

Agenda
Finance and Administration Committee
West Olive Administration Building – Board Room
12220 Fillmore, West Olive, MI 49460
Tuesday, July 20, 2021
10 AM

Public Comment:

Consent Items:

1. Approval of the Agenda
2. Approval of Minutes from the [June 15, 2021](#) Finance and Administration Committee Meeting.

Action Items:

1. [2021 Budget Adjustments](#)
Suggested Motion:
To approve and forward to the Board of Commissioners the 2021 budget adjustments per the attached schedule.
2. [Statement of Review](#)
Suggested Motion:
To approve the Statement of Review for the month of June 2021.
3. [Agreement for Economic Development Services](#)
Suggested Motion:
To approve and forward to the Board of Commissioners a three-year agreement for Economic Development Services with Lakeshore Advantage Corporation at a cost of \$130,000.00 per year for a total cost of \$390,000.00.
4. [Parks and Recreation Department Personnel Request](#)
Suggested Motion:
To approve and forward to the Board of Commissioners the request from the Parks and Recreation Department to increase the FTE of the part-time, benefited Secretary position (Group T, pay grade T-7) from .625 FTE to a full-time benefited 1.0 FTE position at an increased cost of \$23,960.
5. [Office of the Public Defender Personnel Request](#)
Suggested Motion:
To approve and forward to the Board of Commissioners the request from the Office of the Public Defender to add one, full-time benefited Legal Clerk (Group T, pay grade T-6) at a 1.0 FTE at a cost of \$63,995.

Discussion Items:

- I. [Treasurer's Financial Month End Update](#); Amanda Price

Adjournment

Comments on the day's business are to be limited to three (3) minutes.

FINANCE AND ADMINISTRATION COMMITTEE

Proposed Minutes

DATE: June 15, 2021

TIME: 10:00 a.m.

PLACE: Fillmore Street Complex

PRESENT: Douglas Zylstra, Matthew Fenske, Gregory DeJong, Philip Kuyers, Joseph Baumann

STAFF & GUESTS: Alan Vanderberg, Administrator; John Shay, Deputy County Administrator; Karen Karasinski, Fiscal Services Director; Steve Kempker, Sheriff; Valerie Weiss, Undersheriff; Marcie Verbeek, Human Resources Director; Amanda Price, Treasurer; Becky Huttenga, Planning & Performance Improvement; Michael Galligan, Equalization; Lori Brassard, Equalization; Sherri Sayles, Chief Deputy Clerk; Todd Williams, Lean & Green Michigan

SUBJECT: CONSENT ITEMS

FC 21-053 Motion: To approve the agenda of today as presented and to approve the minutes from the May 18, 2021 Finance and Administration Committee as presented.
Moved by: Matthew Fenske UNANIMOUS

SUBJECT: 2021 BUDGET ADJUSTMENTS

FC 21-054 Motion: To approve and forward to the Board of Commissioners the 2021 budget adjustments per the attached schedule.
Moved by: Matthew Fenske UNANIMOUS

SUBJECT: STATEMENT OF REVIEW

Fc 21-055 Motion: To approve the Statement of Review for the month of May 2021.
Moved by: Matthew Fenske UNANIMOUS

SUBJECT: 2021 SUMMER APPORTIONMENT REPORT

FC 21-056 Motion: To approve and forward to the Board of Commissioners the 2021 Summer Apportionment Report.
Moved by: Philip Kuyers UNANIMOUS

SUBJECT: EMPOWER RETIREMENT PLAN RESTATEMENT

FC 21-057 Motion: To approve and forward to the Board of Commissioners the plan restatement for county employees' 457 accounts through Empower Retirement.
Moved by: Matthew Fenske UNANIMOUS

SUBJECT: SHERIFF'S OFFICE PERSONNAL REQUESTS

FC 21-058 Motion: To approve and forward to the Board of Commissioners the proposal to change one 1.0 FTE Captain (U8A) position to a 1.0 FTE Chief Deputy position at a Unclassified (U9) at a cost of \$4,198.91, and to add one 1.0 FTE Lieutenant (U7A) position at a cost of \$190,184.63. The total cost of the addition and change would be \$194,383.54.
Moved by: Gregory DeJong UNANIMOUS

SUBJECT: PACE SPECIAL ASSESSMENT AGREEMENT WITH QUINCY PLACE

FC 21-059 Motion: To approve and forward to the Board of Commissioners the PACE Special Assessment Agreement with Quincy Place in the amount of \$8,500,000.
Moved by: Matthew Fenske UNANIMOUS

SUBJECT: DISCUSSION ITEMS

1. Treasurer's Financial Month End Update – The Treasurer's Financial Month End updated was presented by Amanda Price, Treasurer.

SUBJECT: ADJOURNMENT

FC 21-060 Motion: To adjourn at 10:38 a.m.
Moved by: Gregory DeJong UNANIMOUS

Action Request



Committee: Finance and Administration Committee

Meeting Date: 07/20/2021

Requesting Department: Fiscal Services

Submitted By: Karen Karasinski

Agenda Item: 2021 Budget Adjustments

Suggested Motion:

To approve and forward to the Board of Commissioners the 2021 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:

	Fund	Department	Explanation	Revenue	Expense
08-774	General Fund	Facilities Transfers In	Insurance Authority authorized a risk prevention grant to fund a security door installation at CMH B Building	\$ 6,000	\$ 6,000
08-790	Capital Project Fund	IT	Reduce Case Management Project to reflect Jail Management only. Case Management will be a part of the FY22 Capital Improvement Plan		\$ (235,160)
08-974	Public Health Fund	Health Department	New grant from Lakeshore Regina Entity to fund opioid drug treatment program.	\$ 5,000	\$ 5,000
09-246	Capital Projects Fund	Card Access Project Transfer In	Insurance Authority Board approved a \$625,000 to replace the card reader access system for the County. The initial budget adjustment was prepared for \$600,000 and this adjustment recognizes the correct amount.	\$ 25,000	\$ 25,000
10-415	Federal Forfeiture	Sheriff	Use federal forfeiture to purchase recording equipment for interview room in the Jail.		\$ 4,750
09-621	General Fund Capital Projects Fund	Transfer Out GIS Project Transfer In	Increase cost for Pictometry Connect software used in the GIS survey project. This project is funded with resources set aside in the General Fund Balance.	\$ 2,475	\$ 2,475
10-21	Governmental Grants	Substance Abuse and Mental Health Services Administration	New grant from Bureau of Justice Assistance for Drug Court. Grant funding to support adult drug treatment program.	\$ 200,000	\$ 200,000
10-86	General Fund General Fund Capital Projects Fund	Treasury Transfers Out Tansfers In	Increase property tax revenue based on Equalization report and transferring to the Capital Project fund for future projects.	\$ 415,000 \$ 415,000	\$ 415,000
10-574	DB/DC Conversion Fund		Correct adopted budget. Expense incorrectly budgeted in the internal service fund and should have been from the committed .3 mil		\$ 2,417,564
10-373	General Fund	Corporation Counsel Transfer in	Adjustment to purchase property Contributed capital from Insurance Authority	\$ 720,000	\$ 720,000

Action Request



Committee: Finance and Administration Committee

Meeting Date: 07/20/2021

Requesting Department: Human Resources

Submitted By: Al Vanderberg

Agenda Item: Statement of Review

Suggested Motion:

To approve the Statement of Review for the month of June 2021.

Summary of Request:

Mileage payments to Commissioners per the Commissioners' Mileage Policy.

Financial Information:

Total Cost: \$516.32	General Fund Cost: \$516.32	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.

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: *Al Vanderberg*

Committee/Governing/Advisory Board Approval Date:

Commissioner Mileage Voucher

To: Roger A. Bergman

Date: June 30 2021

Address: 214 Washington Avenue

Dept: 10101010 860000 (Unless otherwise noted)

City: Grand Haven

State: Michigan

Zip: 49417

Date	Description	Miles	Current Rate	Amount
June 7 2021	DEI MEETING	28.00	\$0.560	\$15.68
June 8 2021	Board of Commissioners Meeting	28.00	\$0.560	\$15.68
June 16 2021	Quarterly Road Commission Meeting	28.00	\$0.560	\$15.68
June 17 2021	Lloyd's Bayou Lake Board	6.00	\$0.560	\$3.36
June 18 2021	Quarterly Meeting with Legislators	28.00	\$0.560	\$15.68
June 22 2021	Board of Commissioners Meeting	28.00	\$0.560	\$15.68
June 23 2021	MEETING WITH AL	28.00	\$0.560	\$15.68
	Pick From List		\$0.560	\$0.00
	Pick From List		\$0.560	\$0.00
	Pick From List		\$0.560	\$0.00
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	Pick From List		\$0.560	\$0.00
Total Mileage:		174.00	\$0.560	\$97.44

Commissioner Mileage Voucher

To: Allen Dannenberg

Date:

June 1 2021

Address: 529 William

Dept:

10101010 860000 (Unless otherwise noted)

City: Zeeland

State: Michigan

Zip: 49464

Date	Description	Miles	Current Rate	Amount
June 8 2021	Board of Commissioners Meeting	24.00	\$0.560	\$13.44
June 15 2021	Planning and Policy Committee Meeting	24.00	\$0.560	\$13.44
June 18 2021	Legislative Work Session	24.00	\$0.560	\$13.44
June 22 2021	Board of Commissioners Meeting	24.00	\$0.560	\$13.44
June 24 2021	WHTC	10.00	\$0.560	\$5.60
	Pick From List		\$0.580	\$0.00
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	Pick From List		\$0.580	\$0.00
	Pick From List		\$0.580	\$0.00
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	Pick From List		\$0.580	\$0.00
Total Mileage:		106.00	\$0.560	\$59.36

Commissioner Mileage Voucher

To: Matthew R. Fenske

Date:

June 30 2021

Address: 2077 Luce Street SW

Dept:

10101010 860000 (Unless otherwise noted)

City: Grand Rapids

State: Michigan

Zip: 49534

Date	Description	Miles	Current Rate	Amount
June 8 2021	Board of Commissioners Meeting	32.00	\$0.560	\$17.92
June 11 2021	Ottawa County Road Commission Open House	27.00	\$0.560	\$15.12
June 15 2021	Planning and Policy Committee Meeting	32.00	\$0.560	\$17.92
June 16 2021	Quarterly Road Commission Meeting	32.00	\$0.560	\$17.92
June 18 2021	Quarterly Meeting with Legislators	32.00	\$0.560	\$17.92
June 22 2021	Board of Commissioners Meeting	32.00	\$0.560	\$17.92
June 25 2021	Meeting with Commissioners and AI V	32.00	\$0.560	\$17.92
June 28 2021	CMH Board 50%-64955020 860000 - 50%-64955029 860000	57.00	\$0.560	\$31.92
	Pick From List		\$0.580	\$0.00
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	Pick From List		\$0.580	\$0.00
Total Mileage:		276.00	\$0.560	\$154.56

Commissioner Mileage Voucher

To: Francisco C. Garcia

Date:

Address: 961 Bay Ridge Dr.

