

4. [Board Appointments](#)

Suggested Motion:

To place into nomination the name(s) of (*indicates recommendation of the Interview Subcommittee):

*Luke A. Meerman

to fill one (1) Township Government vacancy on the Agricultural Preservation Board beginning January 1, 2013 and ending December 31, 2015 (three (3) year term).

*David J. Kraker

to fill one (1) General Member vacancy on the Sanitary Board of Appeals January 1, 2013 and ending December 31, 2015 (three (3) year term).

*Joan J. Epperson

to fill one (1) Private Sector vacancy on the Comprehensive Economic Development Strategy Committee (CEDS) beginning January 1, 2013 and ending December 31, 2013 (one (1) year term).

*William E. Miller

to fill one (1) Agricultural Sector vacancy on the Ottawa County Planning Commission beginning January 1, 2013 and ending December 31, 2015 (three (3) year term).

*Bruce J. Adair

to fill one (1) Economic Sector vacancy on the Workforce Development Board beginning January 1, 2013 and ending December 31, 2015 (three (3) year term).

*David L. Vander Kooi

to fill one (1) Ottawa County Private Sector vacancy on the West Michigan Regional Planning Commission beginning January 1, 2013 and ending December 31, 2013 (one (1) year term).

D. Discussion Items:

1. Closed Session to Discuss Labor Negotiations

Suggested Motion:

To go into closed session for the purpose of discussing labor negotiations.
(2/3 roll call vote required)

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

OTTAWA COUNTY BOARD OF COMMISSIONERS
ADDITION TO AGENDA
Tuesday, December 11, 2012
1:30 PM

B. Action Items:

From Administration

4. Agreement to advance funds for the Park West Drainage District
Suggested Motion:
To approve and authorize the Board Chair and Clerk to sign the Agreement to advance funds for the Park West Drainage District to cover expenditures incurred before the bond issuance. Funding will come from 2012 revenue over expenditures until repaid upon bond issuance, not to exceed \$850,000, at an interest rate on any amount exceeding \$750,000 to be paid at a rate equal to the Treasurer's average investment return.

D. Discussion Items:

From Administration

2. Report of the County Administrator Review Committee

**PROPOSED
PROCEEDINGS OF THE OTTAWA COUNTY
BOARD OF COMMISSIONERS
NOVEMBER SESSION – SECOND DAY**

The Ottawa County Board of Commissioners met on Tuesday, November 27, 2012, at 1:30 p.m. and was called to order by the Chair.

Mr. Karsten pronounced the invocation.

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

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

Absent: Mrs. Ruiter. (1)

Public Comments and Communications from County Staff

1. Michelle Bender, 2478 Ashbourne, Holland, asked the Board to reconsider approving the long-term contract with the Harbor Humane Society. There are currently two investigations being done by the State.
2. Lisa Lungaro, Executive Director of the Harbor Humane Society, explained the issues being investigated are from over a year ago prior to her becoming Executive Director. Necessary improvements have been made.

B/C 12-205 Mr. Holtrop moved to approve the agenda of today as presented. The motion passed.

B/C 12-206 Mr. Holtrop moved to approve the following Consent Resolutions:

1. To approve the Minutes of the November 13, 2012 Board of Commissioners Meeting.
2. To authorize the payroll of November 27, 2012 in the amount of \$535.41.
3. To approve the general claims in the amount of \$4,548,293.13 as presented by the summary report for November 5, 2012 through November 16, 2012.
4. 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 October, 2012.

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

B/C 12-207 Mr. Swartout moved to approve the Amended 2012 Apportionment Report. The motion passed.

B/C 12-208 Mr. Swartout moved to approve the Parks and Recreation Commission's proposed fee schedule for 2013 including increases to motor vehicle parking fees and selected facility reservation fees. The motion passed as shown by the following votes: Yeas: Messrs. Disselkoen, Holtrop, Visser, Holtvluwer, DeJong, Swartout, Rycenga, Baumann, Kuyers. (9)

Nays: Mr. Karsten. (1)

B/C 12-209 Mr. Swartout moved to approve and authorize the Board Chair and Clerk to sign the Service Agreement between Ottawa County and Harbor Humane Society. The motion passed as shown by the following votes: Yeas: Messrs. Disselkoen, Karsten, DeJong, Holtrop, Visser, Swartout, Rycenga, Holtvluwer, Baumann, Kuyers. (10)

B/C 12-210 Mr. Holtrop moved to place into nomination the name(s) of (*indicates recommendation of the Interview Subcommittee):

*Jacqueline Vanderwall

Suzanne Emery

to fill one (1) Primary Consumer vacancy on the Community Mental Health Board beginning immediately and ending March 31, 2016 (three (3) year term).

Roll call vote:

Mr. Visser – Vanderwall
Mr. Swartout – Vanderwall
Mr. DeJong – Vanderwall
Mr. Rycenga – Vanderwall
Mr. Baumann – Vanderwall

Mr. Disselkoen - Vanderwall
Mr. Karsten - Vanderwall
Mr. Holtrop - Vanderwall
Mr. Holtvluwer - Vanderwall
Mr. Kuyers – Vanderwall

Total votes received: Ms. Vanderwall – 10, Ms. Emery – 0.

The Chair declared Jacqueline Vanderwall appointed to the Community Mental Health Board.

B/C 12-211 Mr. Holtrop moved to place into nomination the name(s) of (*indicates recommendation of the Interview Subcommittee):

*Bobbi Sabine

David L. Vander Kooi

to fill one (1) Public vacancy on the Parks and Recreation Commission beginning January 1, 2013 and ending December 31, 2015 (three (3) year term).

Roll call vote:

Mr. Holtvluwer – Sabine
Mr. Holtrop – Sabine
Mr. Visser – Sabine
Mr. Swartout- Sabine
Mr. DeJong – Sabine

Mr. Disselkoen - Sabine
Mr. Baumann - Sabine
Mr. Rycenga - Sabine
Mr. Karsten - Sabine
Mr. Kuyers – Sabine

Total votes received: Ms. Sabine – 10, Mr. Vander Kooi – 0.

The Chair declared Bobbi Sabine appointed to the Parks and Recreation Commission.

B/C 12-212 Mr. Holtrop moved to place into nomination the name(s) of (*indicates recommendation of the Interview Subcommittee):

*Ken Rizzio

to fill one (1) General Member vacancy on the Kent, Ottawa, Muskegon, (K.O.M.) Foreign Trade Zone Authority beginning January 1, 2013 and ending December 31, 2015 (three (3) year term).

*Ken Rizzio

to fill one (1) Ottawa County Economic Development Corporation Representative vacancy on the Land Bank Authority beginning January 1, 2013 and ending December 31, 2018 (six (6) year term).

*Leon E. Stille

to fill one (1) Township Representative vacancy on the Land Bank Authority beginning January 1, 2013 and ending December 31, 2018 (six (6) year term).

*Barton J. Lucas

to fill one (1) Public Sector vacancy on the Community Action Agency Advisory Board beginning January 1, 2013 and ending December 31, 2015 (three (3) year term).

*William L. Raymond

to fill one (1) Employment Sector vacancy on the Community Corrections Advisory Board beginning January 1, 2013 and ending December 31, 2014 (two (2) year term).

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The motion passed.

The Administrator's report was presented.

Several Commissioners committed on meetings attended and future meetings to be held.

Public Comments

1. Jill Bannick-Albrecht, Holland, addressed her concerns over the long-term Harbor Humane Society contract just passed by the Board with the on-going investigation taking place by the State.

B/C 12-213 Mr. Disselkoen moved to adjourn at 1:45 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: 12/11/2012

Requesting Department: County Clerk

Submitted By: Misty Cunningham

Agenda Item: Payroll

SUGGESTED MOTION:

To authorize the payroll of December 11, 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: 12/11/2012

Requesting Department: County Clerk

Submitted By: Misty Cunningham

Agenda Item: Correspondence Log 432

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
11/12/2012	BAY CO BOC	RESOLUTION RE: ST CLAIR RIVER REMEDIATION
		Referred To ADMINISTRATOR & COMMISSIONERS
From:	To:	
11/6/2012	12/4/2012	

Action Request



Committee: Board of Commissioners

Meeting Date: 12/11/2012

Requesting Department: Fiscal Services

Submitted By: Bob Spaman

Agenda Item: Monthly Accounts Payable for November 19, 2012 through November 30, 2012

SUGGESTED MOTION:

To approve the general claims in the amount of \$3,025,613.74 as presented by the summary report for November 19, 2012 through November 30, 2012.

SUMMARY OF REQUEST:

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

FINANCIAL INFORMATION:

Total Cost: \$3,025,613.74 | General Fund Cost: \$3,025,613.74 | 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
mhinga@miottawa.org

To: Board of Commissioners
From: Robert Spaman, Fiscal Services Director
Subject: Accounts Payable Listing – November 19, 2012 to November 30, 2012
Date: December 3, 2012

I have reviewed the Accounts Payable Listing for November 19 through November 30, 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 ERP Implementation	\$ 3,750.00
Office of the Drain Commissioner Compaq Pro 6300 Computer	\$ 656.00

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

Total Checks/Automated Clearing House (EFT) 11/19/2012 through 11/30/2012

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, EFT number, check date and EFT date. The amount of claims to be approved totals \$3,025,613.74.



Robert Spaman, Fiscal Services, Director

12/4/12

Date

We hereby certify that the Board of Commissioners has approved the claims on this 11th day of December, 2012.

Philip Kuyers, Chairperson
Board of Commissioners

Daniel Krueger, Clerk

ACCOUNTS PAYABLE CHECKS/EFTS 11/19/2012 THROUGH 11/30/2012

<u>FUND NUMBER</u>	<u>FUND NAME</u>	<u>CHECKS/EFTS TOTALS</u>
0000	TREASURY FUND	0.00
1010	GENERAL FUND	537,138.34
1500	CEMETERY TRUST	0.00
2081	PARKS & RECREATION	131,631.49
2082	PARK 12	0.00
2160	FRIEND OF COURT	1,501.34
2170	9/30 JUDICIAL GRANTS	0.00
2180	OTHER GOVERNMENTAL GRANTS	8,358.04
2210	HEALTH	30,228.64
2220	MENTAL HEALTH	744,474.75
2271	SOLID WASTE CLEAN-UP	60,806.55
2272	LANDFILL TIPPING FEES	1,918.82
2320	TRANSPORTATION SYSTEM	0.00
2420	PLANNING COMMISSION	0.00
2430	BROWNFIELD REDEVELOPMENT	0.00
2444	INFRASTRUCTURE FUND	0.00
2450	PUBLIC IMPROVEMENT	0.00
2550	HOMESTEAD PROPERTY TAX	0.00
2560	REGISTER OF DEEDS AUTOMATION FUND	1,399.85
2590	LIPPERT GRANT	0.00
2601	PROSECUTING ATTORNEY GRANTS	0.00
2602	WEMET	9,238.32
2603	WEED AND SEED	0.00

ACCOUNTS PAYABLE CHECKS/EFTS 11/19/2012 THROUGH 11/30/2012

<u>FUND NUMBER</u>	<u>FUND NAME</u>	<u>CHECKS/EFTS TOTALS</u>
2605	COPS-AHEAD-GEORGETOWN	0.00
2606	COPS-FAST-GEORGETOWN	0.00
2608	COPS-FAST-ALLENDALE	0.00
2609	SHERIFF GRANT PROGRAMS	0.00
2610	COPS-UNIVERSAL	0.00
2630	SHERIFF GRANTS & CONTRACTS	39,693.98
2640	EMT HOLLAND-PARK	0.00
2650	EMT GEORGETOWN TOWNSHIP	0.00
2661	SHERIFF ROAD PATROL	0.00
2690	LAW LIBRARY	0.00
2740	WIA-ADMIN. COST POOL	0.00
2741	WIA-YOUTH	0.00
2742	WIA-ADULT	0.00
2743	WIA-6/30 GRANT PROGRAMS	0.00
2744	WIA-12/31 GRANT PROGRAMS	0.00
2745	MICHIGAN WORKS	78,636.99
2746	COMMUNITY ACTION AGENCY (CAA) 10/01/2012	21,349.04
2748	WIA-9/30 GRANT PROGRAMS	3,732.89
2749	WIA-3/31 GRANT PROGRAMS	0.00
2750	GRANT PROGRAMS-PASS THRU	0.00
2800	EMERGENCY FEEDING	0.00
2810	FEMA	0.00
2850	COMMUNITY CORRECTIONS PROG. GRANT	0.00

ACCOUNTS PAYABLE CHECKS/EFTS 11/19/2012 THROUGH 11/30/2012

<u>FUND NUMBER</u>	<u>FUND NAME</u>	<u>CHECKS/EFTS TOTALS</u>
2870	COMMUNITY ACTION AGENCY (CAA) ENDED 09/30/2012	0.00
2890	WEATHERIZATION	0.00
2900	DEPT OF HUMAN SERVICES	0.00
2901	DEPT OF HUMAN SERVICES	0.00
2920	CHILD CARE - PROBATE	69,206.91
2921	CHILD CARE - SOCIAL SERVICES	0.00
2930	SOLDIER & SAILORS RELIEF	0.00
2940	VETERANS TRUST	0.00
2941	VETERANS TRUST	0.00
2970	DB/DC CONVERSION	0.00
5160	DELINQUENT TAXES	2,910.30
5360	LAND BANK AUTHORITY	74.52
6360	INFORMATION TECHNOLOGY	10,396.53
6410	WATER & SEWER REVOLVING	0.00
6450	DUPLICATING	0.00
6550	TELECOMMUNICATIONS	15,790.12
6641	EQUIPMENT POOL	6,906.00
6770	PROTECTED SELF-FUNDED INSURANCE	0.00
6771	PROTECTED SELF-FUNDED HEALTH INS.	750,812.58
6772	PROTECTED SELF-FUNDED UNEMPL INS.	0.00
6775	LONG-TERM DISABILITY INSURANCE	0.00
6776	PROTECTED SELF-FUNDED DENTAL INS.	0.00
6777	PROTECTED SELF-FUNDED VISION	0.00

ACCOUNTS PAYABLE CHECKS/EFTS 11/19/2012 THROUGH 11/30/2012

<u>FUND NUMBER</u>	<u>FUND NAME</u>	<u>CHECKS/EFTS TOTALS</u>
6782	PROTECTED SELF-FUNDED INS PROG M.H.	0.00
7010	AGENCY	367,523.25
7040	IMPREST PAYROLL	20,510.40
7210	LIBRARY PENAL FINE	0.00
7300	EMPLOYEE SICK PAY BANK	0.00
7360	OPEB TRUST	41,130.36
5691	BUILDING AUTHORITY-OCCDA	0.00
5692	BUILDING AUTHORITY-PROBATE CT/JAIL	0.00
5693	BUILDING AUTHORITY-JAIL/ADMIN FAC.	0.00
5694	BUILDING AUTHORITY-HOLL. DIST. CT.	0.00
5695	BUILDING AUTHORITY-GR HAVEN/W OLIVE	0.00
6780	OTTAWA CNTY-INSURANCE AUTHORITY	0.00
8010	SPECIAL ASSESS. DRAINS	70,243.73
8011	DRAINS-CAPITAL PROJECTS FUND	0.00
8020	DRAINS-REVOLVING	0.00
8200	DRAIN-CHAPTER 20	0.00
8300	DRAIN-CHAPTER 21-BLISS	0.00
8510	DRAINS-DEBT SERVICE FUND	0.00
8725	INLAND LAKE IMPROVEMENT	0.00
		<u>\$3,025,613.74</u>

COUNTY OF OTTAWA

STATE OF MICHIGAN

WHEREAS, Dennis “Denny” Swartout has served on the Ottawa County Board of Commissioners from January, 1997 through December 31, 2012, representing the people of Northwest Ottawa County; and,

WHEREAS, during his years of services as a member of the Ottawa County Board of Commissioners, Dennis Swartout variously served as Chairperson of the Board from 2000-2004, as well as serving as Chairperson of the Finance & Administration Committee, as a member of the Planning & Policy Committee, the Human Services Committee, the Administration & Planning Committee, the Criminal Justice Committee, the Public Relations Committee, the Overall Economic Development & Planning Committee, the Tax Allocation Board, the Brownfield Redevelopment Board, the Drain Board, and the Ottawa County Insurance Authority Board; and,

WHEREAS, the service of Commissioner Dennis Swartout occurred during periods of challenge, opportunity, and growth for the County of Ottawa, and his good judgment and leadership have been consistently relied upon by his colleagues and by the residents of Ottawa County; and,

WHEREAS, Dennis Swartout is retiring as a member of the Ottawa County Board of Commissioners effective December 31, 2012;

NOW THEREFORE BE IT RESOLVED that the Ottawa County Board of Commissioners congratulates Dennis “Denny” Swartout on his retirement from the Ottawa County Board of Commissioners, thanks him for his years of service to the residents of Ottawa County, and wishes him every success in his future endeavors.

December 11, 2012

Philip Kuyers, Chairperson
Ottawa County Board of Commissioners

Subscribed and sworn to before me this 11th day of December, 2012.

Daniel C. Krueger, Ottawa County Clerk

COUNTY OF OTTAWA

STATE OF MICHIGAN

WHEREAS, Jane Ruitter has served on the Ottawa County Board of Commissioners from November, 1999 through December 31, 2012, representing the people of Northwest Ottawa County; and,

WHEREAS, during her years of services as a member of the Ottawa County Board of Commissioners, Jane Ruitter variously served as Chairperson of the Human Resources and Personnel Committees, and as a member of the Planning & Policy Committee, the Health and Human Services Committee, the Criminal Justice Committee, the Ottawa County Community Mental Health Board, the Human Services Coordinating Council, the Lloyd's Bayou Lake Board and the Spring Lake Lake Board; and,

WHEREAS, the service of Commissioner Jane Ruitter occurred during periods of challenge, opportunity, and growth for the County of Ottawa, and her good judgment and leadership have been consistently relied upon by her colleagues and by the residents of Ottawa County; and,

WHEREAS, Jane Ruitter is retiring as a member of the Ottawa County Board of Commissioners effective December 31, 2012;

NOW THEREFORE BE IT RESOLVED that the Ottawa County Board of Commissioners congratulates Jane Ruitter on her retirement from the Ottawa County Board of Commissioners, thanks her for her years of service to the residents of Ottawa County, and wishes her every success in her future endeavors.

December 11, 2012

Philip Kuyers, Chairperson
Ottawa County Board of Commissioners

Subscribed and sworn to before me this 11th day of December, 2012.

Daniel C. Krueger, Ottawa County Clerk

COUNTY OF OTTAWA

STATE OF MICHIGAN

WHEREAS, Robert Karsten has served on the Ottawa County Board of Commissioners from January, 1995 through December 31, 1998, and again from January, 2009 through December 31, 2012, representing the people of the City of Zeeland and surrounding areas; and,

WHEREAS, during his years of services as a member of the Ottawa County Board of Commissioners, Robert Karsten variously served as a member of the Administration & Finance Committee, the Health & Human Services Committee, the Parks & Recreation Committee, the Ottawa County Community Mental Health Board, the Community Corrections Advisory Board, the Act 641 Planning Committee, the JTPA Governing Board, the Lakeshore Coordinating Council, and the Timberlands Resource Conservation & Development Area Council, and,

WHEREAS, the service of Commissioner Robert Karsten occurred during periods of challenge, opportunity, and growth for the County of Ottawa, and his good judgment and leadership have been consistently relied upon by his colleagues and by the residents of Ottawa County; and,

WHEREAS, Robert Karsten is retiring as a member of the Ottawa County Board of Commissioners effective December 31, 2012;

NOW THEREFORE BE IT RESOLVED that the Ottawa County Board of Commissioners congratulates Robert Karsten on his retirement from the Ottawa County Board of Commissioners, thanks him for his years of service to the residents of Ottawa County, and wishes him every success in his future endeavors.

December 11, 2012

Philip Kuyers, Chairperson
Ottawa County Board of Commissioners

Subscribed and sworn to before me this 11th day of December, 2012.

Daniel C. Krueger, Ottawa County Clerk

COUNTY OF OTTAWA

STATE OF MICHIGAN

WHEREAS, Roger Rycenga has served on the Ottawa County Board of Commissioners from January, 1997 through December 31, 2012, representing the people of Allendale Township and surrounding areas; and,

WHEREAS, during his years of services as a member of the Ottawa County Board of Commissioners, Roger Rycenga variously served as Chairperson of the Board from 2005-2006, as Chairperson of the Planning & Policy Committee, and as a member of the Finance Committee, Criminal Justice Committee, Transportation & Legislative Committee, Health & Human Services Committee, Veteran Affairs Committee, WEMET Board, Land Bank Authority Board, Economic Development Office Board, Brownfield Redevelopment Board, Tax Allocation Board, Ottawa County Insurance Authority Board and Drain Board, as well as serving as a member of the Transportation Committee of the National Association of Counties (NACO); and,

WHEREAS, the service of Commissioner Roger Rycenga occurred during periods of challenge, opportunity, and growth for the County of Ottawa, and his good judgment and leadership have been consistently relied upon by his colleagues and by the residents of Ottawa County; and,

WHEREAS, Roger Rycenga is retiring as a member of the Ottawa County Board of Commissioners effective December 31, 2012;

NOW THEREFORE BE IT RESOLVED that the Ottawa County Board of Commissioners congratulates Roger Rycenga on his retirement from the Ottawa County Board of Commissioners, thanks him for his years of service to the residents of Ottawa County, and wishes him every success in his future endeavors.

December 11, 2012

Philip Kuyers, Chairperson
Ottawa County Board of Commissioners

Subscribed and sworn to before me this 11th day of December, 2012.

Daniel C. Krueger, Ottawa County Clerk

COUNTY OF OTTAWA

STATE OF MICHIGAN

WHEREAS, Paul Geerlings has served as the Ottawa County Drain Commissioner from January, 2001 through December 31, 2012; and,

WHEREAS, the service of Paul Geerlings as Ottawa County Drain Commissioner occurred during periods of challenge, opportunity, and growth for the County of Ottawa, requiring the good judgment and expertise of the Drain Commissioner, and the leadership of Paul Geerlings has been consistently relied upon by the Ottawa County Board of Commissioners, by local governmental bodies, and by the residents of Ottawa County; and,

WHEREAS, Paul Geerlings is retiring as the Ottawa County Drain Commissioner effective December 31, 2012;

NOW THEREFORE BE IT RESOLVED that the Ottawa County Board of Commissioners congratulates Paul Geerlings on his retirement as the Ottawa County Drain Commissioner, thanks him for his years of service to the residents of Ottawa County, and wishes him every success in his future endeavors.

