



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, February 26, 2019 at 1:30 PM** for the regular February 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 Bergman
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. Outstanding Customer Service Award Recipients
7. Approval of Agenda
8. Actions and Reports
 - A. Consent Resolutions:

From the County Clerk/Register

- I. Board of Commissioners Meeting Minutes

Suggested Motion:

To approve the Minutes of the [February 12, 2019 Board of Commissioners meeting](#).

Francisco C. Garcia Joseph S. Baumann Douglas R. Zylstra Allen Dannenberg Randall J. Meppelink
Kyle J. Terpstra James H. Holtvluwer Philip D. Kuyers Matthew R. Fenske

From Administration

2. [Accounts Payable for February 4 - 15, 2019](#)

Suggested Motion:

To approve the general claims in the amount of \$7,094,015.65 as presented by the summary report for February 4-15, 2019.

From the Finance and Administration Committee

3. [2019 Budget Adjustments](#)

Suggested Motion:

To approve the 2019 budget adjustments per the attached schedule.

B. Action Items:

From the Planning & Policy Committee

1. [Brownfield Incentive Program Policy \(first reading\)](#)

Suggested Motion:

To receive for review and comment the new Brownfield Incentive Program Policy to govern the Brownfield Incentive Program that was approved on November 27, 2018 (first reading).

2. [Marina Agreement with DNR for Central Reservation System](#)

Suggested Motion:

To approve and authorize the Board Chairperson and Clerk/Register to sign the agreement with the Michigan Department of Natural Resources (DNR) for use of the DNR's Central Reservation System for the Ottawa Beach Marina.

3. [Ottawa Beach Marina Electric Facilities Easement](#)

Suggested Motion:

To approve and authorize the Board Chairperson and Clerk/Register to sign the Easement for Electric Facilities to Consumers Energy as required for construction and maintenance of electrical service at the Ottawa Beach Marina.

4. [Statema Land Donation](#)

Suggested Motion:

To approve the Agreement for Transfer and Donation of Real Estate with Ray and Alma Statema resulting in a gift of 14.92 acres to expand Grand Ravines County Park and authorize the Parks and Recreation Director to sign the documents required for this transaction.

5. [Create Park Stewardship Fund to Honor Statemas](#)

Suggested Motion:

To approve and authorize the Board Chairperson and Clerk/Register to sign the Organizational Endowment Fund Agreement with the Allendale Community Foundation to create the Ray and Alma Statema Park Stewardship Fund.



From the Finance and Administration Committee

6. [2020 Budget Calendar](#)

Suggested Motion:

To approve the 2020 Budget Calendar.

7. [Diversity, Equity and Inclusion Office Funding Plan and Position Request](#)

Suggested Motion:

To approve the funding plan for the Diversity, Equity and Inclusion Office and the addition of one (1) 1.0 FTE (Unclassified I0) Diversity, Equity and Inclusion Director at a cost of \$124,961.00 and one (1) 1.0 FTE (Group T08) Senior Secretary at a cost of \$64,478.00.

8. [GIS Map and Data Pricing for General Sales](#)

Suggested Motion:

To approve changes to GIS Map and Data pricing.

9. [Environmental Health Laboratory Fee Increase](#)

Suggested Motion:

To approve the Environmental Health Laboratory Fee Increase from \$30.75 to \$40.00.

10. [Security Camera Project Agreement](#)

Suggested Motion:

To approve and authorize the Board Chairperson and Clerk/Register to sign the Agreement with Presidio Networked Solutions Group, LLC, for the installation of new security cameras and related storage equipment/software at all County facilities in the amount of \$811,145.45 with funding to come from the Ottawa County Insurance Authority.

C. Appointments:

From the Talent and Recruitment Committee

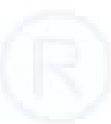
1. [Board and Commission Appointments](#)

Suggested Motion:

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

[*Timothy Piers](#)

and to select one (1) to fill one (1) Service Areas (CMH, PH, Sub. Abuse, Comm. Alt. Program) vacancy on the Community Corrections Advisory Board beginning immediately and ending December 31, 2020 (two (2) year term).



*Molly Dewald

and to select one (1) to fill one (1) Public Sector vacancy on the Community Action Agency Advisory Board beginning immediately and ending December 31, 2021 (three (3) year term).

*Deb Ralya

and to select one (1) to fill one (1) Private Sector vacancy on the Community Action Agency Advisory Board beginning immediately and ending December 31, 2021 (three (3) year term).

*Terry Hossink

and to select one (1) to fill one (1) Business/Industrial vacancy on the Ottawa County Planning Commission beginning immediately and ending December 31, 2020 (two (2) year term).

2. Agricultural Preservation Board Appointment

Suggested Motion:

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

*David Nyitray

Thomas De Jonge

Gary Palmitier

and to select one (1) to fill one (1) Local Conservation vacancy on the Agricultural Preservation Board beginning immediately and ending December 31, 2021 (three (3) year term).

D. Discussion Items:

From the Planning and Policy Committee

1. Closed Session to Discuss Property Acquisition Pursuant to OMA Section 8d

Suggested Motion:

To go into closed session for the purpose of discussing a property acquisition pursuant to OMA Section 8d.

(2/3 roll call vote required)

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



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

The Ottawa County Board of Commissioners met on Tuesday, February 12, 2019, at 1:30 p.m. and was called to order by the Vice-Chair.

Commissioner Terpstra pronounced the invocation.

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

Present at roll call: Frank Garcia, Joseph Baumann, Douglas Zylstra, Allen Dannenberg, Randall Meppelink, Kyle Terpstra, James Holtvluwer, Philip Kuyers, Roger Bergman, Matthew Fenske. (10)

Absent: Gregory DeJong. (1)

B/C 19-035 Matthew Fenske moved to approve the agenda of today as presented. The motion passed as shown by the following votes: Yeas: Philip Kuyers, James Holtvluwer, Frank Garcia, Allen Dannenberg, Douglas Zylstra, Kyle Terpstra, Randall Meppelink, Joseph Baumann, Matthew Fenske, Roger Bergman. (10)

B/C 19-036 Matthew Fenske moved to approve the following Consent Resolutions:

1. To approve the Minutes of the January 22, 2019 Board of Commissioners meeting.
2. To approve the general claims in the amount of \$7,955,883.66 as presented by the summary report for January 14 – February 1, 2019.
3. To receive for information the Ottawa County Equalization Department 2018 Annual Report.
4. To receive for information the Ottawa County Department of Public Health 2018 Annual Report.
5. To receive for information the Ottawa County Community Mental Health 2018 Annual Report.

The motion passed as shown by the following votes: Yeas: Frank Garcia, Matthew Fenske, Douglas Zylstra, Allen Dannenberg, Kyle Terpstra, Randall Meppelink, James Holtvluwer, Joseph Baumann, Philip Kuyers, Roger Bergman. (10)

B/C 19-037 Philip Kuyers moved to approve the Restated Bylaws of the Macatawa Area Coordinating Council (MACC), amending the Executive Committee structure. The motion passed as shown by the following votes: Yeas: Allen Dannenberg, Joseph

Baumann, Matthew Fenske, Randall Meppelink, Kyle Terpstra, Frank Garcia, James Holtvluwer, Douglas Zylstra, Philip Kuyers, Roger Bergman. (10)

B/C 19-038 Philip Kuyers moved to approve and authorize the Board Chairperson and Clerk/Register to sign the revised Agreement between Ottawa County and the Macatawa Area Coordinating Council (MACC), amending the Executive Committee structure and how members' dues are calculated. The motion passed as shown by the following votes: Yeas: Philip Kuyers, James Holtvluwer, Randall Meppelink, Kyle Terpstra, Frank Garcia, Douglas Zylstra, Matthew Fenske, Allen Dannenberg, Joseph Baumann, Roger Bergman. (10)

B/C 19-039 Philip Kuyers moved to approve the Farmland Preservation Program Scoring Criteria for ranking applications to the 2019 Farmland Preservation Program. The motion passed as shown by the following votes: Yeas: Matthew Fenske, Douglas Zylstra, Philip Kuyers, Frank Garcia, James Holtvluwer, Joseph Baumann, Randall Meppelink, Allen Dannenberg, Kyle Terpstra, Roger Bergman. (10)

Discussion Items

1. Ottawa County Equalization Department 2018 Annual Report – The 2018 Ottawa County Equalization Department Annual Report was presented by Michael Galligan, Equalization Director.
2. Ottawa County Department of Public Health 2018 Annual Report – The 2018 Ottawa County Department of Public Health Annual Report was presented by Lisa Stefanovsky, Health Officer.
3. Ottawa County Community Mental Health 2018 Annual Report – The 2018 Ottawa County Community Mental Health Annual Report was presented by Lynne Doyle, Executive Director.

The County Administrator's report was presented.

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

B/C 19-040 Joseph Baumann moved to adjourn at 2:50 p.m. subject to the call of the Vice-Chair. The motion passed.

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

ROGER BERGMAN, Vice-Chair
Of the Board of Commissioners

Action Request



Committee: Board of Commissioners

Meeting Date: 02/26/2019

Requesting Department: Fiscal Services

Submitted By: Karen Karasinski

Agenda Item: Accounts Payable for February 4 - 15, 2019

Suggested Motion:

To approve the general claims in the amount of \$7,094,015.65 as presented by the summary report for February 4-15, 2019.

Summary of Request:

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

Financial Information:

Total Cost: \$7,094,015.65	General Fund Cost: \$7,094,015.65	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: February 4, 2019
to February 15, 2019

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:

\$7,094,015.65

.....
1,409 INVOICES 7,094,015.65
.....

Karen Karasinski
Fiscal Services Director

2-18-19

Date

We hereby certify that the Board of Commissioners has approved
the claims on Tuesday, February 26, 2019

Greg DeJong, Chairperson
Board of Commissioners

Justin Roebuck
Clerk/Register of Deeds

Total CHECKS | EFTs | WIRES

 <p style="text-align: center;">Ottawa County <i>Where You Belong</i></p>	<p>Dates: February 4, 2019</p> <p>to February 15, 2019</p>	
Total of all funds:		\$7,094,015.65

0000	TREASURY FUND	0.00
1010	GENERAL FUND	3,798,047.98
1500	CEMETERY TRUST	0.00
2081	PARKS & RECREATION	62,698.97
2160	FRIEND OF COURT	6,543.18
2180	OTHER GOVERNMENTAL GRANTS	36,538.94
2210	HEALTH	37,520.66
2220	MENTAL HEALTH	238,302.07
2221	MENTAL HEALTH MILLAGE	38,632.99
2225	SUBSTANCE USE DISORDER	41,934.45
2271	SOLID WASTE CLEAN-UP	25,392.30
2272	LANDFILL TIPPING FEES	1,163.19
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	120.00
2600	PUBLIC DEFENDERS OFFICE	76,794.63
2602	WEMET	11,435.28
2630	SHERIFF GRANTS & CONTRACTS	22,507.36
2631	CONCEALED PISTOL LICENSING	251.00
2901	DEPT OF HUMAN SERVICES	0.00
2920	CHILD CARE - PROBATE	123,698.93
2970	DB/DC CONVERSION	0.00

Total CHECKS | EFTs | WIRES



Ottawa County
Where You Belong.

Dates: February 4, 2019

to February 15, 2019

Total of all funds: \$7,094,015.65

3010	DEBT SERVICE	0.00
4020	CAPITAL IMPROVEMENTS	35,593.67
5160	DELINQUENT TAXES	0.00
5360	LAND BANK AUTHORITY	0.00
6360	INNOVATION & TECHNOLOGY	83,704.61
6450	DUPLICATING	4,465.00
6550	TELECOMMUNICATIONS	55,497.57
6641	EQUIPMENT POOL	0.00
6770	PROTECTED SELF-FUNDED INSURANCE	0.00
6771	EMPLOYEE BENEFITS	7,710.16
6772	PROTECTED SELF-FUNDED UNEMPL INS.	0.00
6775	LONG-TERM DISABILITY INSURANCE	0.00
6780	OTTAWA CNTY-INSURANCE AUTHORITY	0.00
6810	DB/DC CONVERSION FUND	(180,276.42)
7010	TRUST & AGENCY	1,303,876.50
7015	TRUST & AGENCY JUVENILE COURT	1,148.25
7040	IMPREST PAYROLL	1,236,647.73
7210	LIBRARY PENAL FINE	0.00
7360	OPEB TRUST	0.00
8010	SPECIAL ASSESS. DRAINS	22,281.40
8011	DRAINS-CAPITAL PROJECTS FUND	0.00
8020	DRAINS-REVOLVING	0.00
8510	DRAINS-DEBT SERVICE FUND	0.00
8725	INLAND LAKE IMPROVEMENT	0.00
8800	BROWNFIELD REDEVELOPMENT AUTHORITY	1,785.25

Action Request



Committee: Board of Commissioners

Meeting Date: 02/26/2019

Requesting Department: Fiscal Services

Submitted By: Karen Karasinski

Agenda Item: 2019 Budget Adjustments

Suggested Motion:

To approve the 2019 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: 02/19/2019

Finance and Administration Committee

	Fund	Department	Explanation	Revenue	Expense
2019					
04-246	General Fund	Strategic Initiatives	Donations	\$ 377	\$ 377
04-246	General Fund	Administrator	Reimbursements	\$ 1,963	\$ 1,963
04-278	Mental Health	Mobile Crisis Services	Grant Adjustment	\$ 100,000	\$ 100,000
04-753	Public Health	Family Planning	Grant Adjustment	\$ 22,880	\$ 22,880
04-896	General Fund	Sheriff	k-9 Donation	\$ 950	\$ 950
05-42	Friend of the Court	Friend of the Court	scanners (IRS security audit) IVD funing	\$ 4,000	\$ 6,060
05-42	Friend of the Court	Transfer-In GF	scanners (IRS security audit) county share	\$ 2,060	
05-42	General Fund	Transfer-Out FOC	Transfer-Out FOC		\$ 2,060
05-42	General Fund	Contingency	Transfer-Out FOC		\$ (2,060)
05-178	General Fund	Contingency	Legal costs for appeals		\$ (24,500)
05-178	General Fund	Circuit Court	Legal costs for appeals		\$ 24,500
05-179	General Fund	Contingency	Annual Maintenance		\$ (7,131)
05-179	General Fund	Jury Board	Annual Maintenance		\$ 7,131
05-207	Public Health	Various	Grant Adjustment	\$ 130,419	\$ 130,419
05-265	General Fund	Adult Probation	New Copier Rent		\$ 1,000
05-265	General Fund	Contingency	New Copier Rent		\$ (1,000)
05-311	General Fund	GF Transfer Out	Move M231 to Spoonville Capital Project		\$ 21,587
05-311	Capital Improvement	Capital Construction	Move M231 to Spoonville Capital Project	\$ 21,587	
		Crime Prevention Through			
05-404	Capital Improvement	Environmental Design	Security Camera Project Budget Increae	\$ 200,000	\$ 200,000

Action Request



Committee:	Board of Commissioners
Meeting Date:	02/26/2019
Requesting Department:	Planning and Performance Improvement
Submitted By:	Paul Sachs
Agenda Item:	Brownfield Incentive Program Policy (first reading)

Suggested Motion:

To receive for review and comment the new Brownfield Incentive Program Policy to govern the Brownfield Incentive Program that was approved on November 27, 2018 (first reading).

Summary of Request:

The Ottawa County Brownfield Redevelopment Authority (OCBRA) established a Brownfield Incentive Program (BIP) to accelerate the identification, assessment, and redevelopment of potential brownfield properties as allowed under MCL125.2567. The Brownfield Incentive Program will offer financial incentives to conduct environmental site assessments on potential brownfield sites. To receive an incentive, an eligible party must engage in a nomination and selection process. The policy being requested will guide the financial management, property selection, incentive disbursement, reporting, and evaluation activities of the Brownfield Incentive Program.

In 2013, Ottawa County was awarded a Brownfield Assessment Grant from the Environmental Protection Agency (EPA). In order to expend these funds, the Ottawa County Brownfield Redevelopment Authority had to develop a method for selecting properties to receive funding under the grant, along with the necessary documents, e.g. Property Nomination Form and Scoring Criteria. The Ottawa County Brownfield Redevelopment Authority will model the Brownfield Incentive Program procedures after the methods used for the Environmental Protection Agency grant, including adapting the documents developed under the Environmental Protection Agency grant for use in the Brownfield Incentive Program. Some new documentation will need to be developed, and those are detailed in the attached Brownfield Incentive Program Development Plan.

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

Objective: Goal 2, Objective 1: Consider initiatives that contribute to the economic health and sustainability of the County and its' residents.
Goal 2, Objective 3: Consider initiatives that contribute to the environmental health and sustainability of the County and its' residents.

Administration: Recommended Not Recommended Without Recommendation

County Administrator:

Committee/Governing/Advisory Board Approval Date: 02/19/2019 Planning and Policy Committee



Ottawa County

Fiscal Services Policy

Brownfield Incentive Program Policy

I. Policy

The Ottawa County Brownfield Redevelopment Authority (OCBRA) was formed by the Ottawa County Board of Commissioners to facilitate the identification, assessment, and redevelopment of properties that are, or are perceived to be, contaminated, blighted, underutilized, or functionally obsolete. The OCBRA regularly seeks a variety of federal and state grant funds and incentives to perform this work, but also has the ability to incur and expend its own funds to pay or reimburse a public or private person for costs of eligible activities attributable to an eligible property in order to achieve its goals. The Brownfield Incentive Program (BIP) was established for the purpose of locally incentivizing environmental assessments and/or related eligible activities on potential brownfield properties in Ottawa County.

