

Agenda
Finance and Administration Committee
West Olive Administration Building – Board Room and YouTube
12220 Fillmore, West Olive, MI 49460
Tuesday, December 5, 2023
10:00 AM

Public Comment

Approval of Agenda

Consent Resolutions:

1. Approval of Minutes from the [November 7, 2023](#), Finance and Administration Committee Meeting.

Agenda and Action Requests:

1. [Statement of Review](#)
Suggested Motion:
To approve the Statement of Review.
2. [Accounts Payable for October 30, 2023 through November 22, 2023](#)
Suggested Motion:
To approve the general claims in the amount of \$15,657,671.28 as presented by the summary report for October 30, 2023 through November 22, 2023.
3. [Contract With Lakeshore Regional Entity \(LRE\)](#)
Suggested Motion:
To approve and forward to the Board of Commissioners a contract with Lakeshore Regional Entity (LRE) for substance use disorder prevention.
4. [Agreement for Program Services With Kent County](#)
Suggested Motion:
To recommend and forward to the Board of Commissioner an Agreement for Program Services with Kent County to undertake the grant tasks defined for the Land Transfer Navigators program.
5. [Clean Sweep Grant From MDARD](#)
Suggested Motion:
To approve and forward to the Board of Commissioners a contract with The Michigan Dept of Agriculture and Rural Development (MDARD) for disposal of pesticides.

6. [County Clerk/Register Position Upgrade Request](#)

Suggested Motion:

To approve and forward to the Board of Commissioners a proposal to change one Case Records Technician II position (grade 5) to a Senior Case Records Technician (grade 7) and eliminate one Case Records Tech I (IV-D) (grade 4) at a cost of \$3,278.

7. [Wage and Benefit Adjustments for Group T and Unclassified Employees for 2024](#)

Suggested Motion:

To approve and forward to the Board of Commissioners a request to adopt the proposed 2024 compensation and benefit changes for the Group T and Unclassified employee groups.

8. [FY24 Budget Adjustments](#)

Suggested Motion:

To approve and forward to the Board of Commissioners the 2024 budget adjustments per the attached schedule.

Committee Reports:

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

Discussion Items

- I. [Discussion on ARPA Funds](#)

Public Comment

Adjournment at Call of the Chairperson

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

FINANCE AND ADMINISTRATION COMMITTEE

Proposed Minutes

DATE: November 7, 2023

TIME: 10:06 a.m.

PLACE: Fillmore Street Complex

PRESENT: Gretchen Cosby, Lucy Ebel, Doug Zylstra, Joe Moss, Rebekah Curran, Sylvia Rhodea, Roger Belknap, Roger Bergman, and Allison Miedema (9)

ABSENT: Jacob Bonnema (1)

SUBJECT: PUBLIC COMMENT

None.

SUBJECT: APPROVAL OF AGENDA

FC 23-160 Motion: To approve the agenda of today.
Moved by: Moss

UNANIMOUS

SUBJECT: CONSENT RESOLUTIONS

Allison Miedema request to move the Consent Resolutions the suggestion motion to approve the minutes from the October 5, 2023, Finance and Administration Committee Meeting and the September 19, 2023, Finance and Administration Committee Special Work Session to Action Item #19.

SUBJECT: AGENDA AND ACTION REQUESTS

FC 23-161 Motion: To approve the Statement of Review.
Moved by: Moss

UNANIMOUS

SUBJECT: ACCOUNTS PAYABLE FOR SEPTEMBER 25, 2023 THROUGH OCTOBER 27, 2023

FC 23-162 Motion: To approve the general claims in the amount of \$81,919,990.26 as presented by the summary report for September 25, 2023 through October 27, 2023.
Moved by: Moss

The motion passed by the following votes: Yeas: Roger Belknap, Rebekah Curran, Joe Moss, Sylvia Rhodea, Doug Zylstra, Allison Miedema, Lucy Ebel, Roger Bergman, Gretchen Cosby. (9)

SUBJECT: IMPLEMENTATION OF COST OF SERVICES FOR FAMILY PLANNING PROGRAM

FC 23-163 Motion: To approve and forward to the Board of Commissioners the implementation of select fees on December 1, 2023 for the Family Planning services.
Moved by: Bergman

The motion passed by the following votes: Yeas: Joe Moss, Roger Bergman, Doug Zylstra, Allison Miedema, Rebekah Curran, Lucy Ebel, Roger Belknap, Sylvia Rhodea, Gretchen Cosby. (9)

SUBJECT: LAKESHORE REGIONAL ENTITY GRANT

FC 23-164 Motion: To approve and forward to the Board of Commissioners a contract with Lakeshore Regional Entity.
Moved by: Moss

The motion passed by the following votes: Yeas: Lucy Ebel, Roger Bergman, Allison Miedema, Joe Moss, Sylvia Rhodea, Rebekah Curran, Doug Zylstra, Roger Belknap, Gretchen Cosby. (9)

SUBJECT: CHILDREN'S SPECIAL HEALTH CARE SERVICES CONTRACT

FC 23-165 Motion: To approve and forward to the Board of Commissioners a contract with the Southeastern Michigan Health Association.
Moved by: Moss

The motion passed by the following votes: Yeas: Roger Belknap, Rebekah Curran, Allison Miedema, Joe Moss, Doug Zylstra, Roger Bergman, Sylvia Rhodea, Lucy Ebel, Gretchen Cosby. (9)

SUBJECT: GRANT FOR TYPE II WATER SUPPLIES

FC 23-166 Motion: To approve and forward to the Board of Commissioners a contract with the Michigan Department of Environment, Great Lakes, and Energy (EGLE) to help ensure protection and safety of a Type II wells.
Moved by: Belknap

The motion passed by the following votes: Yeas: Roger Bergman, Doug Zylstra, Roger Belknap, Joe Moss, Rebekah Curran, Lucy Ebel, Sylvia Rhodea, Allison Miedema, Gretchen Cosby. (9)

SUBJECT: CITY OF HOLLAND AGREEMENT TO ACCEPT EGLE GRANT FUNDS

FC 23-167 Motion: To approve and forward to the Board of Commissioners a contract with the City of Holland.
Moved by: Bergman

Evacuated due to Fire Alarm at 10:32 a.m.