December 11, 2012

Philip Kuyers, Chairperson
Ottawa County Board of Commissioners

Subscribed and sworn to before me this 11th day of December, 2012.

Daniel C. Krueger, Ottawa County Clerk

COUNTY OF OTTAWA

STATE OF MICHIGAN

WHEREAS, in 1983, the Honorable Richard J. Kloote became a judge of the 58th District Court of Ottawa County; and,

WHEREAS, during his years of service, Judge Kloote served for 13 years as chief judge of the Ottawa County 58th District Court, and 10 years as Chief Judge Pro Tem, performing many administrative functions, including serving as Chairman of the Ottawa County Criminal Justice Users Committee, all while serving as judge in many important civil and criminal cases; and,

WHEREAS, Judge Kloote's counsel, legal, wisdom, integrity, kindness, professionalism and good judgment have been valued by the members of the Board of Commissioners and have been relied upon by that body and by the public throughout his years of service to the residents of Ottawa County; and,

WHEREAS, Judge Kloote will retire on December 31, 2012 following 30 years as judge of the Ottawa County 58th District Court;

NOW THEREFORE BE IT RESOLVED that the Ottawa County Board of Commissioners, on behalf of its members, the administration of the County of Ottawa and the citizens of the County of Ottawa, congratulates the Honorable Richard J. Kloote on his retirement as Judge of the Ottawa County 58th District Court, thanks him for his years of public service, and wishes him every success in his future endeavors.

December 11, 2012

Philip Kuyers, Chairperson
Ottawa County Board of Commissioners

Subscribed and sworn to me this 11th day of December, 2012.

Daniel C. Krueger, Ottawa County Clerk

Action Request



Committee: Board of Commissioners

Meeting Date: 12/11/2012

Requesting Department: Administration

Submitted By: Greg Rappleye

Agenda Item: Implementation of Act 184 of the Public Acts of 2012

SUGGESTED MOTION:

To approve and authorize the Board Chairperson and Clerk to sign the Resolution for implementation of Act 184 of the Public Acts of 2012, amending the provisions of MCL 211.44a, to allow the acceleration and collection of winter property taxes as part of the summer tax levy within the local governmental units of Ottawa County.

SUMMARY OF REQUEST:

See attached Memoranda

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: 4: Examine opportunities for service-delivery with local units of government.

ADMINISTRATION RECOMMENDATION: Recommended Not Recommended Without Recommendation

County Administrator:

Committee/Governing/Advisory Board Approval Date:

MEMORANDUM

TO: Ottawa County Board of Commissioners

FROM: Gregory Rapple, Ottawa County Corporation Counsel

DATE: December 3, 2012

RE: Act 184 of the Public Acts of 2012-
Amendments to MCL 211.44a

Attached is a Memorandum to the Ottawa County Treasurer regarding the implementation of Act 184 of the Public Acts of 2012. Several local units would like to accelerate property tax collections in a manner consistent with their understanding of the terms of Act 184. A Resolution to accomplish the County's role in this process is attached.

cc: Bradley Slagh, Ottawa County Treasurer
Daniel C. Krueger, Ottawa County Clerk
Ottawa County Tax Allocation Board
Alan Vanderberg, Ottawa County Administrator
Keith Van Beek, Ottawa County Assistant Administrator

AMENDED

MEMORANDUM

TO: Bradley Slagh, Ottawa County Treasurer

FROM: Gregory Rappleye, Ottawa County Corporation Counsel

DATE: November 27, 2012

RE: Act 184 of the Public Acts of 2012 – Amendments to MCL 211.44a

In June of 2012, Governor Snyder signed Act 184 of the Public Acts of 2012. The Act amended the provisions of MCL 211.44a to permit local governments to accelerate the collection of certain winter property taxes as part of the summer property tax levy. Act 184 provides, in relevant part:

(2) Notwithstanding any other statutory or charter provision to the contrary, beginning in 2013 and each year after 2013, a millage that is levied by any taxing authority within a local tax collecting unit that had been previously billed and collected as part of the winter property tax levy in a preceding tax year may be accelerated and collected earlier in that tax year as a summer property tax levy if all of the following conditions are satisfied:

- (a) The aggregate amount of the revenue from the levy and collection of all individual millages that would be levied and collected in the winter tax bill totals \$100.00 or less per individual tax bill, excluding any property tax administration fee. A millage may be accelerated and collected earlier for only those tax bills that total \$100.00 or less for all individual millages and that millage may be levied and collected as a winter property tax levy for all other tax bills that total more than \$100.00 for all individual millages. Any additional millage approved to be levied by any taxing authority after collection of the summer property tax levy shall be collected as part of a winter property tax levy as provided in this act.
- (b) A resolution authorizing the summer collection is approved by all of the following:
 - (i) The county board of commissioners
 - (ii) The legislative body of the local tax collecting unit
 - (iii) The county tax allocation board, if any
(emphasis added)

As you know, the most-recent Tax Allocation Board for Ottawa County completed its calendar of tasks prior to the adoption of Act 184. Neither the Ottawa County Board of Commissioners nor any local unit within Ottawa County (to my knowledge) has adopted a resolution which attempts to implement Act 184 for the December, 2012 tax billings.

Upon review, it is my opinion that, by law, the provisions of Act 184 may operate prospectively (for taxes to be billed in 2013) rather than retroactively. Therefore Act 184 does not allow the December, 2012 taxes to be delayed for payment with the summer 2013 property tax bills. This conclusion is based upon the fact that the December 2012 tax bills are due on the date the statements are sent, and must be paid by February 14, 2013. Delaying sending the December, 2012 tax bills until summer would therefore be a delay in the tax billing cycle for taxes already due, not an acceleration of prospective taxes. We therefore read Act 184 to be a provision which may be implemented during the early part of 2013, allowing the collection of the December, 2013 tax billings to be accelerated (in appropriate instances) for collection with the summer, 2013 tax billings. If there is interest in providing for the acceleration of winter, 2013 tax bills, this is something that the Tax Allocation Board, the Board of Commissioners, and the local units will want to consider early in 2013, particularly because of the 60-day notice requirements of Section 44a(2)(c).

If you have any questions on related matters, please let me know.

cc: Daniel C. Krueger, Ottawa County Clerk
Alan Vanderberg, Ottawa County Administrator

COUNTY OF OTTAWA

STATE OF MICHIGAN

RESOLUTIONS

At a regular meeting of the Ottawa County Board of Commissioners of the County of Ottawa, held at the Fillmore Street Complex in the Township of Olive, West Olive, Michigan on the ____ day of _____, 2012 at ___ o'clock p.m. local time.

PRESENT: Commissioners: _____

ABSENT: Commissioners: _____

It was moved by Commissioner _____ and supported by

Commissioner _____ that the following Resolution be adopted:

WHEREAS, Act 184 of the Public Acts of 2012 amended the provisions of MCL 211.44a (“Act 184”) to permit local governments to accelerate the collection of certain winter property taxes as part of the summer tax levy; and,

WHEREAS, a condition precedent to implementation of Act 184 within Ottawa County is passage of a resolution by the Ottawa County Board of Commissioners approving the acceleration and collection of winter property taxes as part of the summer property tax levy; and,

WHEREAS, the Ottawa County Board of Commissioners approves of the implementation of Act 184 within Ottawa County in a manner compliant with the terms of Act 184;

NOW THEREFORE, BE IT RESOLVED, that the Ottawa County Tax Allocation Board approves the acceleration and collection of certain winter property taxes as part of the summer tax levy within the local governmental units of the County of Ottawa, as provided for in Act 184 of the Public Acts of 2012, amending the provisions of MCL 211.44a; and,

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

YEAS: Commissioners: _____

NAYS: Commissioners: _____

ABSTENTIONS: Commissioners: _____

RESOLUTION ADOPTED.

Chairperson, Ottawa County
Board of Commissioners

Ottawa County Clerk

Action Request



Committee: Board of Commissioners

Meeting Date: 12/11/2012

Requesting Department: Administration

Submitted By: Al Vanderberg

Agenda Item: One-time Payment of 0.5% of Salary

SUGGESTED MOTION:

To approve the one-time payment of 0.5% of salary on the last payroll in December 2012 for all employees, excluding Elected Officials, Judges, and the Board of Commissioners.

SUMMARY OF REQUEST:

The County carefully budgets annual expenditures and revenues each year, especially recently where uncertainties exist around several revenue streams (property tax values, revenue sharing, investment earnings). The County also experiences expenditure challenges of rising health care costs, gas, and demands for other services in difficult economic times. Similar to the close of previous fiscal years, the County will close 2012 with a budget surplus. This request for a modest one-time payment, often utilized in the private sector, is intended to acknowledge the various contributions of employees to this bottom-line, particularly when the adopted budget estimated some use of fund balance.

Employees have experienced either no or minimal cost of living adjustments in recent years in response to the Great Recession and budget concerns. This one-time payment does not add to the base of salaries, and in that way maintains a responsible and conservative approach to future budgets as much uncertainty remains.

Prudent management not only by employees, but by the Board of Commissioners, Elected Officials, Judges and Department Heads have greatly contributed to containing costs. Part of this savings is attributable to the efforts of employees to cover for the responsibilities and work as teams when vacancies arise, as the time between replacements help with costs.

Employees have also participated in multiple changes to health plans and a transition to a defined contribution plan that help to control costs. We are also being recognized as having a model health management plan that is not only contributing to lower bids on health insurance today, but is looking to control costs into the future by encouraging a healthier workforce for tomorrow.

The exclusion for Elected Officials, Judges and Commissioners exists because their compensation is set by Compensation Commissions and cannot be modified by the Board.

FINANCIAL INFORMATION:

Total Cost: \$247,602.00 | General Fund Cost: \$190,881.00 | Included in Budget: Yes | No

If not included in budget, recommended funding source: Contingency

ACTION IS RELATED TO AN ACTIVITY WHICH IS:

Mandated | Non-Mandated | New Activity

ACTION IS RELATED TO STRATEGIC PLAN:

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

Objective: 2 and 3: Implement process and strategies to address operational budget deficits with pro-active, balanced approaches. Approve strategies to reduce the negative impact of rising employee benefit costs.

ADMINISTRATION RECOMMENDATION: Recommended | Not Recommended | Without Recommendation

County Administrator:

Committee/Governing/Advisory Board Approval Date:

Action Request



Committee: Board of Commissioners

Meeting Date: 12/11/2012

Requesting Department: Administration

Submitted By: Al Vanderberg

Agenda Item: Competitive Grant Assistance Program (CGAP)

SUGGESTED MOTION:

To approve and authorize the Board Chair and Clerk to sign the resolution accepting the Competitive Grant Assistance Program (CGAP) and to authorize a County project cost share of \$5,000 to come from the Telecommunications Fund.

SUMMARY OF REQUEST:

The third leg of the Economic Vitality Incentive Program (EVIP), which replaced State Revenue Sharing in 2012, requires local governments to enter into new intergovernmental agreements each year that result in service cost efficiencies. Failure to do this results in a loss of 1/3 of EVIP/Revenue Sharing dollars (more than one million dollars to Ottawa County).

The City of Grand Haven has been working on a collaborative proposal to study the possibility of achieving efficiencies through shared telephony infrastructure among public agencies and Ottawa County.

Twelve public agencies were initially invited to participate in the proposal and additional public agencies are considering participation.

FINANCIAL INFORMATION:

Total Cost: \$5,000.00 General Fund Cost: \$0.00 Included in Budget: Yes No

If not included in budget, recommended funding source: Telecommunications Fund

ACTION IS RELATED TO AN ACTIVITY WHICH IS:

Mandated Non-Mandated New Activity

ACTION IS RELATED TO STRATEGIC PLAN:

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

Objective: 1: Maintain systems and programs of continuous improvement to gain efficiencies and improve effectiveness. & 4: Examine opportunities for service-delivery with local units of government.

ADMINISTRATION RECOMMENDATION: Recommended Not Recommended Without Recommendation

County Administrator:

Committee/Governing/Advisory Board Approval Date:

State of Michigan

County of Ottawa

RESOLUTION ACCEPTING THE CGAP GRANT

Minutes of the regular meeting of the _____ of the _____ of _____ County of _____, State of Michigan, (the "Municipality") held on _____.

PRESENT: Members:

ABSENT: Members:

Member _____ offered and moved the adoption of the following resolution, seconded by Member _____.

WHEREAS, the State of Michigan Department of Treasury has given preliminary notice of its intent to award a Competitive Grant Assistance Program (CGAP) grant in the amount of up to _____ toward reimbursement of expenditures required to implement the _____ (project title), and

WHEREAS, the State of Michigan requires each municipality's governing body to approve a resolution authorizing participation in the proposed project prior to finalizing the award of grants from the State of Michigan's CGAP, and

WHEREAS, the State of Michigan requires a resolution and copies of minutes from the date of the meeting at which the resolution was approved to be provided within 60 days of the preliminary notice of award, and

WHEREAS, _____ (local unit name) acknowledges that its:

1. Has filed its annual financial report (F65) or audit per the Uniform Budgeting and Accounting Act or the Uniform System of Accounting Act
2. Has filed its financial plan (deficit elimination plan) per the Glenn Steil State Revenue Sharing Act
3. Is not delinquent in making payment that are due on loans issued pursuant to the Emergency Municipal Loan Act
4. Does not have a payment due and owing to the state

And thus is eligible to participate in a CGAP grant-funded project;

NOW, THEREFORE, BE IT RESOLVED THAT the _____ (governing body) hereby authorize participation in the _____ (project title) and on behalf of the _____ (local unit name) authorize _____ (designee) to provide this resolution and minutes indicating its approval to the State of Michigan, and to submit and execute documents requested by the State of Michigan relating to the CGAP requirements.

YEAS: Members:

NAYS: Members:

RESOLUTION DECLARED ADOPTED.

I hereby certify that the foregoing is a true and complete copy of the resolution adopted by the of the of , County of , said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being 1976 Public Act 267, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.

(name)

of , Clerk

of County of



City of Grand Haven
 City Manager's Office
 519 Washington Avenue
 Grand Haven, MI 49417
 616-847-4888
www.grandhaven.org

TO: Ottawa County Telephony Collaborative
 FROM: Pat McGinnis, City Manager
 DATE: November 20, 2012
 SUBJECT: Project Launch

Our vision for an efficient and seamless telephony model for public entities in Ottawa County continues to come into focus. Today we will cover (at least) three issues:

1. Review Plante Moran Proposal
2. Cost Share Proposal
3. EVIP Grant Resolution
4. Adds and deletes

1. A copy of the Plante Moran Proposal was sent to all participants on the email list today. The details are subject to some amendment as our needs become more clear.
2. We received a grant from the Michigan Department of Treasury based on the following budget:

<u>Expenses</u>	
Plante Moran Expense	\$55,000
Legal Fees	<u>5,000</u>
Total	\$60,000

<u>Revenues</u>	
EVIP Grant	\$18,750
Local Match	<u>41,250</u>
Total	\$60,000

To arrive at a fair cost allocation for the spread of the \$41,250, I suggest two levels of cost share – a higher level for those with more than 100 handsets and a lower level for those with fewer than 100 handsets. Allocating costs this way, we come up with approximately \$2,500 for each of the smaller users and \$5,000 for each of the larger users as follows:


Smaller \$2,500 Allocations:
 City of Ferrysburg

Larger \$5,000 Allocations
 City of Grand Haven

Grand Haven Township
Loutit District Library
Ottawa County Central Dispatch
Ottawa County Road Commission
Spring Lake Township
Village of Spring Lake

Grand Haven Area Public Schools
Spring Lake Public Schools
Ottawa County
City of Holland

3. Attached is a copy of a resolution that each participant must pass before December 27 to cement the grant award from the State of Michigan Department of Treasury. I sent each participant an electronic copy today for convenience.
4. Some units will wish to join us and others may wish to step off during the process. The respective shares of the cost will be adjusted depending on the eventual total number of participants. In discussions with consultants at Plante Moran, the overall cost should go up or down proportionally to the eventual number of participants, so the eventual shares of cost should remain very close to the allocations referenced in #2 above.



Proposal to Provide
Ottawa Telephony Collaborative
Feasibility Study

OTTAWA COUNTY TELEPHONY COLLABORATIVE | MAY 29, 2012

plante
moran

May 29, 2012

Ms. Linda Schmitt
City Clerk
City of Grand Haven, MI
519 Washington Ave
Grand Haven, MI 49417

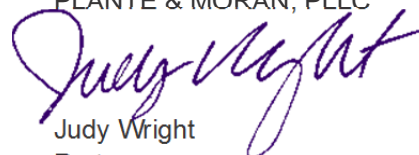
Dear Ms. Schmitt:

Plante Moran is pleased to present our proposal to the City of Grand Haven to provide the Ottawa County Telephony Collaborative with a Feasibility Study in response to your RFP. Based upon our understanding of this project, we believe Plante Moran brings a unique blend of technology, shared services planning, project management and public sector experience that makes us exceptionally qualified to meet your needs

- a. **Experience:** Plante Moran has a successful record of assisting public sector clients with technology infrastructure and assessment projects as well as shared services initiatives including Washtenaw County & Ann Arbor, Kent ISD, Ingham ISD, Oakland Schools, Toledo Public Schools, Madison Metropolitan School District, Lorain County Community College and many others. We know the technologies and challenges facing public sector institutions today, and have worked with service delivery models in place in other government organizations. In addition, we have done similar work in multiple states and industries, and understand best practices from a variety of sources, including higher education and K-12 education. This combination of skill and experience allow us to identify benefits and potential pitfalls associated with sharing services.
- b. **Staffing:** The individuals on our project team are experts in their fields and dedicated to serving the public sector industry. They have significant experience with Infrastructure and IT assessments, developing technology support models and working with government clients on shared services initiatives.
- c. **Our Independence:** Plante Moran provides clients with advice and counsel. We do not sell hardware or software in the public sector industry nor are we bound by any agreements to install certain products. We are financially independent of all vendors, enabling us to provide unbiased advice and counsel in the best interests of the Ottawa County Telephony Collaborative.
- d. **Our Responsiveness:** We have a professional and personal interest in delivering significant value to Ottawa County. As a firm, we value our relationship with all of our education clients, and look forward to providing high quality services to Ottawa County.

We are confident that the individuals presented in this document, as well as our entire Technology Consulting & Solutions team, can deliver significant value to the Ottawa County Telephony Collaborative for the following reasons.

Sincerely,
PLANTE & MORAN, PLLC



Judy Wright
Partner

Table of Contents

1.	Proponent’s Contact Information	2
2.	Recent Experiences.....	3
3.	Relevant Consulting Experience.....	5
	Telecom consulting & IT Infrastructure.....	5
	Shared Services	7
4.	Project Team	11
	Personnel Experience	18
	Independence.....	18
5.	Project Approach	19
	Statement of Understanding.....	19
	Objectives:.....	19
	Project Methodology / Workplan	20
	Approach Summary.....	20
	Detailed Work Plan.....	21
	Proposed Timeline/Schedule & Project Fees.....	25
	Plante Moran’s Commitment	25
6.	Terms and Conditions.....	26

1. Proponent's Contact Information

Name: Judy Wright
Title: Partner
Address: Plante & Moran, 27400 Northwestern Highway, Southfield, MI 48037
Telephone: 248.223.3304
Email: judy.wright@plantemoran.com

2. Recent Experiences

Ottawa Area Intermediate School District

Mr. Michael Rohwer
Director of Technology Services
13565 Port Sheldon St.
Holland, MI 49424
616.738.8940x4050

IT Assessment & Shared Services Initiative
(included Telecommunications)

Status: Complete

Cost: \$65,000

Change Orders: None

City of Lee's Summit, MO

Mr. Randy Dickey
Chief Technology Officer
220 SE Green Street
Lee's Summit, MO 64063
816.969.1250

IT Assessment and Technology Plan *(included Telecommunications)*

Status: Complete

Cost: \$75,000

Change Orders: None

School District U-46

Mr. John Prince
Chief Financial Officer
355 East Chicago Street
Elgin, IL 60210
847.888.5023

IT Assessment and SMS Requirements Definition
(included Telecommunications)

Status: Complete

Cost: \$47,000

Change Orders: None

City of Ann Arbor

Mr. Dan Rainey
Director of ITS
734.994.2794
100 N. Fifth Ave.
Ann Arbor, MI 48107

Telecommunications Strategic Plan *(included Telecommunications)*

Status: Complete

Cost: \$24,000

Change Orders: None

City of Alexandria, VA

Mr. Tom Gates
Assistant City Manager
City of Alexandria
301 King Street
Alexandria, VA 22314
P: 703-727-9701

IT Assessment *(included Telecommunications)*

Status: Complete

Cost: \$105,000

Change Orders: None

Michigan State University College of Veterinary Medicine

Dr. James Lloyd
Associate Dean
College of Veterinary Medicine
E. Lansing, MI
517.353.9559

IT Assessment *(included Telecommunications)*

Status: Complete

Cost: \$65,000

Change Orders: None

Kent Intermediate School District

Mr. William Mieras
Assistant Superintendent
2930 Knapp St NE
Grand Rapids, MI 49525
616.364.1333

IT Shared Services Assessment (*included
Telecommunications*)
Status: Complete
Cost: \$30,000
Change Orders: None

Toledo Public Schools

Mr. Matt Cleland
Treasurer
420 E. Manhattan Boulevard
Toledo, OH 43608
419.671.8200

IT Assessment and Technology Plan (*included
Telecommunications*)
Status: Complete
Cost: \$75,000
Change Orders: None

3. Relevant Consulting Experience

TELECOM CONSULTING & IT INFRASTRUCTURE

City of Ann Arbor & Washtenaw County

Mr. Dan Rainey
Director of ITS
734.994.2794
100 N. Fifth Ave.
Ann Arbor, MI 48107
734.994.2794

Data Center Consolidation

Performed a data center assessment study to consolidate the City's and County's data centers into a single data center. The study assessed network, physical, and human resource elements at the current data center and the requirements at a new consolidated data center. The results of the study were later used to implement a new consolidated data center.

