



Matthew R. Fenske
Chairperson

Allen Dannenberg
Vice-Chairperson

Ottawa County

Board of Commissioners

To All Ottawa County Commissioners:

The Ottawa County Board of Commissioners will meet on **Tuesday, February 22, 2022, at 1:30 PM** for the regular February meeting of the Board at the Ottawa County Fillmore Street Complex in West Olive, Michigan and via Zoom and YouTube.

The Agenda is as follows:

1. Call to Order by the Chairperson
2. Invocation – Pastor Art VanWolde, Haven Christian Reformed Church
3. Pledge of Allegiance to the Flag
4. Roll Call
5. Presentation of Petitions and Communications
 - A. 2021 Industry Trends Report, Jennifer Owens, President of Lakeshore Advantage
6. Public Comments
7. Approval of Agenda
8. Actions and Reports
 - A. Consent Resolutions:
 - From the County Clerk/Register
 1. Board of Commissioners Meeting Minutes

Suggested Motion:
To approve the minutes of the [February 8, 2022, Board of Commissioners meeting](#).

Francisco C. Garcia Joseph S. Baumann Douglas R. Zylstra Roger A. Bergman Randall J. Meppelink
Kyle J. Terpstra James H. Holtvluwer Philip D. Kuyers Gregory J. DeJong

From Administration

2. [Accounts Payable for January 24, 2022 – February 4, 2022](#)

Suggested Motion:

To approve the general claims in the amount of \$3,352,613.09 as presented by the summary report for January 24, 2022 to February 4, 2022.

B. Public Hearings: None

C. Action Items:

From the Planning and Policy Committee

1. [Port Sheldon Sports Complex Stormwater Easement](#)

Suggested Motion:

To approve the Declaration of Drainage Easement.

2. [Ottawa Sands Development Professional Services](#)

Suggested Motion:

To approve the proposal from VIRIDIS Design Group in the amount of \$251,600.00 for project management, design, construction documents, and construction administration of the Idema Explorers Camp and associated development in accord with the funding received from the Bill and Bea Idema Foundation.

From the Finance and Administration Committee

3. [FY2022 Budget Adjustments](#)

Suggested Motion:

To approve the 2022 budget adjustments per the attached schedule.

4. [2023 Budget Calendar](#)

Suggested Motion:

To approve the 2023 Budget Calendar.

5. [Resolution to Appoint New Equalization Director](#)

Suggested Motion:

To approve a resolution to accept Michael Galligan's retirement as Ottawa County Equalization Director effective June 30, 2022, and to appoint Brian Busscher as Ottawa County Equalization Director effective July 1, 2022.

6. [Parks Department Personnel Request](#)

Suggested Motion:

To approve the Parks Commission recommendation to increase the Parks seasonal employee wage scale for the 2022 season and to be adjusted annually in proportion to increases in the minimum wage at a cost of \$65,068.

7. [Public Health Personnel Request](#)
Suggested Motion:
To approve the request from Public Health to split one 1.0 FTE full-time, benefited Community Health Nurse position into two 0.6 FTE part-time benefited Community Health Nurse Positions at a cost of \$27,318 to be paid out of the 2022 Public Health Fund Balance.
8. [Human Resources Personnel Request](#)
Suggested Motion:
To approve the request from Human Resources to add one (1.0 FTE) Assistant Human Resources Director at an Unclassified paygrade 16, at a cost of \$35,606.
9. [Economic Development Corporation - Proposed Bond Project](#)
Suggested Motion:
To approve a Resolution Approving the Project Area, Establishing the Project District Area, and Confirming the Appointment of Two Additional Directors to the Ottawa County Economic Development Corporation Board, in order to initiate the process of issuing Limited Obligation Revenue Bonds not-to-exceed \$75,000,000 for the benefit of The Farmstead by Resthaven project located in the City of Holland.
10. [Courtroom Presentation Solutions](#)
Suggested Motion:
To approve the authorization to purchase and install 10 Wolfvision Cynaps to be deployed in the six Circuit and Probate Courtrooms and four Hearing Rooms in Grand Haven and West Olive at a total cost of \$82,837.50.
11. [Contract For Financial Advisor for The Issuance of Bonds](#)
Suggested Motion:
To approve the proposed agreement with MFCI, LLC for Financial Advisory Services for the Issuance of Bonds.
12. [Temporary Non-Benefited Wages](#)
Suggested Motion:
To approve the request from Human Resources to match all temporary, non-benefited positions who have a benefited equivalent to Step I of the correlating grade on the Universal Pay Scale.
13. [Adjustments to Compensation for Benefited Employees](#)
Suggested Motion:
To approve the issuance of a one-time payment to benefited employees (excluding elected officials) in the not-to-exceed amount of \$2,000 and to increase wages in the 2022 wage scale by 2% for all benefited employees (excluding elected officials).

D. Appointments:

From the Talent and Recruitment Committee

1. [Land Bank Authority](#)

Suggested Motion:

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

*Daniel Strikwerda

and to select one (1) to fill one (1) City/Village Representative vacancy beginning immediately and ending December 31, 2022.

2. [Community Action Agency Advisory Board](#)

Suggested Motion:

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

*Molly Brouwer

and to select one (1) to fill one (1) Public Sector vacancy beginning immediately and ending December 31, 2024.

3. [Veteran's Affairs Committee](#)

Suggested Motion:

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

*Randal Cope

and to select one (1) to fill one (1) War Veteran vacancy beginning immediately and ending December 31, 2024.

E. Discussion Items:

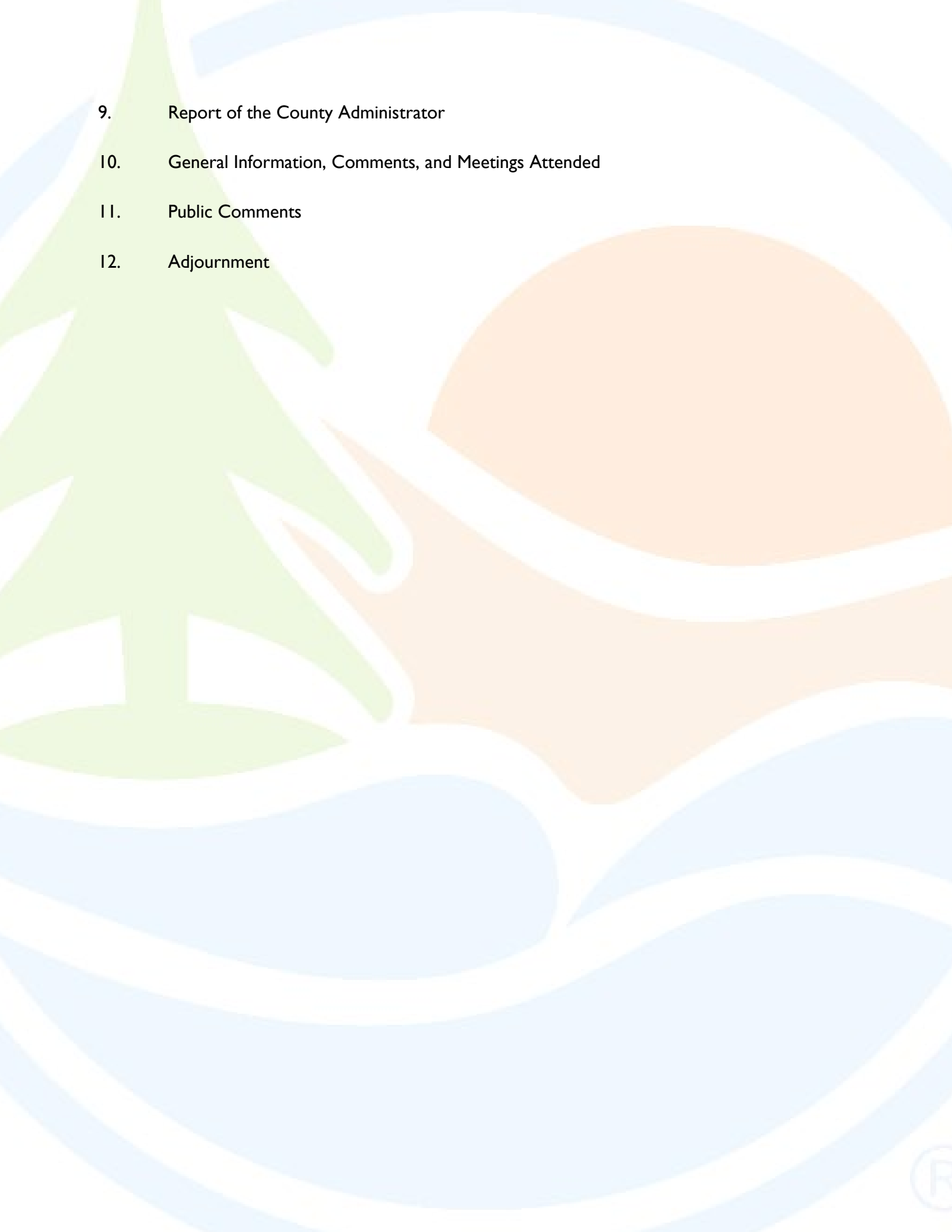
From Administration

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

Suggested Motion:

To go into closed session for the purpose of discussing the purchase or lease of real property pursuant to OMA Section 8d.

(2/3 roll call vote required)

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

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

The Ottawa County Board of Commissioners met on Tuesday, February 8, 2022, at 1:30 p.m. and was called to order by the Chair.

Johnny Rodriguez 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: Francisco Garcia, Joseph Baumann, Douglas Zylstra, Allen Dannenberg, Randall Meppelink, Kyle Terpstra, James Holtvluwer, Gregory DeJong, Philip Kuyers, Roger Bergman, Matthew Fenske. (11)

Presentation of Petitions and Communications

- A. Outstanding Customer Service Award Recipient-Chairman Fenske presented Deputy Michael DeVito, Sheriff's Office with the Outstanding Customer Service Award.
- B. Latin Americans United for Progress (LAUP) Holland-Johnny Rodriguez, the Executive Director, was just recently promoted to his role. He explained what LAUP is and what they do for the community.
- C. Hazard Mitigation Plan Update-Lou Hunt, Director of Emergency Management gave an update on the Hazard Mitigation Plan.
- D. HR Update for selection of new Administrator-Marcia VerBeek gave an update on the selection process. They have removed the residency requirement in the job description and reposted the job until February 15.
- E. Board Chair Comments-Chairman Fenske thanked everyone who walked in the Walk for Warmth this past Saturday. He gave a shout out and thank you to Dr Scott Vanslambrouck for his service to the Mobile Dental Unit last week. He also updated on the County Newsletter, KN95 masks in the Health Department, and the changes to the invocation process for future Board meetings.

Public Comments

Public comments were made by the following:

1. Julie Chawla-Bosgraaf-Holland

2. Nicole Thigpen-Muskegon but works in Ottawa County
3. Chris Theule-VanDam-Holland City
4. Kim Koeman-Holland
5. Linda Brand-Holland
6. Coty Arnold-Spring Lake
7. Concerned Mother of
8. Mike Goorhouse

B/C 22-032 James Holtvluwer moved to approve the agenda of today as presented. The motion passed as shown by the following votes: Yeas: Philip Kuyers, James Holtvluwer, Francisco Garcia, Allen Dannenberg, Gregory DeJong, Douglas Zylstra, Kyle Terpstra, Randall Meppelink, Joseph Baumann, Roger Bergman, Matthew Fenske. (11)

B/C 22-033 Allen Dannenberg moved to approve the following Consent Resolutions:

1. To approve the Minutes of the January 25, 2022 Board of Commissioners meeting and the January 25, 2022 Board of Commissioners work session.
2. To approve the general claims in the amount of \$10,329,880.71 as presented by the summary report for January 10, 2022 to January 21, 2022.
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.
4. To receive for information the Correspondence Log.
5. To receive for information the Ottawa County Equalization Department 2021 Annual Report.
6. To receive for information the Ottawa County Innovation and Technology 2021 Annual Report.
7. To receive for information the Ottawa County Community Mental Health 2021 Annual Report.
8. To receive for information the Ottawa County Facilities Maintenance Department 2021 Annual Report.

The motion passed as shown by the following votes: Yeas: Francisco Garcia, Roger Bergman, Douglas Zylstra, Allen Dannenberg, Kyle Terpstra, Randall Meppelink, James Holtvluwer, Joseph Baumann, Philip Kuyers, Gregory DeJong, Matthew Fenske. (11)

Discussion Items

1. Ottawa County Equalization Department 2021 Annual Report-Michael Galligan, Equalization Director, presented the Ottawa County Equalization Department 2021 Annual Report.
2. Ottawa County Innovation and Technology 2021 Annual Report-Aaron Boos, Manager of Applied Technology filling in for Paul Klimas, presented the Ottawa County Innovation and Technology 2021 Annual Report.
3. Ottawa County Community Mental Health 2021 Annual Report-Lynne Doyle, Community Mental Health Director, presented the Ottawa County Community Mental Health 2021 Annual Report.
4. Ottawa County Facilities Maintenance Department 2021 Annual Report-Blake Upright, Facilities Maintenance Director, presented the Ottawa County Facilities Maintenance Department 2021 Annual Report.

The County Administrator's report was presented.

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

Public Comments

1. Harvey Nikkel (Zoom)-Georgetown Twp
2. Jewell Wichman (Zoom)

Online Public Comment

1. Harvey Nikkel-Georgetown Twp.
2. Warren Post-Coopersville City

Chair Fenske adjourned the meeting at 3:29 p.m.

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

MATTHEW R. FENSKE, Chairman
Of the Board of Commissioners

Action Request



Committee: Board of Commissioners

Meeting Date: 02/22/2022

Requesting Department: Fiscal Services

Submitted By: Karen Karasinski

Agenda Item: Accounts Payable for January 24, 2022 - February 4, 2022

Suggested Motion:

To approve the general claims in the amount of \$3,352,613.09 as presented by the summary report for January 24, 2022 to February 4, 2022.

Summary of Request:

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

Financial Information:

Total Cost: \$3,352,613.09	General Fund Cost: \$3,352,613.09	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:

Board of Commissioners

Total CHECKS | EFTs | WIRES



Dates: January 24, 2022
to February 4, 2022

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:

\$3,352,613.09

1,102 INVOICES

3,352,613.09

Karen Karasinski
Fiscal Services Director

2.15.22

Date

We hereby certify that the Board of Commissioners has approved the claims on Tuesday, February 22, 2022


Roger Bergman, Chairperson
Board of Commissioners

Justin Roebuck
Clerk/Register of Deeds

Total CHECKS | EFTs | WIRES

	Dates: January 24, 2022	
	to February 4, 2022	
Total of all funds: \$3,352,613.09		
0000	TREASURY FUND	5,608.87
1010	GENERAL FUND	374,956.05
1500	CEMETERY TRUST	0.00
2081	PARKS & RECREATION	10,988.18
2160	FRIEND OF COURT	5,166.45
2180	OTHER GOVERNMENTAL GRANTS	157,136.90
2210	HEALTH	35,744.65
2220	MENTAL HEALTH	964,721.73
2221	MENTAL HEALTH MILLAGE	49,936.00
2225	SUBSTANCE USE DISORDER	170,064.30
2271	SOLID WASTE CLEAN-UP	0.00
2272	LANDFILL TIPPING FEES	13,941.71
2340	FARMLAND PRESERVATION	0.00
2430	BROWNFIELD REDEVELOPMENT	0.00
2444	INFRASTRUCTURE FUND	0.00
2550	HOMESTEAD PROPERTY TAX	0.00
2560	REGISTER OF DEEDS AUTOMATION FUND	359.08
2600	PUBLIC DEFENDERS OFFICE	11,789.16
2620	FEDERAL FOREITURE	0.00
2602	WEMET	36,733.82
2630	SHERIFF GRANTS & CONTRACTS	63,218.84
2631	CONCEALED PISTOL LICENSING	0.00
2901	DEPT OF HUMAN SERVICES	4,502.44
2920	CHILD CARE - PROBATE	17,890.54
2970	DB/DC CONVERSION	0.00

Total CHECKS | EFTs | WIRES

 Ottawa County <i>Where You Belong.</i>	Dates: January 24, 2022 to February 4, 2022	
Total of all funds:		\$3,352,613.09

3010	DEBT SERVICE	0.00
4020	CAPITAL IMPROVEMENTS	4,791.38
4690	BUILDING AUTHORITY CONSTRUCTION PROJECT	0.00
5160	DELINQUENT TAXES	1,255.00
5360	LAND BANK AUTHORITY	0.00
6360	INNOVATION & TECHNOLOGY	56,371.66
6450	DUPLICATING	4,283.00
6550	TELECOMMUNICATIONS	3,998.19
6641	EQUIPMENT POOL	95,806.00
6770	PROTECTED SELF-FUNDED INSURANCE	8,004.76
6771	EMPLOYEE BENEFITS	1,054,572.26
6772	PROTECTED SELF-FUNDED UNEMPL INS.	0.00
6775	LONG-TERM DISABILITY INSURANCE	1,077.49
6780	OTTAWA CNTY-INSURANCE AUTHORITY	0.00
6810	DB/DC CONVERSION FUND	0.00
7010	TRUST & AGENCY	37,636.35
7015	TRUST & AGENCY JUVENILE COURT	262.50
7040	IMPREST PAYROLL	15,585.89
7210	LIBRARY PENAL FINE	32.00
7360	OPEB TRUST	48,646.92
8010	SPECIAL ASSESS. DRAINS	52,381.23
8011	DRAINS-CAPITAL PROJECTS FUND	0.00
8020	DRAINS-REVOLVING	0.00
8510	DRAINS-DEBT SERVICE FUND	0.00
8725	INLAND LAKE IMPROVEMENT	13,300.00
8800	BROWNFIELD REDEVELOPMENT AUTHORITY	10,185.74

Action Request



Committee:	Board of Commissioners
Meeting Date:	02/22/2022
Requesting Department:	Administrator's Office
Submitted By:	John Shay
Agenda Item:	Port Sheldon Sports Complex Stormwater Easement

Suggested Motion:

To approve the Declaration of Drainage Easement.

Summary of Request:

A developer is developing the Blendon Meadows Condominium project in the City of Hudsonville. The stormwater management pond in the southwest corner of the property is proposed to be connected to Rush Creek. In order to do this, an underground storm sewer pipe needs to be constructed over a small portion of the back (southeast) corner of the Port Sheldon Sports Complex property and will need an easement for drainage granted by the County. This corner of the property is undeveloped and will not affect any of the existing soccer fields.

In consideration of \$500 to offset the County's legal fees, the Declaration of Drainage Easement will allow the developer to construct this storm sewer and maintain it in the future.

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: *John Shay*

Committee/Governing/Advisory Board Approval Date: 02-15-2022 - Planning & Policy

DECLARATION OF DRAINAGE EASEMENT

For and in consideration of the payment of Five Hundred Dollars (\$500.00), THE UNDERSIGNED, Lakeshore Sand Development, Inc., whose address is 200 Washington Ave., Zeeland MI 49419 (the "Owner"), as the owner of real property located in the City of Hudsonville, Ottawa County, Michigan, legally described on the attached Exhibit "A" (hereinafter referred to as the "Easement Area"), hereby creates and establishes a nonexclusive perpetual drainage easement for the construction, maintenance, repair and replacement of storm sewer facilities, equipment and improvements, on, over, across, through and under the Easement Area. The Easement Area shall be appurtenant to certain real property located in the City of Hudsonville, Ottawa County, Michigan, legally described on the attached Exhibit "B" (the "Benefitted Property"). All storm sewer facilities, equipment and improvements constructed by the owner of the Benefitted Property shall be constructed and installed underground at the sole cost of the owner of the Benefitted Property and shall be maintained, repaired and replaced by the owner of the Benefitted Property at its cost.

To the extent that the Easement Area or other property of the Owner is disturbed by reason of the construction, installation, inspection, maintenance, repair and/or replacement of the storm sewer facilities, equipment or improvements, then the owner of the Benefitted Property shall restore the Easement Area or other property of Owner (as applicable) at the sole cost of the owner of the Benefitted Property.

No barrier, structure, building or obstruction or hindrance of any kind shall be constructed or permitted to remain in the Easement Area if it materially interferes with the stormwater flow.

The owner of the Benefitted Property shall defend, indemnify and hold the Owner harmless from any loss, damage, expense, liability, claim or demand, including reasonable attorney fees by way of example, which Owner may suffer, incur or sustain, arising out of or in connection with the owner of the Benefitted Property's use, operation, installation, construction, maintenance, repair, removal, replacement or inspection of the storm sewer facilities, equipment or improvements, including but not limited to flooding damage caused by Benefitted Property's use of easement.

The easements and restrictions created herein shall run with the land and shall be binding upon subsequent owners of the Easement Area and shall inure to the benefit of the owners of the Benefitted Property and their respective heirs, personal representatives, successors and assigns. Any amendment or modification to this Declaration shall be by an instrument in recordable form executed by the

owner of the Easement Area and the owner of the Benefitted Property, and recorded at the office of the Ottawa County Register of Deeds.

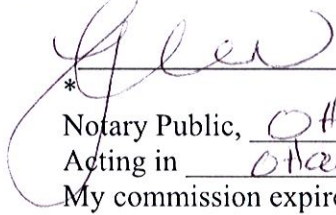
Miscellaneous. This Agreement embodies the entire understanding of the parties and all of the terms and conditions with respect to the subject matter hereof and supersedes all prior agreements and negotiations, whether written or oral. This Agreement may not be altered, superseded or otherwise amended except in a written document signed by all parties. This Agreement shall bind and inure to the benefit of the respective parties and the heirs, executors, personal and legal representatives, successors and assigns of the parties hereto. All executed copies of this Agreement are duplicate originals, equally admissible as evidence. Each of the persons signing this Agreement represents and warrants that he or she, as applicable, is duly authorized and empowered to execute and deliver this Agreement.

Dated this 17th day of January, 2022.

GRANTOR:

STATE OF MICHIGAN)
COUNTY OF Ottawa)

The foregoing instrument was acknowledged before me this 17th day of January, 2022, by Wade Slagh, President of Lakoshe S&C Development Inc, who is personally known to me or who has produced his/her driver's license as identification.


*
Notary Public, Ottawa, County, MI
Acting in Ottawa County, MI
My commission expires: 1-17-2027

MARI JO TURNER
Notary Public, State of Michigan
County of Ottawa
My Commission Expires Jan. 17, 2027
Acting in the County of Ottawa

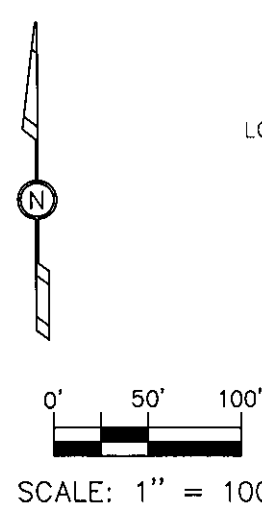
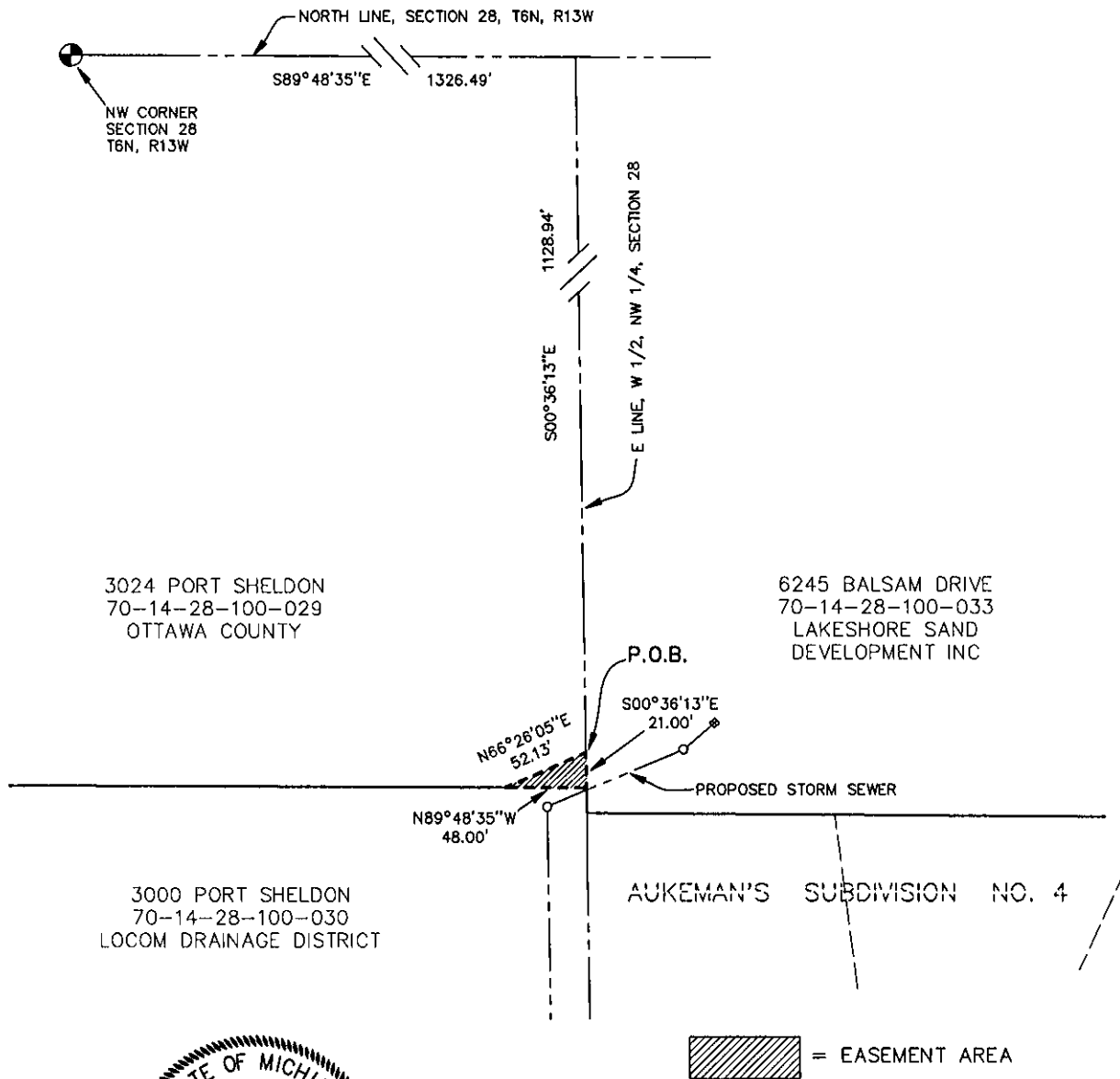
Drafted by and when recorded return to:
James Swanson
Exxel Engineering, Inc.
5252 Clyde Park Ave.
Grand Rapids, MI 49509

EXHIBIT A

(Sheet 1 of 1)

EASEMENT DESCRIPTION:

PART OF THE NORTHWEST 1/4 OF SECTION 28, T6N, R13W, CITY OF HUDSONVILLE, OTTAWA COUNTY, MICHIGAN, DESCRIBED AS: COMMENCING AT THE NORTHWEST CORNER OF SAID SECTION 28; THENCE S89°48'35"E 1326.49 FEET ALONG THE NORTH LINE OF SAID SECTION; THENCE S00°36'13"E 1128.94 FEET ALONG THE EAST LINE OF THE WEST 1/2 OF SAID NW 1/4 TO THE POINT OF BEGINNING; THENCE S00°36'13"E 21.00 FEET; THENCE N89°48'35"W 48.00 FEET; THENCE N66°26'05"E 52.13 FEET TO THE POINT OF BEGINNING.