The OCBRA is responsible for the interpretation and enforcement of this policy with regard to property selection, fund management, and all other aspects of the BIP.

II. Statutory References

See: MCL46.11(m); Act 156 of 1851, as amended.

III. County Legislative or Historical References

The original Board policy on this subject matter was adopted on:

Board of Commissioners Resolution Number and Policy Adoption Date:

Board of Commissioner Review Date and Resolution Number:

Name and Date of Last Committee Review:

Last Review by Internal Policy Review Team:

IV. Procedure

- A. The BIP is a business interest of the County. As a result, the Ottawa County Board of Commissioners may establish such rules and regulations regarding the BIP as the Board considers necessary and proper.
- B. Program Administration
 - 1. The OCBRA will accept grants, fees, donations and other funds for the BIP.
 - 2. The BIP will be administered, promoted, and managed by the OCBRA and the Economic Development Coordinator, in cooperation with the Fiscal Services Department.
 - 3. All disbursements by the BIP will be in the form of financial incentives, not loans.
- C. Property Nomination
 - 1. Properties located within Ottawa County can be nominated on a rolling basis by submitting a Property Nomination Form.
 - 2. Properties must meet minimum eligibility requirements set by the OCBRA to advance to the selection process.
- D. Property Selection
 - 1. The OCBRA will evaluate each eligible property using Program Scoring Criteria.
 - 2. Incentives will be approved based on total project score and availability of funds. The OCBRA Board will approve each incentive.
 - 3. Selected properties will be subject to a site visit and the property developer will be required to sign an Incentive Agreement.
- E. Reporting
 - 1. The OCBRA will provide financial and narrative reports on the BIP to the Board of Commissioners annually.
 - 2. The OCBRA is a component unit of the County and does not have its own Tax Identification Number. As such, all required reporting or auditing activities will be performed by the Fiscal Services Department with the assistance of the Economic Development Coordinator.
- F. Evaluation
 - 1. The BIP will be evaluated for efficacy every two years by the Planning and Performance Improvement Department.

V. Review Period

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

BROWNFIELD INCENTIVE PROGRAM - DEVELOPMENT PLAN

Anticipated Launch: Spring 2019



Action Item	Notes
1. Policy	
Establish Fiscal Services Policy	<i>submit to Planning & Policy, then BoC</i>
Establish Applicant Eligibility Criteria	<i>based on EPA and DEQ criteria</i>
2. Documents	
Adapt Property Nomination Form	<i>originally developed for 2013 EPA grant</i>
Adapt Scoring Criteria	<i>originally developed for 2013 EPA grant</i>
Develop Incentive Agreement	<i>to be created specifically for BIP</i>
Develop Procedural Guidance	<i>details steps required to administer BIP</i>
Develop Project Completion Report	<i>to document outcomes, gain permission for site visit</i>
3. Budget	
Confer with Fiscal Services	<i>receive guidance on tracking BIP funds</i>
Create OCBRA budget	<i>for compliance and fund management</i>
Transfer funds	<i>from Land Bank and Economic Dev Corp</i>
4. Marketing Plan	
Launch → Content created and posted on website	<i>configure BIP content on Brownfield page</i>
Announce via govdelivery/social media/newsletters	<i>issue press release, create posts</i>
Host Outreach Meetings/Webinars	<i>e.g. Brownfield Collaborative, DEQ</i>
Present at Partner Meetings	<i>e.g. DEQ, Mi Twp Assn, Chambers</i>
5. Application Process	
Accept Property Nominations	<i>rolling basis as funds are available</i>
Score Property Nominations	<i>award by project merit, not competitive</i>
Approve/Deny Incentive	<i>by Board Action</i>
Execute Incentive Agreement	<i>above action authorizes Chair to sign</i>
6. Reporting & Monitoring	
Secure Project Completion Report(s)	<i>required by Incentive Agreement</i>
Prepare BIP outcome reporting	<i>to be included in PPID Annual Report</i>

Action Request



Committee: Board of Commissioners

Meeting Date: 02/26/2019

Requesting Department: Parks and Recreation

Submitted By: Misty Cunningham

Agenda Item: Marina Agreement with DNR for Central Reservation System

Suggested Motion:

To approve and authorize the Board Chairperson and Clerk/Register to sign the agreement with the Michigan Department of Natural Resources (DNR) for use of the DNR's Central Reservation System for the Ottawa Beach Marina.

Summary of Request:

The State of Michigan operates a Central Reservation System for reserving boat slips at public marinas throughout the State of Michigan. The system enables boaters traveling throughout the state to plan their trips and dock accommodations using one central system. It is a logical system for Ottawa County Parks to utilize for its transient slips at the Ottawa Beach Marina. It is also a requirement for receiving grant funds for transient boating facilities through the Boating Infrastructure Grant program, a federal grant program fund administered through the State.

The agreement spells out the terms for working with the State of Michigan using their Central Reservation System. In summary, the State provides the computer equipment needed to run their system and also pays for the Internet service required at the marina. Funds are collected by the DNR and they make payments at least on a bi-weekly basis. The DNR charges fees for use of the system which include a reservation fee of \$8 or \$10 per reservation (not per night) depending on whether it was made online or through their call center. Then the DNR also charges a per night fee of \$2.50 per boat.

The proposed agreement is a standard DNR agreement in use by local units of government from around the State including Grand Haven at its Municipal Marina.

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 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.

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

Committee/Governing/Advisory Board Approval Date: 02/19/2019

Planning and Policy Committee



MEMORANDUM

Date: February 11, 2019
To: Ottawa County Board of Commissioners
From: John Scholtz, Parks and Recreation Director
RE: Marina agreement with DNR for Central Reservation System

The State of Michigan operates a Central Reservation System for reserving boat slips at public marinas throughout the State of Michigan. The system enables boaters traveling throughout the state to plan their trips and dock accommodations using one central system. It is a logical system for Ottawa County Parks to utilize for its transient slips at the Ottawa Beach Marina. It is also a requirement for receiving grant funds for transient boating facilities through the Boating Infrastructure Grant program, a federal grant program fund administered through the State.

The agreement spells out the terms for working with the State of Michigan using their Central Reservation System. In summary, the State provides the computer equipment needed to run their system and also pays for the Internet service required at the marina. Funds are collected by the DNR and they make payments at least on a bi-weekly basis. The DNR charges fees for use of the system which include a reservation fee of \$8 or \$10 per reservation (not per night) depending on whether it was made online or through their call center. Then the DNR also charges a per night fee of \$2.50 per boat.

The proposed agreement is a standard DNR agreement in use by local units of government from around the State including Grand Haven at its Municipal Marina.

Proposed motion:

To approve and forward to the Board of Commissioners the Agreement with the Michigan Department of Natural Resources (DNR) for use of the DNR's Central Reservation System for the Ottawa Beach Marina.

AGREEMENT

Between the
**Michigan Department of Natural Resources
Parks and Recreation Division**
and the
Ottawa County Parks and Recreation Commission
Regarding the
Participation In and Use of the Central Reservation System

I. Purpose

The purpose of this agreement is to document the understanding between the **Michigan Department of Natural Resources (DNR)**, Parks and Recreation Division (PRD) and the **Ottawa County Parks and Recreation Commission**, hereafter known as the Community, regarding the participation in and use of the Central Reservation System (CRS) at the **Ottawa Beach Marina**.

II. Statutory Considerations

The Natural Resources and Environmental Protection Act (the NREPA, 1994 PA 451, as amended: MCL 324.101 *et seq*) reestablished Michigan's system of waterways. In section 78105 of the NREPA (MCL 324.78105), the Legislature found and declared that the duty of the Department was to acquire, construct, and maintain harbors, channels, and facilities for vessels in the navigable waters lying within the boundaries of the state of Michigan. Section 78105 of the NEPRA further indicates that the department, in implementing its responsibilities under the NREPA, may enter into contracts and other necessary agreements.

III. CRS Operation

The CRS provides a user-friendly boat slip reservation system with convenient access through multiple sales channels. Core business rules of the harbor CRS are:

- a) Reservations are created, modified or canceled using a single Toll-Free number, 1-800-44PARKS (Accessible from anywhere in North America) or by going online to www.midnrreservations.com.
- b) The CRS call center is available for reservations 363 days out of the year excluding Christmas Day and New Year's Day. The website is available all day, anytime, year-round.

- c) Acceptable forms of payment for reservations include Department of Treasury-approved credit cards (Visa, MasterCard and Discover). All reservations are paid in full at the time a reservation is made.
- d) PRD reserves the right to modify the fee structure for harbors (i.e. pricing by the slip or pricing by the boat size).
- e) There are currently 2 ways to process slip assignments with reservations:
 - 1) Slip Standard - Harbor reservations do not guarantee a specific slip. To make the most efficient use of the slip space available in a harbor, slip assignment will be made by the Harbormaster, or harbor staff person, on the day of arrival.
 - 2) Slip Specific – Harbor reservations are assigned a slip at the time a reservation is made. Harbors reserve the right to reassign reservations if there is an emergency need.
- f) The number of reservable slips shall be no less than 75% of the non-seasonal slip assignment. The configuration of that reservable quantity (by slip size) will be determined by the Harbormaster as approved by PRD.
- g) Reservations will be accepted up to six (6) months (to the date) in advance of the arrival date. (For example, on December 1st a customer could book for an arrival of June 1st.)
- h) There will be no pay-upon-arrival reservations placed.
- i) Reservations will be assessed a non-refundable Reservation Fee of \$8 if made online or \$10 if made through the call center. There is no Reservation fee if a boat is a “float-in.” Any advance reservation made by the harbor is subject to the non-refundable \$10 reservation fee.
- j) All system users will receive confirmation of their reservation.
- k) Confirmed reservations will be held until 5:00 PM on the date of arrival. If a boater will be arriving after 5:00 PM, the boater must contact the Harbormaster to notify staff of late arrival. Confirmed reservations that fail to arrive or call by 5:00 PM will be no-showed and forfeit all fees.
- l) Reservation cancellations received before the day of arrival will forfeit the \$8 or \$10 non-refundable Reservation Fee.
- m) Cancellations received on the day of arrival or later will forfeit the \$8 or \$10 non-refundable Reservation Fee and lose one (1) nights fee for each night that has passed, except where weather conditions existed which prevented watercraft from arriving at the harbor or the inability to leave the harbor of refuge for another reservation. In this case only the reservation fee is assessed for a cancellation. The harbormaster should consult the National Oceanic and Atmospheric Administration for final determination when judging the waiver of cancellation

fees based on weather conditions. It is the responsibility of the harbormaster to notify the reservation call center that weather conditions warrant fee waivers to be processed for any reserved slip night that has passed, unused.

- n) All slips will be rented using the fee schedule titled “Michigan State Waterways Commission Transient Rate Schedule for Reservations”. This rate schedule will be applied to BOTH reserved slip nights as well as float-in use.
- o) The system will allow for the “double-booking” of slips by the Harbormaster only. This will allow for “rafting” and double-use of slips not fully utilized by a single craft.
- p) Information needed when placing a reservation: Harbor Name, Arrival Date, Departure Date, Boat Size (length, width, draft), Boat Type (power or sail), Name, Customer Full Address and Phone Number; Boat Registration Number (MC or other) and Payment Method.

IV. Community Responsibilities

- a) It is the responsibility of the Community to operate its Harbor/Marina in accordance with the reservation system described above.
- b) Refunds for float-ins that pay cash or check will be paid by the Harbormaster.
- c) Cash and checks received at the harbor will be retained by the Community.
- d) Float-ins or reservations created at the harbor will incur a Commission Fee for each slip/night and will be a reduction of the harbor payment sent at least bi-weekly by the DNR.
- e) Payments must be accurately reflected by payment type in the reservation system and credit card payments for slip rentals entered in the system, must be processed through the reservation software.
- f) Quarterly inspections of the credit card swipes used for the reservation system will be recorded and sent to the state via Spotskim software or survey; both of these methods will be provided to the Community by the state.

V. Department Responsibilities

- a) The CRS Contractor will provide, install, and support all hardware, software and telecommunication equipment necessary to communicate with the centralized database and run the slip rental operation.

- b) The CRS Contractor will pay all Telecommunication Fees and maintain and repair all systems.
- c) The Community shall have access to the CRS Contractor's toll-free help desk and call center as a formalized method for reporting reservation system problems. Additionally, they will be provided with updated system user guides that will list the most current DNR contacts for the agreement.
- d) The standard length of time to set up a new harbor location is between 8-12 weeks.
- e) Payments
 - 1) DNR/PRD agrees to pay the community for slip reservations, minus any contractor fees.
 - 2) Payments will be made at least bi-weekly.
 - 3) Payments will be based on the prior month's or week's activity.
 - 4) Monthly or weekly reports will be generated from the CRS Contractor and submitted to DNR/PRD. In turn, these reports will also be submitted to the Community's designated representative, electronically.

The report will identify the following items:

- Number of slip/nights paid
- Gross amount collected by all sales channels
- Number of and Dollar Amount of Credit Card
- Cancellation Fees
- Refunds Paid
- Dollar Amount of forfeited nights
- Cash/Check amount collected at facility location
- Net amount collected per month by all sales channels
(Net amount = Gross - cancellations, refunds paid and dollar amount of forfeited nights)

- 5) PRD will use the amounts identified by the report to calculate the amount to be repaid to the community using the following formula:

Net Amount of Revenue Collected for Location

MINUS - Cash/checks collected at facility

MINUS - \$2.50 X number of slip/nights paid for reservations made through the call center and for float-ins or \$2.30 x number of slip/nights paid for reservations through the web

MINUS - \$10 reservation fee for reservations made at the call center and harbor or \$8 reservation fee for reservations made on the web.

MINUS - Credit Card Fees-currently at 2% of net Credit Card sales, but this may be adjusted at the end of a season.

Equals - Amount to be repaid to the community for the reported time period. Credit Card Fees may be adjusted at the end of the season. These are pass-through costs based on an average percentage of costs for the previous season. The Community will be charged only for the actual cost to the State.

- 6) Financial reconciliation for each boating season will be concluded no later than thirty (30) days after the close of the season. Close of season will be September 30th of each year. PRD agrees to forward final payments (including any adjustments) to the Community within thirty (30) days of the close of season. In the event of an overpayment, the Community agrees to return any overpayment to PRD within thirty (30) days of notification of overpayment. The Community must identify the return payment for "CRS Harbors".
- 7) PRD may assess the Community a \$10 per day Late Fee for every day beyond the designated due date that the overpayment is not returned. Failure to return the over-payment on time will be grounds for PRD to terminate the Agreement.
- 8) Payments made to:

State of Michigan shall be sent to:

**Cashier's Office
Michigan Dept of Transportation
Accounting Services Center
Van Wagoner Bldg 1st floor
425 W. Ottawa
Lansing, MI 48933**

Ottawa County Parks shall be sent to:

**Ottawa County Parks
12220 Fillmore Street
Room 267
West Olive, MI 49460**

For communication purposes the Communities email addresses are:

marina@miottawa.org
ocparks@miottawa.org
kroffey@miottawa.org

f) Training

1. The CRS Contractor will provide training manuals.
2. Annual training in the use of the workstation application(s) via live webinars and training videos.

VI. Effect and Termination

- a) This Agreement is effective immediately after both parties have signed and shall **Automatically Renew** for the remaining life of the facilities based on the terms of previously accepted grants from the DNR to the community. The contract will automatically renew each year until:
1. the funding source agreement terms have expired
 2. the central reservation system is no longer utilized by the DNR
 3. or by mutual agreement between both parties to terminate the services of this agreement.
- b) Requests to waive previously accepted grant conditions may be considered after 3 years from the date this agreement to participate in the use of the central reservation system has been in effect. Requests must be made in writing to the DNR Parks and Recreation Division's Program Services Chief, Jason Fleming, Flemingj@michigan.gov
- c) Parties may terminate this agreement by mutual consent under the following terms:
1. There is no additional existing agreement/requirement with the state to participate in the reservation system.
 2. Written notice must be provided with at least a 60 day notice
 3. There are no active, future reservations recorded in the system.
 4. The party initiating the termination is responsible for all costs associated with early removal of equipment and ISP (internet) termination costs.
 5. If the termination is initiated by the Community and within 3 years of becoming effective, set up costs for the reservation system will be assessed.

VII. Ownership

The CRS Contractor shall own all hardware, software or products provided to the Community for the intent to operate the CRS. DNR/PRD shall own all data relating to the CRS.

VIII. Terms and Conditions

a) Indemnification:

1. Each party to this Agreement must seek its own legal representative and bear its own costs; including judgments, in any litigation which may arise from performance of this Agreement. It is specifically understood and agreed that neither party will indemnify the other party in such litigation.
2. The Community hereby releases, waives, discharges and covenants not to sue the State of Michigan, its departments, officers, employees and agents, from any and all liability to Community, its officers, employees and agents, for all losses, injury, death or damage, and any claims or demands thereto, on account of injury to person or property, or resulting in death of officers, employees, or agents of the Community, in reference to the activities authorized by this Agreement.

b) Closeout:

1. When this Agreement is concluded or terminated, within thirty (30) calendar days, the Community shall provide the State with all hardware and software made available and required as a condition to do business with the CRS Contractor.
2. Both parties agree to settle any under/overages immediately and process payment to the State or Community within thirty (30) calendar days from the date the Agreement is concluded or terminated.

c) Modification of Agreement:

1. This Agreement may be modified at any time as long as both parties are in agreement. Such amendments shall be in writing and signed by a representative with authority.
2. All language included in this Agreement is subject to decisions made by the Michigan State Waterways Commission and/or the Department of Natural Resources. The decisions made by these governing bodies supercede the language included in this Agreement and are effective as indicated by them.

d) Dispute Resolution:

1. In the event of a dispute, the Community shall first attempt resolution with the Agreement Administrator. If issues can not be resolved, the Community shall contact the PRD contact identified below.

e) Non-Discrimination:

1. The parties agree not to discriminate against an employee or applicant for employment with respect to hire, tenure, terms, conditions, or privileges of employment, or a matter directly or indirectly related to employment because of race, color, religion, national origin, age, sex, height, weight, or marital status. Breach of this covenant may be regarded as a material breach of this Agreement.

f) Third Party Beneficiaries:

1. This Agreement confers no rights or remedies on any third party, other than the parties to this Agreement and their respective successors and permitted assigns.

