



**Roger A. Bergman**  
Chairperson

**Matthew R. Fenske**  
Vice-Chairperson

# Ottawa County

Board of Commissioners

To All Ottawa County Commissioners:

The Ottawa County Board of Commissioners will meet on **Tuesday, August 24, 2021 at 1:30 PM** for the regular August meeting of the Board at the Ottawa County Fillmore Street Complex in West Olive, Michigan and via Zoom.

The Agenda is as follows:

1. Call to Order by the Chairperson
2. Invocation – Commissioner Holtvluwer
3. Pledge of Allegiance to the Flag
4. Roll Call
5. Presentation of Petitions and Communications
6. Public Comments
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 [August 10, 2021 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   Gregory J. DeJong

### From Administration

2. [Accounts Payable for August 2 - August 13, 2021](#)

Suggested Motion:

To approve the general claims in the amount of \$11,323,427.49 as presented by the summary report for August 2, 2021 to August 13, 2021.

2. [Post-Execution Ratification of Contracts under Section IV\(D\)\(2\) of the Ottawa County Contracting Authorization and Form Policy](#)

Suggested Motion:

To ratify all contracts currently pending on the post-execution ratification list as authorized under Section IV(D)(2) of the Ottawa County Contracting Authorization and Form Policy that was adopted on April 14, 2020.

### B. Public Hearings:

1. Mary Free Bed Rehabilitation Hospital Refunding Bonds

Suggested Motion:

- a. To open the Public Hearing to receive comments on the Mary Free Bed Rehabilitation Hospital Refunding bonds.
- b. To close the Public Hearing to receive comments on the Mary Free Bed Rehabilitation Hospital Refunding bonds.

### C. Action Items:

### From Administration

1. [David VanGinhoven Memorial](#)

Suggested Motion:

To approve the naming of the paved trail loop through the forest southwest of the Nature Center at Hemlock Crossing County Park in honor of David VanGinhoven including the installation of an appropriate permanent sign.

### From Planning and Policy Committee

2. [Ottawa County Grand River Collaboration Resolution](#)

Suggested Motion:

To approve and authorize the Board Chairperson and Clerk/Register to sign the Ottawa County Grand River Collaboration Resolution.

3. [Ottawa County Land Bank Authority Bylaws](#)

Suggested Motion:

To approve the amended Bylaws of the Ottawa County Land Bank Authority.

4. [Idema Explorers Trail Stearns Bayou Connector Easement](#)  
Suggested Motion:  
To approve and authorize the Board Chairperson and Clerk/Register to sign the Riverside Storage LLC easement as required for construction of the Grand River Greenway Idema Explorers Trail in the amount of \$1,000.00 from the Parks Millage.
5. [Creation of Port Sheldon Closure Planning Committee](#)  
Suggested Motion:  
To approve the creation of a permanent Port Sheldon Closure Planning Committee consisting of representatives of the County, other taxing units, and economic development organizations.

From Finance and Administration Committee

6. [FY2021 Budget Adjustments](#)  
Suggested Motion:  
To approve the 2021 budget adjustments per the attached schedule.
7. [FY 2022 Capital Improvement Plan](#)  
Suggested Motion:  
To approve the FY 2022-2027 Capital Improvement Plan.
8. [Tower Management Consulting Services](#)  
Suggested Motion:  
To approve and authorize the Board Chairperson and Clerk/Register to sign the contract with Tele-Rad, Inc. for Tower Management Consulting Services at a total cost of \$12,500.00.
9. [Executive Recruitment Consulting Services](#)  
Suggested Motion:  
To approve and authorize the Board Chairperson and Clerk Register to sign the contract with GovHR for executive recruitment services to assist in hiring a County Administrator at a cost of \$22,500 and to appoint a County Administrator search committee consisting of Chair Bergman, Vice-Chair Fenske, Commissioner Dannenberg, Jose Gomez, Jennifer Owens, Michelle Fare and Monica Verplank.
10. [GCSI Retainer Agreement](#)  
Suggested Motion:  
To approve and authorize the Board Chairperson and Clerk/Register to sign the Retainer Agreement between Governmental Consultant Services, Inc. and Ottawa County for a cost of \$48,000.00 per year.

11. [Community Mental Health Personnel Request](#)  
Suggested Motion:  
To approve the request from CMH to increase one part-time, non-benefited Mental Health Clerk to full-time benefited and upgrade one Mental Health Specialist to a Mental Health Clinician at a total cost of \$56,658.26 per year paid for with Medicaid and Lakeshore Regional Entity funding.
12. [Community Mental Health Personnel Request](#)  
Suggested Motion:  
To approve the request from CMH to add 14 full-time, benefited positions at a total cost of \$985,729.13 to be paid for with SAMSHA and CCBHC Grant funding.
13. [Public Health Personnel Request](#)  
Suggested Motion:  
To approve the request from Public Health to add 17 full-time, benefited positions and 25 part-time, non-benefited positions at a total cost of \$2,179,153.00 to be paid for with federal and state grant funding.
14. [Interim County Administrator Pay and Temporary Appointments](#)  
Suggested Motion:  
To approve to pay Interim County Administrator John Shay at the Unclassified UI5 level, \$158,572 from August 30, 2021 to the conclusion of his duties as Interim County Administrator and to appoint Mr. Shay to the following boards and commissions for the interim period:  
Grand Valley Metropolitan Council Board of Directors and Executive Committee  
Kent-Ottawa-Muskegon Foreign Trade Zone Board of Directors  
Ottawa County Central Dispatch Authority Board of Directors  
West Michigan Enforcement Team Board of Directors  
Ottawa County Land Bank Authority  
Ottawa County Brownfield Authority  
Ottawa County Economic Development Corporation Board of Directors  
Ottawa County Insurance Authority Board of Directors and Work Group  
Lakeshore Advantage Board of Directors
15. [Resolution in Support of Additional Circuit Court Judgeship](#)  
Suggested Motion:  
To approve and authorize the Board Chairperson and Clerk/Register to sign the Resolution in Support of Additional Circuit Court Judgeship.
16. [Setting of Public Hearing on the FY 2022 Ottawa County Budget](#)  
Suggested Motion:  
To approve the setting of a public hearing on the FY 2022 Ottawa County budget for Tuesday, September 14, 2021 to be held in the Ottawa County Board Room, 12220 Fillmore Street, West Olive, at 1:30 pm.

17. [Setting of Public Hearing to Closeout the CARES Community Development Block Grant](#)  
Suggested Motion:  
To approve the setting of a public hearing on the closeout of the CARES Community Development Block Grant for Tuesday, September 14, 2021 to be held in the Ottawa County Board Room, 12220 Fillmore Street, West Olive, at 1:30 pm.
18. [Ottawa Conservation District Agreement Renewal](#)  
Suggested Motion:  
To approve and authorize the Board Chairperson and Clerk/Register to sign the agreement between the County and the Ottawa Conservation District (OCD) in the amount of \$100,000 per year for a two-year term.
19. [Mary Free Bed Rehabilitation Hospital Refunding Bonds](#)  
Suggested Motion:  
To approve and authorize the Board Chairperson and Clerk/Register to sign the bonding activity of the Kent County Hospital Finance Authority under the IRS Code Section 147(f) for funding that affects one Mary Free Bed Hospital facility in Ottawa County as well as acceptance of Mary Free Bed's indemnification of Ottawa County for this action.
20. [Deferred Compensation \(457\) Employer Match Cap Removal for Unclassified Employees](#)  
Suggested Motion:  
To approve the restoration of the Unclassified Optional 457 Deferred Compensation Plan Employer Cap to the IRS limits effective January 1, 2022.

D. Appointments: None

E. Discussion Items: None

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

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

The Ottawa County Board of Commissioners met on Tuesday, August 10, 2021, at 1:30 p.m. and was called to order by the Chair.

Matthew Fenske pronounced the invocation.

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

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

Absent: Francisco Garcia. (1)

Presentation of Petitions and Communications

- A. Kathryn Burkholder, Consumers Energy Stakeholder Engagement Manager, and Rich Houtteman, Consumers Energy Area Manager, spoke on the Clean Energy Plan.
- B. Marcie VerBeek, Human Resource Director, presented a brief update on the search for filling the Administrator's position. A proposal for an executive search firm will be brought to the next Finance Committee meeting.

Public Comments

Public comments were made by the following:

- 1. Mick Bricker, 15656 Riverside, Spring Lake
- 2. Jupy Honeycutt, 1130 Goodwood Ct, Holland
- 3. Jane VanderMeer, 1344 Heather Dr., Holland
- 4. Sylvia Rhodea, 12482 – 60<sup>th</sup> Ave., Allendale
- 5. Brandon Holstege, 8434 Fillmore St., Zeeland

B/C 21-178 Matthew Fenske moved to approve the agenda of today as presented and amended adding Action Item CI – Appointing Interim Administrator. The motion passed as shown by the following votes: Yeas: Philip Kuyers, James Holtvluwer, Randall Meppelink, Kyle Terpstra, Douglas Zylstra, Matthew Fenske, Allen Dannenberg, Gregory DeJong, Joseph Baumann, Roger Bergman. (10)

B/C 21-179 Matthew Fenske moved to approve the following Consent Resolutions:

1. To approve the Minutes of the July 27, 2021 Board of Commissioners meeting.
2. To approve the general claims in the amount of \$3,785,880.82 as presented by the summary report for July 19 – 30, 2021.
3. To ratify all contracts currently pending on the post-execution ratification list as authorized under Section IV(D) (2) of the Ottawa County Contracting Authorization and Form Policy that was adopted on April 14, 2020.

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

B/C 21-180 Allen Dannenberg moved to open the Public Hearing at 1:53 p.m., to receive comments on the use of funds from the FY 2021 Edward Byrne Memorial Justice Assistance Grant Program. The motion passed.

Steve Kempker, Ottawa County Sheriff, explained the funds would be used to replace portable breath testers and a new speed unit.

B/C 21-181 Allen Dannenberg moved to close the Public Hearing at 1:59 p.m. on the use of funds from the FY 2021 Edward Byrne Memorial Justice Assistance Grant Program. The motion passed.

B/C 21-182 Gregory DeJong moved to approve that the Board of Commissioners appoint John Shay acting Ottawa County Administrator effective at 5:00 p.m. on Friday, August 27, 2021, when Alan Vanderberg's resignation goes into effect, and for the appointment to include all authority previously conferred on the position by the Board and to continue until employment of a permanent replacement or further action by the Board, with the Board to ratify additional compensation at a later date. The motion passed as shown by the following votes: Yeas: Douglas Zylstra, Matthew Fenske, Joseph Baumann, Philip Kuyers, Randall Meppelink, Allen Dannenberg, Gregory DeJong, James Holtvluwer, Kyle Terpstra, Roger Bergman. (10)

John Shay, Deputy County Administrator, presented the Administrator's Report on the following:

- A. COVID-19 Administrative Rule 29
- B. Third Quarter Update to 2020-2021 Business Plan

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

Public Comments

Public comments were made by the following:

1. Harvey Nikkel, 7513 – 23<sup>rd</sup> Ave., Jenison
2. Lanae Monera, 6722 Pierce St., Allendale
3. Emily Underhill, 11680 Brookridge, Allendale

B/C 21-183 Joseph Baumann moved to adjourn at 2:22 p.m. subject to the call of the Chair. The motion passed.

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

ROGER A. BERGMAN, Chairman  
Of the Board of Commissioners



# Action Request



<b>Committee:</b>	Board of Commissioners
<b>Meeting Date:</b>	08/17/2021
<b>Requesting Department:</b>	Fiscal Services
<b>Submitted By:</b>	Karen Karasinski
<b>Agenda Item:</b>	Accounts Payable for August 2 - August 13, 2021

## Suggested Motion:

To approve the general claims in the amount of \$11,323,427.49 as presented by the summary report for August 2, 2021 to August 13, 2021.

## Summary of Request:

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

## Financial Information:

Total Cost: \$11,323,427.49	General Fund Cost: \$11,323,427.49	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:

Committee/Governing/Advisory Board Approval Date:

**Total CHECKS | EFTs | WIRES**



**Ottawa County**  
Where You Belong.

Dates: August 2, 2021  
to August 13, 2021

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:

**\$11,323,427.49**

**1,636 INVOICES**

**11,323,427.49**

Karen Karasinski  
Fiscal Services Director

8-16-21

Date

We hereby certify that the Board of Commissioners has approved the claims on Tuesday, August 24, 2021

Roger Bergman, Chairperson  
Board of Commissioners

Justin Roebuck  
Clerk/Register of Deeds

## Total CHECKS | EFTs | WIRES



**Ottawa County**  
*Where You Belong*

Dates: August 2, 2021

to August 13, 2021

Total of all funds: **\$11,323,427.49**

0000	TREASURY FUND	5,348.15
1010	GENERAL FUND	512,372.53
1500	CEMETERY TRUST	0.00
2081	PARKS & RECREATION	164,468.65
2160	FRIEND OF COURT	4,820.95
2180	OTHER GOVERNMENTAL GRANTS	20,570.37
2210	HEALTH	81,469.48
2220	MENTAL HEALTH	1,030,088.59
2221	MENTAL HEALTH MILLAGE	44,650.36
2225	SUBSTANCE USE DISORDER	68,764.48
2271	SOLID WASTE CLEAN-UP	0.00
2272	LANDFILL TIPPING FEES	9,181.99
2340	FARMLAND PRESERVATION	2,850.00
2430	BROWNFIELD REDEVELOPMENT	0.00
2444	INFRASTRUCTURE FUND	0.00
2550	HOMESTEAD PROPERTY TAX	0.00
2560	REGISTER OF DEEDS AUTOMATION FUND	595.00
2600	PUBLIC DEFENDERS OFFICE	15,118.16
2620	FEDERAL FOREITURE	0.00
2602	WEMET	27,771.18
2630	SHERIFF GRANTS & CONTRACTS	2,321.91
2631	CONCEALED PISTOL LICENSING	0.00
2901	DEPT OF HUMAN SERVICES	80.00
2920	CHILD CARE - PROBATE	33,722.75
2970	DB/DC CONVERSION	0.00

## Total CHECKS | EFTs | WIRES



**Ottawa County**  
Where You Belong.

Dates: August 2, 2021

to August 13, 2021

Total of all funds: **\$11,323,427.49**

3010	DEBT SERVICE	0.00
4020	CAPITAL IMPROVEMENTS	557,841.60
4690	BUILDING AUTHORITY CONSTRUCTION PROJECT	12,929.71
5160	DELINQUENT TAXES	411.46
5360	LAND BANK AUTHORITY	0.00
6360	INNOVATION & TECHNOLOGY	261,108.43
6450	DUPLICATING	0.00
6550	TELECOMMUNICATIONS	12,914.56
6641	EQUIPMENT POOL	23,101.23
6770	PROTECTED SELF-FUNDED INSURANCE	6.89
6771	EMPLOYEE BENEFITS	916,898.34
6772	PROTECTED SELF-FUNDED UNEMPL INS.	0.00
6775	LONG-TERM DISABILITY INSURANCE	9,606.35
6780	OTTAWA CNTY-INSURANCE AUTHORITY	0.00
6810	DB/DC CONVERSION FUND	0.00
7010	TRUST & AGENCY	7,083,367.20
7015	TRUST & AGENCY JUVENILE COURT	1,929.60
7040	IMPREST PAYROLL	268,571.35
7210	LIBRARY PENAL FINE	32.00
7360	OPEB TRUST	46,508.55
8010	SPECIAL ASSESS. DRAINS	101,671.27
8011	DRAINS-CAPITAL PROJECTS FUND	0.00
8020	DRAINS-REVOLVING	0.00
8510	DRAINS-DEBT SERVICE FUND	0.00
8725	INLAND LAKE IMPROVEMENT	2,334.40
8800	BROWNFIELD REDEVELOPMENT AUTHORITY	0.00

# Action Request



<b>Committee:</b>	Board of Commissioners
<b>Meeting Date:</b>	08/24/2021
<b>Requesting Department:</b>	Corporation Counsel
<b>Submitted By:</b>	Doug Van Essen
<b>Agenda Item:</b>	Post-Execution Ratification of Contracts under Section IV(D)(2) of the Ottawa County Contracting Authorization and Form Policy

## Suggested Motion:

To ratify all contracts currently pending on the post-execution ratification list as authorized under Section IV(D)(2) of the Ottawa County Contracting Authorization and Form Policy that was adopted on April 14, 2020.

## Summary of Request:

Ottawa County has adopted a Contracting Authorization and Form Policy to handle the thousands of contracts that require the approval of the Ottawa County Board of Commissioners each year. Section IV (D)(2) of this Policy enables contracts of the courts and community mental health, contracts under \$70,000 in total, emergency contracts, grants renewals and other contracts that require prompt execution under exceptional circumstances to be signed by the Board Chairperson and County Clerk and then to be ratified after execution by the Board of Commissioners at its next meeting. The attached list is a collection of these contracts and is being approved in total pursuant to the consent rules of the Board.

## 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.

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

Committee/Governing/Advisory Board Approval Date:

# Board Ratification Contracts

**Report Start Date:** 8/1/2021

**Report End Date:** 8/20/2021

**Total Amount of Contracts:** \$1,029,932.00

CONTRACT	REQUESTED DATE	APPROVED DATE	REQUESTING AGENCY	VENDOR/3RD PARTY	CONTRACT AMOUNT	OBJECT CODE	PURPOSE
1258	07/19/2021	08/05/2021	COMMUNITY ACTION AGENCY	GOOD SAMARITAN MINISTRIES	\$110,000.00	505000	Amendment to the budget for the CERA contract with Good Samaritan Ministries.
1262	08/02/2021	08/20/2021	COMMUNITY ACTION AGENCY	MICHIGAN STATE HOUSING DEVELOPMENT AUTHORITY	\$0.00	502000	Authorized Signature Designation Form for the MSHDA Emergency Housing Voucher grant
1264	08/06/2021	08/11/2021	COMMUNITY ACTION AGENCY	MICHIGAN DEPARTMENT OF HEALTH AND HUMAN SERVICES	\$400,670.00	505000	Contract DOE1-2022 with MDHHS to provide weatherization services
1265	08/06/2021	08/11/2021	COMMUNITY ACTION AGENCY	MICHIGAN DEPARTMENT OF HEALTH AND HUMAN SERVICES	\$103,104.00	505000	Amendment 1 to LIHEAP1-2021 reducing the contract by \$15,000 to \$103,104.00
1266	08/06/2021	08/11/2021	COMMUNITY ACTION AGENCY	MICHIGAN DEPARTMENT OF HEALTH AND HUMAN SERVICES	\$406,158.00	502000	Amendment 2 to CARES 2021 contract to increase the budget by \$5,982.00 to \$406,158.00
1268	08/13/2021	08/20/2021	PUBLIC HEALTH	EGLE MI DEPT OF ENVIRONMENT, GREAT LAKES AND ENERGY	\$10,000.00	555000	Outreach for new compost program for OC residents and small businesses.

1271	08/17/2021	08/20/2021	DIVERSITY EQUITY INCL OFFICE	CITY OF GRAND HAVEN	\$0.00	676000	Multi-Training Systems (MTS), a consulting firm out of Southfield, MI, will facilitate a 12-month training and consultation initiative with eight local government agencies in Ottawa County. MTS will guide participants to develop tools and resources that help assess their policies and procedures through conducting research, developing reports, monthly learning sessions, and ultimately assist in the development of individual action plans.
1272	08/17/2021	08/20/2021	DIVERSITY EQUITY INCL OFFICE	CITY OF HOLLAND	\$0.00	676000	Multi-Training Systems (MTS), a consulting firm out of Southfield, MI, will facilitate a 12-month training and consultation initiative with eight local government agencies in Ottawa County. MTS will guide participants to develop tools and resources that help assess their policies and procedures through conducting research, developing reports, monthly learning sessions, and ultimately assist in the development of individual action plans.

1273	08/17/2021	08/20/2021	DIVERSITY EQUITY INCL OFFICE	CITY OF MUSKEGON	\$0.00	676000	Multi-Training Systems (MTS), a consulting firm out of Southfield, MI, will facilitate a 12-month training and consultation initiative with eight local government agencies in Ottawa County. MTS will guide participants to develop tools and resources that help assess their policies and procedures through conducting research, developing reports, monthly learning sessions, and ultimately assist in the development of individual action plans.
1274	08/17/2021	08/20/2021	DIVERSITY EQUITY INCL OFFICE	HOLLAND BOARD OF PUBLIC WORKS	\$0.00	676000	Multi-Training Systems (MTS), a consulting firm out of Southfield, MI, will facilitate a 12-month training and consultation initiative with eight local government agencies in Ottawa County. MTS will guide participants to develop tools and resources that help assess their policies and procedures through conducting research, developing reports, monthly learning sessions, and ultimately assist in the development of individual action plans.



1275	08/17/2021	08/20/2021	DIVERSITY EQUITY INCL OFFICE	SPRING LAKE TOWNSHIP	\$0.00	676000	Multi-Training Systems (MTS), a consulting firm out of Southfield, MI, will facilitate a 12-month training and consultation initiative with eight local government agencies in Ottawa County. MTS will guide participants to develop tools and resources that help assess their policies and procedures through conducting research, developing reports, monthly learning sessions, and ultimately assist in the development of individual action plans.
1276	08/17/2021	08/20/2021	DIVERSITY EQUITY INCL OFFICE	VILLAGE OF SPRING LAKE	\$0.00	676000	Multi-Training Systems (MTS), a consulting firm out of Southfield, MI, will facilitate a 12-month training and consultation initiative with eight local government agencies in Ottawa County. MTS will guide participants to develop tools and resources that help assess their policies and procedures through conducting research, developing reports, monthly learning sessions, and ultimately assist in the development of individual action plans.

1278	08/18/2021	08/20/2021	DIVERSITY EQUITY INCL OFFICE	CITY OF ZEELAND	\$0.00	676000	Multi-Training Systems (MTS), a consulting firm out of Southfield, MI, will facilitate a 12-month training and consultation initiative with eight local government agencies in Ottawa County. MTS will guide participants to develop tools and resources that help assess their policies and procedures through conducting research, developing reports, monthly learning sessions, and ultimately assist in the development of individual action plans.
1279	08/18/2021	08/20/2021	DIVERSITY EQUITY INCL OFFICE	ZEELAND BOARD OF PUBLIC WORKS	\$0.00	676000	Multi-Training Systems (MTS), a consulting firm out of Southfield, MI, will facilitate a 12-month training and consultation initiative with eight local government agencies in Ottawa County. MTS will guide participants to develop tools and resources that help assess their policies and procedures through conducting research, developing reports, monthly learning sessions, and ultimately assist in the development of individual action plans.

# Action Request



**Committee:** Board of Commissioners

**Meeting Date:** 08/24/2021

**Requesting Department:** Parks and Recreation

**Submitted By:** Jason Shamblin

**Agenda Item:** David VanGinhoven Memorial

## Suggested Motion:

To approve the naming of the paved trail loop through the forest southwest of the Nature Center at Hemlock Crossing County Park in honor of David VanGinhoven including the installation of an appropriate permanent sign.

## Summary of Request:

Long-time Parks Commissioner David VanGinhoven passed away on June 9, 2020. David began his service on the Commission in 2009 including four years as President and served until his death. He also was heavily involved in the newly formed Ottawa County Parks Foundation. David's broad knowledge, curiosity, wisdom, and dedication to the park system were extremely valuable assets as the Parks Commission expanded its efforts over the last decade. The Parks Commission would like to recognize his efforts and accomplishments with a permanent memorial. In consultation with the family, park staff propose that the paved trail loop through the forest southwest of the Nature Center at Hemlock Crossing County Park be named in his honor including the installation of an appropriate permanent sign. As per the written park naming policy, County Board approval is required to proceed.

## 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.

**Administration:**  Recommended  Not Recommended  Without Recommendation

County Administrator:

*Alan S. Vandenberg*

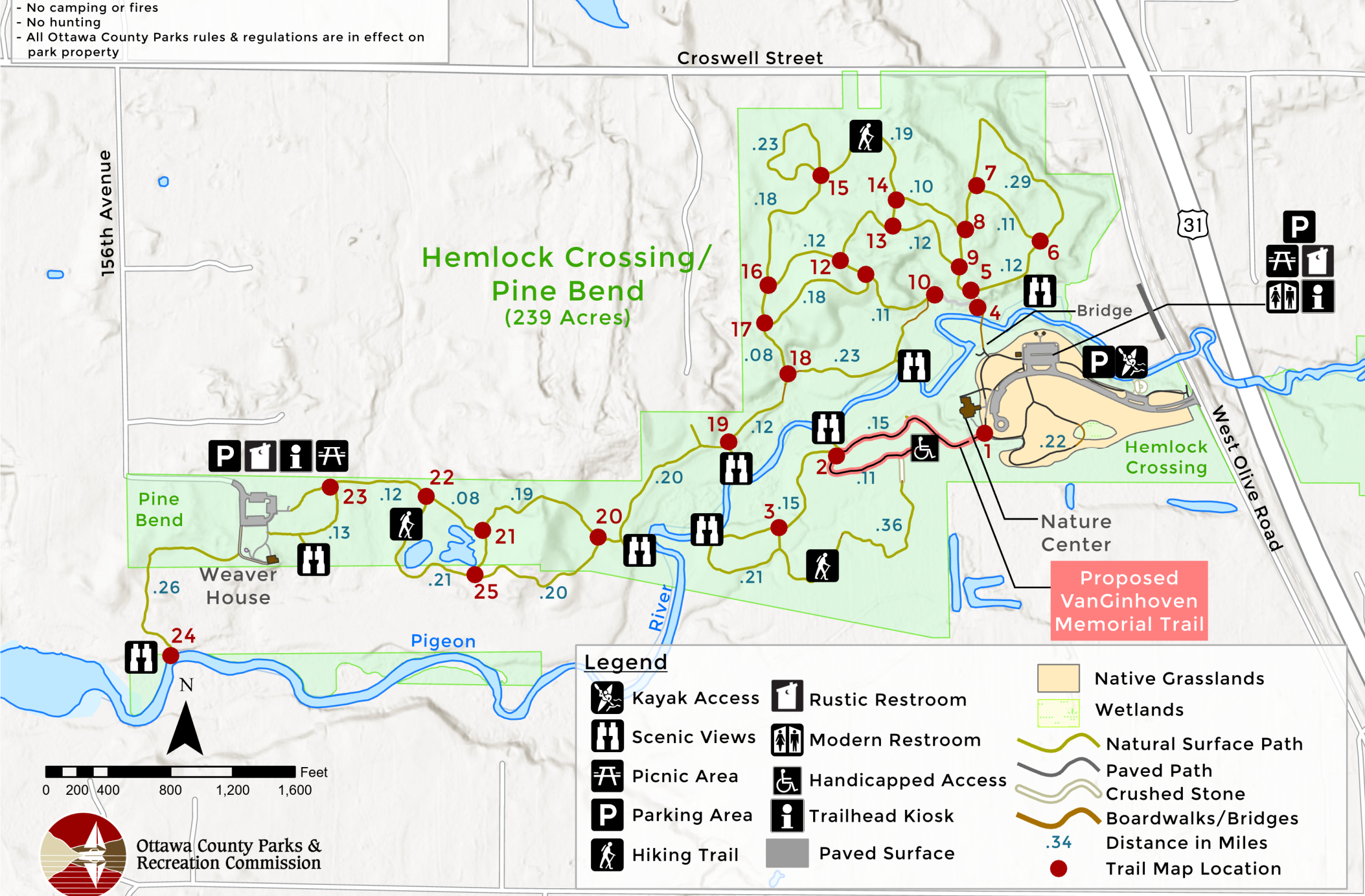
Committee/Governing/Advisory Board Approval Date:

## Park User Information

- Park Hours:  
March 1 to October 15 - 7:00 a.m. to 10:00 p.m.  
October 16 to February 28 - 7:00 a.m. to 8:00 p.m.
- No alcohol is permitted
- No motor vehicles beyond parking lot
- Dogs must remain on a leash at all times
- Dog owners must clean up after their pets
- No camping or fires
- No hunting
- All Ottawa County Parks rules & regulations are in effect on park property

# Hemlock Crossing & Pine Bend Parks

## Pigeon River Greenway



Ottawa County Parks & Recreation Commission

# Action Request



<b>Committee:</b>	Board of Commissioners
<b>Meeting Date:</b>	08/24/2021
<b>Requesting Department:</b>	Parks and Recreation Commission
<b>Submitted By:</b>	Jason Shamblin
<b>Agenda Item:</b>	Ottawa County Grand River Collaboration Resolution

## Suggested Motion:

To approve and authorize the Board Chairperson and Clerk/Register to sign the Ottawa County Grand River Collaboration Resolution.

## Summary of Request:

Much has been accomplished in revitalizing the Grand River on a regional basis over the past several decades, including the work by the Ottawa County Parks and Recreation Commission. Several major river-focused projects are currently underway across West Michigan and seem to be converging. With this convergence, there is a growing recognition among stakeholders that the sum of the various major projects could be greater than the individual projects on their own. Furthermore, there is also an increasing interest in working to maintain the character of the River to ensure that the resource that is making these projects possible is not negatively impacted.

While these projects are often complementary, there is a sense from key stakeholders that they are competing for resources without coordination with related projects. As a result, several stakeholders have been advocating for greater collaboration. At the same time, while the activity focused on the River has been substantial, there are still several additional stakeholders that could potentially be more constructively engaged than they have been in the past.

In working over the past several decades with these stakeholders on the Grand River Greenway and sometimes expending great time and resources in building support for it, staff have observed the need for collaboration and the opportunities for the Greenway that could be realized with greater cooperation. (continued on next page)

## 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 3: Maintain or improve bond credit ratings.

**Administration:**  Recommended  Not Recommended  Without Recommendation

County Administrator:

Committee/Governing/Advisory Board Approval Date: 08/04/2021

Parks and Recreation Commission

08/17/2021

Planning and Policy Committee

---

### Summary of Request Continued:

Examples include more River land protection for recreational purposes by local units, enhanced land use policies to preserve River character, and making key public lands available for recreation that are not currently accessible.

In response to the factors listed above, park staff have been reviewing strategies for enhancing and facilitating cooperation across the region - including with several entities based in Kent County. In fact, a meeting had been organized in March 2020 to begin a cross-county discussion with two dozen key stakeholders and funders. However, this meeting was canceled due to the emergence of the pandemic.

This delay allowed for considerable progress to be made along the Grand River Greenway and new concepts to be developed in other areas along the River. In fact, the Grand Rapids Downtown Development Authority is working to develop a two-tiered cooperative organization (with a non-profit and public recreation authority) which could eventually fund river-focused amenities in Kent County and maintain them long-term.

In light of these developments, staff have had more time to review the current situation and determine how best to move forward. While discussions with Kent County-based entities were worthwhile, Ottawa County Parks was typically the only Ottawa County-based entity participating. Furthermore, while there has been critical support for the Greenway from some local units within Ottawa County, there is a sense that many entities are unaware of the project and don't see themselves as part of the Grand River Greenway in a united way.

As a result, the top priority identified by staff for regional cooperation is to better engage and coordinate with Ottawa County stakeholders, and if an Ottawa County Grand River Partnership could be developed, we would be better positioned to engage on a regional basis. However, before a partnership can be established, work is needed to create consensus on the value of the River and the need to jointly preserve, enhance, and market this resource.

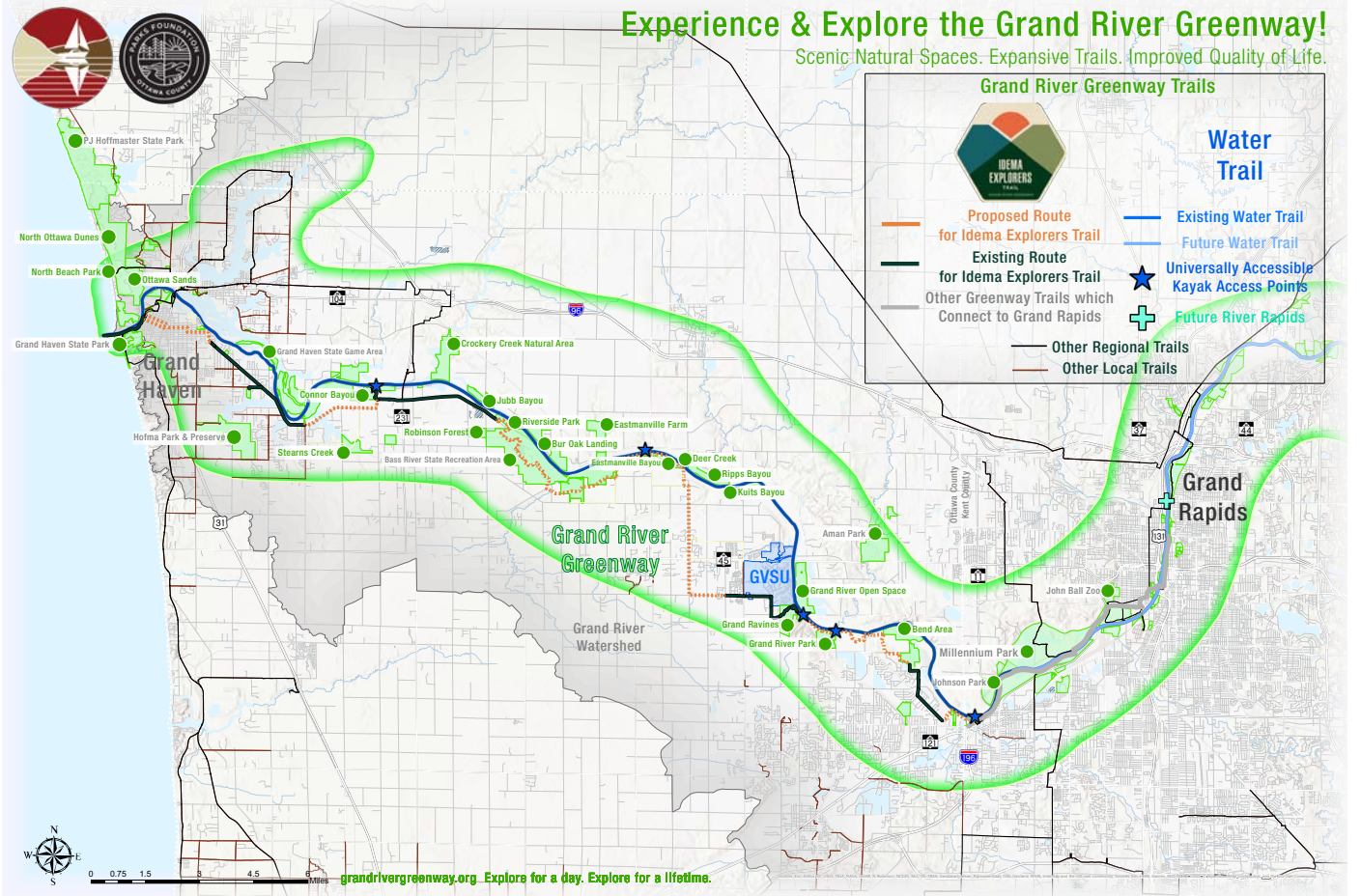
Therefore, staff have developed the "Ottawa County Grand River Collaboration Resolution" as the first step in the process. This resolution has been extensively reviewed by staff and key stakeholders inside Parks, the County, as well as by some partners. Staff is now requesting adoption by the Parks Commission and Board of Commissioners. Once adopted, staff will begin reaching out to stakeholders to promote the resolution and request adoption. Once all key stakeholders have adopted the resolution, a formal partnership could then be developed. Some action items for this group are already under consideration and will be discussed in the near future.

# Grand River Greenway Project Update Summer 2021



## Grand River Greenway Vision

The Grand River Greenway is a model ecological and cultural corridor along the Grand River. It will preserve significant natural, historical and cultural features as well as promote healthier, happier, and more vibrant communities.



# Grand River Greenway - Project Stakeholders

*The Grand River Greenway Project is being made possible through a public/private partnership and effort of multiple agencies that includes several stakeholders and supporters.*



**Ottawa County**  
*Where You Belong<sup>®</sup>*

## Ottawa County Board of Commissioners

Roger Bergman, Chair  
Matthew Fenske, Vice Chair  
Joe Baumann  
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Frank Garcia  
James Holtvluwer  
Philip Kuyers  
Randy Meppelink  
Kyle Terpstra  
Doug Zylstra



[miOttawa.org/parks](http://miOttawa.org/parks)

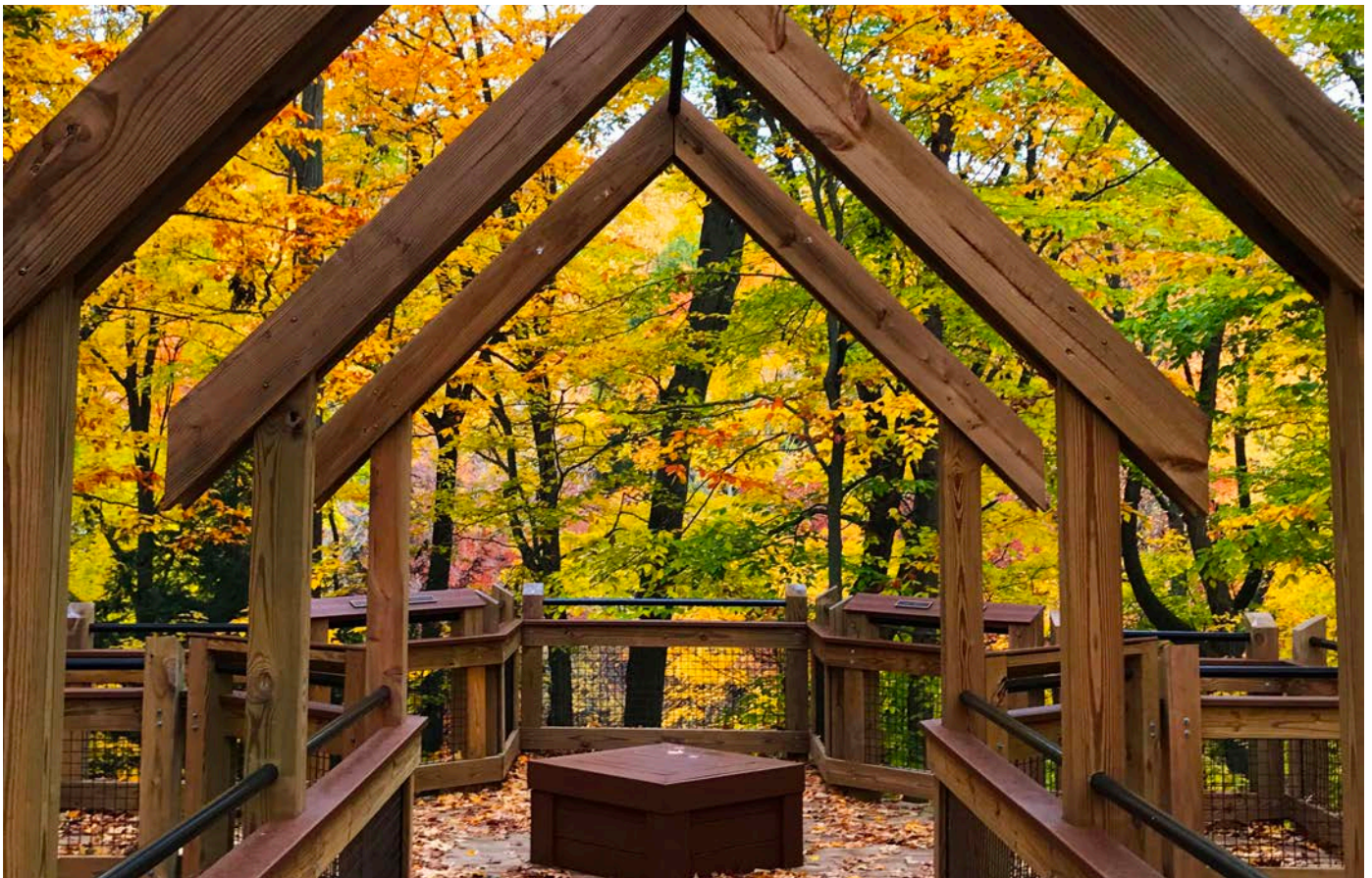
## Ottawa County Parks & Recreation Commission

Kelly N. Rice, President  
Jane Longstreet, Vice President  
Philip Kuyers, Secretary  
Joe Bush  
Greg DeJong  
Tom Elhart  
Kate Harmon  
Lukas Hill  
James Holtvluwer  
Linda McAffrey

## Official Public Agency Partners

Allendale Township  
Georgetown Township  
Grand Haven Townshp  
Robinson Township

Michigan Department of Natural Resources  
Michigan Department of Transportation  
Michigan Natural Resources Trust Fund  
Ottawa County Road Commission





# Grand River Greenway - Project Stakeholders

*The Grand River Greenway Project is being made possible through a public/private partnership and effort of multiple agencies that includes several stakeholders and supporters.*



## Grand River Greenway Campaign Committee

### Committee Co-Chairs

Monica Verplank  
Samantha Verplank

Myron Aldrink  
Dr. Barb Brown  
Wendy Creason  
Tina Dee

Andy DeVries  
Thomas Haas  
Tom Jackoboice  
Mark Schmidt

Jason Shamblin  
Timothy Stoecker  
Al Vanderberg

### Past Members

Peter Secchia †  
John Scholtz  
Tom Werkman

## Ottawa County Parks Foundation Board of Directors

Bobbi Jones Sabine, President  
Brian Stauffer, Vice President  
Pete Esser, Treasurer  
Cathy Feyt, Secretary  
Dr. Barbara W. Brown  
Alice Hoban

Jane Longstreet  
Timothy Stoecker  
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Anita Yoder

Ottawa County Parks Foundation  
PO Box 314, West Olive, MI 49460

[ottawacountyparksfoundation.org](http://ottawacountyparksfoundation.org)  
[info@ottawacountyparksfoundation.org](mailto:info@ottawacountyparksfoundation.org)

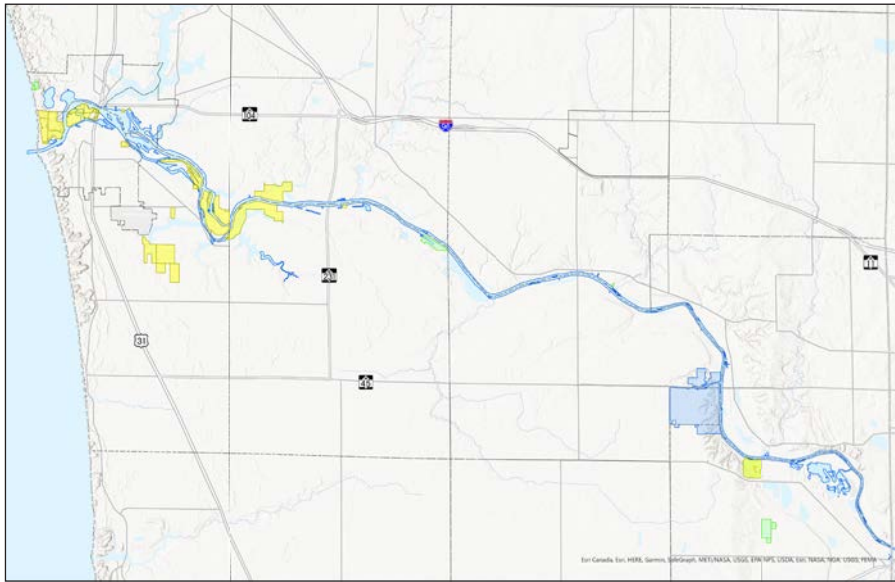
## Thank you to our project supporters!

Bill & Bea Idema Foundation  
Meijer Foundation  
DeVos Family Foundations  
Secchia Family  
Wege Foundation  
Frey Foundation  
Verplank Family  
Grand Haven Area  
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Andy DeVries  
Bud and Charyn Hoffman  
Damon & Kim McLaughlin  
Happy & Kathleen O'Brien  
Fox Charitable Foundation  
Dr. Thomas Kimball  
Amy & Aaron Bodbyl-Mast  
Innogroup Foundation  
Gentex  
Deborah Meijer  
SoundOff Signal

# Grand River Greenway -Project Background



## 1987-1996: Visioning

In 1989, the Ottawa County Parks and Recreation Commission first identified the concept for the Grand River Greenway:

*To protect land along the river that is important for nature and recreation and then connect the Greenway lands together with a multi-use pathway.*

**2,061** Acres of protected land

**14%** Shoreline protected

**2** Parks managed by Ottawa County Parks

## 1997-2016: Major Expansion

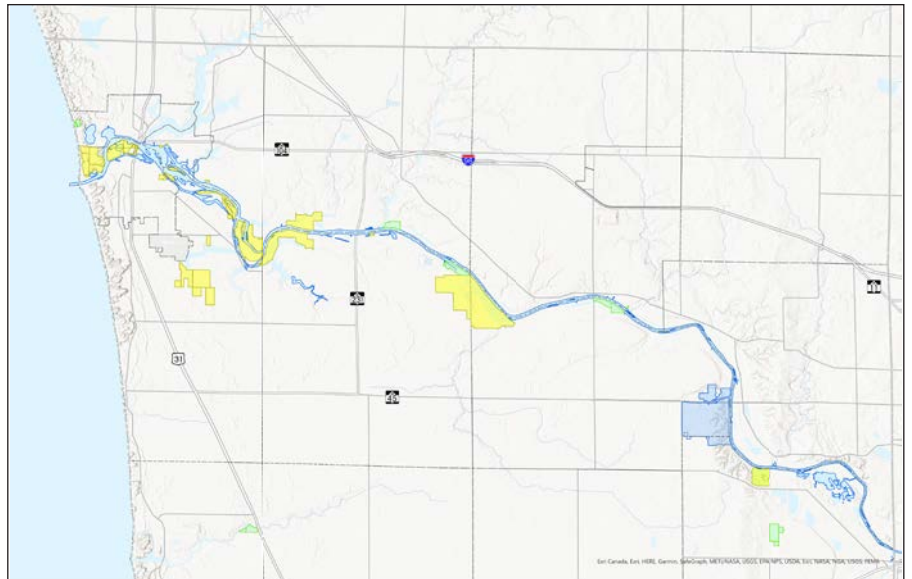
While some progress was made in protecting greenway lands from 1989 to 1996, the Grand River Greenway project did not gain momentum for Ottawa County Parks until the passage of the Parks Millage in 1996.

Major expansions commenced the following year with acquisitions for what would become Eastmanville Bayou and Crockery Creek Natural Area.

**3,354** Acres of protected land

**37%** Shoreline protected

**12** Parks managed by Ottawa County Parks



## 2017-Present: Connecting

In 2017, following the second renewal of the Parks Millage and the launch of the Grand River Greenway Capital Campaign, the Greenway project shifted focus to:

1. Complete purchases of core Greenway properties
2. Complete the Idema Explorers Trail

The Idema Explorers Trail is being constructed on the south side of the Grand River and will connect Grand Haven to the regional trail system in Kent County, connect Greenway lands together, connect to key destinations (such as the GVSU Allendale Campus), and provide a nature-based hiking/ biking experience with several extended sections of trail through parks and along river or waterfront.