Prepared by: Exxel Engineering, Inc.
5252 Clyde Park Avenue, SW
Grand Rapids, MI 49509

RE: BALSAM MEADOWS - STORM EASEMENT
201612E 11/24/21 JCB

EXHIBIT B

BENEFITTED PROPERTY

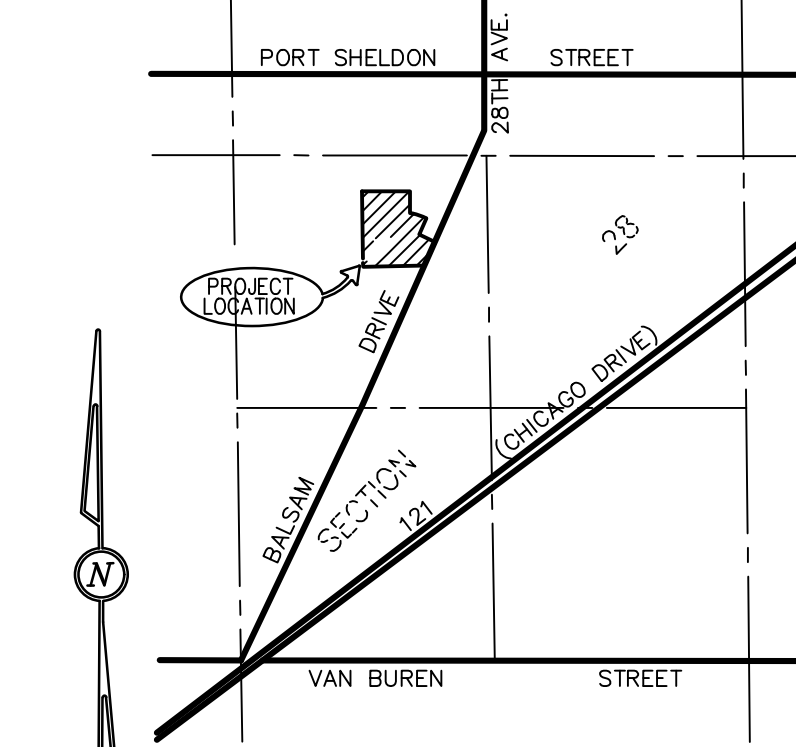
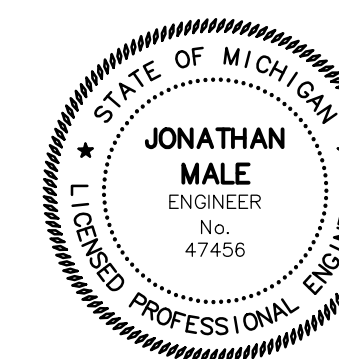
Legal Description

S 771.5 FT OF N 1164.5 FT OF NE 1/4 OF NW 1/4 LYING W OF BALSAM DR, EXC COM ON CEN LI SD DR S 24D 57M W 434.6 FT FROM N SEC LI, TH SW'LY ALG SD CEN LI 582 FT, TH NW'LY PERPENDICULAR TO CEN LI OF BALSAM DR 185 FT, TH NE'LY PAR TO SD CEN LI 86 FT, NE'LY 100 FT M/L TO A PT N 65D 03M W 193 FT & SW'LY ALG SD CEN LI 396 FT FROM BEG, TH N 65D 03M W 50.85 FT, W'LY 94.46 FT ALG A 217 FT RAD CURVE TO LEFT (CHD BEARS N 77D 32M W 93.72FT) TH W 28.06 FT, N 236 FT, TH E TO BEG. SEC 28 T6N R13W

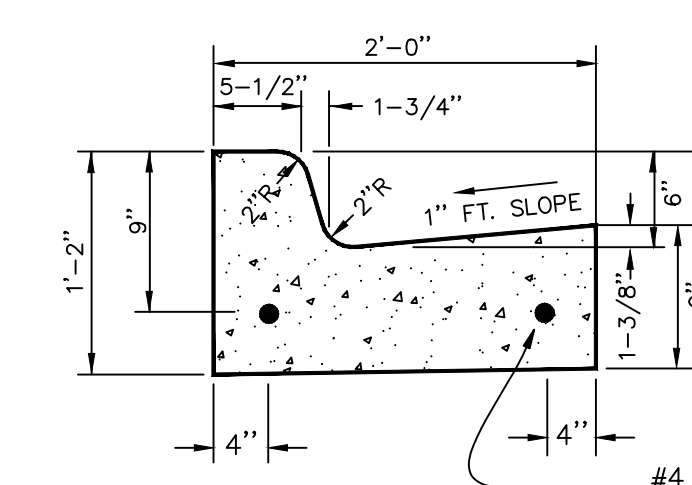


BALSAM MEADOWS

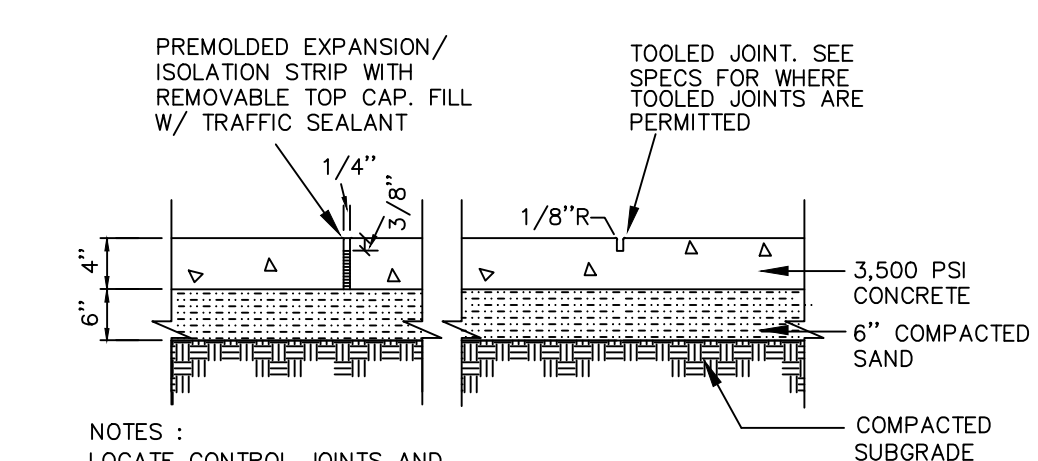
COVER SHEET			
RE: BALSAM MEADOWS – SITE CONDOMINIUMS			
FOR: LAKESHORE SAND DEVELOPMENT INC ATTN: WADE SLAGH 200 WEST WASHINGTON AVE. ZEELAND, MI 49464			
PART OF THE NW 1/4, SECTION 28, T6N, R13W, CITY OF HUDSONVILLE, OTTAWA COUNTY, MICHIGAN			
DATE: 10/25/21		REV. FOR CONSTRUCTION	JM
DATE: 08/23/2021		REV. NO.:	201612E
DRAWN BY: CDG		PROJ. ENG.: TRS	SHEET 1 of 6
APPROVED BY: JM		PROJ. SURV.: JCB	
FILE NO.:		DATE:	



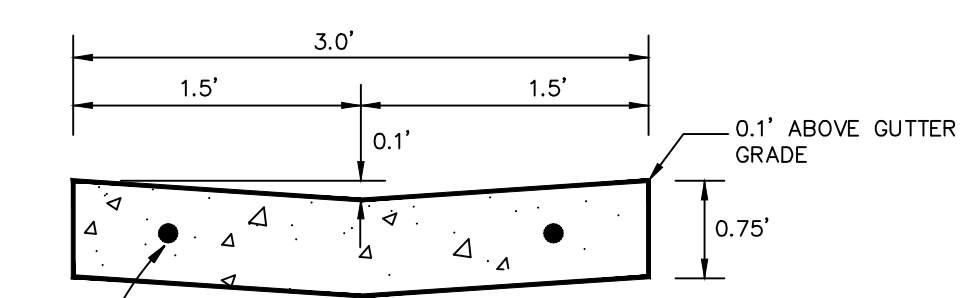
SCALE: 1" = 50'



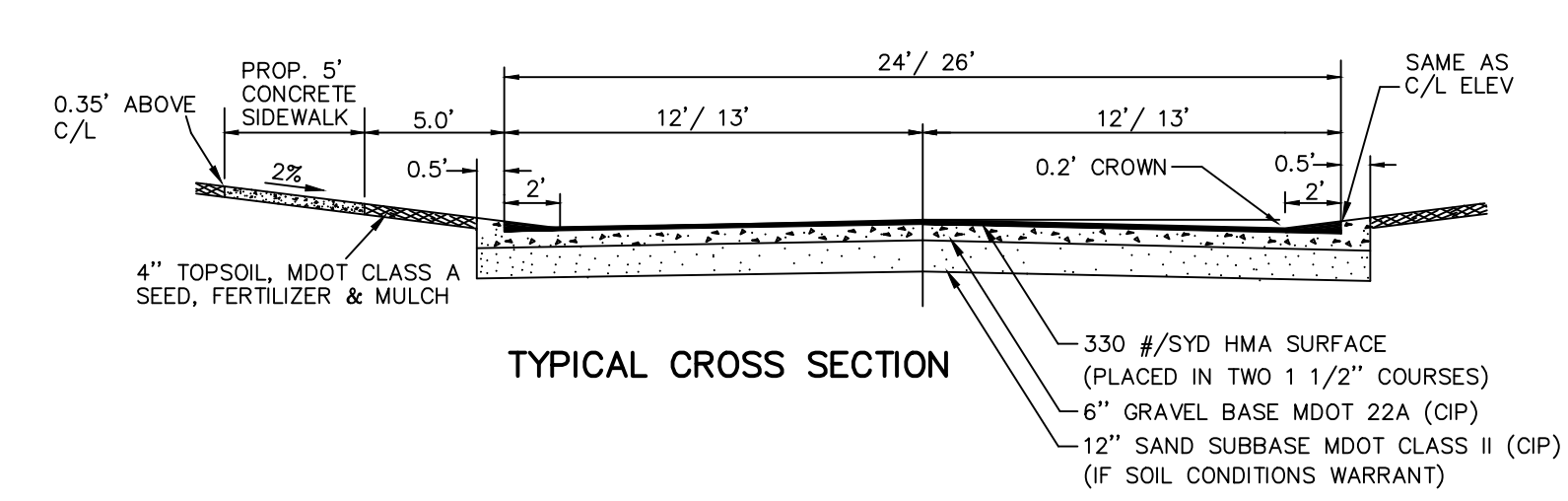
F-4 CONC CURB DETAIL (PITCHED IN)
#4 EPOXY COATED RE-BAR TYPICAL



4" CONCRETE WALKWAY DETAIL
CONCRETE TO BE 6" THICK AT DRIVEWAYS



24" CONC GUTTER PAN AT APPROACH
#4 EPOXY COATED RE-BAR TYPICAL

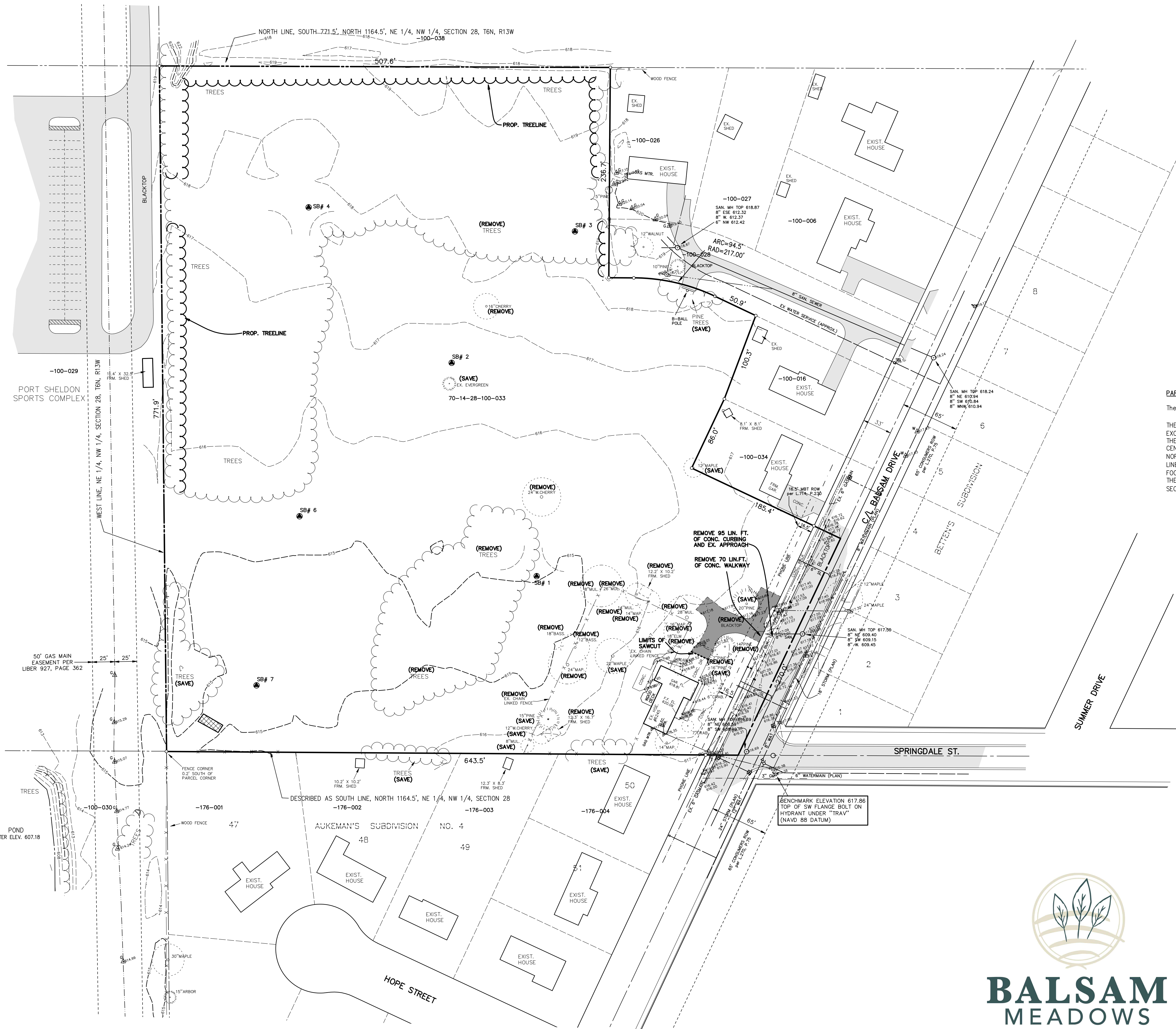


TYPICAL CROSS SECTION
330 #/SYD HMA SURFACE (PLACED IN TWO 1 1/2" COURSES)
6" GRAVEL BASE MDOT 22A (CIP)
12" SAND SUBBASE MDOT CLASS II (CIP) (IF SOIL CONDITIONS WARRANT)

- SANITARY SEWER AND WATERMAIN NOTES:**
- All sanitary sewer and watermain construction and materials shall conform to the Ottawa County D.P.W. and City of Hudsonville standard specifications.
 - Hydrants shall be East Jordan.
 - All manholes shall have ASTM C-478 rubber joints and EJIW 1120 casting, type C cover or equal, "imprinted with the letter "S".
 - All sanitary sewer shall be PVC truss pipe conforming to ASTM 2680 with solvent welds.
 - City DPW will witness water and sewer testing and sampling.
 - The contractor shall obtain all permits required.

- SHEET INDEX:**
- SHT 1 OF 6: COVER SHEET
 - SHT 2 OF 6: EXISTING CONDITIONS/DEMOLITION PLAN
 - SHT 3 OF 6: OSPREY DRIVE IMPROVEMENTS
 - SHT 4 OF 6: NUTHATCH LANE / KINGBIRD DR IMPROVEMENTS
 - SHT 5 OF 6: STORM SEWER PLAN
 - SHT 6 OF 6: GRADING AND SOIL EROSION CONTROL PLAN

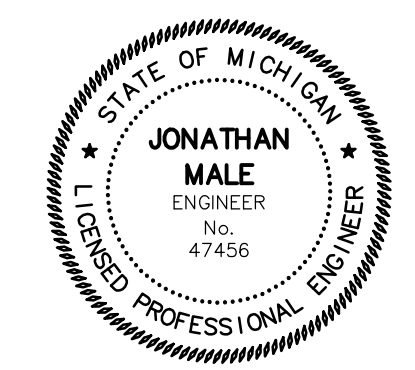
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PARCEL DESCRIPTION (PER 2020 DEED TO LAKESHORE SAND)

The land is situated in the City of Hudsonville, County of Ottawa, State of Michigan, as follows:

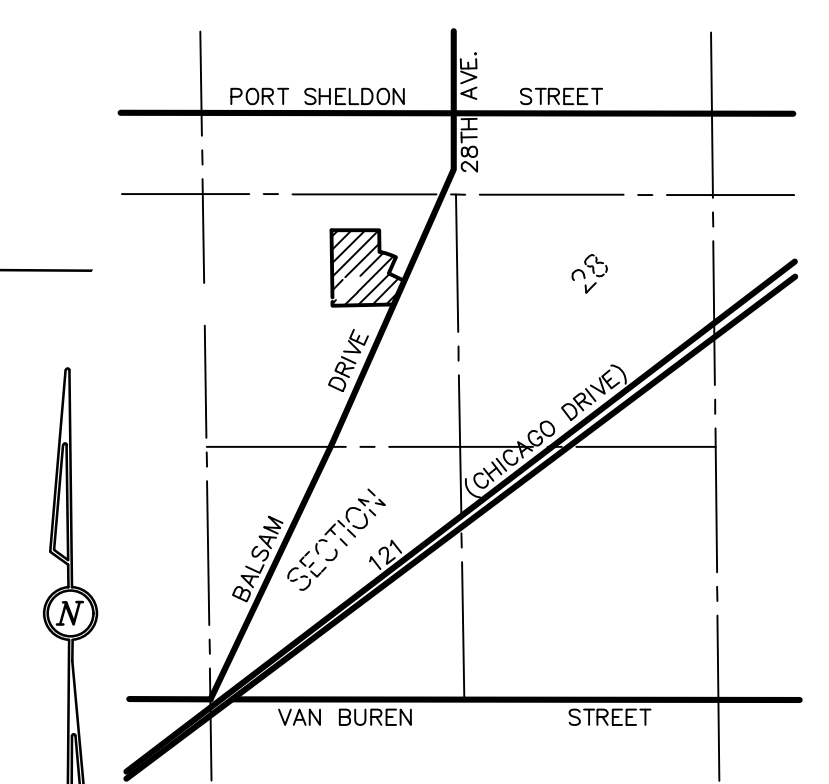
THE SOUTH 771.5 FEET OF THE NORTH 1164.5 FEET OF THE NE 1/4 OF THE NW 1/4 LYING WEST OF BALSAM DRIVE, EXCEPT COMMENCING ON THE CENTER LINE OF SAID DRIVE S24°57'W 434.6 FEET FROM THE NORTH SECTION LINE, THENCE SOUTHWESTERLY ALONG SAID CENTER LINE 582 FEET, THENCE NORTHWESTERLY PERPENDICULAR TO THE CENTER LINE OF BALSAM DRIVE 185 FEET, THENCE NORTHEASTERLY PARALLEL TO SAID CENTER LINE 86 FEET, NORTHEASTERLY 100 FEET, MORE OR LESS, TO A POINT N65°03'W 193 FEET & SOUTHWESTERLY ALONG SAID CENTER LINE 396 FEET FROM THE POINT OF BEGINNING, THENCE N65°03'W 50.85 FEET, WESTERLY 94.46 FEET ALONG A 217 FOOT RADIUS CURVE TO LEFT (CHORD BEARS N77°32'W 93.72 FEET), THENCE WEST 28.06 FEET, NORTH 236 FEET, THENCE EAST TO THE POINT OF BEGINNING.
SECTION 28, TOWN 6 NORTH, RANGE 13 WEST.



SCALE: 1" = 50'
1' CONTOUR INTERVAL

LEGEND

- = IRON STAKE FOUND
- = IRON STAKE SET
- = UTILITY POLE & GUY WIRE
- = SIGN
- ⊕ = HYDRANT
- ⊖ = WATERMAIN VALVE
- SB = STOP BOX
- ⊞ = CATCH BASIN
- = MANHOLE
- ⊞ = MAILBOX
- ⊞ = TELEPHONE BOX
- ⊞ = BURIED GAS LINE MARKER
- ⊞ = BURIED WATERMAIN MARKER
- = FENCE LINE
- = OVERHEAD WIRES



BALSAM MEADOWS

EXISTING CONDITIONS / DEMOLITION PLAN
RE: BALSAM MEADOWS – SITE CONDOMINIUMS
 FOR: LAKESHORE SAND DEVELOPMENT INC
 ATTN: WADE SLAGH
 200 WEST WASHINGTON AVE.
 ZEELAND, MI 49464
 PART OF THE NW 1/4, SECTION 28, T6N, R13W, CITY OF HUDSONVILLE, OTTAWA COUNTY, MICHIGAN

10/25/21	REV. FOR CONSTRUCTION	JM	DRAWN BY: CDG	PROJ. ENG.: TRS	SHEET 2 of 6
	DATE	BY	APPROVED BY: TRS	PROJ. SURV.: JGB	
			FILE NO.: 201612E	DATE: 08/23/2021	

exxel engineering, inc.
 planners • engineers • surveyors
 5252 Clyde Park, S.W. • Grand Rapids, MI 49509
 Phone: (616) 531-3660 • www.exxelengineering.com

P:\Projects\2020\201612\Drawings\201612.dwg - EXCOND-DEMO SHIT 2 - 10/25/2021 10:46:46 AM jmale



Know what's below. Call before you dig.

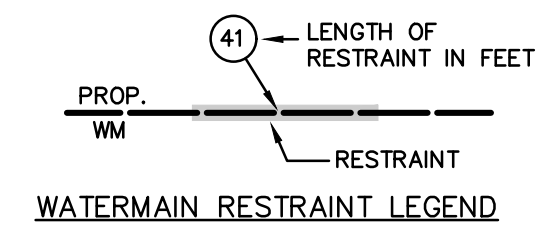
PLAN	DATE	BY
REVISIONS		
NOTED		
GRADES CHECKED		
B. M.'S NOTED		
STRUCTURE NOTATIONS CHECKED		
NO.		

PROFILE	DATE	BY
REVISIONS		
NOTED		
GRADES CHECKED		
B. M.'S NOTED		
STRUCTURE NOTATIONS CHECKED		
NO.		