2. The Community shall not have the right to assign the Agreement or to assign or delegate any of its duties or obligations under the Agreement to any other party (whether by operation of law or otherwise), without the prior written consent of the State. Any purported assignment in violation of this Section shall be null and void. Further, the Community may not assign the right to receive money due under the Agreement without the prior written consent of the State Purchasing Director.

IX. Issuing Office and Agreement Administration

This Agreement is issued by the Michigan Department of Natural Resources (DNR), Parks and Recreation Division (PRD).

PRD is the office authorized to change, modify, amend, alter, clarify, etc., this Agreement. All communications concerning this Agreement must be addressed to:

Linnae Dawson
DNR, PRD
Young State Park
2280 Boyne City Road
Boyne City, MI 49712
dawsonl@michigan.gov
517-290-2200
231-582-7678 (fax)

The person named below or in their absence another person so designated shall be authorized to administer the Agreement on a day-to-day basis during the term of the Agreement. The Agreement Administrator for this project is:

Ross Feldpausch
DNR, Licensing and Reservations
PO Box 30181
Lansing, MI 48909-7948
feldpauschr@michigan.gov
517-284-6078

X. Signatory Recognitions

The undersigned signatories are authorized to bind their entity and agree that this Agreement constitutes an appropriate recognition of DNR’s jurisdiction in recreational and natural resource management and Community’s jurisdiction in the sphere of operating a harbor/marina.

COMMUNITY

DNR

Name

Title

Date

Name

Title

Date

Name

Title

Date

Name

Title

Date

Action Request



Committee:	Board of Commissioners
Meeting Date:	02/26/2019
Requesting Department:	Parks and Recreation
Submitted By:	Misty Cunningham
Agenda Item:	Ottawa Beach Marina Electric Facilities Easement

Suggested Motion:

To approve and authorize the Board Chairperson and Clerk/Register to sign the Easement for Electric Facilities to Consumers Energy as required for construction and maintenance of electrical service at the Ottawa Beach Marina.

Summary of Request:

The Ottawa Beach Marina is currently under construction with anticipated opening for the 2019 boating season. New facilities including a public restroom/marina operations building, full service boat slips, and site lighting require new electrical power service from the utility company.

Electrical power and equipment requirements have now been finalized by Consumers Energy Company including new underground service lines and a new transformer placed in a central location on the marina site. To construct and maintain this service on park property, an easement for those purposes is proposed for approval.

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 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 2, Objective 1: Consider initiatives that contribute to the economic health and sustainability of the County and its' residents.
Goal 4, Objective 1: Conduct activities and maintain systems to continuously improve to gain efficiencies and improve effectiveness.

Administration: Recommended Not Recommended Without Recommendation

County Administrator:

Committee/Governing/Advisory Board Approval Date: 02/19/2019

Planning and Policy Committee



Ottawa County Parks &
Recreation Commission
12220 Fillmore St., West Olive, Michigan 49460
(616) 738-4810 www.miottawa.org/parks

MEMORANDUM

Date: February 18, 2019
To: Ottawa County Parks & Recreation Commission
From: Curt TerHaar, Coordinator of Park Planning & Development
RE: Ottawa Beach Marina Electric Facilities Easement

The Ottawa Beach Marina is currently under construction with anticipated opening for the 2019 boating season. New facilities including a public restroom/marina operations building, full service boat slips, and site lighting require new electrical power service from the utility company.

Electrical power and equipment requirements have now been finalized by Consumers Energy Company including new underground service lines and a new transformer placed in a central location on the marina site. To construct and maintain this service on park property, an easement for those purposes is proposed for approval.

Proposed motion:

To approve and authorize the Board Chairperson and Clerk to sign and grant the Easement for Electric Facilities to Consumers Energy as required for construction and maintenance of electrical service at the Ottawa Beach Marina.

EASEMENT FOR ELECTRIC FACILITIES

Master Tract# ROW000916055391
SAP# 1047404792
Design# 11016641
Agreement# MI00000042026

COUNTY OF OTTAWA, a Michigan public body corporate, c/o Parks and Recreation Department, 12220 Fillmore Street, West Olive, Michigan 49460 (hereinafter "Owner")

for \$1.00 and other good and valuable consideration [*exempt from real estate transfer tax pursuant to MCLA 207.505(f) and from State real estate transfer tax pursuant to MCLA 207.526(f)*] grants and warrants to

CONSUMERS ENERGY COMPANY, a Michigan corporation, One Energy Plaza, Jackson, Michigan 49201 (hereinafter "Consumers")

a permanent easement to enter Owner's land (hereinafter "Owner's Land") located in the Township of Park, County of Ottawa, and State of Michigan as more particularly described in the attached Exhibit A to construct, operate, maintain, inspect (including aerial patrol), survey, replace, reconstruct, improve, remove, relocate, change the size of, enlarge, and protect a line or lines of electric facilities in, on, over, under, across, and through a portion of Owner's Land (hereinafter "Easement Area") as more fully described in the attached Exhibit B, together with any pole structures, poles, or any combination of same, wires, cables, conduits, crossarms, braces, guys, anchors, transformers, electric control circuits and devices, location markers and signs, communication systems, utility lines, protective apparatus and all other equipment, appurtenances, associated fixtures, and facilities, whether above or below grade, useful or incidental to or for the operation or protection thereof, and to conduct such other activities as may be convenient in connection therewith as determined by Consumers for the purpose of transmitting and distributing electricity.

Additional Work Space: In addition to the Easement rights granted herein, Owner further grants to Consumers, during initial construction and installation only, the right to temporarily use such additional work space reasonably required to construct said lines. Said temporary work space shall abut the Easement Area, on either side, as required by construction.

Access: Consumers shall have the right to unimpaired access to said line or lines, and the right of ingress and egress on, over, and through Owner's Land for any and all purposes necessary, convenient, or incidental to the exercise by Consumers of the rights granted hereunder.

Trees and Other Vegetation: Owner shall not plant any trees within the Easement Area. Consumers shall have the right from time to time hereafter to enter Owner's Land to trim, cut down, and otherwise remove and control any trees, brush, roots, and other vegetation within the Easement Area. Consumers shall have the right from time to time hereafter to enter Owner's Land to trim, cut down, and otherwise remove and control any trees, brush, or other vegetation located outside of the Easement Area which are of such a height or are of such a species whose mature height that in falling directly to the ground could come into contact with or land directly above Consumers' facilities.

Buildings/Structures: Owner agrees not to build, create, construct, or permit to be built, created, or constructed, any obstruction, building, septic system, drain field, fuel tank, pond, swimming pool, lake, pit, well, foundation, engineering works, installation or any other type of structure over, under, or on said Easement Area, whether temporary or permanent, natural or

man-made, without a prior written agreement executed by Consumers' Real Estate Department expressly allowing the aforementioned.

Ground Elevation: Owner shall not materially alter the ground elevation within the Easement Area without a prior written agreement executed by Consumers Real Estate Department allowing said alteration.

Exercise of Easement: Consumers' nonuse or limited use of this Easement shall not preclude Consumers' later use of this Easement to its full extent.

Ownership: Owner covenants with Consumers that they are the lawful fee simple owner of the aforesaid lands, and that they have the right and authority to make this grant, and that they will forever warrant and defend the title thereto against all claims whatsoever.

Successors: This easement shall bind and benefit Owner's and Consumers' respective heirs, successors, lessees, licensees, and assigns.

Counterparts: This easement may be executed simultaneously in two or more counterparts, each of which shall be deemed an original and all of which together shall constitute one and the same instrument. It is not necessary that all parties execute any single counterpart if each party executes at least one counterpart.

Date: _____

Owner: OTTAWA COUNTY, a Michigan public body corporate

By: Greg J. DeJong
Its: Board Chair

By: Justin F. Roebuck
Its: Clerk

Acknowledgment

The foregoing instrument was acknowledged before me in _____ County, Michigan,
on _____ by Greg J. DeJong, Board Chair and Justin F. Roebuck, County Clerk of the
Date
County of Ottawa, a Michigan body corporate, on behalf of the corporation.

Notary Public

County, Michigan
Acting in _____ County
My Commission expires: _____

Prepared By: Cheryl A. Gillman 2/14/2019
Consumers Energy Company
One Consumers Energy Parkway
Clare, MI 48617

After recording, return to:
Carrie Main, EP7-471
Consumers Energy Company
One Energy Plaza
Jackson, MI 49201

EXHIBIT A

Owner's Land

Land situated in the Township of Park, County of Ottawa, State of Michigan:

Park No. 12, Nieuwsma's Supervisor's Resubdivision of West Michigan Park, being part of Government Lots 2 and 4 and all of Government Lot 3, Section 33, Town 5 North, Range 16 West, as recorded in Liber 10, Page 6 of Plats, Ottawa County records, EXCEPT: BEGINNING on the South line of County Road, 768.00 feet East and 610.00 feet South of Center 1/4 corner of said Section 33; thence South 53° 15' 00" East, 105.00 feet to Lake Macatawa; thence Northeasterly on shore, 85.00 feet; thence North 55° 30' 00" West, 83.00 feet; thence South 43° 00' 00" West, 81.70 feet to the POINT OF BEGINNING, ALSO EXCEPT: BEGINNING South 28° 22' 00" West, 475.90 feet from the Northwest corner of Lot 80, Nieuwsma's Supervisor's Resubdivision of West Michigan Park; thence North 65° 45' 00" East, 85.00 feet; thence South 11° 20' 00" East, 145.00 feet to the Southerly line of Park No. 12; thence South 79° 51' 00" West, 84.00 feet; thence North 11° 20' 00" West, 130.00 feet to the POINT OF BEGINNING.

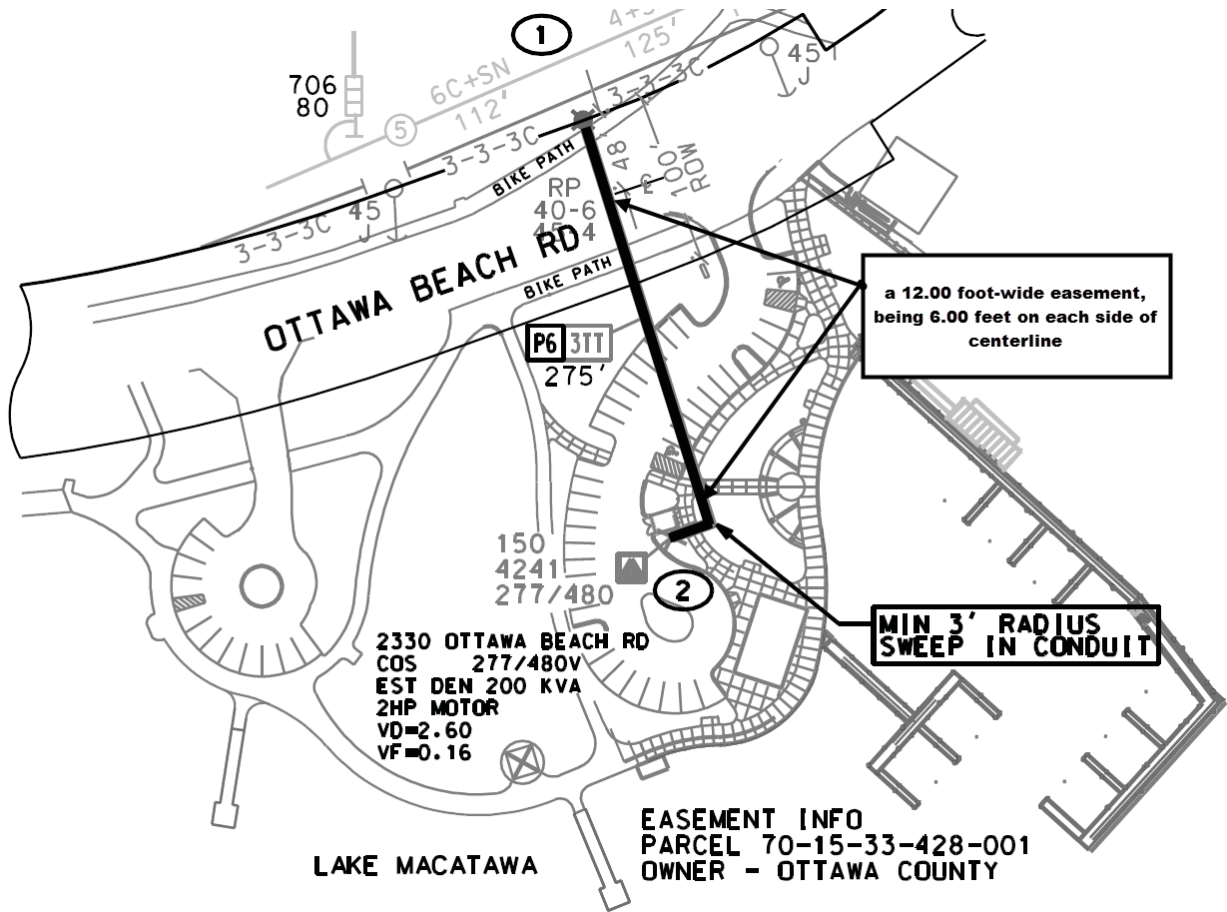
Parcel ID: 70-15-33-428-001

Also known as 2330 Ottawa Beach Road, Holland, Michigan 49424

EXHIBIT B

Easement Area

A 12.00 foot-wide strip of land, being 6.00 feet on each side of the centerline of the overhead line constructed on Owner's Land, the centerline to be located approximately as shown in the attached drawing.



Action Request



Committee: Board of Commissioners

Meeting Date: 02/26/2019

Requesting Department: Parks and Recreation

Submitted By: Misty Cunningham

Agenda Item: Statema Land Donation

Suggested Motion:

To approve the Agreement for Transfer and Donation of Real Estate with Ray and Alma Statema resulting in a gift of 14.92 acres to expand Grand Ravines County Park and authorize the Parks and Recreation Director to sign the documents required for this transaction.

Summary of Request:

Ray and Alma Statema have generously offered to donate 15 acres of land to expand the Grand Ravines County Park. The property to be donated includes the land occupied by the trail easement donated previously and will result in all park trails being located on county-owned land.

In addition to the trail, the land to be donated includes varied terrain with ravines and a stream. It has the most diverse plant life found within Grand Ravines including a wide variety of spring ephemerals, many types of ferns and unusual tree species including paw paws.

The attached agreement identifies the terms of the donation, which is essentially a straight gift to Ottawa County.

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

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

Goal 2, Objective 3: Consider initiatives that contribute to the environmental health and sustainability of the County and its' residents.

Administration: Recommended Not Recommended Without Recommendation

County Administrator:

Committee/Governing/Advisory Board Approval Date: 02/19/2019

Planning and Policy Committee



Ottawa County Parks &
Recreation Commission
12220 Fillmore St., West Olive, Michigan 49460
(616) 738-4810 www.miottawa.org/parks

MEMORANDUM

Date: February 11, 2019
To: Ottawa County Board of Commissioners
From: John Scholtz, Parks and Recreation Director
RE: Statema Donation Agreement

Ray and Alma Statema have generously offered to donate 15 acres of land to expand Grand Ravines County Park. The property to be donated includes the land occupied by the trail easement donated previously and will result in all park trails being located on county-owned land.

In addition to the trail, the land to be donated includes varied terrain with ravines and a stream. It has the most diverse plant life found within Grand Ravines including a wide variety of spring ephemerals, many types of ferns and unusual tree species including paw paws.

The attached agreement identifies the terms of the donation, which is essentially a straight gift to Ottawa County.

Proposed motion:

To approve the Agreement for Transfer and Donation of Real Estate with Ray and Alma Statema resulting in a gift of 14.92 acres to expand Grand Ravines County Park and authorize the Parks and Recreation Director to sign the documents required for this transaction.

This request relates to a non-mandated activity and supports Goal #2 “To contribute to a healthy physical, economic and community environment,” and Goal #4 “To continually improve the County’s organization and services.”