**7,211** Acres of protected land

**39%** Shoreline protected

**15** Parks managed by Ottawa County Parks

# Grand River Greenway - Conservation



*"The corridor is recognized as one of the richest areas in the state for species of greatest conservation concern and biodiversity, is a focal area for Lake Michigan fisheries restoration, is above-average for climate resiliency, and lies along a globally recognized Important Bird Area"*

- Audubon Great Lakes assessment of Grand River Coastal Corridor

## Project Facts

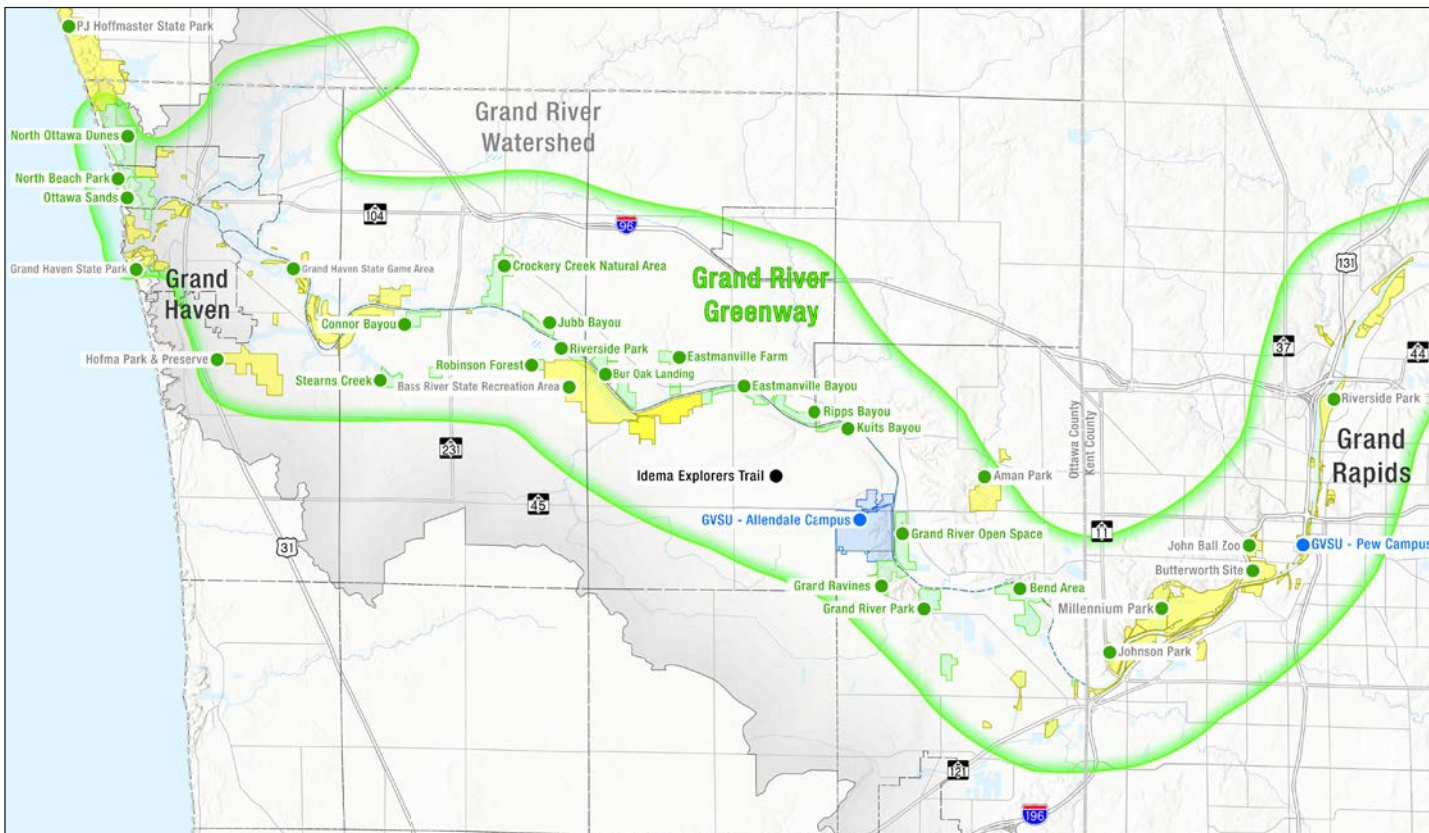
- Picturesque landscapes: ravines, marshlands, bayous, floodplain forests, and restored prairies
- 31 miles of publicly owned shoreline (out of an estimated 50 miles of natural shoreline)
- 3,500+ acres of wetlands preserved
- 3,750+ acres of floodplain preserved
- Key fish spawning and migratory bird habitat and some of the most biodiverse land in the county
- Prevention and removal of invasive species in hundreds of acres of natural land
- Ecosystem creation/restoration, including 75 acres of planned forest restoration

**9,332** Total Public Acres

**31** Total Miles of Protected Riverfront

**39%** % of Riverfront Protected

**165** Acreage Added with Greenway Funds



# Grand River Greenway - Idema Explorers Trail



## Project Facts

- 36.5-mile multi-use, ADA accessible trail
- 16 miles of trail through park
- 12 miles of trail along waterfront areas
- Connects users to:
  - 96 miles of regional trails (Future: 250 miles)
  - 46 public parks with 65 miles of park trails
  - M-231 Grand River Bridge Trail
  - Lake Michigan
  - Ottawa Sands
  - Millennium Park
  - GVSU Allendale Campus
  - Several communities/business districts
  - 20+ locations to fish

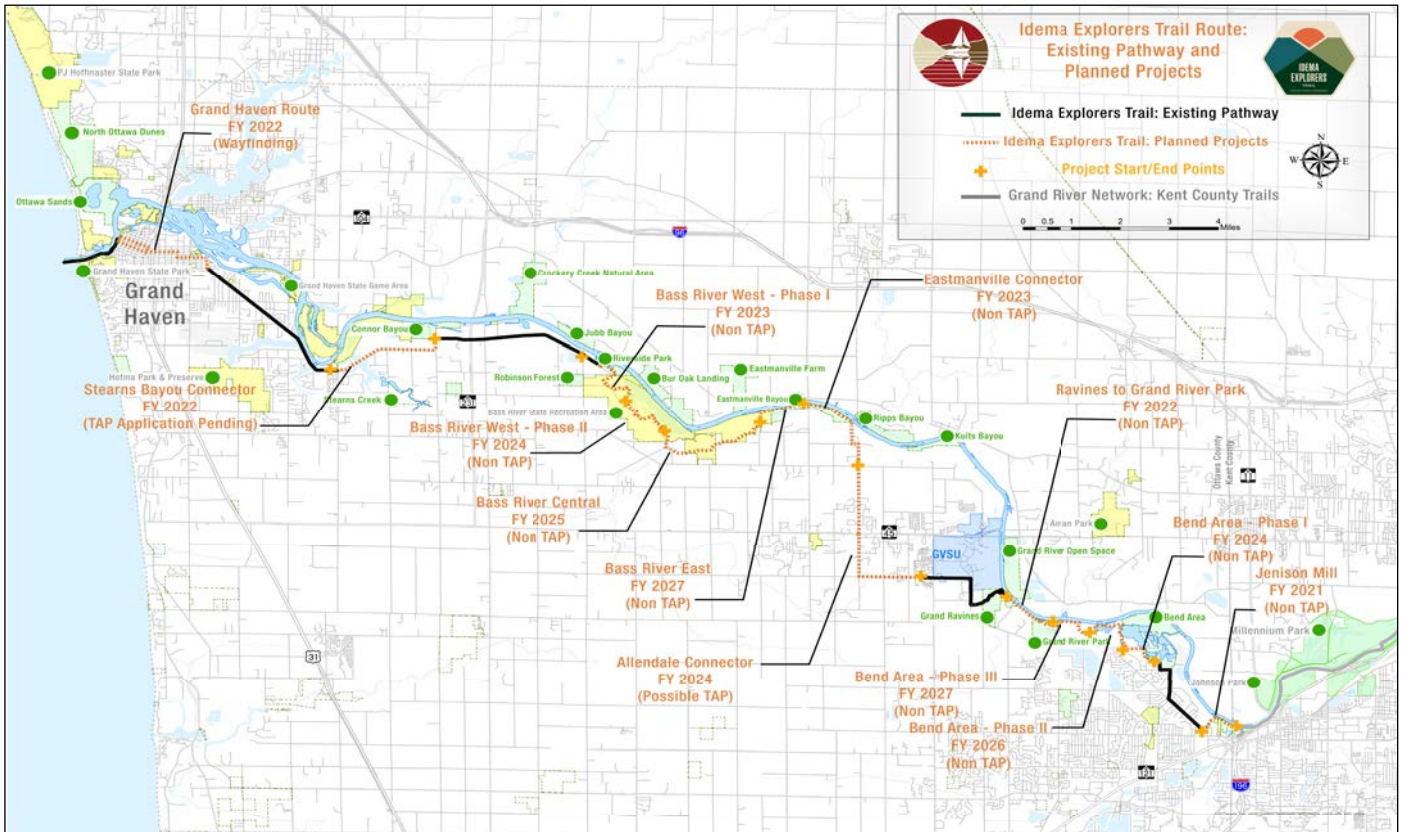
**36.5** Trail Miles

**14** Miles of Trail Completed

**20+** Miles of Trail in Progress

**28** Regional Trail Miles Now Connected

**4** Parks Now Connected



# Idema Explorers Trail - Jenison Mill Segment

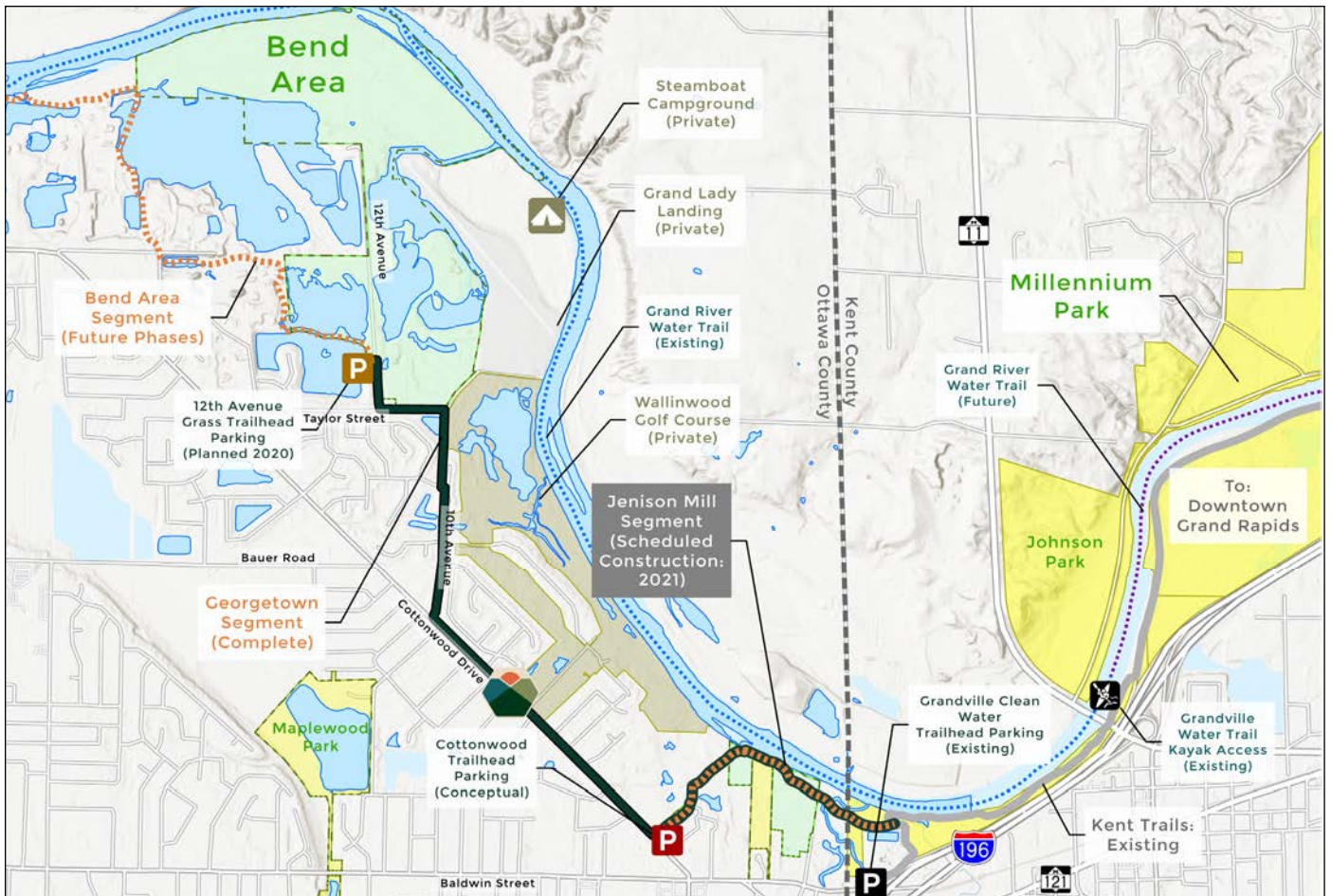


## Project Status:

- Acquisition: Complete
- Design: Final design underway
- Permitting: In process
- Construction (Tentative): 2021/2022

## Planned Features:

- Connection to trails in Kent County
  - Access to Millennium Park & downtown Grand Rapids
- “Gateway Arch and Plaza” at County border
- Bridge and boardwalk over Rush Creek and floodplain
- Scenic riverside views and wooded wetlands



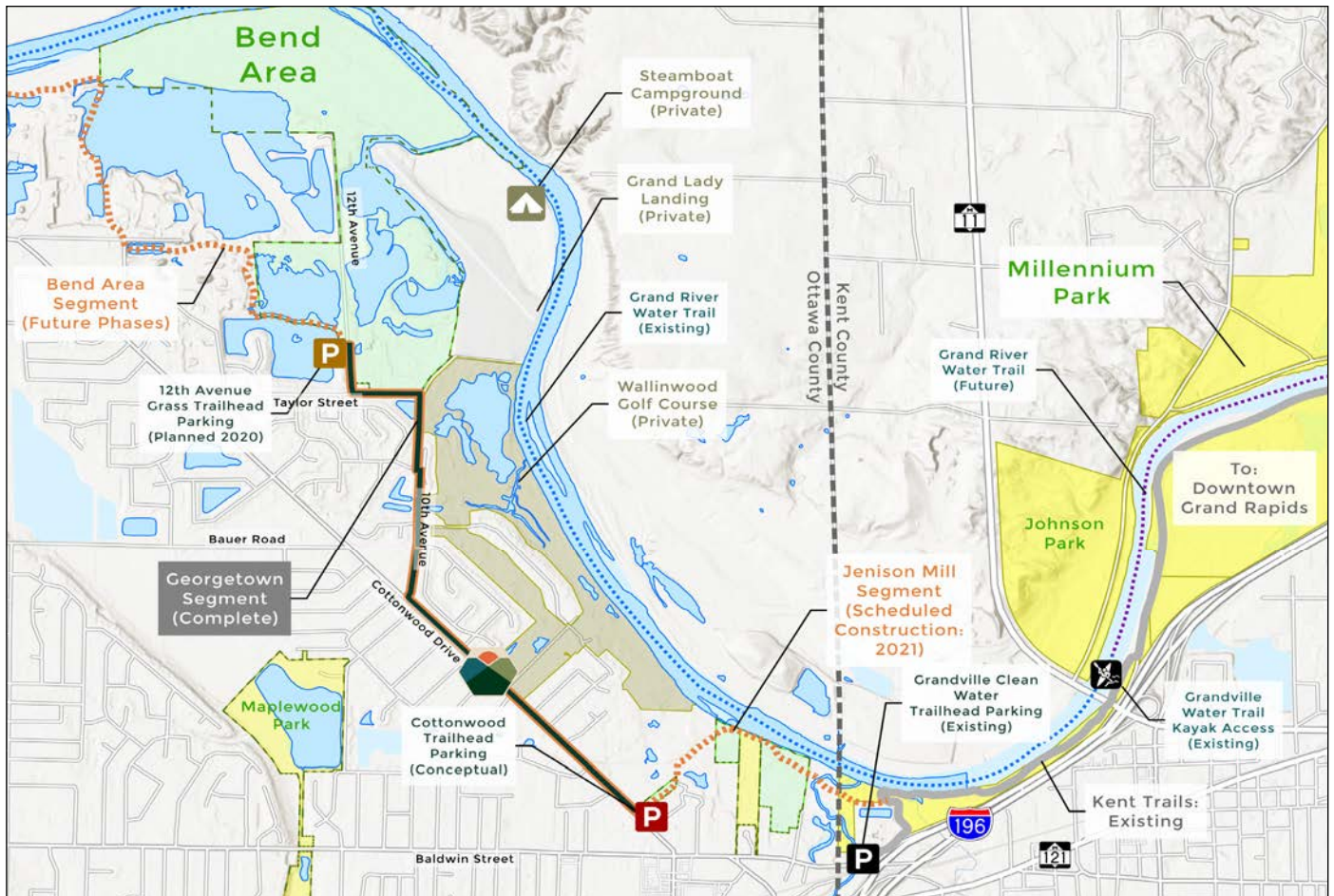
# Idema Explorers Trail - Georgetown Segment



Project Status: Complete

Features:

- Connects expanding Bend Area Open Space property to Kent County
- Connects business districts in Jenison to Georgetown Township neighborhoods
- Grass/Gravel trailhead on 12th Avenue with wayfinding
  - Connections to Bend Area hiking trail system, which includes 4+ miles of natural surface trails with waterfront views and riverfront loop



# Idema Explorers Trail - Bend Area Segment

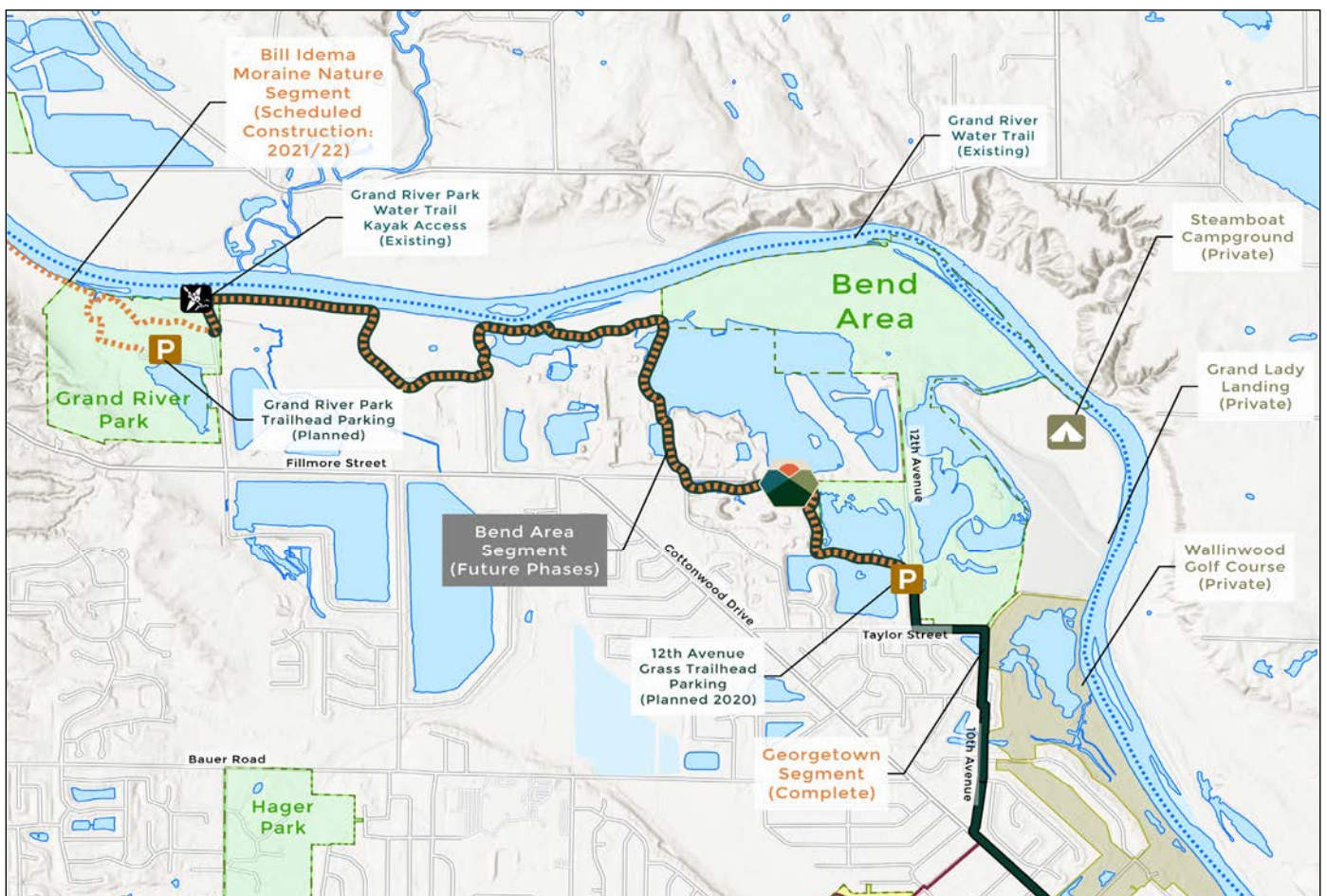


## Project Status:

- Acquisition: In process (250+ acres targeted)
- Design: Will commence following acquisitions
- Construction: TBD

## Planned Features:

- Scenic riverside/waterfront views
- Lush sections of wooded wetlands
- Connects Bend Area to Grand River Park
- Trail segment will be a central feature of future Bend Area park
- Access to future park amenities (lake swimming beach, playground)



# Idema Explorers Trail - Bill Idema Moraine Nature Segment

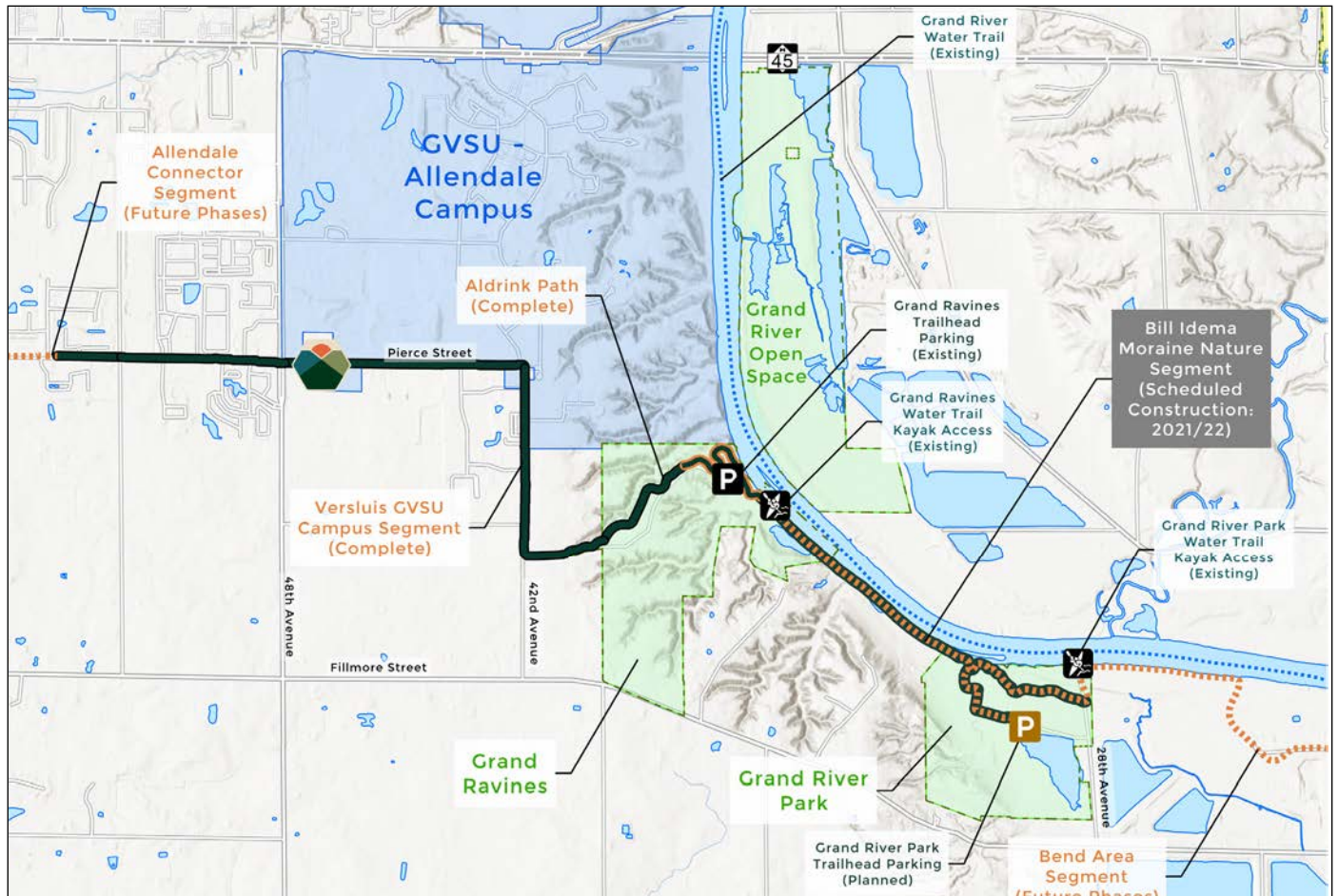


## Project Status:

- Acquisition: In process
- Design: In process
- Construction (Tentative): 2021/2022

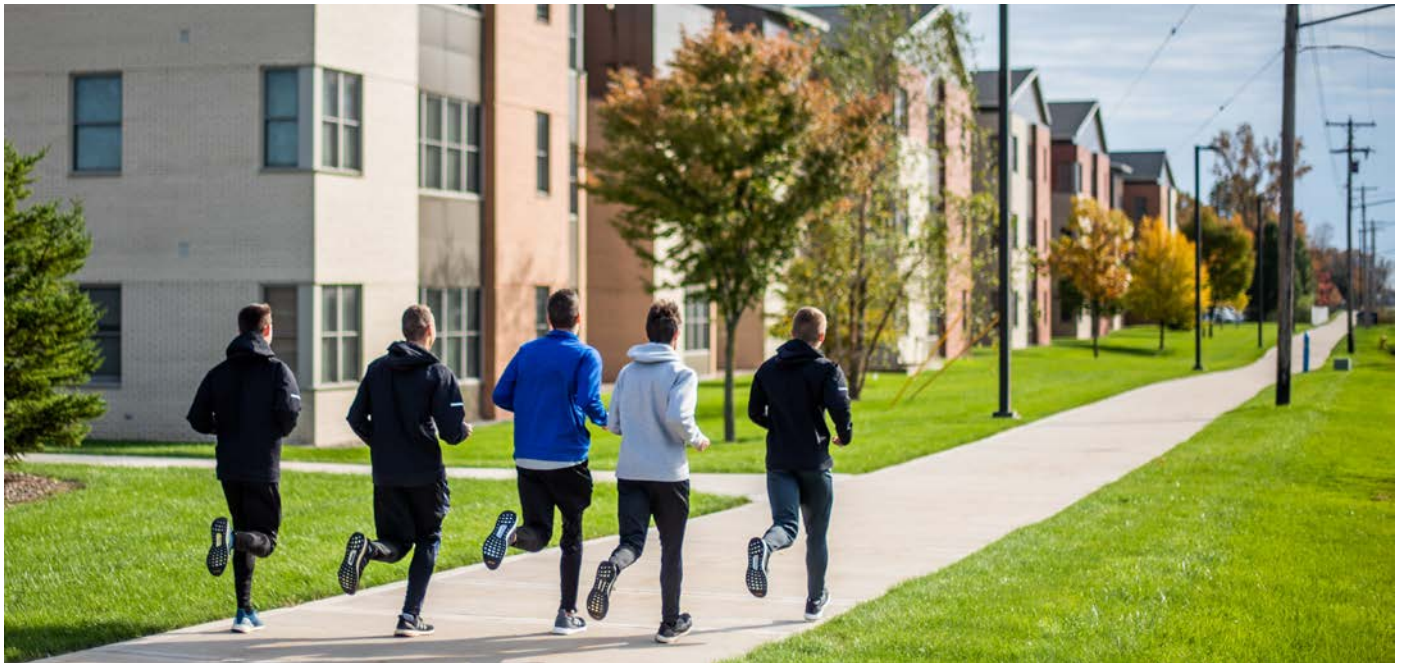
## Planned Features:

- Scenic riverside/waterfront views
- Ascent/descent from top of ravines to river level
- Connects Grand River Park to Grand Ravines
- New trailhead access planned at Grand River Park
- Access to modern restroom facilities on both sides of the trail
- Access to hiking trail systems at Grand River Park and Grand Ravines (nearly 9 miles of trails)





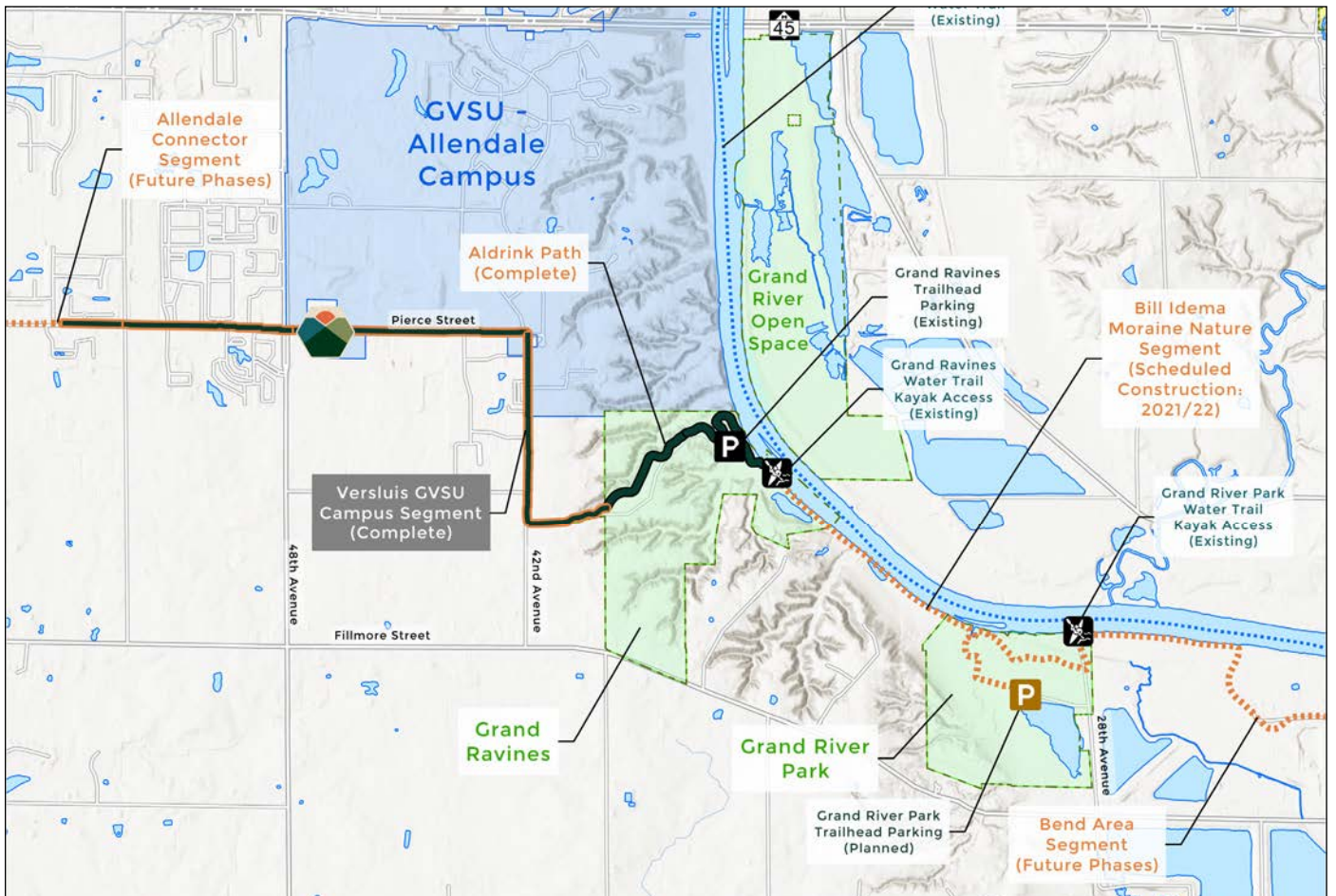
# Idema Explorers Trail - Versluis GVSU Campus Segment



Project Status: Complete

Features:

- Safe connection from GVSU Allendale Campus/Student Housing to Grand Ravines
- Connections to campus pedestrian/bike system
  - Access to campus amenities such as campus store, restaurants, and coffee shops
- Connections to M-45 Business District
  - Access to amenities as food and lodging
- Access to The Rapid transit system



# Idema Explorers Trail - Allendale Segment

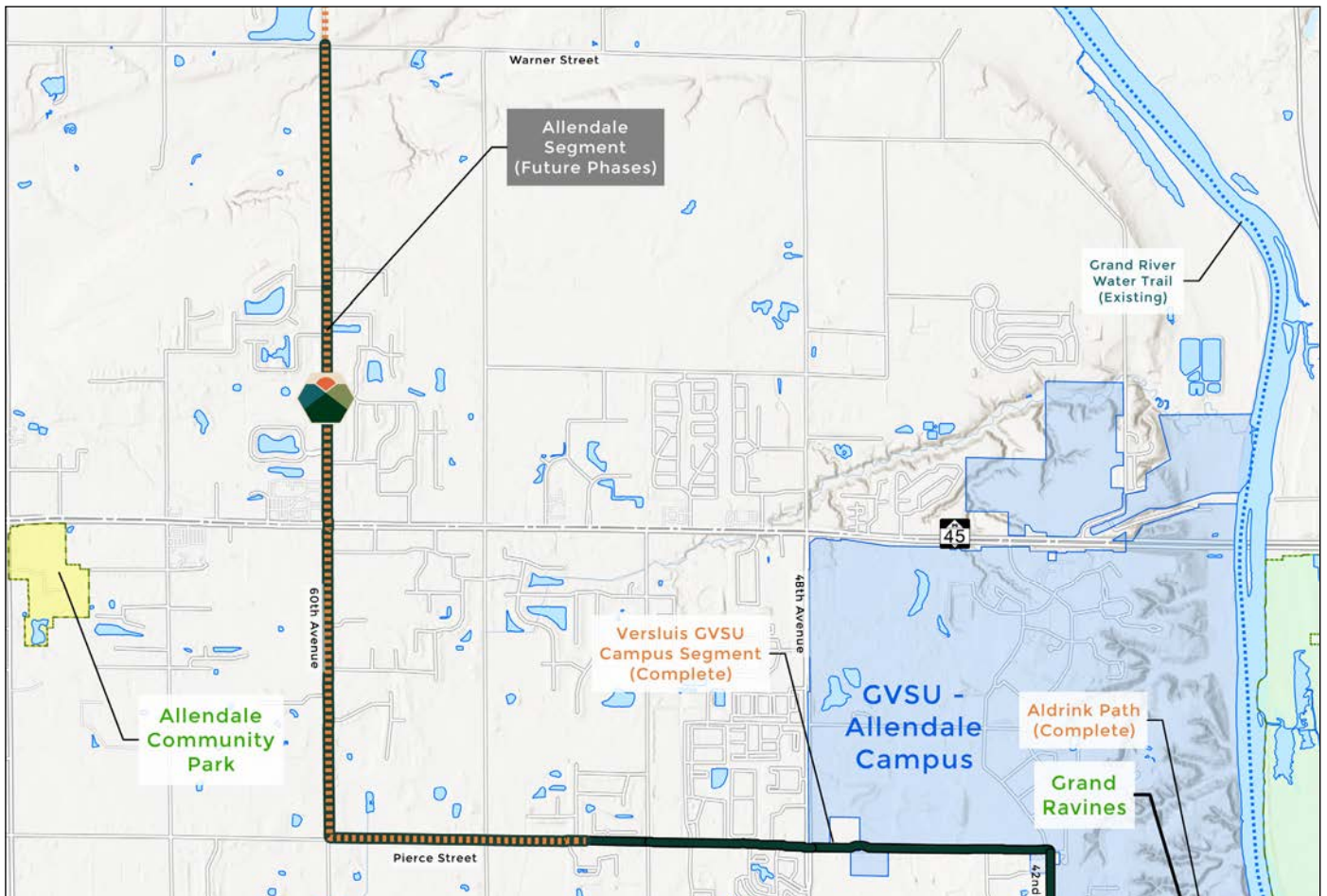


## Project Status:

- Acquisition: (Easements may be sought)
- Design: In process
- Construction: TBD

## Planned Features:

- Connects Allendale neighborhoods to:
  - Greenway Parks
  - M-45 Business District
  - GVSU Allendale campus
- Trail segment could be spine of larger township trail system



# Idema Explorers Trail -Bea Aldrink Eastmanville Legacy Segment

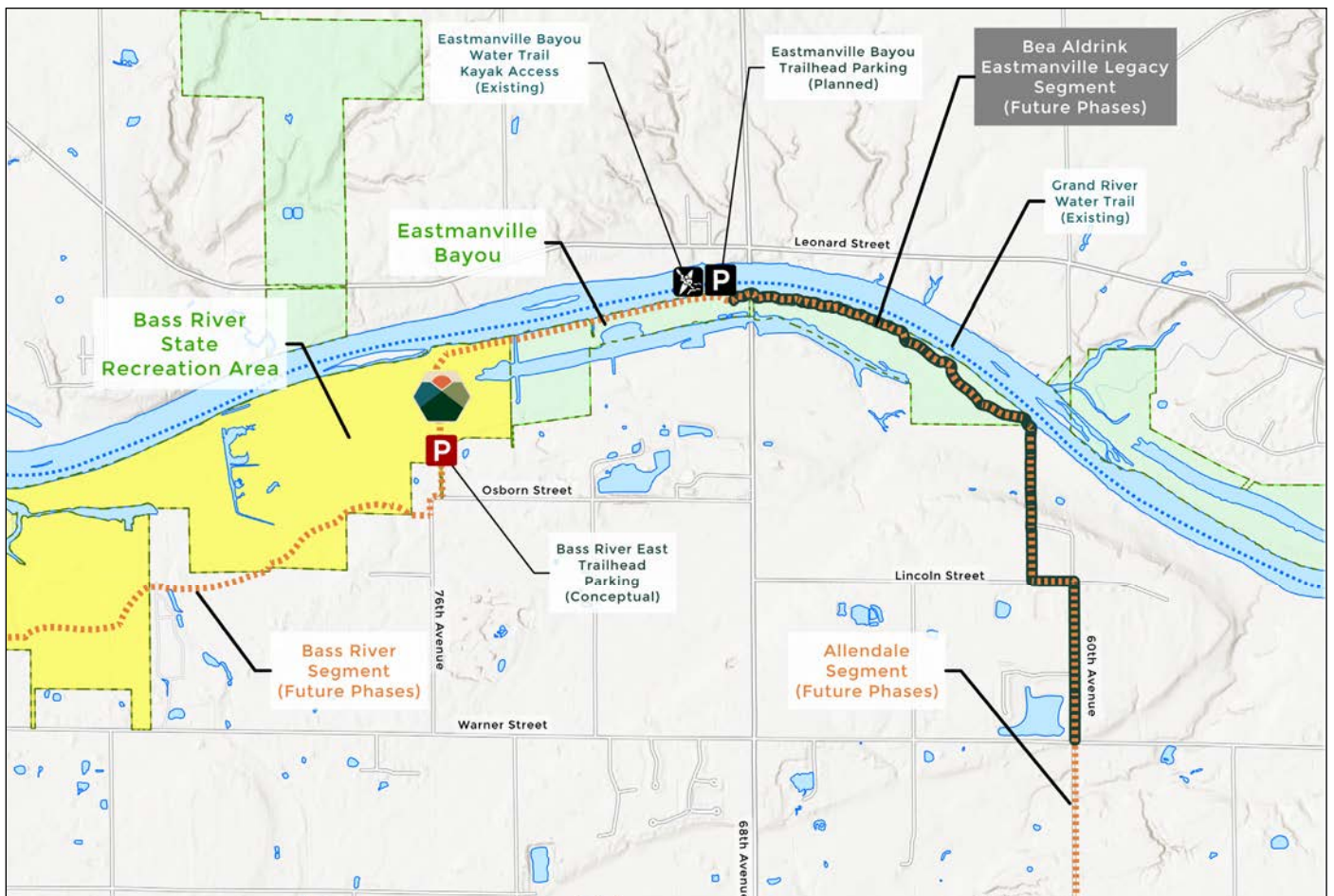


## Project Status:

- Acquisition: (Easements may be sought)
- Design: Complete
- Permitting: In process
- Construction (Tentative): 2023

## Planned Features:

- Access to Eastmanville Bayou from Allendale
- Scenic mile long stretch of trail along Grand River and Eastmanville Bayou/wetlands
- Access to remote Virginia bluebell area
- East terminus of possible 9 mile stretch off road and in park land



# Idema Explorers Trail - Bass River Segment

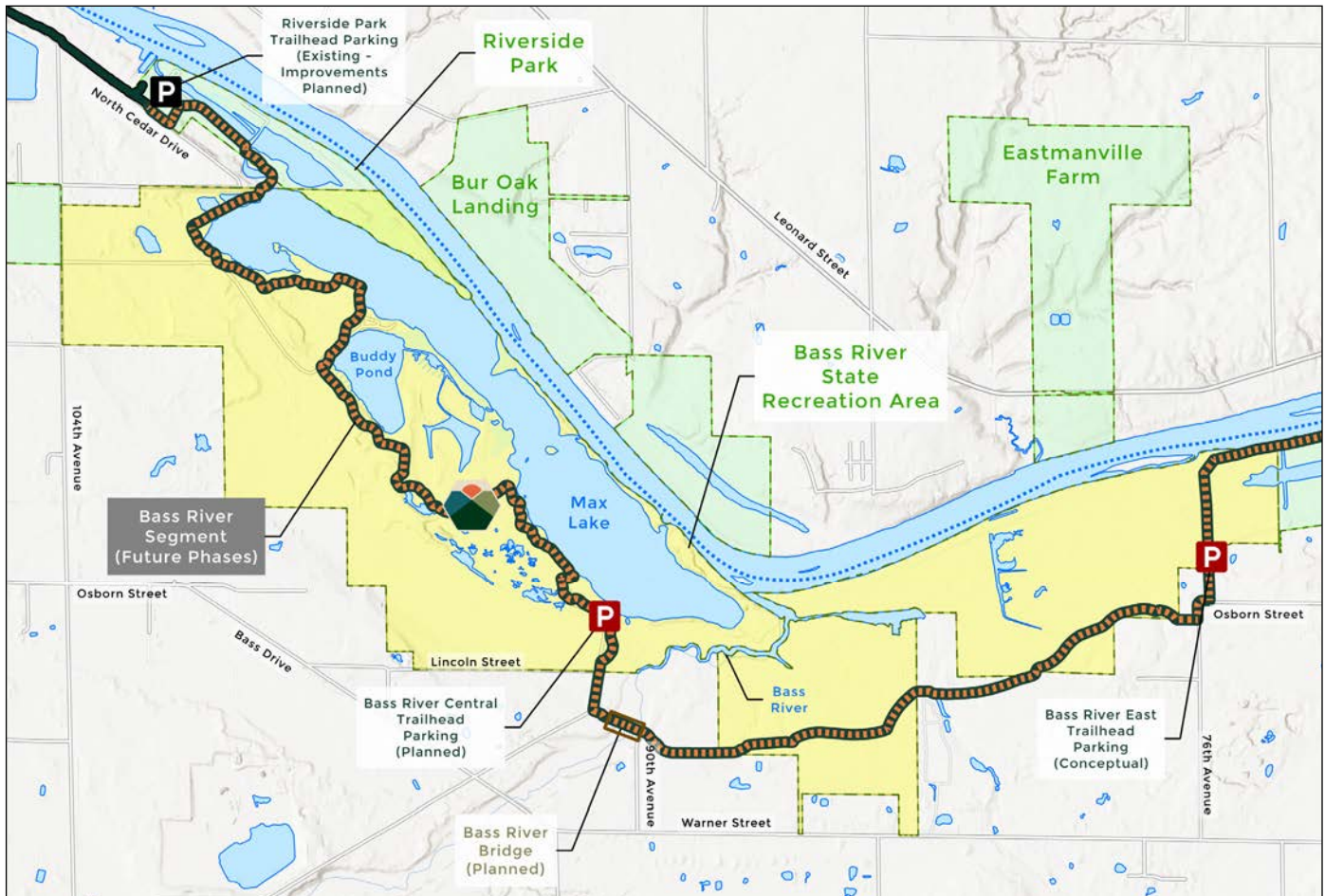


## Project Status:

- Acquisition: In process (80 acres targeted)
- Design: In process
- Construction: TBD

## Planned Features:

- Scenic riverside/waterfront views
- Central area of possible 9 mile stretch of trail off road and in park land
- Varied landscapes - woodland, floodplain forest and wetlands, open grasslands.
- Bridge over Bass River



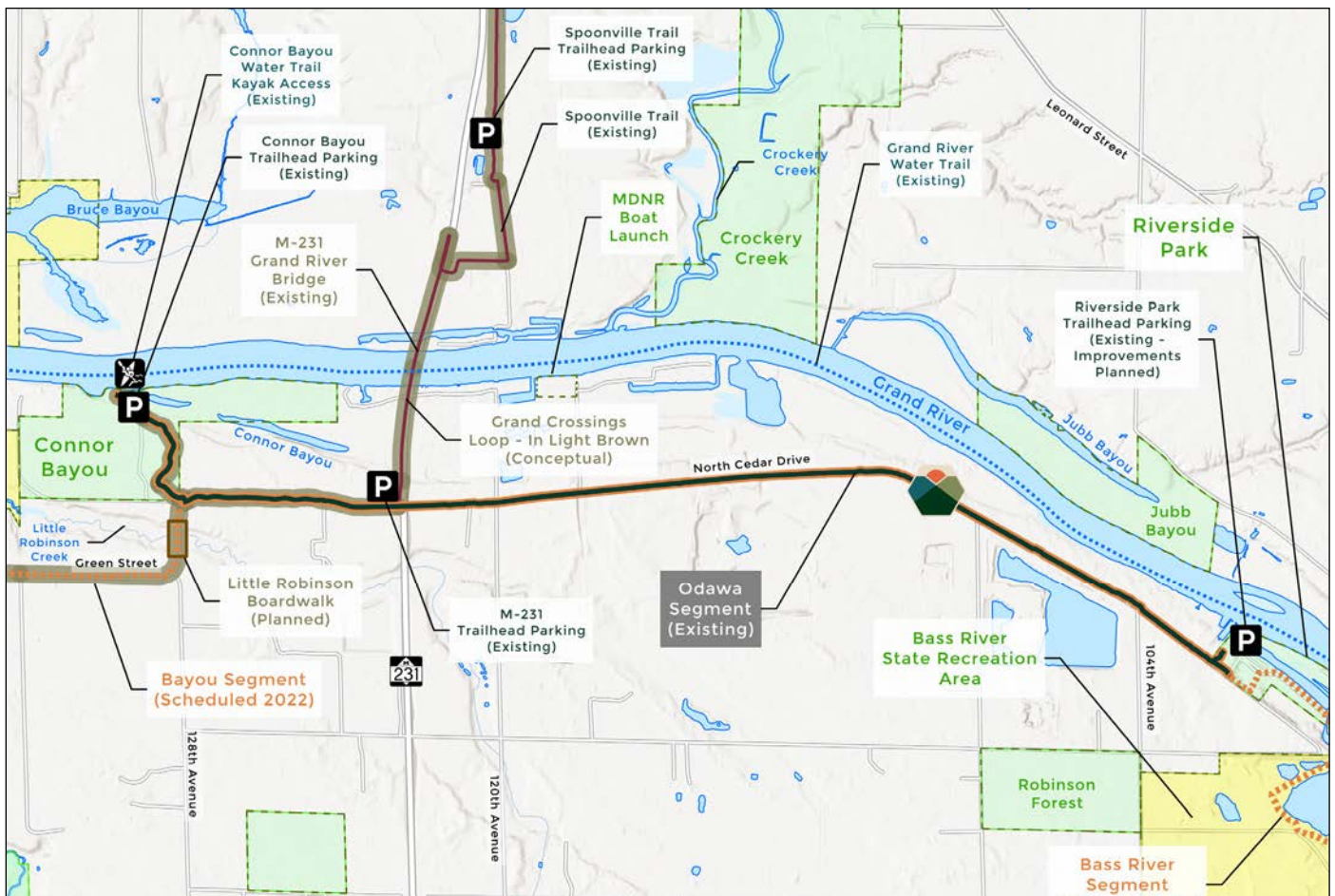
# Idema Explorers Trail - Odawa Segment



Project Status: Complete

Features:

- Connects Connor Bayou to Riverside Park, with wooded route through Connor Bayou
- Connects to M-231 Grand River River Bridge and trail network on north side of Grand River
  - Bridge trail features scenic views of river as well as Connor Bayou and Bruce Bayou
- Part of possible "Grand Crossings" loop
- Trailhead access at M-231 Bridge
- Access to MDNR 120th Avenue Boat Launch
- West terminus of possible 9 mile stretch off road and in park land



# Idema Explorers Trail - Bayou Segment

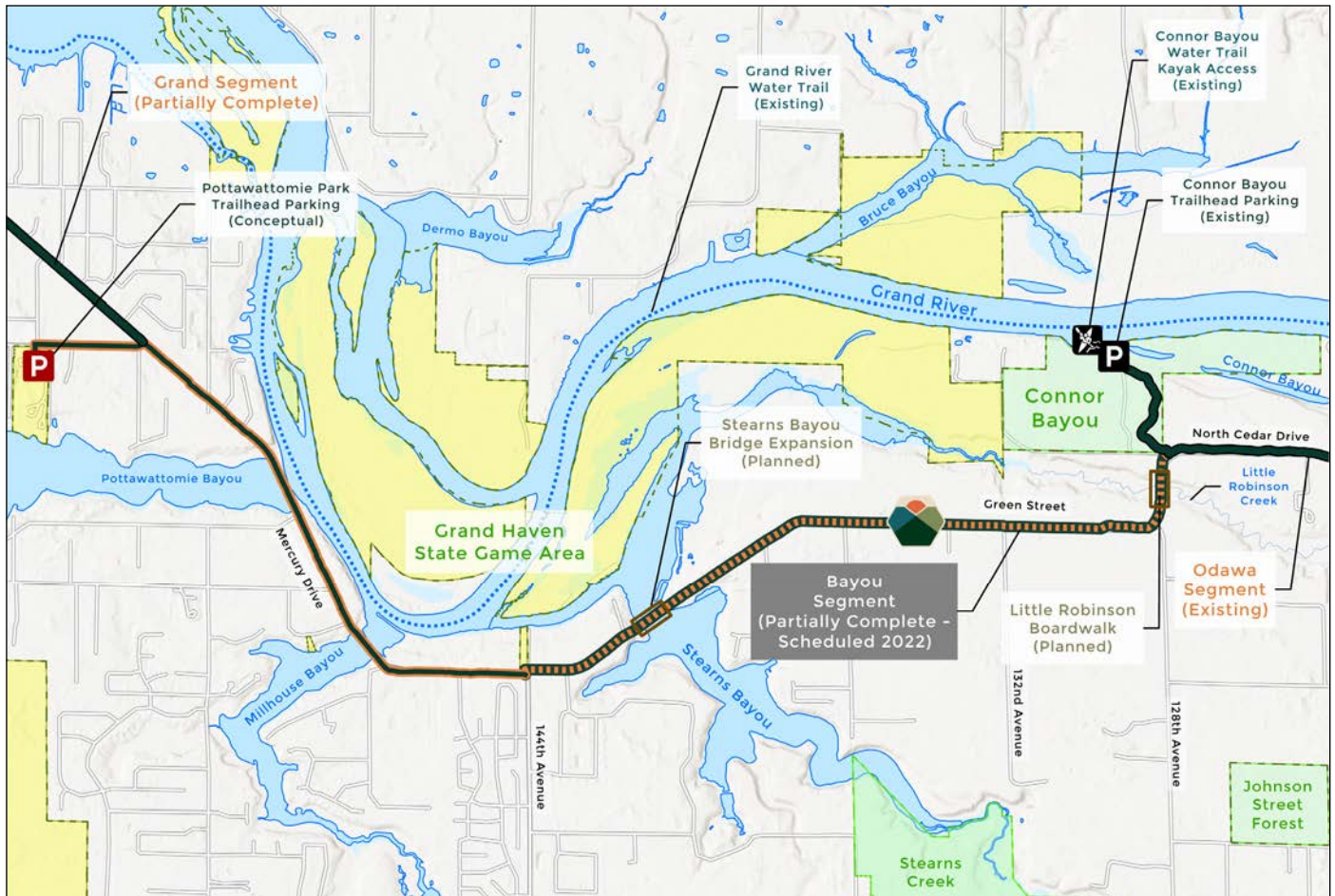


## Project Status:

- Acquisition: (Several easements being sought)
- Design: In process
- Permitting: In process
- Construction: 2022

## Planned Features:

- Scenic riverside/waterfront views, including a series of Grand River bayous
- Expanded bridge over Stearns Bayou
- Connects Grand Haven area to Greenway parks
- Connects Grand Haven area to M-231 Grand River Bridge
- Part of possible “Grand Crossings” loop



# Idema Explorers Trail -Grand & Boardwalks Segments



## Project Status:

- Design: In process
- Route Designation (Tentative): 2022

## Planned Features:

- Connects Grand Haven to Greenway
- Connection to downtown Grand Haven & Boardwalk
- Connection to Lake Michigan
- Access to several parks
- Part of possible "Grand Crossings" loop
- On-street route through Grand Haven neighborhoods
- New trailhead access at Grand River Park



# Grand River Greenway - Grand Crossings Loop

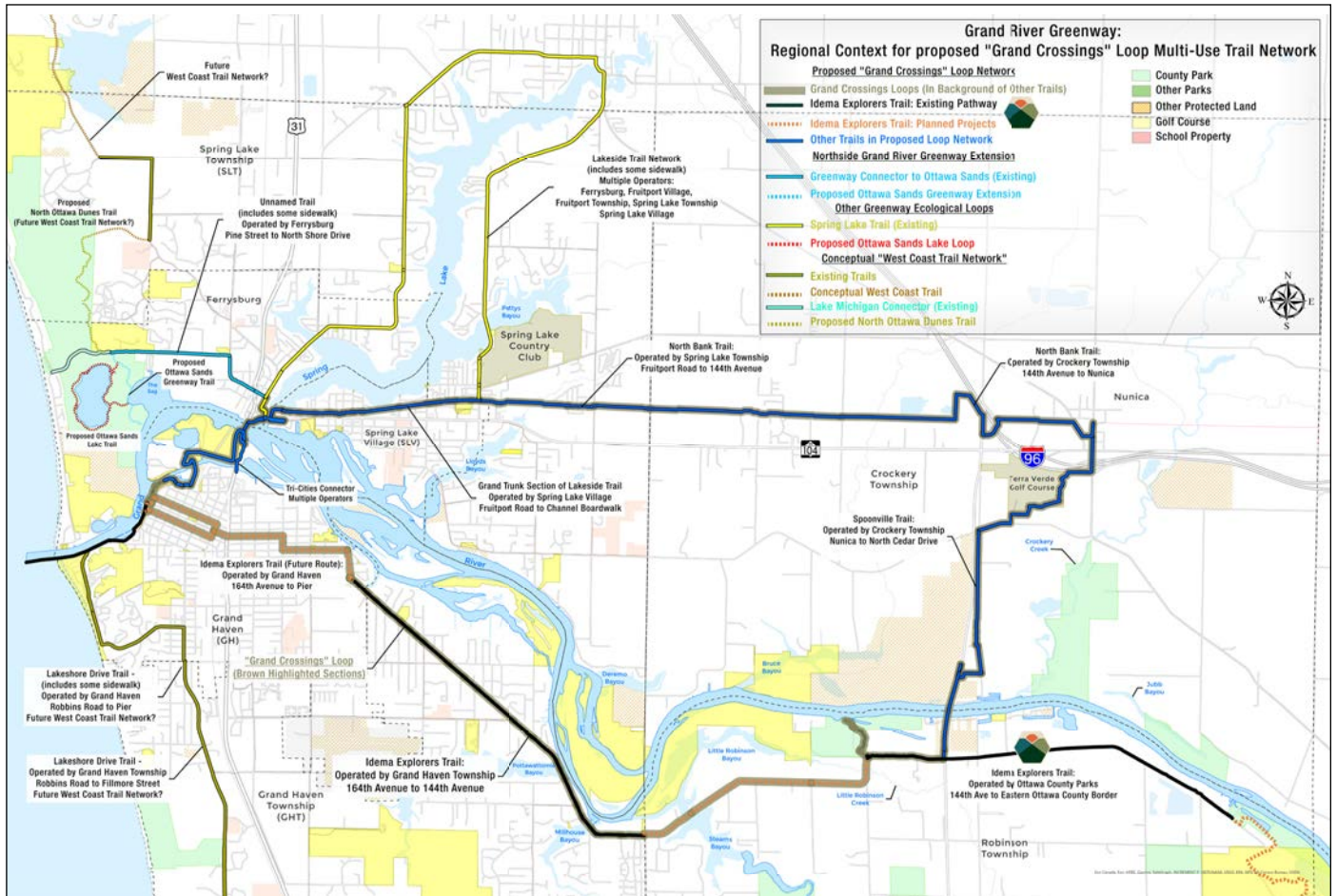


## Project Status: Conceptual

With the completion of connector trails from the Spring Lake area to the Grand Haven area (including the Spring Lakeside Trail, North Bank Trail, and Spoonville Trail), there is an opportunity to incorporate the western section of Idema Explorers Trail into a 24-mile loop network. The US 31 Grand River bridge and M-231 Grand River bridge are the bookend “crossings” of this network.