CENTERLINE CURVE DATA:
 RAD: 175.00'
 LEN: 66.72'
 TAN: 33.77'
 DELTA: 21°50'43"
 PC 2+76.19
 PT 5+11.28

PLACE : 990 LIN FT OF 8" WATERMAIN (D.I. CLASS 52) DR-18 (CLOW OR JM MANUFACTURING) TOTAL THIS SHEET.

PLACE : 770 LIN. FT. OF 1" COPPER WATER SERVICE & 19 SETS OF 1" CORP CURB STOP & BOX TOTAL THIS SHEET



OSPREY DR. IMPROVEMENTS
 RE: BALSAM MEADOWS - SITE CONDOMINIUMS
 FOR: LAKESHORE SANDS LLC
 ATTN: WADE SLAGH
 200 WEST WASHINGTON AVE.
 ZEELAND, MI 49464
 PART OF THE NW 1/4, SECTION 28, T6N, R13W, CITY OF HUDSONVILLE, OTTAWA COUNTY, MICHIGAN

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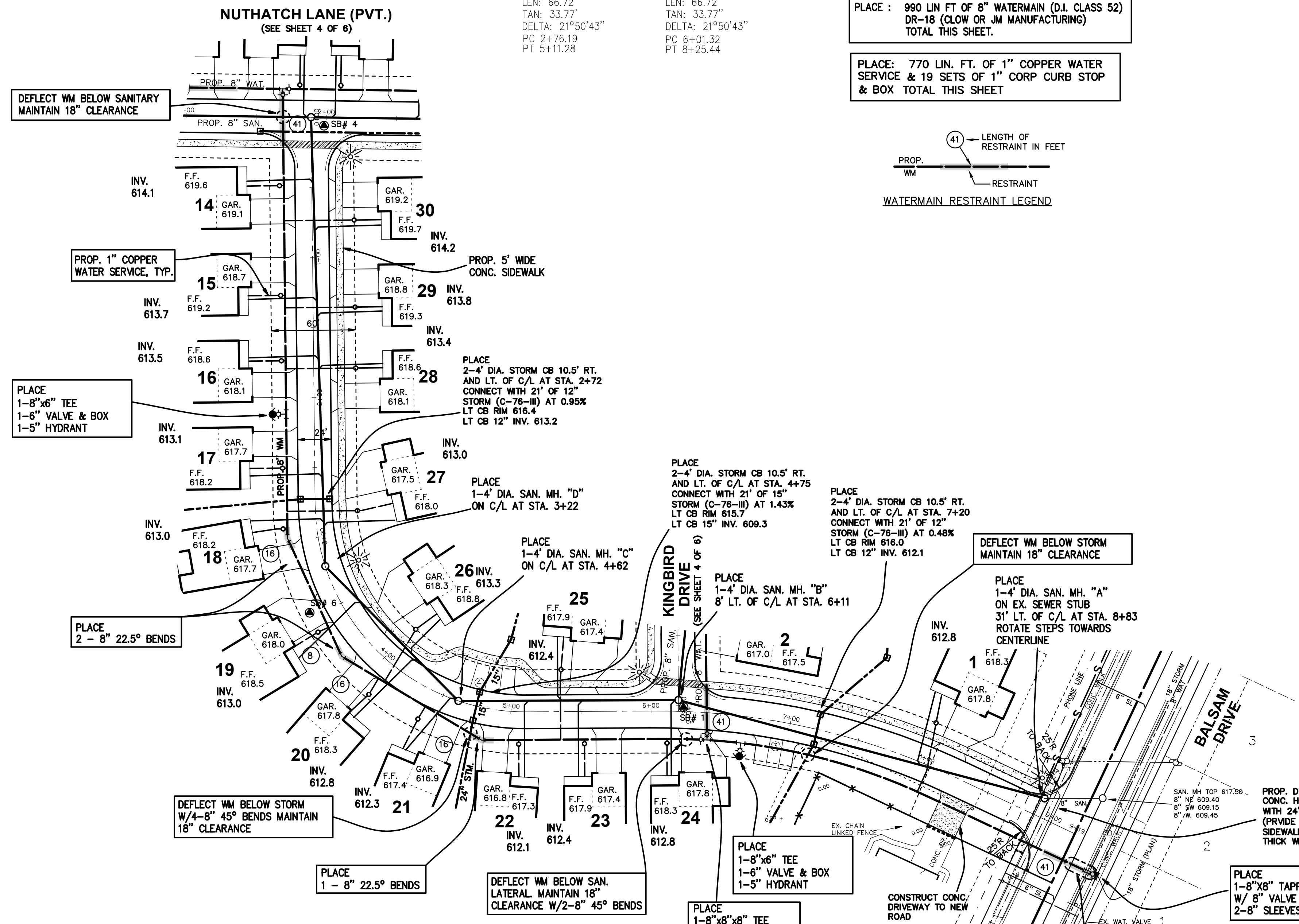
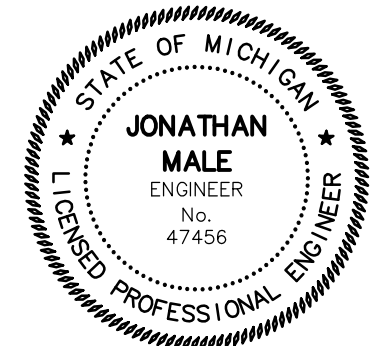
10/25/21	REV. FOR CONSTRUCTION	JM	DATE	REVISION	BY

DRAWN BY: CDG
 APPROVED BY: JM
 FILE NO.: 201612E

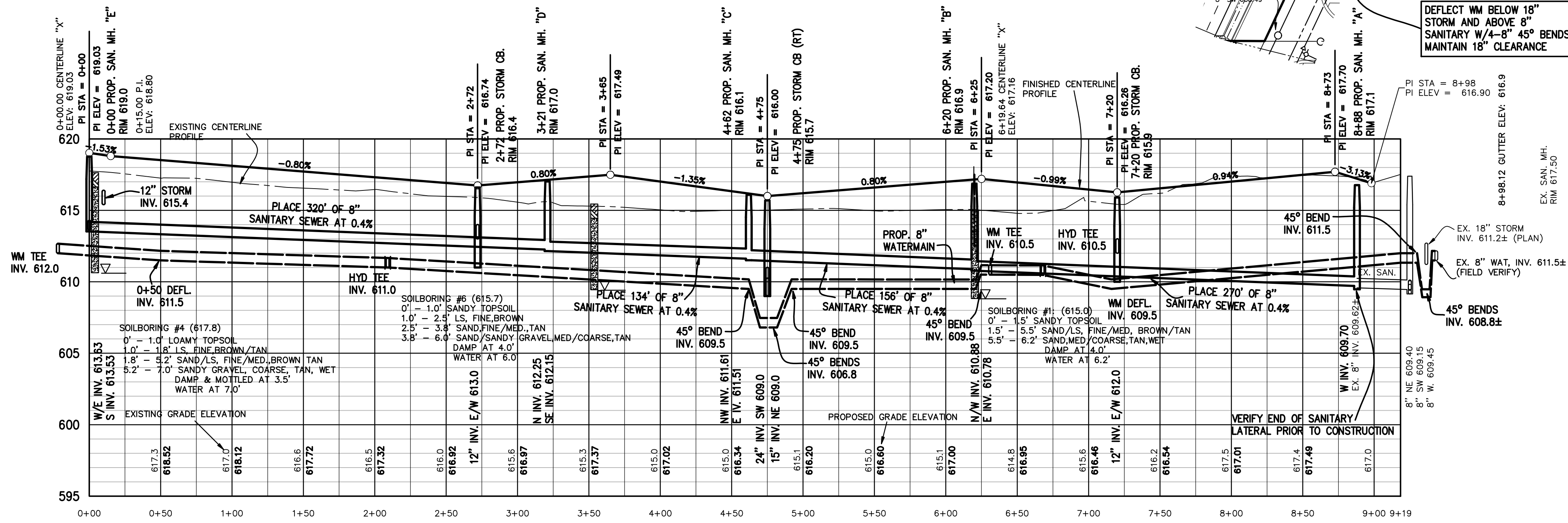
PROJ. ENG.: TRS
 PROJ. SURV.: JOB
 DATE: 08/18/2021

SHEET 3 of 6

- SANITARY SEWER AND WATERMAIN NOTES:
- All sanitary sewer and watermain construction and materials shall conform to the Ottawa County D.P.W. and City of Hudsonville standard specifications.
 - Hydrants shall be East Jordan.
 - All manholes shall have ASTM C-478 rubber joints and EJW 1120 casting, type C cover or equal, "imprinted with the letter "S".
 - All sanitary sewer shall be PVC truss pipe conforming to ASTM 2680 with solvent welds.
 - City DPW will witness water and sewer testing and sampling.
 - The contractor shall obtain all permits required.



HORIZONTAL SCALE : 1"=50'
 VERTICAL SCALE : 1"=5'



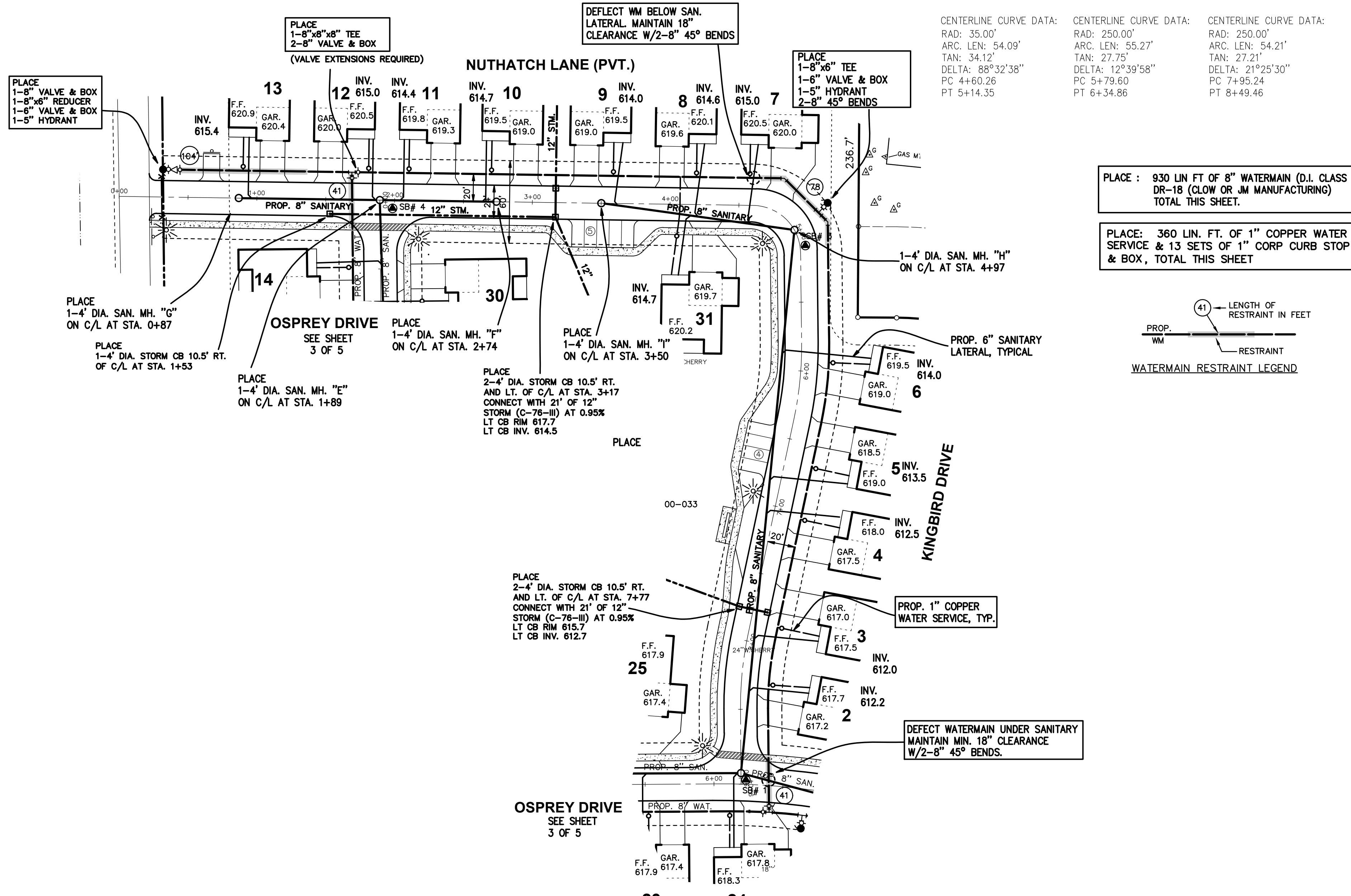
OSPREY DRIVE



Know what's below.
Call before you dig.

DATE	
BY	
REVISION	
NOTED	
GRADES CHECKED	
B. M.'S NOTED	
STRUCTURE NOTATIONS CHECKED	
PLAN	
NOTE BOOK	
NO.	

DATE	
BY	
REVISION	
NOTED	
GRADES CHECKED	
B. M.'S NOTED	
STRUCTURE NOTATIONS CHECKED	
PROFILE	
NOTE BOOK	
NO.	



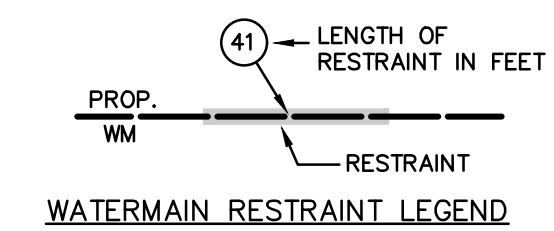
CENTERLINE CURVE DATA:
 RAD: 35.00'
 ARC. LEN: 54.09'
 TAN: 34.12'
 DELTA: 88°32'38"
 PC 4+60.26
 PT 5+14.35

CENTERLINE CURVE DATA:
 RAD: 250.00'
 ARC. LEN: 55.27'
 TAN: 27.75'
 DELTA: 12°39'58"
 PC 5+79.60
 PT 6+34.86

CENTERLINE CURVE DATA:
 RAD: 250.00'
 ARC. LEN: 54.21'
 TAN: 27.21'
 DELTA: 21°25'30"
 PC 7+95.24
 PT 8+49.46

PLACE : 930 LIN FT OF 8" WATERMAIN (D.I. CLASS 52)
 DR-18 (CLOW OR JM MANUFACTURING)
 TOTAL THIS SHEET.

PLACE: 360 LIN. FT. OF 1" COPPER WATER
 SERVICE & 13 SETS OF 1" CORP CURB STOP
 & BOX, TOTAL THIS SHEET



HORIZONTAL SCALE : 1"=50'
 VERTICAL SCALE : 1"=5'

NUTHATCH LANE / KINGBIRD DR. IMPROVEMENTS
 RE: BALSAM MEADOWS - SITE CONDOMINIUMS
 FOR: LAKESHORE SAND DEVELOPMENT INC.
 ATTN: WADE SLAGH
 200 WEST WASHINGTON AVE.
 ZEELAND, MI 49464
 PART OF THE NW 1/4, SECTION 28, T6N, R13W, CITY OF HUDSONVILLE, OTTAWA COUNTY, MICHIGAN

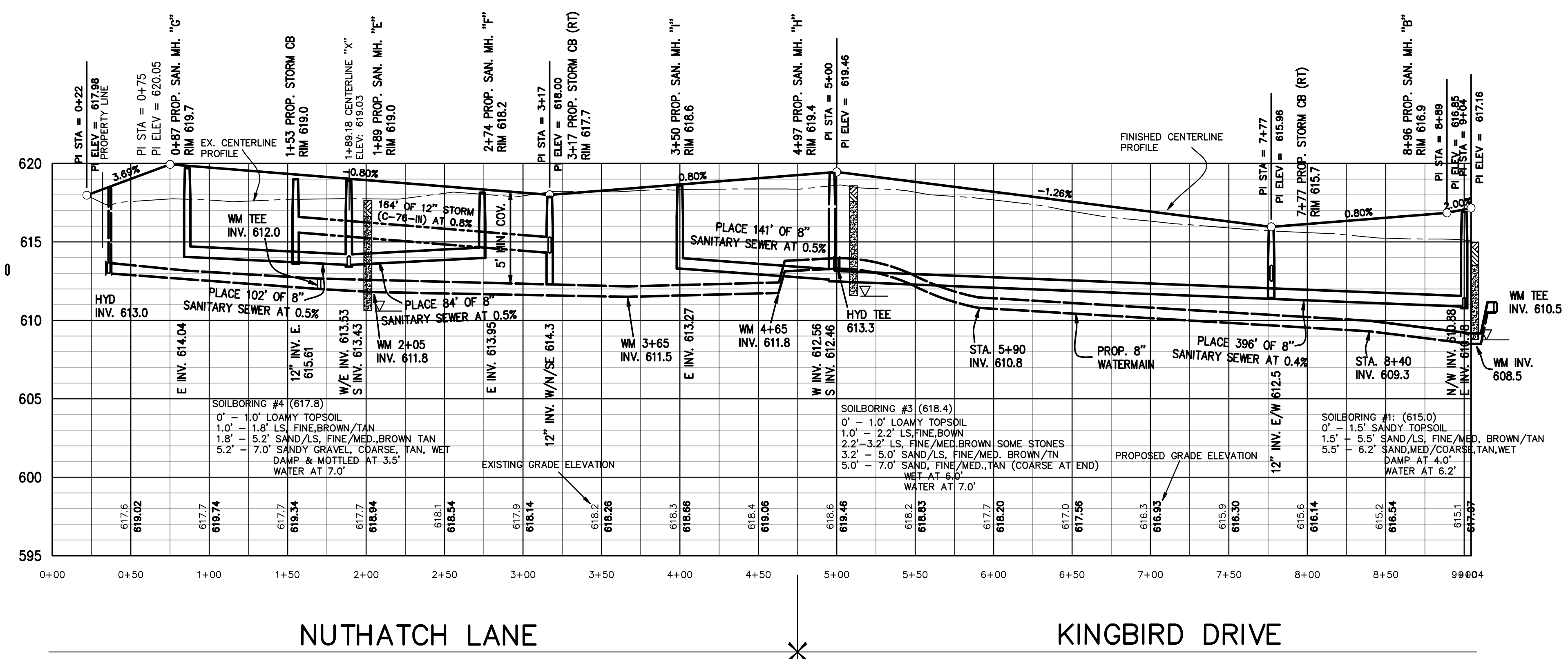
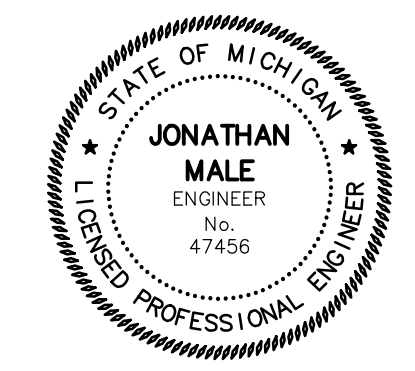
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DRAWN BY: CDG
 APPROVED BY: TRS
 FILE NO.: 201612E

PROJ. ENG.: TRS
 PROJ. SURV.: JCB
 DATE: 08/18/2021

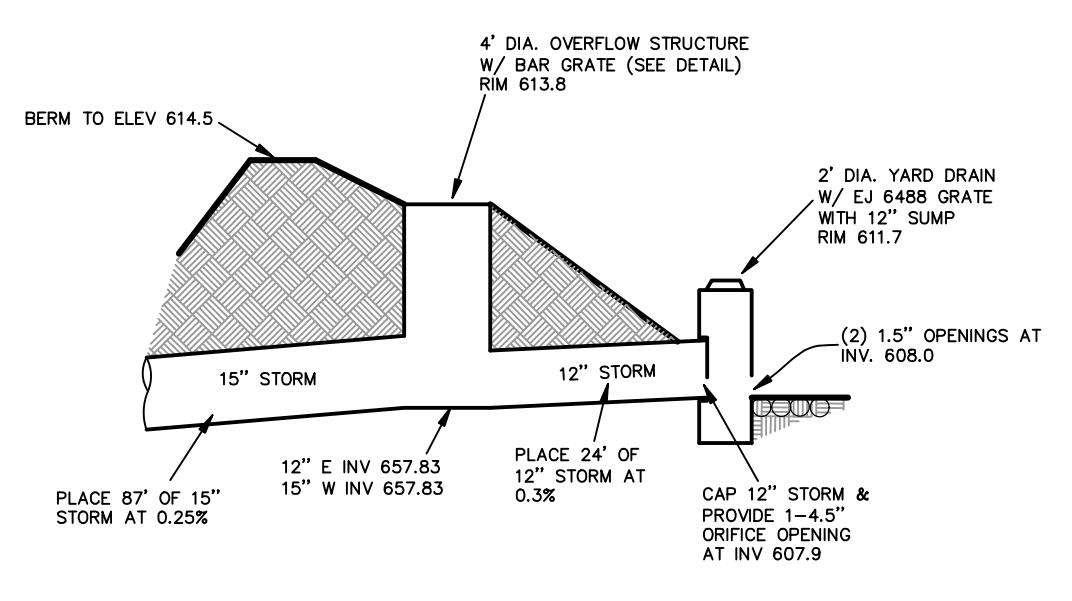
SHEET
 4 of 6

- SANITARY SEWER AND WATERMAIN NOTES:
- All sanitary sewer and watermain construction and materials shall conform to the Ottawa County D.P.W. and City of Hudsonville standard specifications.
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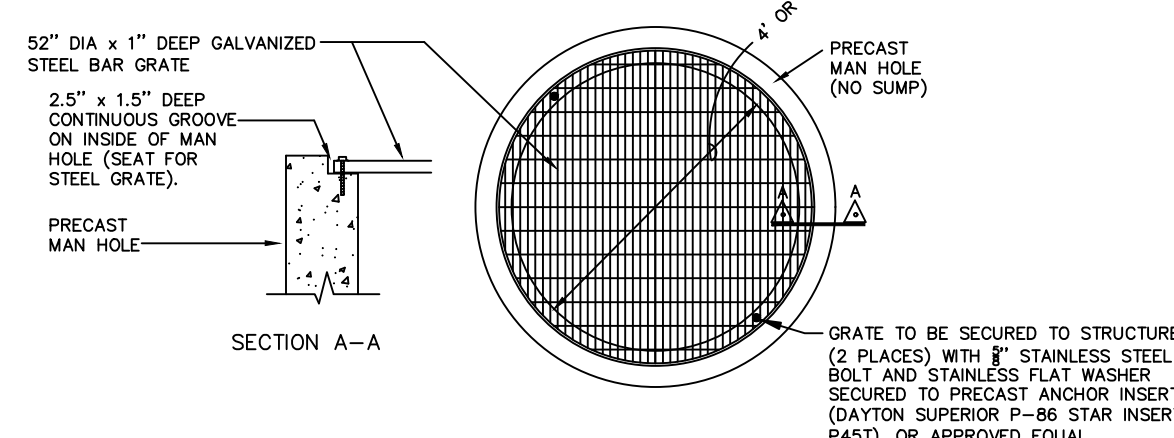




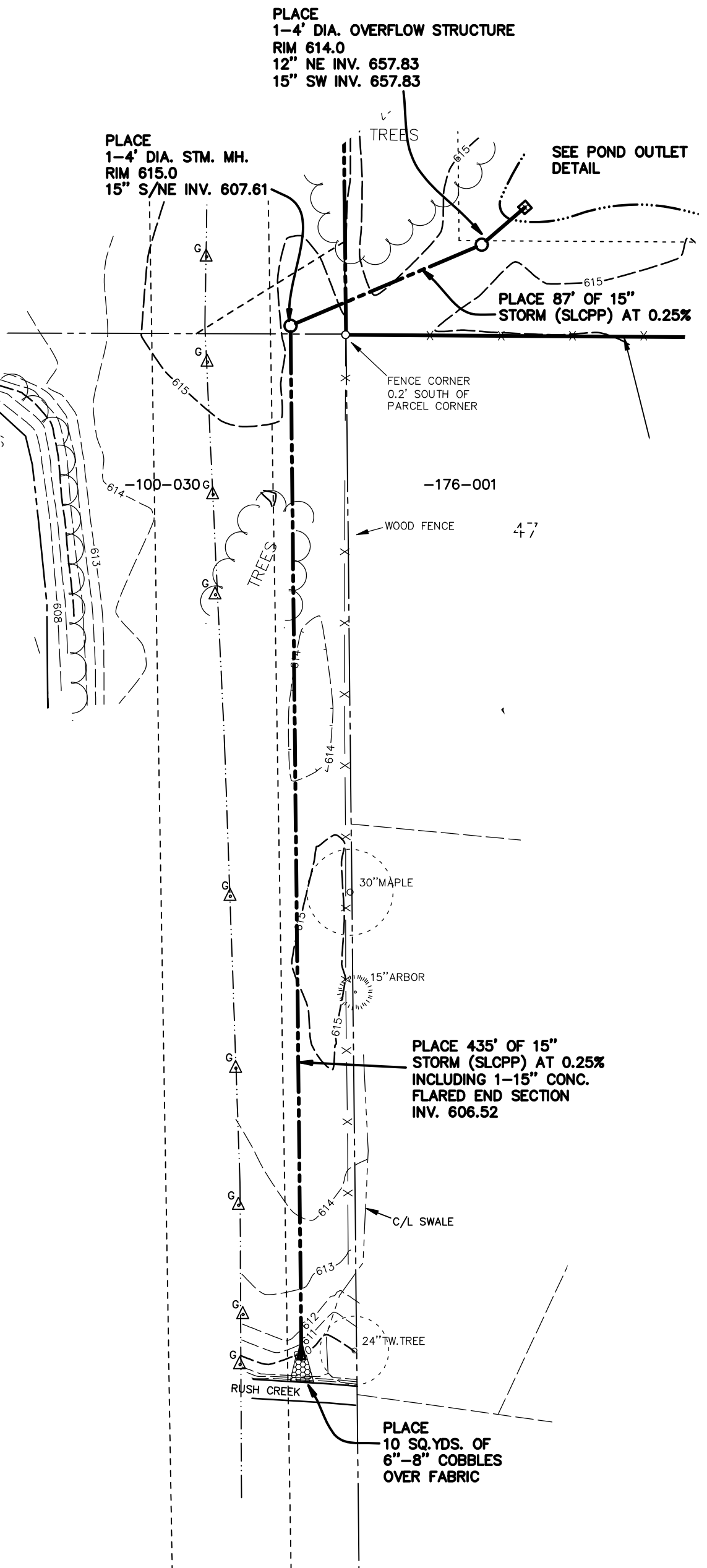
Know what's below.
Call before you dig.