Team Members: Wright, Sauer, Chalasani

City of Ann Arbor, MI

Mr. Dan Rainey
IT Director
100 North Fifth Avenue
Ann Arbor, MI 48104
734.994.2794

Strategic Telecommunications Plan

Plante & Moran analyzed the existing mix of Centrex and small telephone systems and developed a detailed review of approaches and implications followed by recommendations and cost projections. Conducted a second project to define technical specifications and evaluate proposals leading to a selection to migrate the City from Centrex to IP telephony.

Team Members: Wright, Chalasani

University of Michigan Health Systems

Mr. Joe Kryza
Director
Arbor Lakes Building, Suite 33000
4251 Plymouth Rd.
Ann Arbor, MI 48105-3647
734.936.3877

Telecommunications Analysis

Project to perform a technical and budgetary comparison and analysis regarding the delivery of telecommunications services to the Health System by the University or through the deployment of new and separate telephone systems separate from the University. Explored technical architecture of vendor proposals and implications on survivability, growth capacity, network services, feature sets, and other critical factors.

Team Members: Wright

Toledo Public Schools

Mr. Matt Cleland
Treasurer
420 E. Manhattan Boulevard
Toledo, OH 43608
419.671.8200

IT Assessment and Strategic Plan

Assessed the district's IT infrastructure, organization, and support, and provided recommendations for improved IT services in the district and a strategic technology plan.

Team Members: Wright, Sauer, Chalasani

City of Livonia

Mr. Brian Wilson
Director of Public Services
734.466.2625
12973 Farmington Road
Livonia, MI 48150

Telecommunications Strategic Planning, Specification & Deployment

Development of a detailed strategic report addressing the City's aging Avaya infrastructure to identify the implications of performing a minimal upgrade, a substantial upgrade, or bidding out a replacement. Performed technical and budgetary analysis of each alternative and submitted the findings. Upon Council approval, proceeded with the development of a specification to perform a moderate upgrade deemed to provide the best overall value over time. Provided vendor proposal analysis and evaluation services leading to contract award.

Team Members: Wright

Southgate Public Schools

Mr. Mike Toschi
Director of IT
734.246.4648
15475 Leroy

Telecommunications Strategic Planning

Analyzed the technical and budgetary comparison between acquiring, deploying, and supporting a conventional IP telephony solution (Cisco) against an open-source solution (Asterisk). Development of a detailed strategic report documenting the approach and associated budgetary cost structure

Team Members: Wright, Lindner

Kent ISD

Mr. Mike Rice
Director of Technology
2930 Knapp St NE, Grand Rapids,
MI 49525
616.364.1333

Data Center Assessment

Performed a data center assessment study to consolidate multiple data centers into a single data center. The study assessed network, physical, and human resource elements at the current data center and the requirements at a new consolidated data center. The results of the study were later used to construct a new consolidate data center. Plante & Moran was retained to provide expertise in the technical aspects of the design and project management of the consolidated data center.

Team Members: Wright, Chalasani

Madison Metropolitan School District

Mr. Joe Anderson
Facilities Manager
4711 Pflaum Road
Madison, WI 53718
608.204.7914

Strategic WAN/LAN/Telecommunications Planning

Documented and analyzed the Wide Area Network, Local Area Network, cable infrastructure, and telecommunications systems for the second largest school district in Wisconsin. Researched technology components that could be salvaged/upgraded against those that would require significant investment. Extensive emphasis on WAN planning in order to meet projections for increased bandwidth consumption. Identified viable service providers operating in their geography, identified/compared service offering, and gathered budgetary estimates. Developed a comprehensive strategic report outlining the District's current technology position against its future objectives and provided specific action plans to logically migrate the network and maximize their achievement within their budget.

Team Members: Wright, Chalasani

SHARED SERVICES

Kent ISD

Mr. Bill Mieras
Assistant Superintendent
2930 Knapp St NE, Grand Rapids,
MI 49525
616.364.1333

Shared Services Initiatives

Facilitated discussions regarding shared services for a county-wide fiber network; discussions addressed technical, business and content aspects of the network.

Conducted follow-up sessions to brainstorm and prioritize services for ISD to provide via the leased wide area network.

Plante & Moran has also worked with the ISD on governance models and agreements as well as administrative systems.

Team Members: Wright, Chalasani

Ingham County, MI

Mr. John Neilsen
Ingham County
Interim Controller
341 S. Jefferson
P.O. Box 319
Mason, MI 48854
517.676.7211

Consolidated Dispatch Financial Feasibility Study

Assisted Ingham County with a feasibility study for consolidating the two primary PSAP's (Lansing and East Lansing). Project activities included data collection and review, assistance with the development of reasonable operational, technological, facilities and financial assumptions for construction of a feasibility model, and cost projections over a multi-year period to determine the cost effectiveness of a consolidated versus unconsolidated approach to dispatch services within the County.

Dual Dispatch Plan Review

As a follow up to our original study, the City of East Lansing presented an alternative dual dispatch plan for consideration to the County and E9-1-1 Steering Committee. We were retained to assist in evaluation of the dual dispatch plan and present our report to the E9-1-1 Steering Committee. As a result of our report, which did not recommend maintaining a two dispatch center model, the decision was made to move forward with a single, County-wide central dispatch center.

Implementation Assistance

Plante & Moran also completed the development of a detailed implementation plan for Ingham County in moving forward with a central dispatch operation. The centralized dispatch operation will be a County department and teams are currently working on executing the plan. We facilitated the group in developing an implementation plan that will be performed over a two year period, which has a team structure in place to address all key areas for consideration and to act as a resource to the County, as required. Plante & Moran also assisted in the development of the governance articles of incorporation and bylaws for the consolidated center.

Team Members: Andrysiak

**Hamilton/Clermont
Cooperative Association
(HCCA)**

Mr. Al Porter
Director
7615 Harrison
Cincinnati, OH 45231
513.728.7905

Alternative Delivery of IT Support

Explored options for delivering IT support services to a local district by HCCA (information technology center). This pilot study involved one district but the proposed technologies and business model can be extended to additional districts. Project included assessment of the current technical environment, research technical options, obtain pricing and impact on current support structure

Team Members: Sauer, Chalasani, Lindner

**South East Regional
Emergency Services
Authority (SERESA)**

Mr. Steve Truman
City Manager
City of Roseville
29777 Gratiot Ave.
Roseville, MI 48066
586.445.5410

**Dispatch Center Consolidation Study and Implementation
Assistance**

Feasibility and design project to determine if consolidating dispatch operations between eight cities gains economies of scale and improves service for everyone. As part of the project we addressed topics including governance, operations, labor, and technology. Specifically, CAD, police records and fire records systems were evaluated against the needs of individual communities. The final report was delivered in May 2007.

As a follow up to the initial study, we assisted three (Roseville, St. Clair Shores, and Eastpointe) of the original eight agencies in designing a smaller consolidated dispatch operation for implementation called the South East Regional Emergency Services Authority (SERESA). We addressed various implementation issues and managed the implementation to a consolidated dispatch center. We facilitated the operational, legal, and technical migration to the new center effective December 2010.

Throughout this project Plante & Moran provided specific best practice recommendations for each individual dispatch center, as well as a recommended design and operation for a new combined operating environment. The project team developed a workload and demand based dispatch model that is being used to efficiently staff the consolidated center. The founding communities of SERESA are expected to save over \$3 million within the first five years of implementation.

Team Members: Andrysiak

Oakland County, MI

Mr. Robert Dadow
Assistant Deputy County
Executive
Department 421
1200 North Telegraph
Pontiac, MI 48341-0421
248.858.8165

Communications Network Plan

Developed a plan that projected the magnitude of the communications network (or bandwidth) necessary to accommodate the variety of voice, data, and video transmissions anticipated in the near future. The assessment included the increased communications needs between the County and its CVTs related to applications such as land records, law enforcement, emergency 9-1-1 response, Geographic Information Systems (GIS), data warehousing and more. Formulated a strategy leading to the replacement of a 5,000 line, county-wide Centrex service with a carrier class PBX. Performed specification development and system selection of a mobile communications network for over 1,500 public safety vehicles throughout the County.

Team Members: Wiescinski, Zager

Oakland Schools

Mr. Robert Moore
Deputy Superintendent
2111 Pontiac Lake Road
Waterford, MI 48328
248.209.2368

PA 63 / Shared Services

County-wide study to identify costs associated with delivering operations as well as opportunities for shared services to comply with legislation. Additionally, developed cost performance metrics for each district in all operations areas. Facilitated discussions regarding potential shared services and prioritized opportunities.

Team Members: Wright, Sauer, Lindner

Lorain County Community College

Ms. Marjorie Hildebrand
Project Manager
1005 N Abbe
Elyria, OH
440.366.7475

Shared Services – multiple projects

Feasibility study that compared the cost of sharing an ERP system and associated support with the University of Akron to internally hosted systems.

Facilitated the development of a shared services governance model including detailed scopes of work, service level agreements, project charter and governance structure.

Quality assurance role for implementation of shared ERP solution.

Team Members: Wright, Wiescinski, Sasina

Saugatuck-Douglas Chamber of Commerce

Mr. RJ Peterson
Board President
P.O. Box 914
Douglas, MI 49406
269.857.2151

Consolidation Feasibility Study

Conducted an operational and financial analysis to assess the potential for consolidation between the following communities:

- City of the Village of Douglas
- City of Saugatuck
- Saugatuck Township

Analysis evaluated the organizational structure for the combined entity and generated tax millage calculations to assess the financial feasibility of consolidation.

Team members: Rujan

4. Project Team

A key to any project's success lies in the collective abilities of the individuals assigned to the project. Plante & Moran, founded in 1924, has numerous highly qualified consultants who focus on education out of our over 60 individuals in our Technology Consulting and Solutions team. Team members have experience in technology infrastructure, network design, IT assessment, project management, and technology design. All team members have solid professional, academic, and managerial backgrounds.

We use a team approach, comprised of a project lead and several technical specialists, depending on the technologies. This team is headed by Judy Wright, the Partner in charge of our Infrastructure Technology Consulting practice. She has led many of the projects for such collaborative / shared services references and will provide the single point of contact for The Collaborative.

Plante Moran's proposed project team brings extensive knowledge and experience to this engagement, gained in working with education clients in all facets of technology and operational consulting. We offer the following as evidence of our qualifications to serve your City for this project:

Judy Wright

Partner
IT Consulting
25 Years' Education Technology Experience



EXPERIENCE INCLUDES:

Project Management: Managed enterprise-wide technology implementations for numerous education clients including budgetary, design, and implementation aspects. Project management role included close coordination with architects, construction managers, and contractors in the design and implementation of technology systems. Managed the design and implementation of technology in buildings with renovations, additions, and the construction of new buildings. Total project budgets for technology have exceeded \$75 million.

Strategic Initiatives: Evaluated education clients' technology environment from an organization, administration, and technical perspective. Results were compared with industry standards and best practices to identify potential gaps. Recommendations were developed to increase the effectiveness and utilization of technology. Developed strategic plans to increase broadband accessibility. Worked with university telecommunication department to increase cost effectiveness. Reviewed ERP system implementation to assess process used and identify recommendations for future.

Education Technology Planning: Assisted numerous education clients in needs assessment and planning for and implementing technology. Worked with numerous clients in developing plans and budgets for technology bond issues including initial acquisition costs and ongoing costs. Worked with architects and construction managers to identify electrical and HVAC modifications necessary to support technology. Drafted numerous technology plans.

Network Design and Implementation: Defined needs, designed and selected network solutions for small and large education clients. Managed the installation of network electronics for numerous clients. Projects included local area networks, wide area networks, and Internet Service Provider selection.

PRIOR ORGANIZATIONAL AFFILIATIONS:

Wayne State University, School of Business Administration

Director of Computing & Information Services. Responsible for all aspects of computing for academic and administrative departments. Designed and supported student computing facilities. Managed staff of 20 – 25 lab assistants. Implemented and supported data networks.

Wayne State University, School of Business Administration

Part-time Instructor: Taught an introductory course in Management Information Systems (MIS). Assisted in development of MIS major.

MIS Resources Consultant

Developed information systems for clients. Modified computer-based accounting systems. Provided end-user support on hardware, software, and networks.

Judy Wright resume, continued

EDUCATION:

University of Michigan — Master of Business Administration

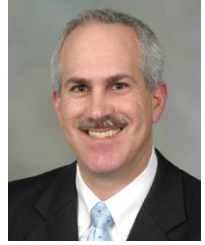
Wayne State University — Bachelor of Arts, Computer Science

PROFESSIONAL TRAINING AND AWARDS:

- Internetworking
- Broadband Cable Systems
- Data Communications and Networking
- Structured Cabling Systems
- Network Analysis Essentials
- Multimedia Networks
- VoIP Solutions
- Network Forensics

Marvin Sauer

Manager
IT Consulting
25 Years' Education Technology Experience



EXPERIENCE INCLUDES:

Education Technology Planning: Assisted a variety of education clients, including K-12 districts and Intermediate School Districts in the preparation of comprehensive long-range technology plans. The planning effort focused on the following areas: application software, integration, hardware upgrade and acquisition, data communications, and cost/benefit analysis.

Technology Assessments and Selection: Conducted technology assessments and selection assignments for various education clients. Hardware evaluated included WAN/LAN networks, Voice over IP, wireless solutions, classroom technology, computer labs, and other applied technology. Software evaluated ranged from business transaction software to microcomputer support software. Typical projects included needs assessment, bond assistance, strategic planning, requirements definition, detailed specifications, vendor evaluation/selection, and contract negotiation.

Implementation Management: Assisted in the implementation of technology on a district-wide level. Implementation assistance included strategic planning, budget, ongoing project management, acceptance testing plan and execution, conversion planning, vendor management, facilitation of user training, and ongoing support.

Project Management: Managed a wide-range of information technology projects for K-12 clients. Mr. Sauer is fluent with industry standard methodologies for project and program management, including project definition and scope, issues management, resource management, change management, quality assurance, status reporting and meetings, budget/cost management, procurement, training, and risk management.

PRIOR ORGANIZATIONAL AFFILIATIONS:

Innovate Technology Consulting Group

President – Technical consulting organization serving the education industry. Services included planning, design, project management and implementation of integrated technology solutions.

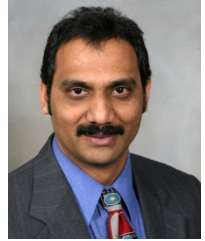
EDUCATION:

University of Michigan – Master of Business Administration in Finance

University of California – Los Angeles (UCLA) – Bachelor of Science, Mathematics and Computer Science

Sri Chalasani

Senior Systems Engineer
IT Consulting
19+ Years' Education Technology Experience



EXPERIENCE INCLUDES:

Strategic Planning: Participate in long term technology plan meetings for customers. Develop short and long term strategies (planning & budgets) to accomplish plan objectives. Collect and interpret quantitative and qualitative data for design considerations. Technical lead to develop high level network architectures and design standards that blends client requirements with industry best practices.

Network System Design: Consulted on numerous projects involving needs assessments, design, specification (RFI/RFP/RFQ) and selection of Local & Wide Area Networks (LAN/WAN) ranging from single site to multi-site environments. Network design, specifications and analysis involved technologies such as: Wide / Metro Area Network (Fiber Infrastructure & Bandwidth Services), Local and Wide Area Network Electronics (Ethernet & ATM), Voice Over IP (VoIP) Systems with Unified Messaging, Wireless Access & Security (hotzones & hotspots), Network Security Systems, Video Conferencing Systems (H.320 / H.321 / H.323), IP based Video Broadcast, Video-On-Demand, and Surveillance Systems, Server Farms, Desktop Systems & Peripherals, Networks Attached Storage (NAS) and Storage Area Network (SAN-iSCSI & FC) solutions, Server Load Balancing, Network Management Systems & Software, and Support & Maintenance Services.

Post equipment/services procurement responsibilities include participation and development of physical and logical network plans for client's internal or third party integration teams, establish equipment configuration requirements and guidelines, and performance requirements.

Data Center: Conduct data center assessments & design - this involves assessment and design of network systems, cabling infrastructure, LAN/WAN infrastructure, server / storage infrastructure, traffic patterns, DRP/BCP, physical environment, electrical & HVAC environment, physical & rack layout, and physical security environment. Provide planning and migration strategies for data centers.

Network & Security Auditing: Conduct technology audit on customer's network that involved a detailed analysis and reporting of clients' network and system infrastructure. Conduct network performance analysis to identify and rectify network / application related issues. Conduct internal and external IT security audits using ethical hacking procedures to identify network vulnerabilities. Create detailed reports on identified vulnerabilities and associated remediations.

Research & Business Analysis: Conduct research and business analysis for system migration. This involved researching multiple solutions, analyze solutions against client requirements, and provide business case analysis including budgeting, ROI, and migration timelines.

Technical Project Management: Responsible for providing project management oversight on technology implementation projects to include coordination across multiple vendors, multiple technology disciplines, establish and maintain schedules. Other responsibilities include progress tracking, evaluate project implementations to stated design specifications, conflict resolution, manage change order controls, conduct punch list audits, and eventual sign-off for the project.

Sri Chalasani resume, continued

PRIOR ORGANIZATIONAL AFFILIATIONS:

Innovate Technology Consulting Group

Technical consulting services on planning, design, project management and implementation of integrated technology solutions primarily for public sector organizations.

EDUCATION:

Wayne State University – Master of Business Administration

Western Michigan University – Master of Science (Computer Sciences)

Bangalore University – Bachelor of Engineering (Electronics & Communications)

PROFESSIONAL TRAINING AND AFFILIATIONS:

- Association for Computer Operations Management (AFCOM - March 2011) Member: Association of data center management professionals.
- Society of Telecom Consultants (STC – March 2009) Member: International organization of independent information and communication technology (ICT) professionals.
- Advanced Networking Technologies
- VoIP & Unified Messaging Systems
- Video Over IP Systems (video streaming and video conferencing)
- Metro Wireless Solutions
- Data Center Design
- Project Management

Matthew Lindner

Senior Consultant
IT Consulting
5 Years' Education Technology Experience



EXPERIENCE INCLUDES:

System Selection: Led requirements definition processes, resulting in detailed system requirements. Developed requests for proposals, evaluated proposals, performed due diligence activities and facilitated determination of finalist vendor.

Process & Operations: Experience in documenting as-is business processes and identifying areas for business process improvement. Worked with numerous education clients on redesign activities focusing on improving overall efficiency, internal controls, customer satisfaction and integration with various ERP solutions. Conducted technology assessments with multiple clients to review organizational and administrative aspects of operations departments, resulting in recommendations to improve efficiency and customer satisfaction.

Technology Implementation and Maintenance: Worked with many technology and telecommunications implementation projects including local, long distance, broadband internet and VoIP services. Acted as a liaison between Operations and IT to coordinate implementation and provide production support, including root cause analysis of production issues as well as identification and validation of necessary data cleanups.

Application Development and Testing: Conducted workshops and interviews with subject matter experts to define business requirements and develop BRD level documentation. Worked jointly with IT to translate those business requirements into functional requirements and contributed to FRD level documentation. Developed test plans and test cases for both UAT and regression testing.

PRIOR ORGANIZATIONAL AFFILIATIONS:

ACN Inc.
Business Analyst

Global Crossing Ltd.
CLEC Service Delivery Coordinator II

EDUCATION:

Michigan State University – Bachelor of Arts in Telecommunications

PERSONNEL EXPERIENCE

Plante Moran's is the nation's 12th largest professional services firm, with approximately 1,600 staff. Our Management Consultant is comprised of 190 staff, broken down by the following disciplines:

Information Technology Consulting	75
Financial Support and Enterprise Risk Services	31
Forensic & Valuation Services	37
Talent & Organizational Development	6
Restructuring & Operations Improvement	19
Strategy & Global Services	22

The vast majority of our IT Consulting staff work out of our Southfield Office. Within Information Technology Consulting, 30 staff are committed to serving the public sector, including school districts.

INDEPENDENCE

Within the public sector, we are independent from all hardware, software and communications products and solutions allowing us complete independence when recommending solutions for our education clients. We have a well-earned reputation for providing solid and independent consulting.

5. Project Approach

STATEMENT OF UNDERSTANDING

The City of Grand Haven is seeking to engage the services of a consulting firm to evaluate the telecommunications capabilities of thirteen participating public agencies in Ottawa County. The Consultant will conduct feasibility study to examine the potential optimization of procurement of telecommunications hardware and access services by the participants to form a multi-jurisdictional telecommunications/information technology collaborative (hereafter referred to as the “Collaborative”).

The Consultant will study on how each participant currently obtains telecommunications equipment and services. The study will also access and evaluate current telephony hardware infrastructure to identify those participants that require technology upgrades. Finally, the study will collectively assess the telecommunications environment of all the participants to determine whether there is potential for further collaboration between the participants through the integration of their telecommunications environments.

OBJECTIVES:

When conducting such a study, the objectives can generally be identified as questions a client wishes to answer. Based on our understanding of your requirements, we have formulated with following questions that the City and the thirteen participating public agencies are seeking answers to, in order to meet their objectives.

- What are the opportunities and challenges presented by the current telecommunications infrastructure design at the participant members?
- If acting as a Collaborative, what are the needs for a new telephony infrastructure at each participant site, including the identification and evaluation of potential hardware vendors and solutions?
- What are the telecommunications access service options available to each participant?
- What are the opportunities for increased efficiencies through further collaboration as it relates to:
 - Cooperative purchasing of telecommunications equipment and services.
 - Integration of telecommunications / IT / Wireless environments between the participants allowing them to access emerging technologies

Further, in order to accomplish the above objectives, it will be necessary to identify answers to these additional questions:

- What is the current telecommunications technology used at each participant, including:
 - Central call processing hardware
 - Voicemail solutions
 - Types and quantities of handset hardware
- What is the current telecommunications access services environment (voice and data services) at each participant, including:
 - Access service providers
 - Types and quantities of access services
 - Billing rates for current services

- Contractual conditions

The focus of this study is on the thirteen potential participants of the Ottawa County Telephony Collaborative, the resulting collaborative efforts should be applicable to other area public entities as well.

PROJECT METHODOLOGY / WORKPLAN

This project is a blend of a traditional telecommunications assessment and shared services. In order to provide well educated recommendations to identify how each participant may better provide telecommunications services both on an individual level and collectively through collaborative efforts, a comprehensive telecommunications assessment including network infrastructure capabilities for the all potential participant members of the Ottawa County Telephony Collaborative must first be conducted.