Dept: 10101010 860000 (Unless otherwise noted)

City: Holland

State: Michigan

Zip: 49424

Date	Description	Miles	Current Rate	Amount
June 08 2021	Board of Commissioners Meeting	26.00	\$0.560	\$14.56
June 15 2021	Planning and Policy Committee Meeting	26.00	\$0.560	\$14.56
June 22 2021	Board of Commissioners Meeting	26.00	\$0.560	\$14.56
	Pick From List		\$0.560	\$0.00
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	Pick From List		\$0.560	\$0.00
Total Mileage:		78.00	\$0.560	\$43.68

Commissioner Mileage Voucher

To: James H. Holtvluwer

Date:

Address: 8092 Weatherwax Drive

Dept: 10101010 860000 (Unless otherwise noted)

City: Jenison

State: Michigan

Zip: 49428

Date	Description	Miles	Current Rate	Amount
June 2 2021	Parks Board	34.00	\$0.560	\$19.04
June 8 2021	Board of Commissioners Meeting	34.00	\$0.560	\$19.04
June 11 2021	Bend Dedication for Ottawa County Parks	5.00	\$0.560	\$2.80
June 22 2021	Board of Commissioners Meeting	34.00	\$0.560	\$19.04
June 28 2021	CMH Board	43.00	\$0.560	\$24.08
	Pick From List		\$0.560	\$0.00
	Pick From List		\$0.560	\$0.00
	Pick From List		\$0.560	\$0.00
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	Pick From List		\$0.560	\$0.00
Total Mileage:		150.00	\$0.560	\$84.00

Commissioner Mileage Voucher

To: Randall J. Meppelink

Date: July 5 2021

Address: 7130 88th Ave.

Dept: 10101010 860000 (Unless otherwise noted)

City: Zeeland

State: Michigan

Zip: 49464

Date	Description	Miles	Current Rate	Amount
June 8 2021	Board of Commissioners Meeting	16.00	\$0.560	\$8.96
June 22 2021	Board of Commissioners Meeting	16.00	\$0.560	\$8.96
June 24 2021	Ottawa County Central Dispatch Authority Policy Board	16.00	\$0.560	\$8.96
	Pick From List		\$0.580	\$0.00
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	Pick From List		\$0.580	\$0.00
		Total Mileage:	48.00	\$26.88

Commissioner Mileage Voucher

To: Douglas R. Zylstra

Date:

June 30 2021

Address: 152 E 24th St

Dept:

10101010 860000 (Unless otherwise noted)

City: Holland

State: Michigan

Zip: 49423

Date	Description	Miles	Current Rate	Amount
June 8 2021	Board of Commissioners Meeting	30.00	\$0.560	\$16.80
June 15 2021	Finance Meeting	30.00	\$0.560	\$16.80
June 22 2021	Board of Commissioners Meeting	30.00	\$0.560	\$16.80
	Pick From List		\$0.560	\$0.00
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	Pick From List		\$0.560	\$0.00
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Total Mileage:		90.00	\$0.560	\$50.40

Action Request

Electronic Submission – Contract # 1257



Committee: FINANCE AND ADMINISTRATION

Meeting Date: 7/20/2021

Vendor/3rd Party: LAKESHORE ADVANTAGE

Requesting Department: PLANNING AND PERFORMANCE

Submitted By: PAUL SACHS

Agenda Item: AGREEMENT FOR ECONOMIC DEVELOPMENT SERVICES

Suggested Motion:

To approve and forward to the Board of Commissioners a three-year Agreement for Economic Development Services with Lakeshore Advantage Corporation at a cost of \$130,000.00 per year for a total cost of \$390,000.00.

Summary of Request:

Ottawa County has had an agreement with Lakeshore Advantage Corporation to provide economic- development services since the merger with the Ottawa County Economic Development Office in 2014. This request is to renew the Economic Development Services Agreement for another three years.

Financial Information:

Total Cost: \$390,000.00

General Fund Cost: \$390,000.00

Included in Budget: Yes

If not included in Budget, recommended funding source:

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

Action is Related to Strategic Plan:

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

Objective:

Administration:

Recommended by County Administrator

Committee/Governing/Advisory Board Approval Date: 7/20/2021

AGREEMENT FOR ECONOMIC DEVELOPMENT SERVICES

LAKESHORE ADVANTAGE CORPORATION

This Agreement is entered into on July _____, 2021, by and between Ottawa County located at 12220 Fillmore Street, West Olive, MI 49460, (“**Community Partner**”) and Lakeshore Advantage Corporation located at 201 W. Washington Avenue, Loft 410, Zeeland, Michigan 49464, (“**Lakeshore Advantage**”).

The Community Partner requests certain economic development services, and Lakeshore Advantage desires to provide such services and is qualified to perform such services.

For and in consideration of the mutual covenants hereinafter contained, the Community Partner and Lakeshore Advantage agree as follows:

1. **Services.** Lakeshore Advantage and its employees will perform certain economic development services for the Community Partner, as designated in the Statement of Work, which is attached hereto and incorporated herein as “**Exhibit A**” (“**Services**”). Lakeshore Advantage agrees to consider and discuss the Services that may be needed by the community; provided, however, that the terms and conditions under which any such Services are provided by Lakeshore Advantage will remain at the exclusive discretion and control of Lakeshore Advantage.
2. **Payment.** The Community Partner will pay Lakeshore Advantage for its Services on an annual basis in a single payment, at the rate identified in the schedule that is attached hereto and incorporated herein as “**Exhibit B**”. The Community Partner will make payments timely after the execution of this Agreement and receipt of an invoice.
3. **Term.** The term of this Agreement will be for a period of 3 years, commencing *January 1, 2022, and continuing until December 31, 2024*, unless otherwise terminated as provided for in this Agreement.
4. **Termination.** Either party may terminate this Agreement, or any of the Services performed hereunder, with or without cause, at any time, upon providing the other party with thirty (30) days prior written notice. Any notice will be deemed given when personally delivered or by mailing such notice, postage prepaid, to the other party at the address set forth above. In the event of an early termination of this Agreement, Lakeshore Advantage will be paid the annual fee referenced in Exhibit B hereto on a pro-rated basis to the effective date of the termination. If such termination occurs after the Community Partner has paid Lakeshore Advantage, Lakeshore Advantage will reimburse the Community Partner the pro-rated amount within sixty (60) days of termination.
5. **Independent Contractor.** It is expressly understood and agreed that Lakeshore Advantage is an independent contractor. The employees, servants and agents of Lakeshore Advantage will in no way be deemed to be and will not hold themselves out as the employees, servants or agents of the Community Partner. Lakeshore Advantage’s

employees, servants and agents will not be entitled to any fringe benefits of the Community Partner such as, but limited to, health and accident insurance, life insurance, paid vacation leave, paid sick leave or longevity. Lakeshore Advantage will be responsible for withholding and payment of all applicable taxes, including, but not limited to, income and Social Security taxes to the proper Federal, State and local governments. Lakeshore Advantage will carry workers' compensation and unemployment compensation coverage for its employees, as required by law. It is also expressly agreed that Lakeshore Advantage will not be covered by or participate in any benefits extended to Community Partner's employees through the Community Partner's pension plans, deferred compensation plans or personnel policies and procedures.

6. **Report of Services.** Lakeshore Advantage will report to the Board of Trustees or Directors of the Community Partner and will otherwise be available to meet with and provide reasonable information relating to the Services to the Community Partner. At a minimum, Lakeshore Advantage will prepare and provide Community Partner with an annual report outlining activities and results relating to the Services.
7. **Compliance with Law.** Lakeshore Advantage will render the Services in complete compliance with all applicable Federal, State and local laws, ordinances, rules and regulations. Lakeshore Advantage will adhere to all Federal, State and local laws, ordinances and regulations prohibiting discrimination with regard to persons seeking and/or receiving Services. Lakeshore Advantage will not discriminate against a person to be served or an employee or an employee or applicant for employment, because of race, color, religion, national origin, age, sex, handicap, health, weight, marital status, political affiliation or beliefs, or citizenship as required by law. Lakeshore Advantage's breach of the covenant will be regarded as a material breach of this Agreement.
8. **Modification and Execution.** This Agreement may only be modified by a written agreement signed by the authorized representatives of the Community Partner and Lakeshore Advantage. This Agreement may be executed by the Community Partner and Lakeshore Advantage in separate counterparts, each of which when so executed and delivered will be an original, but all of which together will constitute one and the same Agreement. Electronic signatures will be considered genuine and enforceable. The persons signing this Agreement on behalf of the parties hereto certify that they are duly authorized to sign on behalf of the parties and that this Agreement has been authorized by the appropriate parties.
9. **Assignment.** Lakeshore Advantage may not subcontract or otherwise assign its duties and obligations under this Agreement without the prior written consent of the Community Partner, which consent may not be unreasonably withheld.
10. **Complete Agreement.** This Agreement constitutes the complete agreement concerning the Services and, as of the effective date hereof, supersedes any and all prior agreements between the parties, if any. Community Partner and Lakeshore Advantage acknowledge that they have read this agreement and had an opportunity to consult with legal counsel and are freely entering into this Agreement. If any provision of the Agreement is held to be

invalid, the remainder of the Agreement will not be affected thereby except where the invalidity of the provision will result in the illegality and/or unenforceability of this Agreement.

11. **Michigan Law.** This Agreement is governed by and will be interpreted and construed in accordance with the laws of the State of Michigan, without regard to conflict of law principles.

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

LAKESHORE ADVANTAGE CORPORATION



BY: _____

DATE: July 15, 2021

Jennifer Owens
ITS: President

OTTAWA COUNTY

BY: _____

DATE: _____

Alan Vanderberg
ITS: Ottawa County Administrator

**EXHIBIT A
STATEMENT OF WORK**

1. RETENTION & EXPANSION ACTIVITIES:

Conduct primary business retention visits to existing primary employers in Ottawa County. A primary employer exports goods and/or services outside of our region.

Provide manufacturers with information on Federal, State and local business assistance/incentive programs (including financing, tax abatements, worker training and technical assistance); assist companies with groundbreaking and open houses.

Assist local units of government in obtaining Federal and State grants & loans to help finance public infrastructure improvements required for major private sector investments.

Provide information on available industrial sites, land & buildings to leads and prospects.

2. SMALL BUSINESS DEVELOPMENT ACTIVITIES:

Provide information on other resources for primary small business start-ups (including preparing a business plan, requesting a bank loan, obtaining licenses and permits and conducting market research).

Provide referrals to small business support and training sessions held by the MI-SBDC Network.

3. BUSINESS ATTRACTION ACTIVITIES:

Offer prospective sites in Ottawa County in response to applicable MEDC Site Searches.

Promote Ottawa County to industrial leads and prospects that are compatible with the existing industrial base, contribute to the diversification of the economy and/or are engaged in high-tech activities.

Host prospect visits.

4. OTHER ACTIVITIES:

Provide other economic development services that correspond with Lakeshore Advantage's three core service areas.

- Maintaining a robust primary business base.
- Tackling talent challenges.
- Looking forward to ensure long term economic health.

EXHIBIT B
SCHEDULE OF ANNUAL COMPENSATION

<u>Year</u>	<u>Amount</u>
2022	\$ 130,000.00
2023	\$ 130,000.00
2024	\$ 130,000.00

Action Request



Committee: Finance and Administration Committee

Meeting Date: 07/20/2021

Requesting Department: Human Resources

Submitted By: Marcie Ver Beek

Agenda Item: Parks and Recreation Department Personnel Request

Suggested Motion:

To approve and forward to the Board of Commissioners the request from the Parks and Recreation Department to increase the FTE of the part-time, benefited Secretary position (Group T, pay grade T-7) from .625 FTE to a full-time benefited 1.0 FTE position at an increased cost of \$23,960.

Summary of Request:

The Ottawa County Parks and Recreation Department has experienced steady growth in recent years by acquiring additional parks and facilities and by expanding program offerings. This has been accompanied by an increase in the public use of parks, open spaces and trails. As a result, the department has seen an increase in administrative duties related to user questions via phone and email, reservations, cash handling, ticket processing, motor vehicle permits, hunting lotteries, utility payments and other ongoing administrative duties.

