



Gregory J. DeJong  
Chairperson

Roger A. Bergman  
Vice-Chairperson

# Ottawa County

Board of Commissioners

To All Ottawa County Commissioners:

The Ottawa County Board of Commissioners will meet on **Tuesday, August 28, 2018 at 1:30 pm.** for the regular August meeting of the Board at the Ottawa County Fillmore Street Complex in West Olive, Michigan.

The Agenda is as follows:

1. Call to Order by the Chairperson
2. Invocation – Commissioner Baumann
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. 2018 2<sup>nd</sup> Quarter External Outstanding Customer Service Award Recipient, Shawn James
7. Approval of Agenda
8. Actions and Reports
  - A. Consent Resolutions:

From the County Clerk/Register

1. Board of Commissioners Meeting Minutes  
Suggested Motion:  
To approve the Minutes of the [August 14, 2018 Board of Commissioners meeting.](#)

Francisco C. Garcia Joseph S. Baumann Donald G. Disselkoen Allen Dannenberg Michael P. Haverdink  
Kelly M. Kuiper James H. Holtvluwer Philip D. Kuyers Matthew R. Fenske

12220 Fillmore Street | West Olive, Michigan 49460 | 616-738-4898 | [miOttawa.org](http://miOttawa.org)

From Administration

2. [Accounts Payable for August 6-17, 2018](#)

Suggested Motion:

To approve the general claims in the amount of \$6,300,804.08 as presented by the summary report for August 6-17, 2018.

From the Finance and Administration Committee

3. [2018 Budget Adjustments](#)

Suggested Motion:

To approve and forward to the Board of Commissioners the 2018 budget adjustments per the attached schedule.

B. Action Items:

From the Finance and Administration Committee

1. [Grand Haven/Spring Lake Sewer Authority Wastewater Treatment and Collection System 2018 Improvements](#)

Suggested Motion:

To approve and authorize the Board Chairperson and Clerk/Register to sign the Resolution authorizing the County of Ottawa to issue Act 342 Bonds, in the not-to-exceed amount of \$13,445,000.00 to improve the Grand Haven/Spring Lake Wastewater Treatment and Collection System.

2. [Setting of Public Hearing on the 2019 Ottawa County Budget](#)

Suggested Motion:

To approve the recommendation to set a public hearing on the 2019 Ottawa County budget for Tuesday, September 11, 2018 at 1:30 pm. to be held in the Ottawa County Board Room, 12220 Fillmore Street, West Olive.

3. [2019 Capital Improvement Plan](#)

Suggested Motion:

To approve the 2019-2024 Capital Improvement Plan.

4. [Center for Public Safety Management, LLC Contract](#)

Suggested Motion:

To approve and authorize the Board Chairperson and Clerk/Register to sign the Consulting Services Agreement with Center for Public Safety Management, LLC (CPSM) to evaluate Sheriff's Office staffing levels and make recommendations for appropriate ratios for chain of command and administrative staffing per request for proposal (RFP) 18-18 Sheriff Study at a cost not to exceed \$67,500.00.

5. [Parks & Recreation Position Upgrade Request - Natural Resources Management Supervisor](#)

Suggested Motion:

To approve the request from Parks & Recreation to upgrade the Natural Resources Management Supervisor position from an Unclassified U4 to an Unclassified U6 at an additional cost of \$11,127.41.

6. [Public Defender's Office Positions](#)

Suggested Motion:

To approve the request from Human Resources to establish and staff the Public Defender's Office (19.7 FTEs) at a cost of \$2,258,022 to be funded by a MIDC Grant.

7. [Officer and Employee Delegate for the MERS Annual Meeting](#)

Suggested Motion:

To approve the nomination of Taci Casey as Officer Delegate and Zachary VanOsdol as Alternate Officer Delegate; Steven Namenye as Employee Delegate and Antonio Romanelli as Alternate Employee Delegate to the MERS Annual Meeting to be held October 4-5, 2018, in Grand Rapids, MI.

C. Appointments: None

D. Discussion Items: None

9. Report of the County Administrator

10. General Information, Comments, and Meetings Attended

11. Public Comments

12. Adjournment



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

The Ottawa County Board of Commissioners met on Tuesday, August 14, 2018, at 1:30 p.m. and was called to order by the Chair.

Commissioner Dannenberg pronounced the invocation.

The Clerk/Register led in the Pledge of Allegiance to the Flag of the United States of America.

Present at roll call: Frank Garcia, Joseph Baumann, Donald Disselkoen, Allen Dannenberg, Michael Haverdink, James Holtvluwer, Gregory DeJong, Philip Kuyers, Roger Bergman, Matthew Fenske. (10)

Absent: Kelly Kuiper. (1)

Public Comments and Communications from County Staff

1. Hunter Ihrman, Chief of Staff for the Ottawa GOP, reminded the Commissioners of the GOP Meeting this Thursday for selecting the delegates to send to Lansing.
2. Kyle Terpstra introduced himself as the winner of the August Primary for the 6<sup>th</sup> District County Commissioner seat.
3. 2018 2<sup>nd</sup> Quarter Internal Outstanding Customer Service Award Recipient – Chair DeJong presented Jared Hayward with the 2018 2<sup>nd</sup> Quarter Internal Outstanding Customer Service Award.
4. Public Hearing on the FY 2018 Edward Byrne Memorial Justice Assistance Formula Grant (JAG)

B/C 18-148 Matthew Fenske moved to open the Public Hearing at 1:35 p.m. to receive comments on the 2018 Edward Byrne Memorial Justice Assistance Formula Grant (JAG). The motion passed.

A brief presentation was presented by Steven Kempker, Ottawa County Sheriff.

B/C 18-149 Matthew Fenske moved to close the Public Hearing at 1:39 p.m. on the 2018 Edward Byrne Memorial Justice Assistance Formula Grant (JAG). The motion passed as shown by the following votes: Yeas: Philip Kuyers, James Holtvluwer, Frank Garcia, Allen Dannenberg, Roger Bergman, Donald Disselkoen, Michael Haverdink, Joseph Baumann, Matthew Fenske, Gregory DeJong. (10)

B/C 18-150 Joseph Baumann moved to approve the agenda of today as presented. The motion passed.

- B/C 18-151 Roger Bergman moved to approve the following Consent Resolutions:
1. To approve the Minutes of the July 24, 2018 Board of Commissioners meeting.
  2. To receive for information the Correspondence Log.
  3. To approve the general claims in the amount of \$6,819,825.47 as presented by the summary report for July 16 – August 3, 2018.

The motion passed as shown by the following votes: Yeas: Michael Haverdink, James Holtvluwer, Donald Disselkoe, Philip Kuyers, Roger Bergman, Joseph Baumann, Matthew Fenske, Allen Dannenberg, Frank Garcia, Gregory DeJong. (10)

- B/C 18-152 Joseph Baumann moved to approve and authorize the Board Chairperson and Clerk/Register to sign the Resolution approving the Tax Allocation Board's recommended ballot language for the November 6, 2018 election. The motion failed as shown by the following votes: Yeas: Michael Haverdink, Joseph Baumann, Roger Bergman. (3)

Nays: Frank Garcia, Matthew Fenske, Donald Disselkoe, Allen Dannenberg, James Holtvluwer, Philip Kuyers, Gregory DeJong. (7)

- B/C 18-153 Donald Disselkoe moved to approve and authorize the Board Chairperson and Clerk/Register to sign the Agreement with Ottawa County, other Participating Community Stakeholders and the Lakeshore Regional Entity to Provide Auxiliary ISF Funding for the State of Michigan Region 3 Prepaid Inpatient Health Plan. The motion passed as shown by the following votes: Yeas: Allen Dannenberg, Joseph Baumann, Matthew Fenske, Michael Haverdink, Frank Garcia, Roger Bergman, James Holtvluwer, Donald Disselkoe, Philip Kuyers, Gregory DeJong. (10)

Donald Disselkoe left at 2:57 p.m.

- B/C 18-154 Philip Kuyers moved to receive bids for roof repairs to the Hager Park rental building and accept the low bid from Pel Construction LLC in the amount of \$79,613.20 with funding from the Parks & Recreation budget. The motion passed as shown by the following votes: Yeas: Philip Kuyers, James Holtvluwer, Michael Haverdink, Frank Garcia, Matthew Fenske, Allen Dannenberg, Roger Bergman, Joseph Baumann, Gregory DeJong. (9)

Donald Disselkoe returned at 2:58 p.m.

- B/C 18-155 Philip Kuyers moved to approve and forward to the Board of Commissioners a Resolution establishing an Administrative Finding that Peninsula Fiber Network, LLC and or its affiliate PFN NextGen 911 Services LLC, shall be the primary 9-1-1 service supplier, employing a common network that enables all other service suppliers within the 911 Plan's Service District to be selectively routed and otherwise access the 9-1-1

system and the primary PSAPs identified in the Plan. The motion passed as shown by the following votes: Yeas: Matthew Fenske, Donald Disselkoen, Philip Kuyers, Frank Garcia, James Holtvluwer, Joseph Baumann, Roger Bergman, Allen Dannenberg, Michael Haverdink, Gregory DeJong. (10)

The Administrator's report was presented. A short "Robot Talk" video was presented.

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

Public Comments

1. Michael Kuras, Spring Lake, thanked the Commissioners for doing a great job at today's Board Meeting.

B/C 18-156 Joseph Bauman moved to adjourn at 3:10 p.m. subject to the call of the Chair. The motion passed.

JUSTIN F. ROEBUCK, Clerk/Register  
Of the Board of Commissioners

GREGORY DEJONG, Chairman  
Of the Board of Commissioners

# Action Request



<b>Committee:</b>	Board of Commissioners
<b>Meeting Date:</b>	08/28/2018
<b>Requesting Department:</b>	Fiscal Services
<b>Submitted By:</b>	Karen Karasinski
<b>Agenda Item:</b>	Accounts Payable for August 6-17, 2018

**Suggested Motion:**

To approve the general claims in the amount of \$6,300,804.08 as presented by the summary report for August 6-17, 2018.

**Summary of Request:**

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

**Financial Information:**

Total Cost: \$6,300,804.08	General Fund Cost: \$6,300,804.08	Included in Budget:	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
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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:** Goal 1: To Maintain and Improve the Strong Financial Position of the County.

**Objective:** Goal 1, Objective 1: Maintain and improve current processes and implement new strategies to retain a balanced budget.

**Administration:**  Recommended  Not Recommended  Without Recommendation

County Administrator: *Alan S. Vandenberg*

Committee/Governing/Advisory Board Approval/Date:

**Total CHECKS | EFTs | WIRES**



**Ottawa County**  
Where You Belong.

Dates: August 6, 2018  
to August 17, 2018

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 amount of claims to be approved totals:

\$6,300,804.08

Karen Karasinski

Karen Karasinski

Fiscal Services Director

8-20-18

Date

We hereby certify that the Board of Commissioners has approved the claims on Tuesday, August 28, 2018

\_\_\_\_\_  
Greg DeJong, Chairperson

Board of Commissioners

\_\_\_\_\_  
Justin Roebuck

Clerk/Register of Deeds



## Total CHECKS | EFTs | WIRES



**Ottawa County**  
*Where You Belong*

Dates: August 6, 2018

to August 17, 2018

Total of all funds: **\$6,300,804.08**

0000	TREASURY FUND	0.00
1010	GENERAL FUND	550,288.33
1500	CEMETERY TRUST	0.00
2081	PARKS & RECREATION	30,995.56
2160	FRIEND OF COURT	3,312.22
2180	OTHER GOVERNMENTAL GRANTS	73,055.78
2210	HEALTH	30,861.01
2220	MENTAL HEALTH	1,395,940.31
2221	MENTAL HEALTH MILLAGE	48,147.99
2225	SUBSTANCE USE DISORDER	61,779.87
2271	SOLID WASTE CLEAN-UP	0.00
2272	LANDFILL TIPPING FEES	3,273.55
2340	FARMLAND PRESERVATION	0.00
2430	BROWNFIELD REDEVELOPMENT	0.00
2444	INFRASTRUCTURE FUND	0.00
2550	HOMESTEAD PROPERTY TAX	0.00
2560	REGISTER OF DEEDS AUTOMATION FUND	570.00
2602	WEMET	10,148.44
2630	SHERIFF GRANTS & CONTRACTS	608.14
2631	CONCEALED PISTOL LICENSING	0.00
2901	DEPT OF HUMAN SERVICES	0.00
2920	CHILD CARE - PROBATE	129,826.81
2970	DB/DC CONVERSION	0.00
3010	DEBT SERVICE	0.00

## Total CHECKS | EFTs | WIRES



**Ottawa County**  
Where You Belong.

Dates: August 6, 2018  
to August 17, 2018

Total of all funds: **\$6,300,804.08**

4020	CAPITAL IMPROVEMENTS	20,058.75
5160	DELINQUENT TAXES	0.00
5360	LAND BANK AUTHORITY	0.00
6360	INNOVATION & TECHNOLOGY	210,267.87
6450	DUPLICATING	0.00
6550	TELECOMMUNICATIONS	426,008.25
6641	EQUIPMENT POOL	0.00
6770	PROTECTED SELF-FUNDED INSURANCE	5,068.49
6771	EMPLOYEE BENEFITS	0.00
6772	PROTECTED SELF-FUNDED UNEMPL INS.	0.00
6775	LONG-TERM DISABILITY INSURANCE	5,013.16
6810	DB/DC CONVERSION FUND	1,716,788.52
7010	TRUST & AGENCY	356,181.39
7015	TRUST & AGENCY JUVENILE COURT	1,144.58
7040	IMPREST PAYROLL	1,111,946.49
7210	LIBRARY PENAL FINE	0.00
7360	OPEB TRUST	0.00
6780	OTTAWA CNTY-INSURANCE AUTHORITY	0.00
8010	SPECIAL ASSESS. DRAINS	101,040.22
8011	DRAINS-CAPITAL PROJECTS FUND	0.00
8020	DRAINS-REVOLVING	0.00
8510	DRAINS-DEBT SERVICE FUND	0.00
8725	INLAND LAKE IMPROVEMENT	2,564.73
8800	BROWNFIELD REDEVELOPMENT AUTHORITY	5,913.62
Total		<b>\$6,300,804.08</b>

# Action Request



**Committee:** Board of Commissioners

**Meeting Date:** 08/28/2018

**Requesting Department:** Fiscal Services

**Submitted By:** Karen Karasinski

**Agenda Item:** 2018 Budget Adjustments

## Suggested Motion:

To approve and forward to the Board of Commissioners the 2018 budget adjustments per the attached schedule.

## Summary of Request:

Approve budget adjustments processed during the month for appropriation changes and line item adjustments.

Mandated action required by PA 621 of 1978, the Uniform Budget and Accounting Act.

Compliance with the Ottawa County Operating Budget Policy.

## Financial Information:

Total Cost: \$0.00	General Fund Cost: \$0.00	Included in Budget:	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A
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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:** Goal 1: To Maintain and Improve the Strong Financial Position of the County.

## Objective:

Goal 1, Objective 1: Maintain and improve current processes and implement new strategies to retain a balanced budget.

Goal 1, Objective 2: Maintain and improve the financial position of the County through legislative advocacy.

Goal 1, Objective 3: Maintain or improve bond credit ratings.

**Administration:**  Recommended  Not Recommended  Without Recommendation

County Administrator:

Committee/Governing/Advisory Board Approval Date: 08/23/2018

Finance and Administration Committee

	<b>Fund</b>	<b>Department</b>	<b>Explanation</b>	<b>Revenue</b>	<b>Expense</b>
9-756	Capital Improvements	Transfer-In General Fund	Election Equipment Planned Use of Fund Balance	\$ 38,875	
9-756	General Fund	Transfer-out Capital Projects	Election Equipment Planned Use of Fund Balance		\$ 38,875
10-526	General Fund	Sheriff	Donations/Bite Suit, Training	\$ 4,550	\$ 4,550
11-85	Health Fund	PH -Environmental Protection	Additional Funding	\$ 13,876	\$ 13,876
10-1014	General Fund	Transfer-Out Friend of the Court	MGT Cost Plan Correction		\$ 16,693
10-1014	Innovation & Technology	Innovation & Technology	MGT Cost Plan Correction	\$ 136,575	
10-1014	Friend of the Court	Friend of the Court	MGT Cost Plan Correction	\$ 32,405	\$ 49,098
10-1014	Friend of the Court	GF-Transfer-In	MGT Cost Plan Correction	\$ 16,693	
10-1014	Child Care	Various	MGT Cost Plan Correction	\$ 61,917	\$ 61,917
10-1014	Mental Health Fund	Various	MGT Cost Plan Correction		\$ 68,855
10-1014	Health Fund	Administration	MGT Cost Plan Correction	\$ 94,415	
11-445	General Fund	Emergency Management	State Disaster & Emergency Contingency for Road Comm	\$ 85,842	\$ 85,842
10-964	General Fund	Secondary Road Patrol	GF-Transfer-Out		\$ 16,918
10-964	Sheriff Grants and Contracts	Secondary Road Patrol	Secondary Road Patrol Grant Decrease	\$ (16,918)	
10-964	Sheriff Grants and Contracts	Secondary Road Patrol	GF-Transfer-In	\$ 16,918	
TBD	Capital Improvements	Transfer-In General Fund	Facilities Roof Project	\$ 50,500	\$ 50,500
TBD	General Fund	Transfer-out Capital Projects	Facilities Roof Project		\$ 50,500
TBD	General Fund	Contingency	Facilities Roof Project		\$ (50,500)
TBD	Capital Improvement	Transfer-In General Fund	IT Furniture Project	\$ 38,000	\$ 38,000
TBD	General Fund	Transfer-out Capital Projects	IT Furniture Project		\$ 38,000
TBD	General Fund	Contingency	IT Furniture Project		\$ (38,000)

# Action Request



<b>Committee:</b>	Board of Commissioners
<b>Meeting Date:</b>	08/28/2018
<b>Requesting Department:</b>	Ottawa County Road Commission
<b>Submitted By:</b>	Misty Cunningham
<b>Agenda Item:</b>	Grand Haven/Spring Lake Sewer Authority Wastewater Treatment and Collection System 2018 Improvements

### Suggested Motion:

To approve and authorize the Board Chairperson and Clerk/Register to sign the Resolution authorizing the County of Ottawa to issue Act 342 Bonds, in the not-to-exceed amount of \$13,445,000.00 to improve the Grand Haven/Spring Lake Wastewater Treatment and Collection System.

### Summary of Request:

The Grand Haven/Spring Lake Sewer Authority (Authority) provides sewer service to Grand Haven City, Grand Haven Township, Spring Lake Township, Spring Lake Village and Ferrysburg. The Authority is planning to make several improvements to the sewer system.

### Financial Information:

Total Cost: \$0.00	General Fund Cost: \$0.00	Included in Budget:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A
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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:** Goal 1: To Maintain and Improve the Strong Financial Position of the County.

**Objective:** Goal 1, Objective 3: Maintain or improve bond credit ratings.

**Administration:**  Recommended  Not Recommended  Without Recommendation

County Administrator: *Alan G. Vandenberg*

Committee/Governing/Advisory Board Approval Date: 05/15/2018 Finance and Administration Committee

# Ottawa County Road Commission

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

## MEMORANDUM

To: Ottawa County Board of Commissioners

From: Patrick J. Staskiewicz, P.E., Public Utilities Director

Date: May 2, 2018

Re: Grand Haven/Spring Lake Sewer Authority  
Wastewater Treatment and Collection System 2018 Improvements

The Grand Haven/Spring Lake Sewer Authority (Authority) provides sewer service to Grand Haven City, Grand Haven Township, Spring Lake Township, Spring Lake Village and Ferrysburg. The Authority is planning to make several improvements to the sewer system. Enclosed is a description, map and cost estimate for project. The Authority has requested County financing to help construct this project.

The member communities of the Authority have each approved a resolution authorizing the municipalities to enter into a contract with the Board of County Road Commissioners for the purpose of financing sanitary sewer improvements with Act 342 bonds. On May 10, 2018, the Board of County Road Commissioners will approve a resolution authorizing the project and the execution of the bond contract. We are now ready for the Board of County Commissioners to take action on this project.

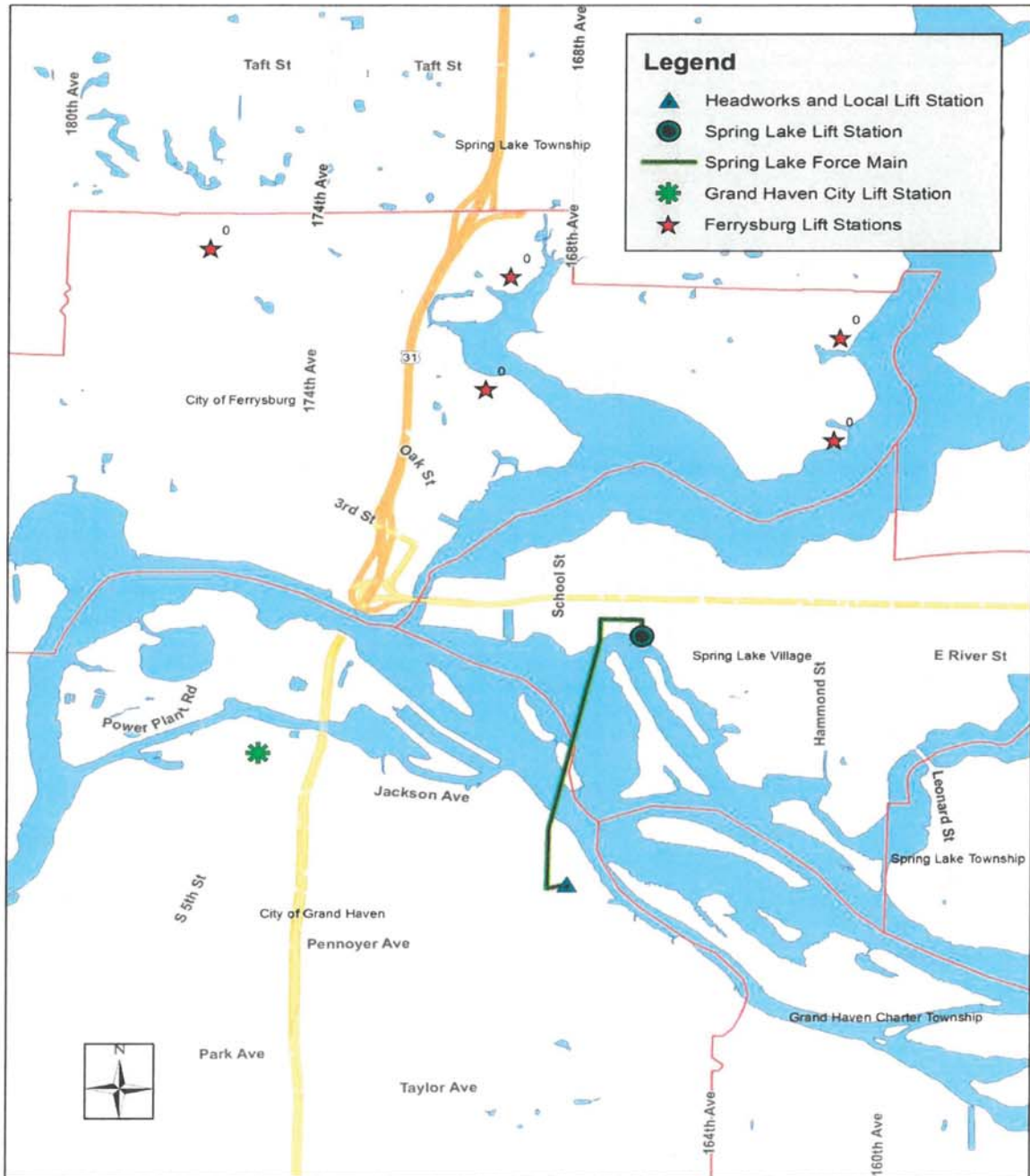
Enclosed please find the Resolution to Authorize the Issuance of Not to Exceed \$13,445,000 Ottawa County Wastewater Treatment and Collection System 2018 Improvements Bonds (Grand Haven/Spring Lake Sewer Authority). I would like to present this bond resolution at the May 15, 2018 meeting of the Finance and Administration Committee and at the May 22, 2018 meeting of the Board of Commissioners.

Thank you for your consideration in this matter.

**Exhibit A-1 Project Map**

**Board of County Road Commissioners  
County of Ottawa**

**Grand Haven – Spring Lake Sewer Authority  
Wastewater Treatment and Collection System 2018 Improvements**



## **Exhibit A-2 Project Description**

### **Board of County Road Commissioners County of Ottawa**

### **Grand Haven – Spring Lake Sewer Authority Wastewater Treatment and Collection System 2018 Improvements**

The purpose of the proposed project is to construct wastewater collection system and treatment plant improvements that will replace aging infrastructure and improve the overall reliability of the system. The project has 5 phases that are described below.

#### **Phase 1 – Spring Lake / Ferrysburg Lift Station and Force Main Project**

- Replace three existing pumps with larger pumps that will provide a firm capacity of 3,400 gallons per minute.
- Replace and upgrade other lift station components, including piping, valves, HVAC, and electrical.
- Construct approximately 6,150 feet of 16” diameter force main from the lift station, then along Division Street, Exchange Street, Cutler Street, under the Grand River, Beechtree Street to the wastewater treatment plant.