Plante Moran has been performing telecommunications assessments in the public sector for more than fourteen years. Through these experiences we have developed specific tools, techniques and methods for performing these projects that are further detailed below.

APPROACH SUMMARY

Our Telecommunications Assessment process will solicit feedback from key stakeholders participating in this study. Feedback will be solicited through a series of document reviews, technical survey documents, meeting with appropriate IT/Telecom personnel, and on-site visits as required. In addition to establishing a baseline of the telecommunications environment at each of the participating entities, the assessment report could serve as the basis for developing and maintaining a strategic plan for that entity.

The information gained through the telecommunications assessment will form the basis for developing and evaluating options for a collaborative telecommunications services plan.

Summary of Activities: The major activities to be performed are:

- Conduct project initiation
- Conduct project kick-off meeting
- Collect and review documentation
- Conduct telecommunications assessments (access services and infrastructure) at each participant
- Data analysis
- Prepare report and oral presentation

For additional details on each of these activities, please see the Detailed Project Work Plan section.

DETAILED WORK PLAN

We believe that the nature and complexity of this project requires:

- A complete set of assessment tools to gather appropriate information and comparison of each component to benchmarks and best practices
- A deep understanding of public sector entities' operational processes and supporting technologies
- Knowledge of and experience in conducting Telecommunications Assessments and consolidation studies
- Sound project management

The key to this project's success lies in the abilities of the individuals assigned to the project working closely with the Ottawa County Telephony Collaborative and ensuring that clearly understood project expectations are developed. Plante Moran has assembled a project team that has the extensive "hands-on" experience required for project success. The work plan for this project is as follows:

1. Conduct Project Initiation

Project initiation activities will be conducted to introduce the project team, finalize the project scope, deliverables and timetables. These objectives will be accomplished through the development of a project organizational structure, project charter, detailed project plan, and regularly scheduled progress meetings. These steps are described below.

- **Define Project Organizational Structure:** Our approach to each consulting engagement is structured to provide the services and level of professional support required to meet the individual needs of the client. We will work in conjunction with the appointed Ottawa County Telephony Collaborative lead to design a process that meets the overall needs of the Collaborative. As a standard practice in the majority of our engagements, especially those related to technology and process transformation, we have designed a collaborative approach to create a high probability of implementation success.
- **Develop Project Charter:** At the start of the project, we will develop a project charter that will provide a framework for the following areas of focus:
 - Project overview
 - Vision statement
 - Project stakeholders
 - Project influences
 - Scope plan (both in and out of scope items)
 - Project staffing
- **Review & Update Project Plan:** We will review the work plan with the steering committee and identify:
 - Major phases and milestones
 - Work tasks and their due dates with assigned responsibility
- **Establish Project Collaboration Center:** Over the last few years, collaboration environments such as Microsoft's SharePoint Portal have become increasingly viable tools in which to establish project collaboration environments for large-scale projects. These environments can serve a variety of purposes including acting as a repository for documentation developed during the course of an IT Assessment engagement. As a firm, we

have significant expertise in the use of SharePoint as an overall project repository for our engagements. If desired, we will work with the Ottawa County Telephony Collaborative in the establishment of a project collaboration environment using MOSS for the duration of the entire project.

- **Schedule and Moderate Project Status Meetings:** Continuous feedback is the key to a successful implementation. In this way, problems can either be avoided entirely, or addressed early on, to minimize wasted effort and keep the project on schedule. We will schedule meetings and/or conference calls with the Ottawa County Telephony Collaborative to:
 - Report on the status of the Project work plan and timeline
 - Re-schedule tasks as necessary
 - Discuss major open issues/risks and develop strategies to address them

2. Conduct Project Kick-Off Meeting

We will conduct a project kick-off meeting to define objectives, timing, scope, anticipated Ottawa County Telephony Collaborative staff involvement and other items relevant to the project. Prior to this meeting, we will discuss the attendees and agenda with the Collaborative.

As a part of the kick-off meeting we plan to meet with both the project steering committee and participant IT Directors (may be separate, back-to-back meetings, if desired). The purpose of meeting with the project steering committee is to review the project plan and obtain acceptance on the approach, timelines, deliverables, and to coordinate any other activities. The meeting with the participant IT Directors will explain the process, timelines, define any expectations from them, and clarify any questions or concerns they may have during this process.

Information collected during this meeting will provide additional input into the development of the Project Charter.

3. Collect and Review Documentation

Plante Moran will review existing documentation to gain a comprehensive understanding of the current telecommunications environment at the participant members of the Collaborative. Desired documentation includes, but is not limited to:

- Network diagram
- Hardware inventory
- Representative telecommunications billing two months
- Telecommunications contracts

We have developed a check list of desired items to be collected and will distribute this at the kick off session. Please note that we do not expect the participants to create additional documentation if it does not already exist or the information will be collected as a result of the assessment process.

4. Conduct Telecommunications & Network Infrastructure Assessments

For each participant, we will gather sufficient data to conduct a thorough assessment of the current telecommunications environment, including hardware infrastructure and access services. The objective of this work step is to establish a baseline on the current telecommunications environments in order to identify those services that are the most feasible to be included in a collaborative arrangement. For this study, the telecommunications assessment for each participant will consist of:

- Telecommunications Hardware Infrastructure Assessment

We will meet with each participant to review their current telecommunications hardware environment. This assessment is intended to gather information in the following areas:

- Primary call processing hardware and software
- Voicemail solution hardware and software
- Handset types and quantities
- Special services
- Redundancy and backup capabilities
- Support structure and maintenance agreements
- Other comments/suggestions

- Access Services Assessment

We will work with each participant organization to accurately define their access services environment, including all voice and data services in use by each organization. The following methodology will be used to conduct this assessment:

- Receive and review two months of representative billing for each participant
- Receive and review any in-force telecommunications contracts (circuit and usage based) for each participant
- Submit orders to each access service provider for Customer Service Records (CSRs) for each Billed Telephone Number (BTN) account
- Review CSRs and load relevant information into a line / circuit inventory to document billed services by site
- Review inventories with each participant to clarify our findings and understanding as necessary
- Identify billing components that appear to indicate a problem to be investigated and resolved

- Network Infrastructure Assessment

During the telecommunications hardware infrastructure assessments, we will also meeting with participants' network infrastructure personnel gather information in the following areas:

- Wide Area Network to other public agencies
- Local Area Network standards and connectivity
- Wireless LAN capabilities and standards
- Internet connectivity & security management
- Equipment standards & system performance management
- Email systems and other unified communications capabilities
- Support structure and maintenance agreements
- Other comments/suggestions

5. Data Analysis

The data gathered as a result of the telecommunications assessments and our best practices library will be analyzed and discussed by the Plante Moran team. We will review all project data (from all sources) for consistency, completeness, and where applicable, its accuracy. We will prepare individual telecommunications assessment summaries for each participant which will be included in some form in the final report. The results of this task will be recommendations and the basis for developing the future options.

6. Define Future Options (Operating Models) & Impacts

Based on the findings and recommendations, several operating models will be developed. Assistance from the steering committee will be sought as appropriate. We will consider factors including, but not limited to:

- Level of services
- Potential technologies
- Organizational changes
- Transition impact
- Estimated costs and long term ROI
- Potential impact on culture
- Increased need for standardization
- Quality of services

The operating models will be developed based on the current participants but when and where possible, it will be scalable to accommodate additional participants in the future. We will identify the organizational, administrative, and technological impact that our recommendations may have on the Collaborative. We will also review the business models with participant staff and others, as appropriate.

7. Develop Report and Oral Presentation

We will develop a draft Telecommunications Consolidation Study Report that summarizes all of the findings and recommendations from previous work steps. A draft report will be presented and reviewed with the steering committee and based on the feedback, the draft report will be modified as deemed appropriate and finalized.

In addition, using the final report as the basis, we will develop a formal presentation summarizing the results of the study for presentation to the appropriate committee(s). The will be presented to the steering committee and other stakeholders, as required by your RFP.

The anticipated project deliverables is as follows:

- Report: Our final report for this project will minimally contain:
 - Executive Summary
 - Summary of Recommendations
 - Summary of participant members telecommunications environment
 - Telecommunications Assessment
 - Assessment of Current Telecommunications Environment for each participant including:
 - Hardware Infrastructure
 - Access Services
 - Contractual Considerations

- Assessment of Current Network Infrastructure Environment for each participant including:
 - Hardware Infrastructure
 - Internet / WAN / LAN bandwidth capabilities
 - Unified Communications capabilities
 - Opportunities and Concerns for each participant including:
 - Necessary infrastructure upgrades
 - Potential problem areas in telecommunications billing
 - Feasibility of opportunities for collaboration between participants
 - Collaborative purchasing
 - Integrated telephony environments
 - Operating & Business Impact Model: (TCO, ROI, CapEx, OpEx, etc), operational impact (organization structure), transition plans and timelines, and benefits (qualitative and quantitative) of the identified efforts
 - Implementation Timelines
 - Appendices (as applicable)
- Presentation: We will prepare and deliver a presentation for the Ottawa County Telephony Collaborative and key stakeholders.

PROPOSED TIMELINE/SCHEDULE & PROJECT FEES

Plante Moran is committed to meeting The City of Grand Haven's objectives for this project. We believe this project will take approximately 16 – 20 weeks to complete, but will be happy to discuss methods of reducing this timeline if the City so desires. We will meet with steering committee to outline a schedule that best meets your needs and staff resources. A detailed project plan and timeline will be finalized during the project initiation step.

Our fees for this project will not exceed \$55,000 plus expenses which will not exceed 5% of fees.

PLANTE MORAN'S COMMITMENT

Plante Moran is committed to serving the public sector industry. We have worked with over 400 public sector (Government agencies and educational clients), offering an array of technical and professional services and we understand how public agencies function and the pressures they are under. Because we have worked on a wide range of collaborative and shared services projects, we are especially well-suited to assist public agencies with IT assessments, collaborative / shared services, strategic planning, and other technology related engagements. It is this in-depth knowledge of public agencies, application of technology, and best practices that makes Plante Moran a smart choice for City of Grand Haven.

We believe the nature and complexity of this project requires sound project management, a proven methodology, a deep understanding of public agency environment, and experience in conducting IT assessment and planning services. Plante Moran has assembled a project team that exemplifies all of these factors. These traits, paired with an impeccable record of providing outstanding customer service, make us confident we can meet all of the major requirements in the RFP and exceed your expectations.

6. Terms and Conditions

This Professional Services Agreement is part of the engagement letter for our consulting services dated <Date> between Plante & Moran, PLLC (referred to herein as “P&M”, “we”, “our” or “us”) and Ottawa County Telephony Collaborative (referred to herein as “the Collaborative”, “you” and “your”).

- a. **Management Responsibilities** – The consulting services we will provide are inherently advisory in nature. We have no responsibility for any management decisions or management functions in connection with our engagement to provide these services. Further, you acknowledge that the Collaborative is responsible for all such management decisions and management functions; for evaluating the adequacy and results of the services we will provide and accepting responsibility for the results of those services; and for establishing and maintaining internal controls, including monitoring ongoing activities, in connection with our engagement. You have designated _____ to oversee the services we will provide.
- b. **Nature of Services** – Our project activities will be based on information and records provided to us by The Collaborative. We will rely on such underlying information and records and our project activities will not include audit or verification of the information and records provided to us in connection with our project activities.

The project activities we will perform will not constitute an examination or audit of any The Collaborative financial statements or any other items, including the Collaborative’s internal controls. This engagement also will not include preparation or review of any tax returns or consulting regarding tax matters. If you require financial statements or other financial information for third-party use, or if you require tax preparation or consulting services, a separate engagement letter will be required. Accordingly, you agree not to associate or make reference to P&M in connection with any financial statements or other financial information of The Collaborative. In addition, our engagement is not designed and cannot be relied upon to disclose errors, fraud or illegal acts that may exist. However, we will inform you of any such matters that come to our attention.

- c. **Use of Report** – At the conclusion of our project activities, we will provide you with a written report as described in the engagement letter. Our report will be restricted solely to use by management of The Collaborative and you agree that our report will not be distributed to any outside parties for any purpose other than to carry out legal responsibilities of The Collaborative. We will have no responsibility to update our report for any events or circumstances that occur or become known subsequent to the date of that report.
- d. **Confidentiality, Ownership and Retention of Workpapers** – During the course of this engagement, P&M and P&M staff may have access to proprietary information of The Collaborative, including, but not limited to, information regarding trade secrets, business methods, plans, or projects. We acknowledge that such information, regardless of its form, is confidential and proprietary to The Collaborative, and we will not use such information for any purpose other than our consulting engagement or disclose such information to any other person or entity without the prior written consent of The Collaborative.

In some circumstances, we may use local or international third-party service providers or P&M affiliates to assist us with our engagement. In order to enable these service providers to assist us in this capacity, we must disclose information to these service providers that is relevant to the services they provide. Disclosure of such information shall not constitute a breach of the provisions of this agreement.

In the interest of facilitating our services to you, we may communicate or exchange data by internet, e-mail, facsimile transmission or other methods. While we use our best efforts to keep such communications and transmissions secure in accordance with our obligations under

applicable laws and professional standards, you recognize and accept that we have no control over the unauthorized interception of these communications or transmissions once they have been sent, and consent to our use of these electronic devices during this engagement.

Professional standards require that we create and retain certain workpapers for engagements of this nature. All workpapers created in the course of this engagement are and shall remain the property of P&M. We will maintain the confidentiality of all such workpapers as long as they remain in our possession.

Both The Collaborative and P&M acknowledge, however, that we may be required to make our workpapers available to regulatory authorities or by court order or subpoena. Disclosure of confidential information in accordance with requirements of regulatory authorities or pursuant to court order or subpoena shall not constitute a breach of the provisions of this agreement. In the event that a request for any confidential information or workpapers covered by this agreement is made by regulatory authorities or pursuant to a court order or subpoena, we agree to inform The Collaborative in a timely manner of such request and to cooperate with The Collaborative should you attempt, at your cost, to limit such access. This provision will survive the termination of this agreement.

We reserve the right to destroy, and it is understood that we will destroy, workpapers created in the course of this engagement in accordance with our record retention and destruction policies, which are designed to meet all relevant regulatory requirements for retention of workpapers. P&M has no obligation to maintain workpapers other than for its own purposes or to meet those regulatory requirements.

Upon The Collaborative's written request, we may, at our sole discretion, allow others to view any workpapers remaining in our possession if there is a specific business purpose for such a review. We will evaluate each written request independently. You acknowledge and agree that we will have no obligation to provide such access or to provide copies of our workpapers, without regard to whether access had been granted with respect to any prior requests.

- e. **Fee Estimates** – In any circumstance where we have provided estimated fees, fixed fees or not to exceed fees, these estimated, fixed or not-to-exceed fees are based on The Collaborative personnel providing P&M staff the assistance necessary to satisfy The Collaborative responsibilities under the scope of services. This assistance includes availability and cooperation of those The Collaborative personnel relevant to our project activities and providing needed information to us in a timely and orderly manner. In the event that undisclosed or unforeseeable facts regarding these matters causes the actual work required for this engagement to vary from our estimates, our estimated fees will be adjusted for the additional time we incur as a result.

In any circumstance where our work is rescheduled, we offer no guarantee, express or implied, that we will be able to meet any previously established deadline related to the completion of our work. Because rescheduling our work imposes additional costs on us, in any circumstance where we have provided estimated fees, those estimated fees may be adjusted for additional time we incur as a result of rescheduling our work.

Any fee adjustments will be determined in accordance with the Fee Adjustments provision of this agreement.

- f. **Payment Terms** – Our invoices for professional services are due upon receipt unless otherwise specified in our engagement letter. In the event any of our invoices are not paid in accordance with the terms of this agreement, we may elect, at our sole discretion, to suspend work until we receive payment in full for all amounts due or terminate this engagement. In the event that work is suspended, for nonpayment or other reasons, and subsequently resumed, we offer no guarantee, express or implied, that we will be able to meet any previously established deadlines related to the completion of our consulting work or issuance of our consulting report upon resumption of our work.

- g. **Fee Adjustments** – Any fee adjustments for reasons described in this agreement will be determined based on the actual time that P&M staff expend at our standard hourly rates, plus all reasonable and necessary travel and out-of-pocket costs incurred, and included as an adjustment to our invoices related to this engagement. You acknowledge and agree that payment for all such fee adjustments will be made in accordance with the payment terms provided in this agreement.
- h. **Termination of Engagement** –This agreement may be terminated by either party upon written notice. Upon notification of termination, our services will cease and our engagement will be deemed to have been completed. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket expenditures through the date of termination of this engagement.
- i. **Hold Harmless and Indemnification** - As a condition of this engagement, Ottawa Area Intermediate School District agrees to hold P&M, and all of its partners and staff, harmless against any losses, claims, damages, or liabilities, to which P&M may become subject in connection with services performed in the engagement, unless a court having jurisdiction shall have determined in a final judgment that such loss, claim, damage, or liability resulted primarily from the willful misconduct or gross negligence of P&M, or one of its partners or staff. This hold harmless includes the agreement to reimburse P&M for any legal or other expenses incurred by P&M, as incurred, in connection with investigating or defending any such losses, claims, damages, or liabilities. This provision shall survive any termination of this engagement.
- j. **Conflicts of Interest** - Our engagement acceptance procedures include a check as to whether any conflicts of interest exists that would prevent our acceptance of this engagement. No such conflicts have been identified. You understand and acknowledge that P&M may be engaged to provide professional services, now or in the future, unrelated to this engagement to parties whose interests may not be consistent with yours.
- k. **Agreement Not to Influence** – The Collaborative and P&M each agree that each respective organization and its employees will not endeavor to influence the other’s employees to seek any employment or other contractual arrangement with it, during this engagement or for a period of one year after termination of the engagement. The Collaborative agrees that P&M employees are not “contract for hire.” P&M may release The Collaborative from these restrictions if The Collaborative agrees to reimburse P&M for its recruiting, training, and administrative investment in the applicable employee. In such event, the reimbursement amount shall be equal to two hundred hours of billings at the standard hourly rate for the P&M employee.
- l. **Governing Law** – This agreement shall be governed by and construed in accordance with the laws of the State of Michigan.

Plante & Moran, PLLC



Judy Wright

ACCEPTED:

Signature

Ms. Linda Schmitt
City Clerk
City of Grand Haven, MI
519 Washington Ave
Grand Haven, MI 49417

Date

{Thank You!}

plante
m
moran

For more information contact:

Judy Wright, Partner

248-223-3304

judy.wright@plantemoran.com

plantemoran.com

Action Request



Committee: Board of Commissioners

Meeting Date: 12/11/2012

Requesting Department: Administration

Submitted By: Greg Rappleye

Agenda Item: Agreement to advance funds for the Park West Drainage District

SUGGESTED MOTION:

To approve and authorize the Board Chair and Clerk to sign the Agreement to advance funds for the Park West Drainage District to cover expenditures incurred before the bond issuance. Funding will come from 2012 revenue over expenditures until repaid upon bond issuance, not to exceed \$850,000, at an interest rate on any amount exceeding \$750,000 to be paid at a rate equal to the Treasurer's average investment return.

SUMMARY OF REQUEST:

Due to delays in issuing bonds for the Park West project, the Park West drain is in deficit. By issuing the bond anticipation note, we will avoid a deficit in the fund as of 12/31/12.

FINANCIAL INFORMATION:

Total Cost: \$850,000.00	General Fund Cost: NTE \$850,000.00	Included in Budget:	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
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If not included in budget, recommended funding source: Estimated 2012 Revenue over Expenditures

ACTION IS RELATED TO AN ACTIVITY WHICH IS:

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

ACTION IS RELATED TO STRATEGIC PLAN:

Goal: 1: 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:	<input checked="" type="checkbox"/> Recommended	<input type="checkbox"/> Not Recommended	<input type="checkbox"/> Without Recommendation
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County Administrator:

Committee/Governing/Advisory Board Approval Date:

BOND ANTICIPATION NOTE AGREEMENT
PARK WEST DRAIN

THIS AGREEMENT, dated December ____, 2012, is between the PARK WEST DRAINAGE DISTRICT, 12220 Fillmore St., Suite 141, Ottawa County, Michigan 49460 (hereinafter referred to as the “Drainage District”), and the COUNTY OF OTTAWA, 12220 Fillmore St. West Olive, Michigan 49460 (hereinafter referred to as “Ottawa County”). This Agreement is made upon the following facts and circumstances:

A. Proceedings have been taken by the Ottawa County Drain Commissioner on behalf of the Drainage District for the construction and improvements of the Park West Drain to be located in the Township of Park, Ottawa County, Michigan (hereinafter referred to as the “Drain”), under the provisions of Chapter 8 of the Michigan Drain Code, Act 40 of the Public Acts of 1956, MCL 280.191 et seq., as amended, pursuant to a petition filed with the Drain Commissioner.

B. The Drain Commissioner has not yet completed all of the proceedings necessary under the Michigan Drain Code to proceed with the construction of the Drain at this time.

C. The Drain Commissioner anticipates issuing bonds to fund and/or to reimburse certain the costs incurred for the Park West Drain project.

D. The Board of Commissioners of Ottawa County, as authorized by Section 434 of the Michigan Drain Code, MCL 280.434, has determined that it would advance funds in anticipation of bonds for procedural and design engineering costs necessary and/or already incurred to get the Park West Drain project ready for taking bids for construction.

NOW, THEREFORE, the parties hereto agree as follows:

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

2. The Drainage District, by the Drain Commissioner, and Ottawa County, shall enter into a promissory note, in the form of attached "Exhibit A", to memorialize Ottawa County's past and/or future advance of an amount to the Drainage District, its final total to be determined, toward the final drainage bid. The Drainage District agrees to reimburse all funds advanced by Ottawa County from the proceeds of the bonds. The total amount of any such advance (past and future) by Ottawa County shall not exceed eight hundred fifty thousand (\$850,000 and no/100's) dollars.

3. The advance made by Ottawa County, pursuant to this Agreement, shall be reimbursed from the proceeds of the bonds to be issued by the Drainage District to provide the permanent financing for the Drain, within ten (10) business days of receipt of such bond proceeds by the Drainage District, or shall be fully repaid to Ottawa County not later than January 7, 2014, whichever date is earlier.