**AGREEMENT FOR TRANSFER AND DONATION
OF REAL ESTATE**

THIS AGREEMENT, entered into between **RAYMOND J. STATEMA and ALMA J. STATEMA, husband and wife**, of 9701 Bend Drive, Jenison, Michigan 49428-9525, (hereinafter referred to as “Donors”) and the **COUNTY OF OTTAWA, a Michigan public body corporate**, whose address is in care of its Parks & Recreation Commission, 12220 Fillmore Street, West Olive, Michigan 49460 (hereinafter referred to as “County”);

BACKGROUND FACTS:

Donors are the owners of a 14.92 acre parcel of land in Georgetown Township, Ottawa County, Michigan, situated Westerly of the Donors’ residence at 9701 Bend Drive and Easterly of lands and premises owned by the County of Ottawa, and as depicted on Schedule A attached, a Survey map prepared on May 17, 2018, by Feenstra & Associates, Inc. The parcel of land the subject of this Agreement is legally described as follows:

That part of the East one-half (E 1/2) of the Southwest one-quarter (SW 1/4) of Section 32, Town 7 North, Range 13 West, described as: Commencing at the South one-quarter (S 1/4) post of said Section; thence North 90 degrees 00 minutes West 941.70 feet along the South line of said Section to the Westerly line of Bend Drive (66.00 feet wide); thence North 32 degrees 00 minutes East 395.03 feet along said Westerly line; thence North 46 degrees 19 minutes East 200.00 feet along said Westerly line; thence North 58 degrees 17 minutes 40 seconds West 897.78 feet; thence North 00 degrees 38 minutes 41 seconds West 468.72 feet to the place of beginning of this description; thence North 00 degrees 38 minutes 41 seconds West 1188.32 feet to the North line of the Southwest one-quarter (SW 1/4) of said Section; thence South 89 degrees 54 minutes 40 seconds East 640.00 feet along said North line; thence South 09 degrees 18 minutes 17 seconds West 810.39 feet; thence South 00 degrees 38 minutes 40 seconds East 388.32 feet; thence North 89 degrees 54 minutes 40 seconds West 500.00 feet to the point of beginning;

the “Premises,” comprising part of Tax Parcel 70-10-32-300-026; and

Donors desire to donate the Premises to the County, and the County desires to accept the conveyance of the Premises as a gift to the County to be part of the **Grand Ravines County Park**. The County has accepted the donation of such lands with the understanding that the Premises along with other County adjoining lands are opened to the general public for recreational uses as regulated by the County Parks & Recreation Department.

NOW, THEREFORE, in accordance with the terms and conditions of this Agreement, **it is agreed as follows:**

1. **General Agreement.** Donors agree to donate and convey and County agrees to receive and accept the Premises as a gift. The County intends to hold and maintain the Premises, insofar as is reasonable, in its natural condition in the County Parks & Recreation land inventory.

The County agrees that it will not further develop the Premises for non-park and non-recreational uses and that Donors' gift of the Premises is accompanied by the restriction that it be held by the County for use with the County's park and recreational programs for a natural area with improvements limited to pedestrian trails and shelters, restroom buildings, natural area directional signage, necessary service and maintenance buildings with access drives, and related facilities only.

2. **Gift Deed.** The parties agree that the Donors are conveying and donating the Premises described in this Agreement to the County as a bargain sale and a gift. The Donors will convey any and all title and interest that it has in the Premises to the County. The County has agreed that it has had sufficient time and opportunity to investigate all aspects of the Premises covered by this Agreement and desires to proceed with the acquisition of the Premises from Donors. The County will pay the costs and expenses of transferring the title that the Donors have to the County and any and all title insurance will be at the expense of the County and not the Donors. Further, the Donors have elected to proceed with the transfer of title to the Premises to the County with full knowledge that the County has agreed to assume any and all obligations relating to such land ownership. The Donors further disclose that there is not public access to such lands and premises off of Bend Drive; however, there is access to the Premises through the County owned land situated West and North of Premises, which land has frontage on Fillmore Street.

3. **Closing.** The closing of the sale and purchase of the Premises shall be held at the offices of the Parks & Recreation Commission, 12220 Fillmore Street, West Olive, Michigan, on or before March 29, 2019, or at such earlier date or other place as is agreeable to the parties.

4. **Title.** County may secure, at its expense prior to closing, a commitment for title insurance for the Premises from a title insurance company licensed to do business in the State of Michigan.

5. **Taxes.** Donors shall pay in full all general taxes billed against the Premises through the 2018 Winter tax bill and shall furnish adequate proof of payment to County prior to closing. County shall assume responsibility for any taxes first billed against the Premises after closing.

6. **Transfer Tax.** County shall be responsible for any state and county transfer taxes.

7. **Real Estate Commission.** Each party to this Agreement represents to the other that they have not utilized the services of a real estate broker in arranging for the donation of the lands and premises to the County.

8. **Acceptance of Premises.** By execution of this Agreement, County acknowledges that it has examined the Premises to its satisfaction and agrees to accept the Premises at closing in its present "AS IS" condition. Donors make no covenants or warranties, either express or implied, as to the fitness or condition of the Premises or any part thereof. County agrees that it will not look to Donors for any defects in the Premises which become apparent after closing even though not apparent as of this date or at closing. County agrees that after closing no further

claims or demands of any kind will be made upon Donors and Donors shall not be liable for any injuries, loss or damage to County or any other person resulting from latent or undiscovered defects in the Premises, and County releases and discharges Donors from all liability for such injuries, loss or damage. County agrees that it is relying solely upon its own judgment as to the locations, boundaries and area of the Premises and improvements thereon without regard to any representation that may have been made by Donors or any other person.

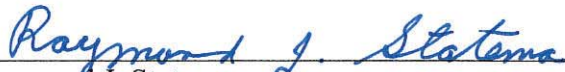
9. **Possession.** Donors shall deliver possession of the Premises to County at closing.

10. **Governmental Requirements.** The parties acknowledge that the Premises is vacant land which requires no Disclosure Statement to be issued by the Donor to the County, and County further acknowledges the Premises and transfer thereof is an "exempt" transfer pursuant to the Land Division Act resulting in an adjustment of the County land boundaries.

11. **Binding Effect and Headings.** The terms and provisions of this Agreement are binding upon Donors and County and upon their respective heirs, representatives, successors and assigns. The headings of each Paragraph are for convenience only and are not considered as part of this Agreement. The Commissioners of the County of Ottawa, at or prior to closing, will approve a Resolution of its Board, acknowledging acceptance of the gift of the Premises from the Donors.

12. **Entire Agreement.** This Agreement constitutes the entire agreement between the parties. No amendment, alteration, or change shall be made except by written instrument signed by all of the parties.

The parties have signed this Agreement on this _____ day of _____, 2019.



Raymond J. Statema



Alma J. Statema

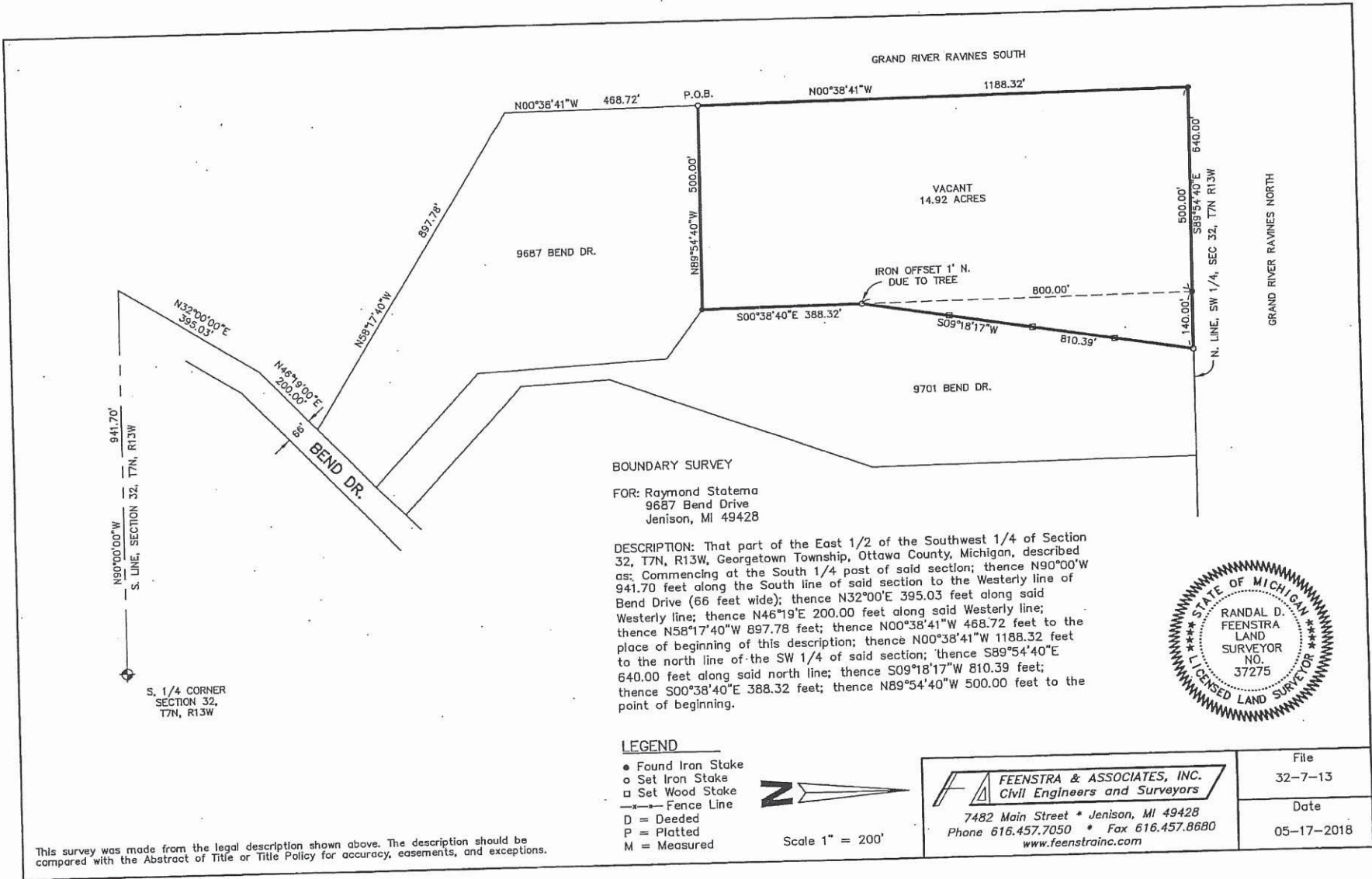
-Donors-

COUNTY OF OTTAWA
a Michigan public body corporate

By: _____
John A. Scholtz
Its: Director, Parks & Recreation
Commission

- County-

Schedule A



This survey was made from the legal description shown above. The description should be compared with the Abstract of Title or Title Policy for accuracy, easements, and exceptions.

Action Request



Committee:	Board of Commissioners
Meeting Date:	02/26/2019
Requesting Department:	Parks and Recreation
Submitted By:	Misty Cunningham
Agenda Item:	Create Park Stewardship Fund to Honor Statemas

Suggested Motion:

To approve and authorize the Board Chairperson and Clerk/Register to sign the Organizational Endowment Fund Agreement with the Allendale Community Foundation to create the Ray and Alma Statema Park Stewardship Fund.

Summary of Request:

The Parks Commission and staff recognize the tremendous contributions by Ray and Alma Statema to the success of the County Parks program which include but are not limited to:

- Both Ray and Alma volunteer time to support the park system including extensive time spent mowing and making improvements at Grand Ravines, volunteering for stewardship work days, assisting with groups at the Nature Center, not to mention Ray's service on the Parks Commission and its committees.
- Ray has been active with Friends of Ottawa County Parks and has served as the Parks Commission's liaison to the group.
- Ray and Alma donated an easement through their land to facilitate the trail system at Grand Ravines resulting in the most beautiful and popular trail in the park and are now donating the land traversed by the trail.
- Ray and Alma have provided generous financial support for numerous projects at Grand Ravines including the donation of a commercial mower to the park system.
- Ray has been instrumental in securing donations for the Grand River Greenway project and donor support for Grand Ravines.

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 2: To Contribute to the Long-Term Economic, Social and Environmental Health of the County.
 Goal 3: To Maintain and Enhance Communication with Citizens, Employees, and Other Stakeholders.

Objective: Goal 2, Objective 1: Consider initiatives that contribute to the economic health and sustainability of the County and its' residents.
 Goal 2, Objective 3: Consider initiatives that contribute to the environmental health and sustainability of the County and its' residents.

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

Committee/Governing/Advisory Board Approval Date: 02/19/2019 Planning and Policy Committee

Summary of Request Continued:

As noted, the above list is not complete and does not include the caring, support and inspiration to park staff provided by the Statemas. Inspired by these contributions, Park staff came up with the idea for a fund to be established to honor a couple "who have given selflessly to inspire a love for the natural world and a desire to steward Michigan's natural resources."

Revenue from the Ray and Alma Statema Park Stewardship Fund, as proposed, will support park stewardship projects with a focus on promoting school groups engaged in service-based learning projects in the county parks by providing funds for busing, tools and equipment, materials for outreach or education on stewardship-related topics, and other stewardship-related project expenses. The Parks Commission will accept applications from schools and make recommendations to the Allendale Community Foundation for annual appropriations from the fund.



MEMORANDUM

Date: February 11, 2019
To: Ottawa County Board of Commissioners
From: John Scholtz, Parks and Recreation Director
RE: Create Park Stewardship Fund to Honor Statemas

The Parks Commission and staff recognize the tremendous contributions by Ray and Alma Statema to the success of the County Parks program which include but are not limited to:

- Both Ray and Alma volunteer time to support the park system including extensive time spent mowing and making improvements at Grand Ravines, volunteering for stewardship work days, assisting with groups at the Nature Center, not to mention Ray's service on the Parks Commission and its committees.
- Ray has been active with Friends of Ottawa County Parks and has served as the Parks Commission's liaison to the group.
- Ray and Alma donated an easement through their land to facilitate the trail system at Grand Ravines resulting in the most beautiful and popular trail in the park and are now donating the land traversed by the trail.
- Ray and Alma have provided generous financial support for numerous projects at Grand Ravines including the donation of a commercial mower to the park system.
- Ray has been instrumental in securing donations for the Grand River Greenway project and donor support for Grand Ravines.

As noted, the above list is not complete and does not include the caring, support and inspiration to park staff provided by the Statemas. Inspired by these contributions, Park staff came up with the idea for a fund to be established to honor a couple "who have given selflessly to inspire a love for the natural world and a desire to steward Michigan's natural resources.

Revenue from the Ray and Alma Statema Park Stewardship Fund, as proposed, will support park stewardship projects with a focus on promoting school groups engaged in service-based learning projects in the county parks by providing funds for bussing, tools and equipment, materials for outreach or education on stewardship-related topics, and other stewardship-related project expenses. The Parks Commission will accept applications from schools and make recommendations to the Allendale Community Foundation for annual appropriations from the fund.

Proposed motion:

To approve and authorize the Board Chairperson and Clerk to sign the Organizational Endowment Fund Agreement with the Allendale Community Foundation to create the Ray and Alma Statema Park Stewardship Fund.

This request relates to a non-mandated activity and supports Goal #2 "To contribute to a healthy physical, economic and community environment," and Goal #4 "To continually improve the County's organization and services."



ORGANIZATION ENDOWMENT FUND AGREEMENT

This is an **Organization Endowment Fund Agreement** effective this 4th day of January, 2019. The parties to this Agreement are as follows:

<u>Name</u>	<u>Address</u>	<u>Designation</u>
Ottawa County Parks & Recreation	12220 Fillmore Street West Olive, MI 49460	“Organization”
Allendale Community Foundation; an affiliate of the Grand Haven Area Community Foundation, a Michigan Nonprofit Corporation	One South Harbor Drive Grand Haven, MI 49417	“Foundation”

Statement of Background Information

- A. The Organization, in furtherance of its purposes and functions, has determined that it would serve its best interests to create an Organization Endowment Fund within the Allendale Community Foundation. The Fund name shall be the **Ray and Alma Statema Park Stewardship Fund** and this will be used in referring to the Fund in all Foundation documents and publications.
- B. The Foundation is a nonprofit Michigan corporation exempt from Federal income tax pursuant to Section 501 (c) (3) of the Internal Revenue Code, to which contributions are deductible pursuant to Section 170 (b) (1) (a) of the Internal Revenue Code, and is not a private foundation pursuant to Section 509 (a) of the Internal Revenue Code, and is an appropriate community foundation within which to establish such an Organization Endowment Fund to serve the needs and interests, and to promote the well-being, of the people of the geographic area which the Foundation serves.
- C. The Foundation is willing and able to create such an Organization Endowment Fund, subject to the terms and conditions of this Agreement, and Organization desires to transfer certain assets to the Foundation and Foundation agrees to accept, administer, and distribute such assets, in accordance with the terms and provisions of this Agreement.
- D. Foundation and Organization desire to reduce their agreement to writing.

Section One
Transfer of Assets

- 1.01 The initial contribution to the Fund is **\$5,000.** Additional contributions to the Fund can be made by the Organization or any other donor. All non-cash contributions to the Fund must first be accepted by the Foundation. All gifts, once received by the Foundation, are irrevocable.

Section Two
Purpose and Use of the Fund

- 2.01 Distributions from the Fund shall be made to satisfy the criteria stated in Section 2.03.
- 2.02 The Trustees of the Foundation may receive written advice and recommendations from the Fund's Advisory Committee (as defined in Section 2.04). It is understood that any recommendations by the Fund's Advisory Committee are in no way binding upon the Foundation or its Board of Trustees, and that the Fund may be used and expended by the Foundation's Board of Trustees as it shall determine, subject to the Articles of Incorporation, By-laws and other rules and regulations in effect from time to time.
- 2.03 Distributions from the Fund shall be for the purpose of providing funding assistance to schools that participate in service-based learning projects in the Ottawa County Park system; including funding bussing costs, tools, plant materials, etc.**
- 2.04 The Fund's Advisory Committee shall consist of the Ottawa County Parks & Recreation Commission.**

Section Three
Distribution of the Fund

- 3.01 The Fund shall be an Endowed Fund, and, therefore, distributions from the Fund shall be made in accordance with the Foundation Endowed Spending Policy (as determined based on current Foundation policy as amended from time to time).
- 3.02 However, distributions in excess of the amount dictated by the Foundation's current spending policy may be made to the Organization as determined by the Foundation Board provided one of the following conditions is met: (1) the distribution is for the purpose of enabling the Organization to acquire or renovate a capital asset; (2) the Organization is faced with unexpected financial needs that are not likely to recur, and the distribution will enable the Organization to meet those needs. Recommendations for such distributions may be made from time to time to the Foundation by the Fund's Advisory Committee (as defined in Section 2.04). These recommendations shall be solely advisory and not binding on the Foundation and shall comply with all rules and regulations in effect relating to the Statement of Financial Accounting Standard No. 136.