## Possible Features:

- Scenic riverside/waterfront views
- Connections to amenities across the Grand Haven/Spring Lake area
- Access to Lake Michigan on north and south side of the river.
- Access to duneland corridor of parks on north side of Grand River
- Future camping at Ottawa Sands





**STATE OF MICHIGAN  
OTTAWA COUNTY BOARD OF COMMISSIONERS**

**OTTAWA COUNTY GRAND RIVER COLLABORATION RESOLUTION**

At a regular meeting of the OTTAWA COUNTY BOARD OF COMMISSIONERS, held at the Ottawa County Fillmore Street Complex in Olive Township, Michigan on the 24th day of August 2021, at 3 o'clock p.m. local time.

PRESENT:

ABSENT:

It was moved by \_\_\_\_\_ and supported by \_\_\_\_\_ that the following resolution be adopted.

**WHEREAS**, the Grand River (hereinafter called "River") in Ottawa County, from the initial habitation by the first peoples to the present, has been one of the most significant natural, cultural, and economic features of the area;

**WHEREAS**, the River's resources have historically been heavily utilized and impaired through overuse and pollution;

**WHEREAS**, over the past several decades, there has been a concerted and successful effort by public and private entities to restore and revitalize the River in West Michigan, including substantial efforts by several agencies to improve and enhance the 38-mile section of the River located within Ottawa County;

**WHEREAS**, since 1987, there has been a documented investment by Ottawa County public agencies of an estimated \$60 million to protect critical riparian lands and enhance public access. Through this effort access has improved for every local unit of government directly along the River;

**WHEREAS**, current plans for future public investment along the River corridor in Ottawa County total nearly \$100 million;

**WHEREAS**, scientific and planning studies over the past several decades show the significant value of protected and unprotected lands along the River corridor for environmental and public health, and also note the opportunity for further enhancement and protection if a coordinated plan of action across relevant agencies and stakeholders can be developed;

**WHEREAS**, these studies include the recently completed Grand River Coastal Corridor Assessment (2021) by Audubon Great Lakes which noted that the intersection of the River corridor and Lake Michigan has been identified as a globally recognized Important Birding Area;

**WHEREAS**, there are several specific areas where opportunities for further enhancement and protection could be explored, including, but not limited to, the following:

1. A connected corridor of over 2,400 acres of public land in the area where the River intersects with the Lake Michigan dune and beach lands was recently completed, thereby offering significant opportunities to enhance and improve quality of life, to preserve and enhance environmental integrity, and to create new economic benefits;
2. A corridor of 2,000 acres of protected land, including and surrounding the Bass River State Recreation Area, will soon be further integrated with construction of the Idema Explorers Trail, opening the way for additional cooperation and planning efforts by the agencies involved to best utilize the land for recreation and restoration;
3. Some areas of the River corridor have relatively less protected land in comparison to other areas, including very the northern end of the corridor, where there are quality natural features such as ravines and wetlands areas
4. Some areas of the River corridor lack direct public boat/kayak access, again particularly on the northeastern end; unique riverfront communities such as the Lamont and Eastmanville are located in these areas and could benefit from public river access in their communities;
5. High quality remote and natural spaces existing along the Crockery Creek and Bruce Bayou complexes feature some land protected and managed for conservation, but could provide even greater value with additional protection, especially as a large “wild” space that is atypical in this area of West Michigan; furthermore, this area has a special interest for indigenous people, and is identified as a large corridor of “resilient” land according to an analysis by The Nature Conservancy;
6. The Grand Valley State University Allendale Campus is also a critical component of vibrant and diverse community life, economic activity, and unique ecological characteristics (several natural features inventories note the exceptional quality of the ecological features of the GVSU riverfront ravines properties) with adjacent or future connections to public land presenting opportunities to better integrate and collaboratively manage 900 acres of wooded ravines;

**WHEREAS**, current and planned regional land and water trail connections along the River corridor are developing and could be optimally integrated if a plan is implemented to create a seamless user experience, consistent wayfinding, coordinated marketing of these trails, and coordinated land use planning associated with the trail corridors;

**WHEREAS**, several recreational and planning studies have identified the tremendous potential for the various amenities and features along the River to attract residents and talent to the area, to enhance quality of life, and to attract visitors, particularly in coordination with amenities and features that exist or are in development upriver;

**WHEREAS**, continued investment in the River will result in greater integration with the Kent County Grand River amenities, including the connection of the Idema Explorers Trail in

Georgetown Township to Kent Trails in Grandville, the removal of dams in Grand Rapids (creating a connected water trail from Grand Haven to Riverside Park in Grand Rapids, as well as destinations further upriver), and the development of overnight camping amenities at Ottawa Sands that would serve hikers, bikers, and kayakers coming from the east;

**WHEREAS**, similar regional-scale recreational amenities across the nation have led to millions and, in some cases, billions of dollars in real estate development and community transformation in communities such as New York City, Atlanta, Chicago, Houston, Detroit, Nashville, and Knoxville;

**WHEREAS**, these existing and future amenities will drive demand for housing and tourism facilities along the River, and several studies have noted that a coordinated plan would help facilitate the successful integration of future development and public riverfront properties, while maintaining the character of the river, and promoting equitable access;

**WHEREAS**, directed efforts are underway/in development in Kent and Ottawa Counties to monitor surface and groundwater quality, and coordinated monitoring of water quality on the River could complement any planning efforts and provide benchmarks/measurables for supporting and promoting the best possible water quality;

**WHEREAS**, the Land Use Survey of the Grand River in Ottawa County, Michigan (1985), Grand River Greenway Study (1995), the Natural and Cultural Features of the Inventory of the Grand River (1998), the Grand River Heritage Water Trail – Assessment and Improvement Plan (2016), the Grand River Identity Study (2020), and the Grand River Coastal Corridor Assessment (2021) all indicate the need for coordinated action, further engagement with Tribal nations, equitable access to amenities and features, and “landscape-level” planning to protect, enhance, and take advantage of this significant natural resource and the past and future investments that have been and will be made to protect and enhance it;

**WHEREAS**, River stakeholders in Ottawa County, involving local and state agencies, GVSU, and key non-profit and private entities, support a coordinated regional, “landscape-level” scale planning effort that could lay groundwork needed to engage with possible partners in Kent County and the Tribal nations;

**WHEREAS**, this could lead to an Ottawa County Grand River Partnership which could review the feasibility of a coordinated River corridor planning effort similar to the Grand Rapids “River for All” plan; this planning effort could potentially include, but would not be limited to, the following:

1. Examine needs for regional trail coordination, gaps in trail connectivity, and wayfinding, and determine whether a defined Grand River trail network on both sides of the River should be established;
2. Identify and provide concepts for “opportunity” sites along the river (e.g. land preservation, new parks, mixed-use and affordable housing, mobility improvements);

3. Review the potential to collaboratively market the River corridor to residents and visitors;
4. Develop “landscape-level” conservation planning for the River corridor;
5. Develop River-focused arts and interpretive planning;
6. Review needs for additional dedicated facilities along the River (e.g. visitor centers, research centers, and/or history/culture centers);
7. Review options for long-term River-based partnerships within Ottawa County and West Michigan;

**WHEREAS**, coordination of any possible formal corridor plan for the Grand River should occur where applicable in collaboration with the Ottawa County Planning and Performance Improvement Department’s emerging critical effort to create a Countywide Coordinated Future Land Use Plan, which will provide the context and critical data to effectively inform such river corridor planning efforts with respect to rigorously and strategically identifying “opportunity” sites along the river, including but not limited to, sites for land and farmland preservation, new regional parks, affordable housing developments, place-making sites, and mixed-use developments; and provide recommendations for mobility, transit, and transportation improvements;

**NOW, THEREFORE BE IT RESOLVED** that the OTTAWA COUNTY BOARD OF COMMISSIONERS recognizes the significant natural, cultural, and economic value of the River;

**BE IT FURTHER RESOLVED** that the OTTAWA COUNTY BOARD OF COMMISSIONERS supports efforts to protect and enhance the River corridor’s natural, cultural, and historical resources, provide enhanced river access that preserves the river’s character, and desires to better coordinate initiatives along the River corridor;

**BE IT FURTHER RESOLVED** the OTTAWA COUNTY BOARD OF COMMISSIONERS will designate representatives to participate in preliminary discussions regarding the establishment of the Ottawa County Grand River Partnership.

YEAS:

NAYS:

**RESOLUTION ADOPTED**

---

Roger A. Bergman  
 Chair, Ottawa County  
 Board of Commissioners

---

Justin F. Roebuck  
 Clerk/Register of Deeds, Ottawa County

# Action Request



**Committee:** Board of Commissioners

**Meeting Date:** 08/24/2021

**Requesting Department:** Corporation Counsel

**Submitted By:** Doug Van Essen

**Agenda Item:** Ottawa County Land Bank Authority Bylaws

**Suggested Motion:**

To approve the amended Bylaws of the Ottawa County Land Bank Authority.

**Summary of Request:**

The Ottawa County Land Bank's Bylaws authorize its Board of Directors to approve bylaws with the approval of the Board of Commissioners. These bylaws have been carefully reviewed by the Land Bank Board, Administrator and Treasurer and carry my recommendation as well. They are consistent with the act creating the Land Bank.

**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 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: *Alan S. Vandenberg*

Committee/Governing/Advisory Board Approval Date: 08/17/2021

Planning and Policy Committee

## Ottawa County Land Bank Authority Minutes

Monday, July 26, 2021 10:00 a.m. Conference Room F, Fillmore Adm Building

**Members in Attendance:** Bush, Hopp, Maday, Meppelink, Oonk, Price, Vanderberg, Wyngarden.

**Members Absent:** Murray.

**Guests in attendance:** Becky Huttenga

**1) Call to Order**

Chair Price called the meeting to order at 10:00 a.m.

**2) Introduction of Board Members and public**

**3) Public Comment**

No Public Comment. No public in attendance.

**4) Approval of May 5, 2021 Agenda**

Motion by Hopp to approve the July 26, 2021 Agenda.

Second by Wyngarden.

Motion carried.

**5) Review and Approval of 2022 Land Bank Budget**

Motion by Meppelink to approve the 2022 Land Bank Budget.

Second by Oonk.

Motion carried.

**6) Review of and approval of proposed Changes to by-Laws**

Motion by Wyngarden to approve the proposed changes to the LBA bylaws

Second by Hopp.

Motion carried.

**7) Public Comment**

None.

**8) Other Business**

- a) Becky Huttenga, Brownfield Redevelopment Authority. Becky provided an updates seven projects funded to date through the Brownfield Redevelopment Authority from funds transferred from the Land Bank Authority.  
Additionally, Becky discussed two possible projects for the LBA and BRA through ACT 381. There will be further updates if either project moves forward.
- b) Scheduling next meeting dates. Price will send dates in early February for the next meeting.

**Meeting was adjourned at 10:40 a.m.**

**Respectfully submitted,**

**Tom Oonk Secretary  
Chair**

DRAFT

BYLAWS  
OF  
OTTAWA COUNTY LAND BANK AUTHORITY

An authority organized pursuant to  
the Michigan Land Bank Fast Track Act and an  
Intergovernmental Agreement between the Michigan Land Bank Fast Track  
Authority, and  
the Treasurer of the County of Ottawa, Michigan

Originally adopted by the Board of Director as of November 29, 2010, and approved by the  
Ottawa County Board of Commissioners on December 28, 2010.

Amended by the Board of Directors as of \_\_\_\_\_, 2021, and amendments approved by the  
Ottawa County Board of Commissioners on \_\_\_\_\_, 21.

~~APPROVED BY THE OTTAWA COUNTY BOARD OF COMMISSIONERS AS OF  
DECEMBER 28 \_\_\_\_\_, 2010.~~



**TABLE OF CONTENTS**

	PAGE
<b>ARTICLE ONE: NAME, LOCATION AND OFFICES</b> .....	1
1.1 Name .....	1
1.2 Office and Agent .....	1
1.3 Other Offices .....	1
<b>ARTICLE TWO: PURPOSE AND GOVERNING INSTRUMENTS</b> .....	1
2.1 Public Body Corporate .....	1
2.2 Governing Instruments .....	1
<b>ARTICLE THREE: BOARD OF DIRECTORS</b> .....	1
3.1 Powers and Duties of the Board of Directors .....	1
3.2 Initial and Regular Board of Directors .....	2
3.3 Term of Office .....	2
3.4 Removal .....	2
3.5 Vacancies .....	<a href="#">32</a>
3.6 Conflict of Interest .....	<a href="#">32</a>
<b>ARTICLE FOUR: MEETINGS OF THE BOARD OF DIRECTORS</b> .....	3
4.1 Regular Meetings; Notice .....	3
4.2 Special <del>+</del> Notice .....	3
4.3 Annual Meeting .....	3
4.4 Waiver .....	<a href="#">43</a>
4.5 Quorum .....	<a href="#">43</a>
4.6 Vote Required for Action .....	<a href="#">43</a>
4.7 Adjournments .....	<a href="#">43</a>
<b>ARTICLE FIVE: NOTICE AND WAIVER</b> .....	4
5.1 Procedure .....	4
5.2 Waiver .....	4
<b>ARTICLE SIX: BOARD OF ADVISORS</b> .....	4
6.1 Appointment .....	4
6.2 Purpose .....	4
<b>ARTICLE <del>SIX</del><b>SIXSEVEN</b>: OFFICERS</b> .....	<a href="#">54</a>

67.1	Number and Qualifications .....	54
67.2	Removal .....	54
67.3	Chairperson .....	54
67.4	Vice-Chairperson .....	5
6.7.5	Secretary .....	5
67.6	Treasurer .....	65
<b>ARTICLE SEVEN EIGHT: COMMITTEES OF DIRECTORS .....</b>		<b>65</b>
78.1	Executive Committee .....	65
78.2	Other Committees of Directors .....	6
78.3	Term of Appointment .....	6
78.4	Chairman .....	76
78.5	Vacancies .....	76
78.6	Quorum .....	76
78.7	Rules .....	76
<b>ARTICLE EIGHT NINE: EMPLOYEES, CONTRACTED SERVICES .....</b>		<b>76</b>
98.1	Employees .....	76
89.2	Executive Director .....	76
<b>ARTICLE NINE TEN: CONTRACTS, CHECKS, DEPOSITS AND FUNDS .....</b>		<b>7</b>
910.1	-Contracts .....	7
910.2	-Checks, Drafts, Notes, Etc .....	87
910.3	-Deposits .....	87
910.4	-Gifts .....	87
<b>ARTICLE TEN ELEVEN: MISCELLANEOUS .....</b>		<b>87</b>
101.1	Books and Records .....	87
11.2	Corporate Seal .....	8
101.23	Fiscal Year .....	88
10.31.4	Budget .....	8
10.41.5	Audit .....	8
10.51.6	Construction .....	98
10.61.7	Table of Contents Headings .....	98
10.71.8	Relation to Articles of Incorporation .....	98
<b>ARTICLE ELEVEN TWELVE: AMENDMENTS .....</b>		<b>98</b>
112.1	-Power to Amend Bylaws .....	98

	112.2 -Conditions .....	98
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**AMENDED BYLAWS**

**OTTAWA COUNTY LAND BANK AUTHORITY**

Incorporated under the laws of the State of Michigan

**ARTICLE ONE**

**NAME, LOCATION AND OFFICES**

1.1 Name. —The name of this corporation shall be “Ottawa County Land Bank Authority” (hereinafter referred to as the “Corporation”). The Corporation may **also be known as** ~~o elect to be identified simply as~~ the “Ottawa County Land Bank”

1.2 Office and Agent. —The Corporation shall maintain an office in the State of Michigan, and **more specifically,** ~~shall have an agent whose address is~~ 12220 Fillmore St., West Olive, Michigan 49460. The ~~initial~~ agent of the Corporation shall be **the elected** ~~Brad Slagh,~~ Treasurer ~~of,~~ Ottawa County, Michigan.

1.3 Other Offices. —The principal office of the Corporation shall be located in West Olive, Ottawa County, Michigan. The Corporation may have other offices at such place or places, within the State of Michigan, as the Board of Directors may determine from time to time or the affairs of the Corporation may require or make desirable.

**ARTICLE TWO**

**PURPOSE AND GOVERNING INSTRUMENTS**

2.1 Public Body Corporate. —The Corporation shall be organized and operated as a land bank authority under the provisions of the Michigan Land Bank Fast Track Act, 2003 P.A. 258, 124.751 (the “Land Bank Act”) and the Intergovernmental Agreement by and between the Michigan Land Bank Fast Track Authority and the Treasurer of the County of Ottawa, Michigan, dated January 28, 2010, (hereinafter referred to as the Intergovernmental Agreement”). The Corporation is an authority governed by a Board of Directors.

2.2 Governing Instruments. —The Corporation shall be governed by its articles of incorporation and its bylaws, with specific direction from **its** Priorities and Policies document.

**ARTICLE THREE**

**BOARD OF DIRECTORS**

3.1 Powers and Duties of the Board of Directors

- (a) Except as otherwise provided in the articles of incorporation of the Corporation or in these bylaws, all the powers, duties, and functions of the Corporation conferred by the Land Bank, Act, the Intergovernmental Agreement, the articles of incorporation, these bylaws, other state statutes, common law, court decisions, or otherwise shall by exercised, performed, or controlled by the Board of Directors.
- (b) The Board of Directors shall be the governing body of the Corporation and shall have general charge of the affairs, property and assets of the Corporation. It shall be the duty of the Board of Directors to determine the policies of the Corporation or changes therein, actively to prosecute the purposes and objectives of the Corporation, and, to this end, to manage and control all of its property and assets and to supervise the disbursement of its funds. The Board of Directors may adopt,

by majority vote of the members appointed, such rules and regulations for the conduct of its business and the business of the Corporation as shall be deemed advisable, and, in the execution of the powers granted, may delegate certain of its authority and responsibility to an executive committee. Under no circumstances, however, shall any actions be taken which are inconsistent with the articles of incorporation and these bylaws, or the understanding that Local Unit control of property and developmental direction is foundational. Members of the Board of Directors shall receive no compensation for service as a member of the Board of Directors, but shall be entitled to be reimbursed by the Corporation for actual and necessary expenses incurred in connection with performance of official functions of the Corporation subject to available appropriations.

- (c) The Board of Directors may, from time to time, appoint, as advisors, persons whose advice, assistance, and support may be deemed helpful in determining policies and formulating programs for carrying out the purposes and functions of the Corporation.

3.2 ~~Initial and Regular~~ Board of Directors. The Board of Directors of the Ottawa County Land Bank shall consist of nine (9) members including:

- (a) The elected and serving Treasurer of Ottawa County;

~~And,~~

- (b) Eight (8) members appointed by the Ottawa County Board of Commissioners all of whom must be residents of Ottawa County;

1. Two (2) representatives of the Cities & Villages – one from a large and one from a small municipality (from senior elective or appointed officials);
2. Two (2) representatives of the Townships - one from a large and one from a small municipality (from senior elective or appointed officials);
3. A member of the Ottawa County Board of Commissioners;
4. A representative from Ottawa County Administration;
5. A representative from the Ottawa County Economic Development Office OCEDO;
6. A person not married to or directly related to an Ottawa County employee.

3.3 Term of Office. The Treasurer of Ottawa County shall serve as a member of the Board of Directors without a term. Other members shall serve a six (6) year term, subject to their continued service in the capacity through which they were originally appointed. ~~on a six year rotation basis.~~ Members can be appointed to additional terms in the discretion of the Ottawa County Board of Commissioners.

3.4 Removal. Other than the Treasurer of Ottawa County, a director may be removed from office for cause by the Board of Commissioners of Ottawa County, and shall be automatically

terminated from any “ex officio” appointment upon leaving the office which was the basis for appointment.

3.5 Vacancies. Any vacancy in the Board of Directors, other than the Treasurer of Ottawa County, arising at any time and from any cause, may be filled for the unexpired term by the Board of Commissioners of Ottawa County. Each director so appointed shall hold office until the expiration of his term, or the unexpired term of his predecessor, as the case may be, and until his successor is appointed.

3.6 Conflict of Interest. A director who has a direct or indirect personal or financial interest in any matter before the Corporation shall disclose his or her interest prior to any action on the matter by the Corporation, which disclosure shall become part of the record of the Corporation’s official proceedings. The disclosure shall be made by written instrument, and copies of the disclosure form shall be filed with the Secretary of the Board of Directors. The interested director shall further refrain from participation in the Corporation’s action relating to the matter. Each director, upon taking office and annually thereafter, shall acknowledge in writing that they have read and agreed to abide by this section.

## ARTICLE FOUR

### MEETINGS OF THE BOARD OF DIRECTORS

4.1 Regular Meetings. Regular meetings of the Board of Directors shall be held from time to time at such times and at such places as the Board of Directors may prescribe. Notice of the time and place of each such regular meeting shall be given by the secretary either personally or by telephone or by mail or by electronic mail not less than seven (7) nor more than thirty (30) days before such regular meeting. The meetings of the Board of Directors shall be public, and the appropriate notice of such meetings provided to the public. Notice of any and all meetings of the Board of Directors shall be given in accordance with the Open Meetings Act, (OMA”) 1976 P.A. 267, as amended. The Board of Directors shall meet at least annually. As long as consistent with the OMA, any regular, special or annual meeting may be attended by a member digitally.

4.2 Special Meetings. Special meetings of the Board of Directors may be called by or at the request of the Chairperson, ~~or the Treasurer,~~ or by any three (3) of the directors in office at that time. Notice of the time, place and purpose of any special meeting of the Board of Directors shall be given by the secretary either personally or by telephone or by mail or by electronic mail at least twenty-four (24) hours before ~~such meeting.~~

4.3 Annual Meeting. The first meeting of the Board of Directors in each calendar year shall be deemed to be the annual meeting of the Board of Directors. ~~The Treasurer of the Corporation shall be the Treasurer of Ottawa County.~~ All ~~other~~ officers of the Board of Directors (~~Chairperson, Vice Chairperson and Secretary~~) shall be elected at the annual meeting by the Board of Directors, unless a vacancy in such office occurs prior to the annual meeting, and each officer shall hold such office until the following annual meeting. ~~;~~

4.4 Waiver. Attendance by a director at a meeting shall constitute waiver of notice of such meeting, except where a director attends a meeting for the express purpose of objecting to the transaction of business because the meeting is not lawfully called.

4.5 Quorum. A majority of the Board of Directors shall be required to constitute a quorum for the transaction of business. Unless otherwise required herein or by Michigan law, ~~The~~ Board of Directors shall act by a majority vote at a meeting at which a quorum is present. A quorum shall be necessary for the transaction of business. Presence in person for both quorum and voting may include electronic communication by which such member is both seen and heard by all members present.

4.6 Vote Required for Action. Except as otherwise provided in these bylaws or by law, the act of a majority of the directors present at a meeting at which a quorum is present at the time shall be the act of the Board of Directors. Adoption, amendment and repeal of a bylaw are provided for in Article ~~Eleven~~Twelve of these bylaws. Vacancies in the Board of Directors may be filled as provided in Section 3.5 of these bylaws.

4.7 Adjournments. A meeting of the Board of Directors, whether or not a quorum is present, may be adjourned by a majority of the directors present to reconvene at a specific time and place. Notice of any reconvened meeting of the Board of Directors shall be given in accordance with the Open Meetings Act, MCL 15.261 et seq., as amended. At any such reconvened meeting at which a quorum is present, any business may be transacted which could have been transacted at the meeting which was adjourned.

## ARTICLE FIVE

### NOTICE AND WAIVER

5.1 Procedure. Whenever these bylaws require notice to be given to any director, the notice shall be given as prescribed in Article Four. Whenever notice is given to a director by mail, the notice shall be sent first-class mail by depositing the same in a post office or letter box in a postage prepaid sealed envelope addressed to the director at his or her address as it appears on the books of the Corporation; and such notice shall be deemed to have been given at the time the same is deposited in the United States mail. Notice may also be given by electronic mail addressed to the director at his or her email address as it appears in the records of the Corporation.

5.2 Waiver. Whenever any notice is required to be given to any director by the articles of incorporation or by these bylaws a waiver thereof in writing signed by the director entitled to such notice, whether before or after the meeting to which the waiver pertains, shall be deemed equivalent thereto but only in those circumstances in which such notice is not required by law.

## ARTICLE SIX

### BOARD OF ADVISORS

~~6.1 Appointment. The Board of Directors may appoint such persons as it reasonably deems necessary or desirable to act as the Board of Advisors of the Corporation. To the extent possible, the Board of Advisors should consist of representatives of the community who have~~

demonstrated an interest in and commitment to the redevelopment of properties within the geographical boundaries of Ottawa County. The number of persons appointed to constitute the Board of Advisors shall be determined in the sole discretion of the Board of Directors.

~~6.2 Purpose. It shall be the function and purpose of the Board of Advisors to advise the Board of Directors on matters relating to the business and affairs of the Corporation, and to suggest or be available for consultation with regard to projects or activities which the Corporation may undertake, consistent with its purposes, in furtherance of its goals and objectives. The Board of Advisors shall serve solely in an advisory capacity.~~

## ARTICLE SIX ~~EVEN~~

### OFFICERS

67.1 Number and Qualifications. The officers of the Corporation shall be members of the Board of Directors and shall consist of a Chairperson, who shall act as the chairperson of the Board of Directors, a secretary, a treasurer, and such other officers as may be designated by the Board of Directors. The Chairperson of the Corporation shall be the Treasurer of Ottawa County.

67.2 Removal. Any officer of the Corporation other than the ~~Chairperson~~~~Treasurer~~ Chairperson may be removed as an officer by the Board of Directors of the Corporation with or without cause at any time.

67.3 Chairperson. The Chairperson shall be the principal executive officer of the Corporation and shall preside at all meetings of the Board of Directors. Subject to any policies adopted by the Board of Directors, the Chairperson shall have the right to supervise and direct the management and operation of the Corporation and to make all decisions as to policy and otherwise which may arise between meetings of the Board of Directors, and the other officers and employees of the Corporation shall be under the Chairperson's supervision and control during such interim. The Chairperson shall perform such other duties and have such other authority and powers as the Board of Directors may from time to time prescribe.

67.4 Vice-Chairperson. The Vice-Chairperson, if such office has been designated by the Board of Directors, shall, in the absence or disability of the Chairperson, perform the duties and have the authority and exercise the powers of the Chairperson. The Vice Chairperson shall perform such other duties and have such other authority and powers as the Board of Directors may from time to time prescribe or as the Chairperson may from time to time delegate.

67.5 Secretary. The secretary shall attend all meetings of the Board of Directors and record all votes, actions and the minutes of all proceedings in a book, to be kept for that purpose and shall perform like duties for the executive and other committees when required.

- (a) The Secretary shall give, or cause to be given, notice of all meetings of the Board of Directors.
- (b) The Secretary shall verify by his or her signature, contracts, deeds or other legal documents approved by the ~~keep in safe custody the seal of the Corporation and, when authorized by the~~ Board of Directors, affix it to any instrument requiring it. ~~When so affixed, it shall be attested by his or her signature or by the signature of the treasurer.~~



- (c) The Secretary shall be under the supervision of the Chairperson. He or she shall perform such other duties and have such other authority and powers as the Board of Directors may from time to time delegate.

67.65 Treasurer.

- (a) The Treasurer shall have the custody of the corporate funds and securities and shall keep full and accurate accounts of receipts and disbursements of the Corporation and shall deposit all monies and other valuables in the name and to the credit of the Corporation into depositories designated by the Board of Directors.
- (b) The Treasurer shall disburse the funds of the Corporation as ordered by the Board of Directors, and prepare financial statements each month or at such other intervals as the Board of Directors shall direct.
- (c) The Treasurer shall be under the supervision of the Chairperson. The Treasurer shall perform such other duties and have such other authority and powers as the Board of Directors may from time to time prescribe or as the Chairperson may from time to time delegate.

**ARTICLE ~~SEVEN~~EIGHT**

**COMMITTEES OF DIRECTORS**

78.1 Executive Committee. By resolution adopted by a majority of the directors in office, the Board of Directors may designate from among its members an executive committee which shall consist of three (3) or more directors, including the Chairperson or a Vice Chairperson of the Corporation, which executive committee, to the extent provided in such resolution, shall have and exercise the authority of the Board of Directors in the management of the affairs of the Corporation; provided, however, the designation of such executive committee and the delegation thereto of authority shall not operate to relieve the Board of Directors, or any individual director, of any responsibility imposed upon it or him by law and such executive committee may not do the following:

- (a) Approve the dissolution or the sale, pledge, or transfer of all or substantially all of the Corporation's assets;
- (b) Elect, appoint, or remove directors or fill vacancies on the Board of Directors or on any of its committees; or
- (c) Adopt, amend, or repeal the Corporation's Articles of Incorporation or these Bylaws.

78.2 Other Committees of Directors. Other committees, each consisting of two (2) or more directors, not having and exercising the authority of the Board of Directors in the management of the Corporation may be designated by a resolution adopted by a majority of directors present at a meeting at which a quorum is present. Such resolution shall assign the duties and responsibilities of such committees. Except as otherwise provided in such resolution, members of each such committee shall be appointed by the Chairperson of the Corporation. Any member of any committee may be removed by the person or persons authorized to appoint such member whenever in their judgment the best interests of the Corporation shall be served by such removal.

78.3 Term of Appointment. Each member of a committee shall continue as such until his successor is appointed, unless the committee shall be sooner terminated, or unless such member

shall be removed from such committee, or unless such member shall cease to qualify as a member thereof.

78.4 Chairman. One member of each committee shall be appointed chairman thereof.

78.5 Vacancies. Vacancies in the membership of any committee may be filled by appointments made in the same manner as provided in the case of the original appointments.

78.6 Quorum. Unless otherwise provided in the resolution of the Board of Directors designating a committee, a majority of the whole committee shall constitute a quorum; and the act of a majority of members present at a meeting at which a quorum is present shall be the act of the committee.

78.7 Rules. Each committee may adopt rules for its own government, so long as such rules are not inconsistent with these bylaws or with rules adopted by the Board of Directors.

## ARTICLE ~~EIGHT~~**NINE**

### EMPLOYEES, CONTRACTED SERVICES

89.1 Employees. The Corporation may ~~not~~ employ or otherwise contract for the services of any staff deemed necessary to carry out the duties and responsibilities of the Corporation. ~~Such staff as needed shall be provided by Ottawa County or by independent contract approved by the Board of Directors. may be employed as employees of the Corporation, or the services of such staff may be retained pursuant to contracts with Ottawa County, with the Treasurer of Ottawa County, or other public or private entities.~~

89.2 Executive Director. ~~Notwithstanding the above, and with the approval of the Ottawa County Board of Commissioners.~~ The Board of Directors may select and retain an Executive Director. An Executive Director selected and retained by the Board of Directors shall administer the Corporation in accordance with the operating budget adopted by the Board of Directors, general policy guidelines established by the Board of Directors, other applicable governmental procedures and policies, and the Intergovernmental Agreement. The Executive Director shall be responsible for the day-to-day operations of the Corporation, the control, management, and oversight of the Corporation's functions; and supervision of all Corporation employees. All terms and conditions of the Executive Director's length of service shall be specified in a written contract between the Executive Director and the Board of Directors, provided that the Executive Director shall serve at the pleasure of the Board of Directors.

## ARTICLE ~~NINE~~**TEN**

### CONTRACTS, CHECKS, DEPOSITS AND FUNDS

910.1 Contracts. The Board of Directors may authorize any officer or officers, agent or agents of the Corporation, in addition to the officers so authorized by these bylaws, to enter into any contract or execute and deliver any instrument in the name and on behalf of the Corporation. Such authority must be in writing and may be general or confined to specific instances. In the absence of such express authority granted by the Board of Directors, or a vacancy in the office to which the authority is delegated by the Board of Directors, the Chairperson shall have all authority necessary and appropriate to execute any and all documents, instruments and agreements on behalf of the Corporation.

~~910.2~~ Checks, Drafts, Notes, Etc. All checks, drafts or other orders for the payment of money, notes or other evidences of indebtedness issued in the name of the Corporation shall be signed by the Treasurer ~~? such officer or officers, agent or agents,~~ of the Corporation and in such other manner as may from time to time be determined by resolution of the Board of Directors. In the absence of such determination by the Board of Directors, such instruments shall be signed by the Treasurer ~~or an assistant treasurer~~ and countersigned by the Chairperson or the Vice-Chairperson of the Corporation. The Board of Directors shall require all individuals who handle funds of the Corporation to qualify for a security bond to be obtained by the Corporation, at the expense of the Corporation, in an amount not less than \$100,000.00.

~~910.3~~ Deposits. All funds of the Corporation shall be deposited from time to time to the credit of the Corporation in such banks, trust companies or other depositories as the Board of Directors may select.

~~910.4~~ Gifts. The Corporation may acquire by gift, bequest, or devise any real or personal property or interests in real or personal property for the general purposes or for any special purpose of the Corporation on terms and conditions and in a manner the Board of Directors considers appropriate.

## ARTICLE ~~TEN~~ ELEVEN

### MISCELLANEOUS

~~101.1~~ Books and Records. The Corporation shall keep and maintain at the principal office of the Corporation all documents and records of the Corporation. The records of the Corporation shall include, but not be limited to, a copy of the Intergovernmental Agreement along with any amendments to the Intergovernmental Agreement. The records shall also include correct and complete books and records of accounts and minutes of the proceedings of its Board of Directors and committees having any of the authority of the Board of Directors. All records of the Corporation shall be made available to the public to the extent required by the Michigan Freedom of Information Act, 1976 P.A. 442, as amended. Not less than annually the Corporation shall file with the parties to the Intergovernmental Agreement, and with the Board of commissioners of Ottawa County a report detailing the activities of the Corporation and any additional information as requested by such parties.

~~11.2~~ ~~Corporate Seal. The corporate seal (of which there may be one or more exemplars) shall be in such form as the Board of Directors may from time to time determine.~~

~~10.2~~ ~~1.3~~ Fiscal Year. The fiscal year of the Corporation shall begin on October 1 ~~January 1~~ of each year and end on the following September ~~December 30.1.~~

~~10.3~~ ~~1.4~~ Budget. The Board of Directors shall adopt annually a budget for all operations, income, expenses and assets. The Corporation shall be subject to and comply with the Budget Act, 1968 PA 2, MCL 14 1.421 to 141 .440a. The Chairperson or Executive Director shall prepare and the Board of Directors shall approve a budget for the Corporation for each Fiscal Year. Each budget shall be approved by the August 1 ~~November 1~~ immediately preceding the beginning of the Fiscal Year of the Corporation.

~~10.4~~ ~~1.5~~ Audit. The Corporation shall provide for the conduct of audits in accordance with section 6 to 13 of the Budget Act, 1968 PA 2, MCL 141.421 to 141-.440a, which shall be made available to the parties to the Intergovernmental Agreement. The Corporation shall establish a dedicated audit committee of the Board of Directors for the purpose of overseeing the accounting

and financial reporting processes of the Corporation and audits of its financial statements. The Corporation shall establish specific duties and obligations of the audit committee and standards and qualifications for membership on the audit committee. The Corporation may require at least one member to be specifically knowledgeable about financial reports.

~~10.5~~~~1.6~~ — Construction. Whenever the context so requires, the masculine shall include the feminine and neuter, and the singular shall include the plural, and conversely. If any portion of these bylaws shall be invalid or inoperative, then, so far as is reasonable and possible:

- (a) The remainder of these bylaws shall be considered valid and operative.
- (b) Effect shall be given to the intent manifested by the portion held invalid or inoperative.

~~10.6~~~~1.7~~ — Table of Contents Headings. The table of contents and headings are for organization, convenience and clarity. In interpreting these bylaws, they shall be subordinated in importance to the other written material.

~~10.7~~~~1.8~~ — Relation to Articles of Incorporation. These bylaws are subject to, and governed by, the articles of incorporation and the Land Bank Act.

## ARTICLE ~~ELEVEN~~**TWELVE** AMENDMENTS

~~112.1~~ Power to Amend Bylaws. **With the subsequent approval of the Ottawa County Board of Commissioners, t**~~The Board of Directors~~ ~~1being directed by the “Policies and Procedures for Property Acquisition and Disposition”~~ shall have the power to alter, amend, or repeal these bylaws, or adopt new bylaws; provided, however, that the Board of Directors shall have no power or authority to make any changes in the bylaws which would be inconsistent with the Land Bank Act or the Intergovernmental Agreement.

~~112.2~~ Conditions. Action by the Board of Directors with respect to these bylaws shall be taken by the affirmative vote of a majority of all directors then holding office.

~~Whereas those Bylaws of the Ottawa County Land Bank Authority were adopted by the Board of Directors on the 29<sup>th</sup> day of November, 2010.~~

---

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~~Bradley Slagh, Chairperson,~~  
~~Ottawa County Land Bank Authority~~

~~\_\_\_\_\_ Roger Rycenga, Secretary,  
Ottawa County Land Bank Authority~~

\_\_\_\_\_ Whereas the Amended Bylaws of the Ottawa County Land Bank Authority were  
approved ~~amended~~ by the Board of Directors on the \_\_\_\_\_ day of \_\_\_\_\_, 2021.

\_\_\_\_\_ Amanda Price, Chairperson  
Ottawa County Land Bank Authority

\_\_\_\_\_ Tom Oonk ~~in Maday~~, Secretary  
Ottawa County Land Bank Authority

\_\_\_\_\_ Whereas the Amended Bylaws of the Ottawa County Land Bank Authority were approved  
by the Ottawa County Board of Commissioners on the \_\_\_\_\_ day of \_\_\_\_\_, 2021.

\_\_\_\_\_ Roger Berman, Chairperson  
Ottawa County Board of Commissioners

\_\_\_\_\_ Justin F. Roebuck, Ottawa County Clerk

# Action Request

Electronic Submission – Contract # 1267



**Committee: BOARD OF COMMISSIONERS**

**Meeting Date: 8/24/2021**

**Vendor/3<sup>rd</sup> Party: RIVERSIDE STORAGE LLC**

**Requesting Department: PARKS AND RECREATION**

**Submitted By: CURT TERHAAR**

**Agenda Item: IDEMA EXPLORERS TRAIL STEARNS BAYOU CONNECTOR EASEMENT**

## Suggested Motion:

To approve and authorize the Board Chairperson and Clerk/Register to sign the Riverside Storage LLC easement as required for construction of the Grand River Greenway Idema Explorers Trail in the amount of \$1,000.00 from the Parks Millage.

## Summary of Request:

Ottawa County Parks has been planning and developing portions of the Idema Explores Trail for over a decade. The Stearns Bayou Connector Segment is a particularly important portion of the system as it will provide the last major link to connect the non-motorized facilities built as part of the M-231 bridge to the Grand Haven area.

The Riverside Storage easement has been negotiated and signed by the property owner as required for final approval and filing with the Register of Deeds.

## Financial Information:

Total Cost: \$1,000.00

General Fund Cost: \$0.00

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: PLANNING AND POLICY: 8/17/2021

**BICYCLE PATH AND WALKWAY EASEMENT**

**Parcels No. 70-08-06-200-046 and  
70-08-06-200-003  
Green Street - Stearns Connector  
(between 144th Ave. and 128th Ave.)  
Non-Motorized Trail Project  
(Robinson Township)**

**THIS INDENTURE** made and entered into this 25<sup>TH</sup> day of JUNE, 2021, by and between **RIVERSIDE STORAGE, LLC, a Michigan limited liability company**, of 13007 Ferris Street, Grand Haven, Michigan 49417, hereinafter "Grantor," and the **COUNTY OF OTTAWA, a body corporate, as authorized by the Constitution of the State of Michigan, and its successors and assigns, acting by and through its Parks & Recreation Commission**, of 12220 Fillmore Street, West Olive, Michigan 49460, hereinafter "County;"

**BACKGROUND:**

For and in consideration of One Thousand and no/100 (\$1,000.00) Dollars, the receipt of which is hereby acknowledged by Grantor, the Grantor does hereby grant, bargain, convey and assign unto the County, its successors and assigns, a non-exclusive, perpetual and permanent easement and right-of-way over and across that certain piece or parcel of land situated in the **Township of Robinson, County of Ottawa and State of Michigan**, the piece or parcel of land being owned by the Grantor in fee simple and described as follows:

**Fee Description 1:** Part of the Northwest one-quarter (NW 1/4) of the Northeast one-quarter (NE 1/4) of Section 6, Town 7 North, Range 15 West, commencing North 57 degrees 16 minutes East 213.40 feet, North 58 degrees 00 minutes 10 seconds East 218.79 feet and North 58 degrees 44 minutes 20 seconds East 76.00 feet from the intersection of the North and South one-quarter (N & S 1/4) line with the centerline of Green Street; thence North 31 degrees 15 minutes 40 seconds West 235.00 feet; thence South 58 degrees 44 minutes 20 seconds West 196.60 feet; thence North 891.92 feet; thence South 85 degrees 53 minutes 30 seconds East 295.87 feet; thence South 688.40 feet; thence South 31 degrees 15 minutes 40 seconds East 242.00 feet to the centerline of Green Street; thence South 58 degrees 44 minutes 20 seconds West 141.69 feet to beginning. (Tax Parcel No. 70-08-06-200-046); and

**Fee Description 2:** Part of the Northwest one-quarter (NW 1/4) of the Northeast one-quarter (NE 1/4) of Section 6, Town 7 North, Range 15 West, commencing 1656.37 feet West of the Northeast Section corner; thence West 548.00 feet; thence South 02 degrees 31 minutes 33 seconds East 688.23 feet; thence South 34 degrees 35 minutes 55 seconds

East 243.00 feet to the centerline of Green Street; thence North 55 degrees 14 minutes 05 seconds East along said centerline, 500.00 feet; thence North 03 degrees 03 minutes 55 seconds West 597.20 feet to beginning. (Tax Parcel No. 70-08-06-200-003)

**IN A PUBLIC NON-MOTORIZED TRAILWAY FOR A BICYCLE PATH AND WALKWAY EASEMENT SPECIFICALLY DESCRIBED AS FOLLOWS:**

**Easement Description:** (1) The Northerly 5.00 feet of the Southerly 38.00 feet of the above-described Fee Description 1, the Southerly 33.00 feet thereof being used for Green Street, a public street, as shown on the attached Easement Sketch. (2) The Northerly 5.00 feet of the Southerly 38.00 feet of the Westerly 200.00 feet of the above-described Fee Description 2, the Southerly 33.00 feet thereof being used for Green Street, a public street, as shown on the attached Easement Sketch.

The Easement granted herein shall be for the purpose of installing, constructing, operating, maintaining, repairing, replacing, reinstalling, inspecting and keeping in working order the Bicycle Path and Walkway (including sidewalks, and boardwalks, at the election of the County) which may run over and across the above-described Easement, all hereinafter collectively sometimes referred to as the "Bicycle Path and Walkway Easement."

The Easement shall include the right to enter upon sufficient land owned by the Grantor which is adjacent to the Bicycle Path and Walkway as is required for the construction, installation, maintenance, repair, upkeep, replacement, reinstallation, operation and inspection of the Bicycle Path and Walkway, together with the right to install signs on the adjacent land as to the use by the public.

**TO HAVE AND TO HOLD** the Bicycle Path and Walkway Easement over and across the above-described piece or parcel of land to the County, its successors and assigns, for the use and benefit of the County, its invitees, successors and assigns, **FOREVER**.

The Grantor warrants that they have the right and authority to grant this Easement as above-described and own the lands covered by the Easement.

The Easement shall include, but not be limited to, the right to enter upon the Easement at any time for the purpose of such construction, maintenance, repair, upkeep, replacement, reinstallation and inspection of its Bicycle Path and Walkway, together with the right to excavate a foundation for the location of such Bicycle Path and Walkway. The Easement shall further include the right to remove trees, brush, undergrowth and other obstructions situated upon and about the Easement which may interfere with the location, construction, maintenance, repair or upkeep of such Bicycle Path and Walkway. The County, as a consideration for our granting the right to construct and install such Bicycle Path and Walkway, shall be obligated to fill and grade to ground level the areas adjoining the Bicycle Path and Walkway and shall also be obligated to restore to their former condition, insofar as is reasonable, the drives, parking areas, shrubs and/or grass along side such Bicycle Path and Walkway. The County further covenants and agrees that it will restore such piece or parcel of land to a similar condition, insofar as is reasonably possible, in the event it shall at any time become necessary to enter upon the easement for the purpose of maintenance, repair, upkeep, replacement, construction or reinstallation of such Bicycle Path and Walkway.

The removal or demolition of any existing buildings, structures or fences required for the reasonable exercise of the foregoing powers shall be removed or demolished at the County's expense.

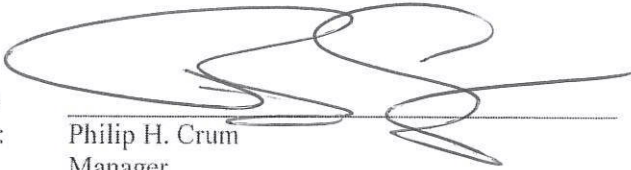


The County agrees to fully indemnify, save and keep harmless the Grantor from any and all claims for damage to real and personal property and injuries or death suffered by persons in any manner caused by or growing out of the construction, installation, repair, upkeep, maintenance or presence of the Bicycle Path and Walkway over and across the piece or parcel of land of Grantor, except for the negligence or intentional acts of the Grantor, their heirs, representatives, successors or assigns. The Grantor further agrees that they will not construct a building, structure or improvement on such Easement without first obtaining the written consent of the County, or impede the access or use of anyone on the Bicycle Path and Walkway, and this conveyance includes a release of any and all claims to damage arising from or incidental to the exercise of any of the foregoing powers, except as above provided.

The pronouns and relative words herein are written in the masculine and singular only. If more than one joins in, or be of the feminine sex or a business entity, such words shall be read as if written in plural, feminine or neuter, respectively.

The Grantor has caused these presents to be signed the day and year first above written.

RIVERSIDE STORAGE, LLC  
a Michigan limited liability company

By:   
Sign here:  
Type here: Philip H. Crum  
Its: Manager


Address: 13007 Ferris Street  
Grand Haven MI 49417

STATE OF MICHIGAN    )  
  ss.  
COUNTY OF OTTAWA    )

The foregoing instrument was acknowledged before me in Ottawa County, Michigan, this 25<sup>th</sup> day of June, 2021, by **PHILIP H. CRUM, the Manager of RIVERSIDE STORAGE, LLC, a Michigan limited liability company**, on behalf of the limited liability company.

Prepared by, and after recording,  
return to:

Thomas M. Boven, Esq.  
SCHOLTEN FANT  
Attorneys at Law  
100 North Third Street  
P. O. Box 454  
Grand Haven MI 49417-0454

  
Notary Public  
Ottawa County, Michigan  
acting in Ottawa County, Michigan  
My Commission Expires: 04/10/2026

ASHLEE DONSELAR, Notary Public  
State of Michigan, County of Ottawa  
My Commission Expires 04/10/2026  
Acting in the County of Ottawa

RIVERSIDE  
STORAGE LLC

13867 GREEN ST  
10-08-06-200-046

RIVERSIDE STORAGE LLC

13850 GREEN ST.  
10-08-06-200-003

30' WIDE GRADING EASEMENT

270' (GRADING ESMT)

±142'

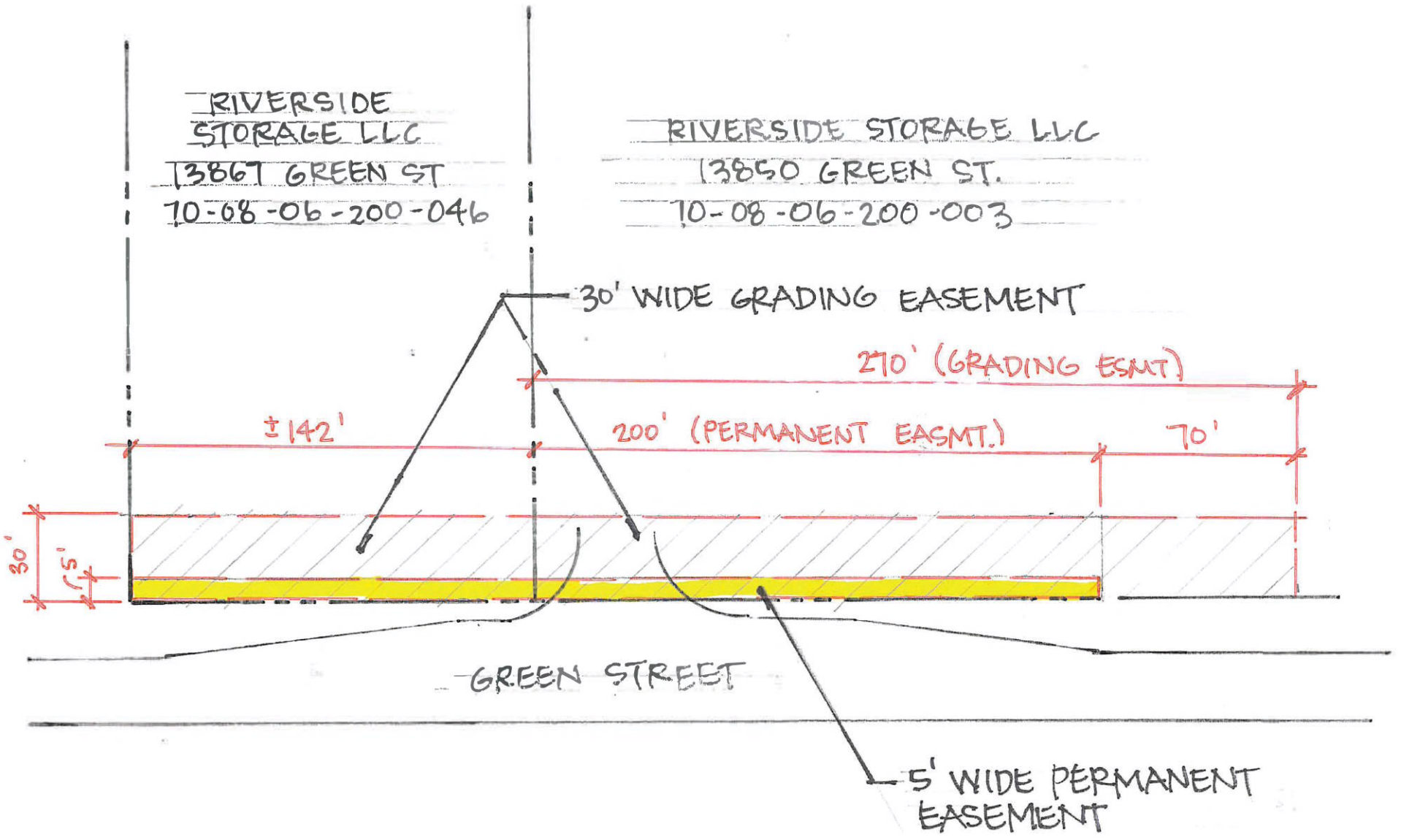
200' (PERMANENT EASMT.)