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

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

PARK WEST DRAIN DRAINAGE DISTRICT

Dated: _____

By: _____
Paul Geerlings
Ottawa County Drain Commissioner

COUNTY OF OTTAWA

Dated: _____

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

Dated: _____

By: _____
Daniel C. Krueger, County Clerk

EXHIBIT "A"
BOND ANTICIPATION NOTE

This Bond Anticipation Note is executed this ___ day of December, 2012, by the Ottawa County Drain Commissioner, for and on behalf of the Park West Drain Drainage District, 12220 Fillmore St, Suite 141, Ottawa County, Michigan, 49460 "the Borrower." For value, received, the Borrower promises to repay the County of Ottawa the sum of _____ (\$ _____), within ten (10) business days of the receipt of the proceeds of the sale of bonds for the Park West Drain Drainage District improvement project, as set forth in the Bond Anticipation Note Agreement, or in any event not later than January 7, 2014, whichever date is sooner.

INTEREST RATE: The interest rate on this Promissory Note shall be ___% per annum, for any amount borrowed by the Ottawa County Drain Commissioner, for and on behalf of the Park West Drainage District, which exceeds \$750,000. Interest shall be calculated from the date that such borrowings exceed \$750,000 through the date that such borrowings are repaid to the balance of \$750,000, and no longer exceed \$750,000.

PLACE OF PAYMENT: Borrower promises to pay to the order of the Ottawa County at the place for payment and according to the terms for payment the principal amount plus interest at the rate stated above. All payments shall be paid at:

Ottawa County Fiscal Services Department
12220 Fillmore Street.
West Olive, Michigan 49460
(616) 738-4847

BORROWER'S PRE-PAYMENT RIGHT: Borrower may prepay this Note in whole or in part, prior to maturity, without penalty.

DEFAULT AND ACCELERATION CLAUSE: If Borrower defaults in the payment of this Note or in the performance of any obligation in the Bond Anticipation Note Agreement Between Borrower and Ottawa County, and the default continues for more than fifteen (15) days after the Ottawa County gives Borrower notice of the default, then the Ottawa County may declare the unpaid principal balance and earned interest on this Note immediately due. Borrower waives all demands for payment, presentation for payment, notices of intentions to accelerate

maturity, notices of acceleration of maturity, protests, and notices of protest, to the extent permitted by law.

PLEDGE OF FULL FAITH AND CREDIT: Borrower does hereby pledge its full faith and credit for the prompt and timely repayment of its obligations expressed in this Promissory Note.

INTEREST ON PAST DUE INSTALLMENTS AND CHARGES: All past due installments of principal and/or interest and/or all other past-due incurred charges shall bear interest after maturity at the maximum amount of interest permitted by the Law of the State of Michigan until paid. Failure by Borrower to remit any payment by the 15th day following the date that such payment is due entitles Ottawa County to declare the entire principal and accrued interest immediately due and payable. Ottawa County's forbearance in enforcing a right or remedy as set forth herein shall not be deemed a waiver of said right or remedy for a subsequent cause, breach or default of the Borrower's obligations herein.

INTEREST: Interest on this debt evidenced by this Note shall not exceed the maximum amount of non-usurious interest that may be contracted for, taken, reserved, charged, or received under Michigan law; any interest in excess of the maximum shall be credited on the principal of the debt or, if that has been paid, refunded. On any acceleration or required or permitted prepayment, any such excess shall be canceled automatically as of the acceleration or prepayment or, if already paid, credited on the principal of the debt or, if the principal of the debt has been paid, refunded. This provision overrides other provisions in this instrument (and any other instruments) concerning this debt.

FORM OF PAYMENT: Any check, draft, Money Order, or other instrument given in payment of all or any portion hereof may be accepted by Ottawa County and handled in collection in the customary manner, but the same shall not constitute payment hereunder or diminish any rights of the holder hereof except to the extent that actual cash proceeds of such instruments are unconditionally received by the Ottawa County and applied to this indebtedness in the manner elsewhere herein provided.

ATTORNEY'S FEES: If this Note is given to an attorney for collection or enforcement, or if suit is brought for collection or enforcement, or if it is collected or enforced through probate, bankruptcy, or other judicial proceeding, then Borrower shall pay the Ottawa County all

costs of collection and enforcement, including reasonable attorney's fees and court costs in addition to other amounts due.

SEVERABILITY: If any provision of this Note or the application thereof shall, for any reason and to any extent, be invalid or unenforceable, neither the remainder of this Note nor the application of the provision to other persons, entities or circumstances shall be affected thereby, but instead shall be enforced to the maximum extent permitted by law.

BINDING EFFECT: The covenants, obligations and conditions herein contained shall be binding on and inure to the benefit of the heirs, legal representatives, and assigns of the parties hereto.

DESCRIPTIVE HEADINGS: The descriptive headings used herein are for convenience of reference only and they are not intended to have any effect whatsoever in determining the rights or obligations under this Note.

CONSTRUCTION: The pronouns used herein shall include, where appropriate, either gender or both, singular and plural.

GOVERNING LAW: This Note shall be governed, construed and interpreted by, through and under the Laws of the State of Michigan.

Executed this _____ day of _____, 2012.

PARK WEST DRAIN DRAINAGE
DISTRICT
OTTAWA COUNTY, MICHIGAN

By: _____
Paul Geerlings
Ottawa County Drain Commissioner

Prepared By:

Gregory J. Rappleye, P27203
Ottawa County Corporation Counsel
12220 Fillmore Street
West Olive, Michigan 49460
(616) 738-4861

Action Request



Committee: Board of Commissioners

Meeting Date: 12/11/2012

Requesting Department: Administrator's Office

Submitted By: Misty Cunningham

Agenda Item: Board Appointments

SUGGESTED MOTION:

To place into nomination the name(s) of (*indicates recommendation of the Interview Subcommittee):

*Betty M. Gajewski

*Timothy J. Grifhorst

James C. Miedema

David L. Vander Kooi

Richard J. Sibley Jr.

Vaughn Umphrey

Kurtis C. Van Koevering

to fill two (2) General Member vacancies on the Road Commission beginning January 1, 2013 and ending December 31, 2018 (six (6) year term).

SUMMARY OF REQUEST:

The Board of Commissioners makes appointments to the various Boards and Commissions of the County per Administrative Policy – Appointments to Boards and Commissions.

FINANCIAL INFORMATION:

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

If not included in budget, recommended funding source:

ACTION IS RELATED TO AN ACTIVITY WHICH IS:

Mandated | Non-Mandated | New Activity

ACTION IS RELATED TO STRATEGIC PLAN:

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

Objective: 5: Evaluate communication with other key stakeholders.

ADMINISTRATION RECOMMENDATION: Recommended | Not Recommended | Without Recommendation

County Administrator:

Committee/Governing/Advisory Board Approval Date: Human Resources Committee 12/11/2012

**APPLICATION FOR POSITION ON A BOARD
COMMISSION, OR ADVISORY BODY APPOINTED
BY THE OTTAWA COUNTY BOARD OF COMMISSIONERS**

Date 11/18/2012

Position Applying For Road Commission/Member (BC)

Position Applying For _____

Position Applying For _____

Name Betty M Gajewski

Address O-1988 Luce SW

City Grand Rapids ST MI Zip 49534

Last 4 digits of social security number 7438 Birth Month 12 Birth Day 9

Contact Information:

Home Phone 616-677-1643 Work Phone --

E-mail betty@gajewski.us Fax Number 616-677-1643

Education:

School GVSU School GVSU

Degree Masters of Science Degree Bachelors of Science

Employment Background:

Current Employer Great Harvest Bread Co. Position Co-owner

Responsibilities
Responsible for success of business, from marketing and customer service to product quality and profitability

Previous Employer AWRI at GVSU - currently Position Technical call-in

Responsibilities
Assist on various water quality and other projects, such as wind energy and green jobs

Length of Residency in Ottawa County 40

Does the County of Ottawa or any other unit of government employ any members of your family?

Yes No

If so, describe

What is your past experience in serving on governmental boards, or the boards of civic and other similar organizations?

Lower Grand River Organization of Watersheds
Chair, Ottawa County Planning Commission
Ottawa County Parks and Recreation Commission
Chair, Ottawa County Solid Waste Committee
Tallmadge Township Planning Commission

The Ottawa County Appointment Policy sets a minimum expectation of 75% attendance for all members of boards and commissions appointed by the Ottawa County Board of Commissioners. If appointed, will you be able to comply with the terms of the Policy with regard to attendance? Yes No

If not, why not? _____

Why do you want to be considered for this appointment?

Continued interest in working with others in the county to achieve a better future

Do you desire to have your name kept on file up to one year in the office of the County Clerk and be sent applications for future appointment openings? Yes No

If yes, please enter the Boards, Commissions or Advisory Bodies you are interested in:

Thank you for your interest in Ottawa County Government

**APPLICATION FOR POSITION ON A BOARD
COMMISSION, OR ADVISORY BODY APPOINTED
BY THE OTTAWA COUNTY BOARD OF COMMISSIONERS**

Date 09/20/2012

Position Applying For Road Commission/Member (BC)

Position Applying For _____

Position Applying For _____

Name Timothy J Grifhorst

Address 1187 Luce St. S.W.

City Grand Rapids ST MI Zip 49534

Last 4 digits of social security number 3283 Birth Month 10 Birth Day 1

Contact Information:

Home Phone 616-485-5921

Work Phone 616-453-0527

E-mail tgrifhorst@aol.com

Fax Number 616-485-5921

Education:

School Grandville High School

School Grand Rapids Junior College

Degree Diploma

Degree Classes

Employment Background:

Current Employer Grifhorst Excavating & Development LLC Position Owner

Responsibilities

Bidding, Purchasing Equipment, Billing, and Operating Equipment

Previous Employer Steelcase Inc. Position Foreman

Responsibilities

Supervise Employees, Meet Production Schedules, and Order Supplies & Materials

Length of Residency in Ottawa County 55

Does the County of Ottawa or any other unit of government employ any members of your family?

Yes No

If so, describe

What is your past experience in serving on governmental boards, or the boards of civic and other similar organizations?

Currently serving on the Grandville Public School Board, 8th year. Currently serving 2nd year on Ottawa County Road Commission.

The Ottawa County Appointment Policy sets a minimum expectation of 75% attendance for all members of boards and commissions appointed by the Ottawa County Board of Commissioners. If appointed, will you be able to comply with the terms of the Policy with regard to attendance? Yes No

If not, why not? _____

Why do you want to be considered for this appointment?

To work with fellow Ottawa County Road Commissioners, to give the public the best and safest roads possible.

Do you desire to have your name kept on file up to one year in the office of the County Clerk and be sent applications for future appointment openings? Yes No

If yes, please enter the Boards, Commissions or Advisory Bodies you are interested in:

Thank you for your interest in Ottawa County Government

**APPLICATION FOR POSITION ON A BOARD
COMMISSION, OR ADVISORY BODY APPOINTED
BY THE OTTAWA COUNTY BOARD OF COMMISSIONERS**

Date 09/19/2012

Position Applying For Road Commission/Member (BC)

Position Applying For _____

Position Applying For _____

Name James c Miedema

Address 2984 16th Ave.

City Hudsonville ST Mi Zip 49426

Last 4 digits of social security number 2058 Birth Month 11 Birth Day 3

Contact Information:

Home Phone 616-896-8562

Work Phone 616-291-2724

E-mail jmmiedema1967@gmail.com

Fax Number 616-896-8562

Education:

School High School

School _____

Degree _____

Degree _____

Employment Background:

Current Employer Jamestown Twp. Position Supervisor

Responsibilities

Over see all twp. activites, handel all legal matters. Deal with all citizen issues. oversee employees.

Previous Employer Self employed Auto boby repair Position _____

Responsibilities

Wrote estimates, did all painting, body work and frame work.

Length of Residency in Ottawa County 38

Does the County of Ottawa or any other unit of government employ any members of your family?

Yes No

If so, describe

What is your past experience in serving on governmental boards, or the boards of civic and other similar organizations?

I,ve been a member of Ottawa co. Planning com. for almost 12 yrs. and it's Chair for 4 yrs. Also a member of ottawa co. Parks Commission for 4 yrs. Also am a member of ottawa 911 policy Board and it's Sec. Tres.

The Ottawa County Appointment Policy sets a minimum expectation of 75% attendance for all members of boards and commissions appointed by the Ottawa County Board of Commissioners. If appointed, will you be able to comply with the terms of the Policy with regard to attendance? Yes No

If not, why not? _____

Why do you want to be considered for this appointment?

I will be finished with my term as Jamestown Supervisor in Nov. and would like to continue serving the county on the Road Commission so as to stay involved.

Do you desire to have your name kept on file up to one year in the office of the County Clerk and be sent applications for future appointment openings? Yes No

If yes, please enter the Boards, Commissions or Advisory Bodies you are interested in:

Thank you for your interest in Ottawa County Government

**APPLICATION FOR POSITION ON A BOARD
COMMISSION, OR ADVISORY BODY APPOINTED
BY THE OTTAWA COUNTY BOARD OF COMMISSIONERS**

Date 09/25/2012

Position Applying For Road Commission/Member (BC)

Position Applying For _____

Position Applying For _____

Name David L. Vander Kooi

Address 44 Newcastle Drive

City Zeeland ST MI Zip 49464

Last 4 digits of social security number 6737 Birth Month 11 Birth Day 1

Contact Information:

Home Phone 616-748-6988

Work Phone 616-510-1010

E-mail davevk@chartermi.net

Fax Number 616-748-6988

Education:

School _____

School _____

Degree _____

Degree _____

Employment Background:

Current Employer retired Position _____

Responsibilities _____

Previous Employer _____ Position _____

Responsibilities _____

Length of Residency in Ottawa County 71

Does the County of Ottawa or any other unit of government employ any members of your family?

Yes No

If so, describe

What is your past experience in serving on governmental boards, or the boards of civic and other similar organizations?

Holland City Council

Ottawa County Board of Commissioners

Ottawa Road Commission Board

Boy Scout Board

Church Board

The Ottawa County Appointment Policy sets a minimum expectation of 75% attendance for all members of boards and commissions appointed by the Ottawa County Board of Commissioners. If appointed, will you be able to comply with the terms of the Policy with regard to attendance? Yes No

If not, why not? _____

Why do you want to be considered for this appointment?

Parks - was Rd. Comm. rep on this board for many years. Know all of Parks issues including up coming millage vote.

Road Comm - served on this board for 12 years and have first hand knowledge of workings.

Do you desire to have your name kept on file up to one year in the office of the County Clerk and be sent applications for future appointment openings? Yes No

If yes, please enter the Boards, Commissions or Advisory Bodies you are interested in:

Private Sector (BC)/Community Action Agency Advisory Board/

Thank you for your interest in Ottawa County Government

**APPLICATION FOR POSITION ON A BOARD
COMMISSION, OR ADVISORY BODY APPOINTED
BY THE OTTAWA COUNTY BOARD OF COMMISSIONERS**

Date 10/31/2012

Position Applying For Road Commission/Member (BC)

Position Applying For _____

Position Applying For _____

Name Richard J Sibley Jr

Address 12667 136th Ave

City Grand Haven ST MI Zip 49417

Last 4 digits of social security number 2811 Birth Month 4 Birth Day 11

Contact Information:

Home Phone 616-844-0674

Work Phone 616-990-6200

E-mail rich.sibley@safholland.com

Fax Number 616-844-0674

Education:

School Baker College

School _____

Degree AAS

Degree _____

Employment Background:

Current Employer SAF-HOLLAND Position Sr Project Leader

Responsibilities
Engineering, Project Managment

Previous Employer _____ Position _____

Responsibilities

Length of Residency in Ottawa County 18

Does the County of Ottawa or any other unit of government employ any members of your family?

Yes No

If so, describe

What is your past experience in serving on governmental boards, or the boards of civic and other similar organizations?

Past Chair and current member of Ottawa County Workforce Board.
Tech Advisor for Ottawa Tech Center

The Ottawa County Appointment Policy sets a minimum expectation of 75% attendance for all members of boards and commissions appointed by the Ottawa County Board of Commissioners. If appointed, will you be able to comply with the terms of the Policy with regard to attendance? Yes No

If not, why not? _____

Why do you want to be considered for this appointment?

I feel I can be an active member and bring new ideas to the table

Do you desire to have your name kept on file up to one year in the office of the County Clerk and be sent applications for future appointment openings? Yes No

If yes, please enter the Boards, Commissions or Advisory Bodies you are interested in:

Commissioner/Technology Committee/, Drain Commissioner (EO)/Parks and Recreation Commission/

Thank you for your interest in Ottawa County Government

**APPLICATION FOR POSITION ON A BOARD
COMMISSION, OR ADVISORY BODY APPOINTED
BY THE OTTAWA COUNTY BOARD OF COMMISSIONERS**

Date 11/12/2012

Position Applying For Road Commission/Member (BC)

Position Applying For _____

Position Applying For _____

Name Vaughn Umphrey

Address 15177 Buchanan Street

City West Olive ST MI Zip 49460

Last 4 digits of social security number 7901 Birth Month 6 Birth Day 20

Contact Information:

Home Phone 616-846-3329 Work Phone --

E-mail vaughn.umphrey3329@att.net Fax Number 616-846-3329

Education:

School _____ School _____

Degree _____ Degree _____

Employment Background:

Current Employer retired Position _____

Responsibilities _____

Previous Employer City of Grand Rapids Position Acting Public Services Manager, and Acting Project Engine

Responsibilities _____

worked in Public Services for 10 months, overseeing special projects for Parks, Streets, Pools, Golf Course;
worked for 28 years in engineering dept, records management, supervise CAD technicians & aides, gather information for all City
design projects, all private development projects within the service area of GR

Length of Residency in Ottawa County 58

Does the County of Ottawa or any other unit of government employ any members of your family?

Yes No

If so, describe

Ottawa Co Sheriffs Office, guard

What is your past experience in serving on governmental boards, or the boards of civic and other similar organizations?

Chairperson, vice-chairperson of APAGR, management organization for City of Grand Rapids employees, 1994 to 2012

The Ottawa County Appointment Policy sets a minimum expectation of 75% attendance for all members of boards and commissions appointed by the Ottawa County Board of Commissioners. If appointed, will you be able to comply with the terms of the Policy with regard to attendance? Yes No

If not, why not? _____

Why do you want to be considered for this appointment?

I feel my many years of work experience will help me make the best decisions for the people of Ottawa County

Do you desire to have your name kept on file up to one year in the office of the County Clerk and be sent applications for future appointment openings? Yes No

If yes, please enter the Boards, Commissions or Advisory Bodies you are interested in:

County Administrator (A)/Kent, Ottawa, Muskegon, (K.O.M.) Foreign Trade Zone Authority/, County Commissioner (BC)/West Michigan Regional Planning Commission/, County Representative (BC)/Remonumentation Committee/, Drain Commissioner (EO)/Parks and Recreation Commission/, Road Commission (BC)/Remonumentation Committee/, Road Commission Rep. (BC)/Parks and Recreation Commission/

Thank you for your interest in Ottawa County Government

Kurtis C. Van Koevering
124 South Elm Street
Zeeland, MI 49464

November 9, 2012

Dear Commissioners

Thank you for considering my application for the Ottawa County Road Commission. For the past twenty years I have served on the Zeeland Planning Commission where we have dealt with road issues such as right-of-ways, truck routes, creating bicycle lanes, working with engineers to determine road widths and implementing Complete Street principles.

The one thing that I have learned through the years serving our community is to listen and keep an open mind as projects appear before you for consideration. Being in a planning role requires balancing the needs of residents, businesses and industry to develop a solution that benefits everyone.

As a business owner I also am a strong believer in preparing for the future and communicating with our customers/residents. We need to properly maintain our street infrastructure, have a vision for our county's future, be fiscally responsible and work cooperatively with other units of government.

I ask that you consider my name as you appoint new members to the Ottawa County Road Commission.

Sincerely

Kurtis C. Van Koevering

Kurtis C. Van Koevering
124 South Elm Street
Zeeland, MI 49464

Education

Hope College Graduate – 1984;
Bachelor's Degree in Business Administration
Zeeland High School Graduate -1980

Work Experience

Zeeland Record – 1984 to Present;
Position – vice president and editor for the past 20 years
Became an owner in the business with my brother Kraig Van Koevering in 2000.

Responsibilities include writing, proofing and editing weekly newspaper; commercial printing sales; purchasing; developing electronic imaging and large format printing capabilities; and government compliant issues such as OSHA, Hazardous Waste Management, recording keeping and employee training. Became an owner in the business in 2000

Sunday School Guide – 2004 to Present
Position – Assistant publisher and partner

Responsibilities include assistant publisher, order fulfillment and mailings.

Community Involvement

Second District Republican Committee – 1992 – Present
Past four years have served as District Chairman. Previously served as secretary, vice chair and State Committeeman

Zeeland Investment Partners – 2008 to Present
Organization raises money to recruit new retailers to downtown Zeeland using rent subsidies, covering moving experiences or building modifications.

Zeeland Planning Commission 1987 – Present*
(Note I was off for one in late 1990's
Served as vice chair and chair numerous times, currently serving as a commissioner.

Bridge Youth Ministry Center 2009-Present

Board member the past three years and member of the business committee

Zeeland Chamber of Commerce

Past president and board member

Ottawa County Republican Party

Past executive committee board member and vice chair

Focus Forward

Worked to overturn a 100-year ban on alcohol sales in Zeeland

**APPLICATION FOR POSITION ON A BOARD
COMMISSION, OR ADVISORY BODY APPOINTED
BY THE OTTAWA COUNTY BOARD OF COMMISSIONERS**

Date 11/09/2012

Position Applying For Road Commission/Member (BC)

Position Applying For _____

Position Applying For _____

Name Kurtis C Van Koeving

Address 124 South Elm Street

City Zeeland ST mi Zip 49464

Last 4 digits of social security number 3816 Birth Month 2 Birth Day 7

Contact Information:

Home Phone 616-886-1643

Work Phone 616-772-2131

E-mail kurt@zeelandrecord.net

Fax Number 616-886-1643

Education:

School Hope College

School _____

Degree Bachelors of Arts - Business Administration

Degree _____

Employment Background:

Current Employer Zeeland Record Company, Inc. Position vice president/editor

Responsibilities
newspaper editor, sales, marketing, customer relations, and development

Previous Employer none Position _____

Responsibilities

Length of Residency in Ottawa County 50

Does the County of Ottawa or any other unit of government employ any members of your family?