#### **Phase 2 – Wastewater Treatment Plant Improvements Project**

- Replace headworks building and expand to include a new garage.
- Replace existing screen with 2 new screens, each rated at 5 million gallons per day.
- Construct a washer/compactor for screenings.
- Construct a vortex grit removal system with pump and classifier rated for 10 million gallons per day.
- Replace two primary sludge pumps and four return activated sludge pumps.
- Replace and improve associated electrical equipment.

#### **Phase 3 – Local Lift Station Project**

- Replace local lift station building.
- Replace three existing pumps that will provide a firm capacity of 2,400 gallons per minute.

#### **Phase 4 – Ferrysburg Lift Stations Project**

- Convert existing lift stations No. 3, No. 5, No. 6 and No. 7 from a can design to a submersible design, including new pumps, valves, piping, electrical and control upgrades.
- Upgrade existing Norfolk Drive Grinder Station with new pumps, valves, piping, electrical and control upgrades.

#### **Phase 5 – Grand Haven Lift Station Project**

- Replace existing pumps, valves, piping, electrical and control upgrades.



**Exhibit B Project Budget**

**Board of County Road Commissioners  
County of Ottawa**

**Grand Haven – Spring Lake Sewer Authority  
Wastewater Treatment and Collection System 2018 Improvements**

Construction	
Spring Lake / Ferrysburg Lift Station and Force Main Project	\$ 4,850,000
Wastewater Treatment Plant Improvements Project	\$ 3,409,000
Local Lift Station Project	\$ 782,000
Ferrysburg Lift Stations Project	\$ 1,270,000
Grand Haven Lift Station Project	<u>\$ 1,165,000</u>
Total Construction	\$ 11,476,000
Engineering	\$ 1,111,900
Contingencies	\$ 1,147,600
Finance and Administration	\$ 233,783
Total Project Cost	\$ 13,969,283
Less: Estimated Construction Fund Interest Earnings	\$ (24,283)
Less: Cash on Hand	<u>\$ (500,000)</u>
Bond Amount Required	\$ 13,445,000



**FINANCING TIMETABLE**  
**County of Ottawa, State of Michigan**  
**Ottawa County Bonds (Grand Haven - Spring Lake), Series 2018**  
**(General Obligation - Limited Tax)**

AUGUST							SEPTEMBER							OCTOBER							NOVEMBER							DECEMBER						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
			1	2	3	4						1		1	2	3	4	5	6				1	2	3						1			
5	6	7	8	9	10	11	2	3	4	5	6	7	8	7	8	9	10	11	12	13	4	5	6	7	8	9	10	2	3	4	5	6	7	8
12	13	14	15	16	17	18	9	10	11	12	13	14	15	14	15	16	17	18	19	20	11	12	13	14	15	16	17	9	10	11	12	13	14	15
19	20	21	22	23	24	25	16	17	18	19	20	21	22	21	22	23	24	25	26	27	18	19	20	21	22	23	24	16	17	18	19	20	21	22
26	27	28	29	30	31		23	24	25	26	27	28	29	28	29	30	31				25	26	27	28	29	30		23	24	25	26	27	28	29
							30																					30	31					

DATE	✓	ACTION REQUIRED	RESPONSIBLE PARTY
Wed, Mar 07, 2018	✓	PFM to provide Bond Counsel with bond specification	BC
By March 15th	✓	Local Units adopt Resolutions regarding Contract and Notice	Local Units
Thu, Mar 29, 2018	✓	Local Units publish Notice of Intent	Local Units
Tue, Apr 24, 2018	✓	PFM to request information for Official Statement	PFM
Tue, May 08, 2018	✓	PFM to circulate draft Official Statement to working group for review/comment	PFM
Thu, May 10, 2018	✓	Ottawa County Road Commission approves Authorizing Resolution	Rd. Comm
Sun, May 13, 2018	✓	45-Day Referendum Period expires	Local Units
Tue, May 15, 2018	✓	County Finance Committee to approve financing	County
Tue, Aug 28, 2018		County Board of Commissioners to approve Authorizing Resolution	County
Week of Oct 22nd		Due diligence call with the County on Preliminary Official Statement	All Parties
Tue, Oct 30, 2018		Bond rating requested	PFM
Week of Nov 5th		Rating Agency call	PFM / County
Week of Nov 5th		Due diligence call(s) with disclosed Local Units on Preliminary Official Statement	Local Units/ BC/ PFM
Thu, Nov 08, 2018		Construction bids due / Preliminary par amount finalized	PFM / County
Mon, Nov 12, 2018		Preliminary Official Statement published/distributed	PFM
Tue, Nov 20, 2018		Official Notice of Sale published	BC
Tue, Nov 20, 2018		Bond rating due	PFM / County
Thu, Nov 22, 2018		Thanksgiving Holiday	All Parties
<b>Thu, Nov 29, 2018</b>		<b>Tentative Bond Sale and Award of Bonds (11:30 am)</b>	<b>All parties</b>
Mon, Dec 03, 2018		Draft closing memo distributed	PFM
Thu, Dec 06, 2018		Print Final Official Statement	PFM
Fri, Dec 07, 2018		Final closing memo distributed	PFM
<b>Thu, Dec 13, 2018</b>		<b>Tentative bond closing - via phone/wire</b>	<b>All parties</b>
December 2018		Security report filed with Department of Treasury	BC

**Legend:**

County = Ottawa County (Issuer)

Local Units = Grand Haven Township, Spring Lake Township, Ferrysburg City, Spring Lake Village, Grand Haven City

BC = Dickinson Wright (Bond Counsel)

PFM = PFM Financial Advisor LLC (Financial Advisor)

RE: GRAND HAVEN-SPRING LAKE SEWER AUTHORITY -  
WASTEWATER TREATMENT AND COLLECTION SYSTEM 2018  
IMPROVEMENTS

Submitted by Commissioner \_\_\_\_\_:

Mr. Chairperson, Ladies, and Gentlemen:

I offer the following resolution:

WHEREAS, pursuant to the provisions of Act No. 342, Public Acts of Michigan, 1939, as amended (“Act 342”), the Board of Supervisors of the County of Ottawa (the “County”) authorized and directed that there be established, maintained and operated a countywide system or systems of water and sewer improvements and services and designated the Board of County Road Commissioners of the County to be the agency of the County (sometimes referred to herein as the “County Agency”) for the purposes set forth in Act 342; and

WHEREAS, by the terms of Act 342, the County and the City of Grand Haven (“Grand Haven City”), the Charter Township of Grand Haven (“Grand Haven Township”), the Township of Spring Lake (“Spring Lake Township”), the City of Ferrysburg (“Ferrysburg City”), and the Village of Spring Lake (“Spring Lake Village”) (Grand Haven City, Grand Haven Township, Spring Lake Township, Ferrysburg City and Spring Lake Village hereinafter each individually referred to as a “Municipality” and collectively as the “Municipalities”) are authorized to enter into a contract for the acquisition, construction and financing of sewage disposal system improvements to serve the Municipalities, for the payment of the cost thereof by the Municipalities, with interest, and the County is then authorized to issue its bonds to provide the funds necessary therefor; and

WHEREAS, the Municipalities are constituent municipalities of the Grand Haven-Spring Lake Sewer Authority (the “Authority”); and

WHEREAS, there has been submitted to this Board of Commissioners a proposed contract among the County, by and through its Board of County Road Commissioners, and the Municipalities, which contract provides for the acquisition and construction of improvements to the Authority's existing wastewater treatment and collection system, including, without limitation, improvements to the wastewater treatment plant, local lift stations and collection system (the "Project") to serve the Municipalities and for the payment by the Municipalities of the cost of the Project pursuant to Act 342, which contract is hereinafter set forth in full; and

WHEREAS, there has been submitted for approval and adoption by this Board an estimate of the period of usefulness and the cost of the Project, and

WHEREAS, the contract provides for the issuance of one or more series of bonds by the County to finance the cost of the Project, said bonds to be secured by the contractual obligations of the Municipalities to pay to the County amounts sufficient to pay the principal of and interest on the bonds and to pay such paying agent fees and other expenses as may be incurred on account of the bonds; and

WHEREAS, the County desires to authorize one or more series of bonds at this time to finance the cost of the Project.

THEREFORE, BE IT RESOLVED by the Board of Commissioners of the County of Ottawa, Michigan, as follows:

1. DEFINITIONS. In addition to terms defined elsewhere herein, unless the context otherwise requires, the terms defined in this Section 1 shall, for all purposes of this Resolution and the recitals herein, have the following meanings:

- (a) "Act 34" means Act 34, Public Acts of Michigan, 2001, as amended.

(b) “Bonds” means the County’s bonds authorized by Sections 3 and 4 of this Resolution.

(c) “Code” means the Internal Revenue Code of 1986, as amended.

(d) “Public Utilities Director” means the Public Utilities Director of the Board of County Road Commissioners of the County.

(e) “Sale Order” means the written order of the Public Utilities Director approving the sale of the Bonds and making certain determinations regarding the final terms thereof within the parameters of this Resolution.

2. ESTIMATES OF PERIOD OF USEFULNESS AND COST. The estimates of \$13,969,283 as the cost of the Project to the County and 21 years and upwards as the period of usefulness of the Project, as submitted to this Board of Commissioners, are approved and adopted.

3. APPROVAL OF CONTRACT. The Grand Haven-Spring Lake Sewer Authority Wastewater Treatment and Collection System 2018 Improvements Contract dated as of March 1, 2018, among the County, by and through its Board of County Road Commissioners, and the Municipalities (the “Contract”) is approved and adopted, and the Chairman and Secretary of the Board of County Road Commissioners are authorized and directed to execute and deliver the same for and on behalf of the County, in as many counterparts as may be deemed advisable, after the Contract has been executed by the appropriate officials of the Municipalities. The Contract reads as follows:

4. AUTHORIZATION OF BONDS – PURPOSE. Bonds of the County aggregating the principal sum of not to exceed Thirteen Million Four Hundred Forty-Five Thousand Dollars (\$13,445,000), as determined by the Public Utilities Director in the Sale Order, shall be issued and sold in one or more series, pursuant to the provisions of Act 342 and other applicable statutory provisions, for the purpose of defraying part of the cost of the Project.

5. BOND DETAILS. The Bonds shall be designated “Ottawa County Wastewater Treatment and Collection System Bonds (Grand Haven-Spring Lake Sewer Authority 2018 Improvements)” with such series designations, if applicable, as shall be determined by the Public Utilities Director in the Sale Order; shall be dated as of such date set forth in the Sale Order; shall be issued as serial bonds or term bonds, or a combination thereof, as set forth in the Sale Order; shall be numbered from 1 upwards; shall be fully registered; shall be in the denomination of \$5,000 each or any integral multiple thereof not exceeding the aggregate principal amount for each maturity at the option of the purchaser thereof; shall bear interest at a rate or rates not exceeding 5.00% per annum, to be determined by the Public Utilities Director in the Sale Order, payable on such dates as shall be determined by the Public Utilities Director in the Sale Order; shall be serial and/or term bonds and mature in such principal amounts and on such dates and in such amounts as shall be determined by the Public Utilities Director in the Sale Order; and shall be sold at a purchase price to be determined by the Public Utilities Director in the Sale Order.

6. PRIOR REDEMPTION.

(a) Optional and Mandatory Sinking Fund Redemption. The Bonds may be subject to optional redemption and mandatory sinking fund redemption prior to maturity as provided in the Sale Order. The Bonds subject to optional redemption may be redeemed on any date on or after July 1, 2028 at a redemption price of 100% of the principal amount thereof plus accrued interest to the redemption date, or as otherwise provided in the Sale Order. Bonds subject to mandatory sinking fund redemption shall be redeemed at a redemption price equal to 100% of the principal

amount thereof plus accrued interest to the redemption date. Bonds to be so redeemed shall be selected as provided in the Sale Order.

(b) Notice of Redemption. Not less than thirty days' notice of redemption shall be given by mail to the registered owners of Bonds to be called at the registered address. Bonds or portions of Bonds called for redemption shall not bear interest after the date fixed for redemption, provided funds are on hand with the bond registrar and paying agent to redeem the same.

7. PAYMENT OF PRINCIPAL AND INTEREST. The principal of and interest on the Bonds shall be payable in lawful money of the United States. Principal shall be payable upon presentation and surrender of the Bonds to the bond registrar and paying agent as they severally mature. Interest shall be paid to the registered owner of each Bond as shown on the registration books at the close of business on the 15th day of the calendar month preceding the month in which the interest payment is due. Interest shall be paid when due by check or draft drawn upon and mailed by the bond registrar and paying agent to the registered owner at the registered address.

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

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

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

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



Utilities Director from time to time as required may designate a similarly qualified successor bond registrar and paying agent.

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

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

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

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

The County and the bond registrar and paying agent may deem and treat the person in whose name any Bond shall be registered upon the books of the County as the absolute owner of such Bond, whether such Bond shall be overdue or not, for the purpose of receiving payment of the principal of and interest on such Bond and for all other purposes, and all payments made to any such registered owner, or upon his order, in accordance with the provisions of Section 6 of this Resolution shall be valid and effectual to satisfy and discharge the liability upon such Bond to the extent of the sum or sums so paid, and neither the County nor the bond registrar and paying agent shall be affected by any notice to the contrary. The County agrees to indemnify and save the bond registrar and paying agent harmless from and against any and all loss, cost, charge, expense, judgment or liability incurred by it, acting in good faith and without negligence hereunder, in so treating such registered owner.

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

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

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

[Bond Form]

UNITED STATES OF AMERICA  
STATE OF MICHIGAN  
COUNTY OF OTTAWA

OTTAWA COUNTY WASTEWATER TREATMENT AND COLLECTION SYSTEM BOND  
(GRAND HAVEN-SPRING LAKE SEWER AUTHORITY 2018 IMPROVEMENTS)

INTEREST RATE      MATURITY DATE      DATE OF ORIGINAL ISSUE      CUSIP

Registered Owner:

Principal Amount:

The County of Ottawa, State of Michigan (the "County") acknowledges itself indebted to and for value received hereby promises to pay to the Registered Owner identified above, or registered assigns, the Principal Amount set forth above on the Maturity Date specified above, unless redeemed prior thereto as hereinafter provided, upon presentation and surrender of this bond at \_\_\_\_\_, \_\_\_\_\_, Michigan, the bond registrar and paying agent, and to pay to the Registered Owner, as shown on the registration books at the close of business on the 15th day of the calendar month preceding the month in which an interest payment is due, by check or draft drawn upon and mailed by the bond registrar and paying agent by first class mail postage prepaid to the Registered Owner at the registered address, interest on such Principal Amount from the Date of Original Issue or such later date through which interest shall have been paid until the County's obligation with respect to the payment of such Principal Amount is discharged at the rate per annum specified above. Interest is payable on the first day of \_\_\_\_\_ and \_\_\_\_\_ in each year, commencing \_\_\_\_\_ 1, 20\_\_\_. Principal and interest are payable in lawful money of the United States of America. Interest shall be computed on the basis of a 360-day year of twelve 30-day months.

This bond is one of a series of bonds aggregating the principal sum of \_\_\_\_\_ Dollars (\$\_\_\_\_\_) issued by the County under and pursuant to and in full conformity with the Constitution and Statutes of Michigan (especially Act No. 342, Public Acts of 1939, as amended) and a bond authorizing resolution adopted by the Board of Commissioners of the County (the "Resolution") for the purpose of

defraying part of the cost of acquiring and constructing improvements to the wastewater treatment and collection system of the Grand Haven-Spring Lake Sewer Authority to serve the City of Grand Haven, the Charter Township of Grand Haven, the Township of Spring Lake, the City of Ferrysburg and the Village of Spring Lake (collectively the "Municipalities"). The bonds of this series are issued in anticipation of and secured by payments to be made by the Municipalities in the aggregate principal amount of \_\_\_\_\_ Dollars (\$\_\_\_\_\_ ) pursuant to a contract among the County and the Municipalities. The full faith and credit of the Municipalities have been pledged to the prompt payment of their respective shares of the foregoing amount and the interest thereon as the same become due. As additional security the full faith and credit of the County have been pledged for the prompt payment of the principal of and interest on the bonds of this series. Taxes levied by the Municipalities and the County to pay the principal of and interest on the bonds of this series are subject to constitutional tax limitations.

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

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

#### MANDATORY PRIOR REDEMPTION

Bonds maturing in the year \_\_\_\_\_ are subject to mandatory prior redemption at par and accrued interest as follows:

<u>Redemption Date</u>	<u>Principal Amount of Bonds to be Redeemed</u>
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Bonds or portions of bonds to be redeemed by mandatory redemption shall be selected by lot.

OPTIONAL PRIOR REDEMPTION

Bonds maturing prior to \_\_\_\_\_ 1, 20\_\_, are not subject to optional redemption prior to maturity. Bonds maturing on and after \_\_\_\_\_ 1, 20\_\_, are subject to redemption prior to maturity at the option of the County, in such order as shall be determined by the County, on any one or more dates on and after \_\_\_\_\_ 1, 20\_\_. Bonds of a denomination greater than \$5,000 may be partially redeemed in the amount of \$5,000 or any integral multiple thereof. If less than all of the bonds maturing in any year are to be redeemed, the bonds or portions of bonds to be redeemed shall be selected by lot. The redemption price shall be the par value of the bond or portion of the bond called to be redeemed plus interest to the date fixed for redemption without premium.

Not less than thirty nor more than sixty days' notice of redemption shall be given by first class mail to the registered owners of bonds called to be redeemed at their registered addresses. Bonds or portions of bonds called for redemption shall not bear interest after the date fixed for redemption, provided funds are on hand with the bond registrar and paying agent to redeem the same.

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

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

COUNTY OF OTTAWA

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

Its: Chairperson, Board of Commissioners

[SEAL]

And: \_\_\_\_\_

Its: Clerk

CERTIFICATE OF AUTHENTICATION

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

\_\_\_\_\_  
Bond Registrar and Paying Agent

By: \_\_\_\_\_  
Authorized Representative

AUTHENTICATION DATE:

ASSIGNMENT

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

Dated: \_\_\_\_\_

Signature Guaranteed: \_\_\_\_\_

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

[End of Bond Form]



13. SECURITY. The Bonds shall be issued in anticipation of payments to be made by the Municipalities pursuant to the Contract. The Bonds shall be secured primarily by the full faith and credit pledges made by the Municipalities in the Contract pursuant to the authorization contained in Act 342. As additional and secondary security the full faith and credit of the County are pledged for the prompt payment of the principal of and interest on the Bonds as the same shall become due. If a Municipality shall fail to make a payment to the County which is sufficient to pay its share of the principal of and interest on the Bonds as the same shall become due, then an amount sufficient to pay the deficiency shall be advanced from the general fund of the County. Taxes imposed by the County shall be subject to constitutional limitations.

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

15. PRINCIPAL AND INTEREST FUND. There shall be established for the Bonds a Principal and Interest Fund which shall be kept in a separate bank account. From the proceeds of the sale of the Bonds there shall be set aside in the Principal and Interest Fund any premium and accrued interest received from the purchaser of the Bonds at the time of delivery of the same. All payments received from the Municipalities pursuant to the Contract are pledged for payment of the principal of and interest on the Bonds and expenses incidental thereto and as received shall be placed in the Principal and Interest Fund.

16. CONSTRUCTION FUND. The remainder of the proceeds of the sale of the Bonds shall be set aside in a Construction Fund for the Project and used to defray the cost of the Project in accordance with the provisions of the Contract. Any unexpended balance of the proceeds of the sale of the Bonds remaining in the Construction Fund after completion of the Project shall be used as provided in Section 8 of the Contract.

17. APPROVAL OF MICHIGAN DEPARTMENT OF TREASURY. The issuance and sale of the Bonds shall be subject to permission being granted therefor by the Department of Treasury of the State of Michigan pursuant to Act 34 and, if necessary, the Public Utilities Director is authorized and directed to make application to the Department of Treasury for permission to issue and sell the Bonds as provided by the terms of this Resolution and to pay such fees and request such waivers and exemptions as may be necessary or desirable in connection with the filing.

18. SALE, ISSUANCE, DELIVERY, TRANSFER AND EXCHANGE OF BONDS. The Bonds shall be sold at a competitive sale as hereinafter provided. The Public Utilities Director is hereby authorized to approve an Official Notice of Sale for the Bonds and publish the same in accordance with law in *The Bond Buyer* at least seven days before the date set for the sale of the Bonds. Sealed bids for the purchase of the Bonds shall be received up to such time as shall hereafter be determined by the Public Utilities Director. Following the receipt of bids for the Bonds, the Bonds shall be awarded to the successful bidder therefor pursuant to the Sale Order. The Sale Order shall be executed by the Public Utilities Director at the time of sale of the Bonds and shall set forth, with respect to the Bonds, the principal amount, principal maturities and dates, interest rates and interest payment dates, redemption provisions, if any, and purchase price to be paid by the purchaser, as well as such other terms and provisions as the Public Utilities Director determines to be necessary or appropriate in connection with the sale of the Bonds. The members of the Board of County Road Commissioners, the Public Utilities Director and other appropriate

County officials are authorized to do all things necessary to effectuate the sale, issuance, delivery, transfer and exchange of the Bonds in accordance with the provisions of this Resolution. In making the determination in the Sale Order with respect to principal maturities and dates, interest rates, and purchase price of the Bonds, the Public Utilities Director shall be limited as follows:

- (a) The interest rate on any Bond shall not exceed 5.00% per annum.
- (b) The final maturity date of the Bonds shall not be later than July 1, 2038.
- (c) The purchase price of the Bonds shall not be less than 100% nor more than 120% of the principal amount thereof.

19. REPLACEMENT OF BONDS. Upon receipt by the County Agency of proof of ownership of an unmatured Bond, of satisfactory evidence that the Bond has been lost, apparently destroyed or wrongfully taken and of security or indemnity which complies with applicable law and is satisfactory to the County Agency, the County Agency may authorize the bond registrar and paying agent to deliver a new executed Bond to replace the Bond lost, apparently destroyed or wrongfully taken in compliance with applicable law. In the event an outstanding matured bond is lost, apparently destroyed or wrongfully taken, the County Agency may authorize the bond registrar and paying agent to pay the Bond without presentation upon the receipt of the same documentation required for the delivery of a replacement Bond. The bond registrar and paying agent, for each new Bond delivered or paid without presentation as provided above, shall require the payment of expenses, including counsel fees, which may be incurred by the bond registrar and paying agent and the County in the premises. Any Bond delivered pursuant to the provisions of this Section 19 in lieu of any Bond lost, apparently destroyed or wrongfully taken shall be of the same form and tenor and be secured in the same manner as the Bond in substitution for which such Bond was delivered.

20. TAX COVENANT. The County covenants to comply with all requirements of the Code necessary to assure that the interest on the Bonds will be and will remain excludable from

gross income for federal income tax purposes. The Board of County Road Commissioners, the Public Utilities Director and other appropriate County officials are authorized to do all things necessary to assure that the interest on the Bonds will be and will remain excludable from gross income for federal income tax purposes.

21. NOT QUALIFIED TAX EXEMPT OBLIGATIONS. The Bonds are not designated as “Qualified Tax Exempt Obligations” as described in Section 265(b)(3)(B) of the Code.

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

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

Disclosure Certificate. The remedies for any failure of the County to comply with and carry out the provisions of the Continuing Disclosure Certificate shall be as set forth therein.

24. BOND INSURANCE. The Public Utilities Director is authorized and directed to take any actions that may be necessary or appropriate to purchase a policy or policies of municipal bond insurance with respect to the Bonds to the extent that the Public Utilities Director determines in the Sale Order that the purchase of such municipal bond insurance is in the best interests of the County. If the Public Utilities Director makes such a determination, the purchase of a policy or policies and the payment of premiums therefor and the execution by the Public Utilities Director of any necessary commitments or other documents with respect thereto are hereby authorized.

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

YEAS: \_\_\_\_\_  
\_\_\_\_\_  
NAYS: \_\_\_\_\_  
ABSENT: \_\_\_\_\_

RESOLUTION DECLARED ADOPTED.



# Action Request



<b>Committee:</b>	Board of Commissioners
<b>Meeting Date:</b>	08/28/2018
<b>Requesting Department:</b>	Fiscal Services
<b>Submitted By:</b>	Karen Karasinski
<b>Agenda Item:</b>	Setting of Public Hearing on the 2019 Ottawa County Budget

## Suggested Motion:

To approve the recommendation to set a public hearing on the 2019 Ottawa County budget for Tuesday, September 11, 2018 at 1:30 pm. to be held in the Ottawa County Board Room, 12220 Fillmore Street, West Olive.

## Summary of Request:

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

## Financial Information:

Total Cost: \$0.00	General Fund Cost: \$0.00	Included in Budget:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A
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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:** Goal 1: To Maintain and Improve the Strong Financial Position of the County.

## Objective:

Goal 1, Objective 1: Maintain and improve current processes and implement new strategies to retain a balanced budget.

Goal 1, Objective 2: Maintain and improve the financial position of the County through legislative advocacy.

Goal 1, Objective 3: Maintain or improve bond credit ratings.

**Administration:**  Recommended  Not Recommended  Without Recommendation

County Administrator:

Committee/Governing/Advisory Board Approval Date: 08/23/2018

Finance and Administration Committee

# Action Request



**Committee:** Board of Commissioners

**Meeting Date:** 08/28/2018

**Requesting Department:** Fiscal Services

**Submitted By:** Karen Karasinski

**Agenda Item:** 2019 Capital Improvement Plan

**Suggested Motion:**

To approve the 2019-2024 Capital Improvement Plan.