70'

30'  
5'

GREEN STREET

5' WIDE PERMANENT  
EASEMENT



Idema Explorers Trail  
Stearns Bayou Connector - Easement  
Riverside Storage LLC

**COUNTY OF OTTAWA**

By: \_\_\_\_\_  
Roger A. Bergman, Chairperson  
Board of Commissioners

By: \_\_\_\_\_  
Justin F. Roebuck, County Clerk/Register

# Action Request



**Committee:** Board of Commissioners

**Meeting Date:** 08/24/2021

**Requesting Department:** Administration

**Submitted By:** Al Vanderberg

**Agenda Item:** Creation of Port Sheldon Closure Planning Committee

## Suggested Motion:

To approve the creation of a permanent Port Sheldon Closure Planning Committee consisting of representatives of the County, other taxing units, and economic development organizations.

## Summary of Request:

I created an ad-hoc committee in the fall of 2018 after Consumers Energy announced closure of its coal generation plants at Port Sheldon by 2040. This group met several times with Consumers Energy to begin the process of fact finding and having a voice in the redevelopment of the 2,000 - acre site. We were very surprised by the recent Consumers Energy announcement that all three coal generation plants will be closed in 2025. It is anticipated that demolition and other site cleanup activities will take a minimum of five years before the site can be put back to productive use.

The purpose of the Port Sheldon Closure Planning Committee will be to perform ongoing factfinding and to work with Consumers Energy to reverse the negative economic impact and revenue loss to taxing units through assisting with planning for the site, economic development activities, and by promoting completion of the Ottawa County Parks Pigeon Creek Greenway as it approaches and connects to Lake Michigan. The membership is proposed to be largely the same as currently exists:

Commissioners from three most impacted districts, currently Commissioners, Garcia; Kuyers and Bergman.

Port Sheldon Township Supervisor

Grand Haven Public Schools Superintendent

Ottawa County ISD Superinendant

County Administrator

Deputy County Administrator

Planning & Performance Director

Parks & Recreation Director

Lakeshore Advantage President

Grand Haven Area Chamber of Commerce Executive Director

## 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: 08/17/2021

Planning and Policy Committee

# Action Request



**Committee:** Board of Commissioners

**Meeting Date:** 08/24/2021

**Requesting Department:** Fiscal Services

**Submitted By:** Karen Karasinski

**Agenda Item:** 2021 Budget Adjustments

**Suggested Motion:**

To approve 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: 08/17/2021

Finance and Administration Committee

Fund		Department	Explanation	Revenue	Expense
09-253	Parks Fund	Parks Department	Reducing expenses accidentally bugdeted twice.		\$ (182,500)
09-1584	General Fund	Circuit Court Juvenile Services	Annual Child/Parent Legal Representation Grant received by the County to support high quality legal representation in child protective proceedings.	\$ 52,360	\$ 52,360
10-639	Public Health Fund	Health Department	EGLE Scrap Tire grant for Ottawa County residents carryforward from FY20. Program was halted in 2020 due to COVID.	\$ 10,000	\$ 10,000
10-779	General Fund	Sheriff's Department	Annual adjustment to recognize donation receipts and appropriate the same.	\$ 12,570	\$ 12,570
10-926	Public Health	Health Department	Michigan Association for Local Public Health Grant received by the County to provide services to address workplace stress associated with responding to the COVID-19 Pandemic	\$ 6,300	\$ 6,300
10-962	General Fund	Circuit Court Juvenile Services	Originally budgeted in General Fund, Child Care Fund will pay for IT equipment and software licenses		\$ (12,000)
	Child Care Fund	Juvenile Community Intervention	Transfers In	\$ 12,000	\$ 12,000
10-1179	Public Health	Health Department	Reducing the Lakeshore Regional Partners grant budget amount to be in line with the grant award amount of \$67,500. This grant funds activities related to substance use prevention.	\$ (2,500)	\$ (2,500)
10-1389	General Fund	Sheriff's Department	Recognize donation revenue and appropriate funds for the purchase of new K-9 dog(s) - \$8,860 donations received this year and \$6,107 were received in prior years.	\$ 8,860	\$ 14,967
11-68	Concealed Pistol License	County Clerk - ROD	Recognize revenue received in excess of initial estimates and appropriate for annual IdentiSys service contract for printer maintenance.	\$ 668	\$ 668
11-203	Governmental Grants	CAA - Michigan Energy Assistance Program	Grant is being adjusted to award. New amount \$57,184. The grant provides utility assistance to low-income clients in the County.	\$ 23,134	\$ 23,134
		CAA - CMH Leasing	CAA provides inspections for CMH HUD grants. Both revenues and expenses (inspector time) are increased due to increase in inspections in FY21.	\$ 1,500	\$ 1,500
		CAA - The Emergency Food Assistance Program	The final allocation from the state for FY21 ended up higher than anticipated. Grant is being adjusted to award amount \$92,221. The grant provides food distribution to in-need residents of the County.	\$ 25,443	\$ 25,443

Fund		Department	Explanation	Revenue	Expense
		CAA - Commodity Supplemental Food Program	The final allocation from the state for FY21 ended up higher than anticipated. Grant is being adjusted to award amount \$34,476. This grant provides food distribution for senior residents of the County.	\$ 7,876	\$ 7,876
		CAA - Walk for Warmth	CAA's Walk For Warmth donation drive had brought in fewer donations than originally budgeted due to Covid. Adjustments are made to match actual revenues and expenses	\$ (6,000)	\$ (6,000)
		CAA - CARES grant	The CARES grant runs through September 2022 and CAA is planning on carrying over unspent amounts into next fiscal year. This amendment reduces the current year budget to projected expensed in the current year. This grant provides utility assistance for residents of the County that do not fall under the typical low-income threshold of other grants.	\$ (18,720)	\$ (18,720)
		CAA - Zeeland BPW Utility Assistance	New grant period started on July 1, 2021. This grant provides utility assistance for Zeeland BPW customers within the County.	\$ 2,500	\$ 2,500
		CAA - Energy Optimization Program	Additional projects were approved for the SEMCO rebate program reimbursement for weatherization assistance. The adjustment is made to reflect actual spending and received rebates.	\$ 6,150	\$ 6,150
		CAA - Holland Board of Public Works grant	Originally estimated \$4,900 for utility assistance and this budget adjustment increases the estimate to \$6,900.	\$ 2,000	\$ 2,000
		CAA - Low Income Energy Assitance Program	Annual grant awarded to the County for weatherization assistance with final award amount being higher than anticipated.	\$ 2,174	\$ 2,174
11-519	General Fund	Contingency Transfer Out	Greenway Trail project funding		\$ (300,000)
	Capital Project Fund	Transfer In		\$ 300,000	\$ 300,000
11-524	General Fund	Administration - 231 Race	Estimating donations received and expenses appropriated for the preparation of the 231 Run	\$ 15,000	\$ 15,000
11-548	General Fund	Sheriff - Hazmat-Tech Rescue	Money received to offset cost of a HAZMAT callout in Spring Lake Township. Funds received will reimburse personnel cost of team.	\$ 260	\$ 260
11-719	Governmental Grants	CAA - Emergency Housing Voucher Program	New grant awarded under the American Rescue Plan to allocate funding for Emergency Housing Voucher case management and financial assistance.	\$ 75,000	\$ 75,000
11-811	Public Health	Health Department	New EGLE Recycling Market Development Grant awarded. This grant will be used to fund outreach for the new compost program for residents and small businesses in Ottawa County.	\$ 10,000	\$ 10,000

# Action Request



**Committee:** Board of Commissioners  
**Meeting Date:** 08/24/2021  
**Requesting Department:** Fiscal Services  
**Submitted By:** Karen Karasinski  
**Agenda Item:** FY 2022 Capital Improvement Plan

## Suggested Motion:

To approve the FY 2022-2027 Capital Improvement Plan.

## Summary of Request:

The 2022-2027 Capital Improvement Plan is a multi-year planning document developed to fund capital projects with a focus on preserving current assets and accounting for future needs.

## Financial Information:

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

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

## Action is Related to Strategic Plan:

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

## Objective:

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

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

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

**Administration:**  Recommended  Not Recommended  Without Recommendation

County Administrator:

Committee/Governing/Advisory Board Approval Date: 08/17/2021

Planning and Policy Committee

08/17/2021

Finance and Administration Committee



**County of Ottawa  
Capital Improvement Plan  
Fiscal Years 2022-2027**

Project Description	Funding Source	Unencumbered Balance as of 07/06/21	2022	2023	2024	2025	2026	2027 & Beyond
<b>Facilities</b>								
<b>Roofs/Windows</b>								
James Street - Bldg A	4020			154,000				
Fulton ST., Grand Haven CMH	4020				55,000			
James Street - Bldg C	4020				160,000			
James Street - DHHS Bldg	4020				60,000			
Fillmore Admin Bldg	4020							
<b>Carpet/Flooring</b>								
Fillmore Carpet Replacement	4020			100,000				
Hudsonville	4020				100,000			
Grand Haven Courthouse Flooring Replacement	4020				140,859			
<b>Painting/Wall Coverings</b>								
Jail cell painting - Region 4	4020	25,700						
Grand Haven Courthouse Wall Coverings	4020					217,444		
<b>Pavement</b>								
Pavement Upgrades - Fillmore	4020	18,596	200,000					
Pavement Upgrade - Grand Haven Courthouse	4020			605,000				
Pavement Upgrades - James St. (DHHS)	4020	119,635			703,000			
Pavement Upgrades - DHHS	4020	8,491			247,000			
Pavement Upgrades - Hudsonville Phase II	4020	10,354						
<b>Systems</b>								
Air Handling Roof Unit Fillmore Emergency Operation Center (EOC)	4020	118,659						
HVAC & Roof Replacement - Hudsonville	4020	-						
HVAC & Roof Replacement - Hudsonville	OCIA	243,766						
Jail HVAC units 19 (only using 11, 8 turned off)	4020	16,616						
Fulton St HVAC systems	4020	10,914						
Generators/Transfer Switches - Countywide	4020	80,650						
Building Automation System Replacement	4020		364,800	150,000	150,000	150,000		
Boiler Stack Replacement - GHCH	4020		150,000					
LED/Lighting Replacement	4020	22,500		1,500,000				
Jail Booster Pump Replacement	4020			66,550				
Fillmore UPS Replacement	4020			113,250				
Jail Makeup Air Units	4020				151,900			
Cooling Tower Replacement James st. - Bldg A	4020				71,000			
Cooling Tower Replacement James st. - Bldg B	4020				50,000			
Jail Pump Replacement	4020				113,200			
Jail Exhaust Hood Replacement	4020				60,000			
Holland Court Elevator Replacement	4020						252,925	
Jail Emergency Generator Replacement	4020							69,000
DHHS Air Handling Units Replacement	4020							76,950
DHHS Supply Fan Replacement	4020							54,000

**County of Ottawa  
Capital Improvement Plan  
Fiscal Years 2022-2027**

Project Description	Funding Source	Unencumbered Balance as of 07/06/21	2022	2023	2024	2025	2026	2027 & Beyond
<b>Building Projects</b>								
Courtroom Door Openers	OCIA	65,000						
Fillmore Admin Bldg								
Transitional/Innovation Space	4020	7,816						
Sheriff's Recrd Area Remodel	4020			121,000				
Equalization Remodel	4020				100,000			
Jail & Related								
Epoxy Floors	4020	1,000						
Booking Area Floor & Shower Tile Replacement	4020		75,000					
Jail Sally Port	4020				800,000			
Build EOC Wing at Central Dispatch	4020				TBD			
Juvenile Services/Probate Court								
Plan Phase for New Facility - Fillmore	Building Auth	29,088,006						
Renovate Juvenile Services Space - Fillmore	4020			150,000				
Courthouse - Grand Haven								
Renovate & Move in Probate, Prosecutor's, Circuit & District	Building Auth			1,250,000				
First Refusal Right - 115 S. 5th St.	4020				250,000			
Maintenance Building	4020				100,000			
Exterior Door Replacement	4020				188,612			
Exterior Wall Maintenance	4020					71,180		
Hudsonville								
Hudsonville Restroom Renovations	4020			70,000				
Storage Garage	4020					52,000		
Holland District Court								
Locker Room Holland District Court	4020	834						
James St. Campus								
Building C Clinic Remodel	4020		496,143					
Building A CMH Office Renovation	4020		363,500					
Subtotal		29,838,535	1,649,443	4,279,800	3,500,571	490,624	252,925	199,950
<b>CPTED</b>								
Security DVR System	OCIA	56,154						
Install window tinting	OCIA	44,000						
Landscaping	OCIA	57,197						
Lighting Upgrades	OCIA	34,000						
Safety Film	OCIA	10,072						
Remodel - Holland District Court Clerk Office	OCIA	10,000						
Signage	OCIA	1,900						
Courthouse Security Lockdown	OCIA	15,255						
Avigilon NVR Card Access System	OCIA	52,000						
CPTED Committee Project Funding	OCIA		500,000					
Subtotal		280,579	500,000	-	-	-	-	-

**County of Ottawa  
Capital Improvement Plan  
Fiscal Years 2022-2027**

Project Description	Funding Source	Unencumbered Balance as of 07/06/21	2022	2023	2024	2025	2026	2027 & Beyond
<b>Information Technology</b>								
GIS Oblique & Orthophoto Imagery/LIDAR Update	Aerial Reserve	2,477	129,354	129,354	133,000	133,000	133,000	411,000
Courtroom Tools	4020	18,228						
MUNIS payroll	4020	90,104						
Wireless Infrastructure Refresh	4020	45,151						
Network Switch Refresh (was named WAN Refresh previously)	6550	137,410				488,057		
EHR Patagonia Implementation	4020	51,090						
Public Safety Digital Media	OCIA	1,045,000						
Border Security Replacements	OCIA	220,000						
Network Core Switching Routing Replacement	4020	68,918						
Jail Tracker JMS (CMS)	4020	148,292						
DC Probation AS400 Replacement (CMS)	4020		535,500					
DC Probation Integration (CMS)	4020		396,000					
DC Probation Smartbench Integration (CMS)	4020		50,000					
Probate Court PSC to TCS integrations (CMS)	4020		55,000					
Circuit Court AS400 replacement (CMS)	4020		117,304					
Courtroom Presentation Software - Wolfvision (CMS)	4020		100,322					
Prosecuter's Office Webtechs Scheduling Calendar	4020		85,800					
Prosecuter's office AS400 Replacement (CMS) Placeholder	4020		TBD					
Production Storage and Server	4020				1,680,963			
Subtotal		1,826,670	1,469,280	129,354	1,813,963	621,057	133,000	411,000
<b>Planning &amp; Performance Improvement</b>								
Spoonville Trail - Phase II	Multiple	2,317,333						
LakeShore Dr. Paved Shoulders	Multiple	20,974						
Sustainable Water Landscaping & Education	4020			95,000				
Cell Tower Construction	4020			200,000				
Subtotal		2,338,308	-	295,000	-	-	-	-

**County of Ottawa  
Capital Improvement Plan  
Fiscal Years 2022-2027**

Project Description	Funding Source	Unencumbered Balance as of 07/06/21	2022	2023	2024	2025	2026	2027 & Beyond
<b>Parks &amp; Recreation</b>								
Paw Paw Park Renovations	2081	54,501						
Stearns Creek Acquisition Phase II	2081	225,000						
Bend Expansion Pase 3 Acquisition (GR Gravel)	2081	1,030,000						
Grand River Paving Reconstruction	2081	107,500						
Idema Explorers Trail - Jenison Mill Segment	2081	1,183,143						
Kirk Park Reconstruction	Multiple		474,000					
Tunnel Deck & Stairway Reconstruction	Multiple		112,000					
Riverside Renovations	4080		64,000					
Idema Explorers Trail - GH Segment	Multiple		200,000					
Idema Explorers Trail - Ravines Connector	Multiple		1,194,600					
Idema Explorers Trail - Stearns Connector	Multiple		3,717,251					
Rosy Mound Expansion	4080			1,250,000				
Adams Street Landing Linkage (40 Acres)	4080			100,000				
Idema Explorers Trail - Bend Phase 1	4080			484,932				
Bend Area Phase 4 Acquisition (Huizenga)	4080			597,800				
Ottawa Sands Phase 1 Improvements	4080			1,500,000				
Idema Explorers Trail - Eastmanville Connector	4080			1,513,198				
Idema Explorers Trail - Bass River West Phase 1	4080			2,009,883				
HOB Cottage Area Improvements	4080				339,000			
Idema Explorers Trail - Bass River West Ph 2	4080				955,931			
Idema Explorers Trail - Allendale Segment	4080				1,967,052			
Bend Area Phase I	4080					600,000		
Paw Paw Macatawa Greenway Trail	4080					1,000,000		
Kirk Park Dune Stairs and Overlook	4080					140,000		
Grose Park Playground Renovation	4080					107,000		
Idema Explorers Trail - Bend Phase 2	4080					822,188		
Idema Explorers Trail - Bass River Central	4080					2,202,092		
Kirk Park Pavement Reconstruction	4080						490,000	
Sheldon Landing Development	4080						300,000	
Idema Explorers Trail - Amenities	4080							310,000
Idema Explorers Trail - Bend Phase 3	4080							596,730
Idema Explorers Trail - Bass River East	4080							1,193,942
Subtotal		2,600,144	5,761,851	7,455,813	3,261,983	4,871,280	790,000	2,100,672
<b>Grand Total</b>		<b>36,884,236</b>	<b>9,380,574</b>	<b>12,159,967</b>	<b>8,576,517</b>	<b>5,982,961</b>	<b>1,175,925</b>	<b>2,711,622</b>

**County of Ottawa  
Capital Improvement Plan  
Fiscal Years 2022-2027**

<b>Project Description</b>	<b>Funding Source</b>	<b>Unencumbered Balance as of 07/06/21</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027 &amp; Beyond</b>
Aerial Reserve			129,354	129,354	133,000	133,000	133,000	411,000
(6550) Telecommunications Fund			-	-	-	488,057	-	-
Parks Millage			747,858	7,455,813	3,261,983	4,871,280	790,000	2,100,672
Parks Capital Project Donations			2,384,236	-	-	-	-	-
Parks Capital Project Federal Grants			2,392,757	-	-	-	-	-
Parks Capital Project State Grants			237,000	-	-	-	-	-
(4020) Capital Project Fund			2,989,369	3,324,800	5,181,534	490,624	252,925	199,950
Family Court - Building Authority			-	1,250,000	-	-	-	-
(OCIA) Insurance Authority			500,000	-	-	-	-	-
<b>Total Funding</b>			<b>9,380,574</b>	<b>12,159,967</b>	<b>8,576,517</b>	<b>5,982,961</b>	<b>1,175,925</b>	<b>2,711,622</b>

# Action Request

Electronic Submission – Contract # 1263



**Committee: BOARD OF COMMISSIONERS**

**Meeting Date: 8/24/2021**

**Vendor/3<sup>rd</sup> Party: TELE-RAD, INC.**

**Requesting Department: PLANNING AND PERFORMANCE**

**Submitted By: PAUL SACHS**

**Agenda Item: TOWER MANAGEMENT CONSULTING SERVICES**

## Suggested Motion:

To approve and authorize the Board Chairperson and Clerk/Register to sign the contract with Tele-Rad, Inc. for Tower Management Consulting Services at a total cost of \$12,500.00.

## Summary of Request:

Ottawa County erected its first wireless communications tower for co-location by private-sector providers in 2001. As part of the County's ongoing effort to collaborate with the private sector for improved wireless coverage countywide, two more towers were built for co-location opportunities in areas of need. At present, tower-related management responsibilities are distributed among several county departments including IT, Facilities, Planning and Fiscal Services. Such management items consist of, but are not limited to, records management, lease and lease amendment negotiations, physical site management, and monitoring and coordination of site access requests by lease holders. Because the County does not have an experienced single point of contact for all its tower-related issues that arise, the County issued a Request For Proposal to solicit proposals from experienced vendors who can provide tower-management and technical-consulting services on behalf of the County. As a result of that due diligence, it is the County's intent to award a professional services contract to Tele-Rad, Inc. for a 3-year term with an option to extend for additional two years thereafter depending on contractor performance. The awarded contractor will be required to perform each of the tasks as outlined within the Scope of Services included in the attached contract. The contractor's primary point of contact with the County is the Department of Planning and Performance Improvement.

## Financial Information:

Total Cost: \$12,500.00

General Fund Cost: \$0.00

Included in Budget: No

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

Objective:

## Administration:

Recommended by County Administrator:

Committee/Governing/Advisory Board Approval Date: FINANCE AND ADMINISTRATION: 8/17/2021



Ottawa County

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**OTTAWA COUNTY  
CONTRACT FOR TOWER MANAGEMENT CONSULTING SERVICES**

This AGREEMENT is made by and between the County of Ottawa, a municipality in the State of Michigan, (hereinafter, the "County") acting by and through its duly elected Board of Commissioners, (hereinafter the "Board"), and Tele-Rad, Inc. (hereinafter, "Contractor"), with a principal place of business at 511 E. 8<sup>th</sup> St., Holland MI 49423.

IT IS HEREBY AGREED AS FOLLOWS:

1. **Scope of Work:** Contractor agrees to provide the "Services" which as detailed, and adjusted as appropriate and previously agreed upon by the Contractor, in **Exhibit A**. It shall be the responsibility of the Contractor to employ and assign to the project adequate personnel and equipment required to undertake and complete the work in a diligent, timely and orderly manner.
2. **Compensation:** In consideration for the services to be performed by the Contractor, the County agrees to pay Contractor the compensation set forth on **Exhibit B**. Payment to the Contractor for services will be under the County's terms of Net 30.
3. **Contract Documents:** The following documents are the entire agreement between the Contractor and the County. The agreement includes the following documents listed below, which are incorporated herein by reference and are deemed to be part of this contract as if set forth in full:
  - a) This Contract (including attached exhibits)
  - b) All Provisions required by law to be inserted in this contract whether actually inserted or not.
4. **Performance**
  - a) Contractor shall perform the work as required by and in accordance with the schedule of time requirements set forth in Exhibit A.
  - b) Failure to complete services as required shall constitute breach of this Contract.
  - c) Contractor shall have thirty (30) calendar days to cure a breach of this Contract (the "Cure Period"). Failure to cure a breach of this Contract within said Cure Period shall allow the County to, without further notice to the Contractor, declare this Contract terminated and proceed with the replacement of the Contractor and the County shall be entitled to all remedies available to it at law or in equity.
5. **Terms of Contract:** The contract shall commence when signed by both parties and unless terminated earlier in accordance with the terms of this Contract, this Contract period will extend for a 3-year term with an option to extend for a 2-year term thereafter depending on contractor performance. This contract may be terminated prior to completion of the Services at the option of either party, upon delivery of written notice by the terminating party to the other party.

6. Expenses: Contractor shall be responsible for all the Contractor's expenses incurred while performing services under this Contract. This includes license fees, fuel and fleet maintenance, insurance premiums, telephone and all salary/payroll expenses, and other compensation paid to employees or contract personnel that the Contractor hires to complete the work under this Contract.

7. Employees: The Contractor and all Contractor' employees, while on County premises, shall carry proper identification. Examples of proper identification are State issued Driver's License or State issued Identification Card.

The Contractor shall employ only United States citizens, legal residents or legal resident aliens. Upon request of the County, the Contractor shall provide copies of, or access to, work/payroll records and necessary documents to verify status of employees.

The Contractor will be supplied with a phone number to contact in case of an emergency. Access to designated restricted areas is forbidden to Contractor's employees. Restricted area will be designated by the authorized County representative.

8. Materials: Contractor will furnish all materials, equipment and supplies used to provide the services required by this Contract.

9. Background Checks: (as required by the Facility) Contractor employees are subject to background checks to ensure, at a minimum, that no employee has a felony or domestic violence or other bar-able conviction(s). The background checks for Contractor employees will be conducted by the County prior to the commencement of any on-site work.

10. Compliance with Laws, Ordinances, and Regulations and Procurement of Permits:

- a) This Contract is governed by the laws of the State of Michigan.
- b) The Contractor shall at all times comply with all local, state and federal laws, rules and regulations applicable to this Contract and the work to be done herewith.
- c) The Contractor shall obtain, and pay thereof, all permits required by any agency or authority having jurisdiction over the work. The Contractor shall provide a copy of any permit to the County within 3 business days of the County's request.

11. Exclusive Contract: This Contract, including exhibits attached hereto, a County Purchase Order, if applicable, is the entire Agreement between Contractor and the County for the services as detailed in Exhibit A.

12. Modifying the Agreement: This Agreement may be modified only by a writing signed by both parties.

13. Record Keeping: The Contractor shall keep all records related to this Contract for the term of the Contract and three (3) years thereafter.



14. **Dispute:** In the event of any conflicts or discrepancies in the wording of any terms, provisions and conditions contained in this Agreement, describing Contractor's obligations and responsibilities hereunder, said conflicts and discrepancies shall be resolved by first applying the interpretation of this Agreement and its exhibits, attachments, and addendums, then the mutually agreed Contractor's planning documents that affirm the details of the Services to be provided. Any agreement or modification of this Agreement shall be written and signed by both parties and will supersede any previous written understandings.

Should any disputes arise with respect to this Agreement, Contractor and County agree to act immediately to resolve any such disputes. The Contractor agrees that the existence of a dispute notwithstanding, it will continue without delay to carry out all of its responsibilities under this Agreement in the accomplishment of all non-disputed work; any additional costs incurred by the Contractor as a result of such failure to proceed shall be borne by the Contractor and the Contractor shall make no claim against County for such costs.

If a dispute between the parties arises out of or relates to this Agreement, or the breach thereof, then the parties agree to make a good faith effort to settle the issue through direct discussion between the parties prior to having recourse to any other form of dispute resolution. In an effort to resolve any conflicts that arise during the construction of this project or following the completion of a project, the Contractor and County agree that all disputes between them arising out of or relating to this Agreement shall first be submitted to non-binding mediation unless the parties mutually agree otherwise, prior to resolving those disputes in a judicial forum.

Pending resolution of such dispute or difference and without prejudice to their rights, the Parties shall continue to respect all their obligations and to perform all their duties under this Agreement.

15. **Jurisdiction and Venue:** The parties' consent to the exercise of general personal jurisdiction over it by the Ottawa Court Circuit Court. Any action on a controversy that arises under or in association with this Agreement shall be brought in the State of Michigan, which both parties agree is a reasonably convenient place for trial of the action. The parties both agree that their consent in accordance with this Section is not obtained by misrepresentation, duress, the abuse of economic power, or other unconscionable means.
16. **Liability and Insurance:** Contractor agrees to hold harmless the County from any and all liability arising out of or in any way related to Contractor's performance of services during the term of this Contract, including any liability resulting from intentional or reckless or negligent acts or the acts of the employees or agents of Contractor. If specific insurance is required, such insurance shall be set forth in the attached Exhibit C.
17. **Relationship of Parties:** The Contractor is an independent contractor and is not an agent or employee of the County for any purpose including , but not limited to, the ability to bind the County and all labor or employee related matters such as tax withholding/reporting, employee wages or benefits, or workers compensation. This

Contract is not intended to create any joint venture or partnership of any kind. The provisions of this Agreement are for the benefit of the parties hereto, and not for the benefit of any other person or legal entity.

18. Subcontracts: Contractor may not assign or subcontract any rights or obligations under this agreement without the County's prior written approval.
19. Governmental Indemnity: The County does not waive its governmental immunity by entering into this Agreement, and fully retains all immunities and defenses provided by law with respect to any action based upon or occurring as a result of this Agreement.
20. Safety: The Contractor shall at all times observe and comply with all federal, state, local and County facility laws, ordinances, rules and regulations that may in any manner affect the safety and the conduct of the work. The Contractor shall hold the County harmless against any claim or liability arising from the violation of any such provisions.
21. Absence of Waiver: The failure of either party to insist on the performance of any of the terms and conditions of this Contract, or the waiver of any breach of such terms and conditions, shall not be construed as thereafter waiving such terms and conditions, which shall continue and remain in full force and effect as if such forbearance or waiver had occurred.
22. Notices:
  - a) All notices and other communications for the parties may be served, mailed, or delivered at the following addresses:

If to the Contractor:      Tele-Rad, Inc.  
511 E. 8th St., Holland MI 49423  
Attn: Mark Kooyers, President  
Email: mark\_kooyers@tele-rad.com

If to Ottawa County:      Ottawa County  
Planning and Performance Improvement  
12220 Fillmore St., Suite 260  
West Olive, MI 49460  
Attn: Paul Sachs, Director  
Email: psachs@miottawa.org

23. **Partial Invalidity:** The partial invalidity of any portion of this Agreement shall not be deemed to affect the validity of any other provision. In the event that any provision of this Agreement is held to be invalid, the parties agree that the remaining provisions shall be deemed to be in full force and effect as if they had been executed by both parties subsequent to the expunction of the invalid provision.
24. **Attorney Review:** The parties represent that they have carefully read this Agreement and have had the opportunity to review it with an attorney. The parties affirmatively state that they understand the contents of this Agreement and sign it as their free act and deed.
25. **No Third-Party Benefit:** The provisions of this Agreement are for the benefit of the parties hereto, and not for the benefit of any other person or legal entity.
26. **Availability of Funds:** Each payment obligation of the County is conditioned upon the availability of government funds appropriated or allocated for the payment of this obligation. If funds are not allocated and available for continuance of the services performed herein, either party may terminate this Agreement at the end of the period for which funds are available. The County shall notify the Contractor at the earliest possible time of the services that will or may be affected by the shortage of funds
27. **Miscellaneous:**
  - a) **Force Majeure:** Either party shall be excused from performance under this Agreement for any period of time during which the party is prevented from performing its obligations hereunder as a result of any Act of God, war, civil disobedience, court order, labor dispute, or other cause beyond the party's reasonable control. Such non- performance shall not constitute grounds for default.
  - b) **Title and Headings:** Titles and headings to articles, sections or paragraphs in this Agreement are inserted for convenience of reference only and are not intended to affect the interpretation or construction of the Agreement.
  - c) **Modification:** Any modification of this Agreement or additional obligation assumed by either party in connection with this Agreement shall be binding only if evidenced in a writing signed by either party or its authorized representative.
  - d) **Anticipatory Breach:** If the Contractor, at any time before delivery of services, declares its intent not to perform in accordance with this Agreement, Ottawa County shall have an immediate cause of action for breach of this Agreement, and shall be entitled to all remedies available to it at law or in equity.

In witness whereof, each party to this Contract has caused it to be executed on the date(s) indicated below.

**COUNTY OF OTTAWA**

By: \_\_\_\_\_  
Roger A. Bergman, Chairperson  
Board of Commissioners

\_\_\_\_\_  
Date

By: \_\_\_\_\_  
Justin F. Roebuck,  
County Clerk/Register

\_\_\_\_\_  
Date

**CONSULTANT**

By: **Mark Kooyers** \_\_\_\_\_  
Mark Kooyers, President, Tele-Rad, Inc.

Digitally signed by Mark Kooyers  
Date: 2021.06.08 14:51:00 -04'00'

\_\_\_\_\_  
Date



## Introduction:

Ottawa County (County) is soliciting proposals from experienced vendors who can provide tower-management and technical-consulting services. The County currently owns three (3) communications towers upon which it leases space to providers of wireless/data services for co-location of their equipment, as well as providing space for other users of telecommunications equipment, including but not limited to County emergency services.

At present, tower-related management responsibilities are loosely distributed among several county departments including IT, Facilities, Planning, and Fiscal Services. Such management items consist of, but are not limited to, records management, lease and lease amendment negotiations, monitoring and coordinating site access requests by lease holders (e.g. for equipment upgrades/maintenance), etc. Because the County does not have an experienced single point of contact for all its tower-related issues that arise, there have been some administrative inefficiencies and discontinuities over time.

With this RFP, it is the County's intent to award a professional services contract for a 3-year term with an option to extend for a 2-year term thereafter depending on contractor performance. The awarded contractor will be required to perform each of the tasks as outlined within the Scope of Services and will be required to sign an agreement that includes, by reference, the terms and requirements as outlined herein.

Proposals must be submitted no later than 2:00 P.M. (EDT) on Friday, April 23, 2021. Proposals received after this time will not be considered. All requests for additional information or questions should be directed to Amy Bodbyl-Mast at [purchasing.rfp@miottawa.org](mailto:purchasing.rfp@miottawa.org).

The County officially distributes bid documents through the Michigan Intergovernmental Trade Network (MITN), [website http://www.bidnetdirect.com/mitn](http://www.bidnetdirect.com/mitn) and through the Purchasing page of the County's website <http://www.miottawa.org/Departments/FiscalServices/bids.htm>. Solicitation documents obtained from any other sources are not considered official copies.

The County reserves the right to award the contract to the Vendor whose proposal has the highest degree of responsiveness to the requirements of the RFP. The County further reserves the right to consider matters such as, but not limited to, qualifications, experience, methodology, budget requirements, schedule, and availability in determining the most advantageous proposal.

## Information Summary:

Friday, April 2, 2021	RFP Release Date
Friday, April 9, 2021	Vendor Questions
Friday, April 16, 2021	Addendum 1 Issue Date (if needed)
<b><u>Friday, April 23, 2021</u></b>	<b><u>Proposal Submission Deadline</u></b>
Friday, May 7, 2021	Intent to Award (Estimated)
Friday, May 28, 2021	Contract Start Date (Estimated)

## Proposal Submission:

Submissions will be accepted by email only and must be electronically delivered **2:00 P.M. (EDT) on Friday, April 23, 2021.** Vendor assumes all risks associated with electronic submission (including possible technical issues). Proposals not meeting submission criteria as described herein may be deemed non-responsive. All proposals must include completed, signed copies of required documents, as follows:

- ATTACHMENT A – PROPOSAL FORM
- ATTACHMENT B – VENDOR CONDITIONS

Respondents are to submit electronic response (preferably single-file PDF format) by e-mail to: [purchasing.rfp@miottawa.org](mailto:purchasing.rfp@miottawa.org) with the subject line: "RFP 21-22 Tower Management Consulting Services." Proposal documents larger than 15 MB should be sent in multiple emails with the subject line: "RFP 21-22 Tower Management Consulting Services, 1 of 2," etc.

It is the vendor's responsibility to confirm delivery and receipt by the proposal deadline. Any proposal received after this time may not be considered.

## Questions:

Vendors may submit questions and requests for clarification regarding this RFP until the end of day on Friday, April 9, 2021. Responses to all questions and inquiries received by the County will be issued **Friday, April 16, 2021** in the form of an addendum and posted on the MITN and on the County's website. All requests for additional information or questions should be directed to Amy Bodbyl-Mast, Purchasing Manager, Ottawa County Fiscal Services, [purchasing.rfp@miottawa.org](mailto:purchasing.rfp@miottawa.org).

## **Background Information:**

Ottawa County, Michigan is located along the eastern shore of Lake Michigan and consists of 24 local units of government that include 17 townships, 6 cities, and one village. The County collectively comprises approximately 566 square miles. The demographic makeup of the County ranges from densely populated urban to sparsely populated agricultural/rural land.

The County built its first communications tower for co-location by private-sector providers in 2001. This site is referred to as the Manley Tower located in Holland Township. Currently, three providers have lease agreements to co-locate at that site. There is also County communications equipment located on this tower. As part of the County's ongoing effort to collaborate with the private sector for improved wireless coverage countywide, two more towers were built for co-location opportunities. These include the Fillmore/Stanton Street Tower in Olive Township and the Johnson Street Tower in Robinson Township. These towers currently have two co-location tenants each, with a third tenant likely being added to the Fillmore/Stanton Street Tower in 2021.

It is the County's intent to maintain its lease agreements on all three towers and to add communications tenants as the market warrants and at competitive market rates. A single point of contact to assist/support the County with all aspects of its ongoing tower management responsibilities is an identified need – hence this RFP.

## **Scope of Services:**

The table below quantifies the minimum required activities that will be expected of the contractor(s):

### ***Task 1 – Document and Record Organization and Retention***

1. Compile all pertinent documents related to all county-owned communications towers. Documents can include, but are not limited to, leases and amendments, site plans and engineering drawings, permits, regulatory paperwork (e.g., FAA and FCC registrations, NEPA/SHPO documents, etc.), structural analyses and mappings, correspondence, copies of payments as necessary (checks), and any other pertinent documents.
2. For liability reasons, if current copies of structural analyses and inventories of all equipment on the towers cannot be located, it is recommended that new structural analyses, tower mapping and tower scans be conducted in order to have an appropriate baseline of information from which to work as equipment is added or removed. If approved by the County, the contractor shall coordinate these processes via its contacts throughout the industry. Cost for these services would be borne onetime by the County to the individual vendors providing the service. Once completed, these documents will become part of the County's permanent files on the towers.

3. Organize and scan copies of all documents to digital media and provide to County so that it is able to maintain all documents in one central location.
4. Ensure that any applicable licenses or registrations for each tower are kept up to date. This includes, but is not limited to, FCC, FAA and MDOT registrations. This may also include updating of NEPA/SHPO documents, EGLE-endangered species, and tribal notifications for historic and/or protected grounds, if needed. All documents obtained in this requirement shall also be organized and retained in the same central location as all other tower documentation.

### ***Task 2 – Collocation Management***

1. Develop a process by which to take applications for new collocations from tenants and for existing tenants to make alterations to their equipment and/or otherwise. This would include development of a uniform application, determine a reasonable application fee, arrange for structural analyses to be completed, review of drawings, and providing direction for permitting or other approvals that may be necessary.
2. Handle all aspects of collocation management (for new acquisitions and existing tenants), including intake of the application, regulatory compliance issues (e.g. FAA, FCC, NEPA), equipment upgrades, direction to the carrier for structural analyses, oversight of legal process and any permitting/zoning coordination needed with the respective authorities and County departments. Any fees incurred in processing a new application, including but not limited to structural analyses, zoning and permitting, etc. will be paid directly by the applicant.
3. Handle all leasing documentation (for new acquisitions and existing tenants), including review and feedback on proposed leases, amendments, negotiations of lease rates and adjustments, and other leasing matters that may arise. Such reviews and negotiations will occur in conjunction with County staff and the County's Corporation Counsel.
4. Ensure that any agreement paperwork, amendments, modifications, etc. are maintained, and up to date, in the same centralized, digital, document retention location.
5. Marketing the towers to other potential collocators.



***Task 3 – Site Management***

1. The County's Facilities Maintenance Department is responsible for site maintenance, such as vegetation removal, road-entry conditions, and snowplowing, etc. as necessary. It is the responsibility of the contractor to inform the County if such site conditions do not meet industry expectations. This will require the contractor to visit each site for a visual inspection every quarter and provide an email with pictures (as necessary) and a summary of the contractor's findings.
2. Develop site-access procedures for carriers and be responsible for the enforcement of such access procedures. The contractor shall inform the County when tower sites will be accessed but will be the primary contact with carriers for such access.
3. The contractor shall maintain an up-to-date listing of site gate lock access codes, which can be easily retrieved by the County as necessary.

It is possible over the term of the contract that the County could add additional communications towers within its jurisdiction. If such towers are developed, the same terms and conditions under which the County's existing tower portfolio will be managed will apply.

In addition, it is possible that over the term of this contract that the County could develop other communications facilities beyond towers that require management. The County and the awarded vendor of this 2021 RFP reserve the right to negotiate appropriate terms and conditions for those management services at the appropriate time.

## Proposal Selection and Award Process:

An Evaluation Committee will be established by the County to review the proposals and to make a recommendation for contract award. A proposer may not contact any member of the Committee except at the RFP Administrator's direction.

Proposals will be evaluated based on the following criteria (of equal weight and in no particular order):

- History and Background
- Experience and Qualifications
- References
- Responsiveness to Proposal Objectives
- Fees Proposed

As a part of the proposal-evaluation process, finalists may be invited to attend an in-person or virtual interview. The County reserves the right to interview any number of qualifying firm(s) and/or contractor(s) as part of the evaluation and selection process.

## Contract Requirements:

Following is a list of contractor requirements:

1. Contractor will be required to sign an agreement that includes the terms and requirements as outlined in the RFP.
2. Contractor will be required to meet all associated federal, state, and local regulations, and be responsible for meeting all requirements related to the County's solicitation.
3. Contractor are subject to background checks to ensure, at a minimum, that no employee has a felony or domestic violence or other bar-able conviction(s). The background checks for Contractor employees will be conducted by the County prior to the commencement of any on-site work.
4. Contractor and all subcontractors must maintain all licenses required, if any, for their discipline by the State of Michigan and the Federal Government during the entire term of the contract.
5. Contractor will not proceed on a Scope of Services task without the written consent of the County.
6. Contractor will be accountable to the Ottawa County Director of Planning and Performance Improvement (Director) and anybody else that the County deems necessary.
7. Contractor will be required to provide a qualified representative to attend all meetings related to contract tasks.
8. All invoices submitted to the County will be reviewed and approved before payment is made. Invoices must clearly itemize all fees and expenses. Documentation of completed work must be available for review at the time of invoicing.

## **Contract Term, Period, Procedures and Use:**

It is the County's intention to award a professional services contract for a 3-year term with an option to extend for a 2-year term thereafter depending on contractor performance. The awarded contractor will be required to complete elements of each of the tasks as outlined within Scope of Services. The proposal, or any part thereof, submitted by the awarded vendor may be attached to and become a part of the contract.

The County, by written notice, may terminate this contract, in whole or in part, for any reason giving thirty (30) days' notice. If this contract is terminated, the County is liable only for payment under the payment provisions of this contract for services rendered before the effective date of termination.

All proposers are notified that the County reserves the right to delete or modify any task from the Scope of Services at any time during the course of the RFP process and reserves the right to modify the Scope of Services during the course of the contract. Such modification may include adding or deleting any tasks this project will encompass and /or any modifications deemed necessary. This contract is for the County use. Pricing reflects a commitment of the term indicated.

## **Terms and Conditions:**

### OWNERSHIP OF DATA

All information provided by the County and any reports, notes, and other data collected and utilized by the vendor, its assigned employees, and/or subcontractors, pursuant to this agreement, shall become the property of the County as prepared, whether delivered to the County or not. Unless otherwise provided herein, all such data shall be delivered to the County or its designee upon completion of the agreement or at such other times as the County or its designee may request.

### INCURRED EXPENSES/CONFIDENTIALITY

The County is not responsible for any cost or expense incurred by the proposers preparing and submitting a proposal or cost associated with meetings and evaluations of proposals prior to execution of an agreement. All proposals, (including attachments, supporting documentation, supplementary materials, addenda, and other) shall become the property of the County and will not be returned to the proposer.

### RESERVATION OF RIGHTS

Ottawa County reserves the right to award a contract without an interview, as determined in the best interest of Ottawa County. Ottawa County reserves the right to select and recommend for award the proposed services which best meets its required needs, quality levels and budget constraints. Ottawa County reserves the right to reject any and all proposals.

SUBCONTRACTORS

Since the contract is made pursuant to the proposal submitted by the awarded Vendor and in reliance upon the Vendor's qualification and responsibility, the Vendor shall not sublet or assign the contract, nor shall any subcontractor commence performance of any part of the work included in the contract without the previous written consent by the County.

INDEPENDENT CONTRACTOR

The awarded Vendor will perform all work and services described herein as an independent contractor and not as an officer, agent, servant or employee of Ottawa County. No person performing any of the work or services described hereunder will be considered an officer, agent, servant or employee of the County nor will any such person be entitled to any benefits available or granted to employees of the County.



**Request for Proposal 21-22  
Tower Management Consulting Services**

**EXHIBIT B – ATTACHMENT A – COVER SHEET FOR PROPOSAL**

*Proposals must include this cover sheet (or this sheet reproduced on company letterhead) as PAGE 1 of the proposal. Vendors may complete all required attachments as a stand-alone response (fillable form .pdf document, hand-written or typed).*

[  ] an individual, [  ] a corporation (please mark appropriate box), duly organized under the laws of the State of Michigan.

The undersigned, having carefully read and considered the services as described within the RFP, does hereby offer to perform such services on behalf of the County in the manner described and subject to the terms and conditions set forth in the attached proposal, including, by reference here, the County's RFP document.

**NO CONFLICT(S) OF INTEREST:** By submission of a proposal, vendor agrees that at the time of submittal, he/she: (1) has no interest (including financial benefit, commission, finder's fee, or any other remuneration) and shall not acquire any interest, either direct or indirect, that would conflict in any manner or degree with the performance of the vendor's services, or (2) benefit from an award resulting in a "Conflict of Interest," including holding or retaining membership or employment on a board, elected office, department, division or bureau, or committee sanctioned by and/or governed by the County.

**MICHIGAN ECONOMIC SANCTIONS ACT, 2012 ("IRAN-LINKED BUSINESS"):** By submission of a proposal, vendor certifies, under civil penalty for false certification, that it is fully eligible to do so under law and that it is not an "Iran linked business," as defined in the Michigan Economic Sanctions Act, 2012 P.A. 517.

**DEBARMENT AND SUSPENSION:** By submission of a proposal, the undersigned certifies to the best of his/her knowledge and belief, that the corporation, LLC, partnership, or sole proprietor, and/or its' principals, owners, officers, shareholders, key employees, directors and member partners: (1) are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency; (2) have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; (3) are not presently indicted for or otherwise criminally charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated above; and, (4) have not within a three-year period preceding this proposal had one or more public transactions (Federal, State or local) terminated for cause or default.


ATTACHMENT A – Cover Sheet for Proposal, continued

CERTIFICATION OF INSURANCE AND INDEMNITY REQUIREMENTS: By submission of a proposal, the undersigned certifies and represents an understanding of the County's Insurance and Indemnification requirements as defined within the Master Services Agreement. Potential vendors must understand and agree that financial responsibility for claims or damages to any person or to companies and agents shall rest with the vendor.

The vendor must affect and maintain any and all insurance coverage, including, but not limited to, Worker's Compensation, Employer's Liability and General, Contractual and Professional Liability, to support such financial obligations. A certificate of insurance detailing insurance coverages may be requested. The certificate must indicate that insurers will provide to the County written notice thirty (30) days prior to terminating any insurance policy.

The undersigned affirms that he/she is duly authorized to execute this proposal, that this company, corporation, firm, partnership or individual has not prepared this proposal in collusion with any other vendor and that the contents of this proposal as to prices, terms or conditions have not been communicated by the undersigned, nor by any employee or agent, to any competitor, and will not be, prior to the award and the vendor has full authority to execute any resulting contract awarded as the result of, or on the basis of the proposal.

Proposals must be signed by an official authorized to bind the provider to its provisions for at least a period of 90 days.

BY:  \_\_\_\_\_ April 23, 2021  
(Signature of Authorized Representative) Date

**Mark Kooyers President**  
\_\_\_\_\_  
(Printed Name and Title of Authorized Representative)

PRINCIPAL OFFICE INFORMATION / ADDRESS:  
Individual / Company Name: Tele-Rad Inc  
Street Address 511 East 8th Street  
City, State, Zip Code : Holland MI 49423  
Telephone 616-403-7667 (cell) Fax 616-392-9707  
Email mark\_kooyers@tele-rad.com  
Taxpayer Identification Number 38-1903851

RFP 21-22 Response

April 23, 2021



### History and Background

Tele-Rad has been in business since 1947 with a long history of serving the communications needs of Public Safety, Utilities, Schools as well as commercial and industrial accounts. Tele-Rad has a staff of approximately fifty individuals within the State of Michigan. Our corporate offices are located in Holland Michigan with branch offices located in Berrien, Kent and Grand Traverse Counties. Tele-Rad is a family held corporation dedicated to providing a family atmosphere for our staff and quality services for our clients.

Tele-Rad in conjunction with its affiliates TRT Company and TRT Partners LLC provides construction management services for communications towers for both the public and private sector clients. Tele-Rad has constructed towers across Western and Northern Michigan for government agencies as well as cellular providers such as Verizon, ATT, Sprint in addition to wireless internet providers, data services and microwave connectivity providers.

### Experience and Comparable Projects

Tele-Rad provided the original construction management and marketing services for the three Ottawa County towers located at Manley, Johnson Street and both the towers located on the Fillmore complex. In addition, Tele-Rad and our affiliates have constructed and managed tower sites numerous Central Dispatch Authorities, Schools, and private enterprise.

### Berrien County Complex

Tele-Rad provided construction management including all required permits to build a tower for their 911 facility that also serves as a microwave tower connecting additional county facilities for data network applications. Services provided including filing for FAA, MDOT, FCC and local building permits. In addition, NEPA (national environmental protection act) permits including SHPO (State Historic Preservation Office) permits, Tribal Notification network filings. Coordination involved multiple county departments as a shared facility. This tower was not marketed for co-location.

### CCE Central Dispatch (Charlevoix, Cheboygan and Emmet County)

Tele-Rad provided construction services for multiple tower sites as well as tower enhancements of existing sites. New sites were constructed at Stutsmanville and also Mackinaw. The Stutsmanville site serves CCE Dispatch and co-location of Emmet County Road commission and Central Michigan University. In addition to permitting and construction services we provided interference studies utilizing Spectrum analyzer equipment and computer modeling to ensure the co-locations did not interfere with each other.



## Sandy Pines RV Resort

Tele-Rad and TRT Partners working in conjunction with Sandy Pines developed a monopole on their facility. The goal of this project was to provide their members better access to wireless services and internet. Tele-Rad provided the construction management with assistance from Site Solutions LLC one of our prime contractors. TRT Partners funded the development of the tower and utilize our industry connections to secure Verizon and ATT as prime tenants prior to construction. Sprint also has the location in its data base for a future facility.





## Proposed Work Plan

### Task 1

Tele-Rad will create a database of all previously issued permits for the county towers. This will be accomplished by reviewing documentation previously provided the county at the time of construction of all three of the tower sites included in this RFP. For items that cannot be located or have gone missing from the county records or to replace the as built documentation provided, we will check manufacture data bases for tower design criteria. A database search of FAA, FCC, MDOT and the Tribal information network will also be pursued. Local building permits and zoning filings will also contain much of the information required. In addition, Tele-Rad will do archive search of our records and documents to locate copies that we may possess from the original construction. Our records will not include any modifications or additions completed on the tower after original installation that have been approved by county staff or in the case of Manley modifications approved or completed by OCCDA.