Yes No

If so, describe

What is your past experience in serving on governmental boards, or the boards of civic and other similar organizations?

20+ years on Zeeland Planning Commission; former chairman and board member Zeeland Chamber of Commerce; Second District Republican Chairman past four years, numerous ad-hoc committees

The Ottawa County Appointment Policy sets a minimum expectation of 75% attendance for all members of boards and commissions appointed by the Ottawa County Board of Commissioners. If appointed, will you be able to comply with the terms of the Policy with regard to attendance? Yes No

If not, why not? _____

Why do you want to be considered for this appointment?

I believe my extensive background with the planning commission dealing with street right of ways, Complete Street programs, and truck routes makes me uniquely qualified for the position.

Do you desire to have your name kept on file up to one year in the office of the County Clerk and be sent applications for future appointment openings? Yes No

If yes, please enter the Boards, Commissions or Advisory Bodies you are interested in:

Thank you for your interest in Ottawa County Government

Action Request



Committee: Board of Commissioners

Meeting Date: 12/11/2012

Requesting Department: Administrator's Office

Submitted By: Misty Cunningham

Agenda Item: Board Appointments

SUGGESTED MOTION:

To place into nomination the name(s) of (*indicates recommendation of the Interview Subcommittee):

*Nichole J. Derks

Barbara Tsaturova

to fill one (1) Defense Attorney vacancy on the Community Corrections Advisory Board beginning January 1, 2013 and ending December 31, 2014 (two (2) year term).

SUMMARY OF REQUEST:

The Board of Commissioners makes appointments to the various Boards and Commissions of the County per Administrative Policy – Appointments to Boards and Commissions.

FINANCIAL INFORMATION:

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

If not included in budget, recommended funding source:

ACTION IS RELATED TO AN ACTIVITY WHICH IS:

Mandated Non-Mandated New Activity

ACTION IS RELATED TO STRATEGIC PLAN:

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

Objective: 5: Evaluate communication with other key stakeholders.

ADMINISTRATION RECOMMENDATION: Recommended Not Recommended Without Recommendation

County Administrator:

Committee/Governing/Advisory Board Approval Date: Human Resources Committee 12/11/2012

Lansing

313 S. Washington Square
Lansing MI 48933

Marquette

205 S. Front Street - Suite 2D
Marquette MI 49855

Walter S. Foster
1878-1961
Richard B. Foster
1908-1996
Theodore W. Swift
1928-2000
John L. Collins
1926-2001

Webb A. Smith
Allan J. Claypool
Gary J. McRay
Stephen I. Jurmu
Scott A. Storey
Charles A. Janssen
Charles E. Barbieri
James B. Jensen, Jr.
Scott L. Mandel
Michael D. Sanders

Sherry A. Stein
Brent A. Titus
Robert E. McFarland
Stephen J. Lowney
Jean G. Shtokal
Brian G. Goodenough
Matt G. Hrebec
Eric E. Doster
Melissa J. Jackson
Nancy L. Kahn
Deanna Swisher
Thomas R. Meagher
Douglas A. Mielock
Scott A. Chernich
Paul J. Millenbach
Dirk H. Beckwith
Brian J. Renaud
Bruce A. Vande Vusse
Lynwood P. VandenBosch

Lawrence Korolewicz
James B. Doezeema
Anne M. Seurynek
Richard L. Hillman
Steven L. Owen
Jennifer Kildea Dewane
John P. Nicolucci
Michael D. Homier
Keith A. Castora
Randall L. Harbour
David M. Lick
Scott H. Hogan
Richard C. Kraus
Benjamin J. Price
Ronald D. Richards, Jr.
Frank T. Mamat
Michael R. Blum
Norman E. Richards
Jonathan J. David

Frank H. Reynolds
Pamela C. Dausman
Andrew C. Vredenburg
John M. Kamins
Jack A. Siebers
Julie I. Fershtman
Todd W. Hoppe
Johanna M. Novak
Iris K. Linder
Jennifer B. Van Regenmorter
Thomas R. TerMaat
Samuel J. Frederick
Frederick D. Dilley
Glen A. Schmiede
Michael G. Harrison
Frederick B. Bellamy
Joseph E. Kozely
Gilbert M. Frimet
Mark J. Colon

Peter R. Tolley
Paul D. Yared
Ryan E. Lamb
Karl W. Butterer, Jr.
Joshua M. Wease
John W. Inhulsen
Zachary W. Behler
Alexander A. Ayar
Joshua K. Richardson
Joel C. Farrar
Andrew W. Erlewein
Laura J. Genovich
Anna K. Gibson
Liza C. Moore
Nichole J. Derks
Patricia J. Scott
Lindsey E. Bosch
Nicholas M. Oertel
Erica E.L. Huddas

Grand Rapids

1700 E. Beltline NE - Suite 200
Grand Rapids MI 49525

Holland

151 Central Avenue - Suite 260
Holland MI 49423

Nicole E. Stratton
Janene McIntyre
David R. Russell
Mindi M. Johnson
Lauren B. Dunn
Alicia W. Birach
Archana R. Rajendra
Ray H. Littleton, II
Kari L. Sherry

Of Counsel
Lawrence B. Lindemer
David VanderHaagen
Allan O. Maki
Dana M. Bennett

Writer's Direct Phone: 616.796.2516

Fax: 616.796.2520

Reply To: Holland

E-Mail: NDerks@fosterswift.com

November 14, 2012

Via E-Mail

Ottawa County Board of Commissioners
12220 Fillmore Street
West Olive, MI 49460

To Whom It May Concern:

Re: Application for Committee Vacancy - Community Corrections Advisory Board

I have completed my online application for your consideration to serve as a defense attorney member of the Community Corrections Advisory Board. It would be my honor and privilege to serve in this capacity.

Please advise whether you require any additional information. Thank you for your attention.

Sincerely,

FOSTER SWIFT COLLINS & SMITH PC



Nichole Jongsma Derks

NJD:jlm
Enclosure

99999:NDERKS:1476051-1

CURRICULUM VITAE

NICHOLE JONGSMA DERKS

Attorney at Law

ADDRESS:

Foster, Swift, Collins & Smith, P.C.

151 Central Avenue; Suite 260

Holland, MI 49423

Direct Phone: 616-796-2516

Cell Phone: 517-862-3420

Direct Fax: 517-367-7345

E-mail: nderks@fosterswift.com

Web: www.fosterswift.com

ADMITTED TO PRACTICE IN:

U.S. Court of Appeals - 6th Circuit

U.S. District Courts – Eastern and Western Districts of Michigan

Michigan State Courts

EDUCATION:

MICHIGAN STATE UNIVERSITY COLLEGE OF LAW – EAST LANSING, MI

Juris Doctor Degree, received May 2006

- Winner of a quiz-bowl style contest covering the Federal Rules of Evidence
- Spicer Sports & Entertainment Law Award Winner – Spring 2005
- Research Assistant for Professor Hisham Ramadan; projects include - proofreading and citation formatting for submission of a paper for publication on Islamic larceny offenses; gathering and analyzing police use of force models from many states for use in a research paper; organize visits for speakers on criminal law topics; studying justification defense and its application for law enforcement

THE OHIO STATE UNIVERSITY – COLUMBUS, OH

Bachelor of Arts Degree, Criminology and Political Science, received June 2003

- Dean's List
- Scott Fellowship in Sociology Award Winner for 2 consecutive years
- Resident Advisor, managed over 58 undergraduates

EMPLOYMENT HISTORY

Associate Attorney

Foster, Swift, Collins and Smith, P.C., Holland, MI

January, 2009 - Present

- Focusing on criminal law and domestic relations matters as a member of the General Litigation Practice Group
- Continuing trial practice at state and federal levels
- Served as defense counsel for indigent defendants in the 55th District Court Sobriety Court Program
- Assisted in developing alternative fee structures and improving retainer agreements and engagement letters
- Serving as a member of the firm's Associate Committee

Associate Attorney

The Reynolds Law Firm, P.C., Lansing, MI

August, 2007 – December, 2008

- First chair on Second Degree Murder trial in Eaton County Circuit Court
- Delivered opening statement and portion of closing argument in an Open Murder trial in Ingham County Circuit Court; also examined several of the witnesses throughout the two week trial
- Representing retained clients mainly in criminal defense and family law matters
- Managing divorces, custody, parental rights and PPO matters
- Conducting jury trials at district and circuit court levels
- Court Appointed Attorney for Ingham County Felony list and Juvenile/Delinquency list
- Direct interactions with media regarding several newsworthy cases

Attorney

Miller, Canfield, Paddock & Stone, Kalamazoo, MI

February – August, 2007

- Utilizing litigation software to partner with in-house and lead trial counsel in bringing cases through the lengthy and burdensome discovery phase of large class action suits
- Extraordinary attention to detail while navigating through thousands of documents

Sole Practitioner

Nichole Jongsma Derks, Attorney at Law, Lansing, MI

November, 2006 – August, 2007

- Demonstrating my entrepreneurial spirit and “self-starting” attitude & ability
- Founded solo law practice specializing in criminal defense, residential real estate, landlord-tenant and domestic relations
- Serving as retained counsel as well as court appointed counsel for indigent defendants

Volunteer

Macomb County Prosecutor’s Office, Romeo, MI

April 2006

- Helping Assistant Prosecuting Attorney Steven Kaplan with interviewing witnesses, reviewing police reports, briefs and other evidence in preparation for felony preliminary exams in District and Circuit Court
- Assisting in conducting felony preliminary examination
- Supporting in misdemeanor pretrial conferences

Extern & Volunteer

Ionia County Prosecutor’s Office, Ionia, MI

August, 2005 – April, 2006

- Conducted a domestic violence jury trial in district court
- Carrying out formal hearings and bench trials in district court
- Research and writing on a variety of criminal law issues including child protection, suppression of evidence, and release order violation procedures
- Conducted misdemeanor pretrial conferences on my own with assistant prosecutor’s supervision

Law Clerk

Wayne County Corporation Counsel, Detroit, MI

May, 2005 – August, 2005

- Individually carried out a bench trial of an involuntary commitment matter in Wayne County Probate Court
- Participated in jury trial process twice from beginning to end, aiding in examination of witnesses and preparing closing arguments
- In-depth research and writing practice; daily drafting of motions, briefs, and other pleadings at circuit and federal court levels
- Drafted Motion for Leave to File Notice of Non-Party at Fault which was granted in Wayne County Circuit Court
- Skillful with federal court electronic filing system as well as general filing procedure

Law Clerk

Law Offices of Josh Fields and Associates, East Lansing, MI

April, 2004 – April, 2005

- Carried a suit against a large corporation from intake through settlement process
- Held client meetings, participated in hearings, daily interaction with clients as well as opposing counsel, and managed numerous files
- Extensive experience in drafting of motions, briefs, and other pleadings at district and circuit court levels

PROFESSIONAL DEVELOPMENT

- Appointed co-chair of the State Bar of Michigan Standing Committee on Criminal Jurisprudence and Practice – October, 2012
- Appointed to the State Bar of Michigan District E Character and Fitness Committee - December, 2010
- Appointed to the State Bar of Michigan Standing Committee on Criminal Jurisprudence and Practice - October 1, 2010
- Sixth Circuit Appellate Practice Institute - April 2009
- Honorary Judge for Lansing Teen Court Program - 2008-Present
 - Diversion program for juveniles promoting restorative justice and service learning
 - Goals are to repair harm, rebuild relationships, solve problems and demand accountability
- Participant in Hillman Advocacy Program - January 2008
 - Intensive program sponsored by the United States District Court Western District of Michigan Federal Bar Association focusing on litigation skills at all stages of a criminal case
- Participant in Criminal Defense Attorneys of Michigan Trial College - August 2007
 - Weeklong hands-on workshop for criminal defense trial lawyers of all skill levels
 - Mastering skills from voir dire to closing argument
- Represented a needy client pro-bono in an extensive divorce action in Eaton County
- American Inns of Court Member – Michigan State University Chapter 2006-2012
- American Bar Association Member
- Western Michigan Chapter of the Federal Bar Association Member
- State Bar of Michigan Member - Criminal Law, Family Law and Environmental Law Sections
- Women Lawyers Association of Michigan Member
- Criminal Defense Attorneys of Michigan Member; Attended advanced criminal defense practice conference and Annual Dinner - Spring 2009
- Ingham County Bar Association Member
 - Encouraging junior high and high school students to engage in critical legal reasoning by organizing an essay writing contest as an Ingham County Bar Association Law Day Committee Member (2008)
 - Actively participating in Criminal, Family Law and Young Lawyer Sections
 - Elected to Young Lawyer Section Board of Directors - Spring 2009
 - Horn of Plenty Charity Drive
- Ingham Co. Bench-Bar Conference – February 2008
- Notary Public
- Athena Women's Interest Network (WIN), Member
- Michigan Township Association Legal Institute - January 2010

PUBLICATIONS

- Foster Swift Municipal Law News, "Recent Events Regarding the Medical Marijuana Act - A Flurry of Activity Tries to Clarify Foggy Law," October 2010 (Co-Author: Ronald D. Richards)

- Foster Swift Municipal Law News, "Michigan's New Texting Ban Effective July 1, 2010," July 2010 (Co-Author: Patricia Scott)
- American Bar Association 101 Practice Series, "What is Cap and Trade?" May 2010
- Ingham County Bar Briefs, "Preserving Issues for Appeal: Tips from Practitioners," March 2010
- Foster Swift Municipal Law News, "Protecting Your Reputation While Using Social Media," March 2010
- Ingham County Bar Briefs, "Points to Practice," February 2010
- Ingham County Bar Briefs, "Sex Offender Registration for HYTA Defendants is Ruled Unconstitutional," January 2010
- Ingham County Bar Briefs, "All Rise!" September 2009
- Ingham County Bar Briefs, "How to Preserve Issues for Appeal: Tips from the Bench," June 2009
- Ingham County Bar Briefs, "Beyond Client Control: Practical Tips for Managing Third Parties in Your Cases," November 2008
- Ingham County Bar Briefs, "A New Argument for Defense of Habitual Drunk Drivers," January 2008

PROFESSIONAL PRESENTATIONS

- Discussed pitfalls of Michigan Medical Marijuana Act (HOM TV) – February 29, 2012
- WKAR radio participant in show regarding Pro Bono Legal Services – June 2011
- "Open Line" TV show (HOM TV) - May 19, 2011
Discussed problems with Michigan Medical Marihuana Act
- "Fritze and Friends" radio show (WILS) - April 1, 2011
Discussed Michigan Medical Marihuana Act and its implications
- "In Her Shoes" radio show - July 17, 2010
Discussed domestic violence, resources, and impact on families
- Ingham County Criminal Law Seminar - May 2010
Faculty member; presentation on criminal deferrals and expungement
- Michael Patrick Shiels in the Morning Show - March 1, 2010
Discussed proposed legislation to eliminate no fault divorce in Michigan
- Foster, Swift, Collins and Smith, P.C. Family Law In House CLE - February 26, 2009
Child Custody and Parenting Time Nuts and Bolts
- Ingham County Court Appointed Counsel Training - January 24, 2009
Practical Pointers for Plea Hearings, Lansing, Michigan
- Thomas M. Cooley Law School – September 2007, January and July 2008
Mock Interview Program, Lansing, Michigan
- National Trial Advocacy Competition Mock Trial Judge – October 2007 and 2008; February and October, 2009; Hosted by Michigan State University College of Law, East Lansing, Michigan
- East Lansing High School – December 2007
"Forensic Science," East Lansing, Michigan

PERSONAL INTERESTS

- Received award from the Department of Veterans Affairs for Outstanding Service to Wounded Veterans in February 2008
- Crochet and donate blankets for Operation Hug-A-Hero to benefit wounded soldiers
- Participate in Muscular Dystrophy Association Lansing Lock Up raising donations and awareness for children coping with muscular dystrophy
- Enjoy travel, reading and spending time with family

TRIAL EXPERIENCE

- *People v Matthew Pearson*; Criminal/Misdemeanor - Assault; August 2007; 54-A District Court; Judge DeLuca (Co-counsel: Frank Harrison Reynolds)

- *People v Terrance Gamble*; Criminal/Felony - Open Murder; February 2008; 30th Circuit Court; Judge Draganchuk (Co-counsel: Frank Harrison Reynolds)
- *People v Charlotte Mast*; Criminal/Felony - Medicaid Fraud; Spring 2008; 56th Circuit Court; Judge Osterhaven
- *People v Joel Dienhart*; Criminal/Felony - 2nd Degree Murder; March 2008; 56th Circuit Court; Judge Eveland (Co-counsel: Frank Harrison Reynolds)
- *People v Adrienne Montaven*; Criminal/Misdemeanor - Assault & Battery; November 2009; 55th District Court; Judge Boyd
- *City of Fenton v Christian Christensen*; Criminal Misdemeanor - OWI; March 2010; 67th District Court; Judge McCabe

**APPLICATION FOR POSITION ON A BOARD
COMMISSION, OR ADVISORY BODY APPOINTED
BY THE OTTAWA COUNTY BOARD OF COMMISSIONERS**

Date 11/14/2012

Position Applying For Community Corrections Advisory Board/Defense Attorney

Position Applying For _____

Position Applying For _____

Name Nichole J Derks

Address 151 Central Avenue; Suite 260

City Holland ST MI Zip 49423

Last 4 digits of social security number 7332 Birth Month 11 Birth Day 29

Contact Information:

Home Phone 616-796-2516

Work Phone 517-862-3420

E-mail nderks@fosterswift.com

Fax Number 616-796-2516

Education:

School Michigan State University College of Law

School The Ohio State University

Degree Juris Doctor

Degree Bachelor of Arts

Employment Background:

Current Employer Foster, Swift, Collins, and Smith, P.C. Position Associate Attorney

Responsibilities

Litigation attorney focused on criminal defense and family law. I have extraordinary courtroom experience for an associate attorney. I handle all types of criminal cases in state and federal courts. Additionally, I represent parents seeking to maintain their rights and assists parties through divorce, child custody, and adoption situations. I also assist with USCIS applications and matters before the U.S. Immigration Court.

Previous Employer The Reynolds Law Firm Position Attorney

Responsibilities

Litigation attorney focused on criminal defense and family law.

Length of Residency in Ottawa County >1 _____

Does the County of Ottawa or any other unit of government employ any members of your family?

Yes No

If so, describe

What is your past experience in serving on governmental boards, or the boards of civic and other similar organizations?

I am an Ottawa County native. My family and I have recently relocated to the Holland area and are thrilled to be back in West Michigan!

I currently serve as co-chair of the largest standing committee of the State Bar of Michigan - the Criminal Jurisprudence and Practice Committee.

The Ottawa County Appointment Policy sets a minimum expectation of 75% attendance for all members of boards and commissions appointed by the Ottawa County Board of Commissioners. If appointed, will you be able to comply with the terms of the Policy with regard to attendance? Yes No

If not, why not? _____

Why do you want to be considered for this appointment?

I am passionate about finding cost-effective alternatives to incarceration and to best use the government's limited resources to best serve all of our fellow citizens. I am inspired by my experience with the Sobriety Court in Ingham County to see how creative solutions to tough problems can change lives. Further, I have many veterans in my family who have served proudly. I am humbled to be tangentially involved and well informed about the Veterans Court in Ingham County. Again, these creative solutions to tough problems serve all citizens very well when administered properly.

Do you desire to have your name kept on file up to one year in the office of the County Clerk and be sent applications for future appointment openings? Yes No

If yes, please enter the Boards, Commissions or Advisory Bodies you are interested in:

Appointed by Governor/Department of Human Services Board/, County Resident/Department of Human Services Board/, Defense Attorney/Community Corrections Advisory Board/

Thank you for your interest in Ottawa County Government

LAW OFFICE OF
BARBARA TSATUROVA, PLLC
P.O. BOX 2878
HOLLAND MI 49422

TELEPHONE (616) 931-1262

FACSIMILE (616) 931-0009

October 12, 2012

Ottawa County
Community Corrections Advisory Board
12220 Fillmore St
West Olive, MI 49460

Re: Open Committee Position

To Whom It May Concern,

I understand there is a vacancy for the Defense Attorney Committee Member position. I understand this is a two years commitment of four meetings a year. While I do not live in Ottawa County, my only office location is in Ottawa County. I understand the committee expectations are that members will be living in Ottawa County; however I feel a very direct connection with this community and feel that my living in Kent County would not be a hindrance to my service here.

I already serve on the board of a local non-profit in Zeeland and also as a member of the Ethics Committee for the ACA International. I volunteer my time at Wedgwood Christian Services in Grand Rapids as well. I am always looking for further opportunities to serve my communities and would be honored to donate my time to serve Ottawa County.

Thank you for your time and consideration in my application.

Warm Regards,

Barbara Tsaturouva

Barbara Tsaturouva
Attorney at Law

BARBARA TSATUROVA
ATTORNEY AT LAW

ADMISSIONS

State Bar of Michigan
Women's Lawyer Association
Ethics Committee Member for The Association of Credit and Collections Professionals
Map attorney for The Association of Credit and Collections Professionals
Eastern and Western United States District Courts
Tribal attorney for Match-E-Be-Nash-She-Wish Band of Pottawatomi Indians
Tribal attorney for Nottawaseppi Huron Band of Potawatomi
Tribal attorney for Saginaw Chippewa Indian Tribe of Michigan
Tribal attorney for Pokagon Band of Potawatomi Indians
Tribal attorney for Little River Band of Ottawa Indians

EXPERIENCE

Law Office of Barbara Tsaturova PLLC Sole Practitioner **March 2010 to Present**
Zeeland, Michigan

- Outside Corporate Counsel for multifaceted business. Manage legal docket of over 540 hearings a year.
- Manage Legal Department: staff of 10 employees including Legal Manager and Associate Counsel.
- Prepare and review vendor and client contracts and advise client on contractual obligations.
- Consistently review federal and state statutes, laws, and case law relevant to the business and prepare client for necessary documentation and policies and procedures changes from the same.
- Write policies and procedures for different areas of operations.
- Manage unemployment matters up to Circuit Court appeal. Advise on Human Resource issues.
- Advise client continually to avoid risk and protect the bottom line. Oversee corporate audit and compliance functions to ensure business objectives are aligned with same.