**Summary of Request:**

The 2019-2024 Capital Improvement Plan is a multi-year planning document developed to fund capital projects with a focus on preserving current assets and accounting for future needs.

**Financial Information:**

Total Cost: \$0.00	General Fund Cost: \$0.00	Included in Budget:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A
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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:** Goal 1: To Maintain and Improve the Strong Financial Position of the County.

**Objective:** Goal 1, Objective 2: Maintain and improve the financial position of the County through legislative advocacy.

**Administration:**  Recommended  Not Recommended  Without Recommendation

County Administrator: *Alan G. Vansuberg*

Committee/Governing/Advisory Board Approval Date: 08/09/2018

Planning and Policy Committee

08/23/2018

Finance and Administration Committee



**County of Ottawa**  
**DRAFT Capital Improvement Plan**  
**Fiscal Years 2019-2024**

Project Description	Current Approved	2019	2020	2021	2022	2023	2024 & Beyond	Estimated Cost
<b>Facilities</b>								
Standardize IT equipment in Conference Spaces	80,000							80,000
Facilities Condition Assessment		100,000						100,000
Deputy station upgrade			50,000					50,000
Install window tinting and safety film			50,000					50,000
Clear vegetation and woodlots			50,000					50,000
<b>Roofs</b>								
Roof Replacement-Jail/Detention Center -Region 1	256,000							256,000
Roof Replacement-Jail/Detention Center -Region 4			256,000					256,000
Fulton ST., Grand Haven CMH							55,000	55,000
James Street - Bldg A						154,000		154,000
James Street - Bldg C							160,000	160,000
James Street - DHHS Bldg							60,000	60,000
Fillmore Admin Bldg				225,000				225,000
<b>Carpet/Flooring</b>								
Replace carpet in Admin thru Fiscal Services	85,000							85,000
Replace carpet lower level Fillmore, original bldg				56,000				56,000
James St - Building C		170,000						170,000
Hudsonville							100,000	100,000
Holland DC - 1st floor	95,000							95,000
Holland DC - 2nd Floor			100,000					100,000
<b>Painting/Wall Coverings</b>								
Jail cell painting - Region 4			100,000					100,000
Fillmore Admin Bldg		95,000		100,000				195,000
<b>Furniture</b>								
Replace Fiscal Services workstations	82,000							82,000
Replace It workstations - Fillmore	82,000							82,000
Replace workstations James St. - Bldg A			250,000					250,000
Replace workstations James St. - Bldg C		360,000						360,000
<b>Pavement</b>								
Pavement Upgrades - James St.	128,286			330,000			703,000	1,161,286
Pavement Upgrades - Fillmore		208,000					313,000	521,000
Pavement Upgrades - DHHS			117,000				247,000	364,000
Pavement Upgrades - Hudsonville	165,054		120,000					285,054
Pavement Upgrade - Grand Haven Courthouse							460,000	460,000
<b>Systems</b>								
Cooling Tower Bldg B replacement		50,000						50,000
Air Handling Units 1 & 2 Fillmore Admin Bldg replacement	180,000							180,000
Air Handling Units 3 & 4 Fillmore Admin Bldg replacement			150,000					150,000
Roof Top Units 1 & 2 Fillmore Admin Bldg replacement	250,000							250,000
Make-Up Air Unit replacement - Jail kitchen			65,000					65,000
Security DVR System	800,000							800,000
Card Access Readers/System - upgrade		50,000						50,000
Card Access Readers/System - placeholder							TBD	-
HVAC & Roof Replacement - Hudsonville	25,000		500,000					525,000

**County of Ottawa**  
**DRAFT Capital Improvement Plan**  
**Fiscal Years 2019-2024**

Project Description	Current Approved	2019	2020	2021	2022	2023	2024 & Beyond	Estimated Cost
<b>Systems</b>								
Cooling Tower Replacement James st. - Bldg A			65,000					65,000
Holland DC HVAC - 14 units						100,000		100,000
Jail HVAC units 19 (only using 11, 8 turned off)	51,000	49,500		68,000	50,000			218,500
Fulton St HVAC systems		22,000	66,000					88,000
Generators/Transfer Switches - Countywide	62,500	67,500						130,000
LED/Lighting Replacement				1,500,000				1,500,000
<b>Building Projects</b>								
<b>Fillmore Admin Bldg</b>								
Range Upgrade	60,000							60,000
Conference Spaces								
Transitional / Innovation Space	72,000							72,000
Renovate H/R	158,937							158,937
<b>Jail &amp; Related</b>								
Jail Sally Port				600,000				600,000
Build EOC Wing at Central Dispatch							TBD	-
<b>Juvenile Services/Probate Court</b>								
Plan Phase for New Facility - Fillmore	40,000							40,000
Bid Phase for New Facility - Fillmore	80,000							80,000
Build Phase for New Facility - Fillmore		10,000,000						10,000,000
Temporary Location for Juvenile Courts during const		10,000						10,000
Renovate Juvenile Services Space - Fillmore			150,000					150,000
Teaching Kitchen		150,000						150,000
<b>Courthouse - Grand Haven</b>								
First Refusal Right - 115 S. 5th St.							250,000	250,000
Maintenance Building							100,000	100,000
Plan/Bid Phase for Renovations	20,000	40,000						60,000
Renovate & Move in Probate Court			1,250,000					1,250,000
Move Prosecutors to 2nd Floor, Renovate sections of Circuit & District Court space, Renovate Public Service/Public Defender Space								
<b>Hudsonville</b>								
Rest Room Renovations/showers -Hudsonville		75,500						75,500
Probation area rework/drug testing/health space	120,000							120,000
<b>Holland District Court</b>								
Locker Room-Holland District Court			125,000					125,000
Lock system modification		50,000						50,000
<b>James St. Campus</b>								
<b>Bldg A Renovations</b>								
Rest Room Renovations - Building A James St.	51,000							51,000
<b>Bldg C Renovations</b>								
Rework Public Health Clinic Flow					75,000			75,000
Rework Public Service Center, Provide 2 Conference Spaces, Rework IT space		100,000						100,000
<b>DHHS Bldg Renovations</b>								
Exterior access to lower level conference space				50,000				50,000
Subtotal	2,943,777	\$ 11,597,500	\$ 3,464,000	\$ 2,929,000	\$ 125,000	\$ 254,000	\$ 2,448,000	\$ 23,761,277

**County of Ottawa**  
**DRAFT Capital Improvement Plan**  
**Fiscal Years 2019-2024**

<b>Project Description</b>	<b>Current Approved</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024 &amp; Beyond</b>	<b>Estimated Cost</b>
<b>Information Technology</b>								
Justice System (MICA)	5,311,739	382,599						5,694,338
Justice Suite (MICA) Future Enhancements		120,000	120,000	120,000	\$ 120,000		\$ 120,000	600,000
MICA Historical Data Access	211,000							211,000
MICA Justice Integration Financials	85,000							85,000
CourtStream MICA Project Juvenile Justice Data Sharing	236,860							236,860
Touch Screen Self Service Center								-
OCCDA-LEIN-MICA Interface		50,000						50,000
Public Safety Digital Media	950,000							950,000
Court X-ray Machines replacement	90,000							90,000
Touch Print fingerprint machines replacement		70,000						70,000
GIS Oblique & Orthophoto Imagery/LIDAR Update	364,217		132,500	98,677	98,677		330,000	1,024,071
Phone System Replacement	1,000,000							1,000,000
Smart Bench Project		192,512						192,512
Server/Storage Infrastructure Refresh		1,300,000					1,500,000	2,800,000
MUNIS payroll			161,268					161,268
Wireless Infrastructure Refresh			89,480					89,480
Building Cabling/Recabling			400,000		200,000			600,000
WAN Refresh							240,600	240,600
EHR Patagonia Software Replacement	360,000							360,000
<b>Subtotal</b>	<b>8,608,816</b>	<b>2,115,111</b>	<b>903,248</b>	<b>218,677</b>	<b>418,677</b>		<b>2,190,600</b>	<b>\$ 14,455,129</b>
<b>Planning &amp; Performance Improvement</b>								
Cell Tower Construction	200,000			200,000				400,000
Spoonville Trail - Phase II	2,116,418	620						2,117,038
LakeShore Dr. Paved Shoulders	76,931		60,011	74,174				211,116
Leonard Rd Paved Shoulders	79,194	(79,194)						-
SW Landfill construction plan		3,000,000						3,000,000
<b>Subtotal</b>	<b>2,472,543</b>	<b>2,921,426</b>	<b>60,011</b>	<b>274,174</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>5,728,154</b>

**County of Ottawa**  
**DRAFT Capital Improvement Plan**  
**Fiscal Years 2019-2024**

<b>Project Description</b>	<b>Current Approved</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024 &amp; Beyond</b>	<b>Estimated Cost</b>
<b>Parks &amp; Recreation</b>								
Grand Ravines Improvements	102,857							102,857
Historic Beach Pumphouse	212,335							212,335
Paw Paw Park Renovations	108,499							108,499
Bend Area Expansion	1,264,850							1,264,850
Riverside East Access Road Rising	100,000							100,000
Macatawa Greenway Acquisition	67,500							67,500
Eastmanville Farms North Operations Shop	279,000							279,000
Grand River Greenway - Complete Phase 1	3,019,404							3,019,404
Greenway West Land Acquisition	340,000							340,000
Greenway East Land Acquisition	40,000							40,000
Hager Park Operations Renovations	108,000							108,000
Hager Paving Reconstruction/Improvements	147,000							147,000
Hob Marina Development	2,435,839							2,435,839
Paw Paw West Paving Renovation	50,000							50,000
Spring Grove Paving Reconstruction	77,000							77,000
Stearns Creek Acquisition Project	1,155,000							1,155,000
Ottawa Sand Acquisition	5,674,000							5,674,000
Grand River Greenway Phase 2		3,237,500						3,237,500
Grand River Paving Reconstruction		150,000						150,000
Riverside Paving Reconstruction		171,000						171,000
Bend Expansion (Gr Gravel)			395,000					395,000
Bend Area Connector West (55 acres)			380,000					380,000
Connor Bayou Cabin Renovation			53,000					53,000
Umna 84th Ave Restroom			175,000					175,000
Kirk Park Deck Reconstruction				140,000				140,000
Kirk Park Play Improvements				122,000				122,000
Kirk Park Restroom Reconstruction				245,000				245,000
Pigeon Creek Lodge Renovations				73,000				73,000
Crockery Creek Day Use					500,000			500,000
Grand River Greenway Phase 4					3,237,500			3,237,500
Grand River Park Greenway Support Facilities					150,000			150,000
Riverside Renovations					64,000			64,000
Tunnel Deck & Stairway Reconstruction					112,000			112,000
Adams Street Landing Linkage (40 Acres)						225,000		225,000
Grand River Greenway Phase 5						3,237,500		3,237,500
HOB Cottage Area Improvements							339,000	339,000
Subtotal	15,181,284	3,558,500	1,003,000	580,000	4,063,500	3,462,500	339,000	28,187,784
<b>Grand Total</b>	<b>29,206,420</b>	<b>20,192,537</b>	<b>5,430,259</b>	<b>4,001,851</b>	<b>4,607,177</b>	<b>3,716,500</b>	<b>4,977,600</b>	<b>72,132,344</b>

**County of Ottawa**  
**DRAFT Capital Improvement Plan**  
**Fiscal Years 2019-2024**

<b>Project Description</b>	<b>Current Approved</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024 &amp; Beyond</b>	<b>Estimated Cost</b>
<b>Summary of Funding Source:</b>								
MDOT Grant Spoonville II	1,320,781	125,224						1,446,005
Donations for Spoonville II	495,501	(148,185)						347,316
(4020) Capital Project Fund Planning Spoonville II	300,136	23,581						323,717
Holland Zeeland Community Foundation - LakeShore Dr. Paved	15,000	(15,000)						-
Parks - LakeShore Dr. Paved Shoulders				54,000				54,000
Private Donations - LakeShore Dr. Paved Shoulders	931	(2,116)	6,011	20,174				25,000
Park Township - LakeShore Dr. Paved Shoulders			54,000					54,000
Reserve from Donations	7,000	17,116						24,116
(4020) Capital Project Fund Planning LakeShore Shoulders	54,000							54,000
(4020) Capital Project Fund Planning Leonard Shoulders	79,194	(79,194)						-
Aerial Reserve	364,217		132,500	98,677	98,677		9,010	703,081
Aerial Reserve 4020 I/T costs							320,990	320,990
(6360) Innovation and Technology Fund	5,607,739	502,599	120,000	120,000	120,000		120,000	6,590,338
(6641) Equipment Pool Fund		1,300,000					1,500,000	2,800,000
(6550) Telecommunications Fund	1,000,000		400,000		200,000			1,600,000
(2081) Parks & Recreation Fund	15,181,284	3,558,500	1,003,000	580,000	4,063,500	3,462,500	339,000	28,187,784
(4020) Capital Project Fund I/T	686,860	312,512	250,748				240,600	1,490,720
(4020) Capital Project Fund Facilities	2,143,777	1,547,500	3,314,000	2,929,000	125,000	254,000	2,448,000	12,761,277
(4020) Capital Project Fund Planning Building	200,000	-		200,000				400,000
SW Landfill - Bond issue		10,000,000						10,000,000
Insurance Authority	1,750,000	3,000,000						3,000,000
		50,000	150,000					1,950,000
<b>Total Funding</b>	<b>29,206,420</b>	<b>20,192,537</b>	<b>5,430,259</b>	<b>4,001,851</b>	<b>4,607,177</b>	<b>3,716,500</b>	<b>4,977,600</b>	<b>72,132,344</b>
Cost to 4020	3,463,967	1,804,399	3,564,748	3,129,000	125,000	254,000	2,688,600	15,029,714

# Action Request



<b>Committee:</b>	Board of Commissioners
<b>Meeting Date:</b>	08/28/2018
<b>Requesting Department:</b>	Fiscal Services Department - Purchasing
<b>Submitted By:</b>	Karen Karasinski
<b>Agenda Item:</b>	Center for Public Safety Management, LLC Contract

## Suggested Motion:

To approve and authorize the Board Chairperson and Clerk/Register to sign the Consulting Services Agreement with Center for Public Safety Management, LLC (CPSM) to evaluate Sheriff's Office staffing levels and make recommendations for appropriate ratios for chain of command and administrative staffing per request for proposal (RFP) 18-18 Sheriff Study at a cost not to exceed \$67,500.00.

## Summary of Request:

The current Sheriff's Office staffing model has been in place for decades with minimum modifications to the organizational structure. The command structure has not increased with deputy-level increases over the past 20 years. Based on these factors, the Administrator's Office and Sheriff's Office initiated an RFP to select a consultant to analyze staffing assignments, command staffing and rank structure.

An evaluation committee consisting of the County Administrator, Sheriff, Undersheriff, Fiscal Services Director and Human Resources Director reviewed proposals and selected three finalists to interview based on vendor experience, proposal content and estimated budget. Of the finalists, CPSM demonstrated the most comprehensive experience in organizational assessment for law enforcement organizations and understanding of the department's complex structure.

CPSM is proposing a 138-day project that includes an analysis of key performance indicators for comparison to industry benchmarks and an on-site operational review. The vendor will create an executive summary report and develop a set of recommendations for appropriate ratios for chain of command (staff per supervisor), administrative staffing and future budgeting.

## Financial Information:

Total Cost: \$67,500.00	General Fund Cost: \$67,500.00	Included in Budget:	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
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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:** Goal 4: To Continually Improve the County's Organization and Services.

**Objective:** Goal 4, Objective 1: Conduct activities and maintain systems to continuously improve to gain efficiencies and improve effectiveness.

Goal 4, Objective 3: Maintain and expand investments in the human resources and talent of the organization.

**Administration:**  Recommended  Not Recommended  Without Recommendation

County Administrator:

Committee/Governing/Advisory Board Approval Date: 08/23/2018

Finance and Administration Committee



Ottawa County

# MASTER VENDOR AGREEMENT

County of Ottawa

12220 Fillmore St

West Olive, MI 49460

Tax Exempt County Registration 38-60004883

Name of Vendor: Center for Public Safety Management, LLC (CPSM)

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

Address: 475 K. Street, NW, Suite 702  
Washington, DC 20001

Vendor's legal status: Domestic Limited Liability Company

This Agreement approves the vendor for service to Ottawa County. The vendor and/or Ottawa County may generate subsequent documentation that will identify more specific provisions regarding particular goods and/or services; however, the terms and conditions below shall take priority and precedence over any inconsistent provision or limitation in any vendor prepared agreement, another County-issued purchase order or response to a County Request for Proposal, even if the County has approved and signed such subsequent documentation.

### Terms and Conditions

1. **Warranty.** Vendor warrants that it is fully qualified to provide the goods and/or services and that they will be of good workmanship, standard quality in the profession or industry, functional, free of defects, and if the intended use thereof is known, they are suitable for that use.
2. **Indemnity.** Vendor indemnifies and holds harmless Ottawa County, including its elected officials, officers, employees and volunteers from any claims, judgment, losses, damages, payments, costs arising out of or resulting from the vendor's performance or failure to perform the work described herein.
3. **Insurance.** Vendor shall provide proof of the following coverages: workers compensation, employer's liability, comprehensive general liability and if applicable, automobile and professional malpractice. Coverage limits are to be statutory and if no statute is applicable, at least \$1,000,000 per occurrence or claim and \$2,000,000 aggregate. These limits may be provided in single layers or by combinations of primary and excess/umbrella policy layers. These coverages shall protect the vendor and County and their employees, agents, representatives, invitees and subcontractors against claims arising out of the work performed or products provided. The County and its elected officials, officers, employees, agents and volunteers are to be additional insureds and a thirty notice is required to the County in the event of coverage termination.
4. **Adherence to Legal Requirements.** In conducting the work and in performing all services under this Agreement, the vendor expressly agrees to acquire all necessary permits and comply with all local, state and federal legal requirements, including but not limited to those for federally-funded contracts and will also assure that any subcontractors retained by the vendor to perform services under this Agreement will comply with such requirements.
5. **Term.** Unless a fixed term is specified in a written agreement fully approved and signed by the County, the County's obligations are limited to payment for the goods and/or services described above and despite any other provision to the contrary in any other agreement, signed or not, the County may terminate any term, hold over or renewal term at its will.
6. **Payment Terms.** Unless another term is specified in a written agreement fully approved and signed by the County, payment terms will be a net thirty (30) days of receipt of the finished product or final delivery of goods. The County is not liable for any cost exceeding the total cost agreed upon unless a signed written amendment is made to this Master Vendor Agreement.
7. **Merger and Modification.** This Agreement and any response to a request for proposal submitted by the vendor, represent the entire understanding between the parties and supersede all prior negotiations, representations or agreements, whether written or oral. This Agreement may be amended only by written instrument signed by the authorized representatives of the County and the vendor.
8. **Notices.** All certificates and notices must be sent to the County Department at the address above.
9. **Execution.** The vendor representative attests that he or she has the authority to bind the vendor by signature below.

\_\_\_\_\_  
Ottawa County Board Chairperson

\_\_\_\_\_  
Ottawa County Clerk/Register

DocuSigned by:  
*Leonard Matarese*  
F4F498ED810142B...  
Vendor Representative: \_\_\_\_\_

Leonard Matarese

Managing Partner

**ATTACHMENT A – COVER SHEET FOR PROPOSAL, continued**

The submission of a proposal hereunder shall be considered evidence that the bidder is satisfied with respect to the conditions to be encountered and the character, quantity and quality of the work to be performed.

BY:  \_\_\_\_\_ May 25, 2018  
(Signature of Authorized representative) Date

Leonard Matarese, Managing Partner  
(Printed Name and Title of Authorized Representative)

Signed using DocuSign

PRINCIPAL OFFICE ADDRESS:

Street Address 475 K Street, NW, #702

City Washington

State DC Zip Code 20001

Telephone 716-969-1360 800-998-3392

Fax 202-706-6070

Email Lmatarese@cpsm.us

Taxpayer Identification Number 46-5366606



**ATTACHMENT B – PROPOSAL PRICING FORM  
COUNTY OF OTTAWA  
RFP #18-18 SHERIFF STUDY**

*The undersigned hereby agrees to perform all work in accordance with the specifications, terms, and conditions of the County Request for Proposal #18-18 as proposed. Proposal pricing reflects a commitment of the terms indicated. Please complete the following:*

**OVERALL CONTRACT COST (NOT TO EXCEED) FOR PROPOSED SERVICES:**

\$ 67,500

CPSM provides a single project price which is all inclusive. Our experience in conducting over 300 public safety studies is that one can rarely anticipate actual time requirements for various team members until the project commences. CPSM completes all projects to the client's satisfaction, regardless of how many hours required to do so. All travel expenses and supplies needed to complete the scope of work are included in the contract cost, above.

DocuSigned by:  
  
F4F498ED610142B...

\_\_\_\_\_  
Authorized Representative's Signature

\_\_\_\_\_  
Date

Leonard Matarese, Managing Partner, Center for Public Safety Management, LLC  
Authorized Representative's Printed Name and Title, Company Name (and Legal Name) for Business

**ATTACHMENT C - AUTHORIZATION FOR REFERENCE CHECK  
COUNTY OF OTTAWA  
RFP #18-18 SHERIFF STUDY**

The undersigned hereby authorizes the County to obtain all information that said recipient may have concerning the undersigned's contract performance history.

The undersigned further authorizes any person contacted to give the County any and all information concerning the undersigned's (and the employees of the undersigned) education, work experience, and character which they may have, personal or otherwise, and releases all parties from all liability for any damage that may result from furnishing the same to the County.

A photocopy of this authorization shall be deemed equivalent to the original.

Dated this 25 day of May, 20 18.

DocuSigned by:  
  
F4F498ED810142B...  
\_\_\_\_\_  
Authorized Representative's Signature      May 25, 2018  
Date

Leonard Matarese, Managing Partner, Center for Public Safety Management, LLC  
Authorized Representative's Printed Name and Title, Company Name (and Legal Name) for  
Business

Signed using DocuSign

**ATTACHMENT D – VENDOR REFERENCE INFORMATION  
COUNTY OF OTTAWA  
RFP #18-18 SHERIFF STUDY**

**SHERIFF'S OFFICE STUDIES REFERENCES**

**Pinal County, AZ Comprehensive Analysis of Sheriff's Office**

Mark Lamb, Sheriff

[Mark.Lamb@pinalcountyz.gov](mailto:Mark.Lamb@pinalcountyz.gov)

520-866-5180

Greg Stanley, County Manager

[greg.stanley@pinalcountyz.gov](mailto:greg.stanley@pinalcountyz.gov)

520-866-6201

31 North Pinal Street

Florence, AZ

**Oshtemo Twp., MI Analysis of Sheriff's Office Contract for Services**

Libby Heiny-Cogswell, Supervisor

[gro.omethso@chybbil](mailto:gro.omethso@chybbil)

269 216-5220

7275 W. Main St.

Kalamazoo, MI 49009

**Stearns County MN Comprehensive Analysis of Sheriff's Office**

Gene Smith, County Administrator

[gsmith@co.dunn.wi.us](mailto:gsmith@co.dunn.wi.us)

(715)-232-2429

705 Courthouse Square

St. Cloud, MN

**Loudon County, VA Comprehensive Analysis of Sheriff's Office**

John Sandy, Assistant County Administrator

[cipcna@msn.com](mailto:cipcna@msn.com)

703-771-5962

P.O. Box 7000

Leesburg, VA 20177

**Dunn County WI Comprehensive Analysis of Sheriff's Office**

Gene Smith, County Manager

[gsmith@co.dunn.wi.us](mailto:gsmith@co.dunn.wi.us)

(715) 232-2429

Government Center

800 Wilson Avenue

MenomonieWI 54751

## MICHIGAN LAW ENFORCEMENT STUDIES REFERENCES

### Wyoming, MI Comprehensive Analysis of Police Department

Curtis Holt, City Manager

[holtc@ci.wyoming.mi.us](mailto:holtc@ci.wyoming.mi.us)

(616)-530-7265

2300 Dehoop Avenue SW

Wyoming, MI

### Saginaw, MI Comprehensive Analysis of Police Department

Dennis Jordan, Finance Director

[dennisjordan@saginaw-mi.com](mailto:dennisjordan@saginaw-mi.com)

(989) 759-1577

1315 South Washington Ave

Saginaw, MI

## ADDITIONAL MICHIGAN LAW ENFORCEMENT ENGAGEMENTS

Benton Harbor	MI	Public Safety Consolidation
Chesterfield Twp.	MI	Comprehensive Analysis of Police Services
Delta Township	MI	Comprehensive Analysis of Police Services
Detroit Public Schools	MI	Police Department Review
Douglas	MI	Comprehensive Analysis of Police Services
Flint	MI	Comprehensive Analysis of Police Services
Grand Rapids	MI	Comprehensive Analysis of Police Services
Grosse Pointe	MI	Public Safety Consolidation
Grosse Pointe Park	MI	Public Safety Consolidation
Hamtramck	MI	Comprehensive Analysis of Police Services
Kentwood	MI	Comprehensive Analysis of Police & Fire Services
Kentwood	MI	Analysis of Fire Services Consolidation
Mott Community Coll.	MI	Comprehensive Analysis of Public Safety Services
Novi	MI	Comprehensive Analysis of Police Services
Royal Oak	MI	Comprehensive Analysis of Police Services
Royal Oak	MI	Comprehensive Analysis of Fire Services
St. Joseph	MI	Public Safety Consolidation
Sturgis	MI	Public Safety Analysis
Troy	MI	Comprehensive Analysis of Police Services

**ATTACHMENT E - CERTIFICATION FOR INSURANCE AND INDEMNITY REQUIREMENTS**  
**COUNTY OF OTTAWA**  
**RFP #18-18 SHERIFF STUDY**

Potential Vendors must understand and agree that financial responsibility for claims or damages to any person or to companies and agents shall rest with the Vendor. The Vendor must affect and maintain any and all insurance coverage, including, but not limited to, Worker's Compensation, Employer's Liability and General, Contractual and Professional Liability, to support such financial obligations. The indemnification obligation, however, shall not be reduced in any way by existence or non-existence, limitation, amount or type of damages, compensation or benefits payable under Worker's Compensation laws or other insurance.