Resumed meeting at 10:37 a.m.

The motion passed by the following votes: Yeas: Doug Zylstra, Roger Bergman, Lucy Ebel, Roger Belknap, Joe Moss, Allison Miedema, Sylvia Rhodea, Rebekah Curran, Gretchen Cosby. (9)

SUBJECT: EMERGENCY SOLUTIONS GRANT WITH MSDHA

FC 23-168 Motion: To approve and forward to the Board of Commissioners the grant agreement between The Michigan State Housing Development Authority and Ottawa County for an on behalf of Ottawa County Community Action Agency to provide services to prevent homelessness.

Moved by: Moss

The motion passed by the following votes: Yeas: Lucy Ebel, Joe Moss, Allison Miedema, Rebekah Curran, Sylvia Rhodea, Doug Zylstra, Roger Belknap, Roger Bergman, Gretchen Cosby. (9)

SUBJECT: CONTRACT FOR THE EMERGENCY SOLUTIONS GRANT

FC 23-169 Motion: To approve and forward to the Board of Commissioners the contract with Good Samaritan Ministries for the Emergency Solutions Grant.

Moved by: Miedema

The motion passed by the following votes: Yeas: Rebekah Curran, Doug Zylstra, Roger Belknap, Sylvia Rhodea, Allison Miedema, Lucy Ebel, Roger Bergman, Joe Moss, Gretchen Cosby. (9)

SUBJECT: DEMOLITION SERVICES CONTRACT

FC 23-170 Motion: To forward to the Board of Commissioners and recommend the Board Chair/Clerk sign a Demolition Services Contract in the amount of \$103,845.00 with Specialized Demolition.

Moved by: Moss

The motion passed by the following votes: Yeas: Roger Belknap, Rebekah Curran, Joe Moss, Sylvia Rhodea, Doug Zylstra, Allison Miedema, Lucy Ebel, Roger Bergman, Gretchen Cosby. (9)

SUBJECT: FY2024 AGREEMENT FOR MSU EXTENSION SERVICES

FC 23-171 Motion: To approve and authorize the Board Chairperson and Clerk/Register to sign the FY2024 Agreement for Extension Services between Ottawa County and MSU Extension at a cost of \$272,572.00.

Moved by: Curran

The motion passed by the following votes: Yeas: Joe Moss, Roger Bergman, Doug Zylstra, Allison Miedema, Rebekah Curran, Lucy Ebel, Roger Belknap, Sylvia Rhodea, Gretchen Cosby. (9)

SUBJECT: GRAND HAVEN CHARTER TOWNSHIP WATER TRANSMISSION SYSTEM 2023

FC 23-172 Motion: To approve and forward to the Board of Commissioners the resolution approving the Grand Haven Charter Township Water Transmission System 2023 Improvements Bond.

Moved by: Bergman

The motion passed by the following votes: Yeas: Lucy Ebel, Roger Bergman, Allison Miedema, Joe Moss, Sylvia Rhodea, Rebekah Curran, Doug Zylstra, Roger Belknap, Gretchen Cosby. (9)

SUBJECT: PURCHASE OF DEVELOPMENT RIGHTS PROGRAM – AGRICULTURAL EASEMENT

FC 23-173 Motion: To forward to the Board of Commissioners and recommend Board Chair/Clerk signatures on an Agricultural Easement Purchase Agreement with Charles A. Rasch and Susan Boomgaard-Rasch for the development rights to 74.32 acres of farmland in Chester Township.

Moved by: Bergman

The motion passed by the following votes: Yeas: Roger Belknap, Rebekah Curran, Allison Miedema, Joe Moss, Doug Zylstra, Roger Bergman, Sylvia Rhodea, Lucy Ebel, Gretchen Cosby. (9)

SUBJECT: AGRICULTURAL EASEMENT PURCHASE AGREEMENT – MOLYNEUX

FC 23-174 Motion: To forward to the Board of Commissioners and recommend Board Chair/Clerk signatures on an Agricultural Easement Purchase Agreement with Wayne Molyneux for the development rights to +/- 163 acres of farmland in Wright Township.

Moved by: Miedema

The motion passed by the following votes: Yeas: Roger Bergman, Doug Zylstra, Roger Belknap, Joe Moss, Rebekah Curran, Lucy Ebel, Sylvia Rhodea, Allison Miedema, Gretchen Cosby. (9)

SUBJECT: RENEWAL OF THE COUNTY'S SIEM PLATFORM

FC 23-175 Motion: Request for Board approval for the renewal of our Security Incident and Event Management (SIEM) platform, Blumira, for a three-year contract with annual payments of \$101,208.00. This request is pivotal to maintaining and enhancing the security of our organization's digital infrastructure.

Moved by: Moss

The motion passed by the following votes: Yeas: Doug Zylstra, Roger Bergman, Lucy Ebel, Roger Belknap, Joe Moss, Allison Miedema, Sylvia Rhodea, Rebekah Curran, Gretchen Cosby. (9)

SUBJECT: BOARD OF COMMISSIONERS ROLL CALL SOFTWARE CONTRACT

FC 23-176 Motion: To approve and forward to the Board of Commissioners the contract with Granicus, LLC for the purchase of an electronic Roll Call software and agenda management systems.