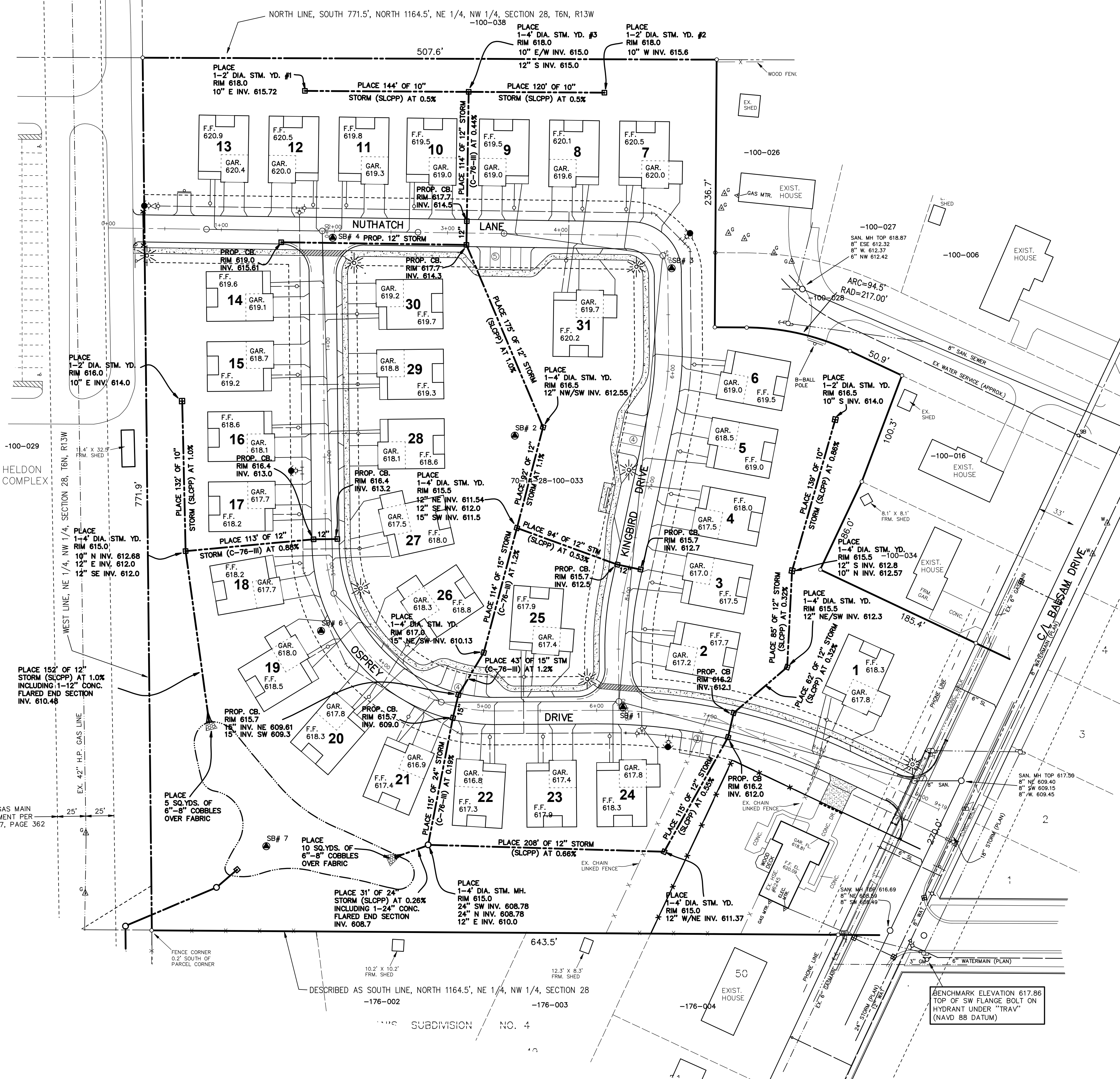
POND OUTLET DETAIL



BAR GRATE DETAIL



POND OUTLET

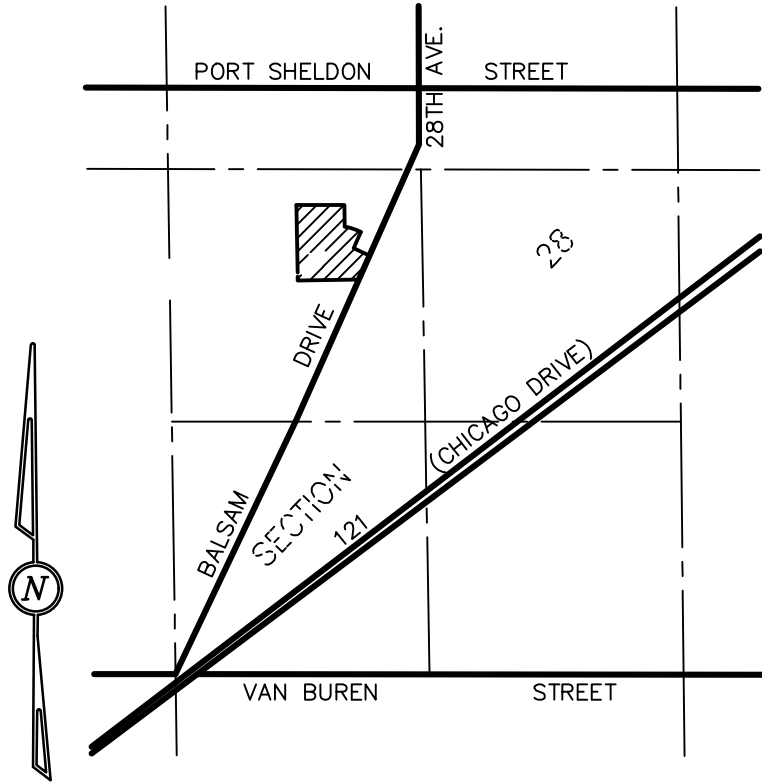
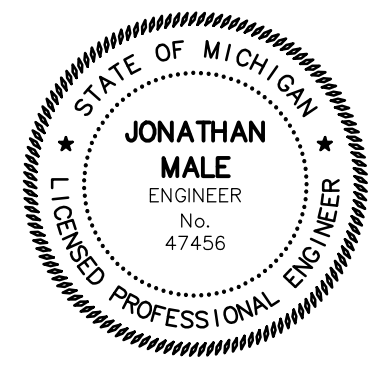


GENERAL STORM SEWER NOTES:

- CATCH BASINS
1. ALL 4' DIA. CATCH BASINS (CB) WITHIN BLACKTOP VALLEY GUTTER SHALL HAVE 2' SUMPS AND USE E.J. #7065 CASTING WITH TYPE M1 GRATE.
YARD DRAINS
1. ALL 2' DIA. YARD DRAINS (YD) SHALL HAVE 2' DEEP SUMPS. USE E.J.I.W. #6121 GRATE ONLY.
MATERIAL TYPE
1. CONC. STORM BETWEEN BUILDINGS SHALL BE PREMIUM JOINT.
2. ALL STORM SHALL BE SMOOTH-LINED CORRUGATED PLASTIC PIPE (SLCPP) (ADS N-12, HANCOR HI-Q OR APPROVED EQUAL)
OTHER
1. ALL 10" (SLCPP) PIPE SHALL HAVE A SILT TIGHT COUPLER.
2. ALL 12" - 24" (SLCPP) PIPE SHALL HAVE A SILT TIGHT, SURE-LOCK TYPE COUPLER.

SCALE: 1" = 50'
1' CONTOUR INTERVAL

- LEGEND
o = IRON STAKE FOUND
• = IRON STAKE SET
+ = UTILITY POLE & GUY WIRE
+ = SIGN
H = HYDRANT
V = WATERMAIN VALVE
SB = STOP BOX
CB = CATCH BASIN
O = MANHOLE
M = MAILBOX
T = TELEPHONE BOX
G = BURIED GAS LINE MARKER
W = BURIED WATERMAIN MARKER
--- = FENCE LINE
--- = OVERHEAD WIRES



STORM SEWER PLAN
RE: BALSAM MEADOWS - SITE CONDOMINIUMS
FOR: LAKESHORE SAND DEVELOPMENT INC
ATTN: WADE SLAGH
200 WEST WASHINGTON AVE.
ZEELAND, MI 49464
PART OF THE NW 1/4, SECTION 28, T6N, R13W, CITY OF HUDSONVILLE, OTTAWA COUNTY, MICHIGAN

Table with project details including drawing date (10/25/21), revision history, and sheet information (SHEET 5 of 6).

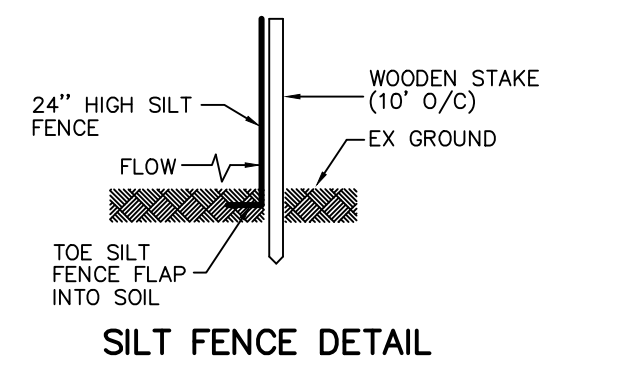




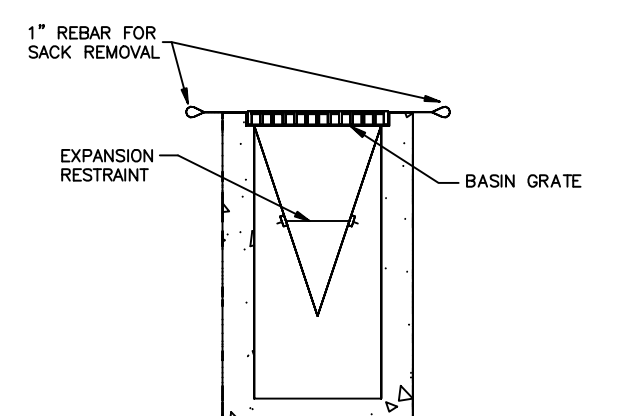
Know what's below.
Call before you dig.

GENERAL SOIL EROSION CONTROL NOTES:

- TOTAL AREA OF DISTURBANCE - (9.7 ACRES).
- ALL SOIL EROSION CONTROL MEASURES ARE TO BE IN PLACE PRIOR TO THE START OF ANY GRADING.
- INSPECT AND MAINTAIN ALL TEMPORARY SOIL EROSION CONTROLS AFTER EACH SIGNIFICANT RAINFALL AND UNTIL THE SITE HAS BEEN PERMANENTLY STABILIZED.
- ALL NON-PAVED SURFACES SHALL BE TOPSOILED WITH MINIMUM OF 4" TOPSOIL AND SEEDED.
- PROTECT ALL NEW STORM INLETS WITH A 5'x5' SILT FENCE UNTIL PAVING BEGINS.
- PROTECT PROPOSED STORM INLETS WITH SILT SACKS UNTIL PAVING BEGINS.
- PLACE SILT FENCE AS SHOWN ON PLAN AND PER DETAIL.

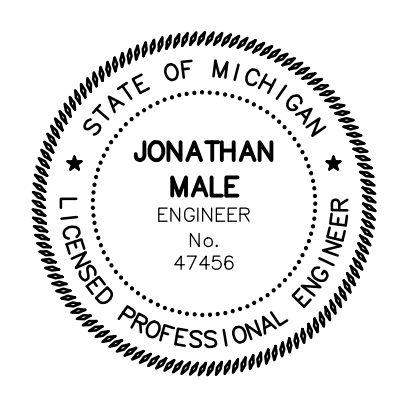
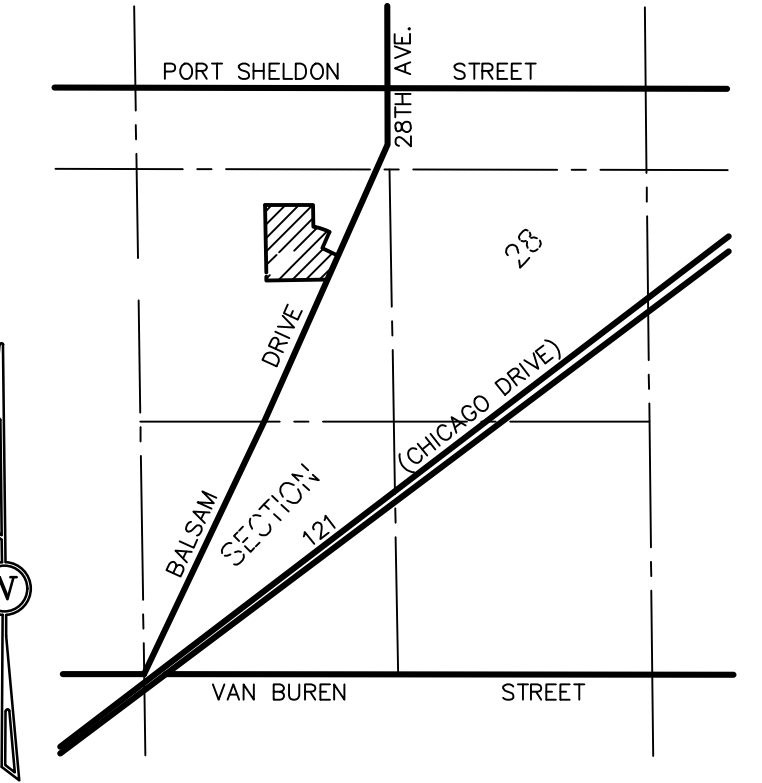


SILT FENCE DETAIL



SILT SACK DETAIL

SOILBORING #2 (616.7)	
0' - 1.0'	LOAMY TOPSOIL
1.0' - 2.0'	LS, FINE, ORANGE/BROWN, SOME STONES
2.0' - 3.0'	SAND/LS, FINE/MED, TAN/BROWN
3.0' - 4.8'	SAND, FINE/MED, TAN
4.8' - 5.6'	SAND, COARSE, TAN, WET
5.6' - 5.8'	SANDY GRAVEL, COARSE, TAN WEST WATER AT 5.6'
SOILBORING #7 (615.0)	
0' - 1.0'	SANDY TOPSOIL
1.0' - 2.2'	LS, FINE, BROWN
2.2' - 3.6'	SAND/LS, FINE/MED, BROWN TAN
3.6' - 5.0'	SANDY GRAVEL, COARSE, TAN



SCALE: 1" = 50'
1' CONTOUR INTERVAL

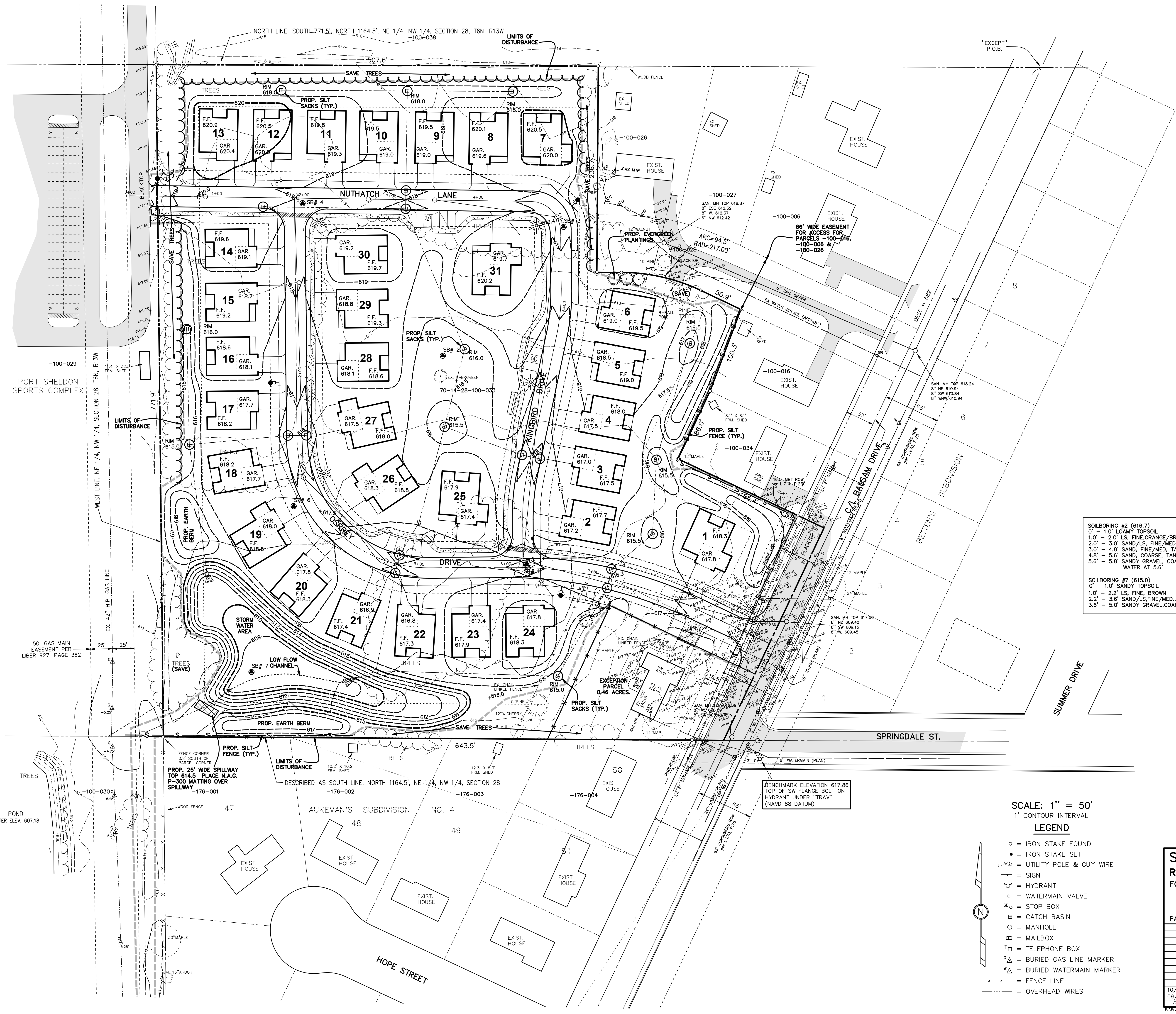
- LEGEND**
- o = IRON STAKE FOUND
 - = IRON STAKE SET
 - = UTILITY POLE & GUY WIRE
 - = SIGN
 - ⊕ = HYDRANT
 - ⊕ = WATERMAIN VALVE
 - SB = STOP BOX
 - ⊕ = CATCH BASIN
 - ⊕ = MANHOLE
 - ⊕ = MAILBOX
 - ⊕ = TELEPHONE BOX
 - ⊕ = BURIED GAS LINE MARKER
 - ⊕ = BURIED WATERMAIN MARKER
 - = FENCE LINE
 - = OVERHEAD WIRES

SITE GRADING PLAN
RE: BALSAM MEADOWS – SITE CONDOMINIUMS
 FOR: LAKESHORE SAND DEVELOPMENT INC
 ATTN: WADE SLAGH
 200 WEST WASHINGTON AVE.
 ZEELAND, MI 49464
 PART OF THE NW 1/4, SECTION 28, T6N, R13W, CITY OF HUDSONVILLE, OTTAWA COUNTY, MICHIGAN

10/25/21	REV. FOR CONSTRUCTION	JM	DRAWN BY:	CDG	PROJ. ENG.:	TRB
09/21/21	REV. FOR DRAINAGE SUBMITTAL	JM	APPROVED BY:	TRB	PROJ. SURV.:	JGB
DATE:	REVISION:	BY:	FILE NO.:	201612E	DATE:	08/23/2021

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 Phone: (616) 531-3660 www.exxelengineering.com

SHEET 6 of 6



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Action Request

Electronic Submission – Contract # 1470



Committee: BOARD OF COMMISSIONERS
Meeting Date: 2/22/2022
Vendor/3rd Party: VIRIDIS DESIGN GROUP
Requesting Department: PARKS AND RECREATION
Submitted By: JASON SHAMBLIN
Agenda Item: OTTAWA SANDS DEVELOPMENT PROFESSIONAL SERVICES

Suggested Motion:

To approve the proposal from VIRIDIS Design Group in the amount of \$251,600.00 for project management, design, construction documents, and construction administration of the Idema Explorers Camp and associated development in accord with the funding received from the Bill and Bea Idema Foundation.

Summary of Request:

Following the formal award of funds from the Bill and Bea Idema Foundation in November for the development of the Greenway Campground and related support facilities as Ottawa Sands totaling \$3,480,000.00, park staff have been developing a strategy to implement these elements in a timely and cost effective manner. The first step in this process is securing professional design and engineering services to develop and detail the designs and ideas from the master plan and lead the implementation of those plans through construction.

Working with the County's purchasing department, park staff propose that the consultant who completed the master plan, VIRIDIS Design Group, be retained to complete the remainder of the design tasks. Specifically, VIRIDIS will focus their efforts on the Idema Explorers Camp and other sensitive design features with additional consultants selected in conjunction with Parks staff to meet other needs such as surveying, geotechnical and utility engineering.

Financial Information:

Total Cost: \$251,600.00	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: 2/15/2022



Ottawa County

CONSULTING SERVICES AGREEMENT

County of Ottawa
12220 Fillmore St
West Olive, MI 49460

Tax Exempt County Registration 38-6004883

This Agreement is between [name of vendor] and the County of Ottawa ("County") at the address above and VIRIDIS Design Group ("Consultant") of 2926 West Main Street, Kalamazoo, MI 49006.

I. Scope of Services

See attached January 4, 2022 letter proposal and exhibits ("Proposal").

II. Compensation

Not to Exceed Fee of \$251,600 as further describe in the above-referenced Proposal.

III. General Terms and Conditions

1. **Warranty.** Consultant warrants that it is fully qualified to provide the services described above.
2. **Indemnity.** Consultant indemnifies and holds harmless Ottawa County, including its elected officials, officers, employees and volunteers from any claims, judgment, losses, damages, payments, costs arising out of or resulting from the Consultant's performance or failure to perform the work described herein.
3. **Independent Contractor.** Contractor agrees and understands that in providing these services, it is an independent contractor and not an employee of Ottawa County and that taxes and social security will not be withheld from the payment of her compensation and it shall not be entitled to any County insurance or workers or unemployment compensation coverages.
4. **Insurance.** Consultant shall provide proof of the following coverages: automobile and professional liability insurance in occurrence limits not less than \$1 million single limit and \$2 million aggregate. If the insurance is claims made, the policy or a tail must be maintained for at least six (6) years after service.
5. **Adherence to Legal Requirements.** In conducting the work and in performing all services under this Agreement, the Consultant expressly agrees to comply with all local, state and federal legal requirements, including but not limited to those for federally funded contracts and will also assure that any subcontractors retained by it to perform services under this Agreement will comply with such requirements.
6. **Term.** Unless a fixed term is specified in a written agreement fully approved and signed by the County, the County's obligations are limited to payment for the services described above and despite any other provision to the contrary in any other agreement, signed or not, the County may terminate any term, a hold over or any renewal term at its will with any compensation due pro-rated to the level of deliverables provided at that time of termination.
7. **Merger and Modification.** This Agreement and any response to a request for proposal submitted by the Consultant, represent the entire understanding between the parties and supersede all prior negotiations, representations or agreements, whether written or oral. This Agreement may be amended only by written instrument signed by the authorized representatives of the County and the Consultant.
8. **Notices.** All certificates and notices must be sent to the relevant County Department at the address above.
9. **Execution.** The Consultant representative attests that he or she has the authority to bind the Consultant by signature below.