Compliance with Government Requirements –Upon request, the Vendor shall evidence satisfactory compliance for Unemployment Compensation and Social Security reporting as required by federal and state laws.

Evidence of Insurance – Upon request, evidence of Workers' Compensation and Employers' Liability, Commercial General Liability, Automobile and Professional Liability Insurances shall be provided to Ottawa County.

The successful Bidder shall purchase and maintain policies of insurance and proof of financial responsibility to cover costs as may arrive from claims of tort, statutes, and benefits under Worker's Compensation laws, as respects damages to persons or property and third parties in such coverages and amounts as required and approved by Ottawa County. Acceptable proof of such coverage's shall be furnished to Ottawa County prior to service under the contract.

The Bidder is indemnifying and holding harmless the County, its employees, agents and volunteers against and from all claims, judgments, losses, damages, payments, costs and expenses of every nature and description including attorney's fees arising out of or resulting from the Bidder's performance or nonperformance of the work described.

Types of Coverage and Limits of Liability - The Vendor shall provide evidence of the following coverages and minimum amounts prior to the implementation of services. Vendor(s) must maintain the following insurance during the term of the contract:

Worker's Compensation and Employers' Liability

Workers' Compensation Limits	Michigan Statutory
Employers' Liability Limits	\$500,000 Each Accident
	\$500,000 Each Employee, Injury by Disease
	\$500,000 Policy Limit, Injury by Disease

**ATTACHMENT E - CERTIFICATION FOR INSURANCE AND INDEMNITY REQUIREMENTS - continued**

Commercial General Liability

Each Occurrence \$1,000,000  
Personal & Advertising Injury \$1,000,000  
General Aggregate \$2,000,000  
Products/Completed Operations Aggregate \$2,000,000

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

Automobile

Residual Liability Limit \$1,000,000 Each Accident  
Personal Injury Protection Michigan Statutory  
Property Protection Insurance Michigan Statutory

Coverage shall apply to any auto, including owned, non-owned, and hired. There shall be no Contractual Liability exclusion.

Professional or Malpractice Liability

Limit of Liability \$2,500,000 Aggregate Limit

A certificate of insurance detailing your coverage which meets the above requirements may be requested as a part of this RFP. The certificate must indicate that insurers will provide us written notice thirty (30) days prior to terminating any policy.

Additional Insured Endorsement to the Commercial General Liability policy must accompany the certificate, OR the Certificate must state that the General Liability policy includes a blanket additional insured provision on the primary basis for any entity required by contract or agreement to be an additional insured. A certificate of insurance shall be submitted for review to the County for each successive period of coverage for the duration of this agreement.

The undersigned certifies and represents an understanding of the County's Insurance and Indemnification requirements. The undersigned acknowledges that the County is, in part, relying on the information contained in this proposal in order to evaluate and compare the response to the RFP.

DocuSigned by:  
  
F4F498ED610142B...  
Authorized Representative's Signature                      May 25, 2018  
Date

Leonard Matarese, Managing Partner, Center for Public Safety Management, LLC  
Authorized Representative's Printed Name and Title, Company Name (and Legal Name) for Business

Signed using DocuSign

**ATTACHMENT F – DEBARMENT AND SUSPENSION  
COUNTY OF OTTAWA  
RFP #18-18 SHERIFF STUDY**

The Bidder certifies to the best of its knowledge and belief, that the corporation, LLC, partnership, or sole proprietor, and/or its' principals, owners, officers, shareholders, key employees, directors and member partners: (1) are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency; (2) have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property; (3) are not presently indicted for or otherwise criminally charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in (2) of this certification; and, (4) have not within a three-year period preceding this proposal had one or more public transactions (Federal, State or local) terminated for cause or default.

Signed using DocuSign

  
F4F498ED810142B...  
Authorized Representative's Signature

May 25, 2018  
Date

Leonard Matarese, Managing Partner, Center for Public Safety Management, LLC  
Authorized Representative's Printed Name and Title, Company Name (and Legal Name) for Business

PROPOSAL FOR  
OTTAWA COUNTY, MI

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COMPREHENSIVE ANALYSIS  
OF SHERIFF'S OFFICE  
STAFFING & SERVICES

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CPSM<sup>®</sup>

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CENTER FOR PUBLIC SAFETY MANAGEMENT, LLC  
475 K STREET NW STE 702 • WASHINGTON, DC 20001  
WWW.CPSM.US • 800-998-3392

**ICMA**

Exclusive Provider of Public Safety Technical Services for  
International City/County Management Association



# CPSM<sup>®</sup>

Center for Public Safety Management, LLC

Dear Ms. Amy Bodbyl-Mast:

The *Center for Public Safety Management, LLC, (CPSM)* as the exclusive provider of public safety technical assistance for the International City/County Management Association, is pleased to submit this proposal for an analysis of the staffing and services for the Ottawa Sheriff's Office. The CPSM approach is unique and more comprehensive than ordinary accreditation or competitor studies.

In general, our analysis involves the following major outcomes:

- Conduct a data-driven forensic analysis to identify actual workload;
- Identify and recommend appropriate staffing, scheduling, and deployment levels for every discrete operational and support function in the department;
- Examine the department's organizational structure, ratio of supervisor to subordinates for effective supervision and organizational culture;
- Training analysis and scheduling;
- Strategic analysis of processes and practices to impact crime, violence, and disorder;
- Perform gap analysis, comparing the "as is" state of the department to the best practices of industry standards;
- Recommend a management framework to ensure accountability, increased efficiency, and improved performance.

This proposal is specifically designed to provide the local government with a thorough and unbiased analysis of the Ottawa Sheriff's Office and provide recommendations to ensure best practices of industry standards are implemented in the Ottawa Sheriff's Office. We have developed a unique approach by combining the experience of dozens of subject matter experts in the areas of police services. The team assigned to the project will have hundreds of years of practical experience managing emergency service agencies, a record of research, academic, teaching and training, and professional publications, and extensive consulting experience completing hundreds of projects nation-wide. The team assembled for you will be true "subject matter experts" not research assistants or interns.

ICMA has provided direct services to local governments worldwide for almost 100 years, which has helped to improve the quality of life for millions of residents in the United States and abroad. I, along with my colleagues at CPSM, greatly appreciate this opportunity and would be pleased to address any comments you may have. You may contact me at 616-813-3782 or via email at [twieczorek@cpsm.us](mailto:twieczorek@cpsm.us).

Sincerely,



Thomas Wieczorek  
Director  
*Center for Public Safety Management, LLC*

# THE ASSOCIATION & THE COMPANY

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The [International City/County Management Association \(ICMA\)](#) is a 103-year old, non-profit professional association of local government administrators and managers, with approximately 13,000 members located in 32 countries.

Since its inception in 1914, ICMA has been dedicated to assisting local governments and their managers in providing services to its citizens in an efficient and effective manner. ICMA advances the knowledge of local government best practices with its website, [www.icma.org](http://www.icma.org) publications, research, professional development, and membership. The ICMA Center for Public Safety Management (ICMA/CPSM) was launched by ICMA to provide support to local governments in the areas of police, fire, and Emergency Medical Services.

The Center also represents local governments at the federal level and has been involved in numerous projects with the Department of Justice and the Department of Homeland Security. In 2014 as part of a restructuring at ICMA the Center for Public Safety Management, (CPSM) spun out as a separate company and is now the exclusive provider of public safety technical assistance for ICMA. CPSM provides training and research for the Association's members and represents ICMA in its dealings with the federal government and other public safety professional associations such as [CALEA](#), [PERF](#), [IACP](#), [IFCA](#), [IPMA-HR](#), [DOJ](#), [BJA](#), [COPS](#), [NFPA](#), etc.

The Center for Public Safety Management, LLC maintains the same team of individuals performing the same level of service that it had for ICMA. CPSM's local government technical assistance experience includes workload and deployment analysis, using our unique methodology and subject matter experts to examine department organizational structure and culture, identify workload and staffing needs as well as industry best practices. We have conducted over 307 such studies in 41 states and provinces and 212 communities ranging in size from 8,000 population Boone, IA to 800,000 population Indianapolis, IN.

# SUMMARY OF PROPOSED ASSESSMENT PLAN

## FOR REQUIRED TASKS (4 A-D)

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### KEY PROJECT STAFFING

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For this project, CPSM will assemble a premier team of experts from a variety of disciplines and from across the United States. The goal is to develop recommendations that will enable it to produce the outcomes necessary to provide critical emergency services consistent with the community's financial capabilities. The team will consist of a project manager, one data team leader supported by five (5) data analysts, a police operations team leader supported by four (4) team members. All team members are selected based upon their expertise and specifically selected to meet the needs of the Ottawa Sheriff's Office's project. The police operations team leader and one of the team members have worked in Sheriff's Offices. *Please refer to the addendum C for experience/resumes of all team members.* CPSM embraces diversity in selecting team members. Key project staffing will be available to the county leadership and sheriff's office leadership throughout the duration of the project. CPSM staff will require access to an office or conference room for conducting the on-site interviews and a classroom for conducting the focus groups. CPSM will bring all required equipment to the site visit to include laptops and data video projector.

#### **Project Manager – Leonard Matarese, MPA, ICMA-CM, IPMA-SCP**

Mr. Matarese is one of three principals for CPSM. He has 44 years' experience as a law enforcement officer, police chief, public safety director, city manager and major city Human Resources Commissioner. He is a recognized specialist in public sector administration and an innovative and visionary leader in the field of public safety. Mr. Matarese is a specialist in public sector administration with expertise in public safety issues. He has 49 years' experience as a law enforcement officer, police chief, public safety director, city manager and major city Human Resources Commissioner. He was one of the original advisory board members and trainer for the first NIJ/ICMA Community Oriented Policing Project which has subsequently trained thousands of municipal practitioners on the techniques of the community policing philosophy over the past 18 years. He has managed several hundred studies of emergency services agencies with attention to matching staffing issues with calls for service workload.

He has a Master's degree in Public Administration and a Bachelor's degree in Political Science. He is a member of two national honor societies and has served as an adjunct faculty member for several universities. He holds the ICMA Credentialed Manager designation, as well as Certified Professional designation from the International Public Management Association-Human Resources. He also has extensive experience in labor management issues, particularly in police and fire departments. Mr. Matarese is a life member of the International Association of Chiefs of Police and the ICMA.

#### **Data Team Leader - Dov Chelst, Ph.D.**

Dr. Chelst is an expert in analyzing public safety department's workload and deployment. He manages the analysis of all public safety data for the Center. He is involved in all phases of The Center's studies from initial data collection, on-site review, large-scale dataset processing,

statistical analysis, and designing data reports. To date, he has managed over 140 data analysis projects for city and county agencies ranging in population size from 8,000 to 800,000.

Dr. Chelst has a Ph.D. Mathematics from Rutgers University and a B.A. Magna Cum Laude in Mathematics and Physics from Yeshiva University. He has taught mathematics, physics, and statistics, at the university level for 9 years. He has conducted research in complex analysis, mathematical physics, and wireless communication networks and has presented his academic research at local, national, and international conferences, and participated in workshops across the country.

### **Police Operations Team Leader - Carol Rasor-Cordero, Ph.D.**

Dr. Rasor-Cordero is a retired Captain from the Pinellas County Sheriff's Office in Florida. During her 25-year career in law enforcement, she served in various divisions to include: Patrol Operations, Crimes Against Children, Economic Crimes, Training, Community Services, and Court Security. While serving as the Commander of the Community Services Division, she established the Domestic Violence Unit, the Sexual Predator and Offender Unit, and the Citizen's Community Policing Institute. She served as the agency's training advisor and played a significant role in transforming the Pinellas County Police Academy from a vocational program to a progressive program that offers college credit at St. Petersburg College. She served as team leader for the agency's Hostage Negotiation Team and implemented the agency's Critical Incident Stress Management Team. She has served as team leader for numerous CPSM police department operational assessments. She holds a Ph.D. in Education, Master's and Bachelor's Degrees in Criminal Justice from the University of South Florida. She is a graduate of the Police Executive Research Forum Senior Management Institute for Police.

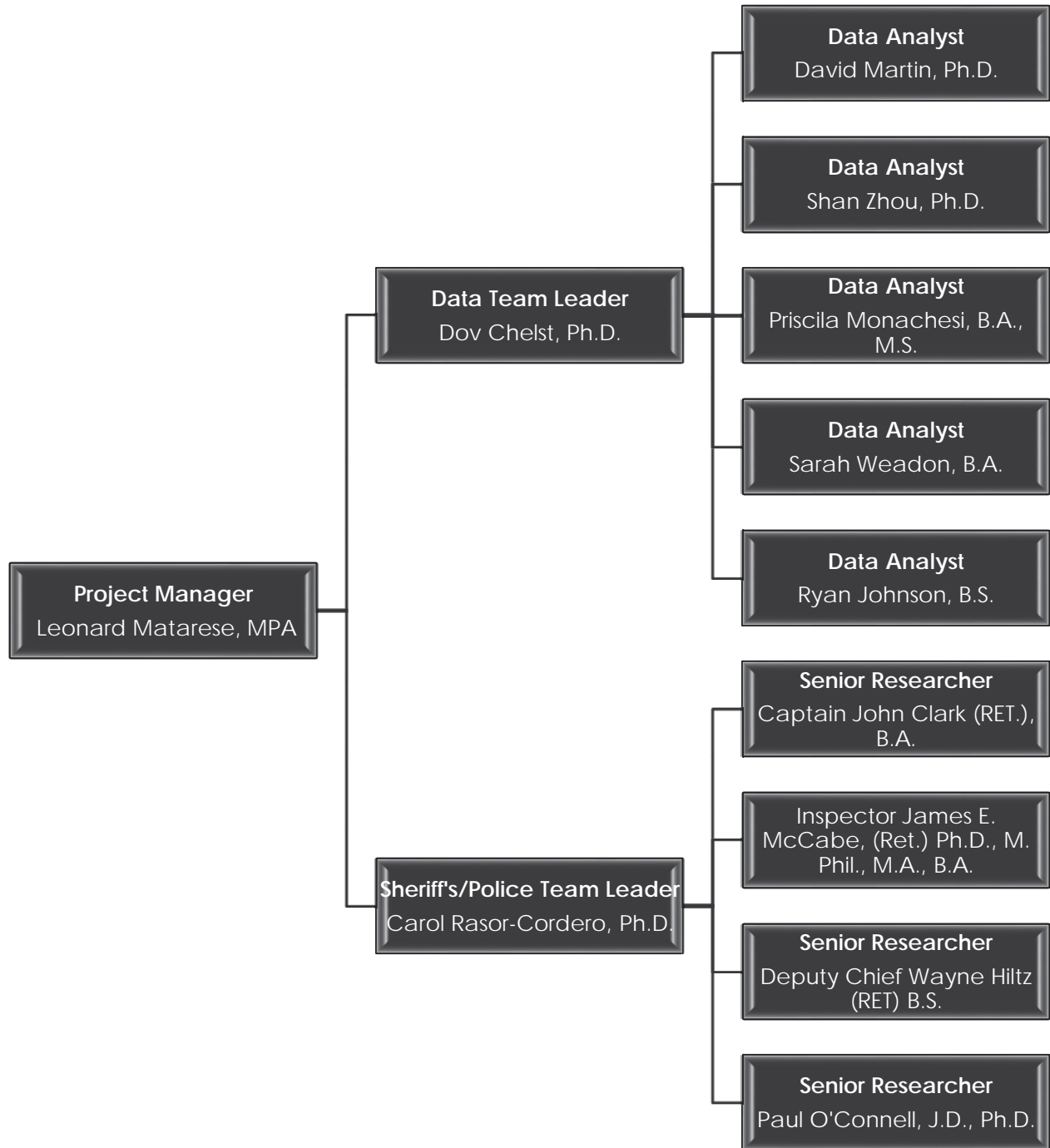
### **Director, Center for Public Safety Management, LLC – Thomas Wieczorek**

Tom is the retired City Manager Ionia, MI and former Executive Director Center for Public Safety Excellence. He is an expert in fire and emergency medical services operations. He has served as a police officer, fire chief, director of public safety and city manager and is former Executive Director of the Center for Public Safety Excellence (formerly the Commission on Fire Accreditation International, Inc.). He has taught a number of programs at Grand Valley State University, the National Highway Traffic Safety Administration (NHTSA), and Grand Rapids Junior College. He has testified frequently for the Michigan Municipal League before the legislature and in several courts as an expert in the field of accident reconstruction and fire department management. He is the past-president of the Michigan Local Government Manager's Association; served as the vice-chairperson of the Commission on Fire Officer Designation; and serves as a representative of ICMA on the NFPA 1710 career committee, the NFPA 1720 volunteer staffing committee, the NFPA 1730 Education Staffing committee, and emergency management liaison groups representing ICMA.

He most recently was chosen to represent ICMA at a national forum on recruitment and retaining volunteers within the fire service that will be meeting in Emmitsburgh, Maryland. He worked with the National League of Cities and the Department of Homeland Security to create and deliver a program on emergency management for local officials titled, "Crisis Leadership for Local Government Officials." That program was presented in 43 states and has been assigned a course number by the DHS. ICMA and DHS are looking at the program to educate local government officials via webinars.

He received the Mark E. Keane "Award for Excellence" in 2000 from the ICMA, the Association's highest award and was honored as City Manager of the Year (1999) and Person of the Year (2003) by the Rural Water Association of Michigan, and distinguished service by the Michigan Municipal League in 2005.

The management organizational chart for the project includes the following Key Team Members and Supporting Team Members:



# PROJECT SCHEDULE SUMMARY

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## **Milestone 1 – Full execution of the agreement**

Agreement will identify Project Launch date.

## **Milestone 2 – Project Launch**

We will conduct an interactive telephone conference with local government contacts. Our project leads will launch the project by clarifying and confirming expectations, detailing study parameters, and commencing information gathering.

## **Milestone 3a – Information Gathering and Data Extraction – 21 Days**

Immediately following project launch, the sheriff's/police operations lead will deliver a 91-item document request list to the sheriff's office. This is an extensive request which provides us with a detailed understanding of the sheriff's office operations. Our experience is that it typically takes an agency several weeks to accumulate and digitize the information. We will provide instructions concerning uploading materials to our website. When necessary, the lead will hold a telephone conference to discuss items contained in the request. The team lead will review this material prior to an on-site visit.

## **Milestone 3b – Data Extraction and Analysis – 14 Days**

Also, immediately following the project launch the Data Lead will submit a preliminary data request, which will evaluate the quality of the Computer Aided Dispatch (CAD) system data. This will be followed by a comprehensive request for data from the CAD system to conduct the response and workload analysis. This request requires a concerted effort and focused response from your communications center to ensure the timely production of required data for analysis. Delays in this process will likely extend the entire project and impact the delivery of final report. The data team will extract one year's worth of Calls for Service (CFS) from the CAD system. Once the Data Team is confident the data are accurate, they will certify that they have all the data necessary to complete the analysis.

## **Milestone 3c – Data Certification – 14 days**

## **Milestone 4a – Data Analysis and Delivery of Draft Data Report – 21 days**

Within 21 days of data certification, the analysis will be completed and a draft, unedited data report will be delivered to the client(s) for their review and comment. After the data draft report is delivered, an on-site visit by the operations team will be scheduled.

## **Milestone 4b – Departmental Review of Draft Data Report – 7 days**

The department will have 7 days to review and comment on the draft unedited data analysis. During this time, our Data team will be available to discuss the draft report. The client(s) must specify all concerns with the draft report at one time.

## **Milestone 4c – Final Data Report – 7 days**

After receipt of the client's comments, the data report will be finalized within 7 days.

## **Milestone 5 – Conduct On-Site Visit – 14 days**

Subject matter experts will perform an on-site visit within 14 days of the delivery of the draft data report.

## **Milestone 6 – Draft Operations Report – 30 days**

Within 30 days of the last on-site visit, the operations team will provide a draft operations report to the client(s). Again, the client(s) will have 10 days to review and comment.

## **Milestone 7 – Final Report 10 days**

Once the client's comments and concerns are received by CPSM the combined final report will be delivered to the client(s) within 10 days. A presentation of the final report will be immediately scheduled for live presentation at a time convenient for the client.

**TOTAL ELAPSED TIME: 138 days**

# Action Request



<b>Committee:</b>	Board of Commissioners
<b>Meeting Date:</b>	08/28/2018
<b>Requesting Department:</b>	Parks & Recreation
<b>Submitted By:</b>	Marcie Ver Beek
<b>Agenda Item:</b>	Parks & Recreation Position Upgrade Request - Natural Resources Management Supervisor

## Suggested Motion:

To approve the request from Parks & Recreation to upgrade the Natural Resources Management Supervisor position from an Unclassified U4 to an Unclassified U6 at an additional cost of \$11,127.41.

## Summary of Request:

The Natural Resources Management Supervisor position has evolved to include new functions, functions that require more expertise, and the number of subordinate employees has increased. New functions include participation in policy and rule development, grant writing, sustainability plan leadership, selection and oversight of consultants and contractors, interactions with business leaders through the Adopt-a-Park program, and the use of prescribed fire in land management. This position oversees and assists with coordinating over 1,500 volunteers that volunteer for nearly 10,000 hours annually.

Upgrading this position will align positions in Parks & Recreation with equivalent responsibility. This upgrade will be effective 10/07/2018.

## Financial Information:

Total Cost: \$11,127.41	General Fund Cost: \$11,127.41	Included in Budget:	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
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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:** Goal 4: To Continually Improve the County's Organization and Services.

Goal 3: To Maintain and Enhance Communication with Citizens, Employees, and Other Stakeholders.

**Objective:** Goal 4, Objective 3: Maintain and expand investments in the human resources and talent of the organization.

Goal 3, Objective 2: Maximize communication with citizens.

**Administration:**  Recommended  Not Recommended  Without Recommendation

County Administrator:

Committee/Governing/Advisory Board Approval Date: 08/23/2018

Finance and Administration Committee

Melanie Manion

Natural Resources Management Supervisor

	FTE	Wages	Benefits	TOTAL COST
U 4 -Step F	1.0000	60,305.18	39,220.89	99,526.07
U 6 -Step E	1.0000	68,824.86	41,828.62	110,653.48
			Cost Increase:	11,127.41



# OTTAWA COUNTY

**TITLE:** NATURAL RESOURCES MNGT. SUPR.  
**DEPT.:** PARKS & RECREATION  
**DATE:** 8/9/2018

**EMPLOYEE GROUP:** UNCLASSIFIED  
**GRADE:** U06  
**FLSA:** EXEMPT

## **JOB SUMMARY:**

Under the supervision of the Coordinator of Park Maintenance and Operations, responsible for the development and implementation of natural resource management plans for the overall protection, stewardship, and restoration of all of the natural resources under the control of the Ottawa County Parks and Recreation Commission. Responsible for the volunteer program, developing and presenting natural resources management expertise on a wide variety of topics and in wide variety of venues, and represents the department in regard to natural resource issues and efforts with other organizations, outside groups, residents, and in the media.

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

1. Develops and implements natural resource management plans for County park and open space properties including specific management guidelines, implementation methods, monitoring, and evaluation techniques. Plans include but are not limited to, control of invasive species, restoration of natural communities, and wildlife population control.
2. Prepares a variety of reports and makes verbal presentations for audiences ranging from staff, Parks Commission, general public, and local/state officials. Plans and conducts staff training and public programs related to natural resource management.
3. Identifies grant funding opportunities and maintains grant contacts on state and national basis. Prepares grant applications to meet identified needs and goals of the park system and implements grant projects, while monitoring and complying with grant requirements.
4. Develops and maintains a systematic inventory of flora, fauna and natural features inventories on newly acquired and existing sites. Identifies projects to enhance natural features, including the selection and oversight of consultants and contractors.
5. Participates in the annual budget process, including gathering and analyzing information on natural resource and volunteer program management functions. Performs centralized purchasing of operating, supplies, equipment, construction materials, and other materials.
6. Provides expertise to parks staff, commissioners, the general public, local communities and other organizations on natural resource management issues including invasive plant control and habitat restoration methods.
7. Researches all available materials and published documents, performs and oversees field research, and utilizes all available resources on selected natural resource management issues and topics in order to develop and maintain needed expertise.
8. Represents the Ottawa County Parks and Recreation Department in regard to natural resource management issues with the media and outside groups including environmental organizations, other governmental units and others. Writes articles and provides educational presentations

regarding the Ottawa County Parks and Recreation Department natural resource management efforts and accomplishments.