Barbara Tsaturova, Attorney at Law Sole Practitioner **July 2009 to March 2010**
Grand Rapids, Michigan

- Kent County Friend of the Court Private Custody Evaluator: meeting with parties and evaluating twelve custody factors making a report and recommendation to Circuit Court Judges.
- Primary practice areas include criminal defense, both appointed and private, divorce, custody and collections. Investigate and research factual basis of cases to prepare for trial. Conduct various types of hearings and try cases. Interpret and apply laws and court decisions for use in preparation of cases, opinions and briefs.
- Negotiate plea agreements and settlements.
- Conduct extensive legal research using independent judgment, discretion and initiative.

Law Office of Jolene J. Weiner-Vatter Associate Attorney **September 2008 to July 2009**
Grand Rapids, Michigan

- Areas of practice include: Criminal Defense: Misdemeanor and Felony, Appeals and Family matters such as divorce and custody.
- Criminal Misdemeanor Appointed Attorney in various district courts.
- Investigated and researched factual basis of cases to prepare for trials. Conducted various types of hearings, *voir dire* and tried cases.
- Interpreted and applied laws, court decisions and other legal authorities for use in preparation of cases, opinions and briefs.
- Negotiated plea agreements and settlements with opposing counsel. Prepared pleadings and other legal documents in connection with trials, hearings and other legal proceedings. Conducted extensive legal research using independent judgment, discretion and initiative.

BARBARA TSATUROVA

ATTORNEY AT LAW

- Interviewed and advised clients in all matters of various types of cases.

Stenger & Stenger P.C.
Grand Rapids, Michigan

Associate Attorney

December 2007 to September 2008

- Criminal Defense Misdemeanor Appointed Attorney in various district courts.
- Conferred with clients, meeting with City or County Prosecutors on pleas, attending pretrials, settlement conferences, pleas and sentencing.
- Worked as Collections/Creditor's Rights Civil Litigation Attorney and Paralegal.
- Researched legal questions for clients and collectors and created new pleadings for various issues arising in suit.
- Responsible for managing 1,400 files in Kentucky & Indiana.
- Responsible for hiring local counsel, drafting retainers and prepping counsel for hearings.
- Trained paralegals in Indiana and Kentucky litigation and delegated tasks to assistants.

EDUCATION

Grand Valley State University, Michigan <i>Management Certification</i>	2010
Regent University School of Law, Virginia <i>Juris Doctor</i> With special permission, simultaneously worked full time while attending law school full time.	2005
Calvin College, Michigan <i>Bachelor of Arts in Psychology with Minor in Sociology/Criminal Justice</i>	2002

**APPLICATION FOR POSITION ON A BOARD
COMMISSION, OR ADVISORY BODY APPOINTED
BY THE OTTAWA COUNTY BOARD OF COMMISSIONERS**

Date 10/12/2012

Position Applying For Community Corrections Advisory Board/Defense Attorney

Position Applying For _____

Position Applying For _____

Name Barbara Tsaturova

Address 9 East Main

City Zeeland ST MI Zip 49464

Last 4 digits of social security number 7965 Birth Month 4 Birth Day 19

Contact Information:

Home Phone 616-980-6810

Work Phone 616-931-1134

E-mail barbara@bntlaw.com

Fax Number 616-980-6810

Education:

School Regent Law School

School Calvin College

Degree J.D.

Degree B.A.

Employment Background:

Current Employer Law Office of Barbara Tsaturova PLLC Position Sole Proprietor

Responsibilities

Civil litigation attorney and outside business Counsel.

I have previous experience in family law and criminal law. I was a court appointed attorney for the district courts in Kent County for criminal defense.

Previous Employer Law Office of Jolene Weiner-Vatter Position Associate Attorney

Responsibilities

Associate in small practice but practiced family law, felony and misdemeanor criminal work, criminal appeals and other civil litigation.

Length of Residency in Ottawa County 0

Does the County of Ottawa or any other unit of government employ any members of your family?

Yes No

If so, describe

What is your past experience in serving on governmental boards, or the boards of civic and other similar organizations?

Member of the Ethics Committee of ACA International. MAP attorney member of ACA.

Secretary on Board of non-profit in Zeeland. (Imagination Station).

Member of Women's Lawyer Association.

The Ottawa County Appointment Policy sets a minimum expectation of 75% attendance for all members of boards and commissions appointed by the Ottawa County Board of Commissioners. If appointed, will you be able to comply with the terms of the Policy with regard to attendance? Yes No

If not, why not? _____

Why do you want to be considered for this appointment?

Although I live in Kent County, I work in Ottawa County and want to be a active member of my working community. I know the requirements state the general expectation is that a member of this Committee will live in Ottawa County however I do spend a lot of my time in this community as this is the location of my law office.

I have previous experience in criminal defense and have a passion for service.

Do you desire to have your name kept on file up to one year in the office of the County Clerk and be sent applications for future appointment openings? Yes No

If yes, please enter the Boards, Commissions or Advisory Bodies you are interested in:

Business Community/Community Corrections Advisory Board/

Thank you for your interest in Ottawa County Government

Action Request



Committee: Board of Commissioners

Meeting Date: 12/11/2012

Requesting Department: Administrator's Office

Submitted By: Misty Cunningham

Agenda Item: Board Appointments

SUGGESTED MOTION:

To place into nomination the name(s) of (*indicates recommendation of the Interview Subcommittee):

*Valorie M. Putnam

Joan J. Epperson

to fill one (1) Education Sector vacancy on the Workforce Development Board beginning January 1, 2013 and ending December 31, 2015 (three (3) year term).

SUMMARY OF REQUEST:

The Board of Commissioners makes appointments to the various Boards and Commissions of the County per Administrative Policy – Appointments to Boards and Commissions.

FINANCIAL INFORMATION:

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

If not included in budget, recommended funding source:

ACTION IS RELATED TO AN ACTIVITY WHICH IS:

Mandated | Non-Mandated | New Activity

ACTION IS RELATED TO STRATEGIC PLAN:

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

Objective: 5: Evaluate communication with other key stakeholders.

ADMINISTRATION RECOMMENDATION: Recommended | Not Recommended | Without Recommendation

County Administrator:

Committee/Governing/Advisory Board Approval Date: Human Resources Committee 12/11/2012



OTTAWA AREA INTERMEDIATE
SCHOOL DISTRICT

THOMPSON M-TECSM

6364 136th Avenue Pvt.
Holland, MI 49424

(616) 738-8935

(877) 298-0007

FAX (616) 738-8936

www.oaisd.org

www.mtec.org

November 19, 2012

Ottawa County Clerk's Office
12220 Fillmore Street, Room 130
P.O. Box 296
West Olive, Michigan 49460

Dear Ottawa County Board of Commissioners:

It is my intention to indicate my continuing interest in serving on the Ottawa County Workforce Development Board as an Education Representative. I have a sincere interest in the workforce development issues and initiatives both present and emerging. It would be my honor to continue in my current role.

As I am the current Director of the Patrick A. Thompson M-TEC, I feel that my current duties are relevant to the overall workforce development picture in Ottawa County. The M-TEC is the adult training arm of the Ottawa Area Intermediate School District and we operate at this facility in partnership with Grand Rapids Community College. We regularly consult data relevant to in-demand occupations and collaborate with regional partners to both develop new programming to meet the needs of the regional workforce and sunset older programs that do not meet current demand criteria. As an organization we also participate in OCMWA events such as "Ready Now" and support programs such as "Literacy to Work" at the Adult Learning Center of West Michigan. This allows us to be of service to our region in partnership with Michigan Works!

Thank you for your time and consideration.

Sincerely,

Valorie Putnam
Director, Patrick A. Thompson M-TEC
6364 136th Pvt. Holland, MI 49424
1.877.298.0007 ext. 4203

*Mission Statement:
We provide and enrich
educational opportunities
for students, schools,
and communities.*

M. Valorie Putnam

Professional Experience and Education Summary

Val holds an M.A. in Vocational Education from Western Michigan University and is a member of the Outstanding Alumni Academy. She holds her Continuing Teaching Certification, Full Vocational Authorization, Central Office/Secondary Administrative Certification and is a graduate of the Leadership Development Program (LDP) for Vocational Administrators. She holds a B.S. in Art Education from Northern Michigan University and was the recipient of the Academic Excellence Award and two Academic Scholarships. She was awarded membership in Phi Kappa Phi, Kappa Delta Pi and graduated Summa Cum Laude from both Universities. She earned an Associate of Science from Northwestern Michigan College.

Her current professional experience includes: Serving as the Director of the Thompson M-TEC for the Ottawa Area Intermediate School District (OAISD) and currently serves on the Ottawa County Michigan Works Agency Workforce Development Board. Previous service includes: Career Prep and Adult Training Consultant at the OAISD; Marketing Education and Child Labor Risk Management Consultant for the Michigan Department of Education Career, Curriculum and Technical Education Services Department and Director of the Center for Workforce Excellence at the Regional Manufacturing Technology Center in Battle Creek. She was also a contracted Consultant with the Iowa State Department of Education when the state's strategic plan called for the implementation of the School-To-Work legislation in schools across the state. This was the result of working on a demonstration grant awarded to Kalamazoo Education for Employment through Jobs for the Future in Boston promoting School-to-Work programs. While in Kalamazoo she was a coordinator for county-wide work-based-learning programs for high school industry-based programs. She served on a number of advisory bodies for the Kalamazoo Valley ISD and Kalamazoo Valley Community College.

Prior to leaving the classroom Val was the Marketing Program Manager at the Branch Area Career Center where she was responsible for instruction, the school store lab and advising a 100+ member DECA Chapter that won many regional, state and national awards. She served as School Improvement Project Chair, Gifted and Talented Liaison, Youth Club Council Teacher Representative, Educational Development Plan Committee Member and Tech Ed Project Member. She began her career as a Visual Communications and English Teacher at Albion-Washington Gardner Jr. High School after substitute teaching full-time in the Detroit area and serving as the Art Director for Albion College Summer Adventure and Crystallaire Summer Camp on Crystal Lake near Beula, Michigan.

Published Curriculum Work includes:

“Risk Management for Work-Based Learning,” State of Michigan publication

“Advancing in the World of Work,” One of a series of texts written to assist special needs students in transitioning to the world of work, co-authored with Grady Kimbrell and Ben Vinyard and published by Glencoe, Macmillan/McGraw-Hill

“Sales Prospecting,” SE - LAP 116, Marketing Specialist Level. Copyright, MarkED, Marketing Education Resource Center, Inc., The Ohio State University.

Board Memberships have included:

Michigan Career Placement Association, Past President

Michigan Marketing Educators Board, and the Marketing Education Association-National State DECA Advisory Board

State Advisory Board for Michigan Jobs Commission

**APPLICATION FOR POSITION ON A BOARD
COMMISSION, OR ADVISORY BODY APPOINTED
BY THE OTTAWA COUNTY BOARD OF COMMISSIONERS**

Date 11/19/2012

Position Applying For Workforce Development Board/Education Sector (BC)

Position Applying For _____

Position Applying For _____

Name Valorie M Putnam

Address 877 Bluff Creek Drive

City Grand Haven ST MI Zip 49417

Last 4 digits of social security number 5498 Birth Month 8 Birth Day 27

Contact Information:

Home Phone 616-738-8935

Work Phone 616-402-5580

E-mail vputnam@oaisd.org

Fax Number 616-738-8935

Education:

School Western Michigan University

School Northern Michigan University

Degree MA Career & Technical Education

Degree BA Education

Employment Background:

Current Employer Ottawa Area Intermediate School District Position Director, Thompson M-TEC

Responsibilities

Direct all activities related to personnel, training, curriculum development, program delivery, funding, solutions development both strategically and on a daily basis for the Patrick A. Thomson M-TEC, an adult training institution arm of the Ottawa Area Intermediate School District, partnered with Grand Rapids Community College

Previous Employer Michigan Department of Education Position State Marketing Educaiton Program Director and Consular

Responsibilities

Direct all state level activities related to career and technical education as it related to Marketing Education, DECA, Cooperative Education. Provide consultant services to local districts across the entire state.

Length of Residency in Ottawa County 30

Does the County of Ottawa or any other unit of government employ any members of your family?

Yes No

If so, describe

What is your past experience in serving on governmental boards, or the boards of civic and other similar organizations?

Current member of the Ottawa County Workforce Development Board. Former President of the Michigan Association of School Placement Personnel; Former DECA state advisory board member; Member at Large of the Michigan Marketing Educators State Board.

The Ottawa County Appointment Policy sets a minimum expectation of 75% attendance for all members of boards and commissions appointed by the Ottawa County Board of Commissioners. If appointed, will you be able to comply with the terms of the Policy with regard to attendance? Yes No

If not, why not? _____

Why do you want to be considered for this appointment?

I feel that it is important to be a member of a board which is so critical to meeting the workforce development goals of our region. My current job requires that I am extremely knowledgeable about the current available workforce and cognizant of the future needs of our region. I feel I have expertise to share with the board as they make decisions about resource allocation.

Do you desire to have your name kept on file up to one year in the office of the County Clerk and be sent applications for future appointment openings? Yes No

If yes, please enter the Boards, Commissions or Advisory Bodies you are interested in:

Education Sector (BC)/Workforce Development Board/

Thank you for your interest in Ottawa County Government

November 16, 2012

To: Selection Committee
Ottawa County Board

From: Joan Epperson, President
Global Business Solutions & Assoc., LLC (GBSA)

RE: Ottawa County Board Positions

Good Morning,

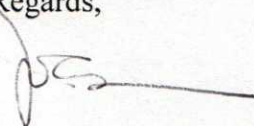
I am Joan Epperson, President of Global Business Solutions & Associates, LLC. I am a 6 1/2 year resident of Ottawa County and a current member of CEDS.

I am applying for three positions on various County Boards. . My background, business alignment, and experience are just a few of my qualifications. I also have the talent, ability and desire to make a difference. My application and resume are attached.

Thank you for considering me for this opportunity. I am available to answer any questions that you may have.

Best Regards,

Joan



Joan J. Epperson

Telephone: 616.570.3877

Email: joan-epperson@globalbsa.com

EXPERTISE

Non-Traditional Employment ~ Education in the 21st Century ~ Leadership and Business Development ~ Sales & Marketing

Joan Epperson is the founder and president of Global Business Solutions and Associates, LLC (GBSA) d/b/a Collaborative Team International (CTI). As a non-traditional employment and professional development expert, Joan's comprehensive skills and competencies include: leadership, customer service, professional development, strategic planning, and business growth expertise. Her client base includes federal, state and municipal governments, colleges, universities and corporations.

RECORD OF EXPERIENCE

**Global Business Solutions & Assoc., LLC
d/b/a Collaborative Team International**

February 2009 to Present

President

Contracting Expert

- Expert in developing and winning Federal, State, Municipal and Corporate Contracts. Current Contracts include:
 - Federal contracts with the Department of Labor and Small Business Administration
 - State and municipal contracts with the Commonwealth of Pennsylvania and City of Grand Rapids, MI.
 - Other contracts Grand Rapids Community College, State Farm Agents and other corporations.
- Well defined contracting systems and processes that deliver desired results.
- A comprehensive network of resources, tools, and technology for all phases of the contracting process.
- Business Focus:
 - Diversity and Inclusion.
 - Collaboration.
 - Non-Traditional Employment Expert.
 - Education for the 21st Century.
 - Employment for the 21st Century.

Education in the 21st Century Expert

- Through GBSA, Joan provides educational institutions with:
 - Systems and processes for increasing and retaining students.
 - Evaluating curriculums.

- Developing outreach strategies.
- Preparing students for employment in the 21st Century.

Leadership and Business Development Expert

Joan developed and implemented the “*CTI Teaming for Success in the 21st \ Century*” business strategy. She is:

- An expert in Project Management and Organizational Design.
- An exceptional mentor, coach and consultant.
- An excellent facilitator and provides almost 300 complete and comprehensive curriculums.
- A highly skilled expert in meeting facilitation, strategic planning and conflict resolution.

Sales and Revenue Expert

Joan is:

- An ***Award Winning*** sales, marketing, and business results expert.
- Highly skilled in Sales/Revenue Gap Analysis. She is able to diagnosing/analyzing organizational challenges and working with clients to deliver desired results.
- Results oriented. She has a consistent track-record of developing and implementing systems and processes that deliver sustained sales and revenue increases.
- An expert in recruiting, selecting and developing sales professionals.

State Farm Insurance Companies

September 1984 to February 2009

Agency Field Consultant

January 2003 to February 2009

- Award Winning Sales Consultant.
- Developed/implemented systems and processes that deliver business results.
- Developed and implemented strategic sales, marketing, staffing and business development plans.
- Developed and implemented tracking/reporting systems, incentive programs, processes, and procedures.
- Award winning Sales Consultant that delivered exceptional business results.

Emerging Markets Liaison,

October 2001 to January 2003

- Project Manager for a cross-functional team that created the enterprise solution for translation, interpretation, and acculturation.
- Developed and implemented the business strategy for providing marketing and sales material in multiple languages.
- COO for an enterprise insurance and financial service process improvement team;
- recommendations resulted in process improvements, expense savings, and operational efficiencies.

Director of Regional Services,***June 2000 to October 2001***

- Project Manager for the construction, staffing, and development of a bilingual customer contact center for several hundred employees; project was delivered on-time and under budget.
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Director of Customer Contact Center,***June 1998 to June 2000***

- Effectively led a department of 600 employees including 11 direct reports.
- Motivated and worked effectively with people from diverse backgrounds, cultures, and experiences.
- Collaborated with internal departments, vendors, and other external resources to achieve exceptional business results.
- Extensive leadership experience and success managing and implementing organizational Design and Change Management.
- Project Manager for the development and implementation of State Farm Bank (SFB). SFB is now ranked as one of the Top 10 banks in the United States.

Claims Management/Claims Department,***September 1984 to June 1998***

- Led claims department consisting of 100 employees with a management team of eleven.
- Supervised numerous catastrophe operations in multiple states.
- Developed /implemented new processes and procedures for catastrophe claims department.
- Managed many complex litigation claims for injury and physical damage claims.
- Testified on behalf of the State Farm during court proceedings.

DEVELOPMENT/ACHIEVEMENTS

Bachelor of Science Degree: Political Science; Texas A & M University

Project and Sales Management: Sandler Sales Institute; Six Sigma Green Belt (in progress); Book Yourself Solid Certified Coach; and Sales Cycle Training

Leadership/Executive Development: Brookings Institute; Speak Easy; Agency Development Curriculum; Center for Creative Leadership; and Hillsdale Leadership Institute

Insurance and Financial Services Development: Associates in Claims (AIC); 5-Courses toward Chartered Life Underwriters Designation (CLU); and American College curriculum for “Marketing Financial Services to Women”

Licenses and Certifications: Property/Casualty and Life/Health License for State of Michigan

Personal Awards and Recognition: Selection Committee for CETUSA International Scholarship; Judge for State of Michigan 2011 DECA Conference; Qualified for Ambassador Travel-6 consecutive years; Qualified for Great Lakes Leaders Club-4 years; Qualified as one of the Top 10 Agency Departments; Received several Special Achievement Awards; Agency Special Achievement Award Recipient; Selected to lead numerous Enterprise Initiatives; Project Leader for numerous Enterprise Initiatives

Appointments and Elected Positions: **Vice-President and Secretary** for Ottawa County Economic Development Corporation; West Michigan Regional Planning Commission and West Michigan Regional Council, Membership Committee Chair and Statewide Membership Committee representative for Inforum.

Global Business Solutions & Associates, LLC and Collaborative Team International Awards and Recognition: 2011 Uncommon Greatness Award Nominee and 2011 Diversity Visionary Award Nominee; Selected to attend NASA's Small Business Conference in Alabama; Selected to attend the Department of Labor Small Business Conference in San Francisco.

PROFESSIONAL ORGANIZATIONS AND AFFILIATIONS

Member of the Following Organization: The Grand Rapids Monday Group for Supplier Diversity; West Michigan Minority Contractors Association; WGVU Public Broadcasting Service Steering Committee; G. R. Ford Job Corps Community Relations Committee; Grand Rapids Chamber of Commerce and Grand Rapids Black Chamber of Commerce. She is also a volunteer for Junior Achievement.

**APPLICATION FOR POSITION ON A BOARD
COMMISSION, OR ADVISORY BODY APPOINTED
BY THE OTTAWA COUNTY BOARD OF COMMISSIONERS**

Date 11/16/2012

Position Applying For Workforce Development Board/Education Sector (BC)

Position Applying For _____

Position Applying For _____

Name Joan J Epperson

Address 6132 Regal Dr. SW

City Grandville ST MI Zip 49418

Last 4 digits of social security number 925 Birth Month 10 Birth Day 1

Contact Information:

Home Phone 616-570-3877 Work Phone --

E-mail joan-epperson@globalbsa.com Fax Number 616-570-3877

Education:

School Texas A & M University School _____

Degree B.S. Political Science Degree _____

Employment Background:

Current Employer Global Business Solutions & Assoc., LLC Position President

Responsibilities
IFarm Insurance Companies. During her 20+ year career, Joan lived and worked in multiple states and communities. Her contributions to the State Farm organization include development and implementation of the Customer Response Center; development and launch of State Farm Bank; COO for the Continuous Renewal Group Enterprise Initiative and leading numerous Special Disaster Initiatives.

As an award-winning leadership, consulting and sales professional, Joan has over 25+ years of experience:
Previous Employer State Farm Insurance Companies Position Agency Field Consultant

Responsibilities
State Farm Insurance Companies September 1984 to February 2009
Agency Field Consultant January 2003 to February 2009
• Award Winning Sales Consultant.
• Developed/implemented systems and processes that deliver business results.
• Developed and implemented strategic sales, marketing, staffing and business

Length of Residency in Ottawa County 6

Does the County of Ottawa or any other unit of government employ any members of your family?

Yes No

If so, describe

What is your past experience in serving on governmental boards, or the boards of civic and other similar organizations?

I am a current member of CEDS and would like to return. Joan is Vice-President and Secretary for the Ottawa County Economic Development Corporation and Vice-President and Secretary for The Brownfield Redevelopment Authority Board. She is also a supporter of: The Community Economic Development Strategies Committee; Grand Rapids Monday Group for Supplier Diversity; West Michigan Minority Contractors Association; WGVU Public Broadcasting Service Steering Committee; G. R. Ford Job Corps Community Relations Committee; Grand Rapids Chamber of Commerce and Black Chamber of Commerce. She is also a volunteer for Junior Achievement.