Moved by: Moss

The motion passed by the following votes: Yeas: Lucy Ebel, Joe Moss, Allison Miedema, Rebekah Curran, Sylvia Rhodea, Doug Zylstra, Roger Belknap, Roger Bergman, Gretchen Cosby. (9)

SUBJECT: BOARDROOM AV (AUDIO VIDEO) ENHANCEMENTS REV 2

FC 23-177 Motion: To approve and forward to the Board of Commissioners the contract with Bluewater for the enhancement of the Boardroom Audio Video.

Moved by: Curran

The motion passed by the following votes: Yeas: Rebekah Curran, Doug Zylstra, Roger Belknap, Sylvia Rhodea, Allison Miedema, Lucy Ebel, Roger Bergman, Joe Moss, Gretchen Cosby. (9)

SUBJECT: FY2024 BUDGET ADJUSTMENTS

FC 23-178 Motion: To approve and forward to the Board of Commissioners the 2024 budget adjustments per the attached schedule.

Moved by: Moss

The motion passed by the following votes: Yeas: Roger Belknap, Rebekah Curran, Joe Moss, Sylvia Rhodea, Doug Zylstra, Allison Miedema, Lucy Ebel, Roger Bergman, Gretchen Cosby. (9)

SUBJECT: CONSENT RESOLUTIONS

FC 23-179 Motion: To approve the minutes from the October 5, 2023, Finance and Administration Committee Meeting and the September 19, 2023, Finance and Administration Committee Special Work Session.

Moved by: Curran

FC 23-180 Motion: To amend the minutes from September 19, 2023, to strike the extra wording on motion FC 23-143-page 2 beginning with "Per Commissioner" and ending with "begin."

Moved by: Miedema

The motion passed by the following votes: Yeas: Joe Moss, Roger Bergman, Doug Zylstra, Allison Miedema, Rebekah Curran, Lucy Ebel, Roger Belknap, Sylvia Rhodea, Gretchen Cosby. (9)

SUBJECT: COMMITTEE REPORTS

1. Treasurer's Financial Month End Update + Foreclosure Sale Report- Amanda Price, Ottawa County Treasurer, presented the Treasurer's Financial Month End update.

SUBJECT: PUBLIC COMMENT

None.

SUBJECT: ADJOURNMENT

The chairperson called for adjournment at 11:32 a.m.

Action Request



Committee: Finance and Administration Committee

Meeting Date: 12/05/2023

Requesting Department: Human Resources

Submitted By: Stephanie Roelofs

Agenda Item: Statement of Review

Suggested Motion:

To approve the Statement of Review.

Summary of Request:

Mileage payments to Commissioners per the Commissioners' Mileage Policy.

Financial Information:

Total Cost: \$1,651.92	General Fund Cost: \$1,651.92	Included in Budget:	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
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If not included in budget, recommended funding source:

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

Action is Related to Strategic Plan:

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

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

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

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

Administration: Recommended Not Recommended Without Recommendation

County Administrator: 

Committee/Governing/Advisory Board Approval Date:

Commissioner Mileage Voucher

To: Roger Bergman

Date:

November 30 2023

Address:

Dept:

10111501 860000

City:

State:

Zip:

Date	Description	Miles	Current Rate	Amount
October 4 2023	CHAMBER EVENT	6.00	\$0.655	\$3.93
October 10 2023	BOARD OF COMMISSION	28.00	\$0.655	\$18.34
October 12 2023	CHAMBER EVENT	6.00	\$0.655	\$3.93
October 17 2023	NATURALIZATION	0.00	\$0.655	\$0.00
October 17 2023	NATURALIZATION	0.00	\$0.655	\$0.00
October 20 2023	CHAMBER EVENT	6.00	\$0.655	\$3.93
October 23 2023	SPRING LAKE LAKE BOARD	6.00	\$0.655	\$3.93
October 24 2023	BOARD OF COMMISSION	28.00	\$0.655	\$18.34
October 25 2023	BOARD OF COMMISSION	28.00	\$0.655	\$18.34
October 30 2023	BOARD OF COMMISSION	28.00	\$0.655	\$18.34
November 6 2023	BOARD OF COMMISSION	28.00	\$0.655	\$18.34
November 7 2023	FINANCE COMMITTEE	28.00	\$0.655	\$18.34
November 9 2023	AWARDS DINNER	62.00	\$0.655	\$40.61
November 14 2023	BOARD OF COMMISSION	28.00	\$0.655	\$18.34
November 28 2023	BOARD OF COMMISSION	28.00	\$0.655	\$18.34
	Pick From List		\$0.655	\$0.00
	Pick From List		\$0.655	\$0.00
Total Mileage:		310.00	\$0.655	\$203.05

Commissioner Mileage Voucher

To: Roger Belknap

Date: September 30 2023

Address: _____

Dept: 10111501 860000

City: _____

State: _____

Zip: _____

Date	Description	Miles	Current Rate	Amount
September 5 2023	Planning & Policy/Finance & Admin Committee Meetings - Fillmore Complex	22.00	\$0.655	\$14.41
September 12 2023	Board of Commissioners Meeting - Fillmore Complex	22.00	\$0.655	\$14.41
September 15 2023	West Michigan Regional Planning Commission - 226 N Michigan Ave, Big Rapids, MI 49307	170.00	\$0.655	\$111.35
September 19 2023	Health & Human Services/Talent & Recruitment/ Finance & Admin Committee Meetings - Fillmore Complex	22.00	\$0.655	\$14.41
September 20 2023	Parks Tour - Meet up at Fillmore Complex	22.00	\$0.655	\$14.41
September 21 2023	Ottawa County Brownfield Redevelopment Authority - Fillmore Complex	22.00	\$0.655	\$14.41
September 26 2023	Board of Commissioners Meeting - Fillmore Complex	22.00	\$0.655	\$14.41
			\$0.655	\$0.00
			\$0.655	\$0.00
			\$0.655	\$0.00
			\$0.655	\$0.00
			\$0.655	\$0.00
			\$0.655	\$0.00
			\$0.655	\$0.00
			\$0.655	\$0.00
			\$0.655	\$0.00
			\$0.655	\$0.00
			\$0.655	\$0.00
Total Mileage:		302.00	\$0.655	\$197.81