In the event that records can not be located Tele-Rad will coordinate the process of ordering new documentation. This would most likely be in regards to structural studies or updated environmental studies. Tele-Rad will solicit pricing for these studies from industry established firms that we currently have established relationships. Tele-Rad would charge an hourly fee for this service.

### Task 2

Tele-Rad and its affiliates will provide collocation services for new or prospective users. These services will include correspondence with prospective new applicants. Their request for tower space, wind loading and structural requirements will be reviewed. Compound ground space requirements will be reviewed to determine if modification to the compound area require modifications. Proposed lease rates and verbiage will be reviewed and recommendations will be provided to the county for approval. Communication with the prospect will be managed by Tele-Rad to minimize impact on county staff. Tele-Rad and its affiliates will market the Ottawa County tower sits in conjunction with other sites owned or managed to our contacts within the industry.



## Proposed Work Plan continued

### Task 3

Additional services will likely be required. These services normally include periodic site inspections of the compound, access drive and general maintenance. Tele-Rad will visit the sites quarterly to check for proper care of the facility. These items may include items to be addressed by the carriers utilizing the sites or by county maintenance responsible for county obligations such as drive way maintenance, weed control, fence and gate function and general maintenance.

In addition, Tele-Rad will maintain a list of contacts for each lessee and document their access codes and lock combination. Tele-Rad will also place a Tele-Rad (TRT) site lock on all sites to allow for site inspections and consistency in access. These codes will be provided to the county in both electronic and hard copy formats. In addition, Tele-Rad 24 hour on call staff will have these access codes stored in conjunction with the information already utilized for other Ottawa county departments.

### Tele-Rad staffing

Tele-Rad will have a variety of staff available to assist in completing the task of the RFP.

Mark Kooyers joined Tele-Rad in 1983 assumed the role of Vice President General Manager in 1989 and later the role of President. Mark was a founding partner of TRT Company in 1986 later to become managing member and partner of TRT Partners.

LaVonne Thornton joined Motorola in 1986 later joining Tele-Rad in 1992. LaVonne is a certified Motorola Project Manager and is also a "Certified Service Manager" by the Electronics Technical Association. LaVonne currently serves as "Director of Operations" overseeing all of our facilities technical and support staff.

Jim Adam graduated from Michigan Tech with a degree in engineering. He joined Tele-Rad in 1981 and currently serves as service Manager of our Holland and Grand Rapids service departments. Jim is also an ETA "Certified Service Manager". Jim has many connections with tower climbers, service providers and industry specialist.

Site Solutions LLC is our primary sub-contractor for on site management. Jeff Feenstra is the owner of Site Solutions. Jeff received his Geology Degree from Hope college and is a licensed builder. Jeff reviews all soil borings and construction drawings and data on our behalf for over thirty years.



## Proposed Fee Structure

Task 1 services will be completed for a fee of \$6000.00. This does not include expenses incurred for new structural analysis or fees charged by public entities for record search or production. The cost for charged for record search, production or copy fees from other third parties will be assessed to the county for cost recovery with no mark up.

Task 2 services will be a one-time base fee in addition to time and materials invoicing depending on task level required. Tele-Rad base fee for collocation management will be \$2000.00. We recommend the county adopt and application fee for all new collocations of \$2000.00. Tele-Rad can collect the fee direct from the applicant if desired to offset our fee. In addition, Tele-Rad is to be compensated annually 2% of the tower rent collected for the first term of collocation lease

Time and Materials rates will apply based on services.

Consulting and negotiation services provided by Mark Kooyers as an industry expert will be charged at \$150.00 per hour.

Technical services provided by Jim Adams or his equivalent will be charged at \$120.00 per hour.

Site Solutions services will be charged at \$100.00 per hour. (site services, geotechnical review, construction review etc.)

Task 3 services for quarterly inspections of tower sites will be invoiced quarterly. The contract fee for the inspection and a written report will be \$450.00 per quarter and include all three county owned facilities. Additional visits or follow up if required will be invoiced at \$65.00 per hour.

### TRT Partners Tower Application

<b>DATE OF SUBMITTAL</b>		<b>PROJECTED INSTALLATION DATE</b>	
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#### SITE INFORMATION

<b>SITE NAME</b>		<b>CUSTOMER SITE REFERENCE NAME</b>	
<b>TRT SITE NUMBER</b>		<b>CUSTOMER SITE REFERENCE NUMBER</b>	
<b>SITE ADDRESS</b>			
<b>CITY</b>		<b>Latitude</b>	<b>Longitude</b>
<b>State</b>	<b>Zip Code</b>	<b>SITE TYPE (Guyed, Lattice, Monopole, Roof, Other)</b>	

#### CUSTOMER INFORMATION

<b>LICENSED ENTITY NAME</b>		<b>STATE OF INCORPORATION</b>	
<b>NOTIFICATION ADDRESS</b>			
<b>CITY</b>		<b>STATE</b>	<b>ZIP</b>
<b>BILLING ADDRESS</b>			
<b>CITY</b>		<b>STATE</b>	

SERVICE TYPE (Cellular, PCS, SMR, Fixed Wireless, Broadcast, etc.)

CONTACT INFO	FIRM OR CONTACT NAME	TELEPHONE	FAX	E-MAIL
SIGNATOR				
LEGAL				
RF ENGINEER				
CONSTRUCTION ENGINEER				
REAL ESTATE/SITE ACQ				
OTHER				

#### ANTENNA SPACE AND EQUIPMENT

TYPES OF ANTENNAS	SECTOR #1	SECTOR #2	SECTOR #3	SECTOR #4 / TMA
ANTENNA QUANTITY				
RECEIVE OR TRANSMIT?				
MANUFACTURER				
TYPE (PANEL, OMNI, etc.)				
MODEL #				
ANTENNA WEIGHT				
ANTENNA DIMENSIONS (HxWxD)				
ANTENNA MOUNT HEIGHT				
ANTENNA CENTERLINE AGL				
MOUNT TYPE				
TOWER LEG				
DIRECTION of RADIATION				
TX FREQUENCY				
RX FREQUENCY				
RECEIVE BAND OF FREQUENCIES				
TRANSMIT BAND OF FREQUENCIES				
ANTENNA GAIN				
# of LINES				
LINE TYPE				
LINE DIAMETER				

#### BUILDING/SHELTER SPACE AND EQUIPMENT

<b>TOTAL AMOUNT OF GROUND SPACE REQUESTED</b>	
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# of EQUIPMENT SHELTERS/BTS CABINETS				EQUIPMENT SHELTER/CABINET/BTS DIMENSIONS (HxWxD) (ft)				
SHELTER/BTS LEASED GROUND SPACE DIMENSIONS (LxW) (ft)				SHELTER/BTS CONCRETE PAD DIMENSIONS (LxW) (ft)				
INFRASTRUCTURE MANUFACTURER/MODEL				POWER PROVIDED BY:				
TELCO/INTERCONNECT REQUIREMENTS		POTS (Y/N)	N	T1 (Y/N)	Y	MICROWAVE (Y/N)	N	
GENERATOR REQUIREMENTS		N/A						
SUBMITTED BY:			DATE:		PHONE #		E-MAIL	
<b>FOR TRT USE ONLY</b>								
LENGTH OF INITIAL TERM			# of RENEWAL TERMS/LENGTH					
COMMENCEMENT DATE				MASTER AGREEMENT (Y/N)			REGION	
LEASING MANAGER			DATE		APPROVAL		APPROVAL DATE	
<b>MONTHLY RENT</b>					<b>Comments/Notes:</b>			
RENT ESCALATOR								
ELECTRIC								
STRUCTURAL ANALYSIS								
SITE INSPECTION FEE								
CONSTRUCTION								
SITE ANALYSIS								
INSTALLATION								
OTHER FEES								
TOTAL DUE UPON COMMENCEMENT OF SITE LEASE								



## Request for Proposal 21-22 Tower Management Consulting Services

### EXHIBIT B - PROPOSAL INQUIRIES FOR VENDOR

The following is a list of inquiries from Ottawa County after considering your proposal for Tower Management Consulting Services. Please respond to these inquiries and send to [purchasing.rfp@miottawa.org](mailto:purchasing.rfp@miottawa.org).

1. Please clarify the pricing structure for Collocation Management (Task 2). We are perceiving the fees being \$2,000 as a base with 2% of tower rent collected from first term of the lease. Is the 2% for any new lease agreements only? Does the 2% apply to any negotiated increases in rent during the first term of the lease? In addition, there are time and materials that would apply. Can you give an estimate of how much time would be designated/charged to this task?

The original collocation process including application review, tower loading and structural review and lease negotiation would be covered by \$2000.00 and we suggest offsetting that fee by charging a \$2000.00 application fee which is a normal practice in the industry.

It is normal for questions to arise from tenant or landlord during the initial term. Generally these can be answered over the phone or email checking file documentation. This is covered by the 2% which on average produces less then \$50.00 per month.

The hourly rates quoted would only apply in the event extra services were required. Such as a request to change antenna and a review of a new structural study. Another example is if a complaint of interference is alleged and on site technical services are required with a spectrum analyzer to determine RF noise floor and identifying the source of the interference.

2. Is there an estimated amount of time designated to Site Maintenance? What is the time it takes to travel to our sites? Is travel time included as part of the hourly rates listed? Would you consider reducing site visits from 4 to 3 (every 4 months) on a pro rata basis?

Assuming that this is now seeking clarification for Task 3 our rates were based on the following.

Regularly sited inspections should occur to check for items such as fallen trees or limbs, weed and vegetation control inside and around the compound area, working condition of gates and locks, condition of driveway, general condition of fence, vandalism. In the tower industry these are generally the responsibilities of the landlord. We would suggest 2-4 inspections per year per tower, you may contract for as many as you would like.

Site visits generally take 1-2 hours of on site time documenting and recording the conditions with photos and notes. Production of inspection report and recording in records generally takes an additional 1-2 hours. Ottawa County sites are estimated to take approximately an hour round trip commute. \$450 is proposed assuming a half day inspection.

VENDOR	CityScape Consultants Inc	Tele-Rad Inc	Steep Steel Consulting & Management	Urban Wireless Solutions
<b>Received:</b>	04/23/2021 @ 2:00PM, Florida	04/23/2021 @ 12:48PM, Michigan	04/23/2021 @ 1:41PM, Texas	04/23/2021 @ 8:53AM, Michigan
<b>History/Background</b>	<p>Disabled Veteran-owned business, founded in 1997 with offices in FL, GA, NC, and DC; for 24 years CityScape has exclusively consulted with local governments and public agencies on wireless telecom; CityScape has no current affiliations with any private wireless comm service providers or tower owners; 20 years' experience drafting ordinances, evaluating comm facility applications, negotiating leases for local governments; expertise in RF engineering for broadcast and wireless communications, FCC experience; Staff include a Telecomm Attorney, FCC Licensed RF Engineers, Professional Engineer, Land-Use Planners and key personnel with telecomm developing and management experience; worked with communities in over 15 states, ranging in population from 1,300 to over 1M, and 1.8 sq mi to 25,250 sq mi.</p>	<p>Been in business since 1947 with a long history of serving communications needs for public safety, utility, schools; have constructed towers for both public and private sector clients across West and Northern MI both government and wireless providers;</p>	<p>Founded in The Woodlands, TX in 2015. Founder worked in the industry for over 15 years as a cell tower investor and consultant representing land owners and investors. Have consulted on hundreds of cell tower-related property transactions for private, corporate, utility and government landlords and evaluated thousands of cell tower leases. Serving clients throughout the US, its territories and Canada. Services include site management, site audits, site monetization and auctions, site relocation and development, decommissioning, new lease and amendment negotiations, prep of telecom maps, agreement oversight, site studies, infrastructure development, witness testimony; member of National Cooperative Purchasing Alliance (NCPA); developed database of government cell tower leases with over 40,000 records in NWR; developed several "industry standard" financial models, technologies and databases; majority of work to be completed by founder and supporting staff, will utilize 3rd-party staffing, when needed</p>	<p>Founded in 2019. Founder has been working in the industry for over 25 years. Experience as legal counsel to wireless providers, site acquisitions agent, and real estate manager for Verizon. Served as municipal attorney for the City of Dearborn. Believes company to be uniquely positioned to enhance the relationship between wireless industry and local government. Intent of Urban Wireless was initially to assist communities in their dealing with the wireless industry and now also to close the "digital divide" in their area. Founder has worked closely with Ottawa County in developing the Digital Inclusion Strategy.</p>
<b>Vendor References/Examples</b>	<p>City of Coconut Creek FL City of Coral Springs FL City of Chesapeake VA</p>	<p>(References did not include contact info) Berrien County CCE Central Dispatch Sandy Pines RV Resort</p>	<p>City of Buena Park Indian River County Santee-Cooper</p>	<p>Verizon KLA Laboratories, Inc City of Dexter</p>
<b>Pricing Summary</b>	<p>Task 1 - initial one-time admin setup fee <b>\$8,500</b>; Task 2 and 3 - <b>25% of gross rent collected on existing and new agreements and amendments</b> negotiated and executed, management fees are only due and payable when/to extent rent is collected; Task 4 (optional) - 3rd-party expert reviews site review reporting <b>\$800-\$4,000</b>; expert testimony <b>\$1,000-2,500/meeting</b>; per-diem rates: Regulatory: <b>\$300/hr</b>; engineer: <b>\$250/hr</b>; Project planner: <b>\$150/hr</b>; Admin <b>\$75/hr</b>; Field engineer/planning: <b>\$75/hr</b></p>	<p>Task 1-<b>\$6,000</b> not including expenses for new structural analysis or fees by public entities for record search/production, costs assessed with no mark-up to Co.; Task 2-<b>one-time base fee in addition to T/M for Collocation management \$2,000</b> (recommend a \$2,000 application fee) and TeleRad to be compensated <b>2% of tower rent collected</b> for first-term lease; Consulting and negotiation charged at <b>\$150/hr</b>, Technical services charged at <b>\$150/hr</b>; site solution services charged at <b>\$100/hr</b>; Task 3-quarterly inspections <b>\$450/quarter</b> total for all 3 sites</p>	<p>Task 1 - Document and Record Organization/Retention: <b>\$2,500 for each site initial</b> comprehensive site evaluation/analysis then <b>\$2,000 for each site</b> thereafter; Task 2 - General and Collocation management <b>\$200/hr for first 50 hours/year, then \$175/hr for next 50, then \$150/hr for all hours in excess of 100/yr</b>; New Lease Negotiation-SteepSteel to receive <b>25% of final negotiated rate</b> for first 5 years on any NEW agreement or <b>50% of increased amount negotiated</b> above initial rate offered; Task 3- Site Management -<b>\$200/hr for first 50 hours/year, then \$175/hr for next 50, then \$150/hr for all hours in excess of 100/yr</b>;</p>	<p>Document and Record Organization/Retention: <b>\$7,500</b>; Collocation Management <b>\$5,000</b> (may require working with 3rd-party for electronic/digital process design-not covered in this cost); Collocation <b>application fees will be shared 75/25</b> Urban Wireless; Will receive <b>5% of NEW collocation revenues</b> within the 5-year term of the lease and <b>5% of increased revenue</b> and <b>5% of any amendment</b> signed within the 5-year term; Hourly rate <b>\$150/hr TM invoiced</b> after each site visit.</p>

Received By: Steve Holden, Buyer

# Action Request



<b>Committee:</b>	Board of Commissioners
<b>Meeting Date:</b>	08/24/2021
<b>Requesting Department:</b>	Human Resources
<b>Submitted By:</b>	Marcie Ver Beek
<b>Agenda Item:</b>	Executive Recruitment Consulting Services and Appointment of Search Committee

## Suggested Motion:

To approve and authorize the Board Chairperson and Clerk Register to sign the contract with GovHR for executive recruitment services to assist in hiring a County Administrator, at a cost of \$22,500 and to appoint a County Administrator search committee consisting of Chair Bergman, Vice-chair Fenske, Commissioner Dannenberg, Jose Gomez, Jennifer Owens, Michelle Fare and Monica Verplank

## Summary of Request:

At this time HR is requesting to utilize an outside consultant that has ongoing experience and expertise in executive recruitment to assist the Board of Commissioners in the recruitment and hiring of the next County Administrator.

GovHR had laid out an extensive system with a proposed timeline of 13 weeks. The proposal is attached.

The search committee will work with GovHR to establish and oversee the process to hire the next County Administrator. The search committee is proposed to consist of Chair Bergman, Vice-chair Fenske and Commissioner Allen Dannenberg along with representatives from each section of the County, including Jose Gomez, Coopersville area community leader and former Coopersville school board member and the ISD. Jose also co-chaired the County's ALPACT group. Jennifer Owens is the President of Lakeshore advantage. Michelle Fare is the former long-term Hudsonville Chamber and DDA Director. Monica Verplank is a community leader, philanthropist and member of the Grand Haven Area Community Foundation Board of Trustees.

## Financial Information:

Total Cost: \$22,500.00	General Fund Cost: \$22,500.00	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 4: To Continually Improve the County's Organization and Services.

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

**Administration:**  Recommended  Not Recommended  Without Recommendation

County Administrator:

Committee/Governing/Advisory Board Approval Date: 08/17/2021

Finance and Administration Committee





## RFP 21–29 Executive Recruitment Consulting Services

### ATTACHMENT A – COVER SHEET FOR PROPOSAL

*Proposals must include this cover sheet (or this sheet reproduced on company letterhead) as PAGE 1 of the proposal. Vendors may complete all required attachments as a stand-alone response (fillable form .pdf document, hand-written or typed).*

Limited Liability Company  
 an individual,  a corporation (please mark appropriate box), duly organized under the laws of the State of Illinois.

The undersigned, having carefully read and considered the services as described within the RFP, does hereby offer to perform such services on behalf of the County in the manner described and subject to the terms and conditions set forth in the attached proposal, including, by reference here, the County's RFP document.

**NO CONFLICT(S) OF INTEREST:** By submission of a proposal, vendor agrees that at the time of submittal, he/she: (1) has no interest (including financial benefit, commission, finder's fee, or any other remuneration) and shall not acquire any interest, either direct or indirect, that would conflict in any manner or degree with the performance of the vendor's services, or (2) benefit from an award resulting in a "Conflict of Interest," including holding or retaining membership or employment on a board, elected office, department, division or bureau, or committee sanctioned by and/or governed by the County.

**MICHIGAN ECONOMIC SANCTIONS ACT, 2012 ("IRAN-LINKED BUSINESS"):** By submission of a proposal, vendor certifies, under civil penalty for false certification, that it is fully eligible to do so under law and that it is not an "Iran linked business," as defined in the Michigan Economic Sanctions Act, 2012 P.A. 517.

**DEBARMENT AND SUSPENSION:** By submission of a proposal, the undersigned certifies to the best of his/her knowledge and belief, that the corporation, LLC, partnership, or sole proprietor, and/or its' principals, owners, officers, shareholders, key employees, directors and member partners: (1) are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency; (2) have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; (3) are not presently indicted for or otherwise criminally charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated above; and, (4) have not within a three-year period preceding this proposal had one or more public transactions (Federal, State or local) terminated for cause or default.

ATTACHMENT A – Cover Sheet for Proposal, continued

CERTIFICATION OF INSURANCE AND INDEMNITY REQUIREMENTS: By submission of a proposal, the undersigned certifies and represents an understanding of the County’s Insurance and Indemnification requirements as defined within the Master Services Agreement. Potential vendors must understand and agree that financial responsibility for claims or damages to any person or to companies and agents shall rest with the vendor.

The vendor must affect and maintain any and all insurance coverage, including, but not limited to, Worker’s Compensation, Employer’s Liability and General, Contractual and Professional Liability, to support such financial obligations. A certificate of insurance detailing insurance coverages may be requested. The certificate must indicate that insurers will provide to the County written notice thirty (30) days prior to terminating any insurance policy.

The undersigned affirms that he/she is duly authorized to execute this proposal, that this company, corporation, firm, partnership or individual has not prepared this proposal in collusion with any other vendor and that the contents of this proposal as to prices, terms or conditions have not been communicated by the undersigned, nor by any employee or agent, to any competitor, and will not be, prior to the award and the vendor has full authority to execute any resulting contract awarded as the result of, or on the basis of the proposal.

Proposals must be signed by an official authorized to bind the provider to its provisions for at least a period of 90 days.

BY: Judith Th. Schmittgens 7/28/21  
(Signature of Authorized Representative) Date

Judith Schmittgens, Corporate Secretary & Compliance Manager  
(Printed Name and Title of Authorized Representative)

PRINCIPAL OFFICE INFORMATION / ADDRESS:

Individual / Company Name: GovHR USA

Street Address 630 Dundee Road, Suite 225

City, State, Zip Code : Northbrook IL 60062

Telephone 847-380-3240 Fax 866-803-1500

Email jschmittgens@govhrusa.com

Taxpayer Identification Number 27-0598897



**RFP 21–29 Executive Recruitment  
Consulting Services**

**ATTACHMENT B –PROPOSAL RESPONSE**

*Responses to the following items must be clear and concise and address all questions and information requested below. Proposal Response must be signed by an authorized company representative.*

1. **HISTORY AND BACKGROUND:** Provide a description of the history of your company, including number of active employees, business culture, corporate/main office location, etc.
2. **EXPERIENCE AND COMPARABLE PROJECTS:** Describe your experience completing work of this type to public-sector entities such as local municipal governmental units and/or small- to mid-sized non-profit organizations. Include a summary of comparable projects.
3. **PROJECT APPROACH:** Provide a description of your methodology and approach to successfully recruit an experienced and qualified County Administrator. The proposed work plan should describe how you intend to accomplish the tasks as outlined in the Scope of Services. Response should include, but not be limited to: position development, marketing, candidate shortlisting, interviewing, reference review, recommendation/award, and contract negotiation.
4. **STAFFING:** Provide a description of the proposed staffing and include resumes of employees to be assigned to this project.
5. **PROFESSIONAL FEES/CHARGES:** Provide an outline of the professional fees for completing the work, as described. Professional fees should be on a not-to-exceed basis. Also include an estimate of reimbursable expenses likely to be needed for this project.
6. **REFERENCES:** Please provide three (3) customer references that required similar size and scope for projects successfully completed in the last five (5) years, preferably government/ municipal organization(s) within the State of Michigan. The County reserves the right to check all references furnished and consider responses received in determining the award.
7. **OTHER INFORMATION:** Include any other information that would be helpful to the County's evaluation of your proposal.

**OTTAWA COUNTY, MICHIGAN**  
**COUNTY ADMINISTRATOR**

**Recruitment Proposal**

**July 28, 2021**



630 Dundee Road

Suite 225

Northbrook, IL 60062

Primary Contact Person: Laurie Pederson

Director of Administrative Services

847-380-3240

[info@GovHRusa.com](mailto:info@GovHRusa.com)

*A note about COVID-19 -- We are carefully monitoring recommendations from the federal, state and local governments and working with clients as they begin to reopen. Before COVID we made extensive use of technology for video interviews with candidates and meetings with clients. We have utilized these during COVID and can combine technology with appropriate in person meetings to assist clients in cost effective recruiting.*

## Table of Contents

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Letter of Transmittal	3
Firm Profile	4
Our Team	5
References	6
Project Approach	7
Project Timeline	10
Price Proposal	11
Summary of Guarantee	12
Concluding Remarks	12
Contract Signature Page	14
Optional Services	15
Attachments:	
Consultant Biographies	
Client List	
Sample Recruitment Brochure	

EXHIBIT A - SERVICES

July 28, 2021

Ms. Amy Bodbyl-Mast  
Purchasing Manager  
Ottawa County Fiscal Services  
12220 Fillmore Street  
West Olive, MI 49460

Dear Ms. Bodbyl-Mast:

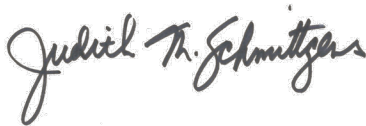
Thank you for the opportunity to provide you with a proposal for the County Administrator recruitment and selection process for Ottawa County. GovHR USA ("GovHR") prides itself on a tailored, personal approach to executive recruitment and selection, able to adapt to your specific requirements for the position.

GovHR is a public management consulting firm serving municipal clients and other public-sector entities on a national basis. Our headquarters offices are in Northbrook, Illinois. We are a certified Female Business Enterprise and work exclusively in the public sector. We have 11 full time and 8 part time employees and 31 project consultants. GovHR offers customized executive recruitment services and completes other management studies and consulting projects for communities.

GovHR Vice Presidents Carmen Davis and Jaymes Vettraino will be responsible for your recruitment and selection process, and they will be assisted by a home office Recruitment Coordinator, and a Reference Specialist. Biographies for Ms. Davis and Mr. Vettraino and their contact information are included in the proposal.

We believe we have provided you with a comprehensive proposal; however, if you would like a service that you do not see, please let us know. Please contact Laurie Pederson, Director of Administrative Services, 847-380-3240, if you have questions regarding our proposal or need additional information. We look forward to hearing from you and hope to have the opportunity to work with you on this important recruitment.

Sincerely,

A handwritten signature in black ink that reads "Judith Th. Schmittgens". The signature is written in a cursive, flowing style.

Judith Schmittgens  
Corporate Secretary and Compliance Manager

## Firm Profile

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GovHR is a public management consulting firm serving local government clients and other public-sector entities across the country. The firm was originally formed as Voorhees Associates in 2009, and changed its name to GovHR USA in 2013. Our headquarters are in Northbrook, Illinois. We are a certified Female Business Enterprise in the State of Illinois and work exclusively in the public and non-profit sectors. GovHR offers customized executive recruitment services, management studies and consulting projects for local government and organizations who work with local government.

GovHR is led by Heidi Voorhees, President, and Joellen Cademartori, Chief Executive Officer. Ms. Voorhees has conducted more than 350 recruitments in her management consulting career, with many of her clients repeat clients, attesting to the high quality of work performed for them. In addition to her 17 years of executive recruitment and management consulting experience, Ms. Voorhees has 19 years of local government leadership and management service, including ten years as Village Manager for the Village of Wilmette, Illinois. Ms. Cademartori is a seasoned manager, with expertise in public sector human resources management. She has held positions from Human Resources Director and Administrative Services Director to Assistant Town Manager and Assistant County Manager. Ms. Cademartori has worked in forms of government ranging from Open Town Meeting to Council-Manager and has supervised all municipal and county departments ranging from Public Safety and Public Works to Mental Health and Social Services.

GovHR has a total of thirty-one consultants, both generalists and specialists (public safety, public works, finance, parks, etc.), who are based in Arizona, Florida, Illinois, Indiana, Massachusetts, Michigan, Minnesota and Wisconsin, as well as five reference specialists and eight support staff.

Our consultants are experienced executive recruiters who have conducted over 800 recruitments, working with cities, counties, special districts and other governmental entities of all sizes throughout the country. In addition, we have held leadership positions within local government, giving us an understanding of the complexities and challenges facing today's public sector leaders.

Please note the following key qualifications of our firm:

- Since our establishment in 2009, our consultants have conducted hundreds of recruitments in 41 states, with an increase in business of at least 30% each year. Twenty-eight (28%) of our clients are repeat clients, the best indicator of satisfaction with our services.
- Surveys of our clients show that 94% rate their overall experience with our firm as *Outstanding and* indicate that they plan to use our services or highly recommend us in the future.
- Our state-of-the-art processes, including extensive use of social media for candidate outreach and video interviews with potential finalist candidates, ensure a successful recruitment for your organization.
- Our high quality, thorough Recruitment Brochure reflects the knowledge we will have about your community and your organization and will provide important information to potential candidates.

## EXHIBIT A - SERVICES

GovHR has conducted more than 200 top Manager recruitments (County Administrator, City Manager, etc.) since the firm's inception. A list of these recruitments for the past 5 years is included with this proposal, and a complete list of clients is available on our website at [www.govhrusa.com](http://www.govhrusa.com).

### Our Team

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#### Project Manager & Main Point of Contact:

GovHR Vice Presidents Carmen Davis and Jaymes Vettraino will be responsible for your recruitment and selection process, and they will be assisted by a home office Recruitment Coordinator and a Reference Specialist. Their biographies are attached to this Proposal and their contact information is:

Carmen Davis, Vice President  
GovHR USA LLC  
Clinton, MS  
Telephone: 601-665-5527  
[Cdavis@govhrusa.com](mailto:Cdavis@govhrusa.com)

Jaymes Vettraino, Vice President  
GovHR USA LLC  
Rochester, Michigan  
Telephone: 248-379-8923  
[jvettraino@govhrusa.com](mailto:jvettraino@govhrusa.com)

Ms. Davis served as the County Administrator in Hinds County, Mississippi for 10 years prior to joining GovHR, and has 20 years of experience in local government. Ms. Davis is currently working on recruitments for the City Manager of Missouri City, Texas; the City Manager of St. Louis Park, Missouri; the City Attorney in Denton, Texas; and the Chief Administrative Officer of Lee County, Alabama. These recruitments are in varying stages of the search process, and Ms. Davis has the time necessary to devote to the County Administrator for Ottawa County.

Mr. Vettraino served as the City Manager of Rochester, Michigan prior to joining GovHR in 2016. He has conducted several successful executive recruitments since joining GovHR, including City Managers for Albion, Ferndale, Hamtramck, Rochester and Troy, and the Economic Development Director for Rochester Hills. He is currently working on several recruitments in Michigan, including the Director of Finance and the Director of Public Works in Ferndale; Directors of Facilities Management and Parks & Recreation, the Corporation Counsel and the Public Services Director for Oakland County. He recently completed the recruitment for the Chief Diversity, Equity and Inclusion Officer for Oakland County. He also worked with GovHR President Heidi Voorhees on the County Administrator for Kent County in 2017.



## References

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The following references can speak to the quality of service provided by GovHR.

### **Oakland County, Michigan**

**(Director of Facilities Management, in progress) – Jaymes Vettrano**

**(Director of Parks & Recreation, in progress) – Jaymes Vettrano**

**(Director of Public Services, in progress) – Jaymes Vettrano**

**(Corporation Counsel, in progress) – Jaymes Vettrano**

**(Chief Diversity Equity & Inclusion Officer, 2020) - Jaymes Vettrano & Ryan Cotton**

**(Director of Economic Development, 2020) – Jaymes Vettrano**

April M. Lynch, Deputy Oakland County Executive

248-858-1558

[lynchap@oakgov.com](mailto:lynchap@oakgov.com)

### **Ferndale, Michigan**

**(Director of Public Works, in progress) – Jaymes Vettrano**

**(Fire Chief, 2020) – Jaymes Vettrano**

**(Downtown Development Authority, Executive Director, 2019) – Jaymes Vettrano**

**(City Manager, 2019) – Jaymes Vettrano**

Dan Jacey, Director of Human Resources

(248) 546-2378

[djacey@ferndalemi.gov](mailto:djacey@ferndalemi.gov)

### **Troy, Michigan (City Manager, 2018) – Heidi Voorhees and Jaymes Vettrano**

Mayor Ethan Baker

248-524-3500

[ethan.baker@troymi.gov](mailto:ethan.baker@troymi.gov)

### **Adrian, Michigan (City Administrator, 2018) - Ryan Cotton**

**(City Manager, 2020) - Ryan Cotton**

Nathan Burd, former City Administrator of Adrian

County Administrator, Livingston County

517-546-3669 x 4

[nburd@livgov.com](mailto:nburd@livgov.com)

### **Eastpointe, Michigan (City Manager - 2019) - Ryan Cotton**

Sarah Lucido, former Mayor Pro Tem, current Council Member

Eastpointe, MI 48021

586-445-3661

[slucido@eastpointecity.org](mailto:slucido@eastpointecity.org)

### **Tri-County Regional Planning Commission, MI**

**(Executive Director, 2018) - Jaymes Vettrano**

Jim Shanna Draheim, Board Chair

Lansing, MI 48911

517-393-0342

[sdraheim@cityofeastlansing.com](mailto:sdraheim@cityofeastlansing.com)

## Project Approach and Methodology

A typical recruitment and selection process takes approximately 175 hours to conduct. At least 50 hours of this time is administrative, including advertisement placement, reference interviews, and due diligence on candidates. We believe our experience and ability to professionally administer your recruitment will provide you with a diverse pool of highly qualified candidates for your position search. GovHR clients are informed of the progress of their recruitment throughout the entire process. We are always available by mobile phone or email should you have a question or need information about the recruitment.

## Phase I: Position Assessment, Position Announcement & Brochure

One-on-one or group interviews will be conducted with stakeholders identified by the County to develop the Recruitment Brochure. We have a variety of other options for gathering input:

- Dedicated email and surveys to obtain feedback from stakeholder groups
- Public Forums conducted by our consultants

A combination of the above items can be used to fully understand community and organizational needs and expectations for the position.

Development of a **Position Announcement** to be placed on websites and social media

Development of a thorough **Recruitment Brochure** for County review and approval

Agreement on a detailed **Recruitment Timetable** – a typical recruitment takes between 90 to 120 days from the time you sign the contract to appointment of the finalist candidate.

## Phase II: Advertising, Candidate Recruitment & Outreach

We make extensive use of social media as well as traditional outreach methods to ensure a diverse and highly qualified pool of candidates. In addition, our website is well known in the local government industry – we typically have 6,000 visits to our website each month. Finally, we develop a database customized to your recruitment and can do an email blast to thousands of potential candidates.

Phase II will include the following:

- GovHR consultants will personally identify and contact potential candidates.
- Develop a database of potential candidates from across the country unique to the position and to the County, focusing on:
  - Leadership and management skills
  - Size of organization
  - Experience in addressing challenges and opportunities also outlined in Phase I
- The database will range from several hundred to thousands of names and an email blast will be sent to each potential candidate.
- Placement of the Position Announcement in appropriate professional online publications:
  - Public sector publications & websites
  - Social media

## EXHIBIT A - SERVICES

- LinkedIn (over 15,000 connections)
  - Facebook
  - Twitter
  - Instagram
- GovHR will provide you with a list of advertising options for approval

### Phase III: Candidate Evaluation & Screening

Phase III will include the following steps:

- Review and evaluation of candidates' credentials considering the criteria outlined in the Recruitment Brochure
- Candidates will be narrowed down to those candidates that meet the qualification criteria
- Candidate evaluation process:
  - Completion of a questionnaire explaining prior work experience
  - Live Video Interview (45 minutes to 1 hour) conducted by consultant with each finalist candidate
  - References (at least 2 references per candidate will be contacted at this time)
  - Internet/Social Media search conducted on each finalist candidate

All résumés will be acknowledged and inquiries from candidates will be personally handled by GovHR, ensuring that the County's process is professional and well regarded by all who participate.

### Phase IV: Presentation of Recommended Candidates

Phase IV will include the following steps:

- GovHR will prepare a Recruitment Report presenting the credentials of those candidates most qualified for the position.
- GovHR will provide an electronic recruitment portfolio which contains the candidates' materials along with a "mini" résumé for each candidate so that each candidate's credentials are presented in a uniform way.
- The County will receive a log of all applicants and may review résumés if requested.
- Report will arrive in advance of the Recruitment Report Presentation.

GovHR will spend approximately 2 hours with the Board of Commissioners and Recruitment Subcommittee reviewing the recruitment report and providing additional information on the candidates.

### Phase V: Interviewing Process & Background Screening

Phase V will include the following steps:

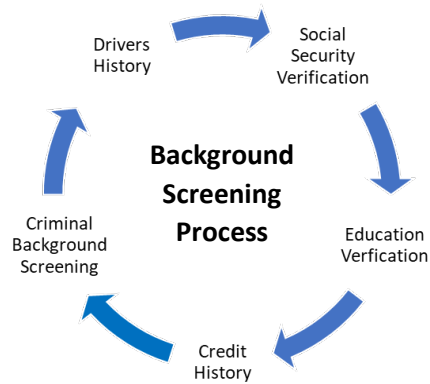
GovHR will:

- Develop the first and second round interview questions for your review and comment
- Coordinate candidate travel and accommodations
- Provide you with an electronic file that includes:
  - Candidates credentials
  - Set of questions with room for interviewers to make notes

## EXHIBIT A - SERVICES

- Evaluation sheets to assist interviewers in assessing the candidate's skills and abilities

Background screening\* will be conducted along with additional references contacted:



\*Per state and federal regulations

GovHR will work with you to develop an interview schedule for the candidates, coordinating travel and accommodations.

GovHR will coordinate a 2-Step Interview process. The first round interviews will include five or six candidates. The second round interviews will include two or three candidates. GovHR will supply interview questions and an evaluation form.

In addition to a structured interview, the schedule can incorporate:

- Tour of County facilities
- Interviews with senior staff

### Phase VI: Appointment of Candidate

- GovHR will assist you as much as you request with the salary and benefit negotiations and drafting of an employment agreement, if appropriate.
- GovHR will notify all applicants of the final appointment, providing professional background information on the successful candidate.

## EXHIBIT A - SERVICES

### Project Timeline

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Weeks 1 & 2

Phase 1: On Site Interviews & Brochure Development

Weeks 3 thru 6

Phase 2: Advertising, Candidate Recruitment & Outreach

Weeks 7 thru 9

Phase 3: Candidate Evaluation & Background Screening

Week 10

Phase 4: Presentation of Recommended Candidates

Week 11 & 12

Phase 5: Interview Process & Additional Background Screening

Weeks 13 & 14

Phase 6: Appointment of Candidate

## EXHIBIT A - SERVICES

### Price Proposal

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Summary of Costs	Price
Recruitment Fee:	<b>\$18,500</b>
Recruitment Expenses: (not to exceed) Expenses include candidate due diligence efforts	<b>1,500</b>
Advertising: Advertising costs over \$2,500 will be placed only with client approval. If less than \$2,500, Client is billed only for actual cost.	<b>2,500</b>
<b>Total:</b>	<b>\$22,500*</b>

\*We are carefully monitoring recommendations from the federal, state and local governments and working with clients on alternatives to in person meetings. We are fully operational and can work with you via video and by utilizing electronic files. If at the time of recruitment, COVID-19 restrictions are lifted and travel is possible, we are happy to attend meetings in person.

Consultant travel expenses are not included in the price proposal. If the consultant is requested to travel to the client, we will provide the County with an estimate of expenses per trip (up to 3 trips). Only actual expenses will be billed to the client for reimbursement to GovHR.

Possible in-person meetings could include:

1. Recruitment brochure interview process
2. Presentation of recommended candidates
3. Interview Process

Any additional consultant visits requested by the County (in addition to the three visits listed above) will be billed at \$125/hour; \$500 for a half day and \$950 for a full day. The additional visits may also result in an increase in the travel expenses and those expenses will be billed to the client.

This fee does not include travel and accommodations for candidates interviewed.

### Payment for Fees & Services

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Professional fees and expenses will be invoiced as follows:

**1<sup>st</sup> Payment:** 1/3 of the Recruitment Fee (invoice sent upon acceptance of our proposal).

**2<sup>nd</sup> Payment:** 1/3 of the Recruitment Fee and expenses incurred to date (invoice sent following the recommendation of candidates).

**Final Payment:** 1/3 of the Recruitment Fee and all remaining expenses (invoice sent after recruitment is

## EXHIBIT A - SERVICES

completed).

Payment of invoices is due within thirty (30) days of receipt (unless the client advises that its normal payment procedures require 60 days.)

### Guarantee

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GovHR is committed to assisting our clients until a candidate is appointed to the position. Therefore, no additional professional fee will be incurred if the client does not make a selection from the initial group of recommended candidates and requests additional candidates be developed for interview consideration. If additional advertising beyond the Phase I advertising is requested, client will be billed for actual advertising charges. Reimbursable expenses may be incurred should the recruitment process require consultant travel to Ottawa County.

Upon appointment of a candidate, GovHR provides the following guarantee: should the selected and appointed candidate, at the request of the County or the employee's own determination, leave the employ of the County within the first 12 months of appointment, we will, if desired, conduct one additional recruitment for the cost of expenses and announcements only. This request must be made within six months of the employee's departure.

### Why Choose GovHR?

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GovHR treats each executive recruitment as a transparent partnership with our client. We believe in engaging with stakeholders early in each recruitment process to fully understand the challenges and opportunities inherent in the leadership position. Understanding the organizational culture is critical to a successful recruitment. We gain this insight and information through meetings (one on one and small groups), surveys and a review of relevant information. This information is reflected in a polished marketing piece that showcases the organization and the area it serves.

Our firm was founded on and rooted in a desire to increase the diversity of local government leaders. We regularly engage with and financially support the National Forum for Black Public Administrators, the Local Government Hispanic Network, the League of Women in Government and the Emerging Local Government Leaders. Involvement with these organizations assists us in developing a highly qualified, diverse candidate pool for each executive recruitment. We also heavily utilize social media including LinkedIN, Facebook, Twitter and Instagram to push out employment opportunities and connect with candidates who may not be seeking a position but who would find your opportunity appealing. We pay for databases that have the email addresses for all local government leaders in public safety, public works, public finance, planning and economic development as well as in general administration. This allows us to ensure that we are contacting all candidates who might be interested in your position. In addition, our consultants are located across the country providing us with personal contacts for potential candidates. We do not hesitate to call potential candidates who we believe are a fit for your position.

We utilize the information we have gained to evaluate candidates and we conduct a video screening interview to further understand each qualified candidate's background and experience. We also conduct reference calls and media searches to ensure there are no surprises with respect to a candidate's background. This information is shared with the client along with our objective assessment of each

## EXHIBIT A - SERVICES

candidate. We will provide you with a matrix of all of the candidates, noting the relevant experience and background of those we recommend you consider for interview.

We are your partner throughout the process, present for the interviews and assisting in the compensation discussions. We guarantee our placements for one year, should the successful candidate leave for any reason. We believe our thorough and transparent process is unparalleled in our field and we hope to have the opportunity to work with you.



EXHIBIT A - SERVICES

Confirmation Signature

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We believe we have provided you with a comprehensive proposal; however, if you would like a service that you do not see in our proposal, please let us know. We can most likely accommodate your request.

This proposal will remain in effect for a period of six months from the date of the proposal. We look forward to working with you on this recruitment and selection process!

**Client Name/Organization** \_\_\_\_\_

**Client Contact Name/Position** \_\_\_\_\_

**Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

**Billing Contact** \_\_\_\_\_

**Billing Contact Email** \_\_\_\_\_

## Optional Services

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### GovTemps USA

Need an Interim? GovTempsUSA, a subsidiary of GovHR USA, specializes in the temporary placement of positions in local government. The firm offers short-term assignments, in addition to long-term and outsourced arrangements. Our placement professionals at GovTempsUSA have typically enjoyed distinguished careers in local government and displayed a commitment to public service throughout their career.

### Recorded One-Way Video Interview of Candidates

Candidates we recommend for your consideration can complete a one-way video interview with 3 to 5 questions that will be recorded and which you can review electronically at your convenience. This can occur prior to making your decision on which candidates to invite for an interview. Cost \$100 per candidate.

### Leadership/Personality Testing

GovHR has experience working with a wide variety of leadership and personality assessment tools, depending on the qualities and experiences the client is seeking in their candidates. These include but are not limited to Luminaspark, Caliper, DISC and others. Depending on the evaluation type selected fees can range between \$100 to \$500 per candidate.

### 360° Evaluation

As a service to the Client, we offer the option to provide you with a proposal for a 360° performance evaluation for the appointed position at six months into his or her employment. This evaluation will include seeking feedback from both elected officials and department directors, along with any other stakeholder the Client feels would be relevant and beneficial. This input will be obtained on a confidential basis with comments known only to the consultant. If you are interested in this option, GovHR will prepare a proposal for this service.



# CARMEN DAVIS

EXHIBIT A - SERVICES



Carmen Davis has 20 years of experience as a local government professional with 9 of those years in local government management. Mrs. Davis served as a City Planner in Detroit, MI and County Administrator of Hinds County, MS.

As County Administrator of Hinds County, Mississippi, Mrs. Davis was the first woman appointed in this position. During her tenure, Mrs. Davis was responsible for an operating budget of \$115 million and oversaw 13 departments and direct reports, including a Central Personnel System of approximately 900 employees. She also supported 14 county elected officials by providing fiscal and administrative resources for their departments. Mrs. Davis was also instrumental in recovering a deficit budget during the recession of 2009. Furloughs ended and cash balance increased from about \$26,000 in 2010 to over \$2.5 million annually by 2012. From that point, cash reserve funds increased to \$3.5 million during her leadership.

Mrs. Davis' local government management experience, along with her effective management and leadership style, led to the creation of innovative programs and processes. Her areas of expertise are organizational restructuring, personnel policy development and implementation, leadership/professional development, capital improvement project management, and criminal justice program/policy development. Some of the programs she developed are pre-trial services program, wellness and safety programs, record management/retention programs, and American Disabilities Act compliance office.

From 1993 to 2009, Mrs. Davis served as a City Planner with the City of Detroit City Planning Commission and City Council where she authored zoning ordinances, zoning map amendments, city codes, and public policies on major urban issues as well as directed the preparation of recommended changes. Mrs. Davis has worked on progressive issues and projects related to residential, commercial, and industrial developments to address social, economic and physical impacts. Furthermore, Mrs. Davis' has successfully improved community relations among community groups/organizations, developers, and other stakeholders bringing collaboration, in addition to, consensus building.

Mrs. Davis holds a Bachelor's in Urban Planning and Geography and Master's degree in Business Administration from Wayne State University in Detroit, MI. She is currently President of the Mississippi City/County Manager's Association and member of the ICMA since 2015.

## PROFESSIONAL EDUCATION

- Master of Business Administration, Wayne State University, Detroit, MI
- Bachelor of Urban Planning and Geography, Wayne State University, Detroit, MI

## PROFESSIONAL DEVELOPMENT AND SPEAKING ENGAGEMENTS

- Executive Advisory Board of Directors, Jackson State University Institute of Government, 2013 - 2016
- Leadership Greater Jackson, Class Graduate, 2012 - 2013

## MEMBERSHIPS AND AFFILIATIONS

- International City/County Management Association, Member
- Mississippi City/County Managers Association, President

- National Association of County Administrators, Member
- MS Association of County Administrators and Comptrollers, Past President
- Leadership Greater Jackson, Past Board Member
- U.S.S. Jackson Commissioning Committee, Past Board Member
- U.S. Navy League, Past Member
- Hinds County Criminal Justice Coordinating Council, Co-Chair
- Planning for a New County Jail, Taskforce Member

## PROFESSIONAL BACKGROUND

- County Administrator, Hinds County, MS 2010 - 2020
- City Planner, City of Detroit, MI 1993 - 2009





# JAYMES VETTRAIÑO

EXHIBIT A SERVICES



Jaymes Vettraiño is a Vice President with GovHR USA and provides municipal management consulting services to communities. His focus is on assisting with employee recruitment, classification/compensation, financial planning, operational management, human resources, community relations and economic development.

Prior to starting his consulting service, Jaymes spent 17 years as a City Manager, most recently as the City Manager of Rochester, MI. In Rochester, he had the opportunity to lead a dynamic management team to simultaneously reduce expenses and increase the level of community service during years of the “great recession.” During his time as the Manager of Kutztown, PA, Jaymes had the opportunity to lead the college town in the development of its own fiber optic network and improve its relations with Kutztown University. Jaymes was also the first Manager of Pen Argyl, PA, where he led the community in creating a city manager form of government and implemented many grant funded quality of life improvement initiatives and projects.

Jaymes believes that great local communities are the foundation of our lives. Through his facilitative style and technical knowledge of local government, he excels at problem solving and consensus building.