The Ottawa County Appointment Policy sets a minimum expectation of 75% attendance for all members of boards and commissions appointed by the Ottawa County Board of Commissioners. If appointed, will you be able to comply with the terms of the Policy with regard to attendance? Yes No

If not, why not? _____

Why do you want to be considered for this appointment?

- I will add value to the committee and to Ottawa County. I demonstrated my ability to do so during my past term.
- I am a Non-Traditional Employment expert and Prison Reentry and Ex-Offender employment are primary areas of focus for my business.
- In addition, my company offers over 300 different employee development curriculums and my background and experience will allow me to contribute.

Do you desire to have your name kept on file up to one year in the office of the County Clerk and be sent applications for future appointment openings? Yes No

If yes, please enter the Boards, Commissions or Advisory Bodies you are interested in:

Thank you for your interest in Ottawa County Government

Action Request



Committee: Board of Commissioners

Meeting Date: 12/11/2012

Requesting Department: Administrator's Office

Submitted By: Misty Cunningham

Agenda Item: Board Appointments

SUGGESTED MOTION:

To place into nomination the name(s) of (*indicates recommendation of the Interview Subcommittee):

*Luke A. Meerman

to fill one (1) Township Government vacancy on the Agricultural Preservation Board beginning January 1, 2013 and ending December 31, 2015 (three (3) year term).

*David J. Kraker

to fill one (1) General Member vacancy on the Sanitary Board of Appeals January 1, 2013 and ending December 31, 2015 (three (3) year term).

*Joan J. Epperson

to fill one (1) Private Sector vacancy on the Comprehensive Economic Development Strategy Committee (CEDS) beginning January 1, 2013 and ending December 31, 2013 (one (1) year term).

*William E. Miller

to fill one (1) Agricultural Sector vacancy on the Ottawa County Planning Commission beginning January 1, 2013 and ending December 31, 2015 (three (3) year term).

*Bruce J. Adair

to fill one (1) Economic Sector vacancy on the Workforce Development Board beginning January 1, 2013 and ending December 31, 2015 (three (3) year term).

*David L. Vander Kooi

to fill one (1) Ottawa County Private Sector vacancy on the West Michigan Regional Planning Commission beginning January 1, 2013 and ending December 31, 2013 (one (1) year term).

SUMMARY OF REQUEST:

The Board of Commissioners makes appointments to the various Boards and Commissions of the County per Administrative Policy – Appointments to Boards and Commissions.

FINANCIAL INFORMATION:

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

If not included in budget, recommended funding source:

ACTION IS RELATED TO AN ACTIVITY WHICH IS:

Mandated Non-Mandated New Activity

ACTION IS RELATED TO STRATEGIC PLAN:

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

Objective: 5: Evaluate communication with other key stakeholders.

ADMINISTRATION RECOMMENDATION: Recommended Not Recommended Without Recommendation

County Administrator:

Committee/Governing/Advisory Board Approval Date: Human Resources Committee 12/11/2012

**APPLICATION FOR POSITION ON A BOARD
COMMISSION, OR ADVISORY BODY APPOINTED
BY THE OTTAWA COUNTY BOARD OF COMMISSIONERS**

Date 11/16/2012

Position Applying For Agricultural Preservation Board/Township Government (BC)

Position Applying For _____

Position Applying For _____

Name Luke A Meerman

Address 14250

City Coopersville ST mi Zip 49404

Last 4 digits of social security number 6156 Birth Month 3 Birth Day 8

Contact Information:

Home Phone 616-617-9400 Work Phone --

E-mail lukemeerman@gmail.com Fax Number 616-617-9400

Education:

School _____ School _____

Degree _____ Degree _____

Employment Background:

Current Employer Grassfields LLC member Position Owner

Responsibilities

Project manager

Sales (whole sale, Retail)

Previous Employer None Position _____

Responsibilities

Length of Residency in Ottawa County 37

Does the County of Ottawa or any other unit of government employ any members of your family?

Yes No

If so, describe

What is your past experience in serving on governmental boards, or the boards of civic and other similar organizations?

[I have served on the PDR board](#)

[Ottawa County VP Farm Bureau](#)

[Grand Valley Baptist church trustee](#)

The Ottawa County Appointment Policy sets a minimum expectation of 75% attendance for all members of boards and commissions appointed by the Ottawa County Board of Commissioners. If appointed, will you be able to comply with the terms of the Policy with regard to attendance? Yes No

If not, why not? _____

Why do you want to be considered for this appointment?

[Farmland preservation is an investment for our future generations. It is going to take an Ottawa County that is diverse in its scope of economic opportunity to be sustainable.](#)

Do you desire to have your name kept on file up to one year in the office of the County Clerk and be sent applications for future appointment openings? Yes No

If yes, please enter the Boards, Commissions or Advisory Bodies you are interested in:

[Agricultural \(BC\)/Agricultural Preservation Board/](#)

Thank you for your interest in Ottawa County Government

**APPLICATION FOR POSITION ON A BOARD
COMMISSION, OR ADVISORY BODY APPOINTED
BY THE OTTAWA COUNTY BOARD OF COMMISSIONERS**

Date 10/29/2012

Position Applying For Sanitary Board of Appeals/Member (BC)

Position Applying For _____

Position Applying For _____

Name David J Kraker

Address 5737 Lake Mich. Dr.

City Allendale ST MI Zip 49401

Last 4 digits of social security number 5718 Birth Month 5 Birth Day 29

Contact Information:

Home Phone 616-895-5249 Work Phone 616-402-0599

E-mail dkraker@altelco.net Fax Number 616-895-5249

Education:

School Ferris State University School _____

Degree B.S. Environmental Health Degree _____

Employment Background:

Current Employer Retired Position _____

Responsibilities _____

Previous Employer Kent County Health Department Position Director of Environmental Health

Responsibilities _____

All administrative responsibilities for the Environmental Health, Public Health Lab and Animal Control sections.

Length of Residency in Ottawa County 54

Does the County of Ottawa or any other unit of government employ any members of your family?

Yes No

If so, describe

What is your past experience in serving on governmental boards, or the boards of civic and other similar organizations?

Presented at Kent Co. Sanitary Appeals Board, conducted pre-appeal hearings. Elected to council of local church

The Ottawa County Appointment Policy sets a minimum expectation of 75% attendance for all members of boards and commissions appointed by the Ottawa County Board of Commissioners. If appointed, will you be able to comply with the terms of the Policy with regard to attendance? Yes No

If not, why not? _____

Why do you want to be considered for this appointment?

My experience as field Sanitarian, Supervisor and Director would be an asset to the Sanitary Appeals Board.

Do you desire to have your name kept on file up to one year in the office of the County Clerk and be sent applications for future appointment openings? Yes No

If yes, please enter the Boards, Commissions or Advisory Bodies you are interested in:

Thank you for your interest in Ottawa County Government

November 16, 2012

To: Selection Committee
Ottawa County Board

From: Joan Epperson, President
Global Business Solutions & Assoc., LLC (GBSA)

RE: Ottawa County Board Positions

Good Morning,

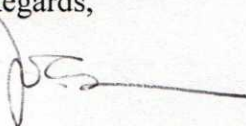
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Thank you for considering me for this opportunity. I am available to answer any questions that you may have.

Best Regards,

Joan



Joan J. Epperson

Telephone: 616.570.3877

Email: joan-epperson@globalbsa.com

EXPERTISE

Non-Traditional Employment ~ Education in the 21st Century ~ Leadership and Business Development ~ Sales & Marketing

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February 2009 to Present

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 - Collaboration.
 - Non-Traditional Employment Expert.
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 - Employment for the 21st Century.

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State Farm Insurance Companies

September 1984 to February 2009

Agency Field Consultant

January 2003 to February 2009

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- Supervised numerous catastrophe operations in multiple states.
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- Managed many complex litigation claims for injury and physical damage claims.
- Testified on behalf of the State Farm during court proceedings.

DEVELOPMENT/ACHIEVEMENTS

Bachelor of Science Degree: Political Science; Texas A & M University

Project and Sales Management: Sandler Sales Institute; Six Sigma Green Belt (in progress); Book Yourself Solid Certified Coach; and Sales Cycle Training

Leadership/Executive Development: Brookings Institute; Speak Easy; Agency Development Curriculum; Center for Creative Leadership; and Hillsdale Leadership Institute

Insurance and Financial Services Development: Associates in Claims (AIC); 5-Courses toward Chartered Life Underwriters Designation (CLU); and American College curriculum for “Marketing Financial Services to Women”

Licenses and Certifications: Property/Casualty and Life/Health License for State of Michigan

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PROFESSIONAL ORGANIZATIONS AND AFFILIATIONS

Member of the Following Organization: The Grand Rapids Monday Group for Supplier Diversity; West Michigan Minority Contractors Association; WGVU Public Broadcasting Service Steering Committee; G. R. Ford Job Corps Community Relations Committee; Grand Rapids Chamber of Commerce and Grand Rapids Black Chamber of Commerce. She is also a volunteer for Junior Achievement.

**APPLICATION FOR POSITION ON A BOARD
COMMISSION, OR ADVISORY BODY APPOINTED
BY THE OTTAWA COUNTY BOARD OF COMMISSIONERS**

Date 11/16/2012

Position Applying For Comprehensive Economic Development Strategy Committee (CEDS)/Private Sector (BC)

Position Applying For _____

Position Applying For _____

Name Joan J Epperson

Address 6132 Regal Dr. SW

City Grandville ST MI Zip 49418

Last 4 digits of social security number 925 Birth Month 10 Birth Day 1

Contact Information:

Home Phone 616-570-3877 Work Phone --

E-mail joan-epperson@globalbsa.com Fax Number 616-570-3877

Education:

School Texas A & M University School _____

Degree B.S. Political Science Degree _____

Employment Background:

Current Employer Global Business Solutions & Assoc., LLC Position President

Responsibilities

IFarm Insurance Companies. During her 20+ year career, Joan lived and worked in multiple states and communities. Her contributions to the State Farm organization include development and implementation of the Customer Response Center; development and launch of State Farm Bank; COO for the Continuous Renewal Group Enterprise Initiative and leading numerous Special Disaster Initiatives.

As an award-winning leadership, consulting and sales professional, Joan has over 25+ years of experience:

Previous Employer State Farm Insurance Companies Position Agency Field Consultant

Responsibilities

State Farm Insurance Companies September 1984 to February 2009

Agency Field Consultant January 2003 to February 2009

• Award Winning Sales Consultant.

• Developed/implemented systems and processes that deliver business results.

• Developed and implemented strategic sales, marketing, staffing and business

Length of Residency in Ottawa County 6

Does the County of Ottawa or any other unit of government employ any members of your family?

Yes No

If so, describe

What is your past experience in serving on governmental boards, or the boards of civic and other similar organizations?

I am a current member of CEDS and would like to return. Joan is Vice-President and Secretary for the Ottawa County Economic Development Corporation and Vice-President and Secretary for The Brownfield Redevelopment Authority Board. She is also a supporter of: The Community Economic Development Strategies Committee; Grand Rapids Monday Group for Supplier Diversity; West Michigan Minority Contractors Association; WGVU Public Broadcasting Service Steering Committee; G. R. Ford Job Corps Community Relations Committee; Grand Rapids Chamber of Commerce and Black Chamber of Commerce. She is also a volunteer for Junior Achievement.

The Ottawa County Appointment Policy sets a minimum expectation of 75% attendance for all members of boards and commissions appointed by the Ottawa County Board of Commissioners. If appointed, will you be able to comply with the terms of the Policy with regard to attendance? Yes No

If not, why not? _____

Why do you want to be considered for this appointment?

- I will add value to the committee and to Ottawa County. I demonstrated my ability to do so during my past term.
- I am a Non-Traditional Employment expert and Prison Reentry and Ex-Offender employment are primary areas of focus for my business.
- In addition, my company offers over 300 different employee development curriculums and my background and experience will allow me to contribute.

Do you desire to have your name kept on file up to one year in the office of the County Clerk and be sent applications for future appointment openings? Yes No

If yes, please enter the Boards, Commissions or Advisory Bodies you are interested in:

Thank you for your interest in Ottawa County Government

**APPLICATION FOR POSITION ON A BOARD
COMMISSION, OR ADVISORY BODY APPOINTED
BY THE OTTAWA COUNTY BOARD OF COMMISSIONERS**

Date 11/19/2012

Position Applying For Ottawa County Planning Commission/Agricultural Sector (BC)

Position Applying For _____

Position Applying For _____

Name William E Miller

Address 178298 40th Ave

City Conklin ST Mi Zip 49403

Last 4 digits of social security number 1768 Birth Month 5 Birth Day 24

Contact Information:

Home Phone 616-899-2678

Work Phone 616-262-5168

E-mail rafd53@aol.com

Fax Number 616-899-2678

Education:

School Coopersville High school

School GRCC

Degree Dipolma

Degree no degree

Employment Background:

Current Employer Rolling Acres Fruit and Dairy LLC Position Owner/Operator

Responsibilities

Daily management and responsibilities for a diversified cash crop livestock operation,

Previous Employer _____ Position _____

Responsibilities

Length of Residency in Ottawa County 59

Does the County of Ottawa or any other unit of government employ any members of your family?

Yes No

If so, describe

What is your past experience in serving on governmental boards, or the boards of civic and other similar organizations?

Current Vice Ch of Ottawa County Planning Com.

Current Vice Ch of the Ottawa County Ag Preservation com.

The Ottawa County Appointment Policy sets a minimum expectation of 75% attendance for all members of boards and commissions appointed by the Ottawa County Board of Commissioners. If appointed, will you be able to comply with the terms of the Policy with regard to attendance? Yes No

If not, why not? _____

Why do you want to be considered for this appointment?

Ag plays an important role in the economy of Ottawa County. I feel I can represent the ag community in issues that the Planning Commission addresses.

Do you desire to have your name kept on file up to one year in the office of the County Clerk and be sent applications for future appointment openings? Yes No

If yes, please enter the Boards, Commissions or Advisory Bodies you are interested in:

Agricultural Sector (BC)/Ottawa County Planning Commission/

Thank you for your interest in Ottawa County Government

BRUCE J. ADAIR

Lakeshore Advantage
201 W Washington Ave
Zeeland, Michigan 49464

Business: (616) 772-5226
E-mail: bruce.adair@lakeshoreadvantage.com

PROFILE

Extensive business development and operational leadership experience in both corporate and not for profit settings with expertise in private brand development, offshore manufacturing, technology integration and business acquisitions. Utilizes a results-driven approach and critical analysis to lead innovation and continuous improvement projects that increase revenue and reduce costs. Known for strong communication, teaching and mentorship skills focused on improving management, leadership and planning of both individuals and teams. Improves market share by combining strategy development and business planning with an instinctive understanding of customer needs. Strategic and P&L responsibility.

PROFESSIONAL EXPERIENCE

LAKESHORE ADVANTAGE, Zeeland, Michigan

The primary economic development organization in the Holland, Zeeland and Saugatuck area.

Vice President of Business Services 2008 – present

Primary responsibility for the retention, growth and acquisition of businesses in the West Michigan region. Also responsible for the development and execution of the organizations information strategy utilizing nationally comparable survey and data base.

DAVID C. COOK PUBLISHING COMPANY, Colorado Springs, Colorado

A leading independent publisher of Sunday school curriculum, Christian Education program materials books and gifts.

Executive Vice President 2000 – 2006

Provided strategic direction and managed P&L for all facets of the business including human resources, information technology, manufacturing, distribution, product development, marketing and sales. Mentored and coached 5 Vice Presidents and two international Managing Directors as direct reports and provided leadership to up to 650 employees.

- Piloted the adoption of new manufacturing relationships and processes saving over \$2.5 million in capital equipment expenses while reducing manufacturing cost of goods by 25%.
- Steered a cross discipline team in the adoption of new 'pick to light' back end logistics system resulting in faster pick rates, fewer fill mistakes, less staff and a 12% reduction in labor costs.
- Developed strategy and implementation plans for new brands resulting in sharper product development focus and more title placement on store shelves.
- Guided the acquisition of two competitors and successfully integrated new acquisitions to maintain core competencies including recruitment and relocation of key personnel. New company focus enabled increased market share and introduction into new gift product markets.
- Led the creation and secured necessary approvals for all long range and annual analysis, plans, sales forecasts and expense budgets.
- Served as principal leader in the selection and implementation of a new ERP system and new business processes capable of increased transaction through put without increased operating costs.
- Recognized as highest rated instructor at International Christian Publisher's Institute. Created and delivered classes covering all elements of planning, business development and leadership.

Senior Vice President 1995 – 2000

Managed product development and distribution of publishing and international divisions including church educational materials as well as books and worship music in the US, Canada and the UK. Served as corporate officer and secretary of Board of Trustees.

- Guided, mentored and coached newly acquired UK publishing Managing Director and staff to first profitable results in 5 years.
- Facilitated research and development of new UK brands to expand market share and sales to new markets. Led the development of new events based initiative to gain market leadership position for new brands. Events quickly gained international leadership position including use of and filling Wembley Stadium.

BRUCE J. ADAIR

- Led in the sale of half share of UK division's song catalog to US music publisher thereby increasing royalty revenue 25% and recouping original investment.
- Directed revision of industry leading Sunday school curriculum and reduced product costs by directing the implementation of new graphic publishing front end.

Vice President, Curriculum Division 1990 – 1995

Led product development, marketing, sales and manufacturing of company's largest division. Generated record after tax profits by implementing new cost controls and increasing market share. Appointed to Board of Trustees.

- Directed new private branding strategy to gain larger clients and increase revenue.
- Researched and implemented new editorial front end to facilitate private brand client's direct access to content which reduced both internal and client costs.
- Improved on time, on budget tactical execution by implementing division wide planning procedures.
- Reduced editorial and manufacturing costs by restructuring and flattening the organization and tightening schedules.

Vice President of Marketing, Curriculum Division 1987 – 1990

Directed all marketing and sales functions for US and Canadian curriculum organizations including mass-market advertising and in house sales and service phone organizations.

- Increased productivity and close rates of telephone sales unit by developing innovative direct response campaigns that generated a qualified response rate at 2 points above the national norm.
- Developed new add on procedures for telephone service center that resulted in increased sales.

Director of Marketing, Curriculum Division 1980 – 1987

Managed all US curriculum division marketing functions.

- Researched and implemented quality assurance improvements that increased revenue through improved customer retention and longevity.

Marketing Manager, Curriculum Division 1978 – 1980

Directed all direct response and customer service functions

- Served as team leader for new market development through introduction of industry leading young adult curriculum.

EDUCATION

MA, Palmer Theological Seminary, Philadelphia, Pennsylvania

BA, Eastern University, St. Davids, Pennsylvania

**APPLICATION FOR POSITION ON A BOARD
COMMISSION, OR ADVISORY BODY APPOINTED
BY THE OTTAWA COUNTY BOARD OF COMMISSIONERS**

Date 11/26/2012

Position Applying For Workforce Development Board/Economic Sector (BC)

Position Applying For _____

Position Applying For _____

Name Bruce J Adair

Address 1483 Stillwater Drive

City Holland ST MI Zip 49424

Last 4 digits of social security number 6848 Birth Month 4 Birth Day 19

Contact Information:

Home Phone 616-772-5226

Work Phone 616-834-4744

E-mail bruce.adair@lakeshoreadvantage.com

Fax Number 616-772-5226

Education:

School Eastern University

School Palmer Theological Seminary

Degree BA - Socioligy

Degree MA - Curriculum design

Employment Background:

Current Employer Lakeshore Advantage Position VP of Business Services

Responsibilities

Responsible for planning and implementing programs for business retention, growth and attraction.

Previous Employer David C Cook Publishing Co Position Exec VP, COO

Responsibilities

Responsible for all daily operations including planning, financial forecasting and achieving revenue and profit objectives

Length of Residency in Ottawa County 6

Does the County of Ottawa or any other unit of government employ any members of your family?

Yes No

If so, describe

What is your past experience in serving on governmental boards, or the boards of civic and other similar organizations?

Current member of the Workforce Development Board.

The Ottawa County Appointment Policy sets a minimum expectation of 75% attendance for all members of boards and commissions appointed by the Ottawa County Board of Commissioners. If appointed, will you be able to comply with the terms of the Policy with regard to attendance? Yes No

If not, why not? _____

Why do you want to be considered for this appointment?

My interest in the community and furthering the economic vitality of our region is directly related to developing the available labor force to meet the skill needs of our growing business sectors.

Do you desire to have your name kept on file up to one year in the office of the County Clerk and be sent applications for future appointment openings? Yes No

If yes, please enter the Boards, Commissions or Advisory Bodies you are interested in:

Thank you for your interest in Ottawa County Government

**APPLICATION FOR POSITION ON A BOARD
COMMISSION, OR ADVISORY BODY APPOINTED
BY THE OTTAWA COUNTY BOARD OF COMMISSIONERS**

Date 12/07/2012

Position Applying For West Michigan Regional Planning Commission/Ottawa County Private Sector (BC)

Position Applying For _____

Position Applying For _____

Name David L Vander Kooi

Address 44 Newcastle Drive

City Zeeland ST MI Zip 49464

Last 4 digits of social security number 6737 Birth Month 11 Birth Day 1

Contact Information:

Home Phone 616-748-6988 Work Phone 616-510-1010

E-mail davevk@chartermi.net Fax Number 616-748-6988

Education:

School _____ School _____

Degree _____ Degree _____

Employment Background:

Current Employer Retired Position _____
Responsibilities _____

Previous Employer _____ Position _____
Responsibilities _____

Length of Residency in Ottawa County 71

Does the County of Ottawa or any other unit of government employ any members of your family?

Yes No

If so, describe

What is your past experience in serving on governmental boards, or the boards of civic and other similar organizations?

Holland City Council

Ottawa County Board of Commissioners

Ottawa County Road Commission Board

Boy Scout Board

Church Board

The Ottawa County Appointment Policy sets a minimum expectation of 75% attendance for all members of boards and commissions appointed by the Ottawa County Board of Commissioners. If appointed, will you be able to comply with the terms of the Policy with regard to attendance? Yes No

If not, why not? _____

Why do you want to be considered for this appointment?

Do you desire to have your name kept on file up to one year in the office of the County Clerk and be sent applications for future appointment openings? Yes No

If yes, please enter the Boards, Commissions or Advisory Bodies you are interested in:

Thank you for your interest in Ottawa County Government