Section Four
Fees

- 4.01 The Foundation will charge to the Fund quarterly and pay from the Fund assets its standard fee, established by the Foundation Board from time to time, for the investment and administration of Organization Endowment Funds.

Section Five
Duration of Fund

- 5.01 It is intended that the Fund hereby established shall be continued as long as the need therefore exists and money and/or other property are available in the fund for its purposes. However, this Fund shall terminate on the happening of any of the following:
- A. If for any reason the Foundation dissolves, ceases to exist, or ceases to administer the Fund or otherwise to function under this Agreement.
 - B. The Trustees have determined that conditions or circumstances are such or have changed since the Agreement was signed as to purpose, manner, distribution, or use, that the literal compliance with restrictions of this Agreement is unnecessary, undesirable, impractical, or impossible, or the restriction is not consistent with the Foundation's purposes.
- 5.02 In the event of termination, the net assets of the Fund shall be delivered to an entity designated by the Organization, provided that such designated entity shall at that time qualify as exempt from taxation under Section 501 (c) (3) of the Internal Revenue Code and as other than a private foundation under Section 509 (a) of the Internal Revenue Code.
- 5.03 In the event that the Organization ceases to exist, the Foundation Board shall make recommendations for distributions from the Fund in the spirit and intent of the stated purpose of the Fund as defined in Section 2.03.

Section Six
Ownership of Assets

- 6.01 Subject to the provisions of this Agreement for termination and distribution of income, it is acknowledged that the assets of this Fund are the separate property of the Foundation owned by it in its normal corporate capacity. Separate accounting for this Fund shall be maintained to the extent necessary to determine the net income of this Fund provided that the assets of the Fund may be commingled and invested with the other assets of the Foundation.
- 6.02 Further, the Board shall have the variance power to modify any restrictions or condition on the distribution of funds for any specified charitable purposes or to the specific organizations if in the sole judgment of the Board (without the approval of any trustee, custodian, or agent), such restriction or condition becomes, in effect, unnecessary, incapable of fulfillment, or inconsistent with the charitable needs of Ottawa County or the Western Michigan area.

Section Seven
Governing Law

7.01 This Agreement shall be governed and construed in accordance with the laws of the State of Michigan.

Section Eight
Amendments

8.01 This Agreement may be amended by a writing signed by both the Organization and the Foundation. Such alterations or additions shall be adhered to and have the same effect as if originally contained herein.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the day and year first above mentioned.

COUNTY OF OTTAWA

Ottawa County Parks & Recreation
Commission:

By: _____
Gregory J. DeJong, Chairperson
Board of Commissioners

By _____
President

By: _____
Justin F. Roebuck, County Clerk/Register

By _____
Director

Accepted: Grand Haven Area Community
Foundation, a Michigan Nonprofit
Corporation:

By _____
Hadley Streng, President

Date _____

Action Request



Committee: Board of Commissioners

Meeting Date: 02/26/2019

Requesting Department: Fiscal Services

Submitted By: Karen Karasinski

Agenda Item: 2020 Budget Calendar

Suggested Motion:

To approve the 2020 Budget Calendar.

Summary of Request:

Adoption of the budget calendar provides guidance and structure to the process for all stakeholders.

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: 02/19/2019

Finance and Administration Committee

County of Ottawa 2020 Budget Calendar

January 15, 2019	Budget Calendar presented to the Finance Committee
January 22, 2019	Budget Calendar presented to the Board of Commissioners for approval
March 29, 2019	Departments/Agencies submit Capital Improvement Project requests
April 15, 2019	2020 Operating Budget Kick-off week
May 10, 2019	Board Strategic Planning Session
May 10, 2019	Departments/Agencies finalize 2020 Operating Budget Requests & 2020 New Personnel Request due
July 12, 2019	Deadline for publication of the 2020 Community Mental Health Budget Public Hearing notice
July 19, 2019	Fiscal Services and Administration budget review complete
July 22, 2019	Community Mental Health Board holds the Public Hearing and adopts the 2020 Community Mental Health Budget
August 8, 2019	Planning and Policy Committee reviews the 2020 CIP
August 20, 2019	Finance Committee reviews the 2020 County Budget; 2020 CIP; approve resolution for the distribution of Convention Facility Tax and Cigarette Tax and sets the Public Hearing for the 2020 County Budget
August 27, 2019	Board sets the Public Hearing for the 2020 County Budget
September 3, 2019	Deadline for publication of the 2020 County Budget Public Hearing notice
September 10, 2019	Public Hearing for the 2020 County Budget; Board of Commissioners approves the 2020 CIP and the resolution regarding the distribution of the Convention Facility Tax and Cigarette Tax
September 17, 2019	Finance Committee reviews the 2020 County Budget
September 24, 2019	Board of Commissioners adopts the 2020 County Budget

Action Request



Committee: Board of Commissioners

Meeting Date: 02/26/2019

Requesting Department: Administrator's Office

Submitted By: Al Vanderberg

Agenda Item: Diversity, Equity and Inclusion Office Funding Plan and Position Request

Suggested Motion:

To approve the funding plan for the Diversity, Equity and Inclusion Office and the addition of one (1) 1.0 FTE (Unclassified10) Diversity, Equity and Inclusion Director at a cost of \$124,961.00 and one (1) 1.0 FTE (Group T08) Senior Secretary at a cost of \$64,478.00.

Summary of Request:

The Board of Commissioners voted to establish a Diversity, Equity and Inclusion (DEI) Office on December 11, 2018. The funding plan for the DEI Office as well as the addition of the DEI Director position and Senior Secretary position need to be approved as next steps.

The first year cost will be \$0 to the General Fund. The five-year cost table, letters of support and a job description for the DEI Director are included.

Financial Information:

Total Cost: \$0.00	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:

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:

Committee/Governing/Advisory Board Approval Date: 02/19/2019

Finance and Administration Committee

02/19/2019

Planning and Policy Committee



Alan G. Vanderberg
County Administrator

John E. Shay
Deputy County Administrator

Ottawa County

Administrator's Office

Date: February 14, 2019
To: Chair Greg DeJong & Board of Commissioners
From: Al Vanderberg
Subject: Diversity, Equity & Inclusion Office

The Board approved establishment of the DEI Office on December 11. The remaining actions are to approve the funding plan for the office and to approve the two new positions that the office would consist of.

I have attached the job description for the Diversity, Equity & Inclusion Director. The other job description is for a Senior Secretary of which we have many in the organization so I didn't think that was necessary to include.

The first-year cost to the County for the two staff positions is \$0. Money was approved in the FY 2019 budget for office furniture, computers, etc., which is the \$12,575 shown below. The cost to the County per year for the first five years follows:

2019	\$ 12,575
2020	\$ 77,995
2021	\$109,975
2022	\$196,955
2023	\$234,460

This is the cost for the 6th year.

2024	\$266,757
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West Michigan is a leader in tri-sector collaboration. I have had the opportunity to work on many of these types of initiatives, when I worked in Kent County and also since I have been in Ottawa County. I thought it would be a good idea to approach funding of the DEI Office as a tri-sector initiative and have had success in working that concept with the Grand Haven Area Community Foundation and Holland/Zeeland Area Community Foundations as follows:

Grand Haven Area Community Foundation: \$234,507
Holland/Zeeland Community Foundation: \$ 25,000

The foundations are in for a total of 24% of the five-year cost of the DEI Office.

I also approached Jim Brooks (much as I approached Peter Secchia about co-chairing the Greenway fundraising committee) about how to go about raising private sector funds and he offered to lead this effort. To date the following funds have been committed by the private sector:

Herman Miller Foundation:	\$30,000
Haworth	\$35,000

The private sector is in for 19% of the five-year of the DEI Office.

The main reason that we recommended that the Board create the DEI Office in December was so that we could honor the Grand Haven Foundations Request and pay their first year amount of \$80,730 before the end of the year for tax purposes. Dick Haworth had a similar request for 1st year one portion of the Haworth commitment of \$35,000, which is \$20,000.

So thus far, we have received **\$100,730** cash toward the DEI Office.

Many of our local units of government will also want us to work with them, especially on the development of templates to find and eliminate implicit bias in policies, procedures and practices and also in external service delivery. We will charge a nominal fee for this as providing this service. I believe that the non-profit and for profit sector contributions are based at least in part on the County's reputation for leadership and getting things done.

I believe that the DEI Office will be a resounding success much in the same way that customer service, employee health benefit reform and so many other areas of success with the great team that we have at Ottawa County.

Ottawa County Diversity, Equity & Inclusion Office

Estimated Annual Cost (FY2019 - FY2024)

	FY2019	FY2020	FY2021	FY2022	FY2023	FY2024
Salary¹						
Diversity, Equity & Inclusion Director	\$82,077	\$88,151	\$94,672	\$101,675	\$109,195	\$117,273
Senior Secretary	\$34,374	\$36,198	\$38,600	\$41,249	\$44,356	\$47,571
Salary Total	\$116,451	\$124,349	\$133,272	\$142,924	\$153,551	\$164,844
Fringe Benefits¹						
Diversity, Equity & Inclusion Director	\$42,884	\$45,361	\$47,999	\$50,811	\$53,809	\$57,005
Senior Secretary	\$30,104	\$31,442	\$32,978	\$34,624	\$36,440	\$38,333
Fringe Benefits Total	\$72,988	\$76,803	\$80,977	\$85,435	\$90,249	\$95,338
Office Space and Equipment²						
Diversity, Equity & Inclusion Director	\$2,750	\$0	\$0	\$0	\$0	\$0
Senior Secretary	\$3,250	\$0	\$0	\$0	\$0	\$0
Office Space and Equipment Total	\$6,000	\$0	\$0	\$0	\$0	\$0
IT Equipment and Software³						
Diversity, Equity & Inclusion Director	\$2,241	\$0	\$0	\$0	\$0	\$2,241
Senior Secretary	\$1,484	\$0	\$0	\$0	\$0	\$1,484
IT Equipment and Software Total	\$3,725	\$0	\$0	\$0	\$0	\$3,725
Other Director Expenses						
Conferences and events ⁴	\$2,200	\$2,200	\$2,200	\$2,200	\$2,200	\$2,200
Memberships and mileage	\$650	\$650	\$650	\$650	\$650	\$650
Other Director Expenses Total	\$2,850	\$2,850	\$2,850	\$2,850	\$2,850	\$2,850
Annual Cost	\$202,014	\$204,002	\$217,099	\$231,209	\$246,650	\$266,757

Source: Ottawa County Human Resources Department; Ottawa County IT Department; Ottawa County Facilities Maintenance Department

¹ Salary and fringe benefits reflect a 2% annual cost-of-living adjustment, 5% annual health insurance increase, and salary step increases.

² Office space and equipment reflects the cost of an adjustable worksurface, desktop space, chair, and robust storage. The cost for the Senior Secretary is higher since they will require more storage space.

³ IT equipment and software reflects the cost of a computer and its associated equipment as well as Microsoft Office Pro software. The cost for the Diversity, Equity & Inclusion Director is higher since they will require a laptop computer instead of a desktop PC. The equipment will be replaced once every five years.

⁴ Conferences and events reflects the cost of attending one national and one state conference each year as well as the cost to attend between 8 and 10 local diversity galas and summits.

Proposed Funding Sources (FY2019 - FY2024)

	FY2019	FY2020	FY2021	FY2022	FY2023	FY2024
Annual Cost						
Annual Cost	\$202,014	\$204,002	\$217,099	\$231,209	\$246,650	\$266,757
Proposed Funding Sources						
Ottawa County	\$12,575	\$77,995	\$109,975	\$196,955	\$234,460	\$266,757
Community Foundation Holland/Zeeland Area	\$25,000	\$0	\$0	\$0	\$0	\$0
Grand Haven Area Community Foundation	\$80,730	\$64,290	\$50,215	\$29,194	\$10,078	\$0
Other Funding Sources	\$83,709	\$61,717	\$56,909	\$5,060	\$2,112	\$0

Total Request from Other Funding Sources: \$209,507 (19% of total)

Request from Foundations: \$259,507 (24% of total)

Ottawa County Contribution (5 years): \$631,960 (57% of total)

OTTAWA COUNTY

TITLE: DIRECTOR OF DIVERSITY,
EQUITY & INCLUSION

DEPARTMENT: ADMINISTRATOR'S OFFICE

DATE: 04/18/2018

EMPLOYEE GROUP: UNCLASSIFIED

GRADE: U10

FLSA: EXEMPT

JOB SUMMARY:

Under the direction of the County Administrator, leads the development and implementation of proactive diversity, equity and inclusion initiatives which will support the Ottawa County's strategic plan including the Four Cs strategic initiative. Develops a vision and effective strategy that champions the importance and value of a diverse and inclusive county. Educates others on the importance of recognizing and appreciating individual differences to meet organizational goals.

ESSENTIAL JOB FUNCTIONS:

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

1. Plans, guides, and advises County Administrator, Human Resources Director, Corporation Counsel and other elected and appointed officials and employees on diversity, equity and inclusion matters.
2. Prepares and delivers confidential written and/or verbal analytical reports to Corporation Counsel regarding policies, practices and/or activities of County funded officials, employees or operations that may expose the County to civil rights claims of citizens and/or employees and then works with Corporation Counsel to minimize such exposure.
3. Prepares and delivers reports and presentations on equal opportunity matters to various stakeholders, including elected officials, executives, employees and others.
4. Represents Ottawa County on various community boards and committees that serve to further diversity, inclusion and equity efforts in the community.
5. Develops, maintains, and monitors diversity metrics, corresponding dashboards and reports to measure success, and incorporate into future strategies and initiatives.
6. Works with the County Administrator, Human Resources Director, Corporation Counsel to provides diversity, equity and inclusion training to employees, stakeholders and community members and to assist with the development of policies and programs to attract, retain, and promote a diverse workforce for the organization.
7. Prepares and develops training programs to educate employees, managers, organizational leaders, and the general public on how to recognize, accommodate and appreciate individual differences and how these can be bridged back to assist in meeting organizational goals.
8. Develops and monitors metrics for measuring the effectiveness of diversity initiatives implemented and prepares reports on the value of initiatives.
9. Works with the County Administrator, Human Resources Director, Corporation Counsel to review internal policies, other documents, practices, procedures, and service delivery for unintentional (implicit) bias.

10. Serves as an internal ombudsman for diversity issues.
11. Provides direct supervision for subordinate staff, including selection, hiring and termination; training, scheduling and provision of work assignments; performance management; administration of policy and procedure; and administration of discipline.
12. Lead development of a racial equity plan for all County departments, offices, agencies and courts.
13. Lead development of a template for discovery and elimination of potential implicit bias in county policies, procedures, and practices.
14. Lead development of a template for discovery and elimination of potential implicit bias in County external service delivery for all departments, offices, agencies and courts.
15. Work with local units of government (cities, villages and townships) to develop racial equity plans, internal implicit bias templates and external service provision templates.
16. Provide leadership and staff support for County in-house Cultural Intelligence Committee.
17. Be a member of and provide occasional support for the ALPACT (Advocates and Leaders for Police and Community Trust) initiative led by the Ottawa County Sheriff's Office.
18. Performs other functions as assigned.

REQUIRED KNOWLEDGE AND SKILLS:

1. Strong commitment to and understanding of diversity, equity and inclusion.
2. Direct experience working successfully with diverse populations (i.e. race, gender, sexual orientation, class, religion, ability, undocumented) to support multicultural successes through advising, program development, and cultivation social conscious.
3. Excellent verbal and written skills, including being a highly effective communicator with the ability to clearly and concisely articulate ideas, concepts and proposals to engage teams, stakeholders and leadership.
4. Excellent interpersonal and human relations skills.
5. Thorough working knowledge of management and supervisory practices and principles.
6. Thorough working knowledge of techniques to improve cultural competence.
7. Working knowledge of quantitative statistics, applied statistics, and mathematical modeling.
8. Working knowledge of statistical applications software and extensive knowledge of Excel and data visualization software.
9. Ability to interact positively and objectively with elected officials, managers, supervisors and employees from a wide range of cultural and socio-economic backgrounds.

REQUIRED EDUCATION, TRAINING AND EXPERIENCE:

Master's degree in cultural diversity, human resources, business administration or a related field is preferred, combined with five (5) years' experience in diversity and inclusion work and five (5) years' experience in supervision and management; or an equivalent combination of education and experience.

PHYSICAL REQUIREMENTS:

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

WORKING CONDITIONS:

Work is performed in a normal office environment.

September 6, 2018

To Whom It May Concern:

Ottawa County Administrator, Al Vanderberg, has shared plans for implementation of a Diversity, Equity and Inclusion Office within the County Administrative structure for early in 2019. Some of the critically important work that this office will undertake includes developing equity templates for identification and elimination of implicit bias from internal policies, procedures and practices and external service provision. The office will also work on developing and delivering training opportunities. The County intends to apply these practices to all County departments, offices, courts and agencies. The county has extended the offer to local government to apply these practices to their operation as well.