9. Develops, implements and oversees management of a comprehensive year around volunteer program serving all functions within the Ottawa County Parks and Recreation Department. Works to meet established goals for volunteer participation, and works with other department staff to identify volunteer needs and coordinates volunteer use within the department. Develops and implements a comprehensive volunteer recognition program including letters, certificates, events and other forms of recognition and appreciation.
10. Participates in the selection, hiring, training and management of park staff involved in natural resource management and volunteer management functions; schedules work and provides direction; evaluates performance and fulfills other supervisory functions as needed. Develops and implements daily work schedules for natural resource management staff, volunteers, alternative labor workers, and others.
11. Advises on natural resource-related issues and recommends appropriate policies to ensure long-term sustainability of natural features in the county park system.
12. Performs other functions as assigned.

#### **REQUIRED KNOWLEDGE AND SKILLS:**

1. Thorough knowledge of the ecology of the Great Lakes region including native flora, fauna and natural communities; thorough knowledge of Michigan's invasive species, their impacts and control methods; wildlife and wildlife management techniques; land planning and GIS mapping and use of GPS as it relates to natural resources management.
2. A strong ability to formulate, communicate and implement natural resource management plans based on accurate and realistic estimates of field conditions; staff time and materials needed for completion.
3. A strong ability to make written and verbal presentations to various groups including staff, commissioners, other organizations, and individuals.
4. Considerable knowledge of research protocols as it relates to natural resource management.
5. Considerable knowledge of volunteer management, including effective recruiting and retention techniques, coordination of events and ongoing volunteer services, on site supervision and appropriate recognition.
6. The ability to effectively supervise paid staff, alternative labor including inmates and community service workers and volunteers.
7. The ability to work weekend and evening shifts; and be available for non-routine events and activities in order to ensure success and accomplish scheduled activities and necessary functions.

#### **REQUIRED EDUCATION, TRAINING AND EXPERIENCE:**

Bachelor's degree from an accredited college or university in environmental science, natural resources management, ecology, biology or a related field required. Master's degree preferred. Five (5) to seven (7) years' experience in a natural resources management position, including experience with natural resource management plans, natural resources inventories and other stewardship activities including presenting

reports and information in writing and verbally. Significant experience working with volunteers and volunteer programs in a leadership role including participate in recruiting, organizing and coordinating, on site supervision and recognition of service. Experience grant writing with proven success is preferred.

#### **LICENSES AND CERTIFICATION:**

A valid motor vehicle driver's license.

Training and/or certification regarding grassland prescribed burns with certification through the National Wildlife Coordinating Group Firefighter Type 1 or higher, preferred.

A certified pesticide applicator license with three (3) months of employment.

#### **PHYSICAL REQUIREMENTS:**

1. Must have sufficient visual acuity, with or without corrective lenses to visually identify plants, animals and other natural resource elements in the field; and to perform extended work on a computer and with written materials.
2. Must have sufficient auditory acuity, with or without audio logical devices to hear and discern natural resource elements in the field; hear alarms and other warning signals.
3. Must be able to physically access all Commission natural resource features and areas including trails, park grounds, dunes, wetlands, and other areas in the course of daily activities.
4. Must have sufficient physical strength and dexterity to operate tools commonly used in natural resources land management, invasive plant removal, and other related tasks.
5. Must be able to tolerate exposure to extreme temperatures; dirt, dust, pollen, and other airborne particulates; inclement weather, insects and pests.
6. Must be able to tolerate exposure to pesticides, herbicides and other chemicals routinely used in the control of invasive species.
7. Must be able and willing to wear all required protective clothing and equipment.

#### **WORKING CONDITIONS:**

While performing the essential functions of this position, the employee is exposed to moving mechanical hazards, dust, dirt and other airborne particulates; inclement weather, including extreme temperatures, wind, rain and snow; herbicides and pesticides, insects and other outdoor pests and other outdoor hazards.

Must be willing and able to work regular weekend and evening shifts in order to accommodate scheduled job functions.

# Action Request



**Committee:** Board of Commissioners  
**Meeting Date:** 08/28/2018  
**Requesting Department:** Human Resources  
**Submitted By:** Marcie Ver Beek  
**Agenda Item:** Public Defender's Office Positions

## Suggested Motion:

To approve the request from Human Resources to establish and staff the Public Defender's Office (19.7 FTEs) at a cost of \$2,258,022 to be funded by a MIDC Grant.

## Summary of Request:

As required by the Michigan Indigent Defense Commission Act (Act 93 of 2013), a Public Defender's Office shall be established at Ottawa County to provide indigent defense services. In the past, indigent defense services were contracted services provided by local attorneys. The Michigan Indigent Defense Commission (MIDC) approved a compliance plan submitted by Ottawa County to meet the minimum standards. This plan includes the addition of 19.7 FTE to fully staff the Public Defender's Office based on National Legal Aid & Defender Association caseload per attorney standards. The staff will be hired over the course of six-months to comply with MIDC requirements.

Attached is the approved Ottawa County MIDC Compliance Plan, which includes the number of staff positions, classification, and pay. Funding for these positions will be provided through a MIDC grant in fiscal year 2019. The funds will be available starting about October 1, 2018.

## Financial Information:

Total Cost: \$2,258,022.00	General Fund Cost: \$0.00	Included in Budget:	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
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If not included in budget, recommended funding source:

Positions are included in the 2019 budget

**Action is Related to an Activity Which Is:**  Mandated  Non-Mandated  New Activity

## Action is Related to Strategic Plan:

**Goal:** Goal 2: To Contribute to the Long-Term Economic, Social and Environmental Health of the County.

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

**Objective:** Goal 2, Objective 2: Consider initiatives that contribute to the social health and sustainability of the County and its' residents.

Goal 4, Objective 3: Maintain and expand investments in the human resources and talent of the organization.

**Administration:**  Recommended  Not Recommended  Without Recommendation

County Administrator: *Alan S. Vandenberg*

Committee/Governing/Advisory Board Approval Date: 08/23/2018

Finance and Administration Committee



MICHIGAN INDIGENT  
DEFENSE COMMISSION

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June 25, 2018

Dear Stakeholders:

I write to share with you recent developments in the work of the Michigan Indigent Defense Commission that will result in funding for local system compliance plans. We are excited about the transition from compliance planning to implementation of local systems' approved compliance plans. The continued cooperation and collaboration between MIDC and local systems will be critical to the success of this transition.

**Funding**

On June 21st the Governor signed the budget bill for the 2019 fiscal year that starts October 1, 2018. **The bill contains \$84.1 million in funding for grants to fund local systems' compliance plans.** Over the next months, the MIDC staff will be working with local systems toward transition and implementation of compliance plans, including distribution of grant funding.

The details continue to be worked out with regard to the implementation process, including requirements for grant distribution, compliance monitoring, and data collection. As those processes are solidified and approved by the Commission, MIDC staff will communicate with local systems. It is critical that local systems continue to work with MIDC staff to ensure that the processes developed take into consideration the needs of local systems.

In the meantime, there are requirements for receipt of grant funds that local systems should begin to put in place now:

- **Local systems must set up a separate fund in which to receive MIDC grant funds.** For many systems, this will require the approval of a local governing authority. Attached is a template for a resolution to set up such a fund. This is only a template and local systems should determine what steps need to be taken in their individual jurisdictions.
- **Local systems should provide SIGMA ID information to the MIDC and an address for disbursement of funds as soon as possible.** Please provide your SIGMA number to your regional manager, or email it to [info@michiganidc.gov](mailto:info@michiganidc.gov). LARA will not be able to disburse funds to local systems without this information. If you need information about registering with SIGMA, please contact Deborah Mitchell, MIDC Administrative Assistant, at (517) 657-3066. You can also find information here: <https://sigma.michigan.gov/webapp/PRDVSS2X1/AltSelfService>.

We anticipate that funds will become available for distribution on October 1, 2018 for fiscal year 2019. Between now and October 1st, MIDC staff will be working with local systems to ensure that systems know what must be in place to receive an initial disbursement of grant funds and what information must be provided to MIDC for subsequent distributions.

MIDC is working with the intention of distributing initial grant funds as close to October 1, 2018 as possible. However, there are administrative steps that must be taken before distribution. The timing of such administrative actions, as well as local systems having taken necessary steps to receive grant funds, may impact the timing of the distribution of an initial disbursement.

**Please note that the grant funds may only be used to pay for work that occurs within the grant period reflected in the grant agreement.** In other words, systems should not expect to obtain payment for work or services that occur before the first day of the grant period. We anticipate that the first day of the grant period will be October 1, 2018 but as noted above, it is possible that date may change.

Over the next several weeks, MIDC staff will be meeting with you about transitioning toward implementation. In late August and early September, expect invitations to informational training and webinars that will address details about requirements for receiving grant funds and compliance.

### **Next Standards**

In addition to the news regarding funding for compliance grants, the MIDC held a public hearing on June 12th to receive comments on proposed standards 5-8, which address independence from the judiciary, indigent defense caseloads, qualification and review of indigent defense attorneys and financial incentives and disincentives. Thank you to those of you who participated in the informational webinars prior to the public hearing in which MIDC staff discussed and answered questions regarding the proposed standards.

The Commission will now be reviewing the proposed standards in consideration of the comments received. Once the proposed standards are approved by the Commission, they will be submitted to the director of LARA for final approval. We will keep you informed as to the progression of the proposed standards. I invite you to visit the MIDC website, <http://michiganidc.gov/standards/>, where you can read the proposed standards in full, as well as the Commission's research paper on financial incentives and disincentives.

You should have recently received information about the caseload study in which MIDC is partnering with the RAND Corporation. Thank you to the counties who have helped distribute this information and the public defender offices that have indicated their willingness to participate. Please encourage any attorneys handling indigent defense cases in your system to participate in the study. Additional information about the caseload study and how to participate can be found on our website, here: <http://michiganidc.gov/midc-and-rand-caseload-study/>.

### **HB 5985**

Also on June 12th, both chambers of the legislature passed a Senate substitute to House Bill 5985, which amends the MIDC Act. As with the budget bill, HB 5985 awaits the Governor's signature. We will update you as to what, if any, impact the amendments will have on the implementation process for fiscal year 2019.

We look forward to continuing to work closely with local systems through the process of transition and implementation of compliance plans. Please do not hesitate to reach out to your regional MIDC staff with any questions. I also encourage you to regularly check our website for updates as to Commission meetings and other information.

Sincerely,

*s/Loren Khogali*

Loren Khogali, Executive Director  
Michigan Indigent Defense Commission



## MICHIGAN INDIGENT DEFENSE COMMISSION

### **Compliance Plan for Indigent Defense Standards 1 – 4**

#### **INSTRUCTIONS**

Local indigent defense systems have until **November 20, 2017**, to submit to the Michigan Indigent Defense Commission (MIDC) a plan for compliance with the first four approved minimum standards for indigent criminal defense services. This document includes instructions and a compliance plan structure for the submission and information on how to calculate your request for state funding. All application questions must be answered within the requirements, and all attachments and signatures included for a complete application. Failure to submit a complete application will result in the application being disapproved and returned, per MCL 780.993(4). Applications should be submitted through the MIDC's web portal at <http://portal.michiganidc.gov/>.

The application document includes the following sections: Applicant Information, Compliance Plan Narrative, Cost Analysis, Local Share Calculation, Data Collection, and Grant Calculation. The MIDC website, <http://michiganidc.gov>, hosts helpful information for compliance planning including additional guidelines, detailed white papers on each of the four standards and several model plans including sample cost analyses for different local indigent defense delivery systems.

#### **Guidelines for the Cost Analysis and Local Share in the Compliance Plan**

All proposed, estimated, or actual expenditures reported in either the Cost Analysis or the Local Share should be reflective of direct indigent defense system activities. For any funding requests for ancillary agencies, the claimed expense must be reasonably and directly related to the indigent defense function, with a clear justification and compelling rationale. The Local Share calculation – which acts as a baseline for continued funding unit contribution to the indigent defense system – may be reported as an estimate if the actual funding level cannot be calculated. If an estimate is provided for the Local Share, the methodology to calculate the estimate must be reported. All Local Share calculations must be certified by the authorizing official on the application. The following instructions provide general guidance for the Cost Analysis and, specifically, the enhanced costs to meet the provisions of the four standards. The costs, expenditures, and rates proposed are presumed reasonable; variations will be considered on a case-by-case basis.



**Standard 1** - Indigent defense systems may achieve this standard by having attorneys register for a specific training or by facilitating a local or regional training program. Registration for CLE hours will be allowed at the rate of \$25 per credit hour. Instructors for training programs will be reimbursed at reasonable consultant rates commensurate with the local market. A guideline for illustrative purposes may be up to \$75/hr with allowance for program development and preparation time for the training. Travel expenses for the attorneys to attend training or instructors for training programs will be reimbursed at current State of Michigan travel rates for mileage, meals, and lodging, if needed.

**Standard 2** - Attorney time to meet this standard will be reimbursed according to reasonable local attorney rates, whether salaried, contract, or assigned attorneys. To facilitate early communication, practical use of technologies available for digital face-to-face communication may be employed. Supplies and equipment needed for technology-based communications will be considered. If it is necessary to create or alter building space to provide a confidential setting for attorneys and their clients, renovation expenses are allowed up to a maximum of \$25,000 per location. Requests exceeding \$25,000 will be reviewed with higher due diligence and considered with accompanying documentation for justification.

**Standard 3** - Expenses for investigators will be considered at hourly rates not to exceed \$75. Expenses for expert witnesses will follow a tiered level of compensation based on education level and type of expert,\* not to exceed these amounts:

High School or Equivalent	\$30/hr
Associate's Degree	\$50/hr
Bachelor's Degree	\$70/hr
Master's Degree	\$85/hr
Crime Scene and Related Experts	\$100/hr
CPA/Financial Expert	\$100/hr
Pharmacy/PharmD	\$125/hr
Information Technology Experts	\$150/hr
Ph.D./Licensed Doctor	\$200/hr

*\*The table of expert hourly rates is adopted from the guidelines published by the North Carolina Indigent Defense Services Commission. Variations will be considered on a case-by-case basis.*

Each indigent defense system will be limited to a capped amount of funds for investigators and experts based on the total new circuit adult criminal filings within the jurisdiction in the most recent calendar

year, as reported and certified with the State Court Administrative Office. Systems within district courts of the 3<sup>rd</sup> class are considered in Tier I unless special circumstances are presented.

0 - 499 cases/year = Tier I - \$10,000

500 - 999 cases/year = Tier II - \$25,000

1,000 – 9,999 cases/year = Tier III - \$50,000

Over 10,000 cases/year = Tier IV – To be determined bases on further discussion and review of records of the system(s)

**Standard 4** - Attorney time to meet this standard should be reimbursed according to reasonable attorney rates, whether salaried, contract, or assigned attorneys. Methods for implementation can include on-call or appointed attorney systems, or other efficient models.

### **APPLICANT INFORMATION**

Applicant Funding Unit(s): **County of Ottawa**

Trial Courts Included in this Compliance Plan Submission: **58<sup>th</sup> District Court & 20<sup>th</sup> Circuit Court**

Fiduciary Funding Unit: **County of Ottawa**

Federal ID Number: **38-6004883**

Street Address/City/Zip Code: **12220 Fillmore Street, West Olive, MI 49460**

AUTHORIZED OFFICIAL (Person Authorized to Enter into Agreements):

Name and Title: **Alan G. Vanderberg, County Administrator**

Street Address/City/Zip: **12220 Fillmore Street, West Olive, MI 49460**

Telephone: **616.738.4068**

Email Address: [avanderberg@miottawa.org](mailto:avanderberg@miottawa.org)

Signature



Date

May 16, 2018

## CONTACT INFORMATION


### PRIMARY CONTACT

(Person Responsible for Oversight and Reporting of Standards Implementation):

Name and Title: **Shannon Virtue, Assistant Director of Planning and Performance Improvement**

Street Address/City/Zip: **12220 Fillmore Street, West Olive, MI 49460**

Telephone: **616.738.4852** Email Address: **svirtue@miottawa.org**

Signature 

Date 5/16/18

### FINANCIAL CONTACT

(Person Responsible for Grant Accounting):

Name and Title: **Karen Karasinski, Fiscal Services Director**

Street Address/City/Zip: **12220 Fillmore Street, West Olive, MI 49460**

Telephone: **616.738.4849** Email Address: [kkarasinski@miottawa.org](mailto:kkarasinski@miottawa.org)

Signature 

Date 5-16-18

## **COMPLIANCE PLAN NARRATIVE**

Briefly describe the indigent defense delivery system(s) – contract, assigned counsel, or public defender – that the funding unit(s), for which this application is being considered, employed to deliver services before the MIDC Act took effect (July 1, 2013).

**For many years, the Ottawa County Judiciary has consistently provided indigent defendants with timely and high quality legal representation. Previously, an informal system ensured experienced criminal attorneys were available, were provided essential litigation support, had adequate office space to meet with clients, were periodically evaluated, and more. In short, the fundamental right of legal counsel provided free of charge to criminal defendants unable to afford their own attorney has been provided in Ottawa County.**

**In response to the 2003 adoption of Michigan Court Rule 8.123 and directives from the State Court Administrative Office, the Ottawa County Judiciary (20th Circuit, 58th District, and Ottawa County Probate Courts) adopted a “Plan for Appointment of Counsel for Indigent Parties” embodied in a Local Administrative Order that became effective January 1, 2004 and was revised as a “Public Defender Plan” effective December 15, 2015. This Plan, which is still being used daily to ensure proper representation, thoroughly describes attorney selection criteria, minimum standards and qualifications, an annual performance evaluation process, the appointment process, and methods of compensation.**

**Although the current system of providing criminal defendants with experienced defense counsel continues to be effective, the Courts are submitting the following compliance plan considering the passage of the “Michigan Indigent Defense Commission Act” (93 Public Act 2013) and approval of the first four minimum Standards for indigent defense in the State of Michigan.**

**Upon the passage of the Michigan Indigent Defense Commission Act in 2013, an Ottawa County Indigent Defense Committee consisting of the Chief Judges and Court Administrators was established to review the relevant issues and report available options to the judges. Subsequently, when the first four MIDC Standards were approved, the Indigent Defense Committee was expanded to include representation from the Courts’ funding unit. This expanded Committee began meeting in June 2017 to review the Michigan Indigent Defense Commission approved Standards and to develop a compliance plan. To accomplish this task, the Committee met on June 30, July 26, August 25, September 29 and October 25, 2017. Committee members agreed on a review process, discussed a variety of program design options, and interviewed select stakeholders.**

**Based on the Committee process described above, it is the intention of Ottawa County to submit this Compliance Plan for the development of a new Ottawa County Public Defender Office with the understanding an ongoing state appropriation is required prior to implementation. If sufficient state funds are not appropriated for MIDC standards compliance, Ottawa County will continue providing court appointed counsel under the currently SCAO approved Public Defender Plan.**  
[http://www.miottawa.org/Courts/20thCircuit/pdf/lao/LAO\\_Public\\_Defender\\_Plan.pdf](http://www.miottawa.org/Courts/20thCircuit/pdf/lao/LAO_Public_Defender_Plan.pdf)

Generally, how does the system(s) intend to comply with the MIDC standards 1-4? Please address whether you will continue with the model in place above, whether you have already made a transition to a new delivery system, or whether you intend to transition to a new delivery system.

**The current Public Defender Plan described above will continue in place until the state appropriates and grants sufficient funding to Ottawa County to cover all compliance costs in excess of the baseline “local share” (\$923,087). When full funding is available, it is the intention of Ottawa County to create a new delivery system in the form of a County department level Public Defender Office.**

**Standard 1 – Since continuing legal education (CLE) is currently the responsibility of each licensed attorney, pursuant to MRPC 1.1 Competence, Ottawa County will provide a mechanism to track compliance with the 12-hour CLE standard through the annual online application process, but will only cover the new costs of training when adequate state funding is provided.**

**Standard 2 – Initial interviews are handled on a timely basis because newly appointed counsel is immediately notified of appointment and provided with client contact information. Court appointed counsel is also required to have appropriate office space to meet with clients and if necessary attorney/client conference space is available at each court location, as well as the Ottawa County Jail.**

**Standard 3 – Currently, all court appointed counsel request funding for experts and investigators on an “as needed” basis from the assigned judge. Such requests are routinely granted and funded. When state support is provided for a new Public Defender Office, funding for these expenses will be provided directly through the Public Defender Office budget.**

**Standard 4 – The 58th District and 20<sup>th</sup> Circuit Courts currently comply with Standard 4 by making timely determinations of eligibility for court appointed counsel and providing counsel as soon as the defendant’s liberty is subject to restriction by a magistrate or judge.**

Please identify the name and position held (e.g., county administrator, judge, defense attorney, etc.) for each person involved in the compliance planning process for this delivery system.

**Honorable Jon A. Van Allsburg  
Chief Judge, 20th Circuit Court**

**Honorable Bradley S. Knoll  
Chief Judge, 58th District Court**

**Kevin J. Bowling, JD  
Court Administrator, 20th Circuit and Probate Courts**

**Lori J. Catalino, JD  
Court Administrator, 58th District Court**

**Alan Vanderberg**  
**County Administrator, Ottawa County**

**Paul Sachs**  
**Director, Planning and Performance Improvement**

**Shannon Virtue**  
**Assistant Director, Planning and Performance Improvement**

**Jennell Challa, JD**  
**Friend of the Court, 20th Circuit Court**

**Rebecca Rowden**  
**Trial Division Director, 20th Circuit Court**

**Sheri Lankheet, JD**  
**Director, Legal Self-Help Center**

**Kristie Keltie**  
**Administrative Assistant, Legal Self-Help Center**

**Andrea Reenders**  
**Administrative Assistant, 20th Circuit Court**

**JoAnn Arcand**  
**WebTecs, Inc.**

Provide an attachment with the names, license or P#'s, and years of criminal defense experience for all attorneys the funding units(s) intends to have deliver services as part of the local indigent defense system.

**The Ottawa County roster attorneys listed below are approved by the Courts to provide court appointed counsel services from October 1, 2017 – September 30, 2018. All roster attorneys are annually evaluated and may be approved for continuing service or removed from the roster. If state funding is approved for implementation of this Compliance Plan, it is assumed several roster attorneys may express interest in employment with the new Public Defender Office or may continue to serve as roster attorneys in conflict cases.**

**20<sup>th</sup> Circuit and 58<sup>th</sup> District Court – Ottawa County**  
**Court-Appointed Counsel for Criminal Cases**  
**Compensation Rates, Effective October 1, 2017**

	Attorney	P-No.	Rate	Yrs. Of Exper.
<b>Level 1</b>	1. Robert Zitta <sup>1,3</sup>	P22749	\$85.00	46
	2. William Hankins, Jr.	P28782	\$85.00	32
	3. Philip R. Sielski <sup>1,3</sup>	P30314	\$85.00	38
	4. John Moritz <sup>1,3</sup>	P34859	\$85.00	33
	5. Jane Patterson <sup>2</sup>	P37960	\$85.00	18
	6. Raymond A. Purdy <sup>1</sup>	P39933	\$85.00	31
	7. Craig Jenison	P40224	\$85.00	30
	8. Robert Hamilton <sup>1</sup>	P42089	\$85.00	27
	9. Brian McNulty	P42394	\$85.00	17
	10. Christi L. Burda <sup>1,3</sup>	P43149	\$85.00	29
	11. Thomas Smith <sup>1</sup>	P44764	\$85.00	22
	12. Ken Uildriks <sup>1</sup>	P49381	\$85.00	23
	13. Kim Kotowski	P49643	\$85.00	23
	14. Michael Zitta	P62221	\$85.00	16
	15. Jennifer Kuiper-Weise	P66162	\$85.00	14
	16. Kevin Branson	P69549	\$85.00	4.5
	17. Kara Sova	P70598	\$85.00	10
	18. James Marek	P71554	\$85.00	10
	19. Horia Neagos	P73550	\$85.00	7
	20. Abraham Gonzales	P75058	\$85.00	6
	21. Anna White	P76154	\$85.00	5
<b>Level 2</b>	22. Jonathan Baker	P54707	\$70.00	18
	23. Robert Dixon	P72504	\$70.00	8
	24. Nohemi Jimenez (Bi-Lingual – Spanish/English)	P76093	\$70.00	5
	25. William Bereza	P77550	\$70.00	4
	26. Marissa Barkema	P77910	\$70.00	4
	27. Carly McNeil	P78559	\$70.00	3
	28. Christina Mayfield	P80118	\$70.00	2.5

1. Authorized for Capital Cases (FC cases). All Level 1 Attorneys (> than 5 years' experience) are authorized for both felony (FH cases) and misdemeanor cases. Level 2 Attorneys (< than 5 years' experience) are authorized for misdemeanor cases only.
2. Limited appointments, as needed.
3. Provide counsel on rotation for felony non-support cases.

Date: November 2, 2017

## **Standard 1 – Training and Education**

Attorneys with fewer than two years of experience practicing criminal defense in Michigan shall participate in one basic skills acquisition class. Do any of the attorneys included in this plan have fewer than the required experience and require this training? How many?

**All current roster attorneys have more than two years' experience and are not required to complete the basic skills acquisition class.**

All attorneys shall annually complete at least 12 hours of continuing legal education. How many attorneys require training in this plan?

**Once implementation funding is provided by the state and the new public defender office is established, the Public Defender or the County Human Resources Department will be able to track CLE as a condition of employment; the proposed compliance plan includes 15.7 FTE in the various attorney classifications. Until then, the current 28 roster attorneys will self-report CLE they have completed.**

How will the funding unit(s) ensure that the attorneys satisfy the 12 hours of continuing legal education during the plan year?