Matt Fenske, Ottawa County Board Chairperson

Date:

Justin F. Roebuck, Ottawa County Clerk/Register

Date:

Consultant Representative

Date: 1/27/2022

4 January 2022

LETTER PROPOSAL

Curt TerHaar, Coordinator of Park Planning & Development
1220 Fillmore Street
West Olive, MI 49460

Dear Curt,

We are pleased to present the following proposal to provide professional design services to the Ottawa County Parks & Recreation Commission for the Ottawa Sands County Park – Phase 1 Implementation Project. Our team will provide all necessary Architecture and Engineering services from Schematic Design through Construction Administration for the following proposed park improvements.

1. Day-use entry and parking lot including non-motorized connector from new parking to North Shore Drive
2. Improved entry drive from day use parking to Welcome Center
3. New Welcome Center (adaptive reuse of former mining office)
4. Non-motorized watercraft hub with barrier-free launch and floating dock system
5. Greenway camping including yurt village, treehouse cabins, tent platforms, restroom/shower facility, and connector trails and overlooks.
6. Site grading, stormwater, and landscape restoration with a focus on green infrastructure and restorative site ecologies.
7. Site utility upgrades including electrical, water (assumed well), and wastewater (assumed on-site septic with emphasis on integration of constructed wetlands/natural systems)

Project Team:

VIRIDIS Design Group – Site Design, Engineering, and overall project management (Prime Professional)
Integrated Architecture – Building Architecture, Mechanical & Plumbing, and Structural
Bazen Engineering – Electrical Engineer
Survey, Geotechnical, and Construction Material Testing – *TBD (not included in proposed fee noted below)*

Proposed Total Not-to-Exceed Fee: \$251,600.00

For your reference, we have included a detailed breakdown of the proposed scope, schedule, and fee on the following page. We appreciate the opportunity and look forward to collaborating with you on this transformative project. Should you have any questions or need additional information, feel free to contact me.

Sincerely,



Trevor J. Bosworth, PLA, ASLA
Principal

Scope, Schedule, and Fee Worksheet

Ottawa Sands Phase 1 Implementation

1/4/2022



Task	Schedule	VIRIDIS Design Group					Integrated Architecture		Bazen Engineering	
		Bosworth	Kotowicz	Gadbois	Granger	Reim. Exp.	Staff	Reim. Exp	Staff	Reim. Exp
Schematic Design <i>(Use Existing Base Information)</i>	1/17-3/1									
Kick-Off, Visioning, and Programming Mtg w/ Owner	1/17	4.00	0.00	6.00	0.00	\$100.00	8.00	\$100.00	0.00	\$0.00
Site Visit and Background Research	1/17-1/24	4.00	0.00	4.00	0.00	\$100.00	8.00	\$100.00	0.00	\$0.00
Site Survey (TBD)	1/18-2/25									
Geotech/Soil Borings (TBD)	1/18-2/25									
Site + Arch Concept Development	1/18-2/8	30.00	0.00	24.00	0.00	\$0.00	50.00	\$0.00	0.00	\$0.00
Site + Arch Concept Review Mtg w/Owner	2/9	6.00	0.00	6.00	0.00	\$200.00	4.00	\$400.00	0.00	\$0.00
Site + Arch Concept Refinement	2/10-2/28	16.00	0.00	12.00	0.00	\$0.00	32.00	\$0.00	0.00	\$0.00
SD Package Presentation to Owner (30% Complete)	3/1	6.00	0.00	12.00	0.00	\$200.00	4.00	\$400.00	0.00	\$0.00
Hours		66.00	0.00	64.00	0.00		106.00		0.00	
Subtotal		\$7,920.00	\$0.00	\$5,760.00	\$0.00	\$600.00	\$15,900.00	\$1,000.00	\$0.00	\$0.00
Consultant		\$14,280.00					\$16,900.00		\$0.00	
SD Total		\$31,180.00								

Design Development <i>(Survey and Geotech In-hand)</i>	3/2-4/13									
Preliminary DD Level Package										
- Site Layout, Grading/Storm, Landscape, and Details	3/2-23	16.00	24.00	16.00	0.00	0.00	0.00	\$0.00	0.00	\$0.00
- Site Water (Well Distribution)		0.00	0.00	0.00	40.00	0.00	0.00	\$0.00	0.00	\$0.00
- Site Wastewater (Constructed Wetland/Drainfield)		0.00	0.00	0.00	48.00	0.00	0.00	\$0.00	0.00	\$0.00
- Site Electrical		2.00	0.00	0.00	0.00	0.00	0.00	\$0.00	66.00	\$0.00
- Architectural Plans, Elevations and Details		2.00	0.00	0.00	0.00	0.00	56.00	\$0.00	0.00	\$0.00
- Opinion of Probable Costs		8.00	8.00	0.00	0.00	0.00	13.00	\$0.00	0.00	\$0.00
DD Review Mtg w/ Owner	3/24	6.00	4.00	8.00	0.00	200.00	4.00	\$400.00	0.00	\$0.00
Prepare and Submit EGLE Permit Application	3/25-4/1	12.00	24.00	0.00	0.00	0.00	0.00	\$0.00	0.00	\$0.00
DD Refinements	3/25-4/12	12.00	16.00	8.00	0.00	0.00	37.00	\$0.00	0.00	\$0.00
DD Presentation to Park Commission (60% Complete)	4/13	4.00	0.00	4.00	0.00	200.00	4.00	\$400.00	0.00	\$0.00
Hours		62.00	76.00	36.00	88.00		114.00		66.00	
Subtotal		\$7,440.00	\$7,220.00	\$3,240.00	\$8,800.00	\$400.00	\$17,100.00	\$800.00	\$6,600.00	\$0.00
Consultant		\$27,100.00					\$17,900.00		\$6,600.00	
DD Total		\$45,000.00								

Construction Documentation- Bidding	4/14-9/21									
Construction Documentation	4/14-7/15									
- Site Layout, Grading/Storm, Landscape, and Details		48.00	140.00	72.00	0.00	0.00	0.00	\$0.00	0.00	\$0.00
- Site Water (Well Distribution)		4.00	0.00	0.00	60.00	0.00	0.00	\$0.00	0.00	\$0.00
- Site Wastewater (Constructed Wetland/Drainfield)		8.00	0.00	0.00	80.00	0.00	0.00	\$0.00	0.00	\$0.00
- Site Electrical		4.00	6.00	0.00	0.00	0.00	0.00	\$0.00	143.00	\$0.00
- Architectural Plans, Elevations, and Details		16.00	8.00	0.00	0.00	0.00	130.00	\$0.00	0.00	\$0.00
- Opinion of Probable Costs		8.00	12.00	0.00	0.00	0.00	10.00	\$0.00	0.00	\$0.00
- Specifications/Project Manual		8.00	24.00	0.00	0.00	0.00	12.00	\$0.00	0.00	\$0.00
75% Review	6/1	4.00	5.00	0.00	0.00	100.00	4.00	\$300.00	0.00	\$0.00
95% Review	7/1	4.00	5.00	0.00	0.00	100.00	4.00	\$300.00	0.00	\$0.00
Local Permit Review	7/1-7/15	6.00	16.00	0.00	0.00	0.00	8.00	\$0.00	0.00	\$0.00
Bidding	7/21-8/15	12.00	24.00	0.00	0.00	0.00	8.00	\$100.00	0.00	\$0.00
Bid Review, Recommendation, Award	8/15-9/21	4.00	0.00	0.00	0.00	0.00	2.00	\$0.00	0.00	\$0.00
Hours		126.00	240.00	72.00	140.00		178.00		143.00	
Subtotal		\$15,120.00	\$22,800.00	\$6,480.00	\$14,000.00	\$200.00	\$26,700.00	\$700.00	\$14,300.00	\$0.00
Consultant		\$58,600.00					\$27,400.00		\$14,300.00	
CD-Bidding Total		\$86,000.00								

Construction Administration	10/1 - 9/1/23									
Progress Meetings		48.00	48.00	0.00	0.00	700.00	18.00	\$500.00	2.00	\$0.00
Site Visits		96.00	60.00	0.00	0.00	2100.00	28.00	\$800.00	2.00	\$0.00
CA (AIA contract, pay apps, submittals, change orders, etc)		48.00	60.00	0.00	0.00	0.00	38.00	\$0.00	4.00	\$0.00
Punch List		8.00	16.00	0.00	0.00	0.00	8.00	\$200.00	2.00	\$0.00
Site Water and Wastewater CA		0.00	0.00	0.00	60.00	0.00	0.00	\$0.00	0.00	\$0.00
Construction Material Testing (TBD)										
Project Close-out		4.00	8.00	0.00	0.00	0.00	4.00	\$0.00	1.00	\$0.00
Hours		204.00	192.00	0.00	60.00		96.00		11.00	
Subtotal		\$24,480.00	\$18,240.00	\$0.00	\$6,000.00	\$2,800.00	\$14,400.00	\$1,500.00	\$1,100.00	\$0.00
Consultant		\$51,520.00					\$15,900.00		\$1,100.00	
CA Total		\$67,420.00								

Total Hours	458.00	508.00	172.00	288.00		494.00		220.00	
Subtotal	\$54,960.00	\$48,260.00	\$15,480.00	\$28,800.00	\$4,000.00	\$74,100.00	\$4,000.00	\$22,000.00	\$0.00
Consultant Total	\$151,500.00					\$78,100.00		\$22,000.00	

Total Not-to-Exceed Fee \$251,600.00



**Ottawa County Parks &
Recreation Commission**

12220 Fillmore
West Olive, Michigan 49460

**Professional Fees
2022 Ottawa Sands Development**

January 4, 2022

	Phase	Contractor	Proposed Fee	Budget Estimate	NOTES			
	Architecture & Engineering							
1	Site Design & Coordination	VIRIDIS	\$122,700.00		Base Proposal			
2	Architecture	Integrated Arch	\$78,100.00	\$80,000.00	Other Bids	Pure Architecture \$38,000	Tower Pinkster \$143,500	
3	Water/Sewer Design	VDG Engineering	\$28,800.00					
4	Electrical Design	Bazen Engineering	\$22,000.00					
	A/E Subtotal		\$251,600.00	\$298,887.25				
	Specialty Services							
5	Surveying	TBD			Bids to be Solicited			
6	Geotechnical	TBD			Bids to be Solicited			
7	Materials Testing	TBD			Bids to be Solicited			
	Specialty Subtotal		\$0.00	\$51,464.00				
	PROFESSIONAL FEES TOTAL		\$251,600.00	\$350,351.25				

Action Request



Committee: Board of Commissioners

Meeting Date: 02/22/2022

Requesting Department: Fiscal Services

Submitted By: Karen Karasinski

Agenda Item: FY2022 Budget Adjustments

Suggested Motion:

To approve the 2022 budget adjustments per the attached schedule.

Summary of Request:

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

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

Compliance with the Ottawa County Operating Budget Policy.

Financial Information:

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

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

Action is Related to Strategic Plan:

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

Objective:

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

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

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

Administration: Recommended Not Recommended Without Recommendation

County Administrator:

Committee/Governing/Advisory Board Approval Date: 02-15-2022 - Finance & Administration

Fund	Department	Explanation	Revenue	Expense
04-783 General Fund	Circuit Court	New Coronavirus Emergency Supplemental Funding Grant awarded in FY22. This grant will fund kiosks and supplies necessary for the public to participate in virtual hearings.	\$ 156,660	\$ 156,660
04-1179 CMH Millage	Community Mental Health	Funding to stabilize in-county specialized residential homes.		\$ 115,775
04-1219 General Fund	Prosecuting Attorney Contingency	Appropriation of funds to cover the cost of expert witnesses.		\$ 30,000 \$ (30,000)
05-16 Public Health	Health Department	New Immunization Research, Demonstration, Public Information and Education and Clinical Skills Improvement Projects Grant awarded in FY22 from CFHZ. This grant funds the development of a vaccine education campaign targeted at Hispanic community members.	\$ 50,000	\$ 50,000
05-58 Public Health	Health Department	Appropriation to cover the increased indirect costs after correction.		\$ 5,250
05-111 Public Health	Health Department	Correction of indirect cost allocation.		\$ 841
05-155 ROD Automation Fund	ROD	Appropriation of expenditures to cover purchase of a new linking software for Register of Deeds and Equalization. The current software is no longer supported.		\$ 27,000
05-184 Public Health	Health Department	Carryover of Local Health Department Family Center Grant awarded August 2020 due to programming remaining limited during the Covid-19 pandemic. This grant funds outreach for families of children with special healthcare needs.	\$ 1,400	\$ 1,400
05-185 Parks & Rec Parks CIP	Transfers Out Transfers In Connor Bayou Repair	Increased transfer for cabin porch repair at Connor Bayou. This is a capital maintenance project due to the ongoing maintenance cost for this site.	\$ 7,000	\$ 7,000 \$ 7,000
Parks & Rec Parks CIP	Transfers Out Transfers In Upper Mac Trail Maintenance	Increased transfer for Upper Macatawa bike path repairs. This is currently deemed a one-time capital maintenance project.	\$ 25,000	\$ 25,000 \$ 25,000
Parks & Rec Parks CIP	Transfers Out Transfers In Kirk Park Renovations	Increased Transfer for Kirk Park renovation project due to rising construction costs.	\$ 50,000	\$ 50,000 \$ 50,000

Fund	Department	Explanation	Revenue	Expense
05-187 Parks & Rec Parks CIP	Transfers Out Transfers In North Beach Dune Stairs	Increased transfer for existing North Beach Dune Stairs maintenance project. Parks Board approved appropriation of \$23,000 of anticipated grant funding not awarded for remainder of project.	\$ 23,000 \$ (23,000)	\$ 23,000
Parks & Rec Parks CIP	Transfers Out Transfers In MIET Allendale Segment	Increased transfer for FY23 segment project planning expenditures paid in current year. Substantial completion of project will take place in FY23.	\$ 50,000	\$ 50,000 \$ 50,000
Parks & Rec Parks CIP	Transfers Out Transfers In MIET Bass River Segment	Increased transfer for FY23 segment project planning expenditures paid in current year. Substantial completion of project will take place in FY23.	\$ 75,000	\$ 75,000 \$ 75,000
Parks & Rec Parks CIP	Transfers Out Transfers In MIET Eastmanville Bayou Segment	Increased transfer for FY23 segment project planning expenditures paid in current year. Substantial completion of project will take place in FY23.	\$ 50,000	\$ 50,000 \$ 50,000
05-369 Public Health	Health Department	Increase budget for the position split from a 1 FTE community health nurse to two .6 FTE nurses.		\$ 27,318
05-370 Public Health	Health Department	Additional award to new grant in BA 05-16 to support the translation of the vaccine appointment system.	\$ 6,750	\$ 6,750

Action Request



Committee: Board of Commissioners

Meeting Date: 02/22/2022

Requesting Department: Fiscal Services

Submitted By: Karen Karasinski

Agenda Item: 2023 Budget Calendar

Suggested Motion:

To approve the 2023 Budget Calendar.

Summary of Request:

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

Financial Information:

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

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

Action is Related to Strategic Plan:

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

Objective:

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

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

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

Administration: Recommended Not Recommended Without Recommendation

County Administrator:

Committee/Governing/Advisory Board Approval Date: 02-15-2022 - Finance & Administration

County of Ottawa 2023 Budget Calendar

February 15, 2022	Budget Calendar presented to the Finance Committee
February 22, 2022	Budget Calendar presented to the Board of Commissioners for approval
April 1, 2022	Departments/Agencies submit Capital Improvement Project requests
April 11, 2022	2023 Operating Budget Kick-off week
TBD	Board Strategic Planning Session
May 6, 2022	Departments/Agencies finalize 2023 Operating Budget Requests & 2023 New Personnel Request due
July 15, 2022	Fiscal Services and Administration budget review complete
July 25, 2022	Community Mental Health Board holds the Public Hearing and adopts the 2023 Community Mental Health Budget
August 3, 2022	Parks and Recreation Board reviews and adopts the 2023 Parks Budget
August 16, 2022	Planning and Policy Committee review the 2023 CIP
August 16, 2022	Finance Committee 1 st review of the 2023 County Budget; approve 2023 CIP; approve resolution for the distribution of Convention Facility Tax and sets the Public Hearing for the 2023 County Budget
August 23, 2022	Board sets the Public Hearing for the 2023 County Budget; Board of Commissioners approve the 2023 CIP and the resolution regarding the distribution of the Convention Facility Tax
September 6, 2022	Deadline for publication of the 2023 County Budget Public Hearing notice
September 13, 2022	Public Hearing for the 2023 County Budget
September 20, 2022	Finance Committee approve the 2023 County Budget
September 27, 2022	Board of Commissioners adopts the 2023 County Budget

Action Request



Committee:	Board of Commissioners
Meeting Date:	02/22/2022
Requesting Department:	Administrator's Office
Submitted By:	John Shay
Agenda Item:	Resolution to Appoint New Equalization Director

Suggested Motion:

To approve a resolution to accept Michael Galligan's retirement as Ottawa County Equalization Director effective June 30, 2022 and to appoint Brian Busscher as Ottawa County Equalization Director effective July 1, 2022.

Summary of Request:

Michael Galligan plans to retire as Ottawa County's Equalization Director effective June 30, 2022. Deputy Equalization Director Brian Busscher has the required certifications and experience to qualify for the Equalization Director position and has performed well in his current position. The appointment of Brian Busscher as the Equalization Director effective July 1, 2022 will enable the Equalization Department to continue running efficiently and effectively as it has done under Michael's capable leadership.

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 3: Maintain and expand investments in the human resources and talent of the organization.

Administration: Recommended Not Recommended Without Recommendation
County Administrator: *John Shay*

Committee/Governing/Advisory Board Approval Date: 02-15-2022 - Finance & Administration

**STATE OF MICHIGAN
COUNTY OF OTTAWA**

RESOLUTION

At a regular meeting of the Ottawa County Board of Commissioners held in West Olive, Michigan on February 22, 2022 at 1:30 p.m.

PRESENT: _____

ABSENT: _____

The following resolution was offered by Commissioner _____ and supported by Commissioner _____ :

WHEREAS, Michigan’s General Property Tax Act, MCL §211.34, requires Ottawa County to establish and maintain an Equalization Department supervised by an Equalization Director (MCL §211.10d) who possesses the requisite certification established by the Michigan State Tax Commission; and

WHEREAS, the County has established an Equalization Department, which performs the requisite services specified in the General Property Tax Act, and Michael Galligan has been appointed by the Ottawa County Board of Commissioners (“Board”) as Equalization Director; and

WHEREAS, Michael Galligan has served the Ottawa County and its residents faithfully and successfully in his role, but has submitted a retirement letter indicating that he will resign his office effective June 30, 2022; and

WHEREAS, the Board determines that Brian Busscher, currently the Ottawa County Deputy Equalization Director, has the requisite MMAO certification from the State Tax Commission that would qualify him for Equalization Director and also possesses such other qualifications of character, training and experience that make him fit to replace Mr. Galligan.

NOW, THEREFORE, BE IT RESOLVED that the resignation of Michael Galligan as Ottawa County Equalization Director is accepted by the Board effective June 30, 2022; and

BE IT FURTHER RESOLVED that the Board thanks Michael Galligan for his dedicated service and his successful efforts to expand the services of the Equalization

Department to local units of government and wishes him and his family the very best in his retirement; and

BE IT FURTHER RESOLVED that Brian Busscher is appointed by the Board as Ottawa County Equalization Director effective July 1, 2022; and

BE IT FURTHER RESOLVED that this Resolution replaces, modifies, amends and/or supersedes all inconsistent or prior resolutions or motions regarding the subjects addressed herein.

YEAS: _____

NAYS: _____

RESOLUTION ADOPTED

Matt Fenske, Chairperson
Ottawa County Board of Commissioners

Justin F. Roebuck
Ottawa County Clerk

Action Request



Committee:	Board of Commissioners
Meeting Date:	02/22/2022
Requesting Department:	Human Resources
Submitted By:	Marcie Ver Beek
Agenda Item:	Parks Department Personnel Request

Suggested Motion:

To approve the Parks Commission recommendation to increase the Parks seasonal employee wage scale for the 2022 season and to be adjusted annually in proportion to increases in the minimum wage at a cost of \$65,068.

Summary of Request:

For the past few years Ottawa County Parks has not been able to recruit and retain enough seasonal employees to provide the level of service needed to meet the high standards of our department. As a result, the Parks Management team worked cooperatively with the Ottawa County Human Resources department to conduct a wage survey of both local employers from whom we might compete for staff and Park agencies in the State of Michigan. We found that the average starting hourly rates for these seasonal or part-time positions varied from about \$12.50 to \$16.50. The following proposed new seasonal wage scale is being recommended to keep us competitive and fair in the current job market.

Implementation of these wages will cost \$65,068 in the remainder of FY 2022. The additional funds needed to cover the cost of these wage increases will be completely covered by the reduction of staff positions associated with the implementation of the fee machines, the increase in annual revenues, and the reallocation of funds originally intended for capital purchases which now is covered by a grant. After these budget adjustments, the wage increases will not only be covered, but there will be a net positive effect on the overall budget.

Financial Information:

Total Cost: \$65,068.48	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 3: Maintain and expand investments in the human resources and talent of the organization.

Administration: Recommended Not Recommended Without Recommendation
County Administrator: *John Smith*

Committee/Governing/Advisory Board Approval Date: 02/02/2022
02/15/2022

Parks and Recreation Commission
Finance & Administration

2022 (proposed pay schedule)

Position	OC Current Starting Wage	OC Proposed Starting wage	Difference from current	# hours budgeted	hours remaining in FY 22 as of 1/8	Budget increase Annually	Budget increase for remaining FY22
Summer Intern (determined by county)	\$13.25	\$13.25	\$0.00	680	680	\$0.00	\$0.00
Naturalist Guide	\$13.50	\$13.50	\$0.00	4421	3544	\$0.00	\$0.00
Gate Keeper	\$10.10	\$11.00	\$0.90	9060	6994	\$8,154.00	\$6,294.60
Park Attendant	\$11.10	\$12.50	\$1.40	24373	21938	\$34,122.20	\$30,713.20
Holiday Park Attendant	\$15.00	\$20.00	\$5.00	70	70	\$350.00	\$350.00
Grounds Attendant/ Park Custodian	\$11.60	\$13.00	\$1.40	9600	9021	\$13,440.00	\$12,629.40
Stewardship Crew	\$11.60	\$13.00	\$1.40	3600	3456	\$5,040.00	\$4,838.40
Maintenance Crew	\$13.10	\$14.50	\$1.40	4125	3586	\$5,775.00	\$5,020.40
Reservation Specialist	\$12.60	\$12.75	\$0.15	3200	2651	\$480.00	\$397.65
Seasonal Supervisors - Lakeshore, Guest Services, Volunteer Outreach Coordinator	\$15.45	\$16.50	\$1.05	5200	4595	\$5,460.00	\$4,824.75
Total						\$72,821.20	\$65,068.40



OTTAWA COUNTY PARKS

Seasonal Employee wage rates for 2022-2030

2022

(minimum wage \$10.10)

Position	Year 1	Year 2	Year 3	Year 4
Summer Intern (determined by county)	\$12.98			
Naturalist Guide	\$13.50	\$14.00	\$14.25	\$14.50 (\$15.50 freeze)
Gate Keeper	\$11.00	\$11.50	\$11.75	\$12.00
Park Attendant	\$12.50	\$13.00	\$13.25	\$13.50
Holiday Park Attendant	\$20.00			
Grounds Attendant / Park Custodian	\$13.00	\$13.50	\$13.75	\$14.00
Stewardship Crew	\$13.00	\$13.50	\$13.75	\$14.00
Maintenance Crew	\$14.50	\$15.00	\$15.25	\$15.50
Reservation Specialist	\$12.75	\$13.25	\$13.50	\$13.75
Seasonal Supervisors - Lakeshore, Guest Services, Volunteer Outreach Coordinator	\$16.50	\$17.00	\$17.25	\$17.50

2023

minimum wage: \$10.33

Position	Year 1	Year 2	Year 3	Year 4
Summer Intern (determined by county)	\$13.21			
Naturalist Guide	\$13.73	\$14.23	\$14.48	\$14.73 (\$15.50 freeze)
Gate Keeper	\$11.23	\$11.73	\$11.98	\$12.23
Park Attendant	\$12.73	\$13.23	\$13.48	\$13.73
Holiday Park Attendant	\$20.23			
Grounds Attendant / Park Custodian	\$13.23	\$13.73	\$13.98	\$14.23
Stewardship Crew	\$13.23	\$13.73	\$13.98	\$14.23
Maintenance Crew	\$14.73	\$15.23	\$15.48	\$15.73
Reservation Specialist	\$12.98	\$13.48	\$13.73	\$13.98
Seasonal Supervisors - Lakeshore, Guest Services, Volunteer Outreach Coordinator	\$16.73	\$17.23	\$17.48	\$17.73