We fully support Ottawa County in this endeavor and plan to access these services from the County when available. This will eliminate redundant efforts and provide similar services for local governments throughout the County and neighboring communities. We believe issues of diversity and cultural intelligence to be of increasing importance throughout our nation, state and community and believe it is important to develop and enhance our capability to address these issues in a meaningful way.

Sincerely,



Pat McGinnis,
Grand Haven City Manager



Frank Peterson,
Muskegon City Manager



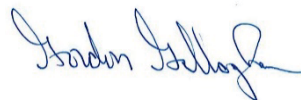
Jonathan Seyferth,
Coopersville City Manager



Howard Fink,
Park Township Manager



Patrick Waterman,
Hudsonville City Manager



Gordon Gallagher,
Spring Lake Township Manager



Keith Van Beek,
Holland City Manager



Christine Burns,
Spring Lake Village Manager



January 30, 2019

To Whom it May Concern,

I am pleased to write this letter of support for Ottawa County's funding proposal to establish a Diversity and Inclusion Office. Ottawa County has been a Core Member of the Government Alliance on Race and Equity (GARE) for the past three years. County Administrator Al Vanderberg actually attended our very first gathering that led to the establishment of GARE as a peer-to-peer, membership-led, membership-driven network in 2014.

Two primary points I would like to emphasize: 1) Ottawa County has been a leader on racial equity, and it is critical that jurisdictions at the forefront continue to experience success; their progress will help establish effective practice to support a growing regional and national movement, and 2) the steps that Ottawa County has initiated are on the right track, and they are well positioned to accelerate success. Without caveat, and with the strongest support, I encourage you to fully fund their proposal.

For background, the [Government Alliance on Race and Equity](#) (GARE) is a core project of the [Haas Institute for a Fair and Inclusive Society](#) at the University of California Berkeley and [Race Forward](#). GARE is a national network of government working to achieve racial equity and advance opportunities for all. Our methodology features the following:

1. We are a membership organization that supports national and regional networks of jurisdictions that are at the forefront of work to achieve racial equity (we now have nearly 100 members from across every region of the country).
2. We offer pathways for new jurisdictions to begin doing racial equity work, including contractual technical assistance and year-long learning cohorts.
3. We support and build local and regional collaborations that are broadly inclusive and focused on achieving racial equity.

Government's proactive work on racial equity has the potential to leverage significant change, setting the stage for the achievement of racial equity in our communities. GARE is building a national movement for racial equity; we share and expand best practices, tools and resources. GARE's work is underpinned by the knowledge that we will not be able to advance racial equity without the transformation of government into an effective and inclusive democracy. For government to advance racial equity, we must recognize the historical legacy of government having created and maintained racial inequity, explicitly from the foundation of our country, and implicitly for the last half a century.

We understand Ottawa County has a pressing and urgent opportunity to intentionally surface and address institutional and structural racism that emerges from a historical context. To advance racial equity for lasting impact, Ottawa County must integrate equity as a value that is put into action. Leadership and staff must **normalize** racial equity as a key value and have clear understanding and shared definitions, **operationalize** equity via new policies and by transforming the underlying culture of our organizations, and finally, **organize**, both internally and in partnership with other institutions and the community. While Ottawa County has made significant steps along this process, the establishment of a Diversity and Inclusion Office would provide key infrastructure to accelerate progress.

Mr. Vanderberg shared the proposal, and there were a number of things that I was particularly pleased to see:

- **Strong connections across sectors:** Ottawa County's partnership with the Lakeshore Ethnic Diversity Alliance (LEDA) and the CEO Advisory Committee is essential. The public sector is critical for achieving racial equity in communities, but cannot do it alone. Collaborations across sectors, including the non-profit and business sector are necessary for getting to improved outcomes. Ottawa County's commitment to do so is evident. Working to advance equity is the right thing to do, for community well-being and for the expansion of economic success in the region.
- **Addressing root causes of inequities:** When first beginning to talk about race, many jurisdictions will focus on people or communities of color as problems to be fixed. While it is important to address symptoms, if we do not address the underlying drivers of inequity, our work will be insufficient. Ottawa County's commitment to examine policies, practices and service delivery for implicit bias will be essential for changing conditions.
- **Internal organizing:** Mr. Vanderberg and Ottawa County leadership have initiated efforts to integrate equity into routine operations. His staff, including Reyna Masko who chairs the Cultural Intelligence Committee, have used an "inside-outside" strategy to support internal transformation, while also enhancing partnerships with the community.
- **Regional leadership:** The 24 cities, townships and village across the County will benefit from the funding of the proposal. Racial inequities play out across the entire County, so having a comprehensive approach of the County providing support to also help them develop Racial Equity Plans and address implicit bias is an excellent example of what government could and should do to advance racial equity. Mr. Vanderberg shared his interest in this model being replicated throughout the state and nation as an effective approach. GARE would love to be able to lift up this approach with jurisdictions across the country.

Funding for staffing for the two positions requested will reinvigorate Ottawa County's work and restore momentum. The steps that have been outlined, including completion of a Racial Equity Plan and development of templates for evaluation of internal policy and practice and external service provision for implicit bias, are critical steps for operationalizing racial equity. Too many jurisdictions' efforts are limited to vision statements or principles. Words on paper are insufficient. It is essential that we put those values into action via improved policies and practices. Having the staffing to do so is

essential to driving change across the breadth (all departments) and depth of the organization (up and down hierarchy, from frontline staff to department directors).

Philanthropic support for Ottawa County at this moment in time is critical until the County is able to build capital to self-fund long term. You will be investing in an equitable future for Ottawa County.

I have appreciated Ottawa County's leadership on racial equity and am excited about the possibility of this expansion. If you have any questions, please contact me at jnelson@raceforward.org or (206) 816-5104.

Sincerely yours,

A handwritten signature in black ink, appearing to read "Julie Nelson". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Julie Nelson

Senior Vice President of Programs, Race Forward

Senior Fellow, Haas Institute for a Fair and Inclusive Society at the University of CA, Berkeley

Co-Director, Government Alliance on Race and Equity.



STATE OF MICHIGAN
DEPARTMENT OF CIVIL RIGHTS
EXECUTIVE

RICK SNYDER
GOVERNOR

DR. AGUSTIN V. ARBULU
DIRECTOR

September 5, 2018

To Whom It May Concern:

As executive director of the Michigan Department of Civil Rights (“MDCR”) I am writing this letter of support for the establishment of an Office of Diversity, Equity and Inclusion in Ottawa County.

There is no more important work than reducing the gaps that exist in health, education, employment, housing, criminal justice and quality of life between marginalized and non-marginalized communities. The work of dismantling barriers to inclusion require intentional strategies that dedicate attention, time and resources to the implementation of equitable practices. The creation of an Office of Diversity, Equity and Inclusion in Ottawa County will serve to address these challenging issues through an equity lens that can lead to further economic development and prosperity for all residents of Ottawa County and not just a segment of the community.

MDCR recognizes that having someone formally lead the equity work is critical and indispensable. We know this by having created an equity officer position within MDCR at the beginning of this year. Taking this step has allowed MDCR to move strategically and more effectively in advancing and embedding equitable procedures and processes. The outcomes have far exceeded what we initially expected.

We strongly support the efforts of Ottawa County in establishing an Office of Diversity, Equity and Inclusion in Ottawa County.

If you have questions, please do not hesitate to reach out to the undersigned.

Sincerely yours,

A handwritten signature in blue ink, appearing to read 'Dr. Agustin V. Arbulu', written over a horizontal line.

Dr. Agustin V. Arbulu
Executive Director

Action Request



Committee:	Board of Commissioners
Meeting Date:	02/26/2019
Requesting Department:	Innovation and Technology
Submitted By:	Dave Hulst
Agenda Item:	GIS Map and Data Pricing for General Sales

Suggested Motion:

To approve changes to GIS Map and Data pricing.

Summary of Request:

The current GIS map and data pricing model, developed in 2007, is in need of an update to reflect changes in data and services offered. There are also some changes to the pricing of larger datasets that should be reviewed to encourage more purchases of these products (i.e. parcels). Also, several changes should be considered in order to allow for some entities to have to access to the data at a free/reduced cost (i.e. schools).

I have gathered information on the sales we have had for the previous five years, and I have broken those down into sales of digital parcels, sales of non-parcel digital data, and sales of hard copy maps. I have included those tables with this letter and the following is a summary of the tables:

- 1) The parcel data sales for the last five years have averaged around \$2,924 per year, with an average sale being \$68. The vast majority of these sales have been to engineering firms working on small projects.
- 2) The non-parcel data sales for the five years have averaged around \$6,329 per year. Most of the sales would be either our orthophotography or contour data.
- 3) The maps sales for the last five years have averaged around \$8,104 per year.

I have attached a proposed pricing model for both digital data and map sales. I believe that with the proposed changes to our pricing model we would encourage more sales of our parcel data and several layers related to parcels. The pricing model also formally includes a breakdown of the rates for County Departments, Local Units, Federal & State Government, General Public, Non-profits, and Schools (K-12 & Higher Education).

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.

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

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

Goal 4, Objective 4: Examine opportunities for increased cooperation and collaboration with local government and other partners.

Administration: Recommended Not Recommended Without Recommendation

County Administrator:

Committee/Governing/Advisory Board Approval Date: 02/19/2019

Finance and Administration Committee

**Ottawa County
Fee Schedule (Approved 07/24/07)
Digital Data**

Parcels (Cost per parcel)						
	1-499	500-999	1000-2499	2500-5000	5000-50000	50000+
Parcels	\$1	\$0.80	\$0.60	\$0.40	\$0.30	\$0.20
Parcels w/ Database Record	\$2	\$1.50	\$1	\$0.80	\$0.60	\$0.30
Annual updates (For Parcels with Database Record)					\$0.15	\$0.10

Imagery	
Historical Aerials (Qtr.Section/Section) (<i>where available</i>)	\$15
Historical Aerial (Tile) (<i>where available</i>)	\$5
Historical MrSID Compressed Orthophoto (County) (<i>where available</i>)	\$1,000.00
Historical Aerial MrSID Compressed Orthophoto (Geographic Township)	\$150.00
Current Aerial MrSID Color Compressed Orthophoto (County)	\$3,000.00
Current Aerial Color Digital Orthophoto (tile)	\$15

LiDAR	
Contours (Tile)	\$15
Contours (County)	\$5,000
Other LiDAR-Data (Tile)	\$25
Other LiDAR-Data (County)	\$10,000

Other Data	
Frequently Edited Data (County)*	\$1,000
Frequently Edited Data Maintenance (Annual Updates)	\$400
Frequently Edited Data with Lifetime Maintenance(Annual Updates)	\$5,000
Minimally Edited Data (County)	\$200

*This includes layers such as roads, hydrology, building footprints, etc.

**Ottawa County
Fee Schedule (Approved 07/24/07) -
Hard Copy Maps**

Tax Maps	17x18 (Line only)	30x34
Line		-
Qtr-Section	\$5	\$8
Section	-	\$8
Composite		
Qtr-Section	-	\$15
Section	-	\$15
Add Contours	-	\$5 extra
Additional Digital Copy*	Half Price	Half Price
Additional Printed Copies*	\$1	\$7.50

Custom Maps	8.5x11 or 14	30x34	Misc./sq. in.
Custom Zoom (Includes all Composite Layers)	\$15	\$30	-
Current Orthophotos	-	-	2.5¢
Historical Aerial Photos	\$3	\$15	1.5¢
LiDAR Data	\$5	\$10	2¢
Tax Lines	-	-	1.5¢
Additional Layers per Layer (first three)	\$3	\$5	1¢
Additional Layers per Layer (four to six)	\$2	\$3	1¢
Additional Layers per Layer (more than six)	\$1	\$2	0.5¢
Additional Digital Copy*	Half Price	Half Price	Half Price
Additional Printed Copies*	\$2	\$10	1/4 Original

On-line Prints	
8.5x11	\$1
11x17	\$3

Map Books	
Plat Book	\$25
15 Pages or less	\$15
16-29 Pages	\$20
30 Pages or more	\$25

Other	
Specialty Paper	varies
Labor (min. 1/2 hour)	\$40
Road Index	\$25
CD	\$2
DVD	\$4
Fax	\$3

Specialty Maps**	
8.5x11	\$12
11x17	\$17
24x36	\$22
36x48	\$32
42x54	\$42

*This price applies for orders made in a same-day visit and, due to labor costs, not intended for large bulk orders

**Specialty Maps will include pre-created maps featuring specific themes such zoning, wetlands, elevation, roads etc.

The (Proposed) 2019 Schedule of Prices for Ottawa County GIS
ENHANCED ACCESS POLICY RATES FOR DIGITAL DATA

Parcels (Price per Parcel)			
	1-499	Local Unit	County
Parcels (Just Parcel Identification Number)	\$0.50	\$125.00	\$1,500.00
Parcels w/ Address & Owner Information	\$1.00	\$250.00	\$3,000.00
Historic Parcels (Price per Parcel)			
	1-499	Local Unit	County
Historic Parcels (Just Parcel Identification Number)	\$0.10	\$25.00	\$300.00
Historic Parcels w/ Address & Owner Information (May not be available all years)	\$0.20	\$50.00	\$600.00
Non-Spatial Parcel Record (Price per Record)			
	1-1000	Local Unit	County
Parcels w/ Address & Owner Information	\$0.25 + Tech Fee	Available from Equalization	Available from Equalization
Address Points (Price per Address Point)			
	1-499	Local Unit	County
Address Points	\$0.50	\$125.00	\$1,500.00

Imagery	Price
2018 Aerial Color Digital Orthophoto (Original TIF image) (Per Tile)*	\$15
2018 Aerial Color Digital Orthophoto (Original TIF image) (Local Unit)	\$450
2018 Aerial MrSID Color Compressed Orthophoto (County)	\$3,000.00
Historical Aerial (Tile) (where available)	\$5
Historical Aerial MrSID Compressed Orthophoto (Local Unit) (where available)	\$150.00
Historical Aerial MrSID Compressed Orthophoto (County) (where available)	\$1,000.00

LIDAR	Price
2017/18 Contours (Tile)*	\$15
2017/18 Contours (County)	\$5,000
2004 Contours (Tile)*	\$10
2004 Contours (County)	\$3,000
2017/18 USGS LiDAR-Data Files (Tile)* (Data can also be downloaded from the USGS)	\$0
2004 LiDAR-Data Files (Tile)*	\$10
2004 LiDAR-Data Files (County)	\$3,000

*Based on 2018 Tile scheme
 **2017 Imagery may have heavy leaf-on coverage.

Other Data	Price
Street Centerlines w/Address Ranges (per feature)	\$0.10
Street Centerlines w/Address Ranges (County)	\$1,000
Other Frequently Edited Data (per feature)	\$1
Other Frequently Edited Data (County)	\$1,000
Minimally Edited Data (per feature)	\$0.25
Minimally Edited Data (County)	\$200
Plat Book (Digital)	\$15 + Tech Fee

DISCOUNT RATE TABLE FOR QUALIFYING ENTITIES

REQUESTOR	DIGITAL DATA	LABOR (SERVICES)	RESTRICTIONS
General Public	100% (Full Charge)	100% (Full Charge)	(none)
Non Partnered Local Units or Governmental Agency	100% (Full Charge)	100% (Full Charge)	specific use / restricted to unit extent
Partnered Local Units or Governmental Agency (or Vendor working on behalf of)	0%	0%	specific use / in kind service
Qualified 501c	50%	100% (Full Charge)	specific use / proof of 501c
Local Schools (K-12 & Higher Education)	0%	0%	specific use / in kind service
State & Federal Government Agencies	0%	0%	specific use / in kind service

**Ottawa County Geospatial Insights & Solutions
Fee Schedule (Proposed 2019) - Hard Copy Maps**

Parcel Line Tax Maps (No Aerial Imagery)	17x18 (Line only)	30x34
Quarter Section	\$5.00 at 200 scale	\$15
Section		\$15
<i>Add Contours or LiDAR data</i>		\$5
Digital Copy (PDF Version)	\$2.50	Half Price of Total
Additional Printed Copies	\$2.50	Half Price of Total
Parcel Composite Tax Maps (Includes Current Aerial Imagery)		30x34
Quarter Section	\$10.00 at 200 scale	\$30
Section		\$30
<i>Add Contours or LiDAR data</i>		\$10
Digital Copy (PDF Version)	\$5.00	Half Price of Total
Additional Printed Copies	\$5.00	Half Price of Total
Custom Maps		
	8.5x11 or 14	30x34
Custom Zoom (Includes all Parcel Composite Tax Map Layers)	\$20	\$40
Historical Aerial Imagery (Instead of Current Aerial Imagery)	\$5	\$10
<i>Add Contour or LiDAR data</i>	\$5	\$10
<i>Additional Layers per Layer (first three)</i>	\$3	\$5
<i>Additional Layers per Layer (four to six)</i>	\$2	\$3
<i>Additional Layers per Layer (more than six)</i>	\$1	\$2
Digital Copy (PDF Version)	Half Price of Total	Half Price of Total
Additional Printed Copies*	Half Price of Total	Half Price of Total

Specialty Map Books 8.5x11	
15 Pages or less	\$30 + Labor
16-29 Pages	\$40 + Labor
30 Pages or more	\$50 + Labor

Specialty Maps**	
8.5x 11	\$15
11x17	\$25
24x36	\$30
36x48	\$40
42x54	\$50
Additional Sizes	Varies by Size

Other	Price
Specialty Paper	varies
Labor (min. 1/2 hour)	\$40

*This price applies for orders made in a same-day visit and, due to labor costs, not intended for large bulk orders

**Specialty Maps will include pre-created maps featuring specific themes such zoning, wetlands, elevation, roads etc.

Action Request



Committee:	Board of Commissioners
Meeting Date:	02/26/2019
Requesting Department:	Ottawa County Department of Public Health
Submitted By:	Misty Cunningham
Agenda Item:	Environmental Health Laboratory Fee Increase

Suggested Motion:

To approve the Environmental Health Laboratory Fee Increase from \$30.75 to \$40.00.