This request would expand the hours of the existing part-time, benefited Secretary position from 25 hours per week (.625 FTE) to a full-time benefited position working 40 hours per week (1.0 FTE) at an increased cost of \$23,960 per year.

Financial Information:

Total Cost: \$23,960.00	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:

Parks Millage funds

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:

County Administrator:

Recommended Not Recommended Without Recommendation
Alan G. Vandenberg

Committee/Governing/Advisory Board Approval Date:



COUNTY OF OTTAWA

New Position Request Form

Please print form and return to the Human Resources Department

DEPARTMENT: Parks DATE REQUESTED: 7/8/2021

POSITION TITLE: Parks Secretary ORG CODE: 20817510

DATE NEEDED as soon as possible

CHECK ONE: Full-Time Benefitted

Part-Time Benefitted

New Position → Number of hours per week requested: _____

Expansion of Existing Hours → From: 25 To: 40 hrs/week

Non-Benefitted, Temporary → Duration of Temporary Position: _____

New Position → Number of hours per week requested: _____

Expansion of Existing Hours - please refer to the attached schedule to make this request

GENERAL INFORMATION:

1. Bargaining Unit/Benefit Group: T

2. Pay Grade: 7

3. Does a current job description exist? Yes No

If no, please attach a one-page, proposed job description and a description of anticipated duties to this form.

4. Justification for establishing this additional position. Please explain rationale for requesting this position including background for this position, additional workload in department that needs to be covered, where is the additional funding for this position coming from, as well as the impact to the department. Please limit your response to a maximum of one page, double spaced.

See attached

COST INFORMATION:

Additional source of revenue (in percentage) to support this position. _____

Provide the revenue line to be amended if this position is approved: Already in the 2021 Budget - Parks Millage

Estimated salary cost (including for the budget year: \$23,960) (department to request amount from H/R)

Estimated fringe benefit cost for the budget year: Already bennefited (department to request amount from H/R)



COUNTY OF OTTAWA

New Position Request Form

Please print form and return to the Human Resources Department

List all additional items associated with this position, including equipment, office modifications, vehicle costs, etc. List as follows: Item description, cost estimate, and justification for additional equipment.

No additional equipment required

Additional information:

- **For all approved positions:** the costs associated with this position (revenue, salary, fringe benefits, & equipment) will be entered by Fiscal Services into your budget if the position is approved. The department will not be responsible for this portion of the budget entry.
- Please include all position information on this form and attachments (as noted above). The justification that you submit for this position request should be well thought out and articulated in a way that the committee members who may not be familiar with day to day activities of your area can understand the information you provide. **Please remember to keep the justification to a maximum of one page.**

SIGNED: _____

Jan D. Shullin

DATE: 7/9/21

BUDGET DATA: _____

Fiscal Services Department Use Only

CONTROL #: _____

Fiscal Services Department Use Only



MEMORANDUM

Date: July 9, 2021
To: Ottawa County Board of Commissioners
From: Jason Shamblin, Director 
RE: Position change from part-time benefited to full-time benefitted

As we have steadily opened additional parks, facilities, and increased program offerings in recent years the department has seen increased public use of Parks, Open Spaces and Trails. This has resulted in an increase of administrative duties related to user questions via phone and email, reservations, cash handling, ticket processing, motor vehicle permits, hunting lotteries, utility payments, and other ongoing facility services (landscaping, irrigation, etc).

In summary, in the past decade:

- **Revenue & Revenue-Generating Facilities**
 - Motor Vehicle Permit revenue has increased 71% since 2010
 - Nine new or expanded facilities opened since 2010
 - # of Reservations have increased 44% since 2010, revenue has increased 93%
 - This number is compared to 2019 due to pandemic. Without pandemic this increase would likely have been greater.
 - Due to persistent user clean-up or damage issues that have emerged over time, administrative duties related to reservation facility oversight have increased significantly
 - Majority of calls and call-time spent for administrative staff are spent on time-consuming calls regarding reservations or setting up late-breaking reservations (less than two weeks from event date)
 - Increasing use trends expected to continue as awareness of facilities grows
 - \$124,224 revenue from Ottawa Beach Marina in 2020 (new revenue source in 2019)
 - Due to new software and internal control requirements, cash counting has been centralized to main office, requiring additional administrative staff time
- **Recently Developed, Expanded, or Acquired Parks sites**
 - Since 2010, eight parks have opened which were completely new, previously undeveloped, or were significantly expanded

- Utility accounts for sites have increased 23%
- **Programs**
 - Nature Education Programs participation has increased 288% since 2019
 - This number is compared to 2019 due to pandemic. Without the pandemic, this increase would likely have been greater.
- **Other Major Initiatives**
 - Added full-time Communications Specialist, which has significantly increased awareness of parks, facilities, and programs.
 - Idema Explorers Trail
 - Seven miles of trails have been constructed since 2017
 - 20 additional miles of construction expected over next several years
 - Additional grants expected that will require administrative support
 - Anticipated to increase park usage and generate user calls/emails
 - Ottawa County Parks Foundation
 - Administrative support provided on ongoing basis for deposit management, events, and staff support

During this time, we have been judicious about hiring additional administrative staff. A recent retirement has provided an opportunity to evaluate our current staffing structure. Increasing this position by 15 hours to a full-time position would be a cost-effective option to increase customer service and enhance internal operations to meet current and immediate needs.



Ottawa County
Where You Belong.

Secretary (Parks & Recreation Dept.)

Class Code:
6301

Bargaining Unit: Group T

OTTAWA COUNTY
Established Date: Jul 26, 2017
Revision Date: Oct 9, 2018

SALARY RANGE

\$16.13 - \$20.43 Hourly
\$33,550.40 - \$42,494.40 Annually

JOB DESCRIPTION:

Under the direction of the Administrative Assistant, provides clerical support to other staff members and assists in the processing of county park records. Provides customer service assistance to the public, collects and records fees for park reservations and other payments. Answers phones, types a variety of forms and documents, and assists in maintaining record keeping systems.

ESSENTIAL JOB FUNCTIONS:

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

1. Assists the public and answers questions in person, by telephone, by fax, or by e-mail regarding park system, department policies and procedures, documents, reservation requests, and acquires special documentation and patron requests for distribution to park supervisors.
2. Maintains filing system.
3. Receipts and balances monies for Nature Education Center weekly sales and various park services, fees, and reservations. Prepares deposit for submittal to the Treasurer's Office.
4. Enters data into various computer systems including responsible for maintaining the mailing database.
5. Types various correspondence, reports, contracts, and other documents for department.
6. Prepares and processes outgoing mail and receives and distributes incoming mail.
7. Processes and enters purchase order requests as directed by Administrative Assistant.
8. Processes P-card transactions and invoices for all Parks staff.
9. Performs other functions as assigned.

REQUIRED EDUCATION, TRAINING AND EXPERIENCE:

High school diploma or GED required, combined with two years of front desk office experience, including work experience with various computer programs and office equipment.

ADDITIONAL REQUIREMENTS AND INFORMATION:

Required Knowledge and Skills:

1. Good working knowledge of general office protocols, practices, and procedures.
2. Computer literacy, including a good working knowledge of word processing, spreadsheet, desktop publishing, and database management software.
3. Fast and accurate keyboarding skills.
4. Excellent interpersonal communication and customer service skills
5. Ability to interact positively and professionally with elected officials, appointees, County executives and administrators, community and business representatives, and members of the general public from a wide range of cultural and socio-economic backgrounds and with widely divergent communications skills.
6. Good verbal and written communication skills.
7. Good organizational skills and the ability to prioritize the workload.

Physical Requirements:

Must be able to lift up to 30 pounds.

Must be able to enter and retrieve information on the computer.

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

Working Conditions:

Work is generally performed in a normal office environment.

Action Request



Committee: Finance and Administration Committee

Meeting Date: 07/20/2021

Requesting Department: Human Resources

Submitted By: Marcie Ver Beek

Agenda Item: Office of the Public Defender Personnel Request

Suggested Motion:

To approve and forward to the Board of Commissioners the request from the Office of the Public Defender to add one, full-time benefited Legal Clerk (Group T, pay grade T-6) at a 1.0 FTE at a cost of \$63,995.

Summary of Request:

The Michigan Indigent Defense Commission (MIDC) has approved funding of a new Legal Clerk position in the Ottawa County Office of the Public Defender (OPD). Ottawa County will incur no additional costs for this position because the County or "local share" of the OPD budget is determined by statute. Any costs above the local share are born by the MIDC.

The Ottawa County OPD currently has four Legal Assistants who provide both technical and administrative support to the department. However, the department has recognized that this staffing level is insufficient and the Legal Assistants are spending the majority of their time on clerical tasks instead of the more complex, legal tasks they were originally hired to perform. As a result, many of the technical tasks the Legal Assistants would typically perform is falling to the attorneys.

The Legal Clerk position will help relieve the clerical workload of the Legal Assistants, allowing them to focus on complex legal matters.

Financial Information:

Total Cost: \$63,995.00	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:

Michigan Indigent Defense Commission

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:



COUNTY OF OTTAWA

New Position Request Form

Please print form and return to the Human Resources Department

DEPARTMENT: Office of the Public Defender DATE REQUESTED: 07/08/2021

POSITION TITLE: Legal Clerk ORG CODE: 26002990

DATE NEEDED 08/09/2021

CHECK ONE: Full-Time Benefitted

Part-Time Benefitted

New Position → Number of hours per week requested: 40

Expansion of Existing Hours → From: _____ To: _____ hrs/week

Non-Benefitted, Temporary → Duration of Temporary Position: _____

New Position → Number of hours per week requested: _____

Expansion of Existing Hours - please refer to the attached schedule to make this request

GENERAL INFORMATION:

1. Bargaining Unit/Benefit Group: Group T

2. Pay Grade: T-6

3. Does a current job description exist? Yes No

If no, please attach a one-page, proposed job description and a description of anticipated duties to this form.

4. Justification for establishing this additional position. Please explain rationale for requesting this position including background for this position, additional workload in department that needs to be covered, where is the additional funding for this position coming from, as well as the impact to the department. Please limit your response to a maximum of one page, double spaced.

MIDC approved funding for FY22 | due to the higher-than-normal case load and COVID rescheduling,

our current staff cannot keep up and there is no time to assist attorneys in trial prep. (see attached)

We have savings to pay for the remainder of FY21

COST INFORMATION:

Additional source of revenue (in percentage) to support this position. MIDC 100%

Provide the revenue line to be amended if this position is approved: 704000

Estimated salary cost (including for the budget year: \$33,708.19) (department to request amount from H/R)

Estimated fringe benefit cost for the budget year: \$30,286.97 (department to request amount from H/R)



COUNTY OF OTTAWA

New Position Request Form

Please print form and return to the Human Resources Department

List all additional items associated with this position, including equipment, office modifications, vehicle costs, etc. List as follows: Item description, cost estimate, and justification for additional equipment.

HP laptop, two monitors, docking station, desk, regular office supplies

Additional information:

- **For all approved positions:** the costs associated with this position (revenue, salary, fringe benefits, & equipment) will be entered by Fiscal Services into your budget if the position is approved. The department will not be responsible for this portion of the budget entry.
- Please include all position information on this form and attachments (as noted above). The justification that you submit for this position request should be well thought out and articulated in a way that the committee members who may not be familiar with day to day activities of your area can understand the information you provide. **Please remember to keep the justification to a maximum of one page.**

SIGNED: 

DATE: 7-8-2021

BUDGET DATA: _____
Fiscal Services Department Use Only

CONTROL #: _____
Fiscal Services Department Use Only

OFFICE OF THE PUBLIC DEFENDER - JUSTIFICATION FOR LEGAL CLERK

The Michigan Indigent Defense Commission (MIDC) has approved funding of a new Legal Clerk position in the Ottawa County Office of the Public Defender (OPD). Ottawa County will incur no additional costs for this position because the County or “local share” of the OPD budget is determined by statute. Any costs above the local share are born by the MIDC.