Commissioner Mileage Voucher

To: Gretchen Cosby

Date:

September 30 2023

Address: _____

Dept:

10111501 860000

City: _____

State: _____

Zip: _____

Date	Description	Miles	Current Rate	Amount
September 5 2023	Planning and Policy and Finance and Administration Committee Meeting	28.00	\$0.655	\$18.34
September 8 2023	Talent and Recruitment Interviews	28.00	\$0.655	\$18.34
September 18 2023	Cintituent meeting at Russ's	6.00	\$0.655	\$3.93
September 19 2023	Talent and Recruitment and Finance and Administration Meeting	28.00	\$0.655	\$18.34
September 20 2023	Parks Tour	28.00	\$0.655	\$18.34
September 21 2023	Meeting with Lakeshore Advantage	16.00	\$0.655	\$10.48
September 25 2023	CMH Board Meeting	16.00	\$0.655	\$10.48
September 26 2023	Boord of Commissioners Meeting	28.00	\$0.655	\$18.34
September 29 2023	Meeting with Lynne Doyle	15.00	\$0.655	\$9.83
			\$0.655	\$0.00
			\$0.655	\$0.00
	Pick From List		\$0.655	\$0.00
	Pick From List		\$0.655	\$0.00
	Pick From List		\$0.655	\$0.00
	Pick From List		\$0.655	\$0.00
	Pick From List		\$0.655	\$0.00
	Pick From List		\$0.655	\$0.00
	Pick From List		\$0.655	\$0.00
	Pick From List		\$0.655	\$0.00
	Pick From List		\$0.655	\$0.00
		Total Mileage:	193.00	\$126.42

Commissioner Mileage Voucher

To: Gretchen Cosby

Date:

October 31 2023

Address: _____

Dept:

10111501 860000

City: _____

State: _____

Zip: _____

Date	Description	Miles	Current Rate	Amount
October 3 2023	Finance and Organizational Meeting	28.00	\$0.655	\$18.34
October 5 2023	Finance and Administration and Road Commission Meeting	28.00	\$0.655	\$18.34
October 10 2023	Board of Commissioners Meeting	28.00	\$0.655	\$18.34
October 12 2023	Talenet and Rcruitment Interviews	28.00	\$0.655	\$18.34
October 13 2023	Talent and Recruitment Interviews	28.00	\$0.655	\$18.34
October 16 2023	CMH Board Retreat	20.00	\$0.655	\$13.10
October 17 2023	Talent and Recruitment Committee Meeting	28.00	\$0.655	\$18.34
October 20 2023	Legislator Meeting	28.00	\$0.655	\$18.34
October 26 2023	Health Officer Hearing	28.00	\$0.655	\$18.34
October 27 2023	Health Officer Hearing	28.00	\$0.655	\$18.34
October 30 2023	CMH Board Meeting	16.00	\$0.655	\$10.48
	Pick From List		\$0.655	\$0.00
	Pick From List		\$0.655	\$0.00
	Pick From List		\$0.655	\$0.00
	Pick From List		\$0.655	\$0.00
	Pick From List		\$0.655	\$0.00
	Pick From List		\$0.655	\$0.00
	Pick From List		\$0.655	\$0.00
	Pick From List		\$0.655	\$0.00
		Total Mileage:	288.00	\$188.64

Commissioner Mileage Voucher

To: Lucy Ebel

Date:

November 30 2023

Address:

Dept:

10111501 860000

City:

State:

Zip:

<i>Date</i>	<i>Description</i>	<i>Miles</i>	<i>Current Rate</i>	<i>Amount</i>
November 2 2023	Talent and Recruitment Interview Committee Meeting	19.00	\$0.655	\$12.45
November 3 2023	Talent and Recruitment Interview Committee Meeting	19.00	\$0.655	\$12.45
November 6 2023	BOC Meeting	19.00	\$0.655	\$12.45
November 7 2023	Local Emergency Planning Commission (LEPC)	19.00	\$0.655	\$12.45
November 13 2023	Ottawa County Insurance Authority	19.00	\$0.655	\$12.45
November 14 2023	BOC Meeting	19.00	\$0.655	\$12.45
November 17 2023	Talent and Recruitment Committee Meeting	19.00	\$0.655	\$12.45
November 21 2023	BOC Meeting	19.00	\$0.655	\$12.45
November 27 2023	CMH Meeting	4.00	\$0.655	\$2.62
November 28 2023	BOC Meeting	19.00	\$0.655	\$12.45
	Pick From List		\$0.655	\$0.00
	Pick From List		\$0.655	\$0.00
	Pick From List		\$0.655	\$0.00
	Pick From List		\$0.655	\$0.00
	Pick From List		\$0.655	\$0.00
	Pick From List		\$0.655	\$0.00
	Pick From List		\$0.655	\$0.00
	Pick From List		\$0.655	\$0.00
		Total Mileage: 175.00	\$0.655	\$114.63

Commissioner Mileage Voucher

To: Allison Miedema

Date:

November 15 2023

Address: _____

Dept:

10111501 860000

City: _____

State: _____

Zip: _____

Date	Description	Miles	Current Rate	Amount
October 4 2023	Agriculture Preservation Board meeting	30.00	\$0.655	\$19.65
October 5 2023	Planning and Policy Committee meeting; Finance and Administration meeting	30.00	\$0.655	\$19.65
October 9 2023	Chester Township Board meeting	22.00	\$0.655	\$14.41
October 10 2023	Board of Commissioners Meeting	30.00	\$0.655	\$19.65
October 11 2023	Wright Township Board meeting	10.00	\$0.655	\$6.55
October 12 2023	Talent and Recruitment Interviews	30.00	\$0.655	\$19.65
October 13 2023	Talent and Recruitment Interviews	30.00	\$0.655	\$19.65
October 18 2023	Parks and Recreation Commission 20817510 860000	30.00	\$0.655	\$19.65
October 20 2023	Legislative Forum	30.00	\$0.655	\$19.65
October 24 2023	Board of Commissioners Meeting	30.00	\$0.655	\$19.65
October 25 2023	Board of Commissioners Meeting	30.00	\$0.655	\$19.65
October 27 2023	Talent and Recruitment Interviews	30.00	\$0.655	\$19.65
October 30 2023	Board of Commissioners Meeting	30.00	\$0.655	\$19.65
			\$0.655	\$0.00
	Pick From List		\$0.655	\$0.00
	Pick From List		\$0.655	\$0.00
	Pick From List		\$0.655	\$0.00
Total Mileage:		362.00	\$0.655	\$237.11

Commissioner Mileage Voucher

To: Allison Miedema

Date:

November 15 2023

Address: _____

Dept:

10111501 860000

City: _____

State: _____

Zip: _____

Date	Description	Miles	Current Rate	Amount
November 1 2023	Agriculture Preservation Board	30.00	\$0.655	\$19.65
November 2 2023	Talent and Recruitment Interviews	30.00	\$0.655	\$19.65
November 3 2023	Talent and Recruitment Interviews	30.00	\$0.655	\$19.65
November 6 2023	Board of Commissioners Meeting	30.00	\$0.655	\$19.65
November 7 2023	Planning and Policy Committee Meeting; Finance and Administration meeting	30.00	\$0.655	\$19.65
November 14 2023	Board of Commissioners Meeting	30.00	\$0.655	\$19.65
November 15 2023	Parks and Recreation Commission 20817510 860000	30.00	\$0.655	\$19.65
November 16 2023	IKUS Life Enrichment Services	2.00	\$0.655	\$1.31
November 17 2023	Talent and Recruitment Interviews	30.00	\$0.655	\$19.65
November 21 2023	Board of Commissioners meeting; Adoption Day Celebration	30.00	\$0.655	\$19.65
November 28 2023	Board of Commissioners Meetings	30.00	\$0.655	\$19.65
	Pick From List		\$0.655	\$0.00
	Pick From List		\$0.655	\$0.00
	Pick From List		\$0.655	\$0.00
	Pick From List		\$0.655	\$0.00
	Pick From List		\$0.655	\$0.00
	Pick From List		\$0.655	\$0.00
Total Mileage:		302.00	\$0.655	\$197.81

Commissioner Mileage Voucher

To: Joe Moss

Date: November 29 2023

Address: _____

Dept: 10111501 860000

City: _____

State: _____

Zip: _____

Date	Description	Miles	Current Rate	Amount
October 5 2023	Finance and Administration Committee Meeting	32.00	\$0.655	\$20.96
October 10 2023	Board of Commissioners Meeting	32.00	\$0.655	\$20.96
October 23 2023	Meeting at Fillmore St. Complex	26.00	\$0.655	\$17.03
October 24 2023	Special Meeting (day 1)	26.00	\$0.655	\$17.03
October 25 2023	Special Meeting (day 2)	26.00	\$0.655	\$17.03
October 30 2023	Special Meeting (day 3)	26.00	\$0.655	\$17.03
			\$0.655	\$0.00
			\$0.655	\$0.00
			\$0.655	\$0.00
			\$0.655	\$0.00
			\$0.655	\$0.00
			\$0.655	\$0.00
			\$0.655	\$0.00
Total Mileage:		168.00	\$0.655	\$110.04

Commissioner Mileage Voucher

To: Joe Moss

Date: November 29 2023

Address: _____

Dept: 10111501 860000

City: _____

State: _____

Zip: _____

Date	Description	Miles	Current Rate	Amount
November 2 2023	Land Bank Authority (LBA)	32.00	\$0.655	\$20.96
November 6 2023	Special Meeting (day 4)	26.00	\$0.655	\$17.03
November 7 2023	Planning and Policy Committee Meeting	32.00	\$0.655	\$20.96
Nnovember 7, 2023	Meeting at the County, then Lakeshore Adv.	39.00	\$0.655	\$25.55
November 8 2023	Plat Board Meetings 10102470 860000	32.00	\$0.655	\$20.96
November 14 2023	Special Meeting (day 5)	32.00	\$0.655	\$22.27
November 21 2023	Board of Commissioners Meeting	26.00	\$0.655	\$22.27
November 21 2023	Meeting at OCHD	34.00	\$0.655	\$22.27
November 22 2023	Meeting at Fillmore St.	29.00	\$0.655	\$19.00
November 27 2023	Muskegon Courthouse	76.00	\$0.655	\$49.78
November 28 2023	Special Meeting (day 6)	32.00	\$0.655	\$20.96
November 29 2023	Meeting at Fillmore St.	32.00	\$0.655	\$20.96
		0.00	\$0.655	\$0.00
		0.00	\$0.655	\$0.00
		0.00	\$0.655	\$0.00
		0.00	\$0.655	\$0.00
		0.00	\$0.655	\$0.00
		0.00	\$0.655	\$0.00
Total Mileage:		422.00	\$0.655	\$276.41

Action Request



Committee: Finance and Administration Committee

Meeting Date: 12/05/2023

Requesting Department: Fiscal Services

Submitted By: Karen Karasinski

Agenda Item: Accounts Payable for October 30, 2023 through November 22, 2023

Suggested Motion:

To approve the general claims in the amount of \$15,657,671.28 as presented by the summary report for October 30, 2023 through November 22, 2023

Summary of Request:

Approve vendor payments in accordance with the Ottawa County Purchasing Policy. See attached list of vendors paid.