**Current roster attorneys will self-report CLE completion. Following the establishment of a public defender office, CLE alternatives will be provided with sustainable legislative appropriations through the public defender office budget and will be tracked as a condition of employment.**

## **Standard 2 – Initial Interview**

When a client is in local custody, counsel shall conduct an initial client intake interview within three business days after appointment. When a client is not in custody, counsel shall promptly deliver an introductory communication so that the client may follow-up and schedule a meeting. To be successful, this requires immediate notification of appointment and client contact information.

How does the plan facilitate immediate attorney assignment and notification of new cases? How will the system ensure attorneys are completing their interviews within three business days? How will the initial interview be accomplished?

**The 58<sup>th</sup> District Court establishes eligibility and appoints counsel at arraignment. The defendant is immediately provided the attorney's business card with necessary contact information and the Court emails and calls appointed counsel to advise them of the appointment and scheduled court dates. To ensure interview completion within three business days, current roster attorneys note all client contacts on their monthly billing statements and once a public defender office is established it is assumed the office case management system will track client contacts and provide management reports as necessary. To accomplish the initial interview, court appointed counsel will meet with clients at the Ottawa County Jail or Holland Police Department (if in custody). Otherwise, counsel will contact the client and make arrangements to meet at their office or the courthouse.**



This standard further requires a confidential setting be provided for all client interviews. Does the jail have confidential space for attorney-client interviews? Describe the space available for the interviews or the plan to provide confidential space.

**The Ottawa County Jail has several attorney client conference rooms in Region I of the facility. These confidential spaces include five non-contact interview rooms, three full contact interview rooms and two video conference rooms.**

Does the courthouse have confidential space for attorney-client interviews? Describe the space available for the interviews or the plan to provide confidential space.

**Each of the 58<sup>th</sup> District and 20<sup>th</sup> Circuit courtrooms in Grand Haven, Holland and Hudsonville were designed to include two confidential attorney-client interview rooms. The rooms are equipped with a meeting table and chairs; each building is also equipped with wireless internet so attorneys may electronically access case files and maintain contact with their offices. In the event a defendant is in custody, the courthouse holding cells also provide a confidential space for attorney-client discussions.**

### **Standard 3 – Experts and Investigators**

This standard requires counsel to conduct an independent investigation. When appropriate, counsel shall request funds to retain an investigator to assist with the client’s defense. Counsel shall request the assistance of experts where it is reasonably necessary to prepare the defense and rebut the prosecution’s case. Counsel has a continuing duty to evaluate a case for appropriate defense investigations or expert assistance.

How will this standard be complied with by the delivery system?

**The new delivery system will include a fully operational Public Defender Office with sufficient resources budgeted to allow for expert witnesses and investigators as needed. Until state funding is provided, the Ottawa County judges will continue to entertain motions for extraordinary expenses from court appointed counsel and approve payment as necessary. For the current fiscal year, the 58<sup>th</sup> District and 20<sup>th</sup> Circuit Courts have each budgeted \$20,000 to cover this anticipated expense.**

### **Standard 4 – Counsel At First Appearance and Other Critical Stages of the Case**

Counsel shall be appointed to provide assistance to the defendant as soon as the defendant’s liberty is subject to restriction by a magistrate or judge. All persons determined to be eligible for indigent criminal defense services shall also have appointed counsel at pre-trial proceedings, during plea negotiations and at other critical stages, whether in court or out of court.

How will this standard be complied with by the delivery system?

As noted above under Standard 2, the 58<sup>th</sup> District Court is currently making the eligibility determination at arraignment and immediately appointing counsel when necessary. It is anticipated that the new public defender system will have sufficient attorney resources to assign to each court location and the jail, so defendants will have quick access to counsel at arraignment as required by Standard 4.

### **COST ANALYSIS**

The MIDC Act requires funding unit(s) to provide a cost analysis as part of a request for state funding. The cost analysis should include all total indigent criminal defense services costs for compliance with minimum standards and the amount of funds in excess of the local share necessary to comply with the standards.

Refer to the instructions guide for grant allowances.

#### **Personnel**

Include staff, if any, whose work is or will be reasonably and directly related to the indigent defense function.

Name	Position	Computation	Annual Cost
TBD	Public Defender (U14)	\$173,055 x 1 FTE See Appendix A5 (includes Salary and Fringe Benefits based on current Ottawa County classification system)	\$173,055
	First Assistant PD (U10A)	\$160,440 x 2 FTE	\$320,880
	Assistant PD III (U11A)	\$145,387 x 3 FTE	\$436,161
	Assistant PD II (U09)	\$117,434 x 3 FTE	\$352,302
	Assistant PD I (U07)	\$101,425 x 6.7 FTE	\$679,548
	Office Coordinator (U06)	\$94,455 x 1 FTE	\$94,455
	Legal Secretary (T09)	\$67,207 x 3 FTE	\$201,621
Annual Total		19.7 FTE	\$2,258,022

Describe the duties of the positions listed (whether full-time or part-time) the number of hours worked, and rate of pay. Identify whether the positions will be a new cost as a result of the compliance plan.

See Appendices A4 and A5 for position details and structure of new Public Defender Office. These will be new positions required to implement the Compliance Plan. The salary and fringe benefits are annual, recurring costs.

Fringe Benefits	Percentage	Total
Employer FICA	<b>See Chart below for a more detailed Fringe Benefit analysis</b>	
Retirement		
Hospital Insurance		
Dental Insurance		
Vision Insurance		
Unemployment		
Worker's Compensation		
Life Insurance		
Other		
Other		
<b>TOTAL</b>		

<b>Public Defender Office Salary and Fringe Benefits</b>							
	<b>Position</b>						
	Public Defender	First Assistant Public Defender	Assistant Public Defender III	Assistant Public Defender II	Assistant Public Defender I	Office Coordinator	Legal Secretary
<b>Wages (Annual)</b>	119,111	109,161	97,288	75,241	62,614	57,117	35,626
<b>Fringe Benefits</b>							
FICA	7,385	6,768	6,032	4,665	3,882	3,541	2,209
Medicare	1,727	1,583	1,411	1,091	908	828	517
Health	18,156	18,156	18,156	18,156	18,156	18,156	18,156
Dental	911	911	911	911	911	911	911
Vision	98	98	98	98	98	98	98
Health Adm	572	572	572	572	572	572	572

Life	354	324	289	223	186	170	106
Work Comp	28	25	22	17	14	13	8
FUTA	953	873	778	602	501	457	285
LTD	271	249	222	171	143	130	81
MATCH	1,000	1,000	1,000	1,000	1,000	1,000	1,000
MERS	7,147	6,550	5,837	4,514	3,757	3,427	2,138
MERS XTRA	14,043	12,870	11,470	8,871	7,382	6,734	4,200
HSA EMR	1,300	1,300	1,300	1,300	1,300	1,300	1,300
<b>Annual Fringe Benefits</b>	53,945	51,279	48,099	42,193	38,810	37,338	31,581
<b>ANNUAL COST PER FTE</b>	<b>173,055</b>	<b>160,440</b>	<b>145,387</b>	<b>117,434</b>	<b>101,425</b>	<b>94,455</b>	<b>67,207</b>
Number of FTE	1.00	2.00	3.00	3.00	6.70	1.00	3.00
<b>ANNUAL COST</b>	<b>173,055</b>	<b>320,880</b>	<b>436,161</b>	<b>352,302</b>	<b>679,548</b>	<b>94,455</b>	<b>201,621</b>
<b>Source: Ottawa County Human Resources</b>							

Describe the fringe benefits listed here with the positions above.

**The salary and fringe benefit computations provided above are actual projections for FY 2019 based on position classifications prepared by the Ottawa County Human Resources Department. Hourly rates may be obtained by dividing the Wage amount by 2080 (hours per year).**

**Contractual**

For assigned counsel, you may group all attorney contracts in one line item. You may list the computation as “various” to indicate various rates of pay and provide detail below for the pay structure. List contractors for training programs. Also, list contractors who will be providing construction services for confidential space, if needed. Confidential space costs should be discussed in detail below but costs cannot exceed \$25,000 per location. Requests exceeding \$25,000 will be reviewed with higher due diligence and considered with accompanying documentation for justification. List contracts for investigators and experts here.

CONTRACTOR	COMPUTATION	SERVICES TO BE PROVIDED	COST
Interpreters (annual cost)	See Appendices A5 and A12	Interpretation for defendants with limited English proficiency	\$25,000
Experts and Investigators (annual cost)	See Appendix A5	Compliance with Standard 3	\$40,000
Office Renovations (one-time cost)	See Appendix A5 and A13-A17	Renovation of Ottawa County CMH building in Grand Haven and the DHHS lower-level building in Holland for new Public Defender Office.	\$74,462
Security Cameras (one-time cost)	See Appendix A5	Installation of security system for Public Defender Office by County Facilities Department	\$2,000
Appointed Conflict Attorneys (annual cost)	See Appendices A5 and A18	Legal representation in conflict cases	\$43,621
ANNUAL COST TOTAL			\$108,621
ONE-TIME COST TOTAL			\$76,462

Provide detail for the types of contractors listed above, rates and hours, and services to be provided. Identify if the contractor will be a new cost or includes cost enhancements for implementation of the compliance plan.

### **Travel and Training**

Include registrations for continuing legal education hours and training. Travel expenses should adhere to local funding unit travel policies, not to exceed State of Michigan standardized travel rates.

TYPES OF TRAVEL/TRAINING	COMPUTATION	ANNUAL COST
Training/Conferences for Public Defenders	See Appendix A5	\$19,156
Training/Conferences for Conflict Attorneys	See Appendix A5	\$5,750
ANNUAL COST TOTAL		\$24,906

Provide detail for the types of travel and training expenses with applicable rates. Identify whether the expense is new as a result of the compliance plan.

Supplies and Other

Include all other expenses not provided elsewhere in the cost analysis.

ITEM	COMPUTATION	ANNUAL COST	ONE-TIME COST
Office Supplies	See Appendix A5	\$23,640	\$0
Printing & Binding	See Appendix A5	\$3,270	\$0
Postage	See Appendix A5	\$23,640	\$0
Memberships & Dues	See Appendix A5	\$8,918	\$0
Mileage	See Appendix A5	\$7,850	\$0
Administrative Services & IT	See Appendix A5-A7	\$205,389	\$0
Direct Building Expenses	See Appendix A5 and A8	\$35,706	\$0
Insurance	See Appendix A5	\$16,000	\$0
Computer Hardware	See Appendix A5 and A9	\$0	\$46,336
Telephones & Networking	See Appendix A5 and A10-A11	\$13,711	\$14,836
	TOTAL	\$338,124	\$61,172

Provide details for supplies and other expenses. Identify whether the expense is new as a result of the compliance plan.

Total Cost Analysis (sum of all expenditure sections) \$ 2,867,306

Annual Cost Total (sum of all expenditure sections) \$ 2,729,672

One-Time Cost Total (sum of all expenditure sections) \$ 137,634

The MIDC Act, MCL 780.993(2), allows for an indigent defense system to request reimbursement as part of the total grant for the cost of developing the compliance plan. If submitting a claim for this expense,

provide an explanation and calculation with details of all plan development costs. Attach a separate document with the compliance plan submission if needed.

<b><u>GRANT CALCULATION</u></b>	
TOTAL COST ANALYSIS	<b>\$2,867,306</b>
ANNUAL COST ANALYSIS	<b>\$2,729,672</b>
ONE-TIME COST ANALYSIS	<b>\$137,634</b>
COMPLIANCE PLANNING COSTS	<b>+ \$10,518</b>
LOCAL SHARE	<b>- \$923,087</b>
<b>COMPLIANCE PLAN GRANT REQUEST</b>	<b>\$1,954,737</b>
<b>ANNUAL COMPLIANCE PLAN GRANT REQUEST</b>	<b>\$1,806,585</b>
<b>ONE-TIME COMPLIANCE PLAN GRANT REQUEST</b>	<b>\$148,152</b>

The Local Share is defined as an indigent criminal defense system’s average annual direct expenditures for adult criminal defense services for three fiscal years preceding the creation of the MIDC Act (effective July 1, 2013). Collections or reimbursements made to the system for partially indigent defendants are applied to the calculation.

Expenditures to be included in the calculation:

- Payments to criminal defense attorneys (contracts, public defenders, appointed systems, hybrid systems) for providing indigent adult criminal defense services including services for expedited docket programs, criminal contempt, juveniles waived into adult court, appeals from district to circuit court or eligible interlocutory appeals to the Court of Appeals
- Payments to experts and investigators
- Other expenses including attorney supplies, travel, or training

Services not included as expenditures:

- Post-sentencing appeals
- Probate, Juvenile Delinquency, Abuse and Neglect cases
- Civil Contempt
- Counsel at lineup (before charges are filed)

Reimbursements:

- Fees paid by or on behalf of a defendant for indigent criminal defense services including payments by the Michigan Department of Corrections and grant payments that include indigent defense services as eligible grant expenditures (i.e. expedited docket programs)

If the actual expenses and reimbursements cannot be calculated as exact, identify that you are providing estimates and discuss the methodology for determining the estimated local share.

FISCAL YEAR	TOTAL EXPENSES	REIMBURSEMENTS	NET EXPENSES
2010	\$1,415,511	\$485,703	\$929,808
2011	\$1,344,968	\$486,017	\$858,951
2012	\$1,445,867	\$465,365	\$980,502
Average of Three Fiscal Years	\$1,402,115	\$479,028	\$923,087

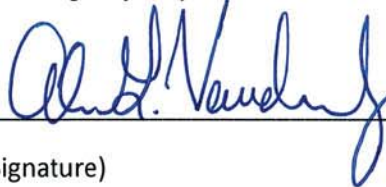
*Certification: I certify to the best of my knowledge and belief that the calculation of the local share is correct and complete and that all fiscal details included are direct indigent defense system expenditures and reimbursements in the given fiscal years.*

Authorizing Official Name

**Alan G. Vanderberg**

(Printed)

Title: **County Administrator**



(Signature)

Date: **May 16, 2018**



## Data Collection

In the future, the MIDC expects to collect data on the following topics related to the first four standards. Data points include “system-wide data” (pertaining to each indigent defense system), “attorney-level data” (pertaining to each attorney) and “case-level data” (pertaining to each individual court case). This list is not exhaustive but offers guidance on the types of data that will be critical to demonstrating standards compliance.

### System-Wide Data Points

- Local requirements for training
- Existence of local training options
- Structure of any local administrative bodies responsible for identifying training needs and implementing training
- Mechanism(s) and timeline for notifying attorneys of new appointments
- Existence of confidential space for attorney-client interviews in holding facilities and courthouses
- Mechanism(s) by which attorneys request investigators or expert witnesses
- Delivery models for provision of counsel at first appearance

### Attorney-Level Data Points

- P numbers and contact information
- Total number of annual completed CLE credits
- Location, date and content of all completed training courses

### Case-Level Data Points

- Defendant request for appointed counsel
- Court appointment of counsel and date
- Date of attorney notification of appointment
- Date of initial client interview
- Request for investigator, date granted or denied
- Request for expert witness, date granted or denied
- Presence of counsel at first appearance
- Mechanism by which counsel at first appearance was provided
- Type and amount of bail issued, if any

The MIDC Act, MCL 780.993 (9), requires the state to appropriate funds for the reasonable costs associated with data required to be collected by the MIDC in excess of the local government’s data costs for other purposes. Costs associated with data collection are not required to be submitted with this compliance plan submission but will be addressed at a future date and are remarked here for informational purposes.

## Summary

### Ottawa County Baseline Court Appointed Attorney Cost (i.e. "Local Share" that Ottawa County Must Maintain Per PA 93 of 2013)

Year	58th District Court			20th Circuit Court			Total Local Share
	Amount Paid to Court Appointed Attorneys <sup>1</sup>	Amount Reimbursed (Court Appointed Attorneys Fees)	Local Share	Amount Paid to Court Appointed Attorneys <sup>1</sup>	Amount Reimbursed (Court Appointed Attorneys Fees)	Local Share	
2010	\$900,436	\$274,786	\$625,650	\$515,075	\$210,917	\$304,158	\$929,808
2011	\$813,438	\$231,862	\$581,576	\$531,530	\$254,155	\$277,375	\$858,951
2012	\$913,535	\$224,107	\$689,428	\$532,332	\$241,258	\$291,074	\$980,502
<b>Average</b>							<b>\$923,087</b>

Source: 20th Circuit Court; 58th District Court; Fiscal Services; IT Department (AS400)

### Ottawa County Cost Summary for Public Defender Office

Total Cost	+ \$2,867,306 <sup>2</sup>
Annual Cost	+ \$2,729,672 <sup>2</sup>
One-Time Cost	+ \$137,634 <sup>2</sup>
Compliance Planning Costs	+ \$10,518 <sup>3</sup>
Local Share (Ottawa Baseline Average from 2010-2012)	- \$923,087
<b>State Share (Total Cost)</b>	<b>\$1,954,737</b>
<b>State Share (Annual Cost)</b>	<b>\$1,806,585</b>
<b>State Share (One-Time Cost)</b>	<b>\$148,152</b>

Source: Human Resources; 20th Circuit Court; 58th District Court; Fiscal Services; IT Department (AS400)

<sup>1</sup> This includes the cost associated with experts and investigators.

<sup>2</sup> This is the new cost to hire staff for an entire Public Defender Office to provide indigent defense services. The Planning and Performance Improvement Department utilized national caseload recommended standards and historical indigent defense caseload data from Ottawa County to determine the number of FTEs that would need to be hired. The national recommended standards suggest that attorneys not exceed more than 150 felony cases per attorney per year or no more than 400 misdemeanor cases per attorney per year. Job descriptions were obtained from Muskegon County and Washtenaw County Public Defender Offices. Ottawa County Human Resources reviewed each job description to determine the classification for each position and the resulting salary and fringe benefits. Please see [Appendix A5](#) for detailed cost data regarding this option.

<sup>3</sup> See [Appendix A19](#) for details.

## Appendix A1

### Ottawa County Historical Indigent Defense Caseload Statistics Adult Felony and Misdemeanor Criminal Cases with a Court Appointed Attorney

	2008	2009	2010	2011	2012	2013	2014	2015	2016	Average
<b>Felony Criminal &amp; Traffic Cases</b>										
Felony Criminal & Traffic Cases	932	924	874	789	808	773	791	789	683	818
Felony Cases Not Bound Over to Circuit Court	307	333	310	371	352	281	312	334	339	327
<b>Total Felony Criminal &amp; Traffic Cases</b>	<b>1,239</b>	<b>1,257</b>	<b>1,184</b>	<b>1,160</b>	<b>1,160</b>	<b>1,054</b>	<b>1,103</b>	<b>1,123</b>	<b>1,022</b>	<b>1,145</b>
<b>Misdemeanor Criminal Cases</b>										
Ordinance Misdemeanor Criminal (OM)	266	227	225	189	209	153	143	131	108	183
Statute Misdemeanor Criminal (SM)	1,233	1,327	1,326	1,150	1,314	1,165	1,228	1,148	1,197	1,232
Ordinance Misdemeanor Drunk Driving (OD)	112	114	83	52	72	81	46	41	45	72
Statute Misdemeanor Drunk Driving (SD)	311	274	294	237	246	237	177	209	203	243
<b>Total Misdemeanor Criminal Cases</b>	<b>1,922</b>	<b>1,942</b>	<b>1,928</b>	<b>1,628</b>	<b>1,841</b>	<b>1,636</b>	<b>1,594</b>	<b>1,529</b>	<b>1,553</b>	<b>1,730</b>
<b>Misdemeanor Traffic Cases</b>										
Ordinance Misdemeanor Traffic (OT)	128	106	173	161	189	170	132	127	111	144
Statute Misdemeanor Traffic (ST)	599	549	470	339	431	414	361	444	444	450
<b>Total Misdemeanor Traffic Cases</b>	<b>727</b>	<b>655</b>	<b>643</b>	<b>500</b>	<b>620</b>	<b>584</b>	<b>493</b>	<b>571</b>	<b>555</b>	<b>594</b>

Source: 20th Circuit Court; 58th District Court; IT Department (AS400)

**Appendix A2**

**Ottawa County Historical Indigent Defense Caseload/Count Statistics**

**Total Counts:** Adult Felony and Misdemeanor Criminal Cases with a Court Appointed Attorney

	2008	2009	2010	2011	2012	2013	2014	2015	2016	Average
<b>Felony Criminal &amp; Traffic Cases</b>										
Felony Criminal & Traffic Cases	1,884	1,895	1,737	1,539	1,583	1,393	1,381	1,427	1,315	1,573
Felony Cases Not Bound Over to Circuit Court	887	962	898	986	893	731	816	845	855	875
<b>Total Felony Criminal &amp; Traffic Cases</b>	<b>2,771</b>	<b>2,857</b>	<b>2,635</b>	<b>2,525</b>	<b>2,476</b>	<b>2,124</b>	<b>2,197</b>	<b>2,272</b>	<b>2,170</b>	<b>2,447</b>
<b>Misdemeanor Criminal Cases</b>										
Ordinance Misdemeanor Criminal (OM)	414	364	326	276	294	213	176	172	135	263
Statute Misdemeanor Criminal (SM)	2,340	2,464	2,447	2,118	2,406	2,037	2,197	1,968	1,946	2,214
Ordinance Misdemeanor Drunk Driving (OD)	222	239	168	125	153	180	87	80	97	150
Statute Misdemeanor Drunk Driving (SD)	645	578	594	548	607	567	440	458	427	540
<b>Total Misdemeanor Criminal Cases</b>	<b>3,621</b>	<b>3,645</b>	<b>3,535</b>	<b>3,067</b>	<b>3,460</b>	<b>2,997</b>	<b>2,900</b>	<b>2,678</b>	<b>2,605</b>	<b>3,168</b>
<b>Misdemeanor Traffic Cases</b>										
Ordinance Misdemeanor Traffic (OT)	161	136	216	222	255	230	188	178	143	192
Statute Misdemeanor Traffic (ST)	886	844	642	461	574	559	502	615	687	641
<b>Total Misdemeanor Traffic Cases</b>	<b>1,047</b>	<b>980</b>	<b>858</b>	<b>683</b>	<b>829</b>	<b>789</b>	<b>690</b>	<b>793</b>	<b>830</b>	<b>833</b>

Source: 20th Circuit Court; 58th District Court; IT Department (AS400)

**Average Number of Counts Per Case:** Adult Felony and Misdemeanor Criminal Cases with a Court Appointed Attorney

	2008	2009	2010	2011	2012	2013	2014	2015	2016	Average
<b>Felony Criminal &amp; Traffic Cases</b>										
Felony Criminal & Traffic Cases	2.02	2.05	1.99	1.95	1.96	1.80	1.75	1.81	1.93	1.92
Felony Cases Not Bound Over to Circuit Court	2.89	2.89	2.90	2.66	2.54	2.60	2.62	2.53	2.52	2.68
<b>Total Felony Criminal &amp; Traffic Cases</b>	<b>2.24</b>	<b>2.27</b>	<b>2.23</b>	<b>2.18</b>	<b>2.13</b>	<b>2.02</b>	<b>1.99</b>	<b>2.02</b>	<b>2.12</b>	<b>2.13</b>
<b>Misdemeanor Criminal Cases</b>										
Ordinance Misdemeanor Criminal (OM)	1.56	1.60	1.45	1.46	1.41	1.39	1.23	1.31	1.25	1.41
Statute Misdemeanor Criminal (SM)	1.90	1.86	1.85	1.84	1.83	1.75	1.79	1.71	1.63	1.79
Ordinance Misdemeanor Drunk Driving (OD)	1.98	2.10	2.02	2.40	2.13	2.22	1.89	1.95	2.16	2.09
Statute Misdemeanor Drunk Driving (SD)	2.07	2.11	2.02	2.31	2.47	2.39	2.49	2.19	2.10	2.24
<b>Total Misdemeanor Criminal Cases</b>	<b>1.88</b>	<b>1.88</b>	<b>1.83</b>	<b>1.88</b>	<b>1.88</b>	<b>1.83</b>	<b>1.82</b>	<b>1.75</b>	<b>1.68</b>	<b>1.83</b>
<b>Misdemeanor Traffic Cases</b>										
Ordinance Misdemeanor Traffic (OT)	1.26	1.28	1.25	1.38	1.35	1.35	1.42	1.40	1.29	1.33
Statute Misdemeanor Traffic (ST)	1.48	1.54	1.37	1.36	1.33	1.35	1.39	1.39	1.55	1.42
<b>Total Misdemeanor Traffic Cases</b>	<b>1.44</b>	<b>1.50</b>	<b>1.33</b>	<b>1.37</b>	<b>1.34</b>	<b>1.35</b>	<b>1.40</b>	<b>1.39</b>	<b>1.50</b>	<b>1.40</b>

Source: 20th Circuit Court; 58th District Court; IT Department (AS400)

### Appendix A3

#### Number of Attorneys Needed for Public Defender Office

(Based on Historical Indigent Defense Caseload Statistics and National Caseload Recommended Standards)

	<b>Number of Cases with an Appointed Attorney (Average)</b>	<b>Maximum Cases Per Attorney Per Year (Recommended Standard)</b>	<b>Number of Attorney FTE Needed (Recommended Standard)</b>
Felony Criminal & Traffic Cases	1,145	150	7.63
Misdemeanor Criminal & Traffic Cases	2,324	400	5.81
<b>Total</b>	<b>3,469</b>	<b>n/a</b>	<b>13.44</b>

Source: 20th Circuit Court; 58th District Court; IT Department (AS400); NLADA Standard 13.12 Workload of Public Defenders