2024

minimum wage: \$10.56

Position	Year 1	Year 2	Year 3	Year 4
Summer Intern (determined by county)	\$13.44			
Naturalist Guide	\$13.96	\$14.46	\$14.71	\$14.96 (\$15.50 freeze)
Gate Keeper	\$11.46	\$11.96	\$12.21	\$12.46
Park Attendant	\$12.96	\$13.46	\$13.71	\$13.96
Holiday Park Attendant	\$20.46			
Grounds Attendant / Park Custodian	\$13.46	\$13.96	\$14.21	\$14.46
Stewardship Crew	\$13.46	\$13.96	\$14.21	\$14.46
Maintenance Crew	\$14.96	\$15.46	\$15.71	\$15.96
Reservation Specialist	\$13.21	\$13.71	\$13.96	\$14.21
Seasonal Supervisors - Lakeshore, Guest Services, Volunteer Outreach Coordinator	\$16.96	\$17.46	\$17.71	\$17.96

2025 minimum wage: \$10.80

Position	Year 1	Year 2	Year 3	Year 4
Summer Intern (determined by county)	\$13.68			
Naturalist Guide	\$14.20	\$14.70	\$14.95	\$15.20 (\$15.50 freeze)
Gate Keeper	\$11.70	\$12.20	\$12.45	\$12.70
Park Attendant	\$13.20	\$13.70	\$13.95	\$14.20
Holiday Park Attendant	\$20.70			
Grounds Attendant / Park Custodian	\$13.70	\$14.20	\$14.45	\$14.70
Stewardship Crew	\$13.70	\$14.20	\$14.45	\$14.70
Maintenance Crew	\$15.20	\$15.70	\$15.95	\$16.20
Reservation Specialist	\$13.45	\$13.95	\$14.20	\$14.45
Seasonal Supervisors - Lakeshore, Guest Services, Volunteer Outreach Coordinator	\$17.20	\$17.70	\$17.95	\$18.20

2026 minimum wage: \$11.04

Position	Year 1	Year 2	Year 3	Year 4
Summer Intern (determined by county)	\$13.92			
Naturalist Guide	\$14.44	\$14.94	\$15.19	\$15.44 (\$15.50 freeze)
Gate Keeper	\$11.94	\$12.44	\$12.69	\$12.94
Park Attendant	\$13.44	\$13.94	\$14.19	\$14.44
Holiday Park Attendant	\$20.94			
Grounds Attendant / Park Custodian	\$13.94	\$14.44	\$14.69	\$14.94
Stewardship Crew	\$13.94	\$14.44	\$14.69	\$14.94
Maintenance Crew	\$15.44	\$15.94	\$16.19	\$16.44
Reservation Specialist	\$13.69	\$14.19	\$14.44	\$14.69
Seasonal Supervisors - Lakeshore, Guest Services, Volunteer Outreach Coordinator	\$17.44	\$17.94	\$18.19	\$18.44

2027 minimum wage: \$11.29

Position	Year 1	Year 2	Year 3	Year 4
Summer Intern (determined by county)	\$14.17			
Naturalist Guide	\$14.69	\$15.19	\$15.44	\$15.69
Gate Keeper	\$12.19	\$12.69	\$12.94	\$13.19
Park Attendant	\$13.69	\$14.19	\$14.44	\$14.69
Holiday Park Attendant	\$21.19			
Grounds Attendant / Park Custodian	\$14.19	\$14.69	\$14.94	\$15.19
Stewardship Crew	\$14.19	\$14.69	\$14.94	\$15.19
Maintenance Crew	\$15.69	\$16.19	\$16.44	\$16.69
Reservation Specialist	\$13.94	\$14.44	\$14.69	\$14.94
Seasonal Supervisors - Lakeshore, Guest Services, Volunteer Outreach Coordinator	\$17.69	\$18.19	\$18.44	\$18.69

2028 minimum wage: \$11.54

Position	Year 1	Year 2	Year 3	Year 4
Summer Intern (determined by county)	\$14.42			
Naturalist Guide	\$14.94	\$15.44	\$15.69	\$15.94
Gate Keeper	\$12.44	\$12.94	\$13.19	\$13.44
Park Attendant	\$13.94	\$14.44	\$14.69	\$14.94
Holiday Park Attendant	\$21.44			
Grounds Attendant / Park Custodian	\$14.44	\$14.94	\$15.19	\$15.44
Stewardship Crew	\$14.44	\$14.94	\$15.19	\$15.44
Maintenance Crew	\$15.94	\$16.44	\$16.69	\$16.94
Reservation Specialist	\$14.19	\$14.69	\$14.94	\$15.19
Seasonal Supervisors - Lakeshore, Guest Services, Volunteer Outreach Coordinator	\$17.94	\$18.44	\$18.69	\$18.94

2029 minimum wage: \$11.79

Position	Year 1	Year 2	Year 3	Year 4
Summer Intern (determined by county)	\$14.67			
Naturalist Guide	\$15.19	\$15.69	\$15.94	\$16.19
Gate Keeper	\$12.69	\$13.19	\$13.44	\$13.69
Park Attendant	\$14.19	\$14.69	\$14.94	\$15.19
Holiday Park Attendant	\$21.69			
Grounds Attendant / Park Custodian	\$14.69	\$15.19	\$15.44	\$15.69
Stewardship Crew	\$14.69	\$15.19	\$15.44	\$15.69
Maintenance Crew	\$16.19	\$16.69	\$16.94	\$17.19
Reservation Specialist	\$14.44	\$14.94	\$15.19	\$15.44
Seasonal Supervisors - Lakeshore, Guest Services, Volunteer Outreach Coordinator	\$18.19	\$18.69	\$18.94	\$19.19

2030 minimum wage: \$12.05

Position	Year 1	Year 2	Year 3	Year 4
Summer Intern (determined by county)	\$14.93			
Naturalist Guide	\$15.45	\$15.95	\$16.20	\$16.45
Gate Keeper	\$12.95	\$13.45	\$13.70	\$13.95
Park Attendant	\$14.45	\$14.95	\$15.20	\$15.45
Holiday Park Attendant	\$21.95			
Grounds Attendant / Park Custodian	\$14.95	\$15.45	\$15.70	\$15.95
Stewardship Crew	\$14.95	\$15.45	\$15.70	\$15.95
Maintenance Crew	\$16.45	\$16.95	\$17.20	\$17.45
Reservation Specialist	\$14.70	\$15.20	\$15.45	\$15.70
Seasonal Supervisors - Lakeshore, Guest Services, Volunteer Outreach Coordinator	\$18.45	\$18.95	\$19.20	\$19.45

Action Request



Committee: Board of Commissioners

Meeting Date: 02/22/2022

Requesting Department: Human Resources

Submitted By: Marcie Ver Beek

Agenda Item: Public Health Personnel Request

Suggested Motion:

To approve the request from Public Health to split one 1.0 FTE full time, benefited Community health Nurse position into two 0.6 FTE part-time benefited Community Health Nurse Positions at a cost of \$27,318 to be paid out of the 2022 Public Health Fund Balance.

Summary of Request:

The Maternal and Infant Health Program (MIHP) in the Department of Public Health requests a 0.2 FTE increase to split the current 1.0 FTE Community Health Nurse position into two 0.6 FTE positions.

Due to the ongoing growth of Ottawa County along with the impact of the pandemic, referrals to MIHP are at an all-time high. In fiscal year 2021 the program received over 2100 referrals, a 65% increase since 2018. Case managers are currently receiving an average of 35 new referrals each month. Because they work with families up to a year, it is challenging to enroll new families while maintaining their current caseloads. The additional nurse will allow the MIHP team to serve more Ottawa County families.

Additionally, the labor market is experiencing a critical nursing shortage; registered nursing is the fourth most in-demand job in the American workforce. The MIHP team has experienced difficulty in recruiting qualified nurses interested in full-time work. The change to part-time positions is anticipated to result in improved recruitment and retention since many nurses seek the profession for its flexibility and opportunity to work part-time.

Although the additional position will require Public Health Fund dollars during the implementation period, once both part-time nurses are recruited, hired and trained, the program will be able to cover these additional expenses through a combination of cost-based reimbursement, regional grants and Medicaid revenue. It is anticipated that for FY 2023 the costs will be partially funded and by FY 2024 the position will be generating sufficient income to pay for the full amount of the increased expenses.

Financial Information:

Total Cost: \$27,318.00	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:

Public Health Fund in FY 2022; partially in 2023. FY 2024 will be funded by cost-based reimbursement, grants and Medicaid.

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

Action is Related to Strategic Plan:

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

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

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

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

Administration: Recommended Not Recommended Without Recommendation

County Administrator:

Committee/Governing/Advisory Board Approval Date: 02-15-2022 - Finance & Administration



COUNTY OF OTTAWA

New Position Request Form

Please print form and return to the Human Resources Department

DEPARTMENT: Public Health DATE REQUESTED: 02.04.2022

POSITION TITLE: Community Health Nurse- MIHP ORG CODE: 22106053

DATE NEEDED as soon as possible

CHECK ONE: Full-Time Benefitted

Part-Time Benefitted

New Position → Number of hours per week requested: 24

Expansion of Existing Hours → From: 1.0 FTE To: 1.2 split 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: N

2. Pay Grade: 10

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.

Attached

COST INFORMATION:

Additional source of revenue (in percentage) to support this position. 0%

Provide the revenue line to be amended if this position is approved: n/a

Estimated salary cost (including for the budget year: \$12,797.49 (department to request amount from H/R)

Estimated fringe benefit cost for the budget year: \$11,195.62 (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.

IT Equipment- 1,325 for documentation and communication

Mileage & Training - 2,000 home visiting, onboarding, and maintaining licensure

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: Lisa Stefanovsky

DATE: 02/04/2022

OCDPH Health Officer

BUDGET DATA:

Fiscal Services Department Use Only

CONTROL #:

Fiscal Services Department Use Only

Ottawa County Department of Public Health

2022 Increase FTE Request: Maternal Infant Health Program Nurse

January 10, 2022

Executive Summary

- The labor market is experiencing a critical nursing shortageⁱ; registered nursing is the fourth most in-demand job in the American workforce. ⁱⁱ
- In order for Ottawa County to remain competitive and recruit for the vacant Maternal Infant Health Program (MIHP) nurse position, modification to the FTE is needed.
- Due to the ongoing growth of Ottawa County along with the impact of the pandemic, referrals to MIHP are at an all-time high. In fiscal year 2021 the program received over 2100 referrals.
- The Maternal Infant Health Program is Michigan's largest evidence home based program. The goal of the program is to promote healthy pregnancies, positive birth outcomes, and healthy infant growth and development to reduce infant mortality and morbidity among the Medicaid population.
- According to the 2020 Home Visiting Needs Assessment Ottawa County has a high-quality home visiting system and has both a need and capacity to expand.ⁱⁱⁱ
- Requesting a 0.2 FTE increase for a public health nurse in the Maternal Infant Health Program in order to split the current 1.0 FTE position into two, 0.6 FTE positions. The additional case manager will allow for increased capacity to serve families and conduct more visits, resulting in increased revenue. The part-time positions are also anticipated to result in improved recruitment and retention since many nurses seek the profession for its flexibility and opportunity to work part-time.

Current Staffing

Ottawa County's MIHP currently staffs five case managers, comprised of two social workers and three registered nurses with a total 4.6 FTE. In FY2021 the program received 2153 referrals, a 65% increase since 2018, induced by various factors including increased connection and recruitment to hospitals and medical provider offices, new use of technology including shared, web-based referral systems, and the automation of referrals from Medicaid Health Plans. Case managers are currently receiving an average of 35 new referrals each month, and work with families up to a year, making it challenging to enroll new families while maintaining their current caseloads.

A seasoned program nurse of 40 years retired in November 2021. Her position has been posted for over two months and has received only two applicants, one of whom declined an interview after accepting employment elsewhere, and the other a candidate interested only in part time work.

Ottawa County Department of Public Health

2022 Increase FTE Request: Maternal Infant Health Program Nurse

January 10, 2022

Staffing Request

Due to referral numbers, case manager capacity, and the current labor market we are requesting a 0.2 nurse FTE increase. This will create increased revenue by allowing us to increase our billable visits while allowing for more families to be served. Splitting the 1.0 FTE into two 0.5 FTE positions was considered, however, state and Medicaid guidelines that include monthly contacting of clients, required trainings, and routine developmental screening make it challenging to deliver program services with a schedule that's less than 3 days a week.

Cost

Expense	Amount	Cost Offset By:
Salary & Fringe <i>Paygrade 10, Step 4</i>	\$ 23,993.11	Visit revenue & cost-based reimbursement (CBR)
IT Equipment	\$ 1,325	\$1,500 grant from MDHHS/MPHI pilot program initiative on Adverse Childhood Experiences starting 01/01/2022
Mileage & Training	\$ 2,000.00	Visit revenue, increased program revenue by current staff, remainder of pilot grant (\$175), and CBR
Total Expense	\$ 27,318.11	

Notes

Average Revenue per case manager in FY2021 = \$ 25,152.41*

*service-based revenue only, this number does not include cost-based reimbursement (CBR)

Revenue of 0.6 FTE case manager in FY2021 = \$13,523.62**

**Provider worked in COVID Response for part of the year resulting in fewer total visits.

Potential *increased revenue* by having two 0.6 FTE case managers = \$1,894.83 + CBR
(27,047.24 - 25,152.41= 1,894.83)

((the revenue of .6 FTE x 2) – average revenue per case manager))

Anticipate *increased capacity* for current providers to enroll 8 additional clients each because of decreased referrals assigned, generating additional revenue (enrollment visits + six professional visits (average) = \$6,300). The additional \$6,300 would be overall revenue generated by having a additional team member.

Funding sources include cost-based reimbursement, regional grants, and lead nursing case management revenue (Medicaid). The [CDC recently updated the blood lead level reference value](#) and the program is expected to see an increase in referrals.

This request will be funded from the Public Health fund balance in FY2022 and part of FY2023, but is expected to pay for itself by FY2024.

Ottawa County Department of Public Health

2022 Increase FTE Request: Maternal Infant Health Program Nurse

January 10, 2022

MIHP Client Experience Data

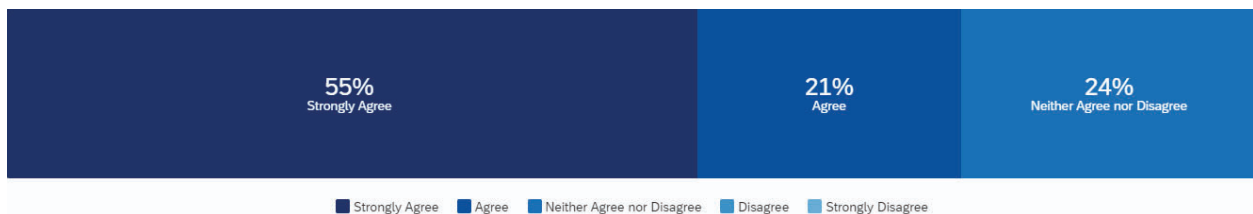
My home visitor talked with me about my goals and needs



My home visitor helped me know where to go for help when I needed it



I had a healthier pregnancy and/or my infant is healthier because I was a part of MIHP



Recruitment Strategies

Attracting and hiring nurses in today's labor market is extremely challenging. However, according to experts, strategic recruitment efforts may help. These strategies include offering flexible schedules, promoting a work life balance, and compensating accordingly^{iv}, all of which exist for program nurses in MIHP especially when provided the opportunity to work part-time.

ⁱ University of St. Augustine. The 2021 American Nursing Shortage: A Data Study. May 2021. Retrieved from: <https://www.usa.edu/blog/nursing-shortage/>

ⁱⁱ Irvine, M. The most in-demand jobs right now. Linked In. Retrieved from <https://www.linkedin.com/business/>

ⁱⁱⁱ 2020 Home Visiting Needs Assessment: Ottawa County. Retrieved from https://www.michigan.gov/documents/mdhhs/HVNA_Profile_Ottawa_County_718728_7.pdf

^{iv} Wolters Kluwer. Ten recruiting strategies to attract nurses. Retrieved from <https://www.wolterskluwer.com/en/expert-insights/ten-recruiting-strategies-to-attract-nurses>



Ottawa County
Where You Belong.

Community Health Nurse (MIHP)

Class Code:
2400

Bargaining Unit: Group N

OTTAWA COUNTY
Revision Date: Nov 2, 2021

SALARY RANGE

\$26.74 - \$34.77 Hourly

JOB DESCRIPTION:

The MIHP Public Health Nurse works within a multidisciplinary team to provide preventive health services. Program services include case management, health education, support, and anticipatory guidance in areas such as nutrition, parenting, attachment, wellness, social support, substance misuse, and family safety. Services are delivered in client homes, community, and office settings, and through telehealth. This position functions under the general supervision of the Maternal Infant Health Program Supervisor and the Community Health Manager.

ESSENTIAL JOB FUNCTIONS:

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

1. Develops therapeutic relationships, utilizes concepts of reflection and motivational interviewing with program recipients and their families in a home visiting environment to promote health and attain client goals.
2. Performs home visiting in accordance with MIHP model and guidelines and fulfills all documentation requirements.
3. Helps support an equitable, safe, diverse, and inclusive workplace.
4. Conducts health, psychosocial, and nutritional assessments; implements care plans; and provides education on a wide variety of health and wellness topics (e.g., family planning, breastfeeding, mental health, substance use, etc.).
5. Refers clients to community organizations, provides care coordination, and serves as client advocate.
6. Conducts chart audits; participates in quality assurance and quality improvement activities; collects and compiles evaluation data.
7. Ensures all client services are provided in compliance with established standards of professional practice and ethics, in accordance with Ottawa County and Department of Public Health's policies, procedures, and quality standards.
8. Mentors and guides student nurses by teaching protocol, techniques, and skills.
9. Conducts program marketing and outreach activities.
10. Performs other related functions as assigned.

REQUIRED EDUCATION, TRAINING AND EXPERIENCE:

Bachelor's of Science Degree in Nursing (B.S.N.) from an accredited college or university or R.N. degree from an accredited nursing program. One year of progressively responsible and demonstrably successful experience in public health, pediatric, neonatal, or women's health nursing preferred. Must have demonstrable strong technical skills, experience providing health education, and ability to exercise independent nursing judgment. Bilingual (Cambodian, Spanish, and/or Laotian preferred) written and verbal medical translation skills strongly preferred.

Licenses and Certifications:

1. Current Michigan licensure as a registered nurse by the Michigan Department of Licensing and Regulatory Affairs.
2. Possession of a valid driver's license and transportation. MIHP is a home visiting/community-based program. Individuals working in this program travel throughout Ottawa County and are responsible for providing their own transportation. Mileage is reimbursable.

ADDITIONAL REQUIREMENTS AND INFORMATION:

Required Knowledge and Skills:

1. Thorough working knowledge of the principles of public health nursing, and professional and ethical practice standards.
2. Working knowledge of Medicaid, Michigan MIHP, Michigan Department of Health and Human Services (MDHHS), and other federal, state, and local statutes and regulations governing eligibility for and delivery of services to client populations.
3. Thorough working knowledge of statutory and regulatory requirements governing the confidentiality of patient health information, including the provisions of HIPAA and documentation standards.
4. Ability to cultivate and develop inclusive, equitable, professional, and positive working relationships with clients, colleagues, community partner representatives, and elected officials; promotes and exhibits cultural humility.
5. In-depth working knowledge and experience working directly with people from diverse racial, ethnic, and socioeconomic backgrounds with varying levels of health knowledge and communication skills.
6. Computer proficiency; experience with electronic medical record use, Microsoft Office products, smartphone technology, and database entry.
7. Knowledge of health and human services/resources available to client populations.
8. Excellent written and verbal communication skills.
9. Strong organizational skills and ability to prioritize competing priorities.

Physical Requirements:

1. 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.
2. Must be able to ascend and descend stairs into client's homes and other buildings with or without mechanical assistance.

3. Must be able to move equipment and supplies weighing up to 30 lbs. with or without mechanical assistance.

Working Conditions:

Work is generally performed in client homes and within a traditional office environment. Delivery of nursing care to client patients may entail exposure to a variety of disease vectors and potential exposure to bloodborne pathogens; dirt, dust, and other airborne particulates; and other hazards of client homes.

2022 Estimated Costs per Deductions			
Employee Costs			
Community Health Nurse			
Current Staffing			
Paygrade 10, Step 4 at \$30.76/hr			
FTE	Wages	Benefits	TOTAL COST
1.0000	65,260.42	45,906.94	111,167.36
Proposed Staffing			
FTE	Wages	Benefits	TOTAL COST
0.6000	39,156.25	28,597.77	67,754.02
Cost for two .6 FTE Nurses	78,312.50	57,195.53	135,508.03
Increase in Expenses	13,052.08	11,288.59	24,340.67

Action Request



Committee: Board of Commissioners

Meeting Date: 02/22/2022

Requesting Department: Human Resources

Submitted By: Marcie Ver Beek

Agenda Item: Human Resources Personnel Request

Suggested Motion:

To approve the request from Human Resources to add one (1.0 FTE) Assistant Human Resources Director at a Unclassified paygrade 16, at a cost of \$35,606.

Summary of Request:

The Human Resources Department currently has 10 full-time positions and performs all mandated HR functions for over 1,200 employees. This includes recruiting, hiring and onboarding employees, administration of all employee benefits, bi-weekly payroll, training and development, labor relations, discipline management, and union negotiations for over 1,200 employees. Typically, an HR department should have a 1 to 100 ratio, if it is only providing basic HR functions, which typically would not include employee development and training along with payroll.

With the current labor shortages and the turnover rate skyrocketing, the department was seeking to add an additional Employment Analyst position, as the department currently has 4-5 employees, including the HR Director, active in the interviewing and recruitment area. All COVID tracking of employees and management of on-going COVID mandates and changes have been taken on by the department and, with no end in sight for COVID, this is creating an additional strain on the ability to perform HR functions. We have seen a significant increase in the amount of coaching and discipline management of employees and changes in the labor relations area specifically in a rise of grievances filed and demands to bargain with COVID-related mandates. Ottawa County is also experiencing a significant decline in overall employee satisfaction, which has added to the strain on the Human Resources Department to assist employees as they navigate these unprecedented times.

In adding an Assistant Human Resources Director, the department can not only complete mandated services that have grown to a capacity that cannot be sustained, but also focus on performance management, succession planning, employee and department development and ongoing payroll implementation.

In order to accommodate this position, a vacant Employment Analyst position, which the County has been unable to fill, will be eliminated in this year's budget.

Financial Information:

Total Cost: \$35,606.00	General Fund Cost: \$35,606.00	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:

Budget adjustment increasing the HR budget from the General Fund contingency

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: *John Su*

Committee/Governing/Advisory Board Approval Date: 02/15/2022 - Finance & Administration

2022 Estimated Costs per Deductions
Employee Costs
Assistant HR Director

Current Staffing

Paygrade 16, Step 1 at \$40.1417/hr

FTE	Wages	Benefits	TOTAL COST
1.0000	83,495.00	52,565.61	136,060.61

Action Request



Committee:	Board of Commissioners
Meeting Date:	02/22/2022
Requesting Department:	Strategic Impact
Submitted By:	Paul Sachs
Agenda Item:	Economic Development Corporation - Proposed Bond Project Resolution

Suggested Motion:

To approve a Resolution Approving the Project Area, Establishing the Project District Area, and Confirming the Appointment of Two Additional Directors to the Ottawa County Economic Development Corporation Board, in order to initiate the process of issuing Limited Obligation Revenue Bonds not-to-exceed \$75,000,000 for the benefit of The Farmstead by Resthaven project located in the City of Holland.

Summary of Request:

Resthaven (the Borrower) operates multiple senior living and care facilities in Ottawa County. A new facility has been planned for construction in the City of Holland. When complete, the facility will offer 128 units for independent and assisted living.

As allowed under Public Act 338 of 1974, the Borrower is requesting that the Ottawa County Economic Development Corporation (EDC) issue Limited Obligation Revenue Bonds to finance the proposed project, which meets the stated purposes of the Act. Tax-exempt bonds such as these lower the cost of capital eligible projects. The Borrower is a Michigan non-profit organization and therefore eligible to utilize the bonds. The aggregate bond amount will not exceed \$75,000,000 (seventy-five million and zero/100).

All costs incurred, including fees for Bond Counsel, will be paid either by the Borrower or the proceeds from the bonds, not the County. Neither the County nor the EDC have any liability for the bonds in the event of default. The EDC charges an Issuance Fee of 1/4 of 1% of the face value of the bonds, which will be calculated at closing but is currently estimated to be \$187,500. The bonds are not backed by the full faith and credit of the County.

On February 3, 2022 the EDC passed the required Resolution of Inducement and Intent to Issue Bonds for this project. The City of Holland has indicated support for the project and will be presented with a resolution to approve the Project Plan in March 2022. Two additional directors named in the Resolution will be appointed to the EDC for the duration of the project.