The Ottawa County OPD currently has four Legal Assistants who provide both technical and administrative support to the department. However, the department has recognized that this staffing level is insufficient and the Legal Assistants are spending the majority of their time on clerical tasks such as answering phones, filing, opening and closing case files, opening and sending mail, forwarding jail kites, printing documents and serving as receptionists. These tasks not only consume most of their time but also serve as interruptions to the more complex, legal tasks they were originally hired to perform. As a result, many of the technical tasks the Legal Assistants would typically perform is falling to the attorneys.

The Legal Clerk position will help relieve the clerical workload of the Legal Assistants, allowing the Legal Assistants to focus on complex legal matters such as file review, document drafting, scheduling and filing motions, conflict checking and serving as conduits of information between attorneys and clients.

Furthermore, the attorney to support staff ratio in the Office of the Public Defender is 15 attorneys to 4 Legal Assistants with 1 Office Manager. In comparison, the attorney to support staff ratio in the Prosecutors Office is 15 attorneys to 8 Legal Assistants, 1 Legal Clerk and 2 Office Managers.

This staffing insufficiency has exacerbated operational challenges created by the COVID-19 pandemic. The court system, under the jurisdiction of Michigan Supreme Court, delayed jury trials and created a huge backlog of cases. Ottawa County courts have repeatedly scheduled, adjourned and rescheduled all matters on all pending cases. This has resulted in an unprecedented number of scheduling procedures for the office.

OTTAWA COUNTY

TITLE: Legal Clerk
DEPARTMENT: Public Defender
REVISION DATE: 3/16/21

EMPLOYEE GROUP: Group T
GRADE: T-6

JOB DESCRIPTION:

Under the supervision of the Public Defender's office coordinator, processes case documentation for misdemeanor and felony violations of the Michigan Criminal Code, and/or misdemeanor and felony violations of the Michigan Motor Vehicle Code. Prepares case files and ensures that Assistant Public Defender Attorneys have complete and accurate information for the preparation of their case in matters assigned to them. Responds to client inquiries and manages scheduled appearances.

ESSENTIAL JOB FUNCTIONS:

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

1. Assists clients on the phone and at the counter, requiring knowledge of Public Defender Attorney's Office policy and procedures. Responds to inquiries regarding case status, schedules and other related issues while maintaining confidentiality. May refer people to appropriate Public Defender's Office staff member, other county department or other resource agency.
2. Receives, scans and indexes documents and incoming correspondence; forwards electronic images to appropriate staff member or destination and matches documents to correct case files.
3. Prepares physical files and enters case data into case management system(s).
4. Prepares case files for scheduled hearings.
5. Prepares a variety of legal documents and correspondence, processing work product physically and/or electronically. Maintains records of case status in electronic databases.
6. Receives and greets clients and directs them to proper location; notifies public defenders of their arrival and communicates case status updates.
7. Inputs case management data to the digital and electronic information management systems; updates electronic data files and generates a variety of case management and case status reports for the Public Defender's Office.
8. As requested, collects, compiles and formats case management and disposition data for inclusion in a variety of internal and external reports.
9. Closes records in case management software program(s) and archives physical file. Monitors and maintains archival retention hardware, software and storage area for branch location.
10. At the direction of the office coordinator, may perform special projects to assist case management and other related functions.
11. Performs other duties as assigned.

REQUIRED EDUCATION, TRAINING AND EXPERIENCE:

High school diploma or GED combined with some post-secondary training in criminal justice, business information systems, legal secretarial or other relevant field and one year of progressively responsible experience in a legal practice or court administrative office position requiring extensive public contact and fast, accurate keyboarding skills; or an equivalent combination of education, training and experience.

ADDITIONAL REQUIREMENTS AND INFORMATION:

Required Knowledge and Skills:

1. Excellent customer relation skills.
2. Basic knowledge of legal terminology.
3. Basic knowledge of criminal court processes.
4. Fast and accurate keyboarding skills.
5. Accurate mathematical skills.
6. Working knowledge of privacy requirements related to court records.
7. Computer literacy and knowledge of word processing, spreadsheet and database management applications.
8. Knowledge of document imaging protocols and equipment operation.
9. Good time management and organizational skills including accuracy and attention to detail.
10. Good verbal and written communications skills.
11. Excellent interpersonal and human relations skills.
12. Ability to interact positively and professionally with judges, attorneys, prosecutors, law enforcement officers, employees, community and business representatives, plaintiffs, defendants, other parties to litigation and members of the general public with widely divergent socio-economic and cultural backgrounds and varying levels of communication skills.

Note: Ability to communicate in Spanish, Lao, Cambodian or other language spoken by ethnic groups residing in the county is beneficial.

Physical Requirements:

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

Working Conditions:

Work is generally performed in a normal office environment.

2021 Estimated Costs per Deductions
Employee Costs

Legal Clerk
T-6 Step 3

FTE	Wages	Benefits	TOTAL COST
1.0000	33,708.19	30,286.97	63,995.16



County of Ottawa

Office of the Treasurer

Amanda Price
County Treasurer

Cheryl A. Clark
Chief Deputy Treasurer

Mollie L. Bonter
Deputy Treasurer

12220 Fillmore Street • Room 155 • West Olive, MI 49460
Tel. (616) 994-4501 • 1-888-731-1001 ext 4501 • Fax (616) 994-4509 • www.miOttawa.org

Report to: Ottawa County Finance and Administration Committee

From: Amanda Price, Treasurer

Date: July 9, 2021

Re: Financial update for month end June 30, 2021

General Fund

Attached is a one-page document with graphs which represents the status of the General Fund portfolio for Ottawa County as of June 30, 2021. As depicted in the graphs and verified by the report, the asset distribution of the General Pooled Funds by types and percentages meet the requirements of the County's Investment Policy.

Other Post Employee Benefits (OPEB)

The June 30, 2021 Statement from Greenleaf Trust along with a Cash Flow sheet and Asset Allocation sheet on the investments in our OPEB account are attached.

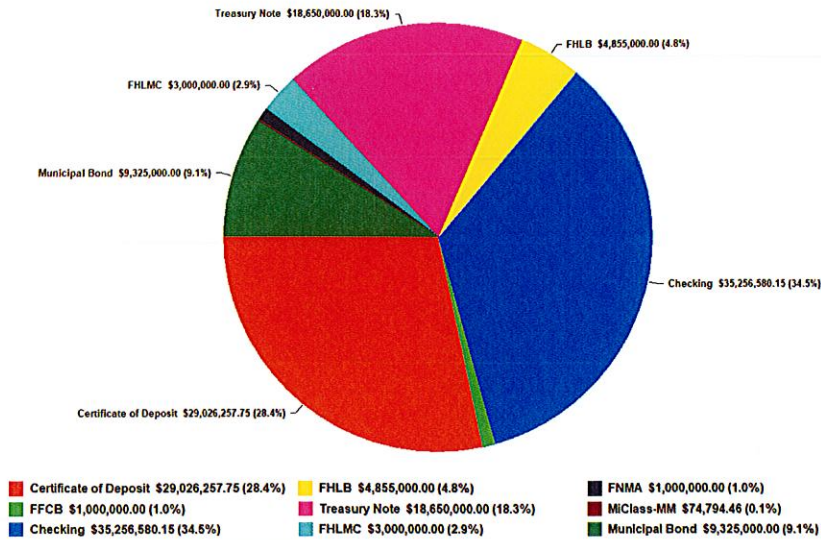
I plan to be at the July Finance Committee meeting.

Please contact me at aprice@miottawa.org or 616-994-4505 if you have any questions related to these reports or the Treasurer's office.

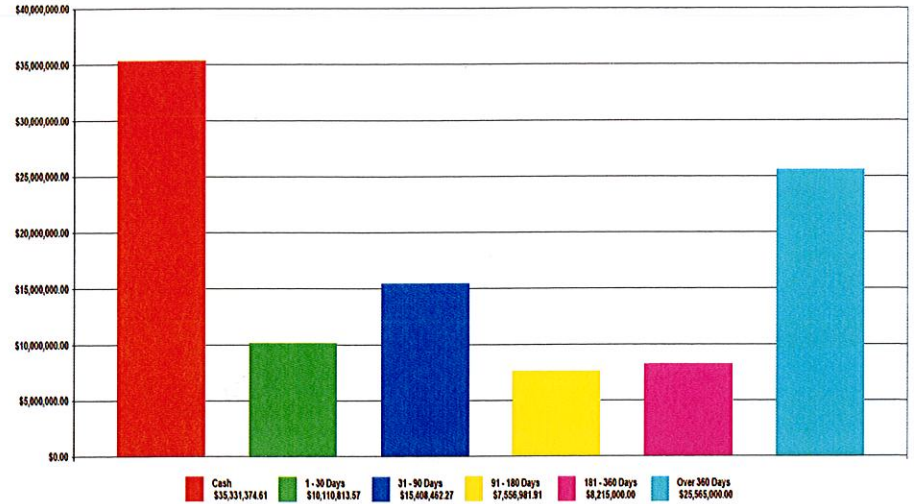
Ottawa County General Pooled Funds

June 30, 2021

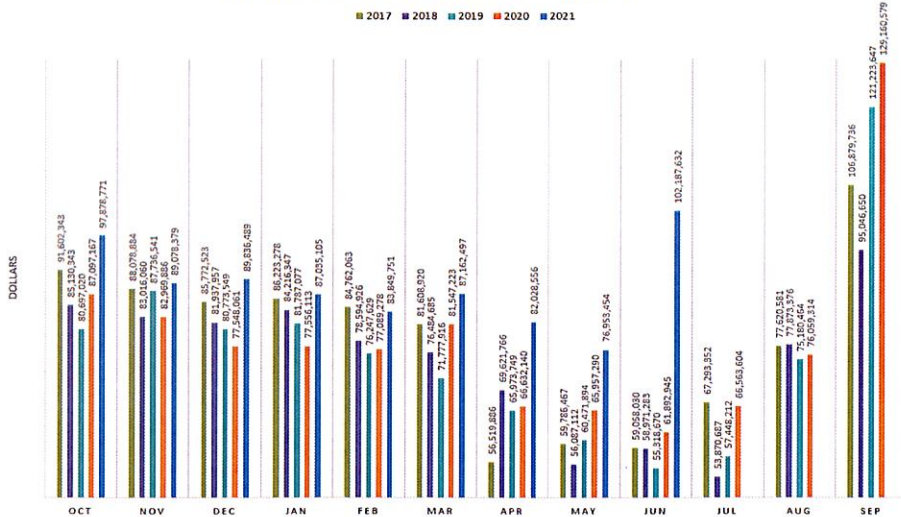
Open Investments (Ending Par Val/Shares): \$102,187,632.36
06/30/2021