## Appendix A4

### Estimated Number of Staff Positions Needed for the Public Defender Office

Ottawa County Public Defender Office					Number of FTE by Public Defender Office		Muskegon County Public Defender Office (Required Experience)	Washtenaw County Public Defender Office (Required Experience)	Ottawa County Prosecutor's Office (Comparable Position & Required Experience)
Staff Position <sup>1</sup>	Classification <sup>2</sup>	Required Experience <sup>3</sup>	Rationale for Estimated Number of FTE Needed	FTE Needed	Muskegon County	Washtenaw County			
Public Defender	U14	Juris Doctor Degree, Admittance to State Bar, 10 years experience	<ul style="list-style-type: none"> <li>This position is the Department Head</li> <li>This position handles complex, sensitive, or high priority cases as well as a 25% caseload</li> </ul>	1.0	1.0	1.0	Juris Doctor Degree, Admittance to State Bar, 7 years experience	Juris Doctor Degree, Admittance to State Bar, 5 years experience	No Position
First Assistant Public Defender	U10A <sup>4</sup>	Law Degree & 10 years experience	<ul style="list-style-type: none"> <li>These are middle-management positions</li> <li>These positions handle a 75% caseload</li> <li>These positions also assist with research and oversight of continuing education</li> </ul>	2.0	0.0	2.0	No Position	Law Degree & 3-5 years related experience	<i>Senior Attorney/ Division Chief</i> Law Degree & 10 years experience
Assistant Public Defender III	U11A <sup>4</sup>	Law Degree & 6 years experience	<ul style="list-style-type: none"> <li>These positions handle a full caseload</li> <li>7.63 FTE attorney needed to handle felony cases. These positions are split between the Public Defender, First Assistant Public Defender, Assistant Public Defender III and Assistant Public Defender II</li> </ul>	3.0	2.0	n/a at this time <sup>5</sup>	Law Degree & 10 years experience	Law Degree & 6+ years experience	<i>Chief Assistant Prosecuting Attorney</i> Law Degree & 6 years experience
Assistant Public Defender II	U09	Law Degree & 2-5 years experience	<ul style="list-style-type: none"> <li>These positions handle a full caseload</li> <li>7.63 FTE attorney needed to handle felony cases. These positions are split between the Public Defender, First Assistant Public Defender, Assistant Public Defender III and Assistant Public Defender II</li> </ul>	3.0	2.0	n/a at this time <sup>5</sup>	Law Degree & 7 years experience	Law Degree & 2-5 years experience	No Position
Assistant Public Defender I	U07	Law Degree & no prior experience	<ul style="list-style-type: none"> <li>These positions handle a full caseload</li> <li>5.81 FTE attorney needed to handle misdemeanor cases</li> <li>1.0 FTE attorney needed to handle arraignment cases; there is some time available (0.3 FTE) to cover this position with the other attorney staff positions in the office</li> </ul>	6.7	8.0	n/a at this time <sup>5</sup>	Law Degree & 2 years experience	Law Degree & 0-2 years experience	<i>Assistant Prosecuting Attorney I</i> Law Degree & no prior experience
Volunteer Attorneys, Law Students, and Investigators	n/a	n/a	<ul style="list-style-type: none"> <li>The federal caseload standards were utilized to allocate paid FTEs</li> </ul>	0.0	n/a at this time <sup>6</sup>	38.0 - 48.0	n/a	n/a	n/a
Office Coordinator	U06	Bachelor's Degree & 2 years experience with legal processes	<ul style="list-style-type: none"> <li>This position is responsible for supervising all non-attorney staff in the office</li> </ul>	1.0	1.0	0.0	Associate's Degree & 2 years experience with legal firm/court	No Position	<i>Office Administrator</i> Bachelor's Degree & 2 years experience with legal processes
Legal Secretary	T09	High school graduate & 2 years experience in criminal justice or legal	<ul style="list-style-type: none"> <li>Ottawa County Prosecutor's Office has 7.0 FTE Legal Assistant I, II, III positions (adult criminal). Their 2013 caseload was 7,391 cases or 1,056 cases per Legal Assistant</li> <li>Using Ottawa County's court appointed attorney caseload statistics and the Prosecutor's Office caseload per Legal Assistant, the number of FTE needed is 3.29</li> </ul>	3.0	2.0	0.0	High school graduate & 4 years secretarial experience	No Position	<i>Legal Assistant II</i> High school graduate & 2 years experience in criminal justice or legal
<b>Total Paid Staff</b>				<b>19.70</b>	<b>16.0</b>	<b>15.0</b>			
<b>Total Volunteer Attorneys, Law Students, and Investigators</b>				<b>0.0</b>	<b>n/a<sup>6</sup></b>	<b>38.0 - 48.0</b>			
<b>Grand Total</b>				<b>19.70</b>	<b>16.0<sup>7</sup></b>	<b>53.0 - 63.0</b>			

#### Ottawa County Prosecutor's Office Adult Criminal Caseload Statistics Per Attorney

Adult Criminal Cases (2013)	Prosecuting Attorney FTEs <sup>8</sup>	Cases Per FTE
7,391	9.00	821.22

Source: Human Resources; Muskegon County Public Defender Office; Washtenaw County Public Defender Office; Ottawa County Prosecutor's Office

<sup>1</sup> These are staff positions that exist within the Muskegon and Washtenaw County Public Defender Offices

<sup>2</sup> The classification for each position was determined by the Ottawa County Human Resources Department. It was based on a review of job descriptions from Muskegon and Washtenaw County Public Defender Offices as well as a comparison to similar positions in the Ottawa County Prosecutor's Office

<sup>3</sup> Based on a review of job descriptions from Muskegon and Washtenaw County Public Defender Offices as well as a review of job descriptions for comparable positions that exist in the Ottawa County Prosecutor's Office

<sup>4</sup> Salary usually increases with classification. However, the U10A classification has a higher salary range than the U11A classification. Ottawa County Human Resources is unsure for the reasoning behind U10A having a higher salary range than U11A

<sup>5</sup> Washtenaw County Public Defender Office has a total of 12.0 FTE in the Assistant Public Defender I, II, and III positions. The Planning and Performance Improvement Department was unable to obtain the break down in the number of FTE for each position

<sup>6</sup> Muskegon County Public Defender Office utilizes interns to make jail visits, answer letters at the lawyers' direction, call family and friends of clients, and perform other duties that allow the lawyers to focus more time on the tasks that can only be completed by a lawyer

<sup>7</sup> In order to meet the caseload per attorney standards as set forth in MIDC's Standard 6, the Muskegon County Public Defender Office would be required to hire 12 more attorneys to handle criminal cases

<sup>8</sup> The Ottawa County Prosecutor's Office has 13.0 FTE attorneys on staff but they are not all assigned to handle adult criminal cases. The Prosecutor's Office estimates that 9.0 FTE attorneys on their staff handle adult felony and misdemeanor cases

## Appendix A5

### Public Defender Office

Reports to County Administrator					
Salary and Fringe Benefits	Classification	Salary and Fringe Benefits Per FTE <sup>1</sup>	Number of FTE	Annual Cost	One-Time Cost
Public Defender	U14	\$173,055	1.00	\$173,055	\$0
First Assistant Public Defender	U10A	\$160,440	2.00	\$320,880	\$0
Assistant Public Defender III	U11A	\$145,387	3.00	\$436,161	\$0
Assistant Public Defender II	U09	\$117,434	3.00	\$352,302	\$0
Assistant Public Defender I	U07	\$101,425	6.70	\$679,548	\$0
Office Coordinator	U06	\$94,455	1.00	\$94,455	\$0
Legal Secretary	T09	\$67,207	3.00	\$201,621	\$0
<b>Salary and Fringe Benefits Subtotal</b>			<b>19.70</b>	<b>\$2,258,022</b>	<b>\$0</b>
Office Expenses		Cost Per FTE <sup>2</sup>	Number of FTE <sup>3</sup>	Annual Cost	One-Time Cost
Office Supplies		\$1,200	19.70	\$23,640	\$0
Printing & Binding		\$166	19.70	\$3,270	\$0
Postage		\$1,200	19.70	\$23,640	\$0
Memberships & Dues <sup>4</sup>		\$568	15.70	\$8,918	\$0
Mileage		\$500	15.70	\$7,850	\$0
Conferences <sup>5</sup>		\$5,064	2.00	\$10,128	\$0
Training <sup>6</sup>		\$575	15.70	\$9,028	\$0
Administrative Services & IT <sup>7</sup>				\$205,389	\$0
Direct Building Expenses <sup>8</sup>				\$35,706	\$0
Insurance <sup>9</sup>				\$16,000	\$0
Computer Hardware <sup>10</sup>				\$0	\$46,336
Telephones & Networking <sup>11</sup>				\$13,711	\$14,836
<b>Office Expenses Subtotal</b>				<b>\$357,280</b>	<b>\$61,172</b>
Contractual Expenses				Annual Cost	One-Time Cost
Interpreters <sup>12</sup>				\$25,000	\$0
Experts and Investigators <sup>13</sup>				\$40,000	\$0
Office Renovations <sup>14</sup>				\$0	\$74,462
Security Cameras <sup>15</sup>				\$0	\$2,000
<b>Contractual Expenses Subtotal</b>				<b>\$65,000</b>	<b>\$76,462</b>
Private Conflict Attorneys				Annual Cost	One-Time Cost
Private Conflict Attorney Cost <sup>16</sup>				\$43,621	\$0
Training for Private Conflict Attorney Cost <sup>17</sup>				\$5,750	\$0
<b>Total Cost</b>				<b>\$2,729,672</b>	<b>\$137,634</b>

Source: Human Resources; 20th Circuit Court; 58th District Court; Fiscal Services; IT Department; Facilities Maintenance Department

<sup>1</sup> The salary and fringe benefits reflect 2019 estimates. They were determined by Ottawa County Human Resources using 2017 rates and annual percent increases

<sup>2</sup> The Cost Per FTE was estimated by 20th Circuit Court using budgeted amounts for the Circuit Court Trial Division as a baseline since similar noticing requirements and office supplies would be required

<sup>3</sup> Office Supplies, Printing & Binding, and Postage expenses are applicable to all Department staff. Memberships & Dues, Mileage, Conferences, and Training expenses are applicable to Department staff who are attorneys

<sup>4</sup> The cost of Memberships & Dues is estimated for the following organizations: Michigan Bar Association; American Bar Association; Ottawa County Bar Association; Michigan State Appellate Defender Office; National Association for Public Defense; and the Criminal Defense Association of Michigan

<sup>5</sup> The cost of Conferences is estimated for the NLADA Fall Conference and the NLADA/ABA Equal Justice Conference. Only two senior attorneys will attend each conference, and they will share materials with other attorneys following each conference

<sup>6</sup> The cost of Trainings is estimated to include basic skills acquisition for entry level attorneys, 20 hours of in-house training provided by experienced public defenders, and an ICLE subscription to ensure all attorneys have access to updated resources and online training

<sup>7</sup> This cost was prepared by MGT Consulting Group and Ottawa County Fiscal Services. See Appendix A6 and A7 for further detail

<sup>8</sup> See Appendix A8 for further detail

<sup>9</sup> This includes general liability insurance through Ottawa County's Insurance Authority. The estimate was provided by Fiscal Services based on 19.7 FTEs in the Public Defender's office. This cost is comparable to the Prosecuting Attorney's office.

<sup>10</sup> Calculation is provided in the table in Appendix A9. Although computer hardware expenses are listed as one-time cost, Ottawa County utilizes a 4-6 year replacement schedule that varies based on the type of hardware.

<sup>11</sup> Calculation is provided in the table in Appendix A10 and A11

<sup>12</sup> Interpreter expenses are necessary to bring Ottawa County's defense delivery system into compliance with the Standard 3 as set forth and defined by the MID Commission. Since such expenses are in excess of Ottawa County's calculated and approved local share, it must be funded by the state pursuant to the MIDC Act. See Appendix A12 for further detail

<sup>13</sup> The cost is estimated at \$20,000 per year for each Court (58th District Court and 20th Circuit Court) using budgeted amounts for 2018

<sup>14</sup> See Appendix A13-A17 for further detail

<sup>15</sup> Muskegon County Public Defender Office utilizes a security camera at the entrance of their office. This cost was estimated by the Ottawa County Facilities Maintenance Department. The total cost is \$1,000 per location for the camera and installation

<sup>16</sup> The calculation is provided in Appendix A18.

<sup>17</sup> Based on a roster of 10 conflict attorneys multiplied by the training expenses (\$575) per attorney

## Appendix A6

### Administrative Services & IT

	Prosecuting Attorney <sup>1</sup>	Prosecuting Attorney Victims Rights <sup>1</sup>	9-Month Cost <sup>2</sup>	12-Month Calculated Cost <sup>2</sup>
<b>Administrator</b>				
Administration <sup>3</sup>	\$20,126	\$2,322	\$22,448	\$29,931
<b>Fiscal Services</b>				
Accounts Payable <sup>3</sup>	\$8,853	\$1,021	\$9,874	\$13,165
General Ledger/Budget <sup>3</sup>	\$19,068	\$2,200	\$21,268	\$28,357
Purchasing <sup>3</sup>	\$3,908	\$451	\$4,359	\$5,812
<b>County Treasurer</b>				
Accounting General Fund <sup>4</sup>	\$952	\$72	\$1,024	\$1,365
<b>Corporate Counsel</b>				
Corporate Counsel Services <sup>3</sup>	\$5,708	\$659	\$6,367	\$8,489
<b>Human Resources</b>				
Personnel/Payroll Management <sup>3</sup>	\$18,054	\$2,083	\$20,137	\$26,849
Physical/Advertising <sup>5</sup>	\$337	\$168	\$505	\$673
<i>Administrative Services - Prosecuting Attorneys Office</i>				<b>\$114,643</b>
<i>Administrative Services Per FTE - Prosecuting Attorneys Office<sup>6</sup></i>				<b>\$3,953.20</b>
<b>Administrative Services Subtotal - Public Defender Office<sup>7</sup></b>				<b>\$77,878</b>
<b>Innovation &amp; Technology (IT)</b>				
Technology and Infrastructure <sup>3</sup>	\$21,676	\$2,501	\$24,177	\$32,236
Application and Data <sup>3</sup>	\$31,032	\$3,581	\$34,613	\$46,151
Users Services <sup>8</sup>	\$19,877	\$0	\$19,877	\$26,503
Imaging (OnBase) <sup>9</sup>	\$27,454	\$0	\$27,454	\$36,605
MICA <sup>3</sup>	\$23,147	\$2,671	\$25,818	\$34,424
<i>IT - Prosecuting Attorneys Office</i>				<b>\$175,919</b>
<i>IT Per FTE - Prosecuting Attorneys Office<sup>6</sup></i>				<b>\$6,066.16</b>
<b>IT Subtotal - Public Defender Office<sup>7</sup></b>				<b>\$119,503</b>
<b>Facilities Administration</b>				
CMH Building <sup>10</sup>			\$3,956	\$5,275
DHHS Building <sup>10</sup>			\$2,050	\$2,733
<b>Total Cost</b>				<b>\$205,389</b>

Source: MGT Consulting Group and Ottawa County Fiscal Services Department

<sup>1</sup> Actual expenses for the Prosecuting Attorney's office were utilized to determine the estimated cost for the Public Defenders Office.

<sup>2</sup> The Cost Allocation Plan that MGT Consulting Group prepared for Ottawa County was based on 9-months of data. This was because Ottawa County was switching Fiscal Years from a 1/1 start to a 10/1 start. As a result, the 9-month rate has been increased to 12-months to show annual data.

<sup>3</sup> These expenses are allocated based on the number of FTE per department.

<sup>4</sup> These expenses are allocated based on the number of general fund credit transactions per department.

<sup>5</sup> These expenses are allocated based on the number of new hires per department.

<sup>6</sup> Based on 29.0 FTE in the Prosecuting Attorney's office.

<sup>7</sup> Calculated by multiplying the cost per Prosecuting Attorney FTE by 19.7 FTE in the Public Defenders office.

<sup>8</sup> These expenses are allocated based on the number of devices per department.

<sup>9</sup> These expenses reflect direct costs per department.

<sup>10</sup> Based on actual expenses of each building and the square footage that will be utilized by the Public Defender Office.



## Appendix A7

### MIDC Compliance Plan Cost Allocation Language

The cost analysis for this compliance plan includes an estimate of the administrative costs associated with the requirements of MIDC Standards 1-4. These costs (administrative and IT) were prepared by MGT Consulting Group, the County's cost allocation consultant, and were based on the current and projected level of activity and funding by the MIDC and 2016 administrative costs, the most recently available audited costs. This cost allocation plan has been prepared in compliance with 2 CFR Part 200 Uniform Administrative Requirements Cost Principles, which requires that the costs be allocated uniformly across all departments and programs, including state and federal grants. While a portion of this activity (i.e., issuing checks to contracted attorneys) was previously included in another cost center (i.e., circuit or district courts), it was minimal because it was associated with contractors. The mandated creations of a separate program and special revenue fund for indigent defense requires that all activity for administration and implementation be identified as part of that program and considered in the cost allocation methodology. The indigent defense function also increases the cost considerably since a large portion of the cost is new and associated with full-time employees who will require office space, computer equipment and administrative support. Ottawa County's cost allocation plan includes depreciation, but this has been removed from the indigent defense function as requested.

The administrative and IT costs associated with the Ottawa County indigent defense delivery system include the County Administrator's Office, Fiscal Services, Purchasing, Facilities, the Treasurer's Office, and IT. Activity from these offices, which directly relate to the implementation of the MIDC standards with a State grant include, but are not limited, to the following:

- Contract review (legal)
- Accounting (cash disbursement preparation, including vouching, editing, account code review, and invoice entry into computer system)
- Banking (revenue and expense transaction tracking)
- Payroll (editing, balancing, withholdings processing, and master file maintenance)
- Budget control (monitoring to insure actual revenues and expenditures are within limits)
- Grant management
- Auditing
- Personnel services (employee hiring and benefit administration)
- Purchasing (bidding and vendor negotiations)
- Facilities administration
- IT (computer and server support, data processing, and software/application maintenance)

It should also be noted that the current activities of the District and Circuit Courts that will remain as activities of those staff are not included. Only the costs of central administrative departments which are

directly related to the indigent defense program and attributable to its implementation and administration via the cost allocation formula to the program are included.

As stated in the Compliance Plan, all costs are estimated, and annually reviewed and adjusted after audit. Any adjustments due to over- or under-estimation are accounted for in the subsequent year, so that only actual expenses are charged. In an effort to provide the MIDC a more accurate estimate, and to reflect the changes requested by the MIDC (e.g., accounting for the administrative services and IT expenses) Ottawa County submitted the cost analysis to its consultant and asked for a more detailed breakdown (attached). This detailed breakdown uses actual expenses for the Prosecuting Attorney's office and is an acceptable model that is used under the IVD grant to support the Prosecuting Attorney's office.

## Appendix A8

### Direct Building Expenses

	Total Square Footage of Building	Square Footage for Public Defender's Office	% of Building Used by Public Defender	FY 2018 - 6-Month Actual Cost <sup>1</sup>	12-Month Calculated Cost	12-Month Calculated Cost for Public Defender <sup>2</sup>
CMH Building	9,763	3,657	37.5%	\$31,357	\$62,714	\$23,491
DHHS Building	40,549	2,310	5.7%	\$107,206	\$214,412	\$12,215
<b>Total Cost</b>						<b>\$35,706</b>

Source: Ottawa County Fiscal Services Department

<sup>1</sup> Includes cost for utilities, insurances, and maintenance.

<sup>2</sup> Calculated by multiplying the 12-month cost for the entire building by the percentage of that building's space that will be occupied by the Public Defenders Office.

## Appendix A9

### Computer Hardware

	Number of Units	Cost Per Unit (Annual)	Cost Per Unit (One-Time)	Annual Cost	One-Time Cost <sup>1</sup>
Computers <sup>2</sup>	20	\$0	\$1,120	\$0	\$22,400
Monitors <sup>3</sup>	20	\$0	\$400	\$0	\$8,000
Printers <sup>4</sup>	2	\$0	\$820	\$0	\$1,640
OnBase Scanners <sup>5</sup>	2	\$0	\$910	\$0	\$1,820
Digital Copier & Scanner <sup>6</sup>	2	\$0	\$6,238	\$0	\$12,476
<b>Total Cost</b>				<b>\$0</b>	<b>\$46,336</b>

Source: Ottawa County IT Department

<sup>1</sup> Although computer hardware expenses are listed as one-time cost, Ottawa County has the following replacement schedule: computers, monitors, and printers replaced every 4 years; OnBase scanners replaced every 5 years; and digital copiers & scanners replaced every 6 years.

<sup>2</sup> This is the cost for laptop computers and docking stations. Each employee will have a unit.

<sup>3</sup> This is the cost for a dual monitor setup for each workstation. Each employee will have a unit.

<sup>4</sup> This is the cost for a large HP network high volume printer. Each Public Defender office location will have a unit.

<sup>5</sup> This is the cost for a small desktop scanner for the OnBase system. Ottawa County's court system utilizes OnBase for digital case processing. Each Public Defender office location will have a unit.

<sup>6</sup> This is the cost for a Toshiba e-studio 3505AC digital copier & scanner. Each Public Defender office location will have a unit.

## Appendix A10

### Telephone & Networking Expenses

	Number of Units	Cost Per Unit (Annual)	Cost Per Unit (One-Time)	Annual Cost	One-Time Cost
<b>Hardware</b>					
Cisco 8841 Phones <sup>1</sup>	12	\$0	\$301	\$0	\$3,612
Cisco IP Conference Phones <sup>2</sup>	2	\$0	\$587	\$0	\$1,174
Cisco 24-port POE switch <sup>3</sup>	2	\$0	\$4,311	\$0	\$8,622
<b>Hardware Subtotal</b>				<b>\$0</b>	<b>\$13,408</b>
<b>Software</b>					
Cisco 8841 Phone Licenses <sup>4</sup>	12	\$50	\$102	\$600	\$1,224
Cisco IP Conference Phone Licenses <sup>5</sup>	2	\$50	\$102	\$100	\$204
Cell Phone Stipend <sup>6</sup>	3	\$600	\$0	\$1,800	\$0
Sophos (cell phones) <sup>7</sup>	3	\$25	\$0	\$75	\$0
<b>Software Subtotal</b>				<b>\$2,575</b>	<b>\$1,428</b>
<b>Network</b>					
Network <sup>8</sup>	24	n/a	n/a	\$11,136	\$0
<b>Network Subtotal</b>				<b>\$11,136</b>	<b>\$0</b>
<b>Total Cost</b>				<b>\$13,711</b>	<b>\$14,836</b>

Source: Ottawa County IT Department; Fiscal Services Department

<sup>1</sup> This is the cost to purchase and install office phones. Each office will have an office phone.

<sup>2</sup> This is the cost to purchase and install a conference room phone. Each Public Defender office location will have a conference room with a phone.

<sup>3</sup> This is the cost to purchase and install the networking equipment that is required to operate telephones and computers. Each Public Defender office location will require this networking hardware.

<sup>4</sup> This is the cost for office phone licenses. Each license has a one-time cost and then an annual maintenance cost after the first year. Each office will have an office phone.

<sup>5</sup> This is the cost for conference room phone licenses. Each license has a one-time cost and then an annual maintenance cost after the first year. Each Public Defender office location will have a conference room phone.

<sup>6</sup> The County provides a \$50 per month stipend to employees who utilize their personal cell phones for business purposes. Three (3) employees in the Public Defender's office will utilize this stipend; this was based on the percent of employees in the Prosecuting Attorney's office who utilize the stipend.

<sup>7</sup> This is the cost for mobile device management software that stores County contacts, email, and calendar information in a secure folder on personal cell phones that are utilized for business purposes. Three (3) employees in the Public Defender's office will utilize personal cells phones for business purposes.

<sup>8</sup> This cost was prepared by Ottawa County Fiscal Services Department. See Appendix A11 for further detail

## Appendix A11

### Phone Networks

	Total Phone Units	Units for Public Defender's Office	% of Units Used by Public Defender	FY 2018 - 7-Month Actual Cost <sup>1</sup>	12-Month Calculated Cost	12-Month Calculated Cost for Public Defender <sup>2</sup>
CMH Building	238	12	5.0%	\$26,545	\$45,506	\$2,294
DHHS Building	343	12	3.5%	\$19,559	\$33,530	\$1,173
Overhead (County Phone Network)	1,164	24	2.1%	\$216,943	\$371,902	\$7,668
<b>Total Cost</b>						<b>\$11,136</b>

Source: Ottawa County Fiscal Services Department

<sup>1</sup> Includes cost for county personnel who maintain the county's phone and telecom network that operates all phones and computers in the County.

<sup>2</sup> Calculated by multiplying the 12-month cost by the percentage of units that will be used by the Public Defenders Office.

## Appendix A12

### Interpreter Expenses:

Pursuant to the MIDC Act, any local legal defense delivery system shall be reimbursed by the state if their compliance expenditures exceed the local share. Specifically, MCL 780.993 provides:

6) Except as provided in subsection (8), an indigent criminal defense system (or local legal defense system) shall maintain not less than its local share. *If the MIDC determines that funding in excess of the indigent criminal defense system's share is necessary in order to bring its system into compliance with the minimum standards established by the MIDC, that excess funding shall be paid by this state.* The legislature shall appropriate to the MIDC the additional funds necessary for a system to meet and maintain those minimum standards, which funds shall be provided to indigent criminal defense systems through grants as described in subsection (7).