## PROFESSIONAL EDUCATION

- Master of Business Administration in Management, Lehigh University
- Bachelor of Science in Political Science, Michigan State University, MI

## PROFESSIONAL DEVELOPMENT AND SPEAKING ENGAGEMENTS

- Assistant Professor at Rochester University, Rochester, Michigan
- Adjunct Professor at Oakland University, Rochester, MI
- Former Adjunct Professor at Alvernia College, Reading, PA

## MEMBERSHIPS AND AFFILIATIONS

- International City and County Managers Association
- Michigan Local Government Management Association
- Leadership Oakland County
- Pennsylvania Association of Municipal Managers
- American Public Power Association
- Pennsylvania Electric Association

## AWARDS

- Distinguished Faculty Award, Rochester University, 2019
- Community Advocacy Award, Rochester Regional Chamber of Commerce, 2018
- Selected as one of “Oakland County’s Elite 40 under 40”, 2015
- Outstanding Service Award from Michigan Municipal League, 2013

## PROFESSIONAL BACKGROUND

### *Over 17 Years in Local Government Management*

- Director of the Center for Social Engagement, Rochester University, MI 2015-Present
- City Manager, Rochester, MI 2008-2015
- Town Manager, Kutztown, PA 2003-2008
- Town Manager, Pen Argyl, PA 1998-2003



EXHIBIT A - SERVICES



City & County Management Recruitments 2015 to Present

TYPE	STATE	CLIENT	POSITION	POPULATION	YEAR	
City Management	Alaska	Unalaska	City Manager	4,768	2017	
		Seward	City Manager	2,693	2019	
		Bethel	City Manager	6,500	2019	
		Homer	City Manager (Professional Outreach)	5,300	2019	
	Colorado	Eagle	Town Manager	6,739	2017	
		Englewood	City Manager	34,957	2019	
	Connecticut	Cheshire	Town Manager	29,261	2017	
		Enfield	Town Manager	45,246	2015	
					2018	
					2020	
			Meriden	City Manager	60,838	2018
			East Hampton	Town Manager	13,000	2019
		Delaware	Newark	City Manager	33,398	2018
	Florida	Largo	Assistant City Manager	82,244	2018	
		Gainesville	Assistant City Manager	133,997	2021	
		Lakeland	City Manager	110,000	2020	
		Palm Beach	Assistant City Manager	85,933	2021	
	Georgia	Decatur	Assistant City Manager	25,000	2018	
				City Manager	25,000	2018
	Illinois	Bensenville	Village Manager	20,703	2015	
		Bloomington	City Manager	78,005	2018	
		Crest Hill	City Administrator	20,837	2015	
		Decatur	City Manager	76,178	2018	
				Deputy City Manager	76,178	2019
			DeKalb	City Manager	43,849	2018
			Dixon	City Manager	18,601	2015
			East Moline	City Administrator	21,300	2016
			East Peoria	City Administrator	23,503	2016
			Effingham	City Administrator	12,577	2018
			Fox Lake	Village Administrator	10,550	2021
			Freeport	City Manager	25,000	2017
			Glencoe	Assistant Village Manager	8,723	2015
			Homewood	Assistant Village Manager (Virtual)	19,464	2017
			Joliet	City Manager	147,500	2017
			La Grange	Assistant Village Manager (Virtual)	15,732	2017
			La Grange	Village Manager	15,732	2017
			La Grange Park	Assistant Village Manager	13,579	2020
			Lake Bluff	Assistant to the Village Manager	5,700	2016
			Lake Forest	City Manager	19,375	2018
			Lake Zurich	Village Manager	19,631	2015
			Libertyville	Village Manager	20,431	2016
			Assistant Village Manager/Community Development Director			
	Lincolnshire	Development Director	7,500	2016		
	Lindenhurst	Village Administrator	14,468	2017		
	Mokena	Village Administrator	19,042	2015		
	Moline	City Administrator	43,100	2017		
	Mt. Prospect	Village Manager	54,771	2015		
	Niles	Village Manager	30,001	2021		

**City & County Management Recruitment 2015 to Present**

<b>TYPE</b>	<b>STATE</b>	<b>CLIENT</b>	<b>POSITION</b>	<b>POPULATION</b>	<b>YEAR</b>
<b>City</b>	<b>Illinois</b>	Normal	City Manager	54,264	2017
		Northbrook	Village Manager	35,000	2021
			Assistant Village Manager/Human Resources		
		Oak Park	Director	52,000	2019
		Orland Park	Village Manager	60,000	2016
					2019
		Pekin	City Manager	33,223	2016
		Schiller Park	Village Manager	11,870	2015
		Shorewood	Village Administrator	17,495	2018
		Vernon Hills	Village Manager	25,911	2021
		Villa Park	Assistant Village Manager (Virtual)	22,038	2021
		Washington	City Administrator	15,700	2015
		Wauconda	Village Administrator	13,758	2017
		Winnetka	Assistant Village Manager	12,422	2019
		Woodridge	Village Administrator	32,971	2017
		Barrington	Village Manager	10,455	2018
		Willowbrook	Village Administrator	8,967	2019
		Geneseo	City Administrator (Virtual)	6,500	2019
		Princeton	City Manager	7,700	2019
		Mundelein	Village Administrator	31,385	2020
		Centralia	City Manager	13,000	2020
	Savoy	Village Administrator (Virtual)	8,607	2020	
	Pingree Grove	Village Manager	10,000	2020	
	Palos Heights	City Administrator (Virtual)	12,480	2021	
	<b>Indiana</b>	St. John	Town Manager (Professional Outreach)	18,047	2020
	<b>Iowa</b>	Bondurant	City Administrator	5,493	2017
		Newton	City Administrator	15,000	2016
		Webster City	City Manager	8,000	2016
		Windsor Heights	City Administrator	4,860	2019
		Muscatine	City Administrator	23,819	2020
	<b>Maryland</b>	Greenbelt	City Manager	23,753	2016
		Hagerstown	City Administrator	40,612	2015
		Sykesville	Town Manager	3,941	2019
		Westminster	City Administrator	18,522	2021
	<b>Massachusetts</b>	Cambridge	City Manager	110,000	2016
		Eastham	Town Administrator	4,956	2016
		Provincetown	Town Manager	2,990	2015
		Williamstown	Town Manager	8,400	2015
	<b>Michigan</b>	Hamtramck	City Manager	21,752	2017
		Oakland Township	Township Manager	19,132	2018
		Rochester	City Manager	13,000	2015
		Eastpointe	City Manager	32,673	2019
Troy		Assistant City Manager	83,813	2019	
		City Manager	83,813	2018	
Albion		City Manager	8,337	2018	
Adrian		City Administrator	20,676	2018	
Ferndale		City Manager	20,428	2019	
Lincoln Park		City Manager	36,665	2019	
Royal Oak		City Manager	59,112	2019	
Charlotte		City Manager	9,100	2020	
<b>Minnesota</b>		Woodbury	Assistant City Administrator	68,820	2017
	Waconia	City Administrator	13,500	2021	
	St. Louis Park	City Manager	48,662	2021	
<b>Missouri</b>	Ferguson	City Manager	21,111	2015	

**City & County Management Recruitment 2015 to Present**

<b>TYPE</b>	<b>STATE</b>	<b>CLIENT</b>	<b>POSITION</b>	<b>POPULATION</b>	<b>YEAR</b>	
<b>City</b>	<b>Missouri</b>	Maryland Heights	City Administrator	27,436	2015	
		Republic	City Administrator	15,590	2016	
		University City	Assistant City Manager	35,172	2020	
			City Manager	35,172	2017	
				Assistant to the City Manager/Communications Director	35,172	2018
				Assistant to the City Manager/Director of Human Resources	35,172	2020
			Wildwood	City Manager	35,524	2019
			South Lyon	City Manager	11,327	2018
			Cape Girardeau	City Manager	38,000	2020
			Ballwin	City Administrator	30,181	2020
		Webster Groves	City Manager	22,800	2020	
	<b>Nevada</b>	Boulder City	City Manager	16,207	2021	
	<b>New Hampshire</b>	Portsmouth	City Manager	21,796	2019	
	<b>New Jersey</b>	Waldwick	Borough Administrator	9,800	2015	
	<b>New York</b>	Mamaroneck	Town Administrator	29,156	2021	
			Village Manager	19,426	2018	
		Long Beach	Deputy City Manager (Virtual)	33,275	2021	
	<b>North Carolina</b>	Fayetteville	Assistant City Manager	210,000	2017	
					2018	
	<b>North Dakota</b>	Minot	City Manager	45,700	2020	
	<b>Ohio</b>	Oberlin	City Manager	8,390	2016	
	<b>Pennsylvania</b>	Ferguson Township	Township Manager	18,300	2017	
		Mt. Lebanon	Municipal Manager	33,137	2015	
		South Fayette Township	Township Manager	14,416	2018	
	<b>Rhode Island</b>	North Kingston	Town Manager	26,326	2015	
	<b>Texas</b>	Burleson	City Manager	43,960	2018	
		Garland	Assistant City Manager	233,206	2016	
		Missouri City	Assistant City Manager	74,139	2019	
		McKinney	Assistant City Manager	191,645	2019	
	<b>Virginia</b>	Chesapeake	City Manager	245,000	2019	
		Portsmouth	City Manager	96,000	2020	
		Salem	City Manager	25,643	2019	
		Virginia Beach	City Manager	442,707	2019	
	<b>West Virginia</b>	Morgantown	City Manager	31,000	2016	
		Bridgeport	City Manager	8,582	2019	
	<b>Wisconsin</b>	Baraboo	City Administrator	12,048	2019	
		Bayside	Assistant Village Manager	4,400	2019	
		Bellevue	Village Administrator	15,524	2018	
		Beloit	City Manager	36,966	2015	
		Cedarburg	Town Administrator	11,475	2015	
		Franklin	Director of Administration	36,155	2019	
		Glendale	City Administrator	12,920	2016	
Hartford		City Administrator	14,251	2015		
Hobart		Village Administrator	8,500	2016		
Lake Geneva		City Administrator	7,710	2015		
Oak Creek		City Administrator	35,243	2016		
Plymouth		City Administrator/Utilities Manager	8,540	2020		
Prairie du Chien		City Administrator	5,900	2017		
Racine		City Administrator	78,200	2016		
Rome		Town Administrator	2,720	2016		
Shorewood		Village Manager	13,331	2017		

**City & County Management Recruitment Services 2015 to Present**

<b>TYPE</b>	<b>STATE</b>	<b>CLIENT</b>	<b>POSITION</b>	<b>POPULATION</b>	<b>YEAR</b>
<b>City</b>	<b>Wisconsin</b>	West Bend	<b>City Administrator</b>	31,000	<b>2016</b>
		Beloit (Town)	<b>Town Administrator</b>	7,083	<b>2016</b>
		Rhinelanders	<b>City Administrator</b>	7,800	<b>2018</b>
		Monroe	<b>City Administrator</b>	10,827	<b>2020</b>
		Harrison	<b>Village Manager</b>	13,185	<b>2021</b>
<b>County Management</b>	<b>Arizona</b>	Yuma County	<b>County Administrator</b>	203,000	<b>2015</b>
	<b>Florida</b>	Marion County	<b>County Administrator</b>	337,362	<b>2015</b>
		Pasco County	<b>County Administrator</b>	475,502	<b>2016</b>
		Pinellas County	<b>Assistant County Administrator</b>	970,600	<b>2020</b>
	<b>Illinois</b>	Lake County	<b>Deputy County Administrator/Chief of Staff</b>	970,600	<b>2019</b>
			<b>Assistant County Administrator</b>	703,462	<b>2016</b>
			<b>County Administrator</b>		<b>2017</b>
			<b>County Administrator</b>	703,462	<b>2019</b>
		Rock Island County	<b>County Administrator</b>	147,258	<b>2017</b>
		Winnebago County	<b>County Administrator</b>	290,600	<b>2016</b>
	<b>Michigan</b>	Grand Traverse County	<b>County Administrator</b>	90,782	<b>2017</b>
			<b>County Administrator/Comptroller</b>	636,369	<b>2017</b>
			<b>County Executive</b>	11,386	<b>2015</b>
	<b>South Carolina</b>	Beaufort County	<b>County Administrator</b>	192,122	<b>2018</b>
	<b>Wisconsin</b>	Dunn County	<b>County Manager</b>	44,122	<b>2016</b>
			<b>County Administrator</b>	101,400	<b>2015</b>
			<b>County Manager/Administrative Coordinator</b>	20,220	<b>2021</b>





## Executive Recruitment for

### KENT COUNTY, MICHIGAN

GovHR USA is pleased to announce the recruitment and selection process for a County Administrator/Controller for Kent County, Michigan. This brochure provides background information on Kent County, as well as the requirements and expected qualifications for the position. Candidates should apply by October 20, 2017 with resume, cover letter and contact information for five work-related references to [GovHRUSA.com/current-positions/recruitments](http://GovHRUSA.com/current-positions/recruitments) to the attention of Jaymes Vettrano, Vice President, GovHR USA, 650 Dundee Road, #270, Northbrook, IL 60062. Tel: 248-379-8923. Email: [jvettrano@govhrusa.com](mailto:jvettrano@govhrusa.com).

Kent County is an Equal Opportunity Employer.

#### Jaymes Vettrano, Vice President

GovHRUSA, LLC  
 630 Dundee Road, Suite 130  
 Northbrook, Illinois 60062  
 847-380-3240  
 Formal Applications should be submitted to:  
[www.govhrusa.com/current-positions/recruitment](http://www.govhrusa.com/current-positions/recruitment)



## COUNTY ADMINISTRATOR/ CONTROLLER



## PROFESSIONAL ANNOUNCEMENT

Kent County, MI (pop. 642,173) County Seat: City of Grand Rapids. Kent County is the 4th largest County in the State of Michigan, the largest with a non-elected Administrator /Controller, and home to the second largest city in Michigan, Grand Rapids. The County is the central hub of the Grand Rapids-Wyoming Metropolitan Statistical Area (MSA), which continues to be one of the fastest growing regions of the United States. Among the factors which have encouraged major growth and have attracted numerous firms from outside the area are: a strong but highly diversified base of industries, an excellent work force, educational opportunities, excellent employer/employee relations, good location and transportation facilities, utilities and possibly the most important, quality of life.

The County is governed by a 19-member Board of Commissioners. The Administrator /Controller is responsible for carrying out the policies set forth by the Board and overseeing the day-to-day operations of the County. The Board is elected on a partisan basis every two years from districts of approximately equal size. The other five elected officers of the County, which include the Sheriff, Clerk/Register of Deeds, Prosecuting Attorney, Drain Commissioner and Treasurer, are elected on a partisan basis serving four-year terms. The County has approximately 1,700 employees and a combined budget of \$342M (\$167M General Fund). The County's financial position is highly stable, with a bond rating of AAA from S&P and Moody's.

The County provides a wide and varied range of services including: law enforcement, correctional facility, three court systems, veteran's services, co-operative extension, property tax collection, vital record management, social services, public health, drain code compliance, and parks.

The Department of Public Works manages a waste-to-energy incinerator, a recycling facility and various landfills. Kent County also has close relationships with the department of health and human services, road commission, airport and zoo. The County is also a leader in participating in regional public-private collaborative projects.

The County is most interested in individuals who can think strategically and focus on the County's long-term goals, while maintaining the County's outstanding reputation and financial position. The successful candidate will have exceptional communication skills and will intentionally engage with the diverse constituencies of the County. The County values relationships and the next Administrator/Controller will need to be adept at developing positive relationships and embrace the collaborative culture of the community.

Candidates are required to have:

- Bachelor's degree; Master's Degree in Public or Business Administration or related discipline is strongly preferred.
- Ten (10) years of progressively responsible executive level experience; or an equivalent combination of education and experience.
- Prior County management experience is strongly preferred. Other public management experience is also highly valued.

Starting salary is \$150,000 to \$170,000, DOQE.

Apply with resume, cover letter, contact information and five (5) professional references by October 20, 2017; to the attention of Jaymes Vettrano, Vice President, GovHR USA, 630 Dundee Road, Suite 130, Northbrook, IL 60062 Tel: 847-380-3240.





## COMMUNITY BACKGROUND

Located between Chicago (2 hours, 50 minute drive time) and Detroit (2 hour, 48 minute drive time), Kent County is the center of growing region of more than 1 million people. There is an energy pulsating from West Michigan that is felt throughout the state. Business and community leaders have set in motion an unprecedented level of growth and investment throughout the region that has made West Michigan a destination for business success. More than 130 international companies are located here as well as four of Forbes Largest Private Companies. The global headquarters for such companies as Amway, Steelcase, Herman Miller, Haworth, Wolverine Worldwide, and BISSELL, Kent County and West Michigan has become a world-class center for advanced manufacturing and life science innovation.

Kent County offers a remarkable combination of cosmopolitan atmosphere and small-town warmth. Located on the banks of the Grand River, the city of Grand Rapids offers all of the big city excitement you'd expect from a million-resident metropolis. The city features hundreds of restaurants and nightspots, theatres,

museums, sports, and concerts. The safe and clean downtown is surrounded by an eclectic mix of walkable neighborhoods. All of this is served up with small-town friendliness, safety, and affordability. Kent County is also home to 35 cities, villages and townships. The municipalities include urban, traditional downtown districts, suburban areas and rural communities. The urban/rural mix of the County really provides for an idea quality of life environment.

The Kent County region is widely recognized as a national leader in public-private partnerships and inter-organization cooperation by government, non-profits and for-profit partners. At the center of this cultural cooperation is the generous and socially impactful philanthropic community. Together these partners are dedicated to making the Kent County a cultural, health and education destination.

From preschool to Ph.D., the Kent County area offers educational opportunities for all. With public, private, parochial, technical, and charter schools in the mix, parents have many choices on how their children are educated. West Michigan as a region is home to 27 colleges and universities.

Kent County and West Michigan have some of the best entertainment in the world. It is home to three world-class symphonies; the only professional ballet in Michigan; three semi-professional sports teams (Grand Rapids Griffins hockey, West Michigan Whitecaps baseball, and the brand new Grand Rapids Cyclones basketball); and a nationally recognized arena. Whether you want to watch or play, the Kent County area is a great place to be active. Hiking, biking, golfing, fishing, and skiing are just a few of their specialties. With trails and water all over the County, it is easy to find an excuse to be outside.

The Gerald R. Ford International Airport (GRR) is ranked one of the top 5 best airports in the world (by size) by the Airports Council International. The Airport services 6 passenger airlines: Delta Air Lines, Southwest Airlines, American Airlines/American Eagle, United Airlines, Allegiant Airlines and US Airways. There are 120 daily scheduled nonstop flights with an estimated 6,400 travelers pass through GRR each day. It is the 82nd busiest commercial airport in the nation and the 2nd busiest commercial airport in Michigan.

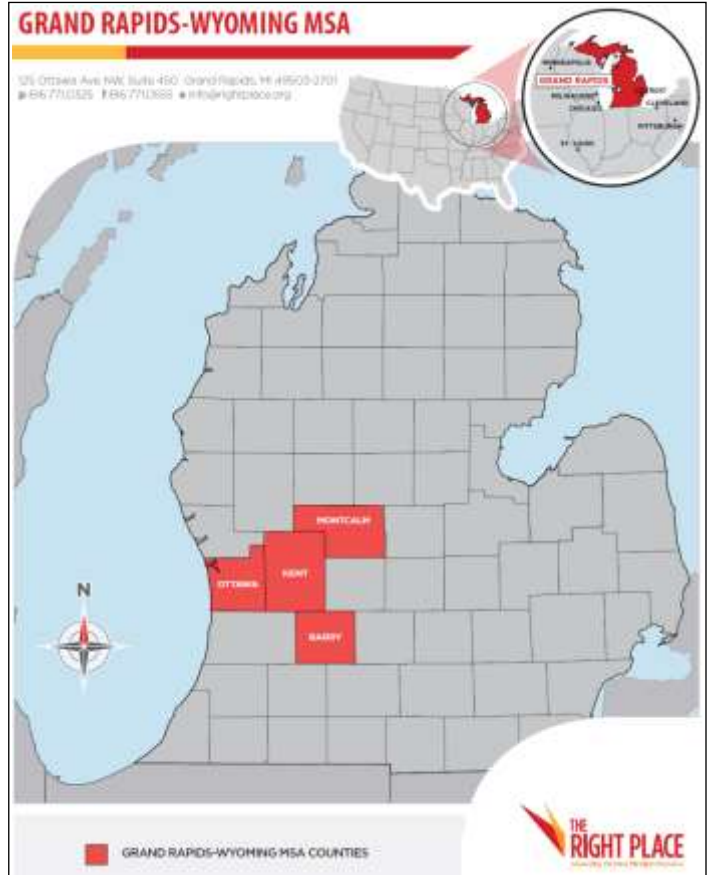
### QUALITY OF LIFE AWARDS

Kent County and the West Michigan region have been recognized nationally for its quality of life. Recent recognitions include:

- #7 Best Place to Live in the U.S. for Quality of Life (2016) – *U.S. News and World Report*
- Best city in the U.S. to invest in housing (2016) – *Forbes*
- #2 Best large city to start a business (2016) – *Wallethub.com*
- Ranked #1 city to raise a family (2015) – *Forbes*
- Named 2<sup>nd</sup> best U.S. city to find a job (2015) – *Forbes*
- #1 place to visit (2015) – *Groupon*
- ArtPrize festival, named Top Five Festivals Worldwide (2013) – *Time Magazine*

### KENT AT A GLANCE

**Population:** 642,173, (5.6% growth over the past 5 years)  
**Equalized Assessed Value:** Nearly \$25 billion  
**Land Area:** 847 square miles  
**Median Home Value:** \$139,300  
**Median Household Income:** \$53,063



### Top 10 Regional Employers

Kent County is home to a large medical and life science industry, strong entrepreneurial activity, an established design community, and innovative employers. Agribusiness and advanced manufacturing round out our top industry sectors.

Company	Industry
Spectrum Health	General Medical and Surgical Hospitals
Meijer	Supermarket Retail and Distribution
Mercy Health	General Medical and Surgical Hospitals
Amway Corporation	Consumer Goods
Gentex Corporation	Glass Product Manufacturing for Auto Industry
Perrigo Company	Pharmaceutical Manufacturing
Herman Miller, Inc.	Office Furniture Manufacturing
Steelcase, Inc.	Office Furniture Manufacturing
Grand Valley State University	Higher Education
Magna International, Inc.	Glass Product Manufacturing for Auto Industry

## COUNTY GOVERNMENT

The County is governed by a 19-member Board of Commissioners. The Administrator /Controller is responsible for carrying out the policies set forth by the Board and overseeing the day-to-day operations of the County. The Board is elected on a partisan basis every two years from districts of approximately equal size. The other five elected officers of the County, which include the Sheriff, Clerk/Register of Deeds, Prosecuting Attorney, Drain Commissioner and Treasurer, are elected on a partisan basis serving four-year terms. The County has approximately 1,700 employees and a combined budget of \$342M (\$167M General Fund). The County's financial position is highly stable, with a bond rating of AAA from S&P and Moody's.



## The County Mission Statement

*The mission of Kent County government is to be an effective and efficient steward in delivering quality services for our diverse community. Our priority is to provide mandated services, which may be enhanced and supplemented by additional services to improve the quality of life for all our citizens within the constraints of sound fiscal policy.*

Individuals are strongly encouraged to go to the County website <https://www.accesskent.com/default.htm> to learn more about the services and quality of life the County offers its citizens.

## CHALLENGES/OPPORTUNITIES FOR THE COUNTY ADMINISTRATOR

**The Kent County Administrator/Controller position offers a unique opportunity for an individual who can provide strong stewardship over the County's successful governing and financial model; while simultaneously moving the County forward with visionary leadership.**

The next County Administrator/Controller for Kent County will be expected to:

- Continue to foster a culture of trust, authenticity and openness to create a collaborative, solutions-oriented organization.
- Proactively and intentionally engage with a diverse group of County stakeholders to address challenges and capitalize on opportunities from the demographic changes that result from the County's growth.
- Maintain the high level of consistent financial performance of the County, including maintaining its AAA bond rating.
- Lead in evaluating opportunities to invest in quality of life services, while being aware of the impact of current and future State and Federal budget cuts to County funding.
- Provide balanced analysis of economic and community development opportunities based on the County's mission and leadership role.
- Intentionally promote diversity, equity and inclusion goals within County government and among the County's partners.
- Maintain and grow the positive working relationship with the cities, villages and townships in the County.

## Education and Experience

- Bachelor's degree; Master's Degree in Public or Business Administration or related discipline is strongly preferred.
- Ten (10) years of progressively responsible executive level experience; or an equivalent combination of education and experience.
- Prior County management experience is strongly

- preferred. Other public management experience is also highly valued.
- Must be willing to personally become part of the collaborative culture of the region
  - Ability to form positive, effective working relationships with various stakeholders
  - Working knowledge or aptitude to gain a quick understanding, of federal, state and local policies, practices, and standards applicable to County government is required.
  - Skilled in working and collaborating with elected officials, boards and commissions, employees, community groups, the news media and other stakeholders.
  - Have successful experience in collaborating and interacting with other internal organizational units; experience with external organizations in a constructive, cooperative, and mutually supportive manner, while representing the County's interests tactfully and firmly.
  - Have the interest and desire to understand the County's demographics and unique geography; to truly become part of the community.
- Be a servant leader, while holding individuals accountable to challenging goals.
  - Experience in developing and executing policies to manage a significant fund balance.
  - Be a highly motivated, visionary, goal-oriented leader with a proven ability to cooperate and communicate clearly.
  - Empower and challenge staff to collaborate internally and externally to improve County government services.
  - Focus on staff succession planning and be skilled at attracting and retaining highly capable professional staff.

## Management Style and Personal Traits

- Have complete personal and professional integrity, gaining respect and inspiring the trust and confidence of subordinates, co-workers, and elected and appointed officials, and other stakeholders.
- Have an open communication style and a calm demeanor; be one who can establish trust quickly with others.
- Have a facilitative style that can leverage resources with the private sector and the non-profit community.
- Have a high cultural IQ and fully embrace the collaborative and cooperative culture of the region.
- Lead through mutual trust and maintenance of relationships, particularly within the County's organizational structure.



## CANDIDATE QUALIFICATION CRITERIA

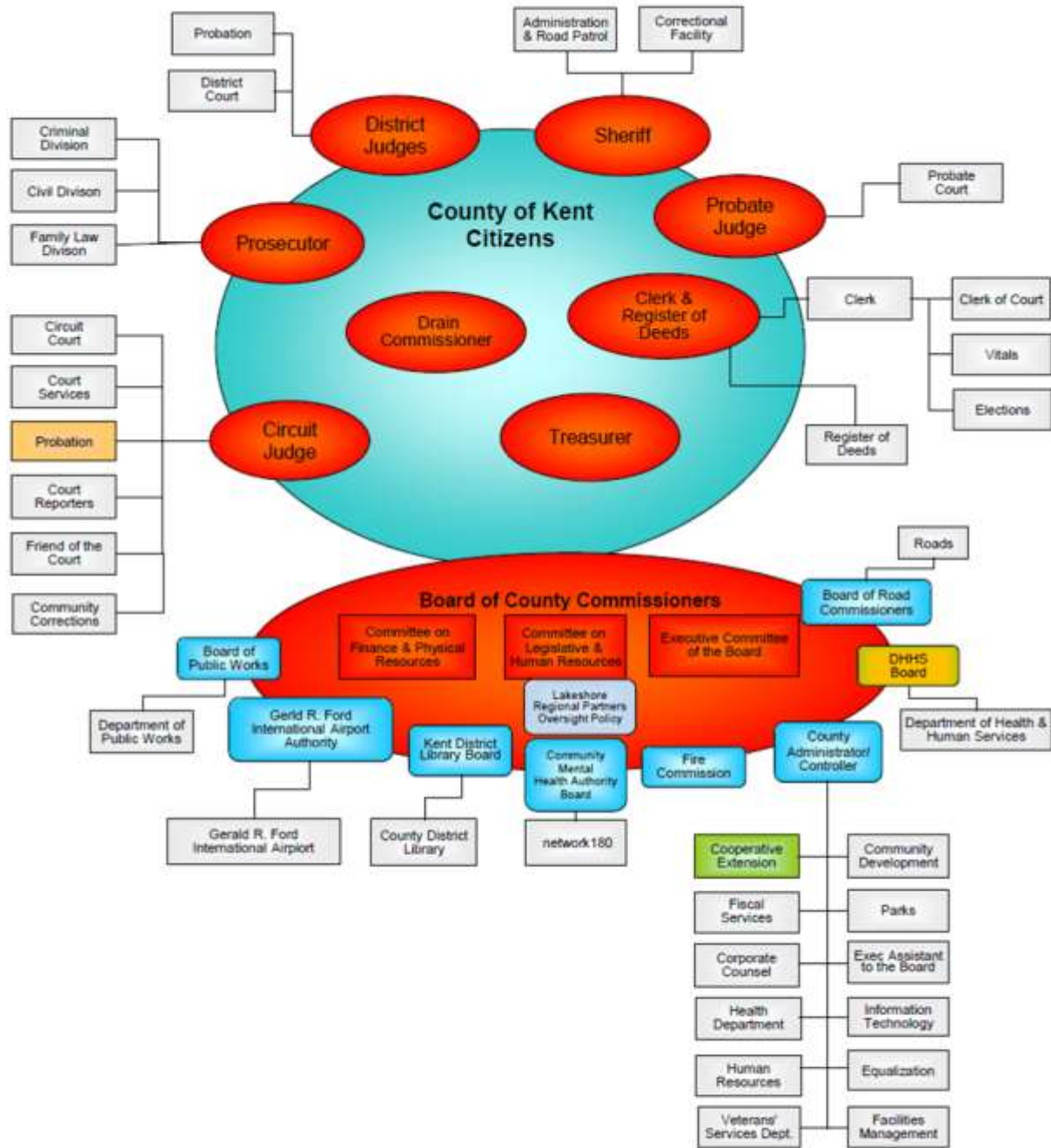
The County Administrator is a highly visible position in Kent County, requiring well-developed leadership abilities and management skills. The County is most interested in individuals who can think strategically and focus on the County's long-term goals, while maintaining the County's outstanding reputation and financial position. The successful candidate will have exceptional

communication skills and will intentionally engage with the diverse constituencies of the County. The County values relationships and the next Administrator/Controller will need to be adept at developing positive relationships and embrace the collaborative culture of the community. Starting salary is \$150,000 to \$170,000, DOQE.

Thank you to *The Right Place, Inc.* for providing data, narrative and photographs.



## Welcome to Kent County A "Tapestry of Governments"



COUNTY OF KENT ORGANIZATION CHART



## EXHIBIT B - COMPENSATION

### Price Proposal

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Summary of Costs	Price
Recruitment Fee:	<b>\$18,500</b>
Recruitment Expenses: (not to exceed) Expenses include candidate due diligence efforts	<b>1,500</b>
Advertising: Advertising costs over \$2,500 will be placed only with client approval. If less than \$2,500, Client is billed only for actual cost.	<b>2,500</b>
<b>Total:</b>	<b>\$22,500*</b>

\*We are carefully monitoring recommendations from the federal, state and local governments and working with clients on alternatives to in person meetings. We are fully operational and can work with you via video and by utilizing electronic files. If at the time of recruitment, COVID-19 restrictions are lifted and travel is possible, we are happy to attend meetings in person.

Consultant travel expenses are not included in the price proposal. If the consultant is requested to travel to the client, we will provide the County with an estimate of expenses per trip (up to 3 trips). Only actual expenses will be billed to the client for reimbursement to GovHR.

Possible in-person meetings could include:

1. Recruitment brochure interview process
2. Presentation of recommended candidates
3. Interview Process

Any additional consultant visits requested by the County (in addition to the three visits listed above) will be billed at \$125/hour; \$500 for a half day and \$950 for a full day. The additional visits may also result in an increase in the travel expenses and those expenses will be billed to the client.

This fee does not include travel and accommodations for candidates interviewed.

### Payment for Fees & Services

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Professional fees and expenses will be invoiced as follows:

**1<sup>st</sup> Payment:** 1/3 of the Recruitment Fee (invoice sent upon acceptance of our proposal).

**2<sup>nd</sup> Payment:** 1/3 of the Recruitment Fee and expenses incurred to date (invoice sent following the recommendation of candidates).

**Final Payment:** 1/3 of the Recruitment Fee and all remaining expenses (invoice sent after recruitment is

## EXHIBIT B -COMPENSATION

completed).

Payment of invoices is due within thirty (30) days of receipt (unless the client advises that its normal payment procedures require 60 days.)

### Guarantee

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GovHR is committed to assisting our clients until a candidate is appointed to the position. Therefore, no additional professional fee will be incurred if the client does not make a selection from the initial group of recommended candidates and requests additional candidates be developed for interview consideration. If additional advertising beyond the Phase I advertising is requested, client will be billed for actual advertising charges. Reimbursable expenses may be incurred should the recruitment process require consultant travel to Ottawa County.

Upon appointment of a candidate, GovHR provides the following guarantee: should the selected and appointed candidate, at the request of the County or the employee's own determination, leave the employ of the County within the first 12 months of appointment, we will, if desired, conduct one additional recruitment for the cost of expenses and announcements only. This request must be made within six months of the employee's departure.

### Why Choose GovHR?

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GovHR treats each executive recruitment as a transparent partnership with our client. We believe in engaging with stakeholders early in each recruitment process to fully understand the challenges and opportunities inherent in the leadership position. Understanding the organizational culture is critical to a successful recruitment. We gain this insight and information through meetings (one on one and small groups), surveys and a review of relevant information. This information is reflected in a polished marketing piece that showcases the organization and the area it serves.

Our firm was founded on and rooted in a desire to increase the diversity of local government leaders. We regularly engage with and financially support the National Forum for Black Public Administrators, the Local Government Hispanic Network, the League of Women in Government and the Emerging Local Government Leaders. Involvement with these organizations assists us in developing a highly qualified, diverse candidate pool for each executive recruitment. We also heavily utilize social media including LinkedIN, Facebook, Twitter and Instagram to push out employment opportunities and connect with candidates who may not be seeking a position but who would find your opportunity appealing. We pay for databases that have the email addresses for all local government leaders in public safety, public works, public finance, planning and economic development as well as in general administration. This allows us to ensure that we are contacting all candidates who might be interested in your position. In addition, our consultants are located across the country providing us with personal contacts for potential candidates. We do not hesitate to call potential candidates who we believe are a fit for your position.

We utilize the information we have gained to evaluate candidates and we conduct a video screening interview to further understand each qualified candidate's background and experience. We also conduct reference calls and media searches to ensure there are no surprises with respect to a candidate's background. This information is shared with the client along with our objective assessment of each

## EXHIBIT B - COMPENSATION

candidate. We will provide you with a matrix of all of the candidates, noting the relevant experience and background of those we recommend you consider for interview.

We are your partner throughout the process, present for the interviews and assisting in the compensation discussions. We guarantee our placements for one year, should the successful candidate leave for any reason. We believe our thorough and transparent process is unparalleled in our field and we hope to have the opportunity to work with you.

# Action Request



**Committee:** Board of Commissioners

**Meeting Date:** 08/24/2021

**Requesting Department:** Administrator's Office

**Submitted By:** Al Vanderberg

**Agenda Item:** GCSI Retainer Agreement

## Suggested Motion:

To approve and authorize the Board Chairperson and Clerk/Register to sign the Retainer Agreement between Governmental Consultant Services, Inc. and Ottawa County for a cost of \$48,000.00 per year.

## Summary of Request:

Since 2005, the County has contracted with Governmental Consultant Services, Inc. (GCSI) to provide lobbying services on behalf of the County. For the last seven years, the County has paid \$3,633 per month. The proposed Retainer Agreement would increase this fee to \$4,000 per month for four years and may be renewed at the same rate for up to three additional 12-month periods.

## Financial Information:

Total Cost: \$48,000.00	General Fund Cost: \$48,000.00	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 1: To Maintain and Improve the Strong Financial Position of the County.

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

**Administration:**  Recommended  Not Recommended  Without Recommendation

County Administrator:

Committee/Governing/Advisory Board Approval Date: 08/17/2021

Planning and Policy Committee

## **RETAINER AGREEMENT**

THIS AGREEMENT has been made and entered into this 1<sup>st</sup> day of January, 2022, by and between Governmental Consultant Services, Inc., a Michigan Corporation with its principal office located at 120 North Washington Square, Suite 110, Lansing, Michigan 48933, First Party, hereinafter referred to as “GCSI”, and the County of Ottawa, a Michigan unit of local government, located in West Olive, Michigan, Second Party, hereinafter sometimes called “OTTAWA COUNTY.”

### **GCSI'S REPRESENTATIONS AND WARRANTIES**

1.1 GCSI has been duly organized and validly exists in good standing under the laws of the State of Michigan. GCSI has Corporate Power to enter into and carry out this Agreement.

1.2 This Agreement has been duly executed and delivered by its appropriate Corporate Officers and is duly authorized by its Board of Directors.

1.3 GCSI represents and warrants that it holds all registrations, regulations, licenses and/or authorities to provide lobbying services, and to maintain such during the term of this Agreement.

1.4 GCSI agrees to hold all Ottawa County information in confidence, except such information necessary for GCSI to communicate from Ottawa County to State governmental officials.

### **NEW CLIENT REPRESENTATIONS AND WARRANTIES**

2.1 OTTAWA COUNTY has been duly organized and validly exists in good standing under the laws of the State of Michigan and its business affairs and conduct are in accord with the intent and purpose of its existence as described in Michigan law. OTTAWA COUNTY has Corporate Power to enter into and carry out this Agreement.

2.2 This Agreement has been duly executed and approved by its Board of Commissioners.

## **PROFESSIONAL SERVICES**

3.1 OTTAWA COUNTY hereby retains GCSI and GCSI hereby agrees to provide professional services for the purpose of aiding OTTAWA COUNTY in accomplishing its legal objectives and interests within State government, and GCSI agrees to the best of its ability to assist OTTAWA COUNTY in accomplishing such objectives.

3.2 It is understood and agreed that GCSI's operations hereunder are those of an independent contractor, and that GCSI has the authority to control and direct the performance of the details of the services to be rendered and performed and it is further agreed that GCSI's officers and employees are not employees of OTTAWA COUNTY and that GCSI is not, except as herein provided, subject to control by OTTAWA COUNTY.

## **COMPENSATION**

4.1 For and in consideration for such services OTTAWA COUNTY agrees to pay GCSI and GCSI agrees to accept during the term of this Agreement, the sum of \$4,000 on the first day of each month commencing January 1, 2022 for professional services.

## **COSTS AND EXPENSES**

5.1 It is understood and agreed that the compensation recited in Paragraph 4.1 includes usual and ordinary costs and expenses. If it develops that GCSI shall be exposed to extraordinary costs and expenses, then in that event, OTTAWA COUNTY shall assume and pay these costs providing the nature and circumstances thereof are disclosed to and approved by the OTTAWA COUNTY Administrator prior to the time the same are incurred. In addition, OTTAWA COUNTY shall indemnify and hold GCSI harmless from any expense, liability, or loss (including without limitation, court costs and actual attorney fees arising from litigation relating to the passage of legislation), solely arising out of, or in connection with the professional services rendered by GCSI to Ottawa County hereunder and which do not involve GCSI's intentional misconduct. Notwithstanding the foregoing, this indemnification does not apply to those expenses, liabilities or losses attributable to GCSI's sole negligence or which are for personal injury or direct damage to tangible property.

**TERM**

6.1 The term of this Agreement shall be for 48 months and may be renewed at the same rate for 3 additional 12-month periods upon mutual agreement by the parties, unless terminated earlier by either party upon ninety (90) days written notice.

**NON-ASSIGNABILITY**

7.1 This Agreement shall be personal to the parties hereof and shall not be transferable or assignable by operation of law or otherwise.

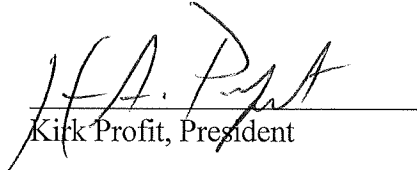
7.2 This Agreement contains the complete understanding of the parties. All other understandings, oral or written, are merged herein. This Agreement may only be modified in a like document approved by both parties.

IN WITNESS WHEREOF, the parties hereto have duly executed this Agreement as of the date first written above.

**GOVERNMENTAL CONSULTANT SERVICES, INCORPORATED**

  
\_\_\_\_\_  
Michael Hawks, CEO

8.13.21  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Kirk Profit, President

8.12.21  
\_\_\_\_\_  
Date

**COUNTY OF OTTAWA**

\_\_\_\_\_  
Roger A. Bergman, Chairperson  
Ottawa County Board of Commissioners

\_\_\_\_\_  
Date

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Justin F. Roebuck  
Ottawa County Clerk/Register of Deeds

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Date



# Action Request



**Committee:** Board of Commissioners  
**Meeting Date:** 08/24/2021  
**Requesting Department:** Human Resources  
**Submitted By:** Marcie Ver Beek  
**Agenda Item:** Community Mental Health Personnel Request

## Suggested Motion:

To approve the request from CMH to increase one part-time, non-benefited Mental Health Clerk to full-time benefited and upgrade one Mental Health Specialist to a Mental Health Clinician at a total cost of \$56,658.26 per year paid for with Medicaid and Lakeshore Regional Entity funding.

## Summary of Request:

1. Increase the hours of the Mental Health Clerk on the Grand Haven Multidisciplinary team from a 19.5 hours per week, non-benefitted position to a 40 hours, benefited position at an increased cost of \$48,241.86 per year. The reason for this request is because there is an increase in job duties caused by an increase in use of telehealth. The funding for this increase would be covered by Medicaid and LRE funds.
2. Upgrade the full time Mental Health Specialist position to a full time Mental Health Clinician on the Assertive Community Treatment (ACT) team at an increased cost of \$8,416.40 per year. The funding for this increase would be covered by Medicaid and LRE funds. The reason for this request is because there is an increased need for clinician level program activities including specific ACT groups and individual therapy. Furthermore, the addition of a Mental Health Clinician would free up the Program Coordinator to focus on more administrative tasks for the team such as supervision, reporting, and policy tasks.

## Financial Information:

Total Cost: \$56,658.26	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:

Medicaid and LRE 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:**  Recommended  Not Recommended  Without Recommendation

County Administrator:

Committee/Governing/Advisory Board Approval Date: 08/17/2021

Finance and Administration Committee



# COUNTY OF OTTAWA

## New Position Request Form

Please print form and return to the Human Resources Department

DEPARTMENT: CMH DATE REQUESTED: 7/28/21

POSITION TITLE: Mental Health Clerk ORG CODE: 6493 3244

DATE NEEDED 09/01/21

CHECK ONE:  Full-Time Benefitted

Part-Time Benefitted

New Position → Number of hours per week requested: \_\_\_\_\_

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: 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.

See attached

This is a request to move a temp, non-benefitted position to a FT position.

### COST INFORMATION:

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

Provide the revenue line to be amended if this position is approved: Medicaid/LRE

Estimated salary cost (including for the budget year: \$31,014.07) (department to request amount from H/R)

Estimated fringe benefit cost for the budget year: \$32,499 (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.

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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: \_\_\_\_\_

7.28.21

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**BUDGET DATA:** \_\_\_\_\_

*Fiscal Services Department Use Only*

**CONTROL #:** \_\_\_\_\_

*Fiscal Services Department Use Only*

## Rational to bump up current support staff position in Grand Haven to full time

At this time, The Grand Haven Multidisciplinary team has one full time clerk position and a 19.5 hour temporary non- benefitted position to work the front desk. We are asking to bump up that temporary position to a full time front desk staff.

The rational for this request is two fold. Support staff have seen an increase in their overall job duties with the increase in telehealth. They are instrumental in assisting clients to connect to telehealth technology, provide more support behind the scenes to the prescribers providing telehealth and more support for staff that are working hybrid work schedules – working from home and in the office. The one full time clerk in Grand Haven provides the bulk of this support but also staffs the front desk for 20 hours per week. Having a full time front desk staff would allow the full time clerk the ability to focus solely on the support staff needs for the team.

In addition, Grand Haven team is unique in the sense that it is smaller and works alone at that location without the consistency of staff from other teams present. Given that they are smaller and staff are in and out of the building providing community services, in office appointments are limited to Tuesday, Wednesday and Thursday due to safety considerations. Having a staff member present for another 20 hours would allow for increased in office appointments.

Lastly, for quite some time now, there has been an issue of clinical staff having to man the front desk due to vacations and sick calls of support staff. For instance, if the full time clerk goes on vacation, clinical staff often have to cover the front desk hours that the part time staff can't. This decreases available time to provide clinical services in this office.

The cost is \$63,513.

Respectfully submitted,



Michele VanderSchel MA LLP CADC CCS ADS

MI Adult Program Supervisor

2021 Estimated Costs per Deductions  
Employee Costs

**Current**

Clerk Temp

Non-Benefitted

FTE	Wages	Benefits	TOTAL COST
0.4875	13,719.83	1,181.70	14,901.53

**Proposed**

Mental Health Clerk

CMHT-6

FTE	Wages	Benefits	TOTAL COST
1.0000	31,049.19	32,094.20	63,143.39

<b>Difference</b>	<b>17,329.36</b>	<b>30,912.49</b>	<b>48,241.86</b>
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**Ottawa County**  
*Where You Belong.*

OTTAWA COUNTY  
Revision Date: May 31, 2018

# Mental Health Clerk

Class Code:  
6701

Bargaining Unit: Group T

## SALARY RANGE

\$14.63 - \$18.54 Hourly

## JOB DESCRIPTION:

Under the supervision of a Team Supervisor, performs a variety of clerical tasks to support clinical treatment teams serving consumers of CMHOC. Provides assistance to consumers and the public, answering questions and providing information. Assists in enrolling clients in treatment programs. Types a variety of forms and documents. Completes various documents with information from the consumer, team members, supervisor, or from file documentation. Assists in maintaining recordkeeping systems.

## ESSENTIAL JOB FUNCTIONS:

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

1. Assists consumers and members of the public in processing records and documents such as clinical documentation, insurance verification forms, enrollment documents, etc.
2. Takes and transcribes minutes from team meetings and other meetings, as assigned, and provides general clerical support for team supervisor.
3. Answers questions in person and by telephone regarding departmental procedures and requirements, program requirements, scheduling information, and other activities. Takes messages and schedules appointments for staff. Assists citizens in filling out forms and reviews documents for proper completion.
4. Types various correspondence, forms, reports, contracts and other documents, using word processing software, following established procedures or specific instructions. Information for such assignments is generally readily available. May type documents requiring knowledge of medical terminology and medical transcription. Utilizes word processing and other software programs to format documents, spreadsheets, brochures, training materials and other documents. May assist with writing, editing, and laying out brochures and pamphlets using desktop publishing software.
5. Types physicians' case notes, correspondence, and other materials from dictation equipment which requires a working knowledge of medical terminology and abbreviations. Responds to requests for clarification regarding medications and

- dosages from pharmacies and department staff by referring to written materials prepared by a physician.
6. Prepares and processes forms such as purchase orders, requisitions, or other documents.
  7. Assists in the maintenance of departmental filing systems by ensuring proper filing of documents and folders. Retrieves materials from system and conducts searches for necessary documentation.
  8. Utilizes a computer for entry of data such as case notes, payments, vouchers, client information, and other information. Uses a computer to schedule appointments for clients.
  9. Processes and distributes mail of the office, prepares correspondence, and routes other documents to appropriate party.
  10. Places orders with vendors for equipment, supplies and materials based on suitable quality, availability and price. Receives and stocks materials and supplies. Maintains related records.
  11. May interpret for Spanish or other foreign language speaking clients.
  12. Processes petty cash requests, reconciles expenses and receipts, submits information to appropriate department.

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

High school diploma or equivalent. One year of general clerical experience is required. May require experience and training in various computer software and equipment. Lived experiences with mental illness, developmental disabilities, or substance use disorders are valued.

## **ADDITIONAL REQUIREMENTS AND INFORMATION:**

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

1. Good working knowledge of office practices and procedures.
2. Overall knowledge of departmental organization, procedures and regulations particular to a Community Mental Health Agency.
3. Ability to maintain multiple records and filing systems.
4. Ability to understand and follow detailed written and verbal instructions.
5. Proficiency in recording and transcribing minutes and the proceedings of administrative meetings.
6. Ability and willingness to undertake and complete new assignments requiring initiative, adaptability and deadlines.
7. Knowledge of medical records management principles and practices and confidentiality requirements, including the provision of HIPAA.
8. Willing to learn and use new skills and attend internal and external trainings and staff development opportunities and resources.
9. Working knowledge of local, state and federal health codes, statutes, rules and regulations as they relate to the Community Mental Health System, including but not limited to the Medicaid Provider Manual, Michigan Mental Health Code, HIPAA, CARF, and Recipient Rights.
10. Understanding of professional standards of practice and ethics.
11. Ability to apply the agency's mission, vision and value statements.
12. Understanding of contractual requirements, practices and principles.

13. Understanding of quality assurance and quality control protocols and practices.
14. Computer literacy including a thorough working knowledge of word processing, spreadsheets, electronic medical record systems, and database management.
15. Excellent verbal and written communication skills.
16. Excellent English language skills, including spelling, punctuation, grammar, and usage.
17. Excellent interpersonal communication skills.

**PHYSICAL REQUIREMENTS:**

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

**WORKING CONDITIONS:**

Work is performed in an office environment





# COUNTY OF OTTAWA

## New Position Request Form

Please print form and return to the Human Resources Department

DEPARTMENT: CMH DATE REQUESTED: 7/28/21

POSITION TITLE: Mental Health Clinician - ACT ORG CODE: 6493 3249

DATE NEEDED 9/10/21

CHECK ONE:  Full-Time Benefitted

Part-Time Benefitted

New Position → Number of hours per week requested: \_\_\_\_\_

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 - CMH

2. Pay Grade: 15

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

This is a request for a bump up from a MH Specialist to a MH Clinician

### COST INFORMATION:

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

Provide the revenue line to be amended if this position is approved: Medicaid/LRE

Estimated salary cost (including for the budget year: \$5008.046 (department to request amount from H/R)

Estimated fringe benefit cost for the budget year: \$7928.40 (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.

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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:     *W. J. [Signature]*    

DATE:     7-28-21    

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**BUDGET DATA:** \_\_\_\_\_  
*Fiscal Services Department Use Only*

**CONTROL #:** \_\_\_\_\_  
*Fiscal Services Department Use Only*

## Rational to bump up ACT Mental Health Specialist to Mental health Clinician position

In the past, this team has carried two mental health clinician positions. During the period of time in which CMH laid off numerous staff, the second master level position was laid off and the position was never replaced.

At this time, there is a renewed need to have a second clinician on the team. This would allow for the following activities:

1. **The restarting of ACT specific groups.** This includes staged matched SUD groups, Symptoms management groups, Family Psychoeducational groups and the like. These have not been running consistently since that position had been eliminated.
2. **More capacity for individual therapy.** At this time, therapy can only be provided by the Program Coordinator (supervisor) of the team and therefore there is limited capacity given all the other duties that the supervisor has.
3. **Allow the Program Coordinator of the team to focus more on the administrative tasks for the team.** As the only clinician level position on the team, the supervisor is responsible for providing all therapy for the team clients as well diagnostics and determining need for higher level of care. This leaves very little time to provide consistent one to one supervision, attend to the various reporting and policy tasks or take part in more agency wide supervisor activities.

In essence, making this current case manager position into a clinician position will allow ACT to focus more on the clinical needs of the clients. Given the number of new younger referrals just diagnosed with a thought disorder and/or SUD disorder, this would allow a return to a more treatment heavy focus for the team.

Cost to increase to Clinician at CMHT-15 step A would be \$12,929 per year.

Respectfully submitted



Michele VanderSchel MA LLP CADC CCS ADS

MI Adult Program Supervisor

2021 Estimated Costs per Deductions  
Employee Costs

**Current**

Mental Health Specialist  
CMHT-13

FTE	Wages	Benefits	TOTAL COST
1.0000	48,174.11	37,608.61	85,782.72

**Proposed**

Mental Health Clinician  
CMHT-15

FTE	Wages	Benefits	TOTAL COST
1.0000	54,540.40	39,658.62	94,199.02

<b>Difference</b>	<b>6,366.29</b>	<b>2,050.01</b>	<b>8,416.30</b>
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# OTTAWA COUNTY

**TITLE:** MENTAL HEALTH CLINICIAN  
(MI - MDT, ACT/IDDT)

**EMPLOYEE GROUP:** GROUP T

**DEPARTMENT:** COMMUNITY MENTAL HEALTH

**GRADE:** T15

**JOB SUMMARY:** This is a professional position responsible for providing clinical assessment, diagnostic, and treatment services to consumers and families. Participates with other behavioral health care professionals in the development, implementation, and evaluation of person-centered treatment plans. Provides training and work direction to other behavioral health care providers in the psychosocial aspects of consumer mental health care. This position shares on-call duties with the rest of the team members.

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

1. Delivers services to consumers as a member of the treatment team.
2. Conducts psychosocial assessment of consumers, conducting interviews and conferring with other team members in order to establish on-going eligibility for CMHOC services, make clinical diagnoses, determine appropriate level of care and develop person-centered treatment plans.
3. Provides direct individual, group, conjoint, and family psychotherapy in order to provide the most appropriate and effective treatment response for consumers, based on diagnoses and individual treatment plans.
4. Employs evidence-based and best practices to treat target population, adhering to principles of recovery, community integration, and independence.
5. Identifies and establishes working relationships with community resources for consumers, establishes referral protocols and acts as liaison between consumers and resources participating in treatment plans as needed.
6. Provides crisis intervention, assessing the immediate danger of the individual to self and/or others, and coordinate with the Crisis Team for placement of individual into crisis facility or psychiatric inpatient unit. May coordinate with police and other community service providers.
7. Participates in the development of person-centered treatment plans for individual consumers and ensures that consumers receive services in compliance with their respective plans. Monitors progress of consumers against their respective person-centered treatment plan benchmarks.
8. May provide clinical supervision for less-experienced clinical, para-professional and technical members of the treatment team.
9. Collaborates with psychiatrists and psychiatric nurse practitioners in medication reviews and presents case data with respect to consumer behavior and affect in order to properly manage consumer psychotropic medication regimens.
10. Provides case management services for consumers, developing treatment options, determining appropriate service delivery agencies, monitoring client progress, and evaluating and modifying treatment plan as needed.
11. Maintains case documentation and case notes, and ensures the security and integrity of private health information in compliance with the provisions of HIPAA, Ottawa County, and

- CMH policies and procedures.
12. Provides information about behavioral health services and makes presentations to members of the community and the general public.
  13. Serves as an advocate for greater access to affordable, quality behavioral health care for the target population.

### **REQUIRED KNOWLEDGE AND SKILLS**

1. Thorough working knowledge of the principles and practices of social work and psychology.
2. Thorough working knowledge of evidence-based and best practices appropriate to target population, including the principles of recovery, community integration, and independence.
3. Thorough working knowledge of the principles of treatment for individuals with co-occurring mental illness and substance use disorders.
4. Thorough working knowledge of the principles and practices of clinical assessment and diagnosis, and the DSM-5 criteria.
5. Good working knowledge of the Medicaid Manual for Service Providers.
6. Thorough working knowledge of professional standards of practice and ethics.
7. Thorough working knowledge of the principles and practices of medical record documentation and medical records management.
8. Good working knowledge of program assessment and quality assurance principles, practices, protocols and instruments.
9. Excellent interpersonal communication skills.
10. Excellent verbal and written communication skills.
11. Computer literacy and working knowledge of word-processing, spreadsheet, database and other necessary software programs.

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

Master's degree in social work, psychology, or a related mental health field is required. Two years of relevant professional experience in a mental health agency preferred.

Lived experiences with mental illness, or substance use disorders are valued.