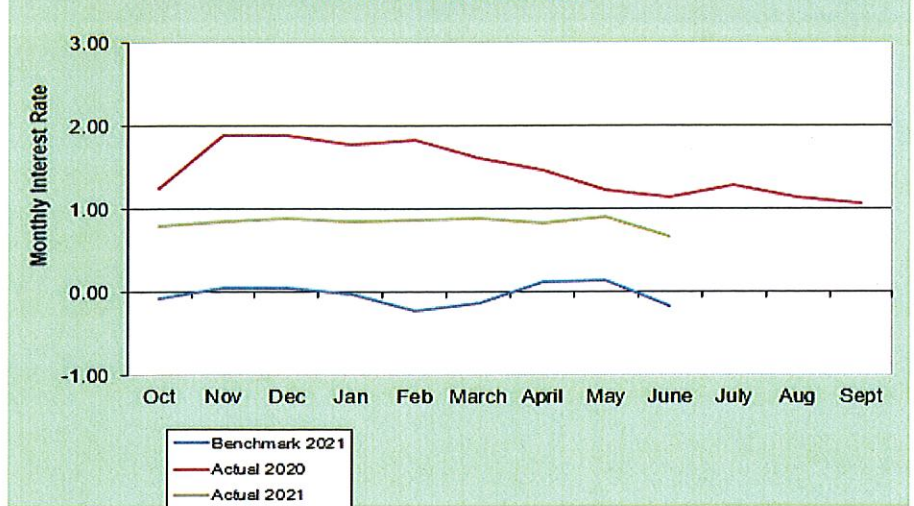
Inv. Distribution by Maturity (Ending Par Val/Shares): \$102,187,632.36
06/30/2021



HISTORICAL COMPARISON BY MONTH



General Fund Monthly Interest Yield (before Unrealized Capital Gain/Loss)



Ottawa County, Michigan - OPEB Section 115 Trust

Greenleaf Trust
 Portfolio Asset Allocation
 From Monthly Statement

June 30, 2021

Asset	<u>Market Values at 10/1/2020</u>		<u>Market Values at 6/30/2021</u>		Transactions Impacting Market Value	Month to Date Impact
	Dollar Amount	Percentage	Dollar Amount	Percentage		
		0.00%		0.00%		
		0.00%		0.00%		
Exchange Traded Fds- Equity	\$2,898,310.78	44.33%	\$3,445,301.92	43.81%	Contributions	\$0.00
		0.00%		0.00%	Payments	
Mutual Fund - Equity	\$1,352,104.88	20.68%	\$1,751,687.45	22.28%	Disbursements	\$0.00
		0.00%		0.00%	Withdrawals & Distributions	\$0.00
Mutual Fund Equity - International	\$160,045.30	2.45%	\$154,368.20	1.96%	Administrative Expenses	(\$5,226.48)
		0.00%		0.00%	Investment Income	\$26,228.34
		0.00%		0.00%		
Corporate Bonds	\$897,680.22	13.73%	\$859,960.48	10.94%	Investment Change (+/-)	\$56,594.48
		0.00%		0.00%	MTD fee or income increase/decrease	\$77,596.34
		0.00%		0.00%		
		0.00%		0.00%		
		0.00%		0.00%		
Mutual Fund - Fixed Income	\$135,263.92	2.07%	\$163,545.84	2.08%		
		0.00%		0.00%		
US Government Notes & Bonds	\$854,999.59	13.08%	\$1,040,199.13	13.23%		
		0.00%		0.00%		
		0.00%		0.00%		
		0.00%		0.00%		
		0.00%		0.00%		
Money Market Funds - Taxable	238998.79	3.66%	\$448,824.71	5.71%		
		0.00%		0.00%		
		0.00%		0.00%		
TOTAL PORTFOLIO	\$6,537,403.48	100.00%	\$7,863,887.73	100.00%		

PORTFOLIO ASSET ALLOCATION PARAMETERS

	Current	Target
Equities	68.05%	65%
Total Fixed Income	26.24%	30%
Cash & Equivalents	5.71%	5%
	100%	100%

Co of Ottawa Retiree Hlth Ins Sec 115 Tr

Account Number : 62380025

June 1, 2021 Through June 30, 2021

County of Ottawa Section 115 Trust

Attn: Amanda Price, Trustee

12220 Filmore St Room 155

West Olive, MI 49460

Trust Relationship Officer Melinda P Shull

Wealth Management Advisor Mark A Jackson

June 01, 2021 through June 30, 2021

Account Name : Co of Ottawa Retiree Hlth Ins Sec 115 Tr

Account No : 62380025

June 01, 2021 through June 30, 2021

Account Name : Co of Ottawa Retiree Hlth Ins Sec 115 Tr

Account No : 62380025

Account Summary

Portfolio Summary

Activity Summary

Actual

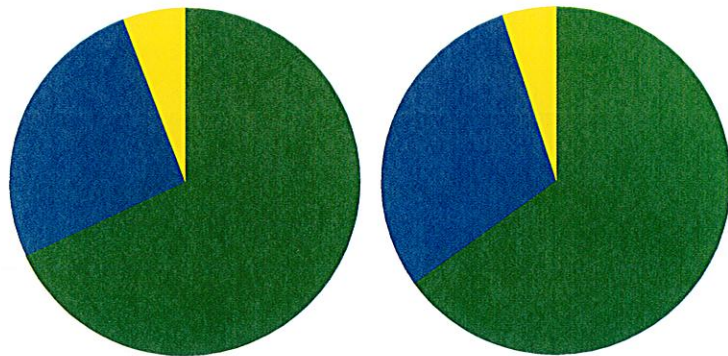
Target

Current Period

Year To Date

06/01/2021-06/30/2021

01/01/2021-06/30/2021



Equity - 68.05%

Fixed - 26.24%

Cash Equiv - 5.71%

Equity - 65.00%

Fixed - 30.00%

Cash Equiv - 5.00%

	Market Value	Percent	Estimated	Current
	Current Date	Of Total	Ann Income	Yield
Total Account	7,863,887.73	100.00	113,688.20	1.45
Equity	5,351,357.57	68.05	69,579.82	1.30
Fixed	2,063,705.45	26.24	44,063.50	2.14
Cash Equiv	448,824.71	5.71	44.88	0.01
Net Cash	0.00			

Beginning Market Value

\$ 7,786,291.39

\$ 7,198,238.98

Contributions

Cash Deposits	0.00	0.00
Asset Deposits	0.00	0.00
Total Contributions	0.00	0.00

Withdrawals

Cash Disbursements	0.00	-3,599.12
Asset Withdrawals	0.00	0.00
Management Fees	-5,226.48	-30,339.18
Total Withdrawals	-5,226.48	-33,938.30

Investment Income

Tax Free Interest	0.00	0.00
Taxable Interest	4,239.68	20,281.92
Dividends	21,988.66	35,345.25
Return of Capital	0.00	0.00
Other	0.00	0.00
Total Investment Income	26,228.34	55,627.17

Investment Change

56,594.48

643,959.88

Ending Market Value

\$ 7,863,887.73

\$ 7,863,887.73

June 01, 2021 through June 30, 2021

Account Name : Co of Ottawa Retiree Hlth Ins Sec 115 Tr

Account No : 62380025

Portfolio Holdings

Description				Market Value/ Estimated Inc	Cost Basis	Unrealized Gain/Loss	Current Yield	Percent Of Acct
Cusip	Ticker	Price	Quantity					
Equities								
<u>Exchange Traded Fds-Equity</u>								
iShares Core MSCI EAFE ETF 46432F842	IEFA	74.86	1,525.000	114,161.50 2,593.45	84,691.47	29,470.03	2.27	1.45
iShares Core S&P 500 Index 464287200	IVV	429.92	2,355.000	1,012,461.60 13,310.46	645,846.56	366,615.04	1.31	12.87
iShares Core S&P Midcap 400 Index 464287507	IJH	268.73	1,149.000	308,770.77 3,330.12	191,627.49	117,143.28	1.08	3.93
iShares Core S&P Smallcap 600 Index 464287804	IJR	112.98	1,468.000	165,854.64 1,549.28	93,345.56	72,509.08	0.93	2.11
iShares MSCI EAFE ETF 464287465	EFA	78.88	4,285.000	338,000.80 7,697.17	277,903.81	60,096.99	2.28	4.30
Ishares MSCI EAFE Value ETF 464288877	EFV	51.76	3,430.000	177,536.80 5,198.96	160,819.21	16,717.59	2.93	2.26
Vanguard Growth MFC 922908736	VUG	286.81	2,263.000	649,051.03 3,669.00	90,078.94	558,972.09	0.57	8.25
Vanguard Index Trust Value MFC 922908744	VTV	137.46	4,943.000	679,464.78 14,596.68	192,563.72	486,901.06	2.15	8.64

June 01, 2021 through June 30, 2021

Account Name : Co of Ottawa Retiree Hlth Ins Sec 115 Tr

Account No : 62380025

Portfolio Holdings

Description				Market Value/ Estimated Inc	Cost Basis	Unrealized Gain/Loss	Current Yield	Percent Of Acct
Cusip	Ticker	Price	Quantity					
Exchange Traded Fds-Equity Subtotal				3,445,301.92	1,736,876.76	1,708,425.16	1.51	43.81
				51,945.12				
<u>Mutual Fund-Equity</u>								
Hartford Dividend and Growth Fund F 41664T669	HDGFX	31.86	7,849.018	250,069.71 3,483.30	214,345.52	35,724.19	1.39	3.18
Sterling Capital Equity Income Fund Cl I 85917L684	BEGIX	26.66	8,955.352	238,749.68 3,050.82	134,226.66	104,523.02	1.28	3.04
Touchstone Sands Capital Select Gr Instl 89155T524	CISGX	21.99	11,508.014	253,061.23 0.00	118,601.95	134,459.28	0.00	3.22
Vanguard 500 Index Admiral Share 922908710	VFIAX	396.66	1,907.499	756,628.55 10,092.20	380,000.00	376,628.55	1.33	9.62
William Blair Large Cap Gr-R6 969251636	LCGJX	24.32	10,410.291	253,178.28 566.11	197,742.90	55,435.38	0.22	3.22
Mutual Fund-Equity Subtotal				1,751,687.45	1,044,917.03	706,770.42	0.98	22.28
				17,192.43				
<u>Mutual Fund-Equity-Intl</u>								
Delaware Emerging Markets R6 245914510	DEMZX	27.71	2,816.972	78,058.29 183.10	36,922.71	41,135.58	0.23	0.99

June 01, 2021 through June 30, 2021

Account Name : Co of Ottawa Retiree Hlth Ins Sec 115 Tr

Account No : 62380025

Portfolio Holdings

Description					Market Value/ Estimated Inc	Cost Basis	Unrealized Gain/Loss	Current Yield	Percent Of Acct	
Cusip	Ticker	Price	Quantity							
Matthews Pacific Tiger Fund Cl I 577130834	MIPTX	36.87	2,069.702		76,309.91 259.17	42,929.39	33,380.52	0.34	0.97	
Mutual Fund-Equity-Intl Subtotal					154,368.20 442.27	79,852.10	74,516.10	0.29	1.96	
Equities Subtotal					5,351,357.57 69,579.82	2,861,645.89	2,489,711.68	1.30	68.05	
<u>Fixed Income</u>										
<u>Corporate Bonds</u>										
Wells Fargo & Co New 949746SA0	WFC21D	2.100%	07/26/2021	100.13	25,000.000	25,031.75 525.00	24,928.50	103.25	2.10	0.32
Ebay Inc 278642AE3	EBAY2622	2.600%	07/15/2022	101.73	25,000.000	25,431.78 650.00	24,521.75	910.03	2.56	0.32
Duke Energy Corp New 26441CAJ4	DUK22	3.050%	08/15/2022	102.26	25,000.000	25,564.57 762.50	25,039.03	525.54	2.98	0.33
JPMorgan Chase & Co 46625HJE1	JPM22A	3.250%	09/23/2022	103.60	25,000.000	25,899.50 812.50	25,003.48	896.02	3.14	0.33
Disney Walt Co Mtns Be 25468PCW4	DIS22	2.350%	12/01/2022	102.77	25,000.000	25,693.54 587.50	25,228.49	465.05	2.29	0.33