Financial Information:

Total Cost: \$15,657,671.28	General Fund Cost: \$1,017,124.15	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

Summary of Request Continued:

Total CHECKS EFTs WIRES	
	Dates: October 30, 2023
	to November 22, 2023
	Total of all funds: \$15,657,671.28

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:

\$15,657,671.28



Karen Karasinski
Fiscal Services Director

11-27-23

Date

We hereby certify that the Board of Commissioners has approved the claims on Tuesday, December 12, 2023

Joe Moss, Chairperson
Board of Commissioners

Justin Roebuck
Clerk/Register of Deeds

Total CHECKS | EFTs | WIRES



Dates: October 30, 2023
to November 22, 2023

Total of all funds: \$15,657,671.28

222	MENTAL HEALTH FUND	\$3,285,201.02
703	TAX COLLECTION CUSTODIAL FUND	\$3,060,629.77
223	MENTAL HEALTH MILLAGE FUND	\$1,717,467.21
469	BLDG AUTHORITY CONST PROJ FUND	\$1,408,140.88
681	RETIREMENT BENEFITS FUND	\$1,403,947.38
675	EMPLOYEE BENEFITS FUND	\$1,104,258.77
101	GENERAL FUND	\$1,017,124.15
408	PARKS CAPITAL PROJECTS FUND	\$589,632.10
636	INNOVATION AND TECHNOLOGY FUND	\$314,401.69
106	BOARD INITIATIVES FUND	\$292,984.48
801	DRAINS SPECIAL REV FUND	\$270,132.18
100	GF IMPREST PAYROLL FUND	\$221,277.07
701	GEN CUSTODIAL FUND	\$214,168.76
401	CAPITAL PROJECTS FUND	\$167,607.04
710	DISTRICT COURT CUSTODIAL FUND	\$105,992.83
221	HEALTH FUND	\$72,734.15
292	CHILD CARE FUND	\$62,083.69
218	OTHER GOVERNMENTAL GRANTS FUND	\$58,252.73
208	PARKS AND RECREATION FUND	\$50,659.12
260	PUBLIC DEFENDERS OFFICE FUND	\$47,257.09
655	TELECOMMUNICATIONS FUND	\$42,441.84
712	CIRCUIT COURT CUSTODIAL FUND	\$33,511.81
228	LANDFILL TIPPING FEES FUND	\$17,760.81
256	REG OF DEEDS AUTOMATION FUND	\$16,665.00
711	PROBATE COURT CUSTODIAL FUND	\$14,906.74

Total CHECKS | EFTs | WIRES



Dates: October 30, 2023
to November 22, 2023

Total of all funds: \$15,657,671.28

664	EQUIPMENT POOL FUND	\$14,713.40
000	POOLED CASH FUND	\$12,970.10
215	FRIEND OF THE COURT FUND	\$10,735.50
679	LONGTERM DISABILITY FUND	\$9,325.50
266	SHERIFF CONTRACTS FUND	\$7,689.99
286	AMERICAN RESCUE PLAN ACT FUND	\$4,410.90
677	GENERAL LIABILITY & WC FUND	\$3,220.60
736	OPEB TRUST FUND	\$1,642.44
516	DELINQUENT TAXES FUND	\$1,215.00
709	JUV CRT CUSTODIAL FUND	\$992.50
257	EARLY VOTING FUND	\$915.66
265	WEMET (SEPARATE COMPONENT)	\$699.78
234	FARMLAND PRESERVATION FUND	\$601.38
301	DEBT SERVICE FUND	\$0.00
369	OC BUILDING AUTH DEBT FUND	\$0.00
243	BROWNFIELD REDVLPMT AUTH FUND	\$0.00
290	DEPT HLTH HUMAN SERVICES FUND	\$0.00
676	UNEMPLOYMENT FUND	\$0.00
103	CELL TOWERS FUND	\$0.00
536	LAND BANK AUTHORITY FUND	\$0.00
645	COPIER RPLCMNT FUND	\$0.00
263	CONCEALED PISTOL LICENSE FUND	\$0.00
255	HOMESTEAD PROPERTY TAX FUND	\$0.00
102	STABILIZATION FUND	\$0.00
104	SOLID WASTE CLEAN UP FUND	\$0.00

Total CHECKS | EFTs | WIRES



Dates: October 30, 2023

to November 22, 2023

Total of all funds: \$15,657,671.28

105	DB/DC CONVERSION	\$0.00
107	INFRASTRUCTURE FUND	\$0.00
151	CEMETERY TRUST FUND	\$0.00
201	ROAD COMMISSION FUND	\$0.00
244	ECONOMIC DEVELOPMENT CORP FUND	\$0.00
262	FEDERAL FORFEITURE FUND	\$0.00
284	OPIOID SETTLEMENT FUND	\$0.00
365	PUBLIC UTILITY BOND & INT FUND	\$0.00
465	PUBLIC UTILITY CONSTRUCT FUND	\$0.00
518	DELINQUENT TAX #2 FUND	\$0.00
680	COMPENSATED ABSENCES FUND	\$0.00
714	INMATE CUSTODIAL FUND	\$0.00
721	LIBRARY PENAL FINE FUND	\$0.00
802	DRAIN REVOLVING FUND	\$0.00
804	DRAIN REVOLVING MAINT FUND	\$0.00
805	DRAINS CAPITAL PRJT FUND	\$0.00
851	DRAINS DEBT SERVICE FUND	\$0.00
871	PUBLIC UTILITY MNTCE & OPER FUND	\$0.00
872	INLAND LAKE IMPROVEMENT FUND	\$0.00