### **LICENSES AND CERTIFICATIONS:**

Must possess State of Michigan licensure as a Licensed Master's Social Worker, Limited Licensed Master's Social Worker, Licensed Psychologist, or Limited Licensed Psychologist.

Certified Advanced Alcohol and Drug Counselor (CAADC) or Certified Clinical Supervisor (CCS) credential strongly preferred.

### **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 and also in community settings such as hospitals, schools, and consumer homes.

# Action Request



**Committee:** Board of Commissioners  
**Meeting Date:** 08/24/2021  
**Requesting Department:** Human Resources  
**Submitted By:** Marcie Ver Beek  
**Agenda Item:** Community Mental Health Personnel Request

## Suggested Motion:

To approve the request from CMH to add 14 full-time, benefited positions at a total cost of \$985,729.13 to be paid for with SAMSHA and CCBHC Grant funding.

## Summary of Request:

Community Mental Health of Ottawa County (CHMOC) has been awarded a grant in the amount of \$1,974,304.00 per year for two years for a total of \$3,790,904.00 to become a Certified Community Behavioral Health Clinic (CCBHC).

Certified Community Behavioral Health Clinics (CCBHC) provide a comprehensive range of mental health and substance use disorder services to vulnerable individuals within the community. These services focus on 24-hour crisis care, care coordination with local primary care facilities and integration with physical health care. By providing these services it creates access for those in need, stabilizes individuals in crisis and provides the necessary care and treatment for our consumers. Becoming a CCBHC will allow CMHOC to improve existing relationships with partnering health care facilities, treat community members as a whole and provide accessible and affordable services.

To fulfill the program needs of this grant, CMHOC is requesting the following additional positions funded 100% by the CCBHC grant:

1. Add 1 QI Data Technician- Evaluator at a 1.0 FTE at a cost of \$83,373.
2. Add 4 Medical Assistants at 1.0 FTE's at a cost of \$294,816.
3. Add 1 Community Health Worker at a 1.0 FTE at a cost of \$65,571.
4. Add 1 Community Health Worker- Bilingual at a 1.0 FTE at a cost of \$65,571.
5. Add 1 Claims and Billing Specialist at a 1.0 FTE at a cost of \$70,045.
6. Add 2 Mental Health Clerks a 1.0 FTE's at a cost of \$126,286.
7. Add 1 Quality Improvement Clerk at a 1.0 FTE at a cost of \$63,143.
8. Add 1 Health Educator at a 1.0 FTE at a cost of \$85,782.
9. Add 2 Peer Support positions at 1.0 FTE's at a cost of \$131,142.

## Financial Information:

Total Cost: \$985,729.13	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:

SAMSHA Grant and CCBHC Grant

**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: 08/17/2021

Finance and Administration Committee



7/31/21

### **Request for Positions for CCBHC Grant Summary**

Certified Community Behavioral Health Clinics (CCBHC) provide a comprehensive range of mental health and substance use disorder services to vulnerable individuals within the community. These services focus on 24-hour crisis care, care coordination with local primary care facilities and integration with physical health care. By providing these services it creates access for those in need, stabilizes individuals in crisis and provides the necessary care and treatment for our consumers. Becoming a CCBHC will allow CMHOC to improve existing relationships with partnering health care facilities, treat community members as a whole and provide accessible and affordable services.

CMHOC will receive \$1,974,304.00 per year for 2 years with a total grant amount of \$3,790,904.00. This grant has a high likelihood of being renewed. The following are positions we will need to fulfil the requirements of this grant:

#### **QI Data Technician- Evaluator (CMH U03A, Wage: \$46,121, Fringe: \$35,452 Total: \$81,575)**

##### **Number of positions: 1**

Under the direction of the CMH Business Analyst, coordinates and performs quality improvement and information technology functions related to the internal or external data reporting requirements to the state or other external regulatory groups. Assures and coordinate tasks to ensure data accuracy and works with CMHOC staff to effectively report and analyze data. QI Data Technician will provide oversight and measurement of program efficacy through the collection of data by using NOMS and SPARS. Assures that information systems are in place to assist in documenting and improving data processes and reporting. Assists in meeting reporting requirements of external regulatory and accreditation bodies.

#### **Medical Assistant (CMH T10, Wage: \$38,843, Fringe: \$34,055, Total: \$72,898) Number of positions: 4**

Under the supervision of Mental Health Team Supervisor or Program Coordinator, provides paraprofessional clinic services to children and adults with mental illness, developmental disabilities or co-occurring mental illness and substance use disorders. Perform clinical health assessments, screenings and care coordination as a part of multidisciplinary team and will refer consumers to appropriate care pathways following their screening. Enrolls eligible clients in free or reduced-price prescription drug programs available through pharmaceutical companies. Assists team nurse(s) with medication set-up, completes insurance pre-authorizations for



medications, and responds to consumer phone calls. Provides administrative/clerical support to assigned department/team.

**Community Health Worker (CMH T7, Wage: \$32,723, Fringe: \$32,185, Total: \$64,908) Number of Positions: 1**

Under the direction of the Pathways to Better Health Nurse Supervisor and CMH Program Coordinator, serves as a link between underserved communities and existing community resources. Focuses on clients with mental illness, developmental disabilities, or substance use disorders, by using the Pathways to Better Health model. Assists clients in overcoming barriers to health, social services, education and employment through home visits. Acts as a liaison to primary care and hospital care, collecting client clinical data and providing client information necessary for client care. Uses evaluations performed by clinical professionals to assist clients and connect them with services.

**Community Health Worker- BILINGUAL (CMH T7, Wage: \$32,723, Fringe: \$32,185, Total: \$64,908) Number of Positions: 1**

Under the direction of the Pathways to Better Health Nurse Supervisor and CMH Program Coordinator, serves as a link between underserved communities and existing community resources. Focuses on clients with mental illness, developmental disabilities, or substance use disorders, by using the Pathways to Better Health model. Assists clients in overcoming barriers to health, social services, education and employment through home visits. Acts as a liaison to primary care and hospital care, collecting client clinical data and providing client information necessary for client care. Uses evaluations performed by clinical professionals to assist clients and connect them with services. Candidate must be bilingual in Spanish, Cambodian and/or Laotian.

**Claims/Billing Specialist (Fiscal T8, Wage: \$36,089, Fringe: \$33,214, Total: \$69,303) Number of positions:1**

Under the direction of the Mental Health Financial Supervisor, gathers and applies information needed to process mental health service claims and resolve billing issues. Reviews source documents for accuracy and completeness and ensures that all claims are billed and posted accurately. Will track and monitor CCBHC grant expenditures, ensure compliance with grant terms and conditions, cost services including appropriate allocation of activities and cost effectiveness evaluations, complete grant financial reporting.

**Mental Health Clerk-CCBHC (CMH T6, Wage: \$30,894, Fringe: \$31,627, Total: \$62,521) Number of Positions: 2**

Under the supervision of Program Coordinator – Integrated Health, performs a variety of clerical tasks to support the CMHOC CCBHC. Will assist in data collection and data entry into SPARS with data collected from consumers. Provides assistance to consumers and the public by answering questions and providing information at the front desk. Types a variety of forms and documents.

**Quality Improvement Clerk (CMH T6, Wage: \$30,894, Fringe: \$31,627, Total: \$62,521) Number of Positions: 1**

Under the supervision of the Compliance Manager, this position provides support to the activities and quality improvement functions by performing moderate to complex organizational and clerical duties for the QI/IT Unit. Will assist with administration and support of the CCBHC expansion grant in the areas of compliance, audits and contracts.

**Health Educator (CMH T13, Wage: \$47,934, Fringe: \$36,833, Total: \$84,767) Number of Positions: 1**

Under the supervision of Program Coordinator-Integrated Health, will design, develop and implement health and wellness programming for the target population and the community at large as part of the CMHOC CCBHC. Collaborates with community stakeholders to design, develop, implement and measure research-based programs and strategies to address identified health needs in the community.

**Peer Support (CMH T7, Wage: \$32,723, Fringe: \$32,685, Total:\$65,408) Number of Positions: 2**

Under the supervision of the Program Coordinator, provides peer support services to mentally ill consumers and consumers with co-occurring mental illness and substance use disorders as a part of a multidisciplinary team. Implements treatment plans to assist consumers in attaining recovery goals and maximizing independence and community inclusion.



# COUNTY OF OTTAWA

## New Position Request Form

Please print form and return to the Human Resources Department

DEPARTMENT: CMH DATE REQUESTED: 7/29/21

POSITION TITLE: QI Data Technician ORG CODE: 64964456

DATE NEEDED 9/1/21

CHECK ONE:  Full-Time Benefitted

Part-Time Benefitted

New Position → Number of hours per week requested: \_\_\_\_\_

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: CMHU

2. Pay Grade: U03A

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.

Please See Attached

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### COST INFORMATION:

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

Provide the revenue line to be amended if this position is approved: SAMHSA-CCBHC

Estimated salary cost (including for the budget year: \$46,121) (department to request amount from H/R)

Estimated fringe benefit cost for the budget year: \$35,452 (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.

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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: 7/29/21

**BUDGET DATA:** \_\_\_\_\_

*Fiscal Services Department Use Only*

**CONTROL #:** \_\_\_\_\_

*Fiscal Services Department Use Only*

## OTTAWA COUNTY

**TITLE:** QI Data Technician – Evaluator  
**DEPARTMENT:** Community Mental Health  
**DATE:** 8/3/21

**EMPLOYEE GROUP:** Unclassified  
**GRADE:** CMHU-3A

**Job Summary:** Under the direction of the CMH Business Analyst, coordinates and performs quality improvement and information technology functions related to the internal or external data reporting requirements to the state or other external regulatory groups. Assures and coordinate tasks to ensure data accuracy and works with CMHOC staff to effectively report and analyze data. Assures that information systems are in place to assists in documenting and improving data processes and reporting. Assists in meeting reporting requirements of external regulatory and accreditation bodies.

### Essential Job Functions

1. Create reports, review, and analyze data reported for CCBHC and other KPI reports needed by CMH.
2. Coordinates and assures that preparation and processes are in place to produce data reports. Including monitoring for accuracy and compliance of data to requirements. Communicates areas of noncompliance to appropriate team.
3. Develops management reports from the EHR (Electronic Health Record) system as well as other sources of information such as finance (ERP) System. Works with various programs and committee to design and develop reports.
4. Integrates data points from various sources and information systems for report generation and data visualization.
5. Provides help desk function for EHR users and work with vendors to assure support is provided. Provide support for patient portal, EHR help desk tickets and other EHR modules implemented.
6. Trains users on various reporting tools used in CMH and on any new EHR functionality as it is implemented.
7. Develops forms and other interfaces to capture and collect data in the EHR as needed for internal/external reporting.
8. Makes recommendations and provides input in operationalizing initiatives to improve the EHR system such as Meaningful Use and Electronic Exchange of Information.
9. Act as the lead and point of contact in generating and preparing reports for external standards reviews, audits and data submission to agency partners and Lakeshore Regional entity.
10. Provide EHR support and create user manuals for staff and other users in the use of the EHR and reporting systems.
11. Provides support to various QI Committees as assigned, assist in the compliance monitoring efforts with as assigned.
12. Implement software solutions and create processes to capture data for the report creation provided to various stakeholders in the agency.
13. Perform analysis in determining systemic data entry and accuracy issues and work with teams and programs to find resolutions.

14. Participates in workgroups that address data accuracy.
15. Seeks out and requests approval in attending career growth opportunities and professional development.
16. Perform other tasks as required.

### **Required Education, Training and Experience**

Bachelor's degree in a relevant field, with one to two years' experience in mental health management or administration, or an equivalent combination of education and experience. Knowledge in Information Technology, Information Systems and Data Analytic systems preferred. Possession of a valid Michigan driver's license is required. Lived experiences with mental illness, developmental disabilities, or substance use disorders are valued.

### **Additional Requirements and Information**

1. Thorough working knowledge of relational database design and functions.
2. Excellent analytical skills and ability to analyze data and processes.
3. Excellent working knowledge of current data analysis and reporting technologies such as Crystal Reports and SQL Server Reporting Services.
4. Demonstrated knowledge and ability to extract data from various database systems and display relevant information.
5. Ability to utilize problem solving methods to solve complex issues.
6. Demonstrated ability to work effectively with groups and colleagues.
7. Ability to take initiative and work well without supervision.
8. Willingness to develop new skills and take regular advantage of internal and external training and staff development opportunities.
9. Good communication skills, especially excellent writing skills required.
10. Good organizational and time management skills.

### **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.

2021 Estimated Costs per Deductions  
Employee Costs

QI Data Tech - Evaluator  
CMHU3A-1

FTE	Wages	Benefits	TOTAL COST
1.0000	46,351.44	37,021.69	83,373.13



# COUNTY OF OTTAWA

## New Position Request Form

Please print form and return to the Human Resources Department

DEPARTMENT: CMH DATE REQUESTED: 7/29/21

POSITION TITLE: Medical Assistant ORG CODE: 64964456

DATE NEEDED 9/1/21

CHECK ONE:  Full-Time Benefitted

Part-Time Benefitted

New Position → Number of hours per week requested: \_\_\_\_\_

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: CMH T

2. Pay Grade: T10

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. 100%

Provide the revenue line to be amended if this position is approved: SAMHSA-CCBHC

Estimated salary cost (including for the budget year: \$38,843) (department to request amount from H/R)

Estimated fringe benefit cost for the budget year: \$34,055 (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.

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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: 7/29/21

BUDGET DATA: \_\_\_\_\_

*Fiscal Services Department Use Only*

CONTROL #: \_\_\_\_\_

*Fiscal Services Department Use Only*

## OTTAWA COUNTY

**TITLE:** MEDICAL ASSISTANT  
**DEPARTMENT:** COMMUNITY MENTAL HEALTH  
**DATE:** 8/5/21

**EMPLOYEE GROUP:** GROUP T  
**GRADE:** CMHT-10

**JOB SUMMARY:** Under the supervision of Mental Health Team Supervisor or Program Coordinator, provides paraprofessional clinic services to children and adults with mental illness, developmental disabilities or co-occurring mental illness and substance use disorders. Perform clinical health assessments, screenings and care coordination as a part of multidisciplinary team and will refer consumers to appropriate care pathways following their screening. Enrolls eligible clients in free or reduced-price prescription drug programs available through pharmaceutical companies. Assists team nurse(s) with medication set-up, completes insurance pre-authorizations for medications, and responds to consumer phone calls. Provides administrative/clerical support to assigned department/team.

### **ESSENTIAL JOB FUNCTIONS:**

1. Assists eligible clients in the application process for patient assistance programs for medication.
2. Provides injections ordered by the prescribing CMH provider either in office or in the community.
3. Manages consumer requests for refills, side effect reports or questions for the prescriber.
4. Assists with scheduling and coordinating medication appointments.
5. Prepares appeal letters for qualified consumers who are denied patient assistance program eligibility when special circumstances apply.
6. Assists registered nurse with medication set-ups and dispenses samples or prescribed medications to consumers as ordered by physicians to maintain or avoid interruption of medication regimens.
7. Obtains prior authorizations for services from Medicare and Medicaid when required.
8. Codes and enters clinic service data to the case information management system.
9. Meets with representatives of pharmaceutical companies to obtain information regarding availability of reduced price and free prescription medication programs, new and reformulated existing medications, samples, and manufacturers' discount coupons.
10. Manages and maintains the inventory control system for sample medications.
11. Takes vital signs, including accurate measurement of blood pressure, pulse, height, and weight.
12. Maintains and updates consumers' medical records per agency standards.
13. Orders supplies and equipment as needed.
14. Assists assigned program/team with scheduling, meeting minutes, patient reminder calls, and other duties as assigned.

## **REQUIRED KNOWLEDGE AND SKILLS:**

1. Working knowledge of Medicaid, Medicare, Title X, Michigan Department of Community Health and CMH rules, regulations, and standards.
2. Working knowledge of human anatomy and physiology.
3. Working knowledge of health/prescription insurance industry business practices.
4. Knowledge and interest in mental illness, developmental disabilities, and substance use disorders.
5. Working knowledge of Medicaid manual.
6. Good working knowledge of medical terminology and clinical procedures.
7. Good working knowledge of quality assurance and quality control practices and protocols.
8. Knowledge of customer service principles and practices.
9. Good interpersonal, verbal, and written communication skills.
10. Thorough knowledge of statutory and regulatory requirements governing the confidentiality of patient health information, including the provisions of HIPAA.
11. Knowledge of cultural and ethnic groups represented in Ottawa County and cultural norms affecting health maintenance and health care.
12. Thorough working knowledge of professional and ethical practice standards. Basic computer literacy, including knowledge of word processing, spread sheets and database management applications software.
13. Knowledge of health care and other community resources available to client populations.
14. Good working knowledge of case documentation standard and requirements.
15. Shows willingness to learn and use new skills and takes regular advantage of internal and external training, staff development, and resources.

**NOTE:** Ability to communicate in Spanish, Lao, Cambodian or other language spoken by one or more ethnic groups residing in the county is preferred.

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

Graduation and certification from an accredited medical assistant program. Lived experiences with mental illness, or substance use disorders are valued.

## **LICENSES AND CERTIFICATIONS:**

1. Medical Assistant Certification.
2. CPR and First Aid Certifications.

## **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 CONDITONS:**

Work is generally performed in a normal office environment or in community

2021 Estimated Costs per Deductions  
Employee Costs

Medical Assistant  
CMHT-10 Step 1

FTE	Wages	Benefits	TOTAL COST
1.0000	39,038.08	34,666.70	73,704.78

Total cost for 4 positions:      156,152.31      138,666.82      294,819.12



# COUNTY OF OTTAWA

## New Position Request Form

Please print form and return to the Human Resources Department

DEPARTMENT: CMH DATE REQUESTED: 7/29/21

POSITION TITLE: Community Health Worker ORG CODE: 64964456

DATE NEEDED 9/1/21

CHECK ONE:  Full-Time Benefitted

Part-Time Benefitted

New Position → Number of hours per week requested: \_\_\_\_\_

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: CMH T

2. Pay Grade: T7

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. 100%

Provide the revenue line to be amended if this position is approved: SAMHSA-CCBHC

Estimated salary cost (including for the budget year: \$32,723) (department to request amount from H/R)

Estimated fringe benefit cost for the budget year: \$32,185 (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.

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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: 7/29/21

**BUDGET DATA:** \_\_\_\_\_  
*Fiscal Services Department Use Only*

**CONTROL #:** \_\_\_\_\_  
*Fiscal Services Department Use Only*

# OTTAWA COUNTY

**TITLE:** COMMUNITY HEALTH WORKER –  
PATHWAYS TO BETTER HEALTH PROGRAM  
AND COMMUNITY MENTAL HEALTH

**EMPLOYEE GROUP:** GROUP T

**DEPARTMENT:** PUBLIC HEALTH

**GRADE:** T7

## **JOB SUMMARY:**

Under the direction of the Pathways to Better Health Nurse Supervisor and CMH Program Coordinator, serves as a link between underserved communities and existing community resources. Focuses on clients with mental illness, developmental disabilities, or substance use disorders, by using the Pathways to Better Health model. Assists clients in overcoming barriers to health, social services, education and employment through home visits. Acts as a liaison to primary care and hospital care, collecting client clinical data and providing client information necessary for client care. Uses evaluations performed by clinical professionals to assist clients and connect them with services.

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

1. Interviews clients with problems such as personal and family adjustments, health, finances, employment, food, clothing, housing, utilities, and physical and mental impairments; completes appropriate checklist; and brings information gathered back to clinical professionals to determine nature and degree of problem.
2. Acquires information such as medical, psychological and social factors contributing to client's situation and forwards information to clinical professionals for evaluation.
3. Determines client's eligibility for services, such as financial assistance, insurances and other programs in place to assist individuals and refers clients to community resources and other agencies to meet identified needs.
4. Researches and records client's and community's resource information.
5. Performs data entry of information from home visits into a database.
6. Advocates for client and acts as a liaison between client and other service providers.
7. Conducts individual and group conferences to help clients and families to understand, accept and follow medical recommendations.
8. Reviews care plan developed by clinical professionals and performs appropriate follow-up activities as directed.
9. Follows departmental and Pathways protocols for care coordination activities.
10. Secures supplementary information such as employment or medical records or school reports as directed.
11. Successfully completes required trainings and curriculum required for position, including the Community Health Workers Training curriculum.
12. Transports clients as required to community appointments, using a county vehicle.
13. Performs other functions as assigned.

## **REQUIRED KNOWLEDGE AND SKILLS:**

1. Computer literacy and working knowledge of word-processing, spreadsheet, and database management software.
2. Knowledge of health care and other public and private human service resources available to client populations.

3. Ability to interact positively with patients, co-workers, health care and human service practitioners and community representatives from widely diverse cultural and socio-economic backgrounds and with varying levels of interpersonal and communications skills.
4. Must adhere to departmental, statutory and regulatory requirements governing the confidentiality of patient health information, including the provisions of HIPPA and 42 CFR PART 2.
5. Knowledge of the cultural and ethnic groups represented in Ottawa County and cultural norms affecting health maintenance and health care.
6. Excellent interpersonal, verbal, and written communications skills.

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

High school diploma or GED. Experience with social services, public health system, or mental health system is preferred. Knowledge of and experience with different cultural and ethnic groups within Ottawa County is strongly preferred.

Bilingual (Cambodian, Spanish, and/or Laotian preferred) written and verbal medical translation skills preferred.

Lived experiences with mental illness, developmental disabilities, or substance use disorders are valued.

### **LICENSES AND CERTIFICATIONS**

Must possess or have the ability to obtain Community Health Worker Certification.

Must possess a valid driver's license, with ability to travel throughout the county using own vehicle. Mileage will be reimbursed according to County and IRS guidelines.

Must be insurable to operate a vehicle under the county's current automobile insurance policy.

### **PHYSICAL REQUIREMENTS:**

1. Ability to sit, stand, walk and access client's homes in various environments, bending over and lifting/holding/carrying objects found in an office environment.
2. Ability to communicate and respond to co-worker and customer inquiries both in person and over the phone.
3. Ability to handle varying and often high levels of stress.
4. Must be able to drive.

### **WORKING CONDITIONS:**

The work environment varies. The office setting is within Community Mental Health of Ottawa County. When in the office, safe work practices in regard to office equipment, avoiding trips/falls and fire regulations are required. When traveling to or spending time at client homes, exposure to unusual, unpleasant or hazardous environments increase.



2021 Estimated Costs per Deductions  
Employee Costs

Community Health Worker  
CMHT-7, Step 1

FTE	Wages	Benefits	TOTAL COST
1.0000	32,886.29	32,685.76	65,572.04



# COUNTY OF OTTAWA

## New Position Request Form

Please print form and return to the Human Resources Department

DEPARTMENT: CMH DATE REQUESTED: 7/29/21

POSITION TITLE: Community Health Worker- Bilingual ORG CODE: 64964456

DATE NEEDED 9/1/21

CHECK ONE:  Full-Time Benefitted

Part-Time Benefitted

New Position → Number of hours per week requested: \_\_\_\_\_

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: CMH T

2. Pay Grade: T7

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. 100%

Provide the revenue line to be amended if this position is approved: SAMHSA-CCBHC

Estimated salary cost (including for the budget year: \$32,723) (department to request amount from H/R)

Estimated fringe benefit cost for the budget year: \$32,185 (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.

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### 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: 7/29/21

BUDGET DATA: \_\_\_\_\_  
*Fiscal Services Department Use Only*

CONTROL #: \_\_\_\_\_  
*Fiscal Services Department Use Only*

# OTTAWA COUNTY

**TITLE:** COMMUNITY HEALTH WORKER – **EMPLOYEE GROUP:** GROUP T  
PATHWAYS TO BETTER HEALTH PROGRAM  
AND COMMUNITY MENTAL HEALTH- BILINGUAL  
**DEPARTMENT:** PUBLIC HEALTH **GRADE:** T7

## **JOB SUMMARY:**

Under the direction of the Pathways to Better Health Nurse Supervisor and CMH Program Coordinator, serves as a link between underserved communities and existing community resources. Focuses on clients with mental illness, developmental disabilities, or substance use disorders, by using the Pathways to Better Health model. Assists clients in overcoming barriers to health, social services, education and employment through home visits. Acts as a liaison to primary care and hospital care, collecting client clinical data and providing client information necessary for client care. Uses evaluations performed by clinical professionals to assist clients and connect them with services. Candidate must be bilingual in Spanish, Cambodian and/or Laotian.

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

1. Interviews clients with problems such as personal and family adjustments, health, finances, employment, food, clothing, housing, utilities, and physical and mental impairments; completes appropriate checklist; and brings information gathered back to clinical professionals to determine nature and degree of problem.
2. Acquires information such as medical, psychological and social factors contributing to client's situation and forwards information to clinical professionals for evaluation.
3. Determines client's eligibility for services, such as financial assistance, insurances and other programs in place to assist individuals and refers clients to community resources and other agencies to meet identified needs.
4. Researches and records client's and community's resource information.
5. Performs data entry of information from home visits into a database.
6. Advocates for client and acts as a liaison between client and other service providers.
7. Conducts individual and group conferences to help clients and families to understand, accept and follow medical recommendations.
8. Reviews care plan developed by clinical professionals and performs appropriate follow-up activities as directed.
9. Follows departmental and Pathways protocols for care coordination activities.
10. Secures supplementary information such as employment or medical records or school reports as directed.
11. Successfully completes required trainings and curriculum required for position, including the Community Health Workers Training curriculum.
12. Transports clients as required to community appointments, using a county vehicle.
13. Performs other functions as assigned.

## **REQUIRED KNOWLEDGE AND SKILLS:**

1. Computer literacy and working knowledge of word-processing, spreadsheet, and database management software.
2. Knowledge of health care and other public and private human service resources available to client

populations.

3. Ability to interact positively with patients, co-workers, health care and human service practitioners and community representatives from widely diverse cultural and socio-economic backgrounds and with varying levels of interpersonal and communications skills.
4. Must adhere to departmental, statutory and regulatory requirements governing the confidentiality of patient health information, including the provisions of HIPPA and 42 CFR PART 2.
5. Knowledge of the cultural and ethnic groups represented in Ottawa County and cultural norms affecting health maintenance and health care.
6. Excellent interpersonal, verbal, and written communications skills.

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

High school diploma or GED. Experience with social services, public health system, or mental health system is preferred. Knowledge of and experience with different cultural and ethnic groups within Ottawa County is strongly preferred.

Bilingual (Cambodian, Spanish, and/or Laotian preferred) written and verbal medical translation skills is required.

Lived experiences with mental illness, developmental disabilities, or substance use disorders are valued.

### **LICENSES AND CERTIFICATIONS**

Must possess or have the ability to obtain Community Health Worker Certification.

Must possess a valid driver's license, with ability to travel throughout the county using own vehicle. Mileage will be reimbursed according to County and IRS guidelines.

Must be insurable to operate a vehicle under the county's current automobile insurance policy.

### **PHYSICAL REQUIREMENTS:**

1. Ability to sit, stand, walk and access client's homes in various environments, bending over and lifting/holding/carrying objects found in an office environment.
2. Ability to communicate and respond to co-worker and customer inquiries both in person and over the phone.
3. Ability to handle varying and often high levels of stress.
4. Must be able to drive.

### **WORKING CONDITIONS:**

The work environment varies. The office setting is within Community Mental Health of Ottawa County. When in the office, safe work practices in regard to office equipment, avoiding trips/falls and fire regulations are required. When traveling to or spending time at client homes, exposure to unusual, unpleasant or hazardous environments increase.

2021 Estimated Costs per Deductions  
Employee Costs

Community Health Worker  
CMHT-7, Step 1

FTE	Wages	Benefits	TOTAL COST
1.0000	32,886.29	32,685.76	65,572.04



# COUNTY OF OTTAWA

## New Position Request Form

Please print form and return to the Human Resources Department

DEPARTMENT: CMH DATE REQUESTED: 7/29/21

POSITION TITLE: Claims/Billing Specialist ORG CODE: 64964456

DATE NEEDED 9/1/21

CHECK ONE:  Full-Time Benefitted

Part-Time Benefitted

New Position → Number of hours per week requested: \_\_\_\_\_

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: Fiscal T

2. Pay Grade: T8

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. 100%

Provide the revenue line to be amended if this position is approved: SAMHSA-CCBHC

Estimated salary cost (including for the budget year: \$36,089) (department to request amount from H/R)

Estimated fringe benefit cost for the budget year: \$33,214 (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.

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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: 7/29/21

BUDGET DATA: \_\_\_\_\_

*Fiscal Services Department Use Only*

CONTROL #: \_\_\_\_\_

*Fiscal Services Department Use Only*



## OTTAWA COUNTY

**TITLE:** Claims and Billing Specialist

**Employee Group:** Group T

**Department:** Fiscal Services

**Grade:** T8

**Date:** 8/5/21

### **JOB DESCRIPTION:**

Under the direction of the Mental Health Financial Supervisor, gathers and applies information needed to process mental health service claims and resolve billing issues. Reviews source documents for accuracy and completeness and ensures that all claims are billed and posted accurately.

### **ESSENTIAL JOB FUNCTIONS:**

The essential functions of this position include, but are not limited to, any and/or all of the following:

1. Verifies patient insurance eligibility.
2. Prepares, reviews, and transmits claims using billing software, including EDI and paper claim processing.
3. Processes contract agency claims with efficiency and accuracy according to approved rates.
4. Reviews insurance aging as assigned, including claims follow-up and re-submission.
5. Receives and credits payments to appropriate patient accounts and to appropriate funds and cost centers.
6. Audits and verifies requests for disbursement of County funds, including vendor invoices, recurring bills, employee reimbursement requests, and transfers of funds to the state, ensuring that expenses are allowable, properly authorized, and charged to proper accounts.
7. Prepares and transmits a variety of bills and invoices for services rendered by contract agencies.
8. Prepares and reconciles daily deposit of payments received by mail, in person, on the WEB, and through EFT and ACH transactions.
9. Prepares deposits for the Treasurer's Office.
10. Responds to questions from patients billed for services rendered by Community Mental Health, explaining services provided and the county's billing policies.
11. Sets up ability to pay plans for individuals owing outstanding balances to Community Mental Health.
12. Performs other functions as assigned.

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

High school diploma or GED combined with post-secondary training in billing and coding, business information systems, data processing or closely related field and three (3) years of progressively responsible experience in the appropriate area of bookkeeping, general office

functions, or insurance billing. This position requires a strong knowledge of billing compliance, CPT, ICD-10 and use of modifiers in addition to an acute attention to detail.

**REQUIRED KNOWLEDGE AND SKILLS:**

1. Good working knowledge of standard accounting principles and practices.
2. Proficient working knowledge of Medicaid, Medicare, health insurance regulations, insurance billing, primary payor rules, and general ledger processes and practices.
3. Good working knowledge of County policies and procedures.
4. Computer literacy, including thorough working knowledge of spreadsheet, database, and electronic health record software.
5. Profound organizational skills and ability to prioritize the workload.
6. Outstanding customer service skills.
7. Exemplary verbal and written communications skills.
8. Exceptional interpersonal and human relations skills.
9. Ability to interact positively and objectively with managers, supervisors, employees, vendors, contractors, consultants, and members of the general public from a wide range of cultural and socio-economic backgrounds and with varying levels of communications skills.

**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.

2021 Estimated Costs per Deductions  
Employee Costs

Claims Billing Specialist  
T8-1

FTE	Wages	Benefits	TOTAL COST
1.0000	36,270.24	33,775.43	70,045.67



# COUNTY OF OTTAWA

## New Position Request Form

Please print form and return to the Human Resources Department

DEPARTMENT: CMH DATE REQUESTED: 7/29/21

POSITION TITLE: Mental Health Clerk ORG CODE: 64964456

DATE NEEDED 9/1/21

CHECK ONE:  Full-Time Benefitted

Part-Time Benefitted

New Position → Number of hours per week requested: \_\_\_\_\_

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: CMH T

2. Pay Grade: T6

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.

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### COST INFORMATION:

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

Provide the revenue line to be amended if this position is approved: SAMSHA-CCBHC

Estimated salary cost (including for the budget year: \$30,894) (department to request amount from H/R)

Estimated fringe benefit cost for the budget year: \$31,627 (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.

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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: 7/29/21

**BUDGET DATA:** \_\_\_\_\_

*Fiscal Services Department Use Only*

**CONTROL #:** \_\_\_\_\_

*Fiscal Services Department Use Only*

# OTTAWA COUNTY

**TITLE:** Mental Health Clerk- CCBHC  
**DEPARTMENT:** COMMUNITY MENTAL HEALTH

**EMPLOYEE GROUP:** GROUP T  
**GRADE:** CMHT-06

**JOB SUMMARY:** Under the supervision of Program Coordinator – Integrated Health, performs a variety of clerical tasks to support the CMHOC CCBHC. Will assist in data collection and data entry into SPARS with data collected from consumers. Provides assistance to consumers and the public by answering questions and providing information at the front desk. Types a variety of forms and documents.

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

1. Gathers and enters NOMS data into SPARS database and will be responsible for tracking and scheduling follow ups on NOMS according to SAMHSA guidelines. Responsible for meeting with consumers to register and use patient portal for data collection from consumers directly.
2. Assists consumers and members of the public in processing records and documents such as clinical documentation, insurance verification forms, enrollment documents, etc.
3. Operates a multi-line telephone, including answering all incoming calls and transferring to appropriate department or individual. Answer's routine inquiries requiring general familiarity with CMH departmental operations and functions.
4. Provides assistance at the front desk by answering routine questions of the public and greeting consumers, stakeholders and members of the community.
5. Performs routine data entry functions and record basic information to paper or electronic files. Scans documents into and retrieves information from electronic health records.
6. Utilizes the electronic health record for entry of data such as progress notes, client information, medical record documentation and other information as required. Uses a computer to schedule appointments for clients.
7. Processes and distributes mail of the office, prepares correspondence, and routes other documents to appropriate party.
8. Performs other duties as assigned.

## **REQUIRED KNOWLEDGE AND SKILLS:**

1. Good working knowledge of office practices and procedures.
2. Overall knowledge of departmental organization, procedures and regulations particular to a Community Mental Health Agency.
3. Ability to maintain multiple records and filing systems
4. Ability to understand and follow detailed written and verbal instructions.
5. Ability and willingness to undertake and complete new assignments requiring initiative, adaptability and deadlines.
6. Knowledge of medical records management principles and practices and confidentiality requirements, including the provision of HIPAA.
7. Willing to learn and use new skills and attend internal and external trainings and staff development opportunities and resources.
8. Working knowledge of local, state and federal health codes, statutes, rules and regulations as they relate to the Community Mental Health System, including but not limited to the Medicaid Provider Manual, Michigan Mental Health Code, HIPAA, CARF, and Recipient Rights.
9. Understanding of professional standards of practice and ethics.

10. Ability to apply the agency's mission, vision and value statements
11. Understanding of contractual requirements, practices and principles
12. Understanding of quality assurance and quality control protocols and practices
13. Computer literacy including a thorough working knowledge of word processing, spreadsheets, electronic medical record systems, and database management.
14. Excellent verbal and written communication skills
15. Excellent English language skills, including spelling, punctuation, grammar, and usage.
16. Excellent interpersonal communication skills

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

High school diploma or equivalent. One year of general clerical experience is required. May require experience and training in various computer software and equipment.

Lived experiences with mental illness, developmental disabilities, or substance use disorders are valued.

**PHYSICAL REQUIREMENTS:**

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

**WORKING CONDITIONS:**

Work is performed in an office environment

2021 Estimated Costs per Deductions  
Employee Costs

Support Staff  
CMHT-6 Step 1

FTE	Wages	Benefits	TOTAL COST
1.0000	31,049.19	32,094.20	63,143.39

Total cost for 2 positions:      62,098.38      64,188.39      126,286.77





# COUNTY OF OTTAWA

## New Position Request Form

Please print form and return to the Human Resources Department

DEPARTMENT: CMH DATE REQUESTED: 7/29/21

POSITION TITLE: Quality Improvement Clerk ORG CODE: 64964456

DATE NEEDED 9/1/21

CHECK ONE:  Full-Time Benefitted

Part-Time Benefitted

New Position → Number of hours per week requested: \_\_\_\_\_

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: CMH T

2. Pay Grade: T6

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. 100%

Provide the revenue line to be amended if this position is approved: SAMHSA-CCBHC

Estimated salary cost (including for the budget year: \$30,894) (department to request amount from H/R)

Estimated fringe benefit cost for the budget year: \$31,627 (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.

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### 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: 7/29/21

BUDGET DATA: \_\_\_\_\_

*Fiscal Services Department Use Only*

CONTROL #: \_\_\_\_\_

*Fiscal Services Department Use Only*

## OTTAWA COUNTY

**TITLE:** QUALITY IMPROVEMENT CLERK  
**DEPARTMENT:** COMMUNITY MENTAL HEALTH

**EMPLOYEE GROUP:** GROUP T  
**GRADE:** CMHT-06

**JOB SUMMARY:** Under the supervision of the Compliance Manager, this position provides support to the activities and quality improvement functions by performing moderate to complex organizational and clerical duties for the QI/IT Unit. Will assist with administration and support of the CCBHC expansion grant in the areas of compliance, audits and contracts.

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

1. Supports the contract management function by assuring contracts are prepared and routed as necessary.
2. Creates attachments for residential contracts.
3. Prepares correspondence to subcontractors as directed.
4. Assist in the development of contract reports that go to the CMH Board and leadership.
5. Provides backup to other functions of the QI Unit, such as medical records.
6. Provides support to committees in the areas of organization, recording and agenda development
7. Develops reports for committees as assigned.
8. Assists in the management and reporting of data.
9. Assists as directed with compliance, accreditation, and other unit responsibilities.
10. Creates and updates monthly service tracking forms for residential providers, and assures tracking forms have been calculated correctly. Maintains contract list as changes occur.
11. Coordinates site reviews monthly.
12. Compiles site review tool, ensuring each tool is specific to the current residents.
13. Maintains site review database as well as requesting plan of correction, if needed. Reviews corrections to assure compliance.
14. Performs training verifications for contractual providers
15. Audits all contractual and internal Medicaid billed services annually. Requests plan of correction if needed.
16. Coordinates the satisfaction survey process, and prepares the data reports. Maintains DCH service profile annually and as changes occur.
17. Maintains contractual information for efficient retrieval.

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

1. Computer literacy and good working knowledge of word-processing, spreadsheet, database and project management software.
2. Ability to effectively prepare/distribute agendas and take minutes for committees supported.
3. Ability to develop and understand databases, input and manage data, and develop reports.
4. Ability to take initiative and work well without supervision.
5. Strong organizational and time management skills.
6. Strong interpersonal skills to address situations with contractual agencies.
7. Good working knowledge of QI Unit.
8. Working knowledge of agency policy and procedures.
9. Knowledge of medical records.
10. Knowledge of training requirements for the contractual providers.

11. Knowledge of the internet, licenses, and criminal background checks.
12. Flexibility and ability to multi-task due to continuous changes.
13. Background with disabled individuals is advantageous as the QI Unit is a supported work site.

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

High school diploma or equivalent and two years general clerical experience is required. May require experience and training in various computer software, office equipment, and mental health service delivery system.

Possession of a valid Michigan driver's license.

Lived experiences with mental illness, developmental disabilities, or substance use disorders are valued.

**PHYSICAL REQUIREMENTS:**

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

**WORKING CONDITIONS:**

Work is generally performed in an office environment

2021 Estimated Costs per Deductions  
Employee Costs

Quality Improvement Clerk  
CMHT-6

FTE	Wages	Benefits	TOTAL COST
1.0000	31,049.19	32,094.20	63,143.39



# COUNTY OF OTTAWA

## New Position Request Form

Please print form and return to the Human Resources Department

DEPARTMENT: CMH DATE REQUESTED: 7/29/21

POSITION TITLE: Health Educator ORG CODE: 64964456

DATE NEEDED 9/1/21

CHECK ONE:  Full-Time Benefitted

Part-Time Benefitted

New Position → Number of hours per week requested: \_\_\_\_\_

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: CMH T

2. Pay Grade: T13

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. 100%

Provide the revenue line to be amended if this position is approved: SAMHSA-CCBHC

Estimated salary cost (including for the budget year: \$47,934) (department to request amount from H/R)

Estimated fringe benefit cost for the budget year: \$36,833 (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.

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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: 7/29/21

**BUDGET DATA:** \_\_\_\_\_

*Fiscal Services Department Use Only*

**CONTROL #:** \_\_\_\_\_

*Fiscal Services Department Use Only*

## OTTAWA COUNTY

**TITLE:** HEALTH EDUCATOR  
**DEPARTMENT:** COMMUNITY MENTAL HEALTH

**EMPLOYEE GROUP:** GROUP T  
**GRADE:** CMHT-13

### **JOB SUMMARY:**

Under the supervision of Program Coordinator-Integrated Health, will design, develop and implement health and wellness programming for the target population and the community at large as part of the CMHOC CCBHC. Collaborates with community stakeholders to design, develop, implement and measure research-based programs and strategies to address identified health needs in the community.

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

1. Serves as facilitator for community health promotion coalitions.
2. Develops short- and long-range plans to increase coalition membership and facilitate active involvement of members in supporting initiatives to improve the lifestyle choices and health behaviors of all populations in the county.
3. Assesses community health needs for resources and programs to inform health behavior choices and provide opportunities to engage in healthy behaviors.
4. Develops initiatives and programs to promote healthy lifestyle choices and behaviors targeted to k-12 students, pregnant women, young adults, ethnic and cultural minorities, seniors and other demographic groups in the community.
5. Plan, design and implement evidence-based strategies, programs and services.
6. Designs, develops and, in collaboration with community partners, delivers a variety of educational and informational programs to improve health and wellness.
7. In collaboration with community partners, develops plans and strategies to meet the health needs of the community.
8. Develops plans and strategies to increase the efficiency and cost-effectiveness of health promotion programs.
9. Administers quality assurance and quality control instruments to ensure continuous improvement in the delivery of health promotion programs to the community.
10. Designs, develops, and administers evaluation instruments to assess the effectiveness of health promotion programs in the community.
11. Performs other related duties as assigned.

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

1. Thorough working knowledge of the principles and practices of public health programs and services.
2. Thorough working knowledge of practices and principles of health promotion and disease prevention.
3. Thorough working knowledge of the theory and application of health needs assessment instruments.
4. Thorough working knowledge of local, state and federal health codes, statutes, rules and regulations, including Michigan Public Health Code (PA 368 of 1978, as amended), HIPAA and other federal, state and local public health rules and regulations.



5. Good working knowledge of the practices and principles of health education and techniques of adult education.
6. Thorough working knowledge of the design and implementation of health promotion programs.
7. Good working knowledge of planning and coordinating principles and practices.
8. Good working knowledge of marketing principles and practices.
9. Good working knowledge of accreditation requirements.
10. Thorough working knowledge of professional standards of practice and ethics.
11. Thorough working knowledge of the principles and practices of budget preparation and control.
12. Thorough working knowledge of program assessment and quality assurance principles, practices, protocols and instruments.
13. Excellent interpersonal and human relations skills.
14. Excellent oral and written communications skills.
15. Good negotiating and conflict resolution skills.
16. Computer literacy and working knowledge of word-processing, spreadsheet, database and project management software.
17. Ability to interact positively and professionally with business and community groups.

**NOTE:** Individuals in this classification provide services to clients and community health partners throughout the County and are responsible for providing their own transportation.

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

Bachelor's degree in public health, health education or closely related field and two (2) years of progressively responsible experience in health promotion and disease prevention, or an equivalent combination of education and experience. Master's degree preferred.

#### **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 conditions, but is frequently performed at offsite locations.

2021 Estimated Costs per Deductions  
Employee Costs

Health Educator  
CMHT-13, Step 1

FTE	Wages	Benefits	TOTAL COST
1.0000	48,174.11	37,608.61	85,782.72



# COUNTY OF OTTAWA

## New Position Request Form

Please print form and return to the Human Resources Department

DEPARTMENT: CMH DATE REQUESTED: 7/29/21

POSITION TITLE: Peer Support ORG CODE: 64964456

DATE NEEDED 9/1/21

CHECK ONE:  Full-Time Benefitted

Part-Time Benefitted

New Position → Number of hours per week requested: \_\_\_\_\_

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: CMH T

2. Pay Grade: T7

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.

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### COST INFORMATION:

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

Provide the revenue line to be amended if this position is approved: SAMSHA-CCBHC

Estimated salary cost (including for the budget year: \$32,723) (department to request amount from H/R)

Estimated fringe benefit cost for the budget year: \$32,685 (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.

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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: 7/29/21

BUDGET DATA: \_\_\_\_\_

*Fiscal Services Department Use Only*

CONTROL #: \_\_\_\_\_

*Fiscal Services Department Use Only*

# OTTAWA COUNTY

**TITLE:** PEER SUPPORT  
**DEPARTMENT:** COMMUNITY MENTAL HEALTH

**EMPLOYEE GROUP:** T  
**GRADE:** T7

**JOB SUMMARY:** Under the supervision of the Program Coordinator, provides peer support services to mentally ill consumers and consumers with co-occurring mental illness and substance use disorders as a part of a multidisciplinary team. Implements treatment plans to assist consumers in attaining recovery goals and maximizing independence and community inclusion.

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

1. Provides direct services to consumers consistent with established treatment plans.
2. Orients consumers to CMHOC programs and services.
3. Provides encouragement and acts as a role model of competency in recovery and continually expanding coping skills.
4. Shares personal story of recovery with consumers and models principles of recovery individually or in a group setting.
5. Participates in person-centered planning activities and may serve as facilitator.
6. Encourages consumers in healthy decision-making relative to their psychosocial rehabilitation and recovery goals.
7. Transports consumers to and from various planned activities and encourages full participation in treatment plan.
8. Ensures the safety of consumers who have a variety of disabilities.
9. Participates in team meetings.
10. Reviews and discusses consumers' treatment plans with professional staff.
11. Recommends changes in consumers' goals, objectives, or placement plans.
12. Maintains the security and confidentiality of clinical documentation in accordance with statutory requirements and Department of Community Health and Community Mental Health policies and procedures.
13. Monitors recipient rights and complies with reporting requirements established by the Mental Health Code and procedures of the Community Mental Health Services Board.

## **REQUIRED KNOWLEDGE AND SKILLS:**

1. Good working knowledge of recovery principles and willingness to share personal journey of recovery with others.
2. Ability to interact positively and professionally with severely mentally ill consumers, their families, and other stakeholders.
3. Ability to work effectively in a team environment.
4. Ability to work independently.
5. Good powers of observation in order to identify changes in consumer behavior.
6. Working knowledge of de-escalation and crisis response techniques.
7. Knowledge of hygiene and sanitation practices and protocols to prevent cross contamination of consumers and transmission of contagious and infectious diseases.
8. Ability to operate related equipment including vans.
9. Basic computer literacy in order to maintain electronic case documentation and case notes.

**NOTES:** Oral and written fluency in Spanish, Cambodian, Lao or other language commonly spoken by one or more demographic groups represented in the population strongly preferred.

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

High school diploma or GED.

Lived experiences with mental illness, developmental disabilities, or substance use disorders are valued.

**LICENSES AND CERTIFICATIONS:**

Must be able to achieve Michigan Certified Peer Support Specialist designation within 6 months of hire (which includes having received mental health services through the public mental health system). Possession of a valid Michigan driver's license is required.

**PHYSICAL REQUIREMENTS:**

1. Must have sufficient visual acuity with or without corrective lenses to visually observe clients and detect signs of changes in consumer behavior, adverse medication reactions, or other activity or event requiring intervention.
2. Must be able to bend, reach, and lift up to 25 pounds.

**WORKING CONDITIONS:**

Services may be provided in an office setting, at a Clubhouse program, and/or in community settings such as the consumer's home.

2021 Estimated Costs per Deductions  
Employee Costs

Peer Support  
CMHT-7, Step 1

FTE	Wages	Benefits	TOTAL COST
1.0000	32,886.29	32,685.76	65,572.04

Total cost for 2 positions                      65,772.57      65,371.52      131,144.09

# Action Request



<b>Committee:</b>	Board of Commissioners
<b>Meeting Date:</b>	08/24/2021
<b>Requesting Department:</b>	Human Resources
<b>Submitted By:</b>	Marcie Ver Beek
<b>Agenda Item:</b>	Public Health Personnel Request

**Suggested Motion:**

To approve the request from Public Health to add 17 full-time, benefited positions and 25 part-time, non-benefited positions at a total cost of \$2,179,153.00 to be paid for with federal and state grant funding.

**Summary of Request:**

The COVID-19 pandemic has created an immense demand for extra services from the Ottawa County Department of Public Health. This demand necessitates an increase in staffing to respond effectively to the ongoing COVID-19 pandemic. The Ottawa County Department of Public Health has recently received over \$2,600,000 in state and federal grant funding through the Stage of Michigan Department of Health and Human Services (MDHHS). This grant funding will cover the cost of the requested positions in their entirety. The positions will end when the grant funding is eliminated.

Please see the attached page for additional justification regarding the staffing need.

Full time, benefited positions:

1. Add 1 Public Health Team Supervisor (Unclassified, pay grade U-6) at a 1.0 FTE at a cost of \$102,226.
2. Add 7 Health Educators (Group T, pay grade T-13) at 1.0 FTE's at a cost of \$618,488.
3. Add 1 EH Specialist (Group T, pay grade T-11) at a 1.0 FTE at a cost of \$87,813.
4. Add 3 Clinic Support positions (Group T, pay grade T-6) at 1.0 FTE's at a cost of \$194,405.
5. Add 1 Clinic Support/Health Technician (Group T, paygrade T-8) at a 1.0 FTE at a cost of \$76,895.
6. Add 1 Communication Specialist (Unclassified, pay grade U-5A) at a 1.0 FTE at a cost of \$98,481.
7. Add 2 Nurses at (Group N, Nurse pay grade) at 1.0 FTE's at a cost of \$190,549.
8. Add 1 Epidemiologist (Unclassified, pay grade U-7) at a 1.0 FTE at a cost of \$109,939.

Part-time, non-benefited positions:

9. Add 6 Technical Support positions (Non-benefited) at 1000 hours per year at a cost of \$118,651.
10. Add 12 Health Educators (Non-benefited) at 1000 hours per year at a cost of \$344,985.
11. Add 7 Nurses (Non-benefited) at 1000 hours per year at a cost of \$236,715.

**Financial Information:**

Total Cost: \$2,179,153.00	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:

State and federal COVID-19 Response Grant 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:**     Recommended     Not Recommended     Without Recommendation

County Administrator: *Alan S. Vandenbergh*

Committee/Governing/Advisory Board Approval Date: 08/17/2021    Finance and Administration Committee



## Justification for Ottawa County Department of Public Health Personnel Request for Fiscal Year 2022 COVID-19 Pandemic Response

The COVID-19 pandemic has created an immense demand for extra services from the Ottawa County Department of Public Health. This demand necessitates an increase in staffing to respond effectively to the ongoing COVID-19 pandemic. The Ottawa County Department of Public Health has recently received over \$2,600,000 in state and federal grant funding through the Stage of Michigan Department of Health and Human Services (MDHHS). This grant funding will cover the cost of the requested positions in their entirety. The positions will end when the grant funding is eliminated.