Financial Information:

Total Cost: \$75,000,000.00	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 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: *John Su*

Committee/Governing/Advisory Board Approval Date: 02/15/2022 - Finance & Administration

BOARD OF COMMISSIONERS OF THE COUNTY OF OTTAWA

RESOLUTION APPROVING PROJECT AREA, ESTABLISHING PROJECT DISTRICT AREA, AND CONFIRMING APPOINTMENT OF ADDITIONAL DIRECTORS TO THE BOARD OF DIRECTORS OF THE ISSUER

(EDC of the County of Ottawa--Resthaven Farmstead Project)

At a regular meeting of the Board of Commissioners of the County of Ottawa, Michigan, held on February 22, 2022, the following commissioners were present:

and the following were absent:

The following preamble and resolution were offered by Commissioner _____ and supported by Commissioner _____:

WHEREAS, the Economic Development Corporations Act, Act No. 338 of the Michigan Public Acts of 1974, as amended (the "Act"), recognizes that there exists in the State of Michigan the need for programs to alleviate and prevent conditions of unemployment, to assist and retain local industries and commercial enterprises, to encourage and assist the location and expansion of such enterprises, to provide needed services and facilities to the County of Ottawa and its residents, to promote the forestry and agricultural sectors of the State's economy, and to encourage the development of facilities designed to produce energy from renewable sources; and

WHEREAS, the Act provides a means by which these needs may be addressed; and

WHEREAS, Resthaven, a Michigan nonprofit corporation (the "Borrower"), has applied to The Economic Development Corporation of the County of Ottawa (the "Issuer") for assistance in financing all or a portion of the costs of the acquisition, construction, furnishing and development of Phase I of an entrance fee, life plan senior living community to be known as "The Farmstead" to be located at 875 E. 24th Street, City of Holland, Michigan and expected to include 80 congregate apartments, 24 cottages, and 24 assisted living suites and common amenities including parking, dining facilities, fitness center, clubhouse, activity rooms, multipurpose rooms and other common living areas (collectively, the "Project"), and to pay expenses incurred in connection with the financing; and

WHEREAS, the Issuer, in conformity with the Act, has designated a Project Area and Project District Area for the Project to this Board of Commissioners for its approval thereof and has requested that this Board consent to the appointment of two additional directors to the Board of Directors of the Issuer, as required by Section 4(2) of the Act, for the limited purpose of participating in the Issuer's proceedings related to the Project;

NOW, THEREFORE, BE IT RESOLVED BY THIS BOARD OF COMMISSIONERS OF THE COUNTY OF OTTAWA, AS FOLLOWS:

1. The Project Area designated by the Issuer and attached hereto as Exhibit A is hereby certified as approved:

2. The territory surrounding said designated Project Area will not be significantly affected by the Project and, therefore, a Project District Area having the same description as the Project Area herein certified as approved is hereby established.

3. Pursuant to Section 20 of the Act, a Project Citizens District Council is not required for the Project and therefore such a Council shall not be formed.

4. This Board of Commissioners hereby advises and consents to the appointment by the Chairperson of the Board of Commissioners of the County of Ottawa with respect to the Project of Mark J. Vanderploeg and Glenn Lowe as additional directors to the Board of Directors of the Issuer, pursuant to Section 4(2) of the Act, said persons being representative of neighborhood residents and business interests likely to be affected by the Project.

5. The County Clerk is hereby directed to forward three (3) certified copies of this resolution to the Secretary of the Issuer.

6. All resolutions or parts thereof in conflict with this resolution are hereby repealed but only to the extent of such conflict.

YEAS _____

NAYS _____

ABSTENTIONS _____

RESOLUTION DECLARED ADOPTED.

COUNTY OF OTTAWA

By: _____
Matthew Fenske, Chairperson
Board of Commissioners

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

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 County of Ottawa Board of Commissioners, held on February 22, 2022 and that the said minutes are on file in the office of the County Clerk and are available to the public. Public notice of said meeting was given pursuant to and in compliance with Act No. 267, Public Acts of Michigan, 1976.

Justin F. Roebuck
County Clerk, County of Ottawa, MI

Dated: _____, 2022

EXHIBIT A

Legal Description of Project Area

Land situated in the City of Holland, County of Ottawa, State of Michigan, described as follows:

Parcel 1

That part of the Southeast 1/4 of the Northwest 1/4 of Section 34, Town 5 North, Range 15 West, commencing at the Southwest corner thereof; thence North along the North and South 1/8 line 155 feet; thence East 200 feet; thence South 155 feet; thence West along the East and West 1/4 line to the place of beginning, subject to the 24th Street right-of-way over the South 33 feet of said parcel, City of Holland, County of Ottawa, State of Michigan.

Parcel 2

The Southeast 1/4 of the Northwest 1/4 of Section 34, Town 5 North, Range 15 West, City of Holland, Ottawa County, Michigan except the following parcels:

That part of the Southeast 1/4 of the Northwest 1/4 of Section 34, Town 5 North, Range 15 West, commencing at the Southwest corner thereof; thence North along the North and South 1/8 line 155 feet; thence East 200 feet; thence South 155 feet; thence West along the East and West 1/4 line to the place of beginning, subject to the 24th Street right-of-way over the South 33 feet of said parcel, City of Holland, County of Ottawa, State of Michigan.

Commencing at the Southeast corner thereof; thence North 200 feet; thence West 110 feet; thence South 200 feet; thence East along the 1/4 line to the place of beginning.

Part of the Southeast 1/4 of the Northwest 1/4 of Section 34, Town 5 North, Range 15 West, described as beginning at a point on the East and West 1/4 line of Section 34, distance due East 1705.65 feet from the West 1/4 corner of Section 34, and proceeding thence North 00 degrees 33 minutes 44 seconds East 172.13 feet; thence North 88 degrees 26 minutes 20 seconds East 162.22 feet; thence South 00 degrees 33 minutes 44 seconds West 172.13 feet to the East and West 1/4 line of Section 34; thence due West on the said East and West 1/4 line of Section 34 to the point of beginning.

Commonly known as: 829 & 875 East 24th Street
Tax Parcel Nos. 70-16-34-100-024 (Parcel 1) and 70-16-34-100-025 (Parcel 2)

Action Request

Electronic Submission – Contract # 1461



Committee: BOARD OF COMMISSIONERS
Meeting Date: 2/22/2022
Vendor/3rd Party: BIS
Requesting Department: CIRCUIT COURT
Submitted By: SUSAN FRANKLIN
Agenda Item: COURTROOM PRESENTATION SOLUTION

Suggested Motion:

To approve the authorization to purchase and install 10 Wolfvision Cynaps to be deployed in the six Circuit and Probate Courtrooms and 4 Hearing Rooms in Grand Haven and West Olive at a total cost of \$82,837.50.

Summary of Request:

This project would replace the "Pointmaker" hardware in each Circuit & Probate Court courtroom and hearing room, which have been failing and requiring significant IT attention. The Wolfvision Cynaps to be purchased would allow for the recording of physical evidence presented in court as well as recording Zoom video. We have experienced frequent issues with the Pointmakers, and BIS is encouraging the replacement of those devices with Wolfvision Cynaps, as they will no longer support the Pointmakers. The Wolfvision Cynap would give increased ability to record new forms of evidence presented in the courtrooms and hearing rooms. A Capital improvement project was applied for with regard to this purchase.

Financial Information:

Total Cost: \$82,837.50	General Fund Cost: \$82,837.50	Included in Budget: Yes
-------------------------	--------------------------------	-------------------------

If not included in Budget, recommended funding source:

Action is Related to an Activity Which Is: Mandated

Action is Related to Strategic Plan:

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

Objective:

Administration:

Recommended by County Administrator: *John Smith*

Committee/Governing/Advisory Board Approval Date: 2/15/2022 Finance & Administration

January 18, 2022

Susan Franklin
20th Circuit Court (MI)
414 N. Washington Ave.
Grand Haven, MI 49417

RE: 20th Circuit MI Pointmaker Replacement with Wolfvision Cynap for 10 Circuit Courtrooms (Grand Haven & W. Olive)

Dear Susan,

Thank you for the opportunity to submit a quotation for the product supply, installation and training of our integrated audio/video (AV) solution to replace the existing Pointmaker annotation device with the Wolfvision Cynap wireless presentation/annotation device.

BIS Digital provides a complete technology solution based on your needs and requirements which includes planning, design, programming, installation as well as training with on-going support and service. Our ability to design, implement and support a fully integrated AV workflow solution makes BIS unique.

Please don't hesitate to contact me with any questions or concerns.

Sincerely,

A handwritten signature in black ink that reads 'Andy Spigner'.

Andy Spigner
Account Manager
(800) 834-7674 x4044
andy.spigner@bisdigital.com



1350 NE 56th Street, Suite 300
Ft. Lauderdale, FL 33334



Sales: (800) 834-7674
Support: (800) 715-1234



Email: info@bisdigital.com
Web: www.bisdigital.com

BIS Digital – AV Integrated Solution

Account 20th Circuit Court (MI)

Quote Number Q-8017339-1.18.2022

Opportunity Name 20th Circuit MI Budgetary Quote Wolfvision Cynap for 10
Circuit Courtrooms (Grand Haven & W. Olive)

About BIS Digital

BIS Digital is a technology company which provides integrated digital recording and multi-media communications solutions. We “capture the record” with complete multi-channel audio and video digital recording systems customized to meet client needs. We work with award-winning manufacturers to bring you the latest in AV technology.

We design systems with fully integrated AV capabilities for optimal workflow and efficiency. Founded in 1982, BIS Digital has the knowledge and experience gained through our large customer base to build the perfect AV system from concept to completion. We handle everything from planning and design to installation and service. Moreover, we ensure staff is properly trained on using the system to master its operation.

Our solutions include:

- Multi-channel audio and video recording
- Sound systems
- Presentation systems
- Video conferencing
- Enterprise room control
- Video walls
- Language translation connectivity

Onsite service or remote service agreements may be included within this proposal or are available upon request. Multiple-year service agreements are also available.

Free CourtSide Portal Access

CourtSide
by Wolfvision

Included in this proposal is the CourtSide app. CourtSide is a web application that uses artificial intelligence and professional editing services to create formatted, speaker-identified transcripts. The app is free, and transcripts are produced on-demand through the CourtSide online transcript ordering portal. Transcription costs are based on page count and turnaround time.

Date Tuesday, January 18, 2022

Quote Number Q-8017339-1.18.2022
20th Circuit MI Budgetary Quote Wolfvision Cynap for 10 Circuit Courtrooms
(Grand Haven & W. Olive)

Sales Consultant Andy Spigner, Account Manager
(800) 834-7674 x4044 / andy.spigner@bisdigital.com

Primary Contact Susan Franklin, Ottawa County Court Administrator
414 N. Washington Ave.
Grand Haven, MI 49417
(616) 846-8356 / (616) 786-4154 (Fax)
sfranklin@miottawa.org (Email)

Billing Address 20th Circuit Court (MI) / A-1003070
12220 Fillmore Complex
Room 347
West Olive, MI 49640

Shipping Address Ottawa County Courthouse
414 N. Washington Ave.
Grand Haven, MI 49417

Ottawa County Probate Court
12120 Fillmore St.
West Olive, MI 49460

Users To Train Yes

Wiring Required Yes

Installation Notes See Scope of Work

Item	Product Code	Qty	Unit Price	Total Price
Annotation Presentation System w/Wireless Link (Series 2)	BIS-CYNAP	10	\$6,970.00	\$69,700.00

19" Rack Shelf for BIS-CYNAP	BIS-CYNAP-RS	10	\$280.00	\$2,800.00
Programming for Hardware Control Manager (1 day)	BIS-HCM-PGM	3	\$1,750.00	\$5,250.00
Installation Supplies	BIS-INST-SUP	1	\$1,087.50	\$1,087.50
Shipping/Handling	S/H	1	\$500.00	\$500.00
On-site Setup, Installation and Training	SIT	1	\$3,500.00	\$3,500.00
Annual Remote Support w/Hardware Replacement (Add to existing Support Contract M-M-50011663)	NMNT-REM-HRDW	1	\$0.00	\$0.00
			Sales Tax Rate	0%
			Total (Excluding Sales Tax)	\$82,837.50

Optimal Specifications for BIS Digital PC Systems

Live Stream & On-Demand Requirements

- BIS Digital, Inc. recommends customer can transmit continuous stream of 300kbps or more for optimal performance.

All specifications are subject to change without notice. All computers sourced from third parties must first be approved by BIS Digital prior to purchase.

Equipment Supply

BIS Digital will furnish the equipment as specified herein. Revisions to this contract are made by approved written "Change Order". BIS reserves the right to bill for equipment as stored materials when delivery or installation is not possible. There are no additional implied or expressed operations of the system other than stated within.

Electrical Installation

The customer provided electrical contractor will install all AC power, relay switches & conduit as required for the proposed systems. If required, the customer provided electrician will be responsible for providing and hanging all rigid electrical junction boxes, conduit and installing same. BIS Digital has recommended and asked for Dedicated Electrical Power to be installed at the head-end, controlled end-user equipment or at the same location of final control(s). Dedicated Power shall be the responsibility of the end-user and any external noise or factors creating noise within the systems not exposed by installed electronic equipment shall not be BIS Digital, Inc. responsibility and shall not be reason for any hold-backs whatsoever by any party.

Equipment Installation and Head End Connections

BIS technicians will install all specified equipment and make all final circuit terminations in the head-end equipment racks. The customer will provide all custom carpentry or custom room preparations as required prior to the installation. The customer will provide scaffold or high reach for all installation work in ceilings over fourteen feet. All network connection(s) are to be provided by the customer. Any changes, alterations or deviations from the Equipment and installation obligations specified herein involving extra cost for labor or material will be executed only on written orders for the same. The cost of any added labor or material will become an extra charge over and above the total specified on the Agreement.



Order Summary

Date	Tuesday, January 18, 2022
Quote Number	Q-8017339-1.18.2022
Account Name	20th Circuit Court (MI)
Total (Excluding Sales Tax)	\$82,837.50

Terms and Conditions

- Effective Period** This proposal is a firm offer for 30 days from quote date Tuesday, January 18, 2022.
- Tax Status** Sales tax will be added to invoice unless Tax Exempt Form is on file with BIS Digital.
- Payment Terms** **Deposit:** All orders above \$5,000 require a 50% deposit. Once the order and deposit is confirmed (received) by BIS Digital, scheduling of the installation / and shipment of goods will occur.
Balance: The remaining balance is to be paid on the completion of the installation. (delivery of goods at customer site)
- Install Cancellation** If customer cancels (or postpones) a mutually agreed upon installation date, BIS Digital reserves the right to ship to customer and invoice for hardware, software or other materials procured for the project.
- Restocking Fee** 20% restocking fee will be charged for all cancelled orders
- Site Preparation** Customer is required to supply all conduit and cable pulls not listed on this quote. Customer will be responsible for any additional wiring or installation supplies needed during installation.
- Training** BIS Digital will provide full training of all system users per agreed training schedule.
- Limited Warranty** All BIS supplied new systems (Hardware & Software) are covered for 90 days following date of installation/delivery. Warranty does not cover On-Site Technical Support, Shipping costs, or Software upgrades (See Software Assurance below).
- Software Assurance** Annual Software Assurance entitles user to unlimited software upgrades throughout the one-year term, at the cost of \$350 per license/year.

Disclaimer: Unforeseen supply chain disruptions or component shortages may impact hardware availability. As a result, items listed in this quotation may require substitution and may be subject to price and/or delivery time variances. In these instances, BIS Digital will consult with the customer about options and alternatives.

This signature and Purchase Order number states acceptance to the above price, terms and conditions, authorizing BIS Digital, Inc. to order, install and bill for the above equipment.

* Accepted by: _____

Name Title

Signature Date

*** Accounts Payable Information * Required for order to be processed***

A/P Contact: _____

Name Phone Number



Email Address

Fax #

Is a Purchase Order required for processing? _____ **P.O. #** _____



Scope of Work

Account:	20 th Circuit Court – Grand Haven, MI
Quote:	Q-8017339
Project:	20th Circuit MI Budgetary Quote Wolfvision Cynap for 10 Circuit Courtrooms Annotation Only (Grand Haven & W. Olive)
Date:	January 18, 2022
Overview:	Replace existing Pointmaker annotation devices in 10 courtrooms/hearing rooms with Wolfvision Cynaps. Locations will be Courtrooms 2A, 2B, 3A, 3B in Grand Haven and Courtroom A and C in West Olive, MI. Hearing Rooms are 305, 210 and 215 in Grand Haven and Courtroom B in West Olive. Cynaps will be used for annotation only. Wireless presentation will not be possible due to the location of the Cynap in the rack as as the system is currently wired. Re-use existing presentation switcher/distribution amplifier in the equipment rack, Re-program existing Hardware Control Manager program to allow for the Wolfvision Cynap to allow the evidence presentation “preview/publish” feature to be facilitated by the Wolfvision Cynap currently done by the Pointmaker. Test system for functionality, demonstrate usage and provide training on how to use the Cynap for annotations from the touch screen monitors.

Audio & Video Recording: Existing DCR license in place.

Evidence Presentation System: N/A

The evidence presentation system will accommodate digital wired HDMI inputs at the following locations: law tables.

The evidence presentation system **WILL** accommodate wireless presentation from BYOD devices.

Evidence shall be displayed at the following locations on the specified display type: 22” monitor for the judge, (4) 22” touch screen monitors at the witness, prosecution table, defense table and podium, (3) 22” monitors for the jury and 1 65” wall mounted display for the gallery (See drawings for Q-8017339)

The displays **WILL NOT** be able to display independent sources simultaneously.

BIS will **re-use** the following **existing** presentation equipment:

- Monitors See Drawing
- Video Input Switcher 3 (see drawing)
- Video Distribution Amplifier 2 (See Drawing)

The system **WILL** allow participants to annotate over the presented evidence.

Annotations will be made at the following participant locations: witness, prosecution, defense and podium using the following device Touchscreen.

The system WILL allow the **Judge** to preview and publish the evidence.

Participants who will preview the evidence will be: judge/ attorneys.

The evidence shall be published to: jury/gallery monitors.

Room Control: N/A

The control system will be modified to allow for video switching of the evidence presentation system, preview/publish of the presented evidence with the new Cynap wireless presentation device.

Additional Notes: Click or tap here to enter text.	
Prepared by: Andy Spigner	Date: 1/18/2022
Accepted by:	
Name	Title
Signature	Date

Janice McLaren

From: Andy Spigner <andy.spigner@bisdigital.com>
Sent: Monday, January 24, 2022 10:59 AM
To: Janice McLaren
Cc: Jade Coldren
Subject: RE: 20th Circuit Court Pointmaker Replacement

Caution! This email is from an external address and contains a link. Use caution when following links as they could open malicious web sites.

Good morning Janice. BIS Digital has been working with Ottawa County Circuit and District courts for well over a year in replacing the Boekler Pointmaker presentation/annotation devices in the Circuit and District Courtrooms in Grand Haven, Holland and Hudsonville originally installed by BIS Digital in February of 2018 as part of the system's design for RFP 16-10 for court technology.

After failure occurred with the Pointmaker annotation devices that are now end-of-life and no longer supported by the manufacturer, we initially investigated the next generation of the Pointmaker presentation/annotation device as a replacement but discovered that the next generation of Pointmaker devices didn't have the necessary input/outputs we needed to facilitate our system design that allow the judge to "preview" any evidence presented to the attorneys and then "publish" the evidence to the jury and gallery monitors as well as annotate over evidence from the touch screen monitors that would display the annotations on the other monitors for the jury and gallery.

We sought out competitive products to facilitate on the functionality needed for the preview/publish and annotation over evidence for the touch-screen monitors in the courtroom and brought in a Wolfvision Cynap for testing by our system's engineers in FL knowing that the Pointmaker product was end-of-life.

Once tested and reviewed by our System's Engineers, it was determined that the Wolfvision Cynap had the necessary inputs/output we needed to replace the Boekler Pointmaker devices. Furthermore, we could keep the same preview/publish and annotation features as part of our original system design versus having to bring in additional hardware to accomplish what the system was designed to display evidence and annotations.

It's important to note that we have replaced two of the Pointmaker evidence presentation/annotation device with the Wolfvision Cynap devices in two District Courtrooms in Hudsonville (Courtroom 1B) and Holland (Courtroom B) as part of the County's support contract (before the devices were no longer under warranty and supported by the manufacturer) and they are working properly without issue to my knowledge.

Furthermore, we have scheduled a no-cost trial of the Wolfvision Cynap for Circuit Court Hearing Room 210 as a proof of concept to determine how the Cynap presentation/annotation device will integrate with Zoom and the in-courtroom cameras to be displayed for the in-courtroom participants to be seen by the remote participants on Zoom.

I hope this satisfies your inquiry on how we selected the Wolfvision presentation/annotation device. Let me know if I can be of further assistance.

Warmest regards,



On Social Media



Andy Spigner
Account Manager MI

Phone
800.834.7674 ext. 4044

Corporate Headquarters
1350 NE 56 Street, Suite 300
Fort Lauderdale, Florida 33334



**LOOKING TO UPGRADE YOUR AV?
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From: Janice McLaren <jmclaren@miottawa.org>
Sent: Friday, January 21, 2022 12:51 PM
To: Andy Spigner <andy.spigner@bisdigital.com>
Subject: 20th Circuit Court Pointmaker Replacement

Hello Andy –

I am working with Susan Franklin at the 20th Circuit Court on the presentation device replacement project.

Would you be able to share your process in selecting the wolfvision system? Any information you could provide would be much appreciated.

Please don't hesitate to let me know if you have any questions, thank you so much,

Janice McLaren
Buyer, Purchasing
Mon-Fri, 7:30am to 4:00pm

Ottawa County Fiscal Services
12220 Fillmore Street | West Olive, MI 49460
P 616-738-4670 | F 616-738-4897 | www.miOttawa.org



Action Request

Electronic Submission – Contract # 1471



Committee: BOARD OF COMMISSIONERS

Meeting Date: 2/22/2022

Vendor/3rd Party: MFCl, LLC

Requesting Department: FISCAL SERVICES

Submitted By: KAREN KARASINSKI

Agenda Item: CONTRACT FOR FINANCIAL ADVISOR FOR THE ISSUANCE OF BONDS

Suggested Motion:

To approve the proposed agreement with MFCl, LLC for Financial Advisory Services for the Issuance of Bonds.

Summary of Request:

In September, 2019 the Board authorized a contract with Robert W. Baird & Co ("Baird") for Financial Advisory Services. Since inception, Warren Creamer, Managing Director, has been the primary contact for the County and has served as the Financial Advisor on a number of bond issues. Earlier this month, Mr. Creamer left Baird to accept a position with MFCl, LLC in the same capacity. The Baird contract allows for either party to terminate the agreement at any time with ten days notice. For continuity of services, we are recommending the County enter into a contract with MFCl, LLC for Financial Advisory Services. The cost of service will be the same as offered by Baird.

The Financial Advisory Agreement establishes that MFCl, LLC will provide municipal advisory services to the County in connection all bond issues (new money or refinancing). MFCl, LLC will have fiduciary duties, including a duty of care and a duty of loyalty. The fee for service will be equal to 75% of the bond counsel's feed upon the closing of a transaction, plus reimbursement for any rating agency trips approved in advance by the County.

Financial Information:

Total Cost: \$9,999.00

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

Objective:

Administration:

Recommended by County Administrator:

Committee/Governing/Advisory Board Approval Date: 2/15/2022

Finance & Administration

February 2, 2022

VIA EMAIL

Mr. Matthew Fenske, Chairperson
Ottawa County Board of Commissioners

Mr. Justin F. Roebuck
Ottawa County Clerk/Register of Deeds
12220 Fillmore Street
West Olive, MI 49460

Re: Financial Advisory Services Agreement

Dear Mr. Fenske and Mr. Roebuck:

This letter serves to record the terms of our engagement (the “Engagement”) to represent the Ottawa County, Michigan as a client and its various departments, boards and commissions, including without limitation the Road Commission and Public Utilities Department (collectively “you” or the “County”) with respect to the proposed issuance of new money or refunding transactions (the “Potential Financings”) and with regard to the captioned matters.

Our firm (“MFCI, LLC” or the “firm”) is registered as a Municipal Advisor with the Securities and Exchange Commission (SEC) (www.sec.gov) and the Municipal Securities Rulemaking Board (MSRB) (www.msrb.org).

MFCI, LLC agrees that the scope of our financial advisory services in connection with the Potential Financings is as follows, and in such capacity, MFCI, LLC agrees to provide advice as to the structure, timing, terms, and other matters regarding the Potential Financings, including the following services, if and as requested by the County:

- Review financial and other information regarding the County
- Assist the County in developing and designing the terms and features of the plan of each Potential Financing
- Evaluate possible options, vehicles, and structures for each Potential Financing
- Advise the County as to the methods and types of financing that are available to and appropriate for the County
- Advise the County as to financial strategies for each Potential Financing
- Coordinate each Potential Financing, including preparing and maintaining a schedule of key events in an effort to ensure the transaction is completed within the County’s timeframe
- Assist in the preparation and/or review and distribution of documents pertaining to a Potential Financing
- Assist, along with County counsel, bond counsel, disclosure counsel, if any, the developer, stakeholder, purchaser, placement agent or underwriter and its counsel, in the preparation and review of the County’s documents and all related documents required for each Potential Financing

- Consult and meet with representatives of the County and others involved with a Potential Financing
- Respond to questions and requests from potential developers, stakeholders, investors, and other possible financing sources
- If applicable, assist in the development of a request for proposal for and participate in the evaluation and supporting documentation for the selection of a developer, investor, stakeholder, underwriter, placement agent, or direct purchaser and evaluating submitted proposals for a Potential Financing
- If applicable, arrange and facilitate visits to, and prepare materials for, potential developers, stakeholders, investors, credit ratings agencies, and municipal bond insurers
- Provide such other financial advisory services as the County may request and MFCI, LLC agrees to provide

The services provided by MFCI, LLC are limited to the services described above unless otherwise agreed to in writing by MFCI, LLC.