**Accounts Payable Vendor Disbursements
October 30 - November 22, 2023**

VENDOR:	AMOUNT:
STATE OF MICHIGAN	\$ 3,476,694.52
MUNICIPAL EMPLOYEES RETIREMENT SYSTEM OF MICHIGAN	\$ 1,403,168.40
GRANGER CONSTRUCTION COMPANY	\$ 1,369,717.42
PRIORITY HEALTH	\$ 1,019,474.98
HARBOR HOUSE MINISTRIES	\$ 574,890.00
APEX CONTRACTORS INC	\$ 507,421.80
BENJAMIN'S HOPE	\$ 476,802.72
HERITAGE H.O.M.E. INC.	\$ 366,000.00
MOKA CORPORATION	\$ 307,089.95
HOPE NETWORK BEHAVIORAL HEALTH SERVICES	\$ 226,621.20
GOOD SAMARITAN MINISTRIES	\$ 213,180.00
NETSMART TECHNOLOGIES INC	\$ 204,669.68
HOLLAND DEACONS CONFERENCE	\$ 200,000.00
JP MORGAN CHASE **See Appendix A	\$ 197,545.49
HOLLAND COMMUNITY HOSPITAL	\$ 189,503.54
LAKESHORE REGIONAL ENTITY	\$ 163,815.78
PINE REST CHRISTIAN MENTAL HEALTH SERVICES	\$ 156,877.76
RIVER CITY FLOORING INC	\$ 147,895.89
BEACON SPECIALIZED LIVING SERVICES INC	\$ 146,341.61
SENTINEL TECHNOLOGIES INC	\$ 129,249.01
LOCUMTENENS.COM LLC	\$ 121,591.90
LIGHTHOUSE AUTISM CENTER	\$ 111,322.48
HOPE DISCOVERY ABA SERVICES LLC	\$ 105,328.14
COMMUNITY ALLIANCE	\$ 99,679.80
PREFERRED EMPLOYMENT & LIVING SUPPORTS	\$ 96,184.21
REACH FOR RECOVERY INC	\$ 91,904.99
TURNING LEAF RESIDENTIAL REHABILITATION SVCS INC	\$ 91,463.29
CANTEEN SERVICES INC	\$ 79,904.00
WAYPOINTS	\$ 77,938.55
GRAND RAPIDS COMMUNITY COLLEGE	\$ 77,800.33
REFUNDS	\$ 75,106.61
DELTA DENTAL PLAN OF MICHIGAN	\$ 74,919.00
VITALCORE HEALTH STRATEGIES LLC	\$ 74,074.03
BEAR RIVER HEALTH	\$ 71,401.96
EMPLOYEE ASSISTANCE CENTER	\$ 60,361.08
GRAND HAVEN AREA PUBLIC SCHOOL	\$ 60,004.37
POSITIVE BEHAVIOR SUPPORTS CORPORATION	\$ 58,809.54
LUTHERAN SOCIAL SERVICES	\$ 55,948.63
CONSUMERS ENERGY COMPANY	\$ 55,135.49
WEX BANK	\$ 54,656.73
GT INDEPENDENCE	\$ 54,225.83

VENDOR:	AMOUNT:
MOMENTUM CENTER	\$ 48,466.66
AMANI LLC	\$ 47,868.96
HEWLETT-PACKARD COMPANY	\$ 47,798.50
INDIAN TRAILS CAMP INC	\$ 47,642.38
PIONEER RESOURCES INC	\$ 46,902.02
RANDALL G MEYER EXCAVATING	\$ 44,570.92
PENDOGANI GL LLC	\$ 43,003.79
RYERSON BROTHERS EXCAVATING LLC	\$ 42,298.38
ADIA LLC	\$ 41,230.00
BETHANY CHRISTIAN SERVICES OF MICHIGAN	\$ 40,635.49
DLZ MICHIGAN INC	\$ 37,455.94
ENVIRO CLEAN SERVICES INC	\$ 34,130.41
DEVELOPMENTAL ENHANCEMENT PLC	\$ 33,485.97
DELL COMPUTER CORP	\$ 33,086.00
RTH SERVICES LLC	\$ 32,981.50
EMPLOYEE REIMBURSEMENTS	\$ 32,179.07
HARBOR HUMANE SOCIETY	\$ 30,347.74
DEWPOINT INC	\$ 30,008.00
METROPOLITAN LIFE INSURANCE COMPANY	\$ 29,459.05
CENTRIA HEALTHCARE LLC	\$ 27,998.59
RESTITUTION	\$ 27,658.68
FIRST PENINSULA CONTRACTORS	\$ 27,490.50
WEB TECS INC	\$ 27,272.00
WESTERN MICHIGAN PATHOLOGY	\$ 26,200.00
PLM LAKE & LAND MANAGEMENT CORP	\$ 25,533.89
SPICER GROUP INC	\$ 25,043.63
LAND AND RESOURCE ENGINEERING	\$ 24,996.16
WEST OTTAWA PUBLIC SCHOOLS	\$ 24,708.01
SECOND STORY COUSELING	\$ 24,617.57
QUANTUM CONSTRUCTION COMPANY	\$ 23,862.60
THE SALVATION ARMY TURNING POINT PROGRAMS	\$ 23,607.46
EQUITABLE LEARNING SOLUTIONS	\$ 23,017.37
CITY OF GRAND HAVEN	\$ 20,708.31
COMMUNITY MENTAL HEALTH ASSOC OF MI	\$ 20,060.00
PARKVIEW ADULT FOSTER CARE, INC.	\$ 20,000.00
MY-CON INC	\$ 19,911.20
WESTERN MICHIGAN TREATMENT CENTER	\$ 19,302.19
HAVENWYCK HOSPITAL	\$ 19,299.00
ENG INC	\$ 18,962.63
JURORS	\$ 18,501.34
FOREST VIEW HOSPITAL	\$ 18,143.79
KNIGHT WATCH INC	\$ 18,143.57
SHI INTERNATIONAL CORP	\$ 17,946.34
KIESLER POLICE SUPPLY INC	\$ 17,891.20
SPECTRUM HEALTH HOSPITALS	\$ 17,333.09