June 01, 2021 through June 30, 2021

Account Name : Co of Ottawa Retiree Hlth Ins Sec 115 Tr

Account No : 62380025

Portfolio Holdings

Description						Market Value/ Estimated Inc	Cost Basis	Unrealized Gain/Loss	Current Yield	Percent Of Acct
Cusip	Ticker	Price	Quantity							
Bank of America Corp 3.3 01 06051GEU9	BAC23	3.300% 01/11/2023	104.36	25,000.000		26,088.95 825.00	26,405.95	(317.00)	3.16	0.33
Morgan Stanley 61744YAN8	MS23H	3.125% 01/23/2023	104.25	25,000.000		26,063.00 781.25	26,277.99	(214.99)	3.00	0.33
McDonalds Corp 3.3500% 04/01 58013MFE9	MCD33523	3.350% 04/01/2023	104.90	25,000.000		26,225.05 837.50	25,148.24	1,076.81	3.19	0.33
Apple Inc 037833AK6	AAP2423	2.400% 05/03/2023	103.75	25,000.000		25,937.08 600.00	24,580.25	1,356.83	2.31	0.33
Intercontinental Exchange I 45866FAM6	ICE23B	0.700% 06/15/2023	100.46	25,000.000		25,114.75 175.00	25,176.20	(61.45)	0.70	0.32
Chevron Corp 3.1910% 06/24/2 166764AH3	CC3123	3.191% 06/24/2023	104.98	25,000.000		26,245.29 797.75	25,264.94	980.35	3.04	0.33
Oracle Corp 68389XAS4	ORCL23	3.625% 07/15/2023	106.23	25,000.000		26,558.50 906.25	25,204.37	1,354.13	3.41	0.34
Bristol Myers Squibb Co 110122AW8	BMY3223	3.250% 11/01/2023	106.33	25,000.000		26,581.77 812.50	25,251.86	1,329.91	3.06	0.34
Union Pac Corp 907818DV7	UNP24	3.750% 03/15/2024	107.35	25,000.000		26,837.01 937.50	25,066.43	1,770.58	3.49	0.34

June 01, 2021 through June 30, 2021

Account Name : Co of Ottawa Retiree Hlth Ins Sec 115 Tr

Account No : 62380025

Portfolio Holdings

Description						Market Value/ Estimated Inc	Cost Basis	Unrealized Gain/Loss	Current Yield	Percent Of Acct
Cusip	Ticker	Price	Quantity							
Parker-Hannifin Corp 701094AM6	PH24A	2.700%	06/14/2024	105.37	25,000.000	26,343.26 675.00	26,477.08	(133.82)	2.56	0.33
PPG Inds Inc 693506BQ9	PPG24	2.400%	08/15/2024	104.74	25,000.000	26,185.82 600.00	25,368.16	817.66	2.29	0.33
Paypal Holdings Inc 70450YAC7	2 PYPL24	2.400%	10/01/2024	105.33	25,000.000	26,331.84 600.00	25,320.53	1,011.31	2.28	0.33
D R Horton Inc 23331ABM0	DHI24	2.500%	10/15/2024	104.82	25,000.000	26,206.23 625.00	26,331.62	(125.39)	2.38	0.33
Abbvie Inc 00287YBZ1	ABBV24A	2.600%	11/21/2024	105.46	25,000.000	26,364.19 650.00	26,491.75	(127.56)	2.47	0.34
Republic Serv Inc 760759AQ3	RSG25	3.200%	03/15/2025	107.38	25,000.000	26,845.28 800.00	24,824.75	2,020.53	2.98	0.34
DTE Energy Co 233331BG1	DTE25A	1.050%	06/01/2025	100.01	25,000.000	25,002.25 262.50	25,108.78	(106.53)	1.05	0.32
Netapp Inc 64110DAL8	NTAP18752	1.875%	06/22/2025	102.91	25,000.000	25,728.54 468.75	25,849.65	(121.11)	1.82	0.33
Walmart Inc 931142ED1	WMT25	3.550%	06/26/2025	110.36	25,000.000	27,589.83 887.50	25,168.08	2,421.75	3.22	0.35

June 01, 2021 through June 30, 2021

Account Name : Co of Ottawa Retiree Hlth Ins Sec 115 Tr

Account No : 62380025

Portfolio Holdings

Description						Market Value/ Estimated Inc	Cost Basis	Unrealized Gain/Loss	Current Yield	Percent Of Acct
Cusip	Ticker	Price	Quantity							
Intuit 46124HAB2	INTU9525	0.950%	07/15/2025	100.24	25,000.000	25,060.25 237.50	25,268.27	(208.02)	0.95	0.32
Bank New York Mellon Corp 06406RAQ0	BK7526	0.750%	01/28/2026	98.96	25,000.000	24,741.17 187.50	24,992.75	(251.58)	0.76	0.31
Unitedhealth Group Inc 91324PCV2	UNH26	3.100%	03/15/2026	109.09	25,000.000	27,272.58 775.00	24,050.00	3,222.58	2.84	0.35
Starbucks Corp 855244AK5	SBUX24526	2.450%	06/15/2026	105.59	25,000.000	26,397.53 612.50	26,805.38	(407.85)	2.32	0.34
Hershey Co 427866AX6	HSY26	2.300%	08/15/2026	106.26	25,000.000	26,564.15 575.00	26,265.70	298.45	2.16	0.34
Goldman Sachs Group Inc 38145GAH3	GS26P	3.500%	11/16/2026	108.78	25,000.000	27,195.70 875.00	27,728.43	(532.73)	3.22	0.35
Amgen Inc 031162CT5	AMGN2227	2.200%	02/21/2027	103.90	25,000.000	25,974.54 550.00	25,966.79	7.75	2.12	0.33
Costco Corp 22160KAN5	1.3750% 06/ COST27	1.375%	06/20/2027	100.67	25,000.000	25,167.78 343.75	25,450.34	(282.56)	1.37	0.32
Visa Inc 92826CAP7	V27B	0.750%	08/15/2027	96.98	25,000.000	24,245.92 187.50	24,799.00	(553.08)	0.77	0.31

June 01, 2021 through June 30, 2021

Account Name : Co of Ottawa Retiree Hlth Ins Sec 115 Tr

Account No : 62380025

Portfolio Holdings

Description						Market Value/ Estimated Inc	Cost Basis	Unrealized Gain/Loss	Current Yield	Percent Of Acct
Cusip	Ticker	Price	Quantity							
Packaging Corp America 695156AT6	3 PKG27	3.400%	12/15/2027	109.88	25,000.000	27,471.08 850.00	26,520.52	950.56	3.09	0.35
Corporate Bonds Subtotal						859,960.48 20,772.75	841,885.06	18,075.42	2.42	10.94
<u>Mutual Fund-Fixed Income</u>										
Vanguard S/T Inflation Protected Sec Admiral 922020706	VTAPX			26.03	6,282.975	163,545.84 3,715.75	155,000.00	8,545.84	2.27	2.08
Mutual Fund-Fixed Income Subtotal						163,545.84 3,715.75	155,000.00	8,545.84	2.27	2.08
<u>U S Government Notes & Bonds</u>										
United States Treas Nts 912828UN8	USTN2023	2.000%	02/15/2023	102.92	100,000.000	102,918.00 2,000.00	99,019.02	3,898.98	1.94	1.31
United States Treas Nts 9128282D1	UST1323	1.375%	08/31/2023	102.36	75,000.000	76,772.48 1,031.25	74,921.69	1,850.79	1.34	0.98
United States Treas Nts 912828U57	USTN2123	2.125%	11/30/2023	104.32	25,000.000	26,079.10 531.25	24,876.95	1,202.15	2.04	0.33
United States Treas Nts 912828V23	USTN2223	2.250%	12/31/2023	104.71	50,000.000	52,357.40 1,125.00	50,049.10	2,308.30	2.15	0.67

June 01, 2021 through June 30, 2021

Account Name : Co of Ottawa Retiree Hlth Ins Sec 115 Tr

Account No : 62380025

Portfolio Holdings

Description						Market Value/ Estimated Inc	Cost Basis	Unrealized Gain/Loss	Current Yield	Percent Of Acct
Cusip	Ticker	Price	Quantity							
United States Treas Nts 912828W48	USTN2124	2.125% 02/29/2024	104.63	25,000.000		26,156.25 531.25	25,143.56	1,012.69	2.03	0.33
United States Treas Nts 912828XT2	USTN2024b	2.000% 05/31/2024	104.51	50,000.000		52,255.85 1,000.00	47,888.67	4,367.18	1.91	0.66
United States Treas Nts 912828D56	UST2324	2.375% 08/15/2024	105.88	50,000.000		52,941.40 1,187.50	49,398.85	3,542.55	2.24	0.67
United States Treas Nts 912828J27	UST2025	2.000% 02/15/2025	105.02	75,000.000		78,764.63 1,500.00	75,629.44	3,135.19	1.90	1.00
United States Treas Nts 912828M56	USTN2225	2.250% 11/15/2025	106.42	115,000.000		122,385.19 2,587.50	114,347.61	8,037.58	2.11	1.56
United States Treas Nts 912828U24	UST226	2.000% 11/15/2026	105.58	100,000.000		105,578.10 2,000.00	99,641.24	5,936.86	1.89	1.34
United States Treas Nts 9128283F5	UST225127	2.250% 11/15/2027	107.03	175,000.000		187,304.60 3,937.50	184,762.82	2,541.78	2.10	2.38
United States Treas Nts 91282CBZ3	USTN12528	1.250% 04/30/2028	100.39	100,000.000		100,390.60 1,250.00	99,570.31	820.29	1.25	1.28
United States Treas Nts 912828YB0	UST162529	1.625% 08/15/2029	102.36	55,000.000		56,295.53 893.75	55,725.59	569.94	1.59	0.72

June 01, 2021 through June 30, 2021

Account Name : Co of Ottawa Retiree Hlth Ins Sec 115 Tr

Account No : 62380025

Portfolio Holdings

Description				Market Value/ Estimated Inc	Cost Basis	Unrealized Gain/Loss	Current Yield	Percent Of Acct
Cusip	Ticker	Price	Quantity					
U S Government Notes & Bonds Subtotal				1,040,199.13 19,575.00	1,000,974.85	39,224.28	1.88	13.23
Fixed Income Subtotal				2,063,705.45 44,063.50	1,997,859.91	65,845.54	2.14	26.25
<u>Cash Equivalents</u>								
<u>Money Market Funds-Taxable</u>								
Northern Institutional Treasury Portfolio 665279808	NITXX	1.00	448,824.710	448,824.71 44.88	448,824.71	0.00	0.01	5.71
Money Market Funds-Taxable Subtotal				448,824.71 44.88	448,824.71	0.00	0.01	5.71
Cash Equivalents Subtotal				448,824.71 44.88	448,824.71	0.00	0.01	5.71
Cash Summary								
Principal				-289,423.70	-289,423.70			
Income				289,423.70	289,423.70			
Invested Income				0.00	0.00			
* * Grand Total * *				7,863,887.73 113,688.20	5,308,330.51	2,555,557.22	1.45	