The need for the requested positions is due to:

1. Concern that new mutations of the virus may be even stronger. The Delta variant is now the predominant strain in the US and recent lab results have shown that there are cases in Kent and Ottawa counties. Below is an excerpt from a recent correspondence received from Darryl Elmouchi, Spectrum – West Michigan President:

*“This variant is over 200% more transmissible than the original variant and has been identified in our service area by the state lab. The good news about this variant is that the data (both nationally and locally) demonstrate that the vaccines are very protective against severe illness, hospitalization and death. The concern, which you are now hearing from the CDC, is that viral loads (the amount of virus seen in a person’s system during infection) with the delta variant are approximately 1,000X higher than with prior variants. This, coupled with its transmissibility, has been linked to vaccinated people not only contracting COVID-19, but also more of a possibility of transmitting COVID. The biggest concern is that the vaccinated can potentially transmit infection to the unvaccinated (who in turn are at much more risk for severe illness).”*

This is a smaller concern for vaccinated people and the current vaccination rate in Ottawa County is close to 60%. However, 40% of the population is still without protection. Ottawa County is currently seeing case rates increase which has recently pushed our county into the CDC category of ‘substantial transmission’. Ottawa County’s rate has increased from 6.2% positivity the week of July 31 to 10.2% the week of August 7. While it is not possible to predict how high this rate of transmission will go, it is important to be prepared for another significant surge.

2. Much research is going into the immunity provided by the vaccine (strength of immunity and length of time). So far, the small percentage of people with breakthrough cases (vaccinated cases) are not significantly contributing to the rate of hospitalizations or deaths. Hospitalizations and deaths continue to occur largely among the unvaccinated population. However, there is information emerging which indicates waning immunity (among immune compromised and older adults) at 6 months or following full vaccination (Pfizer). More research is needed, yet if this proves to be true, booster doses may be recommended which could again require mass vaccination clinics.

3. Schools are soon to start which brings extra challenges to the Health Department. The department has maintained a school team to work with each district on case and contact investigation, isolation/quarantine, education, and communications with school staff, parents and community members. The department has also maintained weekly superintendent meetings to guide school prevention and response activities. Additionally, the department continues with the critical

responsibility of data collection and disease surveillance to identify outbreaks, provide transparency and quick response to ensure children are safe.

4. The Health Department continues to provide support to area businesses who have cases and/or outbreaks, communications and media relations related to COVID-19, along with weekly onsite vaccine clinics and community-based vaccine pop-up clinics. The department gives our best effort to provide timely response to complaints, questions, and general COVID-19 calls. We are committed to continuing excellent customer service to the greatest extent possible.

5. The Health Department has recently lost key staff including our Communications Specialist, Medical Director, a Community Health Supervisor and a long term Communicable Disease Nurse. The department also has an open manger position that has only remained vacant due to the lack of administrative time needed to hire, on-board and train. Staff have worked extra hours and are experiencing stress and burnout. Many of our salaried key leadership staff have also put in significant overtime hours without additional compensation.

These things will certainly continue to challenge our organization and our staff. The valued team members at the Ottawa County Department of Public Health cannot continue at the same pace as we have over the past year. Hiring and retaining additional staff to assist with COVID-19 response is critically needed to sustain our COVID operations and continue the other important work required of our department and needed by our residents, businesses, schools and other community sectors.

All positions included in this request are funded by state and federal grants. It is our understanding that additional funds are forthcoming, therefore it is highly likely that our department will have additional requests at a later date.

Salary Estimates- Benefited Positions

Public Health Team Supervisor

U-6, Step 1

FTE	Wages	Benefits	TOTAL COST
1.0000	60,612.84	41,614.01	102,226.85
<b>Total for 1 employee</b>	<b>60,612.84</b>	<b>41,614.01</b>	<b>102,226.85</b>

Health Educator

T-13, Step 1

FTE	Wages	Benefits	TOTAL COST
1.0000	50,120.25	38,235.29	88,355.54
<b>Total for 7 employees</b>	<b>350,841.78</b>	<b>267,647.01</b>	<b>618,488.79</b>

EH Specialist

T-11, Step 5

FTE	Wages	Benefits	TOTAL COST
1.0000	49,710.57	38,103.37	87,813.94
<b>Total for 1 employee</b>	<b>49,710.57</b>	<b>38,103.37</b>	<b>87,813.94</b>

Clinic Support

T-6, Step 1

FTE	Wages	Benefits	TOTAL COST
1.0000	32,303.69	32,498.16	64,801.85
<b>Total for 3 employees</b>	<b>96,911.08</b>	<b>97,494.48</b>	<b>194,405.56</b>

Clinic Support/Health Technician

T-8, Step 5

FTE	Wages	Benefits	TOTAL COST
1.0000	41,451.82	35,443.96	76,895.78
<b>Total for 1 employee</b>	<b>41,451.82</b>	<b>35,443.96</b>	<b>76,895.78</b>

PH Communication Specialist

U-5A, Step 1

FTE	Wages	Benefits	TOTAL COST
1.0000	57,779.87	40,701.77	98,481.63
<b>Total for 1 employee</b>	<b>57,779.87</b>	<b>40,701.77</b>	<b>98,481.63</b>

Community Health Nurse

Group N, Step 1

FTE	Wages	Benefits	TOTAL COST
1.0000	55,354.03	39,920.62	95,274.65
<b>Total for 2 employees</b>	<b>110,708.06</b>	<b>79,841.24</b>	<b>190,549.30</b>

Epidemiologist

U-7, Step 1

FTE	Wages	Benefits	TOTAL COST
1.0000	66,446.81	43,492.62	109,939.43
<b>Total for 1 employee</b>	<b>66,446.81</b>	<b>43,492.62</b>	<b>109,939.43</b>

<b>Total for Benefited Positions</b>	<b>1,478,801.28</b>
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Salary Estimates- Non-Benefited Positions

Technical Support

\$17.85/hr

Hours	Wages	Benefits	TOTAL COST
1000	18,207.00	1,568.19	19,775.19
<b>Total for 6 Employees</b>	<b>109,242.00</b>	<b>9,409.12</b>	<b>118,651.12</b>

Health Educator

\$25.95/hr

Hours	Wages	Benefits	TOTAL COST
1000	26,469.00	2,279.80	28,748.80
<b>Total for 12 Employees</b>	<b>317,628.00</b>	<b>27,357.62</b>	<b>344,985.62</b>


Nurse

\$30.52/hr

Hours	Wages	Benefits	TOTAL COST
1000	31,134.79	2,681.67	33,816.46
<b>Total for 7 Employees</b>	<b>217,943.50</b>	<b>18,771.69</b>	<b>236,715.19</b>

**Total for Non-Benefited Positions** **\$700,351.93**

# Action Request

	<b>Committee:</b> Board of Commissioners
	<b>Meeting Date:</b> 08/24/2021
	<b>Requesting Department:</b> Administration and Human Resources
	<b>Submitted By:</b> Al Vanderberg and Marcie VerBeek
<b>Agenda Item:</b> Interim County Administrator Pay and Temporary Appointments	

**Suggested Motion:**

To approve to pay Interim County Administrator John Shay at the Unclassified U15 level, \$158,572 from August 30, 2021 to the conclusion of his duties as Interim Administrator and to appoint Mr. Shay to the following boards and commissions for the interim period:  
 Grand Valley Metropolitan Council Board of Directors and Executive Committee  
 Kent-Ottawa-Muskegon Foreign Trade Zone Board of Directors  
 Ottawa County Central Dispatch Authority Board of Directors  
 West Michigan Enforcement Team Board of Directors  
 Ottawa County Land Bank Authority  
 Ottawa County Brownfield Authority  
 Ottawa County Economic Development Corporation Board of Directors  
 Ottawa County Insurance Authority Board of Directors and Work Group  
 Lakeshore Advantage Board of Directors

**Summary of Request:**

The Board of Commissioners appointed Deputy County Administrator John Shay to the Interim County Administrator position beginning August 30, 2021, at its last regular meeting. Human Resources Director Marcie VerBeek and Chair Bergman have met and reviewed appropriate pay for Mr. Shay during the interim period and recommend that his compensation be increased by approximately 20 percent to a total of \$158,572. Chair Bergman and Ms. VerBeek thought the increased level of work and expectations well justify the increased amount. There will no cost to this action due to the savings of paying one position instead of two.

Mr. Shay's appointment to the above list of boards and commissions will expire at the end of the interim period and most will be assumed by the next County Administrator.

**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 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: 08/17/2021

Planning and Policy Committee

08/17/2021

Finance and Administration Committee

# Action Request



<b>Committee:</b>	Board of Commissioners
<b>Meeting Date:</b>	08/24/2021
<b>Requesting Department:</b>	20th Circuit Court
<b>Submitted By:</b>	Al Vanderberg
<b>Agenda Item:</b>	Resolution in Support of Additional Circuit Court Judgeship

## Suggested Motion:

To approve and authorize the Board Chairperson and Clerk/Register to sign the Resolution in Support of Additional Circuit Court Judgeship.

## Summary of Request:

The Revised Judicature Act of 1961 (MCL 600.521; 600.550) was amended in 2004 allowing the 20th Circuit Court to elect a fourth judge for an eight-year term commencing January 1, 2005. This amendment was based on a statistical analysis conducted by the State Court Administrative Office (SCAO) and a secondary analysis allowing input from the 20th Circuit Court judges and Ottawa County. During the next 15 years, Ottawa County grew to become the 8th largest county in Michigan with a 13.4% population increase from 253,061 to 286,922 (current estimates show Ottawa County population increasing to 290,494). During the same time period, the Courts experienced a dramatic growth in caseload complexity as issues of substance abuse and mental health disorders continued to be exhibited by court users. Based on this growth and the results of an updated 2019 SCAO Weighted Caseload Docket Analysis indicating the 20th Circuit Court is in need of a fifth judgeship, the Court respectfully requests the Ottawa County Board of Commissioners adopt a Resolution in support of a 5th circuit judgeship for the 20th Circuit Court, Ottawa County and transmit the Resolution to the Michigan Legislature.

In recent years, the Michigan Supreme Court and SCAO have relied on the weighted caseload method to evaluate the need for judges and produce the biennial Judicial Resources Recommendations Report. Periodic updates to the weighted caseload model are necessary to ensure that workload standards continue to represent judicial workload accurately; the last such update was based on a time study conducted in 2018. Over time, the integrity of any set of workload standards is affected by changes in legislation, court rules, legal practice, technology, and administrative factors. Notable changes potentially impacting the current time study include the rise of problem-solving courts and business courts, the In re Sanders decision regarding due process in child protective cases, and an expanded focus on assessing the defendants' ability to pay in criminal and traffic cases. The updated 2019 model provides an empirical assessment of the impact of these and other relevant changes on judicial workload.

Historically, the 2011, 2013, and 2019 Judicial Resources Reports demonstrated Ottawa County to be in need of additional judicial resources. When these needed resources were not forthcoming by 2013, the Ottawa County Judiciary developed a Concurrent Jurisdiction Plan, approved by SCAO on November 13, 2013, to further balance judicial workloads and maximize use of existing staff and facilities.

## 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 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: *Al Vanderberg*

Committee/Governing/Advisory Board Approval Date: 08/17/2021 Finance and Administration Committee

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### Summary of Request Continued:

In July 2019, following discussions with SCAO Region V Administrator, Jill Booth, the 20th Circuit Court received a Weighted Caseload Docket Analysis, indicating an overall need for 10.0-10.3 judgeships in Ottawa County and 5.8-5.9 judgeships shared between the 20th Circuit and Ottawa County Probate Courts. In addition, Administrator Booth explained the criteria used by SCAO to select courts for a Secondary Analysis and reviewed the 2019 JRR Secondary Analysis Factors to be completed by all three trial courts in Ottawa County (D58, C20, P70). This Secondary Analysis was completed by the Ottawa County Courts and submitted to the SCAO Region V Office on September 10, 2019. Responses to the Secondary Analysis Factors were reviewed by all Ottawa County Judges and based on the Weighted Caseload Docket Analysis, the Secondary Analysis, and a local review of case complexity and staffing patterns, it was agreed the Probate and District Courts had an appropriate number of judgeships, while the 20th Circuit Court was in need of the proposed fifth judgeship.

One additional level of analysis was completed locally and the results are available in annual Judicial Workload Distribution summaries compiled by Court Administration (available upon request). These workload distribution summaries use annual caseload statistics, as reported to SCAO, and applies the revised 2019 Case Weights to determine the amount of time necessary to handle each of the five dockets shared by the current Circuit and Probate judges. If five circuit and probate court judges were working full-time (40 hours/week or 2080 hours/year), there would be 10,400 hours of judicial time expended on the circuit and probate court dockets in Ottawa County. Without adjusting for vacation, sick leave, or educational time, the 20th Circuit and Ottawa Probate judges significantly exceeded this work level by spending 15,486.2 hours on 2018 case filings (average per judge of 3,097.24 hours/year or 59.6 hours/week) and 14,459.6 hours on 2019 YTD case filings (average per judge of 2,891.92 hours/year or 55.6 hours/week). Even with some case reductions due to the pandemic, 2020 workload calculations showed an average of 2602 hours/year/judge or 50+ hours/week). While this may be a reasonable expectation in limited circumstances, it is not a sustainable practice over time.

To ensure procedural fairness and to provide adequate courtroom time to give all litigants their "day in court," it is essential for judges and judicial officers to have sufficient time to conduct hearings, as well as the time needed for preparation before hearings and to deliberate on decisions following hearings. In Ottawa County, the Circuit and Probate judges do not currently have adequate time to provide all litigants with the time they desire to be fully heard in court and still maintain case dispositions within the time guidelines established by the Michigan Supreme Court . Adding judicial resources through a fifth circuit judgeship will help maintain the high level of public service and procedural fairness for which the Ottawa County Courts are well known.

**County of Ottawa**  
**State of Michigan**

**Resolution in Support of Additional Circuit Court Judgeship**

At a regular meeting of the Board of Commissioners of the County of Ottawa, Michigan, held at the Fillmore Street Complex in the Township of Olive, Michigan on the 24<sup>th</sup> day of August, 2021 at 1:30 o'clock local time.

PRESENT: Commissioners

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ABSENT: Commissioners

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It was moved by Commissioner \_\_\_\_\_ and supported by Commissioner \_\_\_\_\_ that the following Resolution be adopted:

WHEREAS, the 20<sup>th</sup> Judicial Circuit Court of Ottawa County is currently authorized by law to have four (4) circuit judges (MCL 600.521); and

WHEREAS, the Michigan State Court Administrative Office recommended the addition of one (1) circuit judge in the Judicial Resources Recommendations issued to the Legislature in December 2019; and

WHEREAS, the Michigan Legislature has been requested to authorize the addition of one (1) circuit judge, effective January 1, 2023, subject to the provisions of MCL 600.550; and



WHEREAS, the provisions of MCL 600.550 require a resolution to be adopted by the county board of commissioners approving the creation of any additional judgeship prior to its effective date; and

WHEREAS, the provisions of MCL 600.550 require the county clerk to file the resolution with the state court administrator not later than 4:00 p.m. of the sixteenth Tuesday preceding the August primary for the election to fill the additional circuit judgeship; and

WHEREAS, the addition of one (1) circuit judgeship is necessary and reasonable to handle the judicial workload of Ottawa County thereby ensuring the prompt resolution of civil, family, and criminal cases;

NOW, THEREFORE, BE IT RESOLVED that the Ottawa County Board of Commissioners has reviewed this matter and approves the addition of one (1) circuit court judgeship, effective January 1, 2023; and

BE IT FURTHER RESOLVED that the Board of Commissioners approves the necessary and reasonable allocation of general fund resources to the Circuit Court budget for staff support, as well as an appropriation for one-time costs associated with technology, equipment, and establishment of the new office; and

BE IT FURTHER RESOLVED that the Board of Commissioners directs the County Administrator to work with the Circuit Court Administrator to take all necessary steps to implement the additional judgeship and support staff by January 1, 2023.

YEAS: Commissioners

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NAYS: Commissioners

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ABSTENTIONS: Commissioners

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RESOLUTION ADOPTED:

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Roger A. Bergman, Chairperson  
Ottawa County Board of Commissioners

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Justin F. Roebuck  
County Clerk/Register of Deeds

# Action Request



<b>Committee:</b>	Board of Commissioners
<b>Meeting Date:</b>	08/24/2021
<b>Requesting Department:</b>	Fiscal Services
<b>Submitted By:</b>	Karen Karasinski
<b>Agenda Item:</b>	Setting of Public Hearing on the FY 2022 Ottawa County Budget

## Suggested Motion:

To approve the setting of a public hearing on the FY 2022 Ottawa County budget for Tuesday, September 14, 2021 to be held in the Ottawa County Board Room, 12220 Fillmore Street, West Olive, at 1:30 pm.

## Summary of Request:

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

## Financial Information:

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

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

## Action is Related to Strategic Plan:

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

## Objective:

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

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

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

**Administration:**  Recommended  Not Recommended  Without Recommendation

County Administrator:

Committee/Governing/Advisory Board Approval Date: 08/17/2021

Finance and Administration Committee

# Action Request



<b>Committee:</b>	Board of Commissioners
<b>Meeting Date:</b>	08/24/2021
<b>Requesting Department:</b>	Fiscal Services
<b>Submitted By:</b>	Karen Karasinski
<b>Agenda Item:</b>	Setting of Public Hearing to Closeout the CARES Community Development Block Grant

## Suggested Motion:

To approve the setting of a public hearing on the closeout of the CARES Community Development Block Grant for Tuesday, September 14, 2021 to be held in the Ottawa County Board Room, 12220 Fillmore Street, West Olive, at 1:30 pm.

## Summary of Request:

CARES funds were provided through Michigan Community Development Block Grant (CDBG) to assist in increasing community access to COVID-19 testing, purchase supplies necessary to carry out COVID-19 response, assist vulnerable populations in ensuring access to basic needs and setup and maintain quarantine homeless shelter sites for Ottawa County residents to prevent the spread of COVID-19.

To closeout the grant a public hearing is required for the purpose of affording citizens an opportunity to submit comments and receive a final report on the completion of the grant.

Funds were spent on the following:

- Staffing of COVID-19 testing sites
- PPE supplies provided to the community
- An ultra cold freezer for the COVID vaccine
- Collaborated with community organizations to provide basic needs and food supplies to vulnerable populations

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

**Objective:** Goal 3, Objective 2: Maximize communication with citizens.

**Administration:**  Recommended  Not Recommended  Without Recommendation

County Administrator:

Committee/Governing/Advisory Board Approval Date: 08/17/2021

Finance and Administration Committee

# Action Request



<b>Committee:</b>	Board of Commissioners
<b>Meeting Date:</b>	08/24/2021
<b>Requesting Department:</b>	Planning & Performance Improvement
<b>Submitted By:</b>	Paul Sachs
<b>Agenda Item:</b>	Ottawa Conservation District Agreement Renewal

## Suggested Motion:

To approve and authorize the Board Chairperson and Clerk/Register to sign the agreement between the County and the Ottawa Conservation District (OCD) in the amount of \$100,000 per year for a two-year term.

## Summary of Request:

The OCD is mandated by and must perform mandates contained in State law. The law requires the State to pay for the OCD and does not allow assimilation of the OCD into Ottawa County. We have been working on those items with GCSI for years. The County funded OCD at \$20,000 and then doubled this amount to \$40,000 when the State cut back funding for this important function. The Board later increased the funding to \$80,000 with \$20,000 of this amount targeted for assistance with the groundwater issue. The requested amount in this contract renewal is \$100,000. The OCD has successfully obtained over \$7 million in grant funding, much of which will directly assist with the groundwater issue. We will continue to advocate the State to either appropriately fund the OCD or to allow the County to welcome it into our organization.

## Financial Information:

Total Cost: \$200,000.00	General Fund Cost: \$200,000.00	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:

\$80,000 per year (10102800.803240) and \$20,000 per year (10107212.801000)

**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. Vandenbergh*

Committee/Governing/Advisory Board Approval Date: 08/17/2021

Finance and Administration Committee

**OTTAWA  
CONSERVATION  
DISTRICT**

**REQUEST FOR FINANCIAL  
SUPPORT TO THE  
OTTAWA COUNTY BOARD OF  
COMMISSIONERS**



**FY2022 & 2023**

Dear Respected Commissioners,

Since 1938, the Ottawa Conservation District has been serving the needs of Ottawa County, working together with landowners to protect and conserve soil and water resources. This District was the first of its kind established in the state, and today we continue to strive to be exemplary in the natural resource services we provide the community.

### **Our Mission and History**

The Ottawa Conservation District was established by a group of concerned landowners and is administered by a publicly elected Board of Directors. It is organized as a local unit of government, according to Michigan Law. Conservation Districts remain required under state law, however, state funding to support this mandate has been eliminated. Thanks to the generosity and financial support of the Ottawa County Board of Commissioners, Ottawa Conservation District continues to assist Ottawa County landowners, cooperate with local governments, and to positively influence land and water management decisions in the county. Our mission is to help people maintain and improve our natural resources and environment for future generations in Ottawa County.

### **Our Goal**

In this request, it is our goal to show the Board the need for this financial support for our operational structure as well as the notable success in how previous funding has been utilized. At this point in time, growth at the district has been successful and we feel we can provide well rounded natural resource management services to Ottawa County. The programs we have created are well established, gaining visibility, and have funding for the next 3-5 years. We have solid relationships with local partners, grantors, and other critical agencies. Our need is to secure stable operational funding. The district currently employs 15 full time individuals and program planning is hard when cash flow is unsure from year to year. We are currently looking to move from a phase of intense growth to a chapter where we are implementing all our services and programs to their fullest potential. Due to the transition of administration in Ottawa County this proposed financial support would give the district security to create a relationship with the new administrator and adjust to the strategic goals of the county.

The remainder of this report will give an overview of the work of the district and highlight the advancements in programs we have had since the County began supporting our operations with funding, as well as our achievements in bringing new programs to county landowners. While many of these programs are funded by grants, there is much of our operational structure that is not covered, including training, office space, maintenance and repairs to equipment, increased insurance costs, IT support needs, etc. This operational funding allows us to address those expenses as well as leverage our ability to research and acquire grants, utilize our strong partnerships with state and local funders and projects partners, and solidify our implementation of programming that would directly align with Ottawa County's Strategic Plan. On the following page is a table showing the County's Return on Investment for past financial support provided to the district.

Ottawa Conservation District	FY16	FY17	FY18	FY19	FY20	FY 21
County Investment	\$ 40,000.00	\$ 40,000.00	\$ 40,000.00	\$ 40,000.00	\$ 60,000.00	\$ 60,000.00
Groundwater					\$ 20,000.00	\$ 20,000.00
					\$ 80,000.00	\$ 80,000.00
Employees	7.00	10.00	10.00	12.00	14.00	15.00
Agriculture	\$ 67,750.00	\$ 69,000.00	\$ 59,278.68	\$ 87,600.00	\$ 91,002.69	\$ 41,808.11
Watershed:Quality & Quantity	\$ 84,464.49	\$ 127,862.83	\$ 171,762.96	\$ 282,614.55	\$ 157,097.58	\$ 378,104.32
Invasive Species Management	\$ 322,425.05	\$ 184,545.00	\$ 375,239.18	\$ 391,756.82	\$ 423,165.94	\$ 503,761.62
Reforestation	\$ 12,466.11	\$ 14,568.68	\$ 23,223.10	\$ 33,274.80	\$ 32,339.03	\$ 28,915.95
<b>Total</b>	<b>\$ 487,105.65</b>	<b>\$ 395,976.51</b>	<b>\$ 629,503.92</b>	<b>\$ 795,246.17</b>	<b>\$ 703,605.24</b>	<b>\$ 952,590.00</b>
Return on Investment	1118%	890%	1474%	1888%	780%	1091%

\* FY21 only shows the first three quarters

### Our Current Work

The district is committed to the delivery of efficient, effective programs and services to assist the county's landowners as they manage valuable natural resources. When first established, the District's focus was solely soil erosion. Today, there is a broad spectrum of technical assistance, cost share, and educational programs to address local conservation needs. In addition, over the years we have worked to cultivate numerous partnerships. We currently work to address the unique natural resource concerns of Ottawa County with partners such as other local government entities, private industry supporters, local educators, Ottawa County townships and cities, neighboring Conservation Districts, and grantors. Specifically, this list includes Ottawa County Parks and Recreation, Ottawa County Department of Planning and Performance, the Macatawa Area Coordinating Council, Lower Grand River Organization of Watersheds, Groundswell, West Michigan Conservation Network, Natural Resources Conservation Service, Ottawa County Farm Bureau, the Outdoor Discovery Center, and Hope College. Without this network of partners (and many more) many of our programs (and theirs) would not have as far of a reach into the community. We offer many programs and services unique to our organization. Our current District programs include:

- Michigan Agriculture Environmental Assurance Program (MAEAP)
  - MAEAP aims to help farms of all sizes and all commodities voluntarily prevent or minimize agricultural pollution risks. This is a confidential, non-regulatory program designed to allow farmers to inquire about conservation practices without pressure. In 2020 an additional 1647 acres were brought into MAEAP verified status.
- Farmland and Water Quality Conservation Initiative
  - This program will be implemented in the fall of 2021. This funding is provided by the NRCS Regional Conservation Partnership Program (RCPP). Between grant funding and partner match, this project will leverage nearly 7 million federal, state, and local dollars



over the next 5 years to aid farmers, ranchers, and forest landowners in implementing practices that will protect surface and groundwater quality, improve aquatic and wildlife habitat, and preserve manageable farmland in multiple watersheds. This grant was sought by the district to address the objectives of the Groundwater Sustainability Initiative implemented by the county.

- Bass River/Deer Creek Restoration Project
  - This program is in place to reduce nutrients, sediment, and E. coli levels in the Bass River and Deer Creek watershed. In 2020 this grant allowed for cost-share assistance to 6 landowners for septic system repair or replacement. Cost-share also funded over 4000 acres of cover crops and reduced tillage.
- Sand Creek/Crockery Creek Restoration Project
  - This is a new program to be implemented in fall 2021 and will operate similarly to the Bass River/Deer Creek Restoration Project.
- Pigeon River Watershed Management Plan
  - A watershed management plan (WMP) was published in 1997 but is now greatly outdated. The district is working on a new WMP. Once this plan is submitted with the proper entities, natural resource agencies will be able to apply for funding to improve natural resource concerns in the area.
- Invasive Species Strike Team
  - This program operates under the West Michigan Cooperative Invasive Species Management Area (CISMA) that has strike teams in 3 counties: Ottawa, Kent, and Muskegon. They provide invasive species treatment to public and private property owners and in 2020 they completed nearly 600 treatments. This is impressive because this team operates seasonally and had a shortened treatment season due to the pandemic.
- Hemlock Woolly Adelgid Project
  - This program operates under the West Michigan Cooperative Invasive Species Management Area (CISMA). In the winter the HWA crew surveys for this invasive insect's populations, and in the summer, they treat to protect Hemlocks from HWA. In 2020 the HWA crew treated over 20,500 trees across 1,227 acres.
- Forestry Assistance Program
  - Our District Forester provides no-cost services year-round in Ottawa, Barry, and Allegan counties. In 2020 he enrolled 818 acres in the Qualified Service program.
- Deer Creek Growing Environmental Education and Kampus Stewardship
  - This project allowed the district to work with multiple partners to implement stewardship and watershed curriculum in local schools and allow students the opportunity for outdoor exploration.
- Critical Dunes Education & Outreach
  - The district completes no-cost site visits to discuss dune erosion concerns with homeowners along Lake Michigan, as well as providing ongoing outreach and education to the general public on Michigan's Critical Dunes.
- Vegetative Removal Assurance (VRA) Assistance
  - When a landowner is building in a Critical Dune Area, they must get a VRA during the required permit process for EGLE. While residents are allowed to fill out these forms on their own, the district provides a service to complete a site visit and the required VRA.

- Native Tree & Plant Fundraisers
  - In 2021, our Tree Seedling Sale sold out for the first time in recent memory and almost 12,000 native tree seedlings were purchased. Our Spring Native Plant Sale also saw growth with the purchase of almost 2,000 plants.
- Native Plant Site Visits
  - A new, no-cost program offered by the district. When a homeowner requests assistance with erosion or plant recommendations, we will complete a site visit to see conditions and provide the homeowner with a write-up giving an overview of the options available to them to meet their goals. This has been utilized by residential homeowners with smaller plots of land. The district has provided 7 reports in the last 12 months.
- Volunteer Cleanup Events
  - We provide numerous opportunities for residents to care for Ottawa County through volunteer cleanups. We have an Adopt-a-Highway segment near Coopersville, and so far in 2021 we have cleaned up 117 bags of trash. As part of our role in the Lakeshore Cleanup Coalition, we also hold beach cleanups. At our first beach cleanup in 2021 we removed almost 81 pounds of trash.

Below is a table outlining the current funding streams provided by grants managed at the district:

Current Funding Streams

Current Grants & Streams of Income	Grant Amount	Amount Spent	Amount Left	% Spent
MISGP-C-18	\$ 199,900.00	\$ 131,343.57	\$ 68,556.43	66%
MISGP-EFB	\$ 60,000.00	\$ 24,443.23	\$ 35,556.77	41%
MISGP-D-19 Core	\$ 60,000.00	\$ 60,000.00	\$ -	100%
MISGP-D-21 Core	\$ 60,000.00	\$ 6,821.56	\$ 53,178.44	11%
MISGP HWA	\$ 299,000.00		\$ 299,000.00	0%
MISGP- TNC HWA	\$ 120,000.00	\$ 112,023.56	\$ 7,976.44	93%
USFS GLRI HWA	\$ 200,000.00	\$ 151,652.57	\$ 48,347.43	76%
USFS GLRI HWA Phase 2	\$ 200,000.00		\$ 200,000.00	0%
USFS-Continuous (non-competitive) FY 21	\$ 45,853.00	\$ 40,165.01	\$ 5,687.99	88%
USFS Education	\$ 6,900.00	\$ 2,754.23	\$ 4,145.77	40%
USFS FY 22	\$ 50,000.00		\$ 50,000.00	0%
USFS Phrag	\$ 50,000.00		\$ 50,000.00	0%
Good neighbor authority	\$ 25,000.00	\$ 12,579.10	\$ 12,420.90	50%
MISGP-17-Survey HWA	\$ 200,000.00	\$ 200,000.00	\$ -	100%
MISGP-17-Treatment HWA	\$ 299,400.00	\$ 266,193.71	\$ 33,206.29	89%
Service Fees	\$ 23,462.87	\$ 1,496.89	\$ 21,965.98	6%
Invasive Species Management Fee	\$ 25,785.00	\$ 13,013.51	\$ 12,771.49	50%
	\$ -	\$ -	\$ -	0%
2019 BRDC Phase 3	\$ 923,923.00	\$ 501,418.00	\$ 422,505.00	54%
2019 Crockery/Sand	\$929,061.00		\$ 929,061.00	0%
2019 Pigeon management plan	\$ 134,320.00	\$ 92,375.00	\$ 41,945.00	69%
EMACC-Ag	\$23,322.00	\$ 4,051.27	\$41,945.00	17%
EMACC- Stormwater	\$7,794.11	\$ 2,547.12	\$ 5,246.99	33%
EMACC-Trash Free Waters	\$9,569.78	\$ 4,827.15	\$ 4,742.63	50%
RCP	\$3,400,000.00		\$3,400,000.00	0%
NOAA B-Wet	\$ 20,000.00	\$ 20,000.00	\$ -	100%
Vegetation Removal Assurance permits	\$ 3,250.00	\$ 200.09	\$ 3,049.91	6%
Groundwater	\$ 20,000.00	\$ 20,000.00	\$ -	100%
Scrap tire drop off grant	\$ 8,000.00	\$ 4,000.00	\$ 4,000.00	50%
MAEAP FY21	\$ 76,500.00	\$ 46,846.00	\$ 29,654.00	61%
<b>Totals</b>	<b>\$7,481,040.76</b>	<b>\$1,718,751.57</b>	<b>\$5,784,963.46</b>	<b>45%</b>

To sustain our current work and continue to develop programs that serve Ottawa County taxpayers, the Ottawa Conservation District respectfully requests:

- \$80,000 respectively for financial support for the district FY22 and FY23
- \$20,000 respectively for financial support for the “Farmland and Water Quality Conservation Initiative” for the next 5 fiscal years

\*See the attached performance-based measures document to see a break down of our goals moving forward and the outcomes we anticipate.

With great appreciation of your support,



Megan Boos  
Executive Director

Ottawa Conservation District  
16731 Ferris St. Grand Haven, MI 49417  
616-842-5852x5  
[www.ottawacd.org](http://www.ottawacd.org)  
megan.boos@macd.org



# **OTTAWA CONSERVATION DISTRICT**

## **REQUEST FOR FINANCIAL SUPPORT TO THE OTTAWA COUNTY BOARD OF COMMISSIONERS**



**OTTAWA CONSERVATION DISTRICT  
OUTCOME-BASED PERFORMANCE  
DISTRICT PROGRAMS and ADMINISTRATIVE FUNCTIONS**

***GOALS – OBJECTIVES – ACTION PLAN – MEASURES***

**Goal 1 - Expand the effectiveness of the district**

Objective:

- Increase district funding opportunities
- Increase public awareness of District services available to Ottawa County landowners

Actions:

- Pursue and write mission appropriate grant proposals
- Maximize contribution agreement work with NRCS
- Conduct annual tree and native plants sales
- Collaborate with legislators and county commissioners to increase program funding
- Maintain partnerships with land use groups, local governments, educational institutions, and community organizations
- Seek opportunities to provide information about district programs and services to Ottawa County taxpayers

Measures:

- Amount of grant funds awarded
- Number of landowners served through NRCS Partnership agreement
- Amount of revenue generated by tree and native plant sales
- Amount of program funding and percent increase
- Number of partnerships and strategic alliances formed

**Goal 2 - Promote the use of positive land use management practices**

Objective:

- Conduct land use management and environmental education programs

Actions:

- Conduct educational seminars for landowners, homeowners, and local officials on state legislation, sustainable agriculture and water quality topics
- Partner with local land use groups and governmental agencies to expand public outreach
- Establish partnerships with local land use groups and governmental agencies to further the promotion of interest in Farmland preservation

Measures:

- Number of seminars conducted and number of participants
- Number of participants attending seminars that gained knowledge of conservation practices
- Number of local partnerships to promote positive land use management practices

- **Goal 3 - Facilitate the protection of ground and surface water quality through the Regional Conservation Partnership Program (RCPP) called the “Farmland and Water Quality Conservation Initiative”**

Objective:

- Provide technical assistance to landowners
- Manage grant funding and cost share with in the “Farmland and Water Quality Conservation Initiative”
- to perform implementation projects to address resource concerns
- Strengthen partnerships that protect Ottawa County watersheds

Actions:

- To effectively administer the grant funded water quality programs
- Participate in watershed steering committees and grant projects

Measures:

- Number of grant projects awarded
- Number of meeting attended for watershed management and related activities
- Grant deliverables achieved
- Cost share implemented

## FY 2022-2024 BUDGET REQUEST

**Ottawa Conservation District**  
Department Name

**1010-2800**  
Dept. Number

**District Programs and Administrative Functions Budget Request**

**\$100,000**

**Objective:**

To provide monetary support for a portion of Ottawa Conservation District's operational funding.

**5-Year Long-Range Implementation Plan Reference**

*See Outcome Based Performance Measures for District Programs and Administrative Functions*

**Program Details**

The financial support Ottawa County Commissioners provides for district operations results in securing and renewing state grants to operate programs and services to assist Ottawa County's private landowners. Because of this operational support, the District can offer critical dune management information, provide a septic system replacement program for residents in the Bass River, Deer Creek, Crockery Creek, Sand Creek, and Crockery Creek watersheds, treat emerging environmental threats from early detection invasive plant species, install best management practices on area farms to prevent erosion and protect water quality and quantity, and answer countless questions from landowners on many topics, including plants, forests, wildlife, soil and water testing.

Financial support of Ottawa Conservation District assures that current and new grants continue to be secured, and Ottawa County landowners continue to have access to information, programs and services provided by the district.

The Ottawa Conservation District also develops, coordinates, and delivers numerous activities and events that county residents participate in to enhance the environment and aesthetics in their communities. The Annual Report of the Ottawa Conservation District provides a full review of FY21 accomplishments. The FY22 Annual Report will be produced in early 2022. We respectfully request that the Board of Commissioner's continue and increase their financial support and investment of the Ottawa Conservation District.

### **PROPOSED FY 2022-2024 BUDGET REQUEST**

Operational support for Funding and Program Development \$ 53,500

Administrative support for the Reginal Conservation Partnership Program (RCP) also known as Farmland and Water Quality Conservation Initiative \$20,000

Support for overhead expenses  
(Office space, software upgrades, technology improvements etc.) \$ 26,500

**County Funding Requested**

**\$100,000**

**AGREEMENT FOR FUNDING ASSISTANCE**

This Agreement is made this \_\_\_\_\_ day of August, 2021, by and between the Ottawa Conservation District, 16731 Ferris Street, Grand Haven, Michigan 49417 (“the District”) and the County of Ottawa, 12220 Fillmore Street, West Olive, Michigan 49460 (“Ottawa County”) with reference to the following facts and circumstances:

- A. The District is an entity organized and existing within the County of Ottawa and State of Michigan pursuant to the provisions of Section 9301 et seq., of the Natural Resources and Environmental Protection Act, MCL Sec. 324.9301 et seq., and provides conservation activities and services within the County of Ottawa as provided for under that Act and Michigan law. The District is NOT an operation of the County of Ottawa, but is a wholly independent entity that merely serves the same community.
- B. The parties agree that the activities and services to be provided by the District within the County of Ottawa are, pursuant to the express terms of Section 9313 of the Natural Resources and Environmental Protection Act, MCL 324.9313, to be funded by annual appropriation of the legislature of the State of Michigan.
- C. The legislature of the State of Michigan has not appropriated or otherwise provided sufficient funding to pay for the activities and services of the District, and Ottawa County has determined that it is in the interests of Ottawa County to temporarily assist in funding the annual operations of the District, in accordance with the terms of this Agreement.

1. **General Agreement:** For Fiscal Year 2022-2023 (October 1, 2021 through September 30, 2023), Ottawa County will pay \$80,000 to assist in funding the activities and



services of the District and \$20,000 to assist in funding the activities and services of the District in administering the Farmland And Water Quality Conservation Initiative, all of which are and remain the continuing funding obligation of the legislature of the State of Michigan, pursuant to the provisions of Section 9313 of the Natural Resources and Environmental Protection Act, MCL 324.9313, and other provisions of Michigan law. Should the State of Michigan reinstate or otherwise advance base operational funding for the District for FY 2022-2023, the District shall be required to repay Ottawa County an amount equal to the amount of the base operational funding reinstated or advanced by the State of Michigan, up to but not exceeding \$200,000. Any funds to be repaid to Ottawa County by the District shall be repaid to Ottawa County within thirty (30) days of the receipt of those funds by the District from the State of Michigan. In return for this funding assistance, the District shall provide the Ottawa County Board of Commissioners with a written annual report summarizing its annual activities and services on behalf of the District and the residents of Ottawa County, and reporting upon the outcome of these activities and services. This report shall be presented to the Ottawa County Board of Commissioners not later than June 30, 2022 and June 30, 2023, at a regularly scheduled meeting of the Ottawa County Board of Commissioners, as may be specifically designated by the Chairperson of the Ottawa County Board of Commissioners and/or by the Ottawa County Administrator.

**2. Payment for Services Rendered:** Payment by Ottawa County to the District for services rendered under this Agreement shall be advanced by Ottawa County in two payments per year, \$60,000 being paid in October each year and \$40,000 being paid in April each year. Funding may be adjusted by Ottawa County, at its sole discretion, at any point in the term of this Agreement to account for actual funding received by the District from the State of Michigan.

3. **Term of Agreement:** The term of this Agreement shall be from October 1, 2021 through September 30, 2023. This Agreement may be renewed upon mutual Agreement of the parties, by separate annual agreements for succeeding years.

4. **Termination of Agreement During Term:** This Agreement may be terminated at any time by mutual written agreement of the parties. This Agreement also may be terminated at any time during its term by Ottawa County, without cause. Notice of termination by Ottawa County shall be given in writing, not less than thirty (30) days prior to the date of termination.

5. **Indemnification and Hold Harmless:** Each party shall indemnify and hold the other party harmless from claims which are the result of any alleged error, mistake, negligence or intentional act or omission of the other party, its employees, officers, agents and assigns.

6. **Notices:** All notices required by either party under this Agreement shall be given either by personal delivery, or by first class mail, postage fully prepaid thereon to:

Ottawa County Administrator  
12220 Fillmore St.  
West Olive, MI 49460

Ottawa Conservation District Director  
16731 Ferris St.  
Grand Haven, MI 49417

7. **Miscellaneous:**

a. **Section Headings.** The headings of the several sections shall be solely for convenience of reference and shall not affect the meaning, construction or effect hereof.

b. **Severability.** If any one or more of the provision contained in this Agreement shall for any reason be held to be invalid, illegal or unenforceable in any respect, then such provision or provisions shall be deemed severable from the remaining provisions hereof, and such invalidity, illegality or unenforceability shall not affect any other provision hereof, and this Agreement shall be construed as if such invalid, illegal or unenforceable provision had never been contained herein.

c. **Entire Agreement and Amendment.** In conjunction with matters considered herein this Agreement contains the entire understanding and agreement of the parties and there have been no promises, representations, agreements, warranties or undertaking by any of the parties, either oral or written, of any character or nature hereafter binding except as set forth herein. This Agreement may be altered, amended, modified only by an instrument in writing, executed by the parties to this Agreement and by no other means. Each party waives their future right to claim, contest or assert that this Agreement was modified, canceled, superseded or changed by any oral agreement, course of conduct, waiver or estoppel.

d. **Successors and Assigns.** All representatives, covenants and warranties set forth in the Agreement by or on behalf of, or for the benefit of any or all of the parties hereto, shall be binding upon and inure to the benefit of such party, its successors and assigns.

e. **Terms and Conditions.** The terms and conditions used in this Agreement shall be given their common and ordinary definition and will not be construed against either party.

f. **Execution of Counterparts.** This Agreement may be executed in any number of counterparts and each such counterpart shall for all purposes be deemed to be an original; and all such counterparts, or as many of them as the parties shall preserve undestroyed, shall together constitute one and the same instrument.

In witness whereof the parties have executed this Agreement as of the effective date set forth herein.

OTTAWA CONSERVATION DISTRICT

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

Its: \_\_\_\_\_

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

Its: \_\_\_\_\_

COUNTY OF OTTAWA

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

Roger A. Bergman

Its: Chairperson, Board of Commissioners

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

Justin F. Roebuck

Its: County Clerk/Register of Deeds

# Action Request



<b>Committee:</b>	Board of Commissioners
<b>Meeting Date:</b>	08/24/2021
<b>Requesting Department:</b>	Corporation Counsel
<b>Submitted By:</b>	Doug Van Essen
<b>Agenda Item:</b>	Mary Free Bed Rehabilitation Hospital Refunding Bonds

## Suggested Motion:

To approve and authorize the Board Chairperson and Clerk/Register to sign the the bonding activity of the Kent County Hospital Finance Authority under the IRS Code Section 147(f) for funding that affects one Mary Free Bed Hospital facility in Ottawa County as well as acceptance of Mary Free Bed's indemnification of Ottawa County for this action.

## Summary of Request:

The IRS Code permits a county in one location to issue tax-exempt bonds for projects in another county, as long as the host county of the project approves. Mary Free Bed Hospital in Grand Rapids is proposing a \$70 million bond financing from the Kent County Finance Authority to finance projects throughout Michigan, including one at 3290 N. Wellness Dr in Holland, and, therefore, is asking for the Board of Commissioners' approval. Typical resolutions under this IRS Code provision expressly provide that the host county will not be liable. I added language whereby the resolution also states that Ottawa County is offering no opinion on the credit worthiness of the bonds and also required that MFB agree to defend and indemnify Ottawa County if there is any claim made against it as a result of its approval. MFB has agreed to these provisions.

Accordingly, since the project involves a substantial improvement to nonprofit health facilities in the County with no cost to the County and little risk of liability, I recommend that the Board adopt the resolution and accept the indemnification from Capital Partners as consideration for doing so.

## 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.

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

Committee/Governing/Advisory Board Approval Date: 08/17/2021

Finance and Administration Committee

**NOTICE OF PUBLIC HEARING BEFORE THE  
COUNTY OF OTTAWA  
REGARDING THE ISSUANCE OF HOSPITAL REVENUE AND  
REVENUE REFUNDING BONDS  
FOR THE BENEFIT OF MARY FREE BED REHABILITATION HOSPITAL**

The Board of Commissioners of the County of Ottawa (the “Board”) will hold a public hearing at 1:30 p.m. on August 24, 2021 in the Ottawa County Fillmore Street Complex, West Olive, Michigan 49460 on the proposed issuance by the Kent Hospital Finance Authority (the “Authority”) of hospital revenue and revenue refunding bonds (the “Bonds”) for the benefit of Mary Free Bed Rehabilitation Hospital (the “Borrower”) and certain affiliates of the Borrower. The Bonds are proposed to be issued in one or more series, pursuant to a plan of financing, in the aggregate principal amount of not to exceed Seventy Million Dollars (\$70,000,000).

The proceeds of the Bonds will be used by the Authority to make one or more loans to the Borrower. The Borrower will use a portion of the proceeds of the loan from the Authority, in an amount not to exceed \$10,000,000, to pay the costs of acquisition and installation of a computer hardware and software system and associated equipment known as the EPIC project (the “EPIC Project”). The EPIC Project involves a complete installation of a charge capture, electronic medical record, and revenue cycle system for use by the Borrower. The EPIC Project will be used throughout the State of Michigan (the “State”), including the following location located in the County of Ottawa (“Ottawa”): 3290 North Wellness Dr., Holland Michigan 49424.

The EPIC Project will be owned and operated by the Borrower or its affiliates for use as healthcare facilities. Additional detail with respect to the EPIC Project is available upon request.

The Bonds will be limited obligations of the Authority payable only from loan repayments to be made by the Borrower to the Authority and other security to be provided by the Borrower. The Bonds will not be a general obligation of the Authority and will not be a debt of the State, the County of Kent, Ottawa, or any other political subdivision of the State. The Authority has no taxing power and the issuance of the Bonds will not obligate the State, the County of Kent, Ottawa or any other political subdivision of the State to levy or pledge any form of taxation for the Bonds or to make any appropriation for the payment of the Bonds. Neither the Board nor Ottawa makes any representations regarding the creditworthiness of the Bonds.

The hearing will provide a reasonable opportunity for expression of opinion, argument on the merits and introduction of documentary evidence pertaining to the proposed issuance of the Bonds. Written comments will be accepted by the Board, but must be received on or before the time and date of the hearing.

Dated: \_\_\_\_\_, 2021

RESOLUTION  
County of Ottawa, Michigan

At a regular meeting of the Board of Commissioners of the County of Ottawa, Michigan, held at 1:30 p.m., Eastern Standard Time, on Tuesday, August 24, 2021.

PRESENT: \_\_\_\_\_

ABSENT: \_\_\_\_\_

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

WHEREAS, the Kent Hospital Finance Authority (the “Authority”) proposes to make a loan to Mary Free Bed Rehabilitation Hospital (the “Borrower”) to be used by the Borrowers to finance or refinance the construction, renovation and equipping of certain capital improvements, including the acquisition and installation of computer hardware and software for use at certain rehabilitation facilities of the Borrower; and

WHEREAS, the Authority intends to issue Kent Hospital Finance Authority Hospital Revenue and Revenue Refunding Bonds in one or more series (the “Bonds”) on behalf of the Borrower in the principal amount of not to exceed \$70,000,000 to provide funds with which to make the loan to the Borrower; and

WHEREAS, the Bonds will be limited obligations of the Authority and will not constitute general obligations or debt of the County of Kent, the County of Ottawa, the State of Michigan or any political subdivision thereof; and

WHEREAS, this Board of Commissioners has held a public hearing after a notice was published as provided in, and in satisfaction of the applicable public hearing requirements of, the Code; and

WHEREAS, the Authority has requested that this Board of Commissioners approve the issuance of the Bonds; and

WHEREAS, the County of Ottawa is not liable for debt service with respect to the Bonds, and has made no financial investigation as to the creditworthiness of the Borrower and makes no representation regarding the repayment of the Bonds or the creditworthiness of the Borrower.

WHEREAS, this Board of Commissioners desires to express its approval of the issuance of the Bonds by the Authority solely for federal tax purposes;

WHEREAS, the Borrower has agreed to defend and indemnify Ottawa County and its Board of Commissioners from any liability or claim of liability as a result of the approval below:

IT IS HEREBY RESOLVED BY THE BOARD OF COMMISSIONERS OF THE COUNTY OF OTTAWA, AS FOLLOWS:

1. Solely for the purpose of fulfilling the public approval requirements of the Code, the Board of Commissioners of the County of Ottawa, Michigan, hereby approves the issuance, sale and delivery, in one or more series, of not to exceed \$70,000,000 in aggregate principal amount of the Bonds.

2. The County Clerk is hereby directed to provide three (3) certified copies of this resolution to the Secretary of the Authority.

YEAS \_\_\_\_\_

NAYS \_\_\_\_\_

ABSTENTIONS \_\_\_\_\_

RESOLUTION DECLARED ADOPTED.



STATE OF MICHIGAN            )  
  ) ss.  
COUNTY OF OTTAWA         )

I hereby certify that the foregoing is a true and complete copy of a resolution adopted at a regular meeting of the Board of Commissioners of the County of Ottawa, Michigan, held on the 24<sup>th</sup> day of August 2021, and that the minutes of the meeting are on file in the office of the County Clerk and are available to the public. Public notice of the meeting was given pursuant to and in compliance with Act 267, Public Acts of Michigan, 1976.

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County Clerk

37977059.1/160421.00001

# Action Request



<b>Committee:</b>	Board of Commissioners
<b>Meeting Date:</b>	08/24/2021
<b>Requesting Department:</b>	Administrators Office
<b>Submitted By:</b>	Al Vanderberg
<b>Agenda Item:</b>	Deferred Compensation (457) Employer Match Cap Removal for Unclassified Employees

## Suggested Motion:

To approve the restoration of the Unclassified Optional 457 Deferred Compensation Plan Employer Cap to the IRS limits effective January 1, 2022.

## Summary of Request:

The Board of Commissioners established an optional 457 plan with payroll deduction to a deferred compensation plan effective January 1, 1988 for Unclassified Employees. In this plan, Ottawa County paid a 25% match of employee contributions to the 457 up to the IRS cap. In the Great Recession, staff recommended and the Board approved reducing the benefit to include a cap of \$1,000 for employer contribution match. During this time, we cut over \$12 million from the General Fund alone to keep the budget balanced. The 457 cap reduction saved \$65,000 towards it. It was intended that once we financially recovered from the Great Recession, the cap to the employer portion would be restored, up to the IRS limits. This is a valuable tool for employees to save for retirement and retirement related expenses such as health care and will continue to be a great recruitment tool to bring new talent into the organization.

This action restores something removed from the Unclassified employees and no other employee group was impacted. Each union negotiated its own participation percentage and cap, and these were unaffected during the Great Recession. Most employees have a current IRS contribution limit in 2021 of \$19,500, depending on age and retirement, there are additional catch-up provisions in the IRS rules, that may increase this amount. We currently have 101 Unclassified Employees who are maxing at the \$1,000 limit. We anticipate that based on past employee 457 investment behavior this will likely cost approximately \$100,000 initially. We will have budget savings in employee health care benefit costs in surplus of this amount therefore, the money is included in the budget.

## Financial Information:

Total Cost: \$100,000.00	General Fund Cost: \$100,000.00	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:

Health care savings.

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

**Administration:**  Recommended  Not Recommended  Without Recommendation

County Administrator:

Committee/Governing/Advisory Board Approval Date: 08/24/2021

Finance and Administration Committee