*(7) An indigent criminal defense system shall not be required to provide funds in excess of its local share.* The MIDC shall provide grants to indigent criminal defense systems to assist in bringing the systems into compliance with minimum standards established by the MIDC.

Furthermore, MIDC Standard 3 (Investigators and Experts), requires that counsel conduct an independent investigation of the charges as promptly as practicable, request the assistance of experts where it is reasonably necessary to prepare the defense and rebut the prosecution's case. In these circumstances, reasonable requests must be funded and there is a continuing duty to evaluate a case for appropriate defense investigations or expert assistance. MIDC Commission's comments to Standard 3 states, *"Expected increased costs from an increase in investigations and expert use will be tackled in compliance plans."*

Given the large non-English speaking population in Ottawa County, it is critical that the Ottawa County Public Defender's Office have robust services available to successfully facilitate the attorney-client relationship between the public defense attorney and defendants. This necessarily includes access to interpreters. Moreover, providing the Ottawa County Public Defender's Office with their own budget to obtain an interpreter is a necessary component of making sure there is full communication and understanding between witnesses, investigators, defendants and the public defense attorneys. For example, a defense hired expert witness or investigator may need to employ the services of an interpreter to communicate with people necessary to complete a full investigation to provide an adequate defense. This is a very different issue from the access to courts requirement which would fall under the Court's financial responsibility as identified in case law, statute and court rules.

Therefore, since interpreter expenses are necessary in order to bring Ottawa County's defense delivery system into compliance with the Standard 3 as set forth and defined by the MIDC Commission and such expenses are in excess of Ottawa County's calculated and approved local share, it must be funded by the state pursuant to the MIDC Act.

## Appendix A13

### Office Renovations

The Public Defender Office will be located in two office locations—the Community Mental Health (CMH) building in Grand Haven and the Department of Health and Human Services (DHHS) building in Holland. Two office locations were selected because Ottawa County’s indigent defense caseload is spread out between the courts located in the northern and southern halves of the county. The Prosecuting Attorney’s office operates with two office locations in order to effectively serve the courts that are located in Grand Haven, Holland, and Hudsonville.

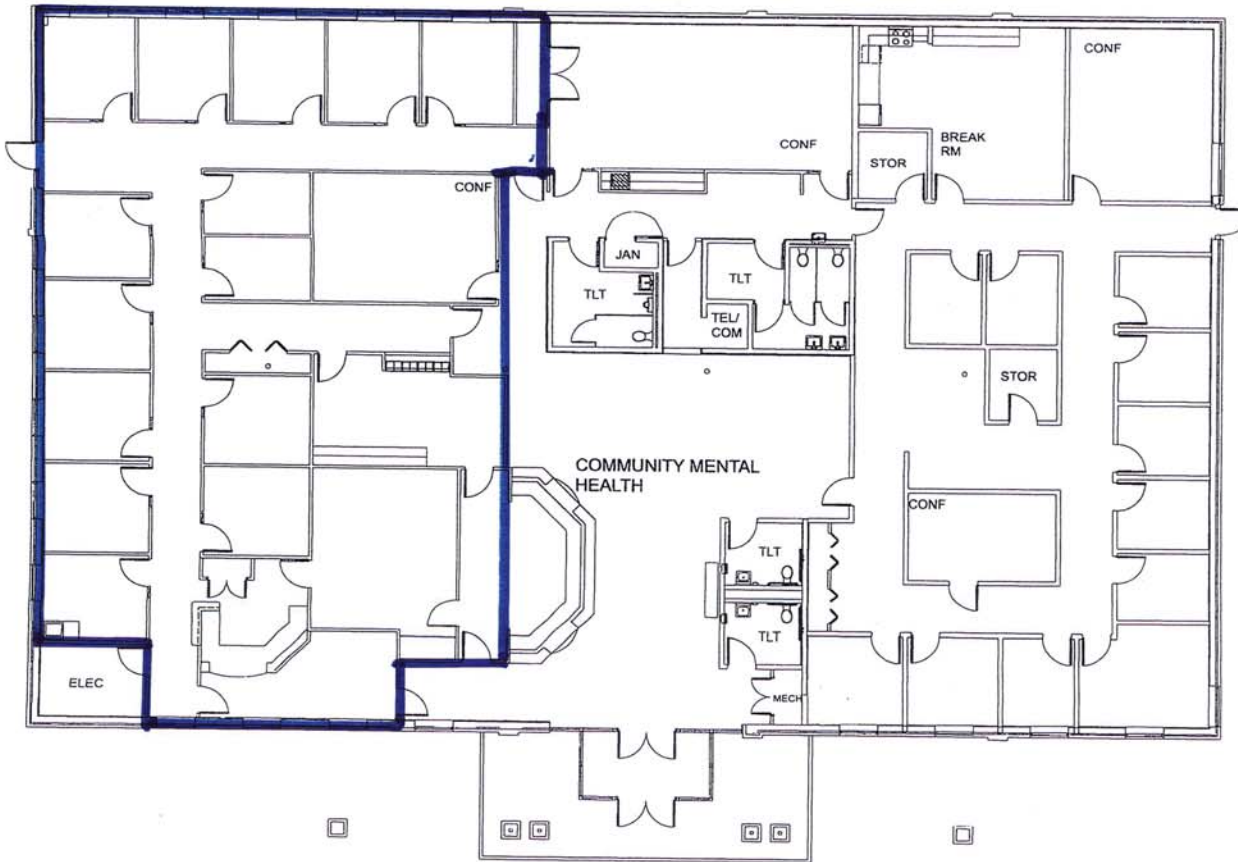
Both Public Defender Office locations are outside of the courthouse buildings. Ottawa County has been informed that the indigent defense population that would be served by the Public Defender Office may feel more comfortable seeking legal services if they do not have to go through security at the courthouse.

Twenty (20) staff members, working an equivalent of 19.7 FTE hours, will require office space at the two office locations. Since the Public Defender Office has one Public Defender and one Office Coordinator, it is likely that these staff members will need to spend time at each location. As a result, each office location will require extra office space to accommodate the staff who may “float” between the two office locations. In addition, extra office space will be needed in each location to accommodate experts and investigators. Each office location will also include a conference room space that can be utilized for meetings. Ottawa County’s proposal is to have 14 offices at the CMH building and 11 offices at the DHHS building to accommodate the Public Defender Office staff members, “floating” staff members, as well as experts and investigators. Please refer to Appendix A14 and Appendix A15 for the building footprints of each office location. The building area outlined in blue is the proposed location of the Public Defender Office.

The offices in each location are constructed. However, the DHHS building will require office furniture (work surfaces, drawers, cabinets, shelves, and chairs) in each office. In addition, the County is submitting for cost to upgrade the CMH building’s office furniture which is currently very old. A quote from Interphase Interiors was obtained to outfit a single office at \$2,578.48 per office (see Appendix A16) and the installation cost for office furniture (\$400) was provided in an email from Interphase Interiors (see Appendix A17). The total cost to outfit and update the office furniture at both office locations is \$74,462.



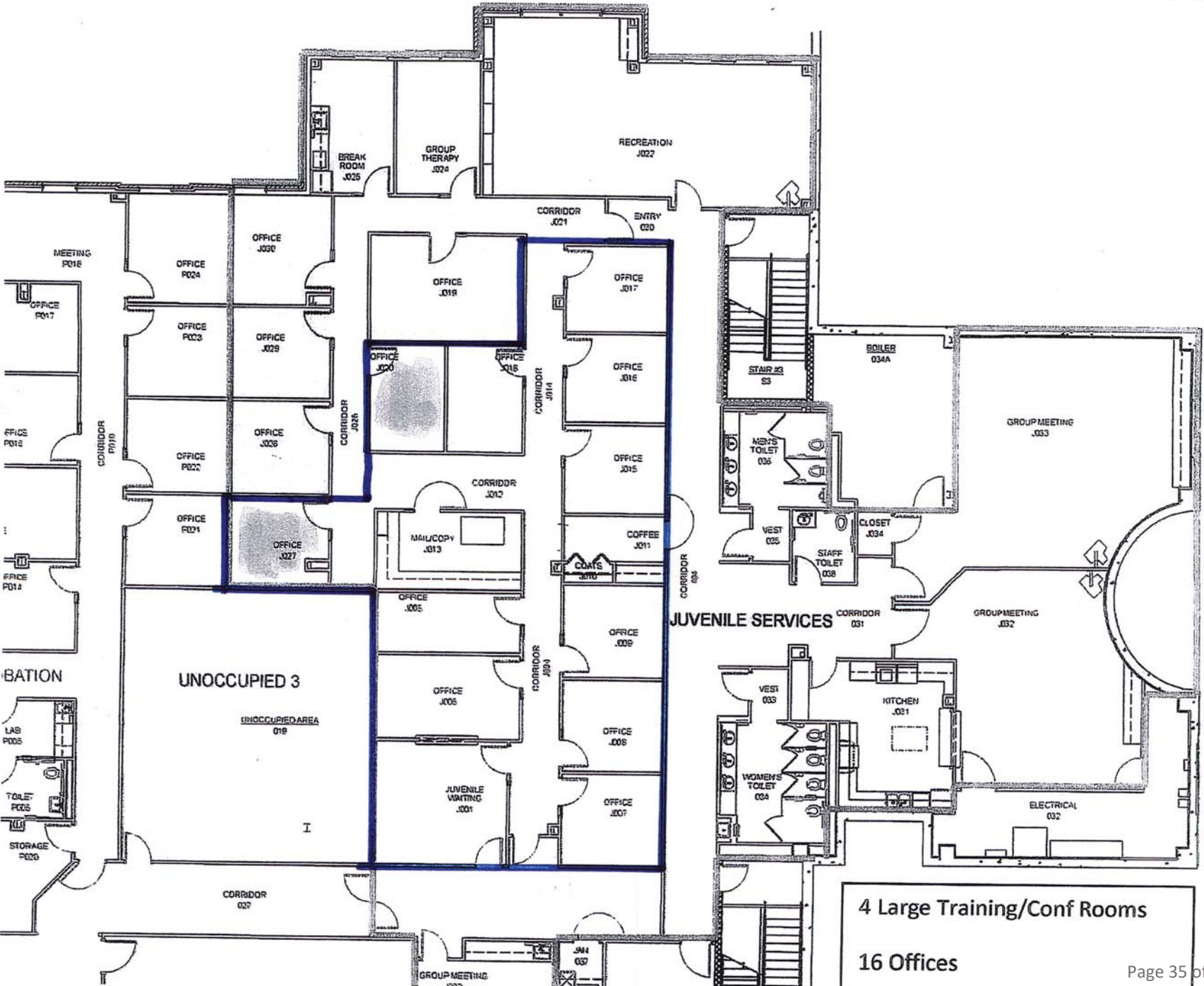
# Fulton St.



BUILDING STATISTICS	
DEPARTMENT	SQ. FOOTAGE
COMMUNITY MENTAL HEALTH	3902
DEPARTMENT SUBTOTAL 3902	
COMMON AREAS	SQ. FOOTAGE
CONFERENCE ROOMS	1287
BREAK ROOM	362
CIRCULATION & OTHER	4212
COMMON AREAS SUBTOTAL 5861	
<b>BUILDING TOTAL 9763</b>	

OTTAWA COUNTY  
 HUMAN SERVICES  
 1111 FULTON AVENUE  
 GRAND HAVEN, MICHIGAN

Appendix A15 - DHHS Building



4 Large Training/Conf Rooms

16 Offices

Interphase Interiors

3036 Eastern Avenue SE

Grand Rapids, MI 49508

Phone: 616-245-0800 Fax: 616-245-3974

Quote #



INTERPHASE  
INTERIORS

**Sold To:**

**Ship To:**

Contact:

Phone:

Contact:

Phone:

**Karen**

Sales Person:

Item	Qty.	Product	Price	
			Unit	Extended
<b>KAREN</b>				
1	1	SCT-20-4115 Very Task Chair,Fab Seat,Mesh Bk,Hgt Adj Arms, Plstc Bse Hd Ctrs,Bk Lk, W/Lum,	\$336.50	\$336.50
KAREN	SEATING		(3A) ,3A-33 (MS) ,MS-FM ,TR-F ,TR-F ,TR-F	TELLURE TELLURE - MIAMI, GRADE A VERY TASK MESH VERY TASK MESH - SNOW, GRADE A BLACK, GRADE A BLACK, GRADE A BLACK, GRADE A
2	2	SCS-24-01E Very Side Enhanced,Fab Seat,Perforated Bk,Armless,Hd Csts,	\$127.78	\$255.56
KAREN	SEATING		(3A) ,3A-33 ,TR-FM ,TR-F ,TR-F	TELLURE TELLURE - MIAMI, GRADE A SNOW, GRADE A BLACK, GRADE A BLACK, GRADE A
3	1	WUAR-5400-PH Worksurface Reinforcement Channel 54In Width	\$5.90	\$5.90
KAREN	ACCESSORI ES			

Appendix A16

Item	Qty.	Product	Price	
			Unit	Extended
4	1	KUHS-0000-H Belong,Access,Hanging Sorter	\$22.26	\$22.26
KAREN	ACCESSORIES	Accessory Surface Color	,TR-FM	SNOW GRD A
5	2	ZZFS-2400-LNEJ Worksurface Support Panel, Compose, 24In.W,Lam,3mm Edgeband Top	\$48.65	\$97.30
KAREN	WORKSURFACES		,H-WL ,HP-WL	LINEN, GRADE A LINEN, GRADE A
6	2	ZUBF-0000-PN Flush Mount Plate	\$3.35	\$6.70
KAREN	WORKSURFACES			
7	1	WURA-2490-LJSC Worksurface, Rect,24Dx90W,Lam,Edgeband,Std Core,No Cbl Mgt,	\$94.73	\$94.73
KAREN	WORKSURFACES		,H-WL ,HP-WL	LINEN, GRADE A LINEN, GRADE A
8	1	WURA-2439-LJSA Worksurface, Rect,24Dx39W,Lam,Edgeband,Std Core,Notched	\$45.88	\$45.88
KAREN	WORKSURFACES		,H-WL ,HP-WL	LINEN, GRADE A LINEN, GRADE A
9	1	TA0M-1354-LF Planes,Modesty Panel,13InX54In,Lam,Full	\$75.47	\$75.47
KAREN	TABLES	Modesty Surface Color Modesty Trim Color	,H-WL ,HP-WL	LINEN GRD A LINEN GRD A

Appendix A16

Item	Qty.	Product	Price	
			Unit	Extended
10	1	TVRA-2970-LJSNTV Hop,Table,Rt,Lam,29"x70",Eb3,Std,Co:none,T,Eadjdls,Gld	\$688.75	\$688.75
KAREN	TABLES	Worktop Surface Color Worktop Edge Color-Users Edge Base Color 1A	,H-WL ,HP-WL ,TR-E	LINEN GRD A LINEN GRD A SMOKE GRD A
11	1	JPAH-24-SJ X Series,Pedestal,Attached,B/B/F,24"D,PtdDrwFrt, Stl Lkrl,J Pull	\$130.34	\$130.34
KAREN	LOWER STORAGE		,TR-E ,LR-BP	SMOKE, GRADE A CHROME, GRADE A
12	1	JLPD-0230-SJA X Series,27.5"H x 30"W,Lateral File,File,Ptd Drawer Front,Proud,Ptd Lock Bar,Attached,J Pull,Glides	\$177.37	\$177.37
KAREN	LOWER STORAGE		,TR-E ,LR-BP	SMOKE, GRADE A CHROME, GRADE A
13	1	J2BB-6424-SS1R X Series PST,BCase,64.5Hx24Wx24D,B/B/F,Valet,RH,PtdDwr,Ptd/StlDr,Ellipse Pull,Reg Top,Glide	\$521.82	\$521.82
KAREN	LOWER STORAGE		,TR-E ,TR-E ,LR-BP	SMOKE, GRADE A SMOKE, GRADE A CHROME, GRADE A
14	2	KUSH-0408-H Belong,Acces,Mini Shelf 4In.D X 8In.W	\$8.18	\$16.36
KAREN	ACCESSORIES	Accessory Surface Color	,TR-FM	SNOW GRD A
15	1	KUAF-1660 Tackboard,Wall-Mounted,Universal 16In. X 60In.	\$43.38	\$43.38
KAREN	ACCESSORIES		(3V) ,3V-MR	REVERB REVERB - MURMUR, GRADE B

## Appendix A16

Item	Qty.	Product	Price	
			Unit	Extended
16	1	KUPY-1660 Slat Tile,Wall-Mount,Adaptable 16In. X 60In.	\$60.16	\$60.16
KAREN	ACCESSORI ES		,TR-1J	SKY BLUE, GRADE B

Subtotal for: KAREN

**\$2,578.48**

**Sub Total: \$2,578.48**

**Tax:**

**Total: \$2,578.48**

**Approval and Date:** \_\_\_\_\_

**A 50% DEPOSIT IS REQUIRED AT THE TIME OF ORDER ENTRY. THANK YOU!**

Quote is valid for 30 days.

**Shannon Virtue**

---

**From:** Shannon Virtue  
**Sent:** Monday, May 14, 2018 10:32 AM  
**To:** Shannon Virtue  
**Subject:** FW: Private Offices

---

**From:** Trisha Harp [<mailto:trisha@interphaseinc.com>]  
**Sent:** Monday, May 14, 2018 10:26 AM  
**To:** Richard Vandekerkhoff  
**Subject:** Private Offices

Hi Rich,  
The budgetary pricing for one private office is going to be approx. 2600.00 on top of that please add an 400.00 charge as well for install per office. Let me know if you have any questions. Thanks!

**Trisha Harp**  
Sales & Design Account Executive  
c: 616-843-6989 | e: [trisha@interphaseinc.com](mailto:trisha@interphaseinc.com)  
3036 Eastern Ave. SE Grand Rapids MI 49508 | 616.245.0800  
[Interphaseinc.com](http://Interphaseinc.com)



We believe that great people and great workspaces inspire great culture.

## Appendix A18

### Estimated Annual Cost to Appoint Conflict Attorneys for the Public Defender Office

	Average Number of Cases with a Court Appointed Attorney <sup>1</sup>	Estimated Number of Cases with a Conflict <sup>2</sup>	2012			Estimated Annual Cost to Appoint Conflict Attorneys <sup>3</sup>
			Cost of Court Appointed Attorneys	Total Cases with a Court Appointed Attorney	Average Cost per Court Appointed Attorney Case	
Felony Criminal & Traffic Cases	818	46	\$532,332	808	\$658.83	\$30,306
Felony Cases Not Bound Over to Circuit Court	327	18	\$913,535	2,813	\$324.75	\$5,846
Misdemeanor Criminal & Traffic Cases	2,324	23	\$913,535	2,813	\$324.75	\$7,469
<b>Total</b>		<b>87</b>				<b>\$43,621</b>

Source: 20th Circuit Court; 58th District Court; Muskegon County Public Defender Office

<sup>1</sup> Based on actual caseload from 2008-2016

<sup>2</sup> Conflict cases arise when an attorney from the Public Defender Office has represented a co-defendant or an adversary in a case. In these instances, an attorney who does not work in the Public Defender Office will be assigned to the case. The estimates are based on conflict case data obtained from the Muskegon County Public Defender Office. In Muskegon County, they estimate that 5.6% of felony cases (100 out of 1,800) and 1.0% of misdemeanor cases (50 out of 4,800) in the Public Defender's Office are conflict cases

<sup>3</sup> Calculated by multiplying the *Estimated Number of Cases with a Conflict* by the *Average Cost per Court Appointed Attorney Case* from 2012



## Appendix A19

### Compliance Planning Cost

Compliance Planning Team Member	Hourly Salary and Fringe Benefits	Number of Hours	Total Cost	Explanation
Kevin Bowling	\$80.56	44.50	\$3,584.92	Attended 7 Ottawa County Indigent Defense Meetings, drafted meeting agendas, wrote and edited Compliance Plan
Lori Catalino	\$64.20	18.00	\$1,155.60	Attended 6 Ottawa County Indigent Defense Meetings, District Court and Judges' meetings and the Indigent Defense Portal Meeting
Jennell Challa	\$54.07	7.50	\$405.53	Attended 4 Ottawa County Indigent Defense Meetings and the Indigent Defense Portal Meeting
Kristie Keltie	\$38.35	7.50	\$287.63	Attended 4 Ottawa County Indigent Defense Meetings and the Indigent Defense Portal Meeting
Sheri Lankheet	\$35.84	13.50	\$483.84	Attended 5 Ottawa County Indigent Defense Meetings, Indigent Defense Portal Meeting and completed additional research and follow up
Andrea Reenders	\$33.58	10.00	\$335.80	Attended 2 Ottawa County Indigent Defense Meetings, completed meeting preparation and follow up
Rebecca Rowden	\$49.36	4.50	\$222.12	Attended 3 Ottawa County Indigent Defense Meetings
Paul Sachs	\$69.14	4.00	\$276.56	Attended 2 Ottawa County Indigent Defense Meetings and an internal PPID meeting
Alan Vanderberg	\$112.58	12.00	\$1,350.96	Attended 5 Ottawa County Indigent Defense Meetings and meetings with Kevin Bowling, Court Administrator
Shannon Virtue	\$49.79	48.50	\$2,414.82	Attended 5 Ottawa County Indigent Defense Meetings, internal meetings, the MIDC webinar as well as gathered data for and created the cost tables for the Public Defender Office
			<b>\$10,518</b>	

Source: 20th Circuit Court; 58th District Court; Planning and Performance Improvement Department, Ottawa County Administrator

# Action Request



<b>Committee:</b>	Board of Commissioners
<b>Meeting Date:</b>	08/28/2018
<b>Requesting Department:</b>	Human Resources
<b>Submitted By:</b>	Marcie Ver Beek
<b>Agenda Item:</b>	Officer and Employee Delegate for the MERS Annual Meeting

## Suggested Motion:

To approve the nomination of Taci Casey as Officer Delegate and Zachary VanOsdol as Alternate Officer Delegate; Steven Namenye as Employee Delegate and Antonio Romanelli as Alternate Employee Delegate to the MERS Annual Meeting to be held October 4-5, 2018, in Grand Rapids, MI.

## Summary of Request:

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

## Financial Information:

Total Cost: \$350.00	General Fund Cost: \$350.00	Included in Budget:	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
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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:** Goal 4: To Continually Improve the County's Organization and Services.  
Goal 2: To Contribute to the Long-Term Economic, Social and Environmental Health of the County.

**Objective:** Goal 4, Objective 3: Maintain and expand investments in the human resources and talent of the organization.  
Goal 2, Objective 1: Consider initiatives that contribute to the economic health and sustainability of the County and its' residents.

**Administration:**  Recommended  Not Recommended  Without Recommendation  
County Administrator: *Alan S. Vandenbergh*

Committee/Governing/Advisory Board Approval Date: 08/23/2018 Finance and Administration Committee



**Municipal Employees' Retirement System of Michigan**  
1134 Municipal Way • Lansing, MI 48917  
800.767.MERS (6377) • Fax: 517.703.9707  
www.mersofmich.com

## 2018 Officer and Employee Delegate Certification Form

MERS 72<sup>nd</sup> Annual Conference | October 4–5, 2018 | Amway Grand Plaza Hotel, Grand Rapids, MI

Please print clearly • Upload with registration and retain a copy for your records

**IMPORTANT:** A **voting delegate registered** to attend the **MERS Retirement Conference** is **NOT** confirmed to have voting rights until this form has been received by MERS.

The voting delegate representative must be a MERS member, defined as an **active employee on payroll** who is enrolled in either a MERS Defined Benefit Plan, Defined Contribution Plan or Hybrid Plan.

**If you are NOT attending the MERS Annual Conference, you do not need to submit this form.**

### 1. Officer (and alternate) delegate information

The officer delegate (or alternate) shall be a MERS member who holds a department head position or above, exercises management responsibilities, and is directly responsible to the legislative, executive, or judicial branch of government.

Officer Delegate name

Taci Casey

Officer Alternate name

Zachary VanOsdol

Officer delegate and alternate listed above were appointed to serve at the 2018 MERS Annual Conference by official action of the governing body (or chief judge for a participating court) on August 28, 2018.

### 2. Employee (and alternate) delegate information

The employee delegate (or alternate) shall be an employee member who is not responsible for management decisions, receives direction from management and, in general, is not directly responsible to the legislative, executive, or judicial branch of government.

Employee Delegate name

Steven Namenye

Employee Alternate name

Antonio Romanelli

Employee delegate and alternate listed above were elected to serve at the 2018 MERS Retirement Conference by secret ballot election conducted by an authorized officer on July 18-30, 2018.

### 3. Certification

**NOTE:** Certification should be signed by a member of the governing body or chief administrative officer, or the chief judge for a participating court.

I certify that the officer delegate and alternate selections are true and correct, and the secret ballot election results for the employee delegate and alternate are true and correct.

Employer/municipality name\*

County of Ottawa

Municipality number\*

7003

Email address

zvanosdol@miottawa.org

Employer address

12220 Fillmore Street, Room 359

Employer city

West Olive

Employer state

MI

Employer zip code

49460

Signature of authorized authority\*

Printed name

Gregory DeJong

Title of authorized authority\*

Chairperson, Ottawa County Board of Commissioners

Date

8/28/2018

\* Required field

**TIP:** Scan and upload this completed form to your computer. Then attach it to your registration when you register online to attend the conference.  
www.mersofmich.com