LT Gain/Loss Fiscal YTD: 94,943.71

ST Gain/Loss Fiscal YTD: 0.00

June 01, 2021 through June 30, 2021

Account Name : Co of Ottawa Retiree Hlth Ins Sec 115 Tr

Account No : 62380025

Account Transactions

Date	Type	Description	Amount
		<i>Starting Balance :</i>	\$0.00
06/01/2021	Interest	Disney Walt Co Mtns Be 2.350% 12/01/22	293.75
06/01/2021	Interest	United States Treas Nts 2.1250% 11/30/23	265.63
06/01/2021	Interest	United States Treas Nts 2.0000% 05/31/24	500.00
06/01/2021	Interest	DTE Energy Co 1.0500% 06/01/25	131.25
06/01/2021	Amortization - Adjust Cost on Taxlots	-75.33 Of Disney Walt Co Mtns Be 2.350% 12/01/22 [Bond Prem Amort]	
06/01/2021	Amortization - Adjust Cost on Taxlots	-13.31 Of DTE Energy Co 1.0500% 06/01/25 [Bond Prem Amort]	
06/01/2021	Amortization - Adjust Cost on Taxlots	-13.47 Of Omnicom Group Inc 3.6250% 05/01/22 [Bond Prem Amort]	
06/01/2021	Call Bond	Omnicom Group Inc 3.6250% 05/01/22 25000 PV @ 103.022 Cost Basis Removed \$25,165.80	25,755.50
06/01/2021	Call Bond - Interest	Omnicom Group Inc 3.6250% 05/01/22	67.97
06/01/2021	Call Bond	Verizon Communications Inc 2.4500% 11/01/22 25000 PV @ 103.168 Cost Basis Removed \$24,610.50	25,792.00
06/01/2021	Call Bond - Interest	Verizon Communications Inc 2.4500% 11/01/22	45.94

June 01, 2021 through June 30, 2021

Account Name : Co of Ottawa Retiree Hlth Ins Sec 115 Tr

Account No : 62380025

Account Transactions

Date	Type	Description	Amount
06/01/2021	Daily Factor - Dividend	Northern Institutional Treasury Portfolio Dividend From 05/01/2021 To 05/31/2021	3.42
06/09/2021	Buy	Abbvie Inc 2.6000% 11/21/24 25000 PV 25000 PV @ 105.967	-26,491.75
06/09/2021	Purchase Accrued Interest	Abbvie Inc 2.6000% 11/21/24	-32.50
06/14/2021	Interest	Parker-Hannifin Corp 2.7000% 06/14/24	337.50
06/14/2021	Amortization - Adjust Cost on Taxlots	-31.17 Of Parker-Hannifin Corp 2.7000% 06/14/24 [Bond Prem Amort]	
06/15/2021	Interest	Starbucks Corp 2.4500% 06/15/26	306.25
06/15/2021	Interest	Packaging Corp America 3.4000% 12/15/27	425.00
06/15/2021	Interest	Intercontinental Exchange I 0.7000% 06/15/23	87.50
06/15/2021	Amortization - Adjust Cost on Taxlots	-128.12 Of Starbucks Corp 2.4500% 06/15/26 [Bond Prem Amort]	
06/15/2021	Amortization - Adjust Cost on Taxlots	-107.55 Of Packaging Corp America 3.4000% 12/15/27 [Bond Prem Amort]	
06/15/2021	Amortization - Adjust Cost on Taxlots	-27.55 Of Intercontinental Exchange I 0.7000% 06/15/23 [Bond Prem Amort]	
06/16/2021	Dividend	iShares Core S&P Smallcap 600 Index 1468 Shares @ \$0.253036	371.46

June 01, 2021 through June 30, 2021

Account Name : Co of Ottawa Retiree Hlth Ins Sec 115 Tr

Account No : 62380025

Account Transactions

Date	Type	Description	Amount
06/16/2021	Dividend	iShares Core S&P 500 Index 2355 Shares @ \$1.224874	2,884.58
06/16/2021	Dividend	iShares MSCI EAFE ETF 4285 Shares @ \$1.10181	4,721.26
06/16/2021	Dividend	iShares Core S&P Midcap 400 Index 1149 Shares @ \$0.738353	848.37
06/16/2021	Dividend	Ishares MSCI EAFE Value ETF 3430 Shares @ \$0.877969	3,011.43
06/16/2021	Dividend	iShares Core MSCI EAFE ETF 1525 Shares @ \$1.088359	1,659.75
06/21/2021	Interest	Costco Corp 1.3750% 06/20/27	171.88
06/21/2021	Amortization - Adjust Cost on Taxlots	-36.25 Of Costco Corp 1.3750% 06/20/27 [Bond Prem Amort]	
06/22/2021	Interest	Netapp Inc 1.8750% 06/22/25	234.38
06/22/2021	Amortization - Adjust Cost on Taxlots	-103.83 Of Netapp Inc 1.8750% 06/22/25 [Bond Prem Amort]	
06/24/2021	Interest	Chevron Corp 3.1910% 06/24/23	398.88
06/24/2021	Amortization - Adjust Cost on Taxlots	-48.30 Of Chevron Corp 3.1910% 06/24/23 [Bond Prem Amort]	
06/24/2021	Market Fee	Market Value: 7,786,291.39	-5,226.48

June 01, 2021 through June 30, 2021

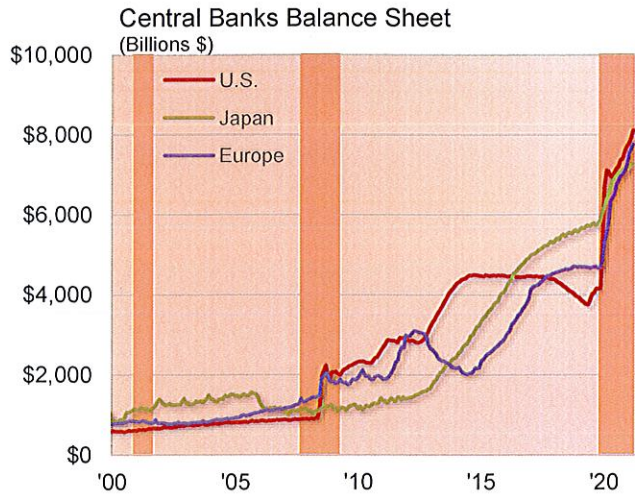
Account Name : Co of Ottawa Retiree Hlth Ins Sec 115 Tr

Account No : 62380025

Account Transactions

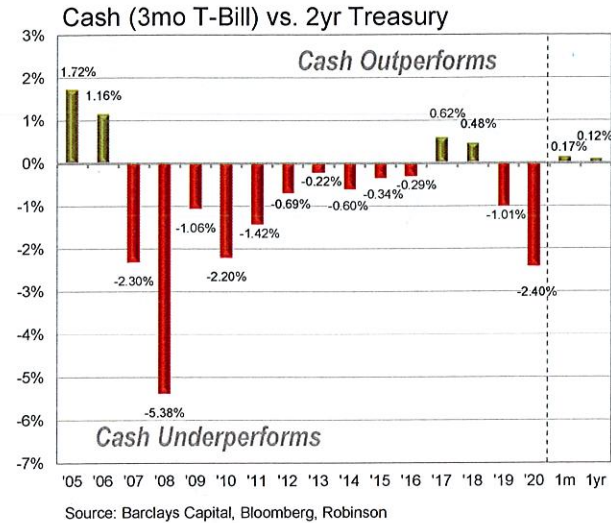
Date	Type	Description	Amount
06/28/2021	Interest	Walmart Inc 3.5500% 06/26/25	443.75
06/28/2021	Amortization - Adjust Cost on Taxlots	-19.45 Of Walmart Inc 3.5500% 06/26/25 [Bond Prem Amort]	
06/29/2021	Dividend	Vanguard 500 Index Admiral Share 1907.499 Shares @ \$1.3327	2,542.12
06/30/2021	Interest	United States Treas Nts 2.2500% 12/31/23	562.50
06/30/2021	Amortization - Adjust Cost on Taxlots	-9.47 Of United States Treas Nts 2.2500% 12/31/23 [Bond Prem Amort]	
06/30/2021	Dividend	Vanguard Growth MFC 2263 Shares @ \$0.3736	845.46
06/30/2021	Dividend	Vanguard Index Trust Value MFC 4943 Shares @ \$0.7421	3,668.20
06/30/2021	Dividend	Hartford Dividend and Growth Fund F 7849.018 Shares @ \$0.089294	700.87
06/30/2021	Dividend	Sterling Capital Equity Income Fund CI I 8955.352 Shares @ \$0.08171	731.74
		Net Cash Management	-46,057.61
		<i>Ending Balance :</i>	\$ 0.00

Federal Reserve Stance



Along with the U.S. central bank, the Federal Reserve, central banks around the world have greatly increased the size of their balance sheet over the last year.

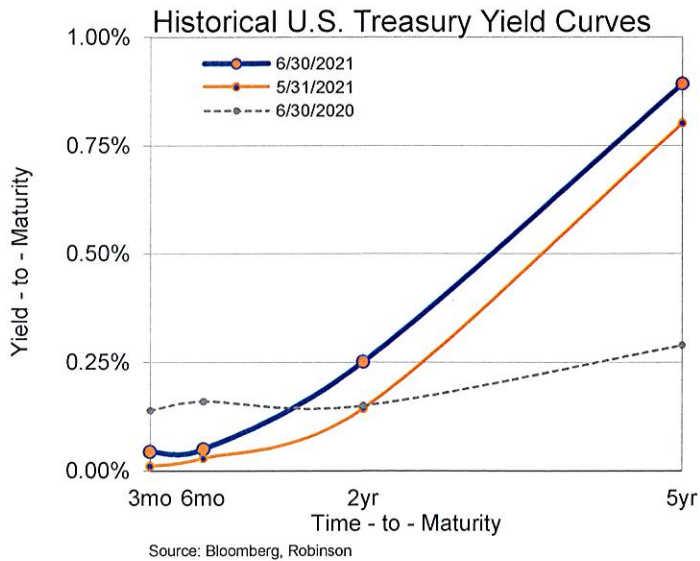
Performance



2-Year Treasury returns were negative in June and over the last year.

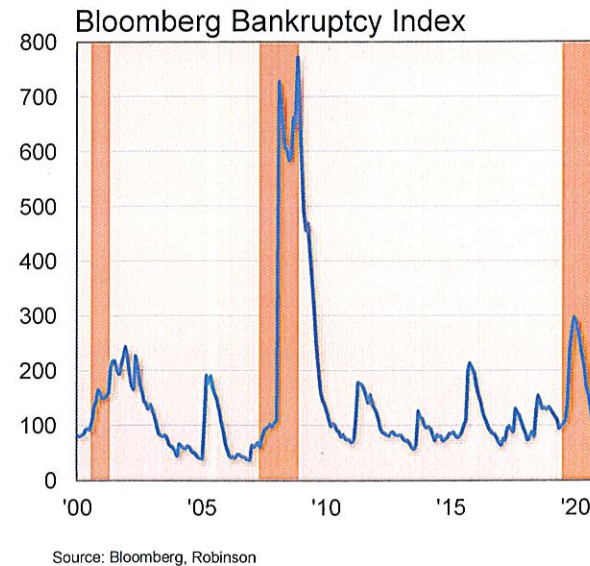
	Returns	
	June	1yr
3mT-Bill	-0.01%	0.09%
2y Tsy	-0.17%	-0.03%

Yield Curve



Treasury interest rates increased across all maturities.

Graph of the Month



The Bloomberg Bankruptcy Index measures the occurrence and severity of recent US Bankruptcy activity for corporations with over \$50M in liabilities. Unlike previous recessions, in 2020, there was no prolonged period of elevated bankruptcy levels. The sharp increase was followed by an equally sharp decrease as the economy quickly stabilized.