Summary of Request:

In December 2018, the Environmental Health program issued a Request for Proposal for our laboratory sampling services. There were three responses for this RFP. One was from our current vendor, Alliance Analytical, and two were from vendors in the area. Due to repeated issues with our current vendor exceeding acceptable time-frames for sample turnaround time and multiple instances of equipment failure resulting in a need to re-sample homes, the contract was awarded to Prein and Newhof, out of Grand Rapids.

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

Objective: Goal 2, Objective 3: Consider initiatives that contribute to the environmental health and sustainability of the County and its' residents.

Administration: Recommended Not Recommended Without Recommendation

County Administrator: *Alan G. Vandenberg*

Committee/Governing/Advisory Board Approval Date: 02/19/2019 Finance and Administration Committee



Ottawa County Department of Public Health

Environmental Health Regulations Amendment

Cover Memo

Suggested Motion

To approve the Environmental Health Laboratory Fee Increase as presented.

Background Information

The Environmental Health program collects and submits approximately 1000 water samples for analysis each year. These samples come primarily from our well permitting and real estate transfer evaluation services. These services provide either a final inspection to allow a resident to obtain occupancy from the municipality or township they reside in, or issuance of a real estate transfer evaluation report on the condition of their drinking water well at the time a property is sold.

Therefore, the ability of the lab to return these samples in a timely manner is imperative to meet our 10 day turnaround time. In addition to samples collected by Ottawa County staff, many public water supplies and private citizens utilize this service as well for water sampling. Currently this service is provided by Alliance Analytical Labs, who was awarded the contract after a Request for Proposals (RFP) in December 2015.

Summary of Request

In December 2018, the Environmental Health program issued a Request for Proposals for our laboratory sampling services. There were three responses for this RFP. One was from our current vendor, Alliance Analytical and two were from vendors in the area. Due to repeated issues with our current vendor exceeding acceptable timeframes for sample turnaround time and multiple instances of equipment failure resulting in a need to re-sample homes, the contract was awarded to Prein and Newhof, out of Grand Rapids.

Financial Information

The cost for the selected bid is \$40.00 for the combination of samples that make up the majority of samples analyzed. This represents a \$9.25 increase over the current laboratory fee that is charged as a portion of our services. This charge is considered a pass thru fee, as the cost charged for the service is the actual cost paid by the County.

Mandated Service

Well permitting and finalization, including the collection of water samples from newly drilled wells is mandated to local health departments. The real estate transfer evaluation is not a service mandated by the state, but it is required under the Ottawa County Environmental Health Regulations and has been since 1984.

Ottawa County Goals & Objectives

The Ottawa County Department of Public Health strives to carry out the Ottawa County Board of Commissioners vision, mission, strategic goals and objectives. This proposal supports the following goals and objectives:

- Goal 2: To contribute to the long-term economic, social and environmental health of the County.
 - Objective 3: Consider initiatives that contribute to the environmental health and sustainability of the County and its' residents.

Action Request



Committee: Board of Commissioners

Meeting Date: 02/26/2019

Requesting Department: Facilities Maintenance

Submitted By: John Shay

Agenda Item: Security Camera Project Agreement

Suggested Motion:

To approve the Agreement with Presidio Networked Solutions Group, LLC, for the installation of new security cameras and related storage equipment/software at all County facilities in the amount of \$811,145.45 with funding to come from the Ottawa County Insurance Authority.

Summary of Request:

The County received three bids to install approximately 426 new security cameras and related storage equipment/software at all County facilities. This project is included in the Capital Improvement Plan and funded by the Ottawa County Insurance Authority. The County staff and the County's engineer (GMB) on this project are recommending that the County accept the second lowest bid from Presidio rather than the lowest bid from Knight Watch. Presidio's bid in the amount of \$811,145.45 is \$60,658.41 higher than Knight Watch's bid in the amount of \$750,487.04. The recommendation to award this project to Presidio is due to the following: 1) GMB has previous experience working with Presidio on similar projects. These projects were well organized and completed on time and within budget; 2) Presidio has experience working with Wonderware and is a certified Wonderware vendor, which is the system used to call up camera images at the Jail. That is, when a person presses a button to notify the Jail staff to unlock a door, Wonderware displays the video image of that person to the Jail staff, so that they know it is safe to open the door. It is critical for jail security that the integration of the new cameras and Wonderware proceed without any problems. In addition to Presidio's bid, the project budget includes new switches from another vendor, construction engineering costs and construction contingencies.

Financial Information:

Total Cost: \$811,145.45	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:

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.

Administration: Recommended Not Recommended Without Recommendation

County Administrator:

Committee/Governing/Advisory Board Approval Date: 02/19/2019

Finance and Administration Committee

01/21/2019

Ottawa County Insurance Authority



Ottawa County

MASTER VENDOR AGREEMENT

County of Ottawa

12220 Fillmore St

West Olive, MI 49460

Tax-Exempt County Registration 38-60004883

Name of Vendor: Presidio Network Solutions Group, LLC
Address: One Penn Plaza, Suite 2832, New York, New York 10119

Date: February 12, 2019

Vendor's legal status: Corporation

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. County accepts the limitations of warranty and limitations of liability in Quote 2003418815283-04, dated 1-09-2019, page 4.
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 (30) day 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 it 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, a hold over or any 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 above 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 (Gregory J. DeJong)

Ryan M Bailey

Vendor Representative

Ottawa County Clerk/Register (Justin Roebuck)

TO: Ottawa County
 Mike Morrow
 12220 Fillmore Street
 West Olive, MI 49460

 mmorrow@miottawa.org
 (p) 6167384839

FROM: Presidio Networked Solutions Group, LLC
 Ryan Bailey
 6355 East Paris Ave
 Caledonia, MI 49316-9139

 rbailey@presidio.com
 (p) 616.871.1577

BILL TO: Ottawa County

 12220 Fillmore Street
 West Olive, MI 49460

SHIP TO: Ottawa County

 12220 Fillmore Street
 West Olive, MI 49460

Customer#: OTTAW004
Account Manager: Ryan Bailey
Inside Sales Rep: Sandra Terrell
Title: PhySec County Wide Video Surveillance System Replacement

#	Part #	Description	Unit Price	Qty	Ext Price
1	HD-NVR4-PRM-157TB-NA	HD NVR4 PRM 157TB 2U Rack Mnt, Windows Server 2016	\$30,000.00	3.00	\$90,000.00
2	HD-NVR4-PRM-96TB-NA	HD NVR4 PRM 96TB 2U Rack Mnt, Windows Server 2016	\$18,500.00	1.00	\$18,500.00
3	HD-NVR4-PRM-64TB-NA	HD NVR4 PRM 64TB 2U Rack Mnt, Windows Server 2016	\$15,500.00	1.00	\$15,500.00
4	HD-NVR4-STD-48TB-NA	HD NVR4 STD 48TB 2U Rack Mnt, Windows 10 IoT LTSB	\$11,900.00	1.00	\$11,900.00
5	HD-NVR3-SFPPLUS-DA	SFP+ 10GbE Transceiver at each end of Twinax Direct Attach Copper Cable, 3m	\$66.30	12.00	\$795.60
6	48C-ACC6-ENT	ACC 6 Enterprise license for up to 48 camera channels	\$6,805.95	8.00	\$54,447.60
7	24C-ACC6-ENT	ACC 6 Enterprise license for up to 24 camera channels	\$3,414.45	1.00	\$3,414.45
8	8C-ACC6-ENT	ACC 6 Enterprise license for up to 8 camera channels	\$1,167.90	1.00	\$1,167.90
9	1C-ACC6-ENT	ACC 6 Enterprise license for up to 1 camera channels	\$170.85	1.00	\$170.85
10	ACC6-POS-1STR	ACC 6 POS Transaction SW license for recording a single stream of transaction details. Compatible with Enterprise and Standard only.	\$114.75	1.00	\$114.75
11	ACC-POS-HW-2S	2 port serial server to allow two streams of RS232 serial transaction information to be converted and transmitted over the network to an Avigilon Control Center server.	\$261.63	2.00	\$523.26
12	3.0C-H4A-BO1-IR-B	3.0 Megapixel WDR, LightCatcher, 3-9mm f/1.3 P-iris lens, Integrated IR, Self-Learning Video Analytics Comments: SC3	\$527.85	31.00	\$16,363.35
13	2.0C-H4A-D1-B	2.0 Megapixel (1080p) WDR, LightCatcher, Day/Night, Indoor Dome, 3-9mm f/1.3 P-iris lens, Self-Learning Video Analytics Comments: SC4	\$408.00	116.00	\$47,328.00
14	3.0C-H4A-D1-B	3.0 Megapixel WDR, LightCatcher, Day/Night, Indoor Dome, 3-9mm f/1.3 P-iris lens, Self-Learning Video Analytics Comments: SC5	\$425.85	12.00	\$5,110.20
15	3.0C-H4A-BO1-IR-B	3.0 Megapixel WDR, LightCatcher, 3-9mm f/1.3 P-iris lens, Integrated IR, Self-Learning Video Analytics Comments: SC6	\$527.85	3.00	\$1,583.55

16	6.0L-H4F-DO1-IR	6.0 MP, Fisheye Camera, LightCatcher, Day/Night, 1.45mm f/2.2, Integrated IR	\$334.05	122.00	\$40,754.10
		Comments: SC7			
17	12.0-H4F-DO1-IR	12.0 MP, Fisheye Camera, Day/Night, 1.45mm f/2.2, Integrated IR	\$550.80	73.00	\$40,208.40
		Comments: SC8			
18	8.0-H4A-BO1-IR-B	4K UHD (8.0 Megapixel), 4.3-8mm f/1.8 P-iris lens, Integrated IR, Self-Learning Video Analytics	\$765.00	39.00	\$29,835.00
		Comments: SC9			
19	3.0C-H4A-B2-B	3.0 Megapixel WDR, LightCatcher, Day/Night, 3-9mm f/1.3 P-iris lens, Self-Learning Video Analytics	\$425.85	17.00	\$7,239.45
		Comments: SC10			
20	16L-H4PRO-B	5K (16 MP) H.264 HD Pro with LightCatcher Technology	\$3,825.00	2.00	\$7,650.00
		Comments: SC11			
21	5.0L-H4A-BO1-IR-B	5.0 Megapixel, LightCatcher, 4.3-8mm f/1.8 P-iris lens, Integrated IR, Self-Learning Video Analytics	\$589.05	10.00	\$5,890.50
		Comments: SC12			
22	3.0C-H4A-B1-B	3.0 Megapixel WDR, LightCatcher, Day/Night, 4.7-84.6mm f/1.6 lens, Self-Learning Video Analytics	\$448.80	1.00	\$448.80
		Comments: SC13			
23	H4-BO-JBOX1	Junction box for the H4A HD Bullet, H4SL HD Bullet, or H4 Thermal cameras.	\$45.90	79.00	\$3,626.10
24	ES-HD-HWS-LG	Large Format Enclosure for Avigilon HD IP Professional Cameras with 12VDC/24VAC Heater, Wall Bracket and Sunshield. Maximum combined camera and lens length is 12.8" (32.5 cm).	\$211.65	2.00	\$423.30
25	ES-HD-HWS	Standard Format Enclosure for cameras with 12VDC/24VAC Heater, Wall Bracket and Sunshield. Maximum combined camera and lens length is 9.8" (25 cm).	\$114.75	2.00	\$229.50
		Comments: GR185			
26	LEF5014CA	Canon, 50mm, f/1.4, Auto-Iris Recommended for 4K-7K H4PRO-B Good image quality, excellent in low light, excellent value	\$425.34	2.00	\$850.68
27	ES-HD-IPM	Optional PoE+ power module. Powers full camera enclosure features & camera with a single Ethernet connection. Compatible with ES-HD-HWS, ES-HD-CWS, ES-HD-HWS-LG & ES-HD-CWS-LG	\$119.85	4.00	\$479.40
28	ES-HD-MNT-PAR	Pedestal and ceiling mount for ES-HD-HWS-SM, ES-HD-HWS, ES-HD-CWS, ES-HD-HWS-LG & ES-HD-CWS-LG	\$56.10	2.00	\$112.20
29	ES-HD-MNT-POLE-MD	Medium pole mount for ES-HD-HWS-SM, ES-HD-HWS, ES-HD-CWS, ES-HD-HWS-LG & ES-HD-CWS-LG. Additional mounting point if used with ES-HD-MNT-PLATE.	\$96.90	1.00	\$96.90
30	EX1	Single port 100Mbps POE Extender for extending Cat 5 beyond the 100m cable limit.	\$158.61	1.00	\$158.61
31	SRT2200RMXLA	APC Smart-UPS SRT 2200VA RM - UPS (rack-mountable) - AC 120 V - 1.8 kW - 2200 VA - RS-232, USB - output connectors: 7 - 2U - black	\$1,450.00	1	\$1,450.00
32	RL12-45	45SP RELAYRACK 12/24 BLK	\$200.00	1.00	\$200.00
33	MISC-PhySec-CONSUMABLE	Physical Security / AV Consumable Supplies	\$7,500.00	1.0000	\$7,500.00
		Comments: Misc parts, cables, conduits, mounts			
34	PS-SVC-PHYSEC-FF	Physical Security Presidio Professional Services Fixed Fee	\$373,073.00	1.0000	\$373,073.00
		Comments: Installation and Subcontractors			
35	MS-PHYSEC-WRNTY	Physical Security and AV Warranty Services	\$24,000.00	1.0000 (24.0000 months)	\$24,000.00
		Start Date: 11/01/2018 Contract #: New Contract			
		End Date: 10/31/2020 Billing Frequency: Total In Advance			
		Comments: 2 Year Full Warranty and Software Upgrades			
Option 3: Performance Bond					
36	MISC-PhySec-CONSUMABLE	Physical Security / AV Consumable Supplies	\$9,500.00	1.0000	\$9,500.00



QUOTE:

2003418815283-04

DATE:

01/09/2019

PAGE:

3 of 4

Total (Option 3: Performance Bond):

\$9,500.00

Sub Total:

\$811,145.45

Grand Total:

\$811,145.45

The following terms and conditions shall govern this agreement unless a valid Master Services & Product Agreement or other similar agreement ("Master Agreement") between the parties has been executed and is in force, in which case the terms of the Master Agreement shall prevail to the extent that they are inconsistent with the following terms and conditions.