Unless otherwise provided above, MFCI, LLC is not responsible for certifying as to the accuracy or completeness of any preliminary or final official statement, other than with respect to any information about MFCI, LLC provided by MFCI, LLC for inclusion in such documents.

Term:

This Engagement is on an “as needed” basis, determined by the County. The County may terminate our representation at any time, with or without cause, by notifying MFCI, LLC in writing.

Fees:

Our fees on these matters are based on a fee schedule attached hereto as Appendix C. Warren M. Creamer will be the principal financial consultant contact on these matters. We will bill on a transactional basis, through closing. If closing does not occur, we will not bill for any fees. We will transmit our billing to you upon closing of each issue.

Disclosure of Conflicts of Interest and Other Information:

As a registered municipal advisor MFCI, LLC is required to disclose potential conflicts of interest and other information regarding MFCI, LLC’s registration, including where to locate MFCI, LLC’s registration information on the SEC’s EDGAR system. MFCI, LLC’s required disclosures are included as Appendix B to this letter, incorporated herein by reference. Any additional disclosures made by MFCI, LLC to update the disclosures contained in Appendix B are also incorporated by reference to this letter.

This letter is supplemented by our Standard Terms of Engagement for Financial Consulting Services, attached, which are incorporated in this letter and apply to this matter and other matter(s) for which you engage us. MFCI, LLC agrees to promptly amend or supplement this letter to reflect any material changes or additions to our Engagement. If you agree that this letter provides acceptable terms for our Engagement in this matter, please acknowledge by signing the following signature page.

We look forward to working with you.

Sincerely,

MFCI, LLC

Engagement accepted by

MFCI, LLC

By:  _____ Date: 02/08/2022
Warren Creamer
Managing Director

**Ottawa County
Michigan**

By: _____ Date: _____
Mr. Matthew Fenske, Chairperson
Ottawa County Board of Commissioners

By: _____ Date: _____
Mr. Justin F. Roebuck
Ottawa County Clerk/Register of Deeds

Appendix A

MFCI, LLC (MUNICIPAL FINANCIAL CONSULTANTS)

STANDARD TERMS OF ENGAGEMENT FOR FINANCIAL CONSULTING SERVICES

This statement provides the standard terms of our engagement as your financial consultants. Unless modified in writing by mutual agreement, these terms will be an integral part of our agreement with you. Therefore, we ask that you review this statement carefully and contact us promptly if you have any questions.

GENERAL RIGHTS AND RESPONSIBILITIES OF CLIENTS OF THE FIRM

A client of the firm has the right to: (A) expect competent representation by the firm; (B) determine the purposes to be served by the financial consulting representation, so long as those purposes are legal and do not violate the firm's obligations under applicable federal securities rules and regulations ; (C) be kept reasonably informed about the status of the matter and have the firm respond promptly to reasonable requests for information; and (D) terminate the representation at any time, with or without cause, subject to the obligation for payment of financial services provided and costs incurred by the firm.

A client of the firm has the responsibility to: (A) cooperate with MFCI, LLC and the finance team to provide accurate and necessary information, records and data about the client and access to client personnel necessary to structure the debt, complete the disclosure documents and prepare the transaction documentation; and (B) pay the firm as provided by this agreement and any other agreements regarding payment for financial consulting services and expenses. A client may not: (A) demand that the firm use offensive tactics or treat anyone involved in the transaction in a manner that would violate our regulatory obligation to deal fairly with all persons or; (B) demand any assistance which violates the federal or state laws.

WHOM WE REPRESENT

The person or entity whom we represent is the person or entity identified in our engagement letter and does not include any affiliates or related parties of the Client unless our engagement letter expressly provides otherwise.

THE SCOPE OF OUR WORK/TERM

You should have a clear understanding of the financial consulting services we will provide, as described in the preceding letter. Any questions that you have should be dealt with promptly.

We will, at all times, act on your behalf to the best of our ability. Any expressions on our part concerning the outcome of your matters are expressions of our best professional judgement, but are not guarantees. Such advice is necessarily limited by our knowledge of the facts and are based on the state of the facts at the time they are expressed. Your obligations to pay our fees as provided in this letter is not contingent upon a result or results in the matter.

Our relationship will be considered ended upon the earliest of (a) our completion of services in the matter(s) for which you have engaged us, (b) notifications by you to us that you desire to terminate such services, or (c) notification by the firm of termination of our client relationship.

TERMINATION

You may terminate our representation at any time, with or without cause, by notifying MFCI, LLC in writing.

BILLING ARRANGEMENTS AND TERMS OF PAYMENT

Unless otherwise provided in our engagement letter, we will provide you with a bill upon completion of the assignment. Payment is due on receipt.

We will give you notice if your account becomes delinquent, and you agree to bring the account or the retainer deposit current. If the delinquency continues and you do not arrange satisfactory payment terms, we may withdraw from the representation and pursue collection of your account. Moreover, you agree that non-payment of our fees is a valid basis for our request to so withdraw. To the extent collection of your account becomes necessary, you agree that in addition to any unpaid balance and interest thereon, we will be entitled to recover all costs and expenses of collection, including reasonable attorney fees.

Appendix B

CONFLICTS OF INTEREST AND OTHER DISCLOSURES

Conflicts Due to the Form and Basis of Our Compensation

MFCI, LLC's future fee compensation is contingent upon a successful closing of the issue and the par (dollar) amount of the issue. This could potentially cause a conflict of interest for MFCI, LLC. For example, fees based on the principal amount of the transaction presents a conflict of interest because the advisor may have an incentive to advise the client to increase the size of the securities issue for the purpose of increasing the advisor's compensation. Similarly, fees that are only paid on the successful completion of a financing presents a conflict because the advisor may have an incentive to recommend unnecessary financings or financings that are disadvantageous to the client. When facts or circumstances arise that could cause the financing or other transaction to be delayed or fail to close, an advisor may have an incentive to discourage a full consideration of such facts and circumstances, or to discourage consideration of alternatives that may result in the cancellation of the financing or other transaction. MFCI, LLC manages and mitigates this conflict primarily by adherence to the fiduciary duty that it owes to its clients that requires it to put the interests of a client above and ahead of MFCI, LLC's interests.

Most Recent SEC Filings:

The SEC Form MA and MI-I provide clients with information about our firm, which includes information about any criminal actions, regulatory actions, investigations, terminations, judgments, liens, civil judicial actions, customer complaints, arbitrations, and civil litigation. This can be accessed at:

<https://www.sec.gov/cgi-bin/browse-edgar?action=getcompany&CIK=0001732526&owner=exclude&count=40>

MSRB Rule G-10 Disclosure

MFCI, LLC (Municipal Financial Consultants) is registered with the Municipal Securities Rulemaking Board (MSRB) and the Securities and Exchange Commission (SEC).

Clients can access the MSRB or SEC via the internet at:

<http://www.msrb.org>

<http://www.sec.gov>

The MSRB provides significant protections for municipal entities and obligated persons that are clients of a municipal advisor. Certain of those protections also apply to potential clients of a municipal advisor. Municipal advisors must comply with MSRB rules when engaging in municipal advisory activities. Read about rule protections when working with a municipal advisory in the MSRB's brochure for municipal advisory clients.

If you have a complaint about your municipal advisor or about the municipal securities market, contact:

U.S. Securities and Exchange Commission
Office of Municipal Securities
100 F Street, N.E.
Washington, DC 20549
(202) 551-5680

APPENDIX C

SCHEDULE OF FINANCIAL CONSULTING FEES

FOR

Ottawa County, Michigan

The Financial Advisory Fee will be seventy-five percent (75%) of the bond counsel's fee upon the closing of each Potential Financing, plus reimbursement for any rating agency trips approved in advance by the County.

The County shall be responsible for paying all other cost of issuance, including without limitation, County counsel, bond counsel, underwriter/placement agent, underwriter/placement agent's counsel, the printing and mailing of the preliminary and final official statements, the Municipal Advisory Council Fee (MAC)¹, I-Deal Prospectus or other electronic document distribution platform fee (electronic sale notification and bidding system, if any), and rating agency fees and expenses, and all other expenses incident to the performance of the County's obligations under a Potential Financing.

Notes

1. The Municipal Advisory Council of Michigan Fee: The Municipal Advisory Council of Michigan (the "MAC") assesses MFCI, LLC a \$400.00 fee for every bond issue we act as municipal advisor in the State of Michigan. Our membership in the MAC is voluntary, but the per bond issue assessment is meant to cover costs for credit reports, and similar information available from the MAC that is used in the offering document and in other states is billed directly by a third-party. The MAC is a single-source municipal database for essential bond and note details for all local government issuers in Michigan. Among 23 distinctive credit reports, the MAC is the primary source for Issuer's debt statements, overlapping debt and indirect debt, as disclosed in official statements. The MAC tracks, monitors and records all Michigan new issue bond sales, whether competitive, negotiated or private placements. This represents more than ten thousand active and outstanding bond issues. The MAC is a Michigan non-profit membership service company. It is not a trade association nor is it chartered or registered in accordance with State of Michigan legal requirements to lobby on matters of legislation, regulation or policy(s) anticipated to have an impact on functions benefiting Members.

Our clients may opt-out of the MAC fee as the MAC is a voluntary membership. If you choose to opt-out, please reply requesting to opt-out via email. If you do not opt-out, the MAC fee of \$400.00 will be billed separately on MFCI, LLC's invoice.

Action Request



Committee: Board of Commissioners

Meeting Date: 02/22/2022

Requesting Department: Human Resources

Submitted By: Marcie Ver Beek

Agenda Item: Temporary Non-Benefited Wages

Suggested Motion:

To approve the request from Human Resources to match all temporary, non-benefited positions who have a benefited equivalent to Step 1 of the correlating grade on the Universal Pay Scale.

Summary of Request:

Temporary, non-benefited position wages are not included in cost of living adjustments. Moving these position wages to Step 1 of the correlating grade of the benefited position keeps them current and in line with their benefited counterparts and the labor market.

See attached document for details.

Financial Information:

Total Cost: \$15,250.27	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 3: Maintain and expand investments in the human resources and talent of the organization.

Administration: Recommended Not Recommended Without Recommendation
County Administrator: 

Committee/Governing/Advisory Board Approval Date: 02/15/2022 - Finance & Administration

Job Classification	Position Title	Current 2022 Pay Rate	Proposed Rate	Alignment with Universal Payscale
2592	HEALTH EDUCATOR-TEMP	\$ 26.4691	\$ 25.0000	Paygrade 9, Step 1 at \$25.0000
2805	PROBATION SPECIALIST TEMP	\$ 19.1337	\$ 20.3664	Paygrade 6, Step 1 at \$20.3664
3289	COURT SERVICES OFFICER-TEMP	\$ 15.8767	\$ 21.7974	Paygrade 7 Step 1 at \$21.7974
5159	RELIEF YOUTH SPECIALIST	\$ 19.2726	\$ 20.3664	Paygrade 6, Step 1 at \$20.3664
5169	PART TIME YOUTH SPECIALIST	\$ 19.2726	\$ 20.3664	Paygrade 6, Step 1 at \$20.3664
5599	PEER SUPPORT YOUTH PEER	\$ 15.5007	\$ 15.4300	Paygrade 2, Step 1 at \$15.43
6186	CASE RECORDS TECHNICIAN-TEMP	\$ 16.4495	\$ 16.6260	Paygrade 3, Step 1 at \$16.6260
6188	CLERK/TYPIST I-TEMP	\$ 13.5304	\$ 16.6260	Paygrade 3, Step 1 at \$16.6260
6589	EXTENSION CLERK-TEMP	\$ 14.9382	\$ 19.0340	Paygrade 5, Step 1 at \$19.0340
6999	CLERK/REGISTER TECHNICAN-TEMP	\$ 16.4495	\$ 16.6260	Paygrade 3, Step 1 at \$16.6260
8899	EH SUSTAIN SITE ATTENDANT-TEMP	\$ 16.1269	\$ 16.6260	Paygrade 3, Step 1 at \$16.6260

Action Request



Committee:	Board of Commissioners
Meeting Date:	02/22/2022
Requesting Department:	Administrator's Office
Submitted By:	John Shay
Agenda Item:	Adjustments to Compensation for Benefited Employees

Suggested Motion:

To approve the issuance of a one-time payment to benefited employees (excluding elected officials) in the not-to-exceed amount of \$2,000 and to increase the wages in the 2022 wage scale by 2% for all benefited employees (excluding elected officials).

Summary of Request:

Like many other employers, the County has experienced challenges in retaining employees in today's unprecedented job market. The County has lost employees to other employers who offer higher wages and/or sign-up bonuses. The County provides numerous essential services to the citizens of Ottawa County, which requires having a dedicated and professional workforce. We conservatively estimate that it costs the County over \$20,000 to replace each employee that leaves the County.

In an effort to retain our quality workforce and maintain our level of services, I am recommending that the County issue a one-time payment to benefited employees (excluding elected officials) in the not-to-exceed amount of \$2,000. This amount would be pro-rated based on the number of months an employee worked during the two-year duration of the pandemic. The retention payments would also be pro-rated to the extent of the employee's work hours. For example, a 0.6 FTE benefited employee would receive 60% of the eligible one-time payment. The one-time payment would not be offered to non-benefited or seasonal employees.

Based on the recommendation from the consultant who completed the 2022 wage scale, I am also recommending to increase the wages in the 2022 wage scale by 2% for all benefited employees (excluding elected officials). This increase would be in line with what other comparable counties in Michigan and some of the local units of government in Ottawa County are doing.

The total cost of the pay adjustments for this year is \$2.5 million with 60% of it (\$1.5 million) funded from vacancy savings in the current budget from unfilled positions. The remaining amount will be paid from ARPA lost-revenue savings and dedicated revenue sources, such as CMH Medicaid, grants and millage funds.

Financial Information:

Total Cost: \$2,500,000.00	General Fund Cost: \$1,300,000.00	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:

Dedicated revenue sources and FY 2022 budgetary 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.

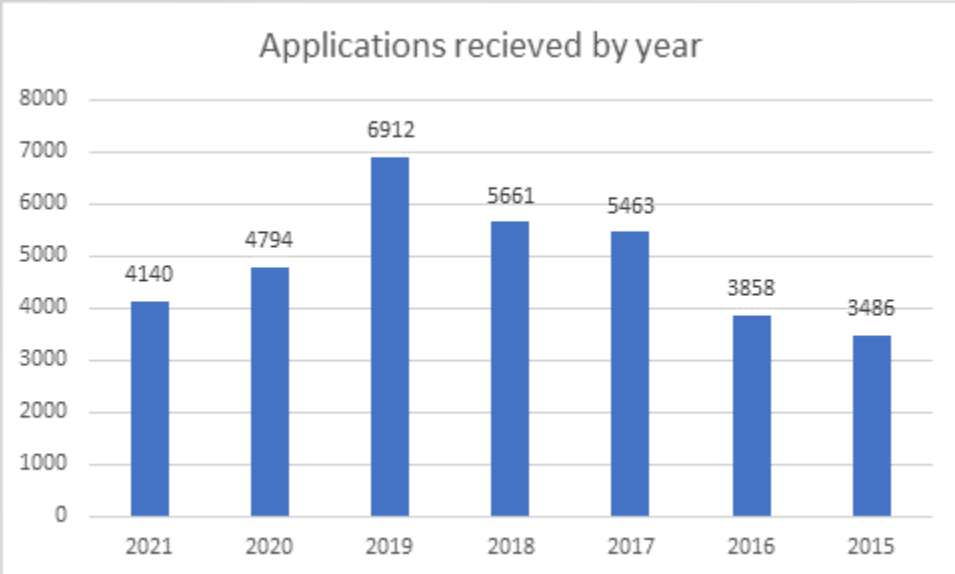
Administration: Recommended Not Recommended Without Recommendation

County Administrator: *John Shay*

Committee/Governing/Advisory Board Approval Date: 02/15/2022 - Finance & Administration

CURRENT HIRING SITUATION

(66 OPEN POSITIONS AS OF JANUARY 4, 2022)



HIRING COSTS (8 WEEK TRAINING PERIOD) 2019 DATA

Total Hires in 2019	220	
	Per year	Per Hire
HR salaries/benefits	279,076	1,268.53
Departing Employee Inefficiency	800,272	3,638
Coworker Coverage Inefficiency	1,080,367.20	4,911
Advertising Costs	1,000	4.55
NeoGov	25,156	114.35
Employment Assessments	21,253	96.60
Hiring Manager Interview Costs	81,664	371.20
Employment Physicals/Backgrounds	20,000	90.91
Office Supplies, Printing	1,867	8.48
Incoming Employee Inefficiency	1,600,544	7,275
Supervisor training Inefficiency	800,272	3,638
Totals	4,711,471	21,416

LABOR STATISTICS

- Year over year CPI is up 6.8% with some sectors like housing, autos, energy, select groceries like beef, and hospitality off the charts.
- Nationwide private sector wage increases are at 4.6 % per BLS
- The largest wage increases in the percentage are at the lowest level (hospitality) and professional. Both are near double digit.
- Producer Price Index (PPI) rose 9.6%, the fastest pace on record.
- Signing bonuses range from \$200 (unskilled labor) to \$15,000 (health care) across industries.

COST OF LIVING ADJUSTMENTS (COLA) 2022

ADJUSTMENT TO NON-UNION PAY RAGES FOR 2022		
County	Percentage Increase	Notes
Allegan County	new steps, new scales	Increases from 2.79% to 5.65%
Barry County	2.0%	
Cass County	3.0%	
Cheboygan County	3.0%	Likely level of increase
Isabella County	2.5%	
Kent County	2.0%	
Livingston County	4.0%	
Manistee County	2.0%	
Mason County	4.0%	
Mecosta County	2.5%	
Oceana County	3.0%	1.5% on I-I and 1.5% on 7-I and longevity adjustment
Otsego County	2.0%	
Ottawa County	2.0%	
Roscommon County	3.0%	
Shiawassee County	2.0%	
St. Joseph County	2.0%	

Municipality	Percentage Non-Union	Percentage Union
City of Holland	2.75%	2.75%
Kent County	TBD	2.00%
Ottawa County	2.00%	2.00%
Wyoming	2.25%	2.25%
Holland Township	3.00%	n/a
Park Township		
City of Grand Haven	1.40%	3.00%
City of Zeeland	2.50%	3.00%
City of Grandville	2.50%	2.50%
City of Kentwood	2.50%	2.38%
Average	2.31%	2.48%

Action Request



Committee: Board of Commissioners

Meeting Date: 02/22/2022

Requesting Department: Administration

Submitted By: Regina MacMillan

Agenda Item: Land Bank Authority

Suggested Motion:

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

*Daniel Strikwerda
and to select one (1) to fill one (1) City/Village Representative vacancy beginning immediately and ending December 31, 2022.

Summary of Request:

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

Financial Information:

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

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

Action is Related to Strategic Plan:

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

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

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

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

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

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

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

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

Administration: Recommended Not Recommended Without Recommendation

County Administrator: *John Su*

Committee/Governing/Advisory Board Approval Date: 02/22/2022

Talent and Recruitment Committee

Application Date: 01/24/2022

Position Applying For: Land Bank Authority/OC City/Village Representative

Name: Daniel Strikwerda

[REDACTED]

Contact Information:

[REDACTED]

[REDACTED]

Education:

School: Calvin University

Degree: BA in Geography

Employment Background:

Current Employer: City of Hudsonville

Position: Planning & Zoning Director

Responsibilities:

I administer, update and enforce Hudsonville's Zoning Ordinance and Master Plan and other related documents. I provide support for the Planning Commission, ZBA, DDA and City Commission. I perform the city's site plan review. I am the City's Board Member on REGIS (Regional GIS) and Grand Valley Metro Council's Transportation Policy Committee and Transportation Programming and Study Group.

Previous Employer: Reinders Group

Position: Planning Technician

Responsibilities:

I worked on Zoning Ordinance and Master Plan amendment applications, and private developments. Most of my functions were performed on AutoCAD.

Length of Residency in Ottawa County: 25

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

If so, describe

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

I am currently Hudsonville's representative on the GVMC Policy Committee and Transportation Programming and Study Group, and REGIS.

Other boards I have been on in the past include the Ottawa County Economic Development Office, and GVMC Technical Committee.

The Ottawa County Appointment Policy sets a minimum expectation of 75% attendance for all members of boards and commissions appointed by the Ottawa County Board of Commissioners. If appointed, will you be able to comply with the terms of the Policy with regard to attendance?

true

If not, why not?

Why do you want to be considered for this appointment?

First, my position has me regularly involved in providing support towards improving underutilized or blighted properties. My position has also helped me realize the community benefits for doing what can be done to improve these properties. Second, I personally care about doing what is possible for underprivileged groups of people. I realize there is a lot of negative sentiment towards lower income housing that includes a lot of fear mongering. This can make it more difficult for communities to get behind lower income housing which is necessary for providing a well-balanced community. Especially as housing costs rise faster than inflation.

Action Request



Committee: Board of Commissioners
Meeting Date: 02/22/2022
Requesting Department: Administration
Submitted By: Regina MacMillan
Agenda Item: Community Action Agency Advisory Board

Suggested Motion:

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

*Molly Brouwer
and to select one (1) to fill one (1) Public Sector vacancy beginning immediately and ending December 31, 2024.

Summary of Request:

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

Financial Information:

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

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

Action is Related to Strategic Plan:

- Goal:** Goal 1: To Maintain and Improve the Strong Financial Position of the County.
Goal 2: To Contribute to the Long-Term Economic, Social and Environmental Health of the County.
Goal 3: To Maintain and Enhance Communication with Citizens, Employees, and Other Stakeholders.
Goal 4: To Continually Improve the County's Organization and Services.

- Objective:** Goal 1, Objective 1: Maintain and improve current processes and implement new strategies to retain a balanced budget.
Goal 1, Objective 2: Maintain and improve the financial position of the County through legislative advocacy.
Goal 3, Objective 4: Evaluate communication with other key stakeholders.
Goal 4, Objective 4: Examine opportunities for increased cooperation and collaboration with local government and other partners.

Administration: Recommended Not Recommended Without Recommendation

County Administrator: *John Smith*

Committee/Governing/Advisory Board Approval Date: 02/22/2022

Talent and Recruitment Committee

Application Date: 12/29/2021

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

Name: Molly J Brouwer

[REDACTED]

Contact Information:

[REDACTED]

[REDACTED]

Education:

School: Calvin College (Calvin University)

Degree: BA

School: Grand Valley State University

Degree: MSW

Employment Background:

Current Employer: Ottawa County

Position: Public Health Social Worker, MIHP

Previous Employer: Muskegon County

Position: Family Counselor

Responsibilities:

Conduct conciliation conferences and counseling.

Length of Residency in Ottawa County: 40

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

If so, describe

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

I am a current CAA public sector board member, reapplying to renew for another term.

The Ottawa County Appointment Policy sets a minimum expectation of 75% attendance for all members of boards and commissions appointed

by the Ottawa County Board of Commissioners. If appointed, will you be able to comply with the terms of the Policy with regard to

attendance?

true

If not, why not?

Why do you want to be considered for this appointment?

I value the work that CAA does for our community, and see first hand the positive impact their work has on the lives of my clients.

I would like to continue on the board to support their work.

Action Request



Committee: Board of Commissioners

Meeting Date: 02/22/2022

Requesting Department: Administration

Submitted By: Regina MacMillan

Agenda Item: Veteran's Affairs Committee

Suggested Motion:

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

*Randal Cope

and to select one (1) to fill one (1) War Veteran vacancy beginning immediately and ending December 31, 2024.

Summary of Request:

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

Financial Information:

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

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

Action is Related to Strategic Plan:

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

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

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

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

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

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

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

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

Administration: Recommended Not Recommended Without Recommendation

County Administrator:

Committee/Governing/Advisory Board Approval Date: 02/22/2022

Talent and Recruitment Committee

Application Date: 12/21/2021

Position Applying For: Veteran's Affairs Committee/War Veteran (BC)

Name: Randal J Cope

[REDACTED]

Contact Information:

[REDACTED]

[REDACTED]

[REDACTED]

Education:

School: Cornerstone university

Degree: Associate

Employment Background:

Current Employer: Benteler

Position: Maintenance

Responsibilities:

Previous Employer: L&W Engineering

Position: Maintenance

Responsibilities:

Industrial equipment repair, rebuild, preventive maintenance including electrical mechanical and facilities.

Length of Residency in Ottawa County: 20

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

If so, describe

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

Ottawa County Veteran Affairs Committee.

The Ottawa County Appointment Policy sets a minimum expectation of 75% attendance for all members of boards and commissions appointed

by the Ottawa County Board of Commissioners. If appointed, will you be able to comply with the terms of the Policy with regard to

attendance?

false

If not, why not?

Why do you want to be considered for this appointment?

To help Veterans with their challenges and to see the direction the department is going with the State directives.