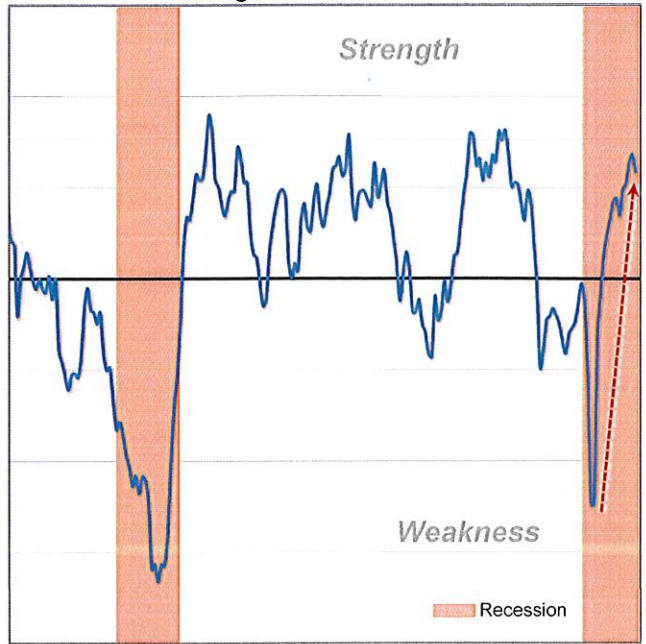
Economic Comments

• **Market Review:** The Robinson Leading Economic Index turned over in June after 3 straight months of improvement. Nevertheless, the Index still sits deep in expansion territory and points to an economy improving across economic metrics. The pullback is due to the red hot housing market cooling off a bit, which we believe is healthy in the long run. Further, manufacturing data did not move month over month as supply tries to keep up with the increased demand. The "soft" economic data that represents current sentiment and future expectations continues to climb higher as consumer confidence reached a new post-COVID high. Undoubtedly, the continuation of re-openings and the increasing "normalization" of the economy significantly impacts the consumer's psyche.

• **Inflation:** The 10-Year Breakeven rate measures what market participants expect inflation to be, on average, over the next 10 years. One reason we like this data point is because the U.S. bond market is the largest, most diverse market in the world and has a track record for being right more often than not. In the past two months the 10-Year Breakeven Rate (see bottom left) has moved lower as the market has signaled the belief that recent inflation will be transitory. We will know if their prediction is right sooner than later.

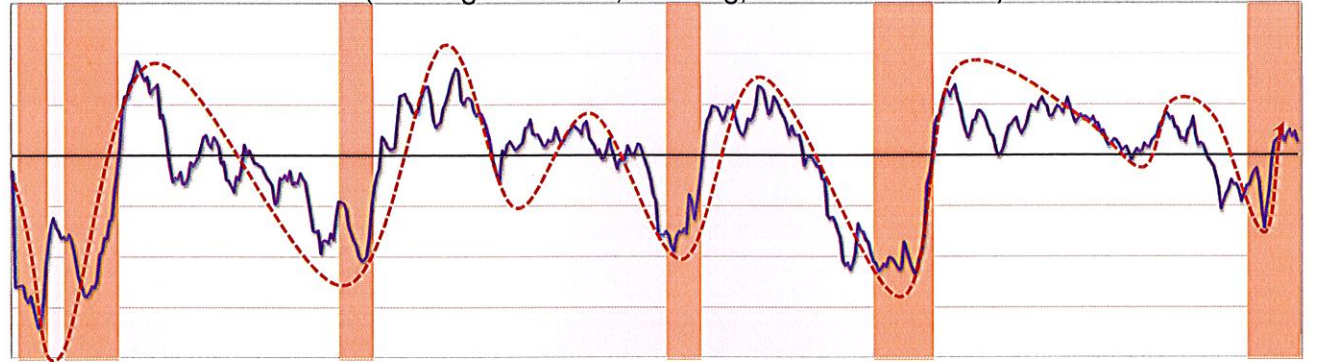
• **Employment:** Last month we pointed out the record level number of job openings and this month we are showing it again, along with the all-time high job quit rate (see bottom right). These two data points paint a picture of a labor market that is recalibrating from stay-at-home work life. It is unique that following a recession you have job openings and quit rates at all-time highs. It appears that the combination of employee's reassessing their work-life balance during the pandemic, expanded unemployment benefits and abrupt closings and reopenings of the economy has created a labor market ripe for disruption and displacement.

Robinson Leading Economic Index



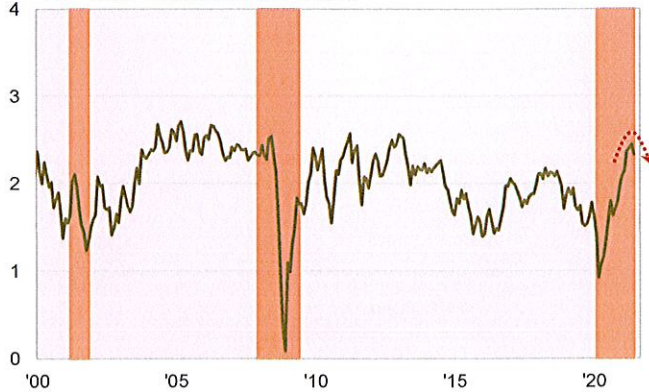
Source: Bloomberg, Robinson

Robinson Combined Index (Leading Economic, Housing, Recession Models)



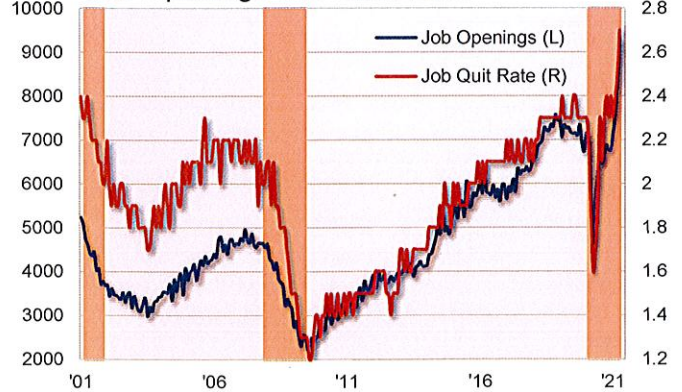
Source: Bloomberg, Robinson

10-Year Breakeven Rate



Source: Bloomberg, Robinson

Job Openings and Quit Rates



Source: Bureau of Labor Statistics, Robinson

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Spring 2021 Bank Ratings

Compiled: 6/11/2021

Institution Name	Average Assets YTD	03/31/21			03/31/21			06/11/21			
		MACT Analysis Points Earned Out of 40 26 & Higher Is Good	Robinson Capital Rating in Financial Strength	Bauer # of Stars 0=Troubled & Problematic 5=Superior	Bankrate # of Stars 1=Low 5=Superior	Return on Assets	Non- Current Loans to Lease	Core Capital	Short Term Deposit Credit Ratings		
						Better if # is above 0.70%	Better if # is below 2.00%	Better if # is above 6.00%	Moody's	Standard & Poor's	Fitch
1st Source, South Bend IN	\$ 7,415,902,000	33	A-	5	NR	1.56	1.10	11.32			
Bank of America, Charlotte NC	\$ 2,287,802,500,000	33	B+	5	3	1.14	0.79	7.64	P-1	A-1	F1+
Beal Bank, Las Vegas NV	\$ 6,807,622,000	28	NR	3	NR	10.65	15.63	36.58			
Best Financial Credit Union, Muskegon MI	\$ 123,782,101			5	NR						
ChoiceOne (& Community Shores Bank), Sparta MI	\$ 1,994,253,000	37	B	4	NR	1.18	0.49	8.06			
CIBC, Chicago IL	\$ 44,008,028,000	40	A-	5	3.5	1.08	0.71	10.14			
Citizens (RBS), Providence RI	\$ 185,274,178,000	33	B+	5	3	1.31	1.68	9.22	P-1	NR	F1
Comerica, Dallas TX	\$ 87,188,500,000	38	A-	5	NR	1.61	0.74	9.17	Aa3/P-1	A-2	F1
Consumers Credit Union, Oshtemo MI	\$ 1,596,461,581			5	NR						
Crestmark Bank (Meta Bank), Troy MI	\$ 8,532,363,000	34	NR	3.5	NR	2.84	1.17	5.47			
Fifth Third, Cincinnati OH	\$ 204,331,878,000	38	B+	5	3	1.38	1.11	9.19	P-2	A-2	F1
First Community Bank, Harbor Springs MI	\$ 400,629,000	40	A-	5	NR	1.53	0.05	8.23			
First National Bank of America, East Lansing MI	\$ 2,974,094,000	23	B-	3.5	4	3.53	1.76	10.31			
First National Bank of Michigan, Kalamazoo MI	\$ 795,878,000	32	A-	4	NR	0.83	0.01	7.89			
Flagstar Bank, Troy MI	\$ 30,203,038,000	24	A-	4	NR	2.04	2.21	8.45			
Grand River Bank, Grandville MI	\$ 455,652,000	30	A-	5	NR	1.19	0.00	9.23			
Horizon Bank, Michigan City IN	\$ 5,955,123,000	38	A-	5	NR	1.44	0.64	8.81			
Huntington National Bank, Columbus OH	\$ 124,128,420,000	33	B+	5	3	1.76	0.82	8.98	P-1	NR	F1
Independent Bank, Grand Rapids MI	\$ 4,314,133,000	40	B+	5	NR	2.06	0.26	8.95			
JPMorgan Chase, Columbus OH	\$ 3,116,403,000,000	40	B+	5	3	1.41	1.15	7.77	P-1	A-1	F1+
KeyBank, Cleveland OH	\$ 171,491,325,000	38	A-	5	3	1.47	0.85	8.78			
Lake Michigan Credit Union, Grand Rapids MI	\$ 9,993,255,995			5	4						
Level One Bank, Farmington Hills MI	\$ 2,506,741,000	35	B	4	NR	1.52	0.83	7.99			
Macatawa Bank, Holland MI	\$ 2,687,373,000	38	A	5	NR	1.20	0.04	9.52			
Mercantile, Grand Rapids MI	\$ 4,554,954,000	33	A-	5	NR	1.36	0.08	9.48			
Northpointe Bank, Grand Rapids MI	\$ 3,495,320,000	24	B	5	4	4.29	1.87	10.59			
Northstar Bank, Bad Axe MI	\$ 826,933,000	38	B-	5	NR	1.01	0.77	8.26			
Old National Bank, Evansville IN	\$ 23,248,080,000	35	A-	5	NR	1.49	1.05	8.74			
PNC Bank, Wilmington DE	\$ 466,198,393,000	38	B+	4	3.5	1.41	1.36	7.92			
Sterling Bank & Trust, South Field MI	\$ 3,793,784,000	31	A-	3.5	NR	0.58	4.11	9.60			
Southern Michigan Bank & Trust, Coldwater MI	\$ 1,034,596,000	38	A-	5	NR	1.22	0.24	8.23			
TCF National Bank (& Chemical Bank), Sioux Falls ND	\$ 48,594,430,000	33	B+	4	NR	1.04	1.89	8.73			
The State Bank, Fenton MI	\$ 1,276,548,000	30	B+	5	NR	1.53	0.77	9.94			
Union Bank, Lake Odessa MI	\$ 304,352,000	33	NR	4	3.5	0.56	1.98	6.62			
United Bank of Michigan, Grand Rapids MI (United Community Financial Corp.)	\$ 801,635,000	35	A-	5	NR	2.05	0.05	10.18			
United Federal Credit Union, Saint Joseph MI	\$ 3,441,624,058			5	NR						
Wells Fargo, Sioux Falls SD	\$ 1,770,482,500,000	38	B+	4	3	1.01	1.75	8.64	P-1	A-1	F1+
West Michigan Community Bank, Hudsonville MI (Northstar Financial Group, Inc)	\$ 763,485,000	25	A-	5	NR	1.48	0.00	8.89			