1. Purchase Orders, Invoicing, Payment and Acceptance. Any purchase order submitted by CLIENT in connection with this agreement shall be deemed subject to these Additional Terms and this agreement. Unsigned, electronically submitted purchase orders shall be deemed to include CLIENT's electronic signature and shall be binding to the extent accepted by Presidio. Presidio's performance of such purchase order shall not constitute Presidio's acceptance of new or different terms, including pre-printed terms on such order. In absence of a purchase order, CLIENT agrees that its signature below grants Presidio the right to invoice CLIENT and authorizes payment to Presidio for the amounts owed. Further, CLIENT represents that Presidio can rely on such CLIENT signature for payment. Presidio shall invoice CLIENT for the Products and/or Services in accordance with the terms stated in the agreement. The price included herein reflects a 3% discount for payment by cash, check or wire transfer. This discount will not apply in the event that CLIENT pays using a credit card or debit card. CLIENT shall make payment to Presidio within thirty (30) days from the date of invoice. Except for taxes due on Presidio's net income, CLIENT shall pay all taxes only as applicable. Presidio reserves the right to bill CLIENT for additional work requested by CLIENT and performed by Presidio, and for applicable expenses incurred by Presidio pursuant to providing such additional services, which are not described in this agreement. Unless otherwise indicated in this agreement, CLIENT agrees that staff augmentation services and services performed on a time and materials basis shall be deemed accepted as performed. Unless otherwise indicated in this agreement, Projects shall be deemed accepted upon the earlier of Presidio's receipt a signed Project Completion and Acceptance document which has been signed and dated by an authorized representative of CLIENT, or thirty (30) calendar days from the date of the delivery of the final Project deliverable. If acceptance is refused, the Client shall provide, in writing to Presidio, its reasonable basis for refusal, prior to the expiration of the thirty (30) calendars day period. Presidio shall address the issue before subsequent work is undertaken.
2. Shipment of Product. All Products delivered to CLIENT hereunder shall be shipped FOB origin, freight collect. Title and risk of loss shall pass to CLIENT at point of origin. Products shall be deemed accepted upon delivery.
3. Limitations of Warranties. Presidio warrants that Services shall be provided by competent personnel in accordance with applicable professional standards. ALL PRODUCTS PROVIDED BY PRESIDIO ARE PROVIDED "AS IS", WITH ALL FAULTS. PRESIDIO MAKES NO OTHER WARRANTIES, EXPRESS OR IMPLIED, INCLUDING BUT NOT LIMITED TO WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE. ANY AND ALL ORIGINAL EQUIPMENT MANUFACTURER (OEM) WARRANTIES, CERTIFICATIONS AND GUARANTEES, IF ANY, ARE PASSED THROUGH TO CLIENT. Any OEM support contract/warranty documentation will be made available to CLIENT.
4. Intellectual Property. CLIENT acknowledges that Presidio, its vendors, and/or its licensors retain all patents and/or copyrights in and to all proprietary data, processes and programs, if any, provided in connection with Services performed hereunder; any Presidio software provided to CLIENT as part of the Services provided shall be subject to the vendor's, licensor's or OEM's copyright and licensing policy. To the extent such software is prepared by Presidio, it is provided by nontransferable, nonexclusive license for CLIENT'S internal use only, subject strictly to the terms and conditions of this Agreement, and shall terminate upon termination or expiration of this Agreement. CLIENT shall not duplicate, use or disclose for the benefit of third parties, reverse engineer or decompile any such software.
5. Confidential Information. The parties agree that Confidential Information means any information disclosed by the disclosing party to the receiving party, either directly or indirectly, in writing, orally or by inspection of tangible objects (including without limitation documents, prototypes, samples, plant and equipment, "CLIENT" lists or other "CLIENT" information not known to the public), which is designated as "Confidential," "Proprietary" or some similar designation, or is the type of information which should reasonably be recognized as Confidential or Proprietary. The receiving party shall not use any Confidential Information of the disclosing party for any purpose except to evaluate and engage in discussions concerning this Proposal. Each party agrees to protect the other party's Proprietary and Confidential Information to the same extent that it protects its own Proprietary and Confidential Information but with no less than a reasonable degree of care.
6. Limitation of Liability. IN NO EVENT SHALL PRESIDIO BE LIABLE TO CLIENT FOR ANY INDIRECT, INCIDENTAL, SPECIAL, CONSEQUENTIAL, EXEMPLARY, OR PUNITIVE DAMAGES OF ANY KIND WHATSOEVER, ARISING IN CONTRACT, TORT OR OTHERWISE, EVEN IF ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. PRESIDIO'S ENTIRE LIABILITY AND CLIENT'S EXCLUSIVE REMEDY FOR DAMAGES FROM ANY CAUSE WHATSOEVER, INCLUDING, BUT NOT LIMITED TO, NONPERFORMANCE OR MISREPRESENTATION, AND REGARDLESS OF THE FORM OF ACTIONS, SHALL BE LIMITED TO THE AMOUNT WHICH HAS BEEN ACTUALLY PAID TO PRESIDIO BY CLIENT FOR SERVICES AND/OR PERFORMANCE HEREUNDER. Without limiting the foregoing, Presidio will have no responsibility for the adequacy or performance of (in) any third party software provided to Presidio under this agreement; (ii) any hardware, and (iii) any services provided by any third party.
7. Non-Solicitation Provision. During the term of this agreement and for twelve (12) months thereafter, CLIENT will not solicit for a permanent or other position any employee or subcontractor of the other party to whom that party was introduced as a result of this agreement. Should CLIENT solicit and/or hire an employee or contractor from PRESIDIO, CLIENT shall pay to PRESIDIO an administrative fee equal to 1 year's salary of the employee's new salary at CLIENT.
8. Export Law Compliance. CLIENT has been advised that all Products purchased hereunder and Presidio Confidential Information is subject to the U.S. Export Administration Regulations. CLIENT agrees to comply with all applicable United States export control laws, and regulations, as from time to time amended, including without limitation, the laws and regulations administered by the United States Department of Commerce and the United States Department of State.
9. Force Majeure. Neither party shall be liable for any failure or delay in performance of its obligations hereunder where such performance is prevented or delayed by causes beyond its reasonable control, including without limitation, flood, war, embargo, strike or other labor dispute, riot, acts of God or the intervention of any government authority.
10. Choice of Law and Venue. The parties will attempt to settle any claim or controversy arising under this agreement through consultation and negotiation in good faith and a spirit of mutual cooperation. This agreement and all matters relating thereto shall be governed exclusively by the substantive law of the State of Michigan. Any dispute relating directly or indirectly to this agreement or any other contract or agreement between the parties which cannot be resolved through the process of consultation and negotiation shall be brought in a court of competent jurisdiction in Kent County, Michigan, that being the exclusive venue for any dispute between or any claims held by any of the parties to this agreement.
11. Miscellaneous. This agreement constitutes the entire agreement of the parties and supersedes all prior written or oral agreements, representations and understandings relating to the subject matter hereof, with the exception of a valid Master Services and Product Agreement between the parties under the terms of which this agreement shall be incorporated. This agreement shall not be amended or modified except by written instrument signed by the parties. Should additional work beyond the scope of the Services detailed herein by Presidio be requested by CLIENT, fees for such additional Services will be negotiated with CLIENT prior to performing such work and will be memorialized in writing between the Parties by utilizing a Project Change Request form ("PCR") or an additional agreement as appropriate. Presidio will invoice CLIENT for any additional work performed and expenses incurred which are not described in this agreement. The Parties agree that neither may assign its rights or duties under this contract without the prior written consent of the other Party, which consent shall not be unreasonably withheld.
12. Severability. The provisions of this Agreement are severable. If any provision of this Agreement or its application to any person or circumstance is ever held by any court of competent jurisdiction to be invalid for any reason, the remainder of this Agreement and the application of such provision or part of this Agreement to other persons or circumstances shall not be affected.

Customer hereby authorizes and agrees to make timely payment for products delivered and services rendered, including payments for partial shipments

Customer Signature

Date

Action Request



Committee:	Board of Commissioners
Meeting Date:	02/26/2019
Requesting Department:	Administration
Submitted By:	Misty Cunningham
Agenda Item:	Board and Commission Appointments

Suggested Motion:

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

*Timothy Piers

and to select one (1) to fill one (1) Service Areas (CMH, PH, Sub. Abuse, Comm. Alt. Program) vacancy on the Community Corrections Advisory Board beginning immediately and ending December 31, 2020 (two (2) year term).

*Molly Dewald

and to select one (1) to fill one (1) Public Sector vacancy on the Community Action Agency Advisory Board beginning immediately and ending December 31, 2021 (three (3) year term).

*Deb Ralya

and to select one (1) to fill one (1) Private Sector vacancy on the Community Action Agency Advisory Board beginning immediately and ending December 31, 2021 (three (3) year term).

*Terry Hossink

and to select one (1) to fill one (1) Business/Industrial vacancy on the Ottawa County Planning Commission beginning immediately and ending December 31, 2020 (two (2) year term).

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

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.

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

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

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

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

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

Goal 3, Objective 4: Evaluate communication with other key stakeholders.

Goal 4, Objective 4: Examine opportunities for increased cooperation and collaboration with local government and other partners.

Administration: Recommended Not Recommended Without Recommendation

County Administrator:

Committee/Governing/Advisory Board Approval Date: 02/26/2019

Talent and Recruitment Committee

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

Date 09/07/2018

Position Applying For Community Corrections Advisory Board/Service Areas (CMH, PH, Sub Abuse, Com Alt Prog)

Position Applying For _____

Position Applying For _____

Name Timothy J Piers

Address 

City Hudsonville ST MI Zip 49426



Contact Information:





Education:

School Grand Valley State University School _____

Degree Masters in Social Work Degree _____

Employment Background:

Current Employer Ottawa County Community Mental Health Position Jail Liaison

Responsibilities

Working with corrections and medical staff in addition to external agencies to coordinate mental health services, referrals, and diversion. Provide assessment, brief therapy, and case management for inmates. Provide mental health training for deputies.

Previous Employer R3 Continuum Position Crisis Counselor

Responsibilities

Provide crisis counseling and case management to clients across North America in conjunction with Employee Assistance Programs.

Length of Residency in Ottawa County 36

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

Yes No

If so, describe

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

I have 8 years experience serving in various capacities (treasurer, public relations chair, event organizer) with a local chapter of an organization providing support for people recovering from substance use disorders.

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

If not, why not? _____

Why do you want to be considered for this appointment?

I am looking for opportunities to serve the community in a volunteer capacity in a related area to my skillset and experience. I believe that with my background I could be an asset to the board.

Appointed by Governor/Department of Human Services Board/

Thank you for your interest in Ottawa County Government

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

Date 01/08/2019

Position Applying For Community Action Agency Advisory Board/Public Sector (BC)

Position Applying For _____

Position Applying For _____

Name Molly J Dewald

Address [REDACTED]

City Spring Lake ST MI Zip 49456

[REDACTED] [REDACTED] [REDACTED]

Contact Information:

[REDACTED] [REDACTED]

[REDACTED] [REDACTED]

Education:

School Calvin College School GVSU

Degree BA, psychology Degree Master of Social Work

Employment Background:

Current Employer Ottawa County Position MIHP Social Worker

Responsibilities
Provide social work services to client of the Maternal and Infant Health Program as part of an interdisciplinary team.

Previous Employer Muskegon County Position Circuit Court Family Counselor

Responsibilities
Support families involved in the process of divorce.

Length of Residency in Ottawa County 45

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

Yes No

If so, describe

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

I have been serving on the Professional Advisory Committee for Holland Hospital Home Health Services for the past three years.

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

If not, why not? _____

Why do you want to be considered for this appointment?

The clients I work with are all Medicaid eligible, so they are also the clientele of CAA. I have valued having the services that CAA provides for our community members, and regularly refer my clients for their services. I would like to support the important work of CAA and do what I can to contribute to our community.

Thank you for your interest in Ottawa County Government

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

Date 12/14/2018

Position Applying For Community Action Agency Advisory Board/Private Sector (BC)

Position Applying For _____

Position Applying For _____

Name Deb Ralya



City Holland ST MI Zip 49423



Contact Information:



Education:

School Western Michigan University

School Grand Valley State University

Degree Bachelor of Science

Degree Master of Business Administration

Employment Background:

Current Employer Community Action House Position Volunteer, Food security

Responsibilities

Client interaction, monthly food distribution planning and client service, continuous improvement in client choice pantry

Previous Employer Fifth Third Bank Position Vice President

Responsibilities

Management of team of learning facilitators, employee engagement

Length of Residency in Ottawa County 10

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

Yes No

If so, describe

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

Currently serve on Ottawa Food subcommittee focusing on Hunger, and Kids Food Basket Holland Advisory Board. Previous experience serving as Board President, Association for the Blind and Visually Impaired, and advisory board member of Direction Center, a partnership of United Way and GVSU.

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

If not, why not? _____

Why do you want to be considered for this appointment?

My six years volunteering with Community Action Agency's Food assistance programs has given me exposure to the programs of CAA. Serving on this board will enable me to use that experience, to bring ideas and perspective and add value to the board.

Thank you for your interest in Ottawa County Government

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

Date 02/05/2019

Position Applying For Ottawa County Planning Commission/Business/Industrial (BC)

Position Applying For _____

Position Applying For _____

Name Terry L Hossink

City Holland ST MI Zip 49424

Contact Information:

Education:

School Calvin College School _____

Degree None Degree _____

Employment Background:

Current Employer The Right Place Inc. / Michigan Manufacturi Position Business Development Specialist

Responsibilities

I work with Manufacturers in Ottawa and Allegan Counties to provide business assessments, consulting and provide access to training for their employees. I also work to connect local business with other resources to advance their business. Resources such as West Michigan Works, Lakeshore Advantage, the local Chamber of Commerce, Community Colleges, The Small Business Administration and similar non-profits.

Previous Employer Corvac Composites Position New program Launch Coordinator

Responsibilities

As the New Program Launch Coordinator I work to improve the launch processes in our facilities by developing better processes, improved communications within the company and with its automotive customers. Previously I held the positions of Manager of Cost and Planning, and Plant Manger.

Length of Residency in Ottawa County 55

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

Yes No

If so, describe

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

I served on the Olive Township Planning Commission for about 15 years and the Town Board as a trustee for 13 years.

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

If not, why not? _____

Why do you want to be considered for this appointment?

I would like to contribute to and serve my local community. I enjoyed my years on the Board and Planning Commission in Olive Township. To me helping to shape the community is a calling that not enough of our citizens hear today. I was brought up to give back to my community and my father showed me this by his years of service to Holland Township.

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

Thank you for your interest in Ottawa County Government

Action Request



Committee:	Board of Commissioners
Meeting Date:	02/26/2019
Requesting Department:	Administration
Submitted By:	Misty Cunningham
Agenda Item:	Agricultural Preservation Board Appointment

Suggested Motion:

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

*David Nyitray
 Thomas De Jonge
 Gary Palmitier

and to select one (1) to fill one (1) Local Conservation vacancy on the Agricultural Preservation Board beginning immediately and ending December 31, 2021 (three (3) year term).

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

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.
 Goal 2: To Contribute to the Long-Term Economic, Social and Environmental Health of the County.
 Goal 3: To Maintain and Enhance Communication with Citizens, Employees, and Other Stakeholders.
 Goal 4: To Continually Improve the County's Organization and Services.

- Objective:** Goal 1, Objective 1: Maintain and improve current processes and implement new strategies to retain a balanced budget.
 Goal 2, Objective 2: Consider initiatives that contribute to the social health and sustainability of the County and its' residents.
 Goal 3, Objective 4: Evaluate communication with other key stakeholders.
 Goal 4, Objective 4: Examine opportunities for increased cooperation and collaboration with local government and other partners.

Administration: Recommended Not Recommended Without Recommendation

County Administrator:

Committee/Governing/Advisory Board Approval Date: 02/26/2019 Talent and Recruitment Committee

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

Date 12/03/2018

Position Applying For Agricultural Preservation Board/Local Conservation (BC)

Position Applying For _____

Position Applying For _____

Name David Nyitray

City Hudsonville ST MI Zip 49426

Contact Information:

Education:

School Hope College

School _____

Degree BA

Degree _____

Employment Background:

Current Employer ODC Network Position Chief Operating Officer

Responsibilities
Fundraising, Administration, Project Clarity and Greenway Projects

Previous Employer _____ Position _____

Responsibilities

Length of Residency in Ottawa County 25

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

Yes No

If so, describe

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

I sit on the City of Hudsonville Zoning Board of Appeals and the Lakeshore Non Profit Alliance. I also served on the board of Community Action House for 6 Years.

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

If not, why not? I do have a job that requires some travel outside of the County that may interfere with meeting attendance.

Why do you want to be considered for this appointment?

I believe in Farmland preservation and know the value agriculture has played and continues to play in our community.

Thank you for your interest in Ottawa County Government

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

Date 02/07/2018

Position Applying For Agricultural Preservation Board/Local Conservation (BC)

Position Applying For _____

Position Applying For _____

Name Thomas V De Jonge

City Grand Haven ST MI Zip 49417

Contact Information:

Education:

School University of Detroit School of Law School University of Michigan

Degree JD (Law) Degree AB (Political Science)

Employment Background:

Current Employer None (Retired) Position _____

Responsibilities _____

Previous Employer Michigan Legislative Service Bureau/Legal Position Assistant Director / Legal Counsel

Responsibilities _____

Provided bill drafting and associated legal services on a non-partisan basis to both houses of the Michigan legislature. Responsibilities included advising legislators of current law, preparing legislation for house and senate members, attending committee hearings, and working with public and non-public entities to achieve legislative goals. I was also the attorney assigned to prepare at varying times the implementation language for a number of state budgets including those of the state legislature, the Department of State Police, the Department of Attorney General, the Department of Social Services (now Department of Health and Human Services), and the Department of Corrections. As an assistant director, I directly supervised the work of other attorneys and legal

Length of Residency in Ottawa County 36

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

Yes No

If so, describe

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

I worked as an assistant prosecuting attorney for Ottawa county from 1985 to 1986 handling district court criminal cases. I worked as an assistant prosecuting attorney in Livingston County from 1986 to 1987 handling delinquency enforcement and child protection in the probate court (now handled by the family division of the circuit court). I also was the attorney assigned to conduct mental commitment proceedings in that court. I worked as an assistant director and legal counsel for the Legal Division of the Michigan Legislative Service Bureau from 1987 to 2015. My primary responsibilities included preparing legislation, attending committee hearings, providing legal advice to legislators and their staff members, and working with all of the various individuals and groups. The Ottawa County Appointment Policy sets a minimum expectation of 75% attendance for all members of boards and commissions appointed by the Ottawa County Board of Commissioners. If appointed, will you be able to comply with the terms of the Policy with regard to attendance? Yes No

If not, why not? _____

Why do you want to be considered for this appointment?

Regarding my applications for the Mental Health Board and the Community Action Advisory Board, I have a strong interest in improving the lives of others and believe that my varied job experiences would allow me to be an effective board member. Regarding my application to the Agricultural Preservation Board, I am concerned that county growth could have a significant negative environmental impact if we do not take steps to preserve agricultural land and protect available green spaces. I believe that solutions can be found even within limited working budgets and that I have the training and experience that can effectively work towards those solutions. As to my application for each of these boards, my retirement provides me with an open schedule that would allow me to

Agricultural (BC)/Agricultural Preservation Board/

Thank you for your interest in Ottawa County Government

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

Date 02/14/2018

Position Applying For Agricultural Preservation Board/Local Conservation (BC)

Position Applying For _____

Position Applying For _____

Name Gary L Palmitier

City Hudsonville ST MI Zip 49426

Contact Information:

Education:

School Grand Valley State University

School _____

Degree BBA

Degree _____

Employment Background:

Current Employer West Michigan Community Bank Position Vice President

Responsibilities

Business development in the agricultural business segment of west Michigan.

Previous Employer Bank of Holland/Chemical Bank Position Vice President

Responsibilities

Established agricultural line of business for the bank in west Michigan.

Length of Residency in Ottawa County 27

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

Yes No

If so, describe

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

I have served on several non-profit boards in the past 25 years. I have served on the executive boards of the YMCA in Grandville and the 70x7 Life Recovery Board in Holland most recently.

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

If not, why not? _____

Why do you want to be considered for this appointment?

I would like for my community involvement to be impactful for my community, clients and employer. Land preservation is a huge issue for farm sustainability for the future.

Thank you for your interest in Ottawa County Government