VENDOR:	AMOUNT:
PITNEY BOWES INC	\$ 17,211.21
FLATROCK MANORS INC	\$ 16,716.44
COMMUNITY HEALING CENTERS	\$ 16,653.30
RITE OF PASSAGE INC	\$ 16,495.41
FIDLAR TECHNOLOGIES	\$ 16,350.00
GALLAGHER BENEFIT SERVICES INC	\$ 16,010.00
TRAC	\$ 15,895.14
HOLLAND BOARD OF PUBLIC WORKS	\$ 14,345.98
VONK AFC	\$ 14,279.73
ST JOHN'S HEALTH CARE PC	\$ 13,692.29
VERIZON WIRELESS SERVICES	\$ 13,433.29
STUART T WILSON CPA PC	\$ 13,028.94
OTTAWA COUNTY INFINISOURCE FLEX	\$ 12,970.10
FULL CIRCLE CARE LLC	\$ 12,945.60
ACORN HEALTH OF MICHIGAN LLC	\$ 12,448.65
FAHEY SCHULTZ BURZYCH RHODES PLC	\$ 12,081.15
AMP ELECTRIC OF WEST MICHIGAN LLC	\$ 12,079.00
DEAN CTH	\$ 11,460.19
FIDELITY SECURITY LIFE INSURANCE COMPANY	\$ 11,211.70
SAFE HARBOR CHRISTIAN COMMUNITIES	\$ 11,206.53
ROCHELLE RAWLINGS	\$ 11,163.60
EMOCHA MOBILE HEALTH INC	\$ 11,160.00
AT&T CORP	\$ 11,142.83
CARAHSOFT TECHNOLOGY CORPORATION	\$ 11,068.80
BUILDING MEN FOR LIFE	\$ 11,031.15
DAVID'S HOUSE MINISTRIES	\$ 10,926.26
LYDIA'S HOUSE	\$ 10,727.86
SEMCO ENERGY GAS COMPANY	\$ 10,581.27
ACTION CHEMICAL INC	\$ 10,572.16
ARBOR CIRCLE CORP	\$ 10,471.53
RELIANCE COMMUNITY CARE PARTNERS	\$ 10,453.40
WEST, A THOMSON REUTERS BUSINESS	\$ 10,279.89
ENRICHED LIVING	\$ 10,263.48
CHILDREN'S ADVOCACY CENTER	\$ 10,000.00
WEST MICHIGAN CRIMINAL JUSTICE TRAINING	\$ 9,530.52
HEALTHSOURCE SAGINAW INC	\$ 9,512.69
FRITS HARTGERS	\$ 9,194.29
PROTOCOL SERVICES INC	\$ 9,152.16
TIM'S TOWING	\$ 9,029.00
BRAIN TREE MANAGEMENT INC	\$ 8,932.00
VISTA IT GROUP LLC	\$ 8,574.41
ON DUTY GEAR LLC	\$ 8,539.39
LANDTECH	\$ 8,504.00
EQ THE ENVIRONMENTAL QUALITY COMPANY	\$ 8,369.92
HERNANDEZ HOME LLC	\$ 8,159.82

VENDOR:	AMOUNT:
VANVOLKINBURG BUILDERS LLC	\$ 8,157.29
MANDI MARTINI	\$ 8,124.47
HANSMA HOME	\$ 8,107.12
CHERI LYNN WYNSMA	\$ 8,104.33
HORIA NEAGOS ESQ	\$ 8,064.47
DATAEXAM LLC	\$ 8,000.00
AMY JO BRECKON	\$ 7,933.00
VERTALKA & VERTALKA INC	\$ 7,900.00
ARBOR SOLUTIONS INC	\$ 7,750.00
GIDDINGS AFC II	\$ 7,737.91
TEK84 INC	\$ 7,500.00
DICKINSON WRIGHT PLLC	\$ 7,500.00
REBOUND PHYSICAL AND OCCUPATIONAL THERAPY	\$ 7,264.68
PT SOLUTIONS INC	\$ 7,222.59
JURY SYSTEMS INCORPORATED	\$ 7,031.00
STRONG AFC	\$ 6,852.86
SCHIELE AFC	\$ 6,852.86
MACATAWA PLUMBING INC	\$ 6,825.32
NANCI LYNNE LUBINSKI	\$ 6,646.64
GIDDINGS AFC HOMES, LLC	\$ 6,629.04
AFLAC GROUP INSURANCE	\$ 6,620.53
FIRESIDE AFC HOME	\$ 6,571.11
PREIN & NEWHOF	\$ 6,556.10
ACOM SOLUTIONS INC	\$ 6,480.00
BRADLEY R JOHNSON ATTORNEY AT LAW	\$ 6,437.13
WILSON & WYNN INTERVENTIONS, PLC	\$ 6,324.96
ADVANCED ROBOT SOLUTIONS LLC	\$ 6,250.00
BARBIER LAW OFFICES PLC	\$ 6,140.00
CONSILIUM STAFFING LLC	\$ 6,085.00
COMMUNITY LIVING SERVICES INC	\$ 6,050.00
SUCCESS CARE LLC	\$ 6,000.00
MCGILLEYS EXCAVATING LLC	\$ 5,796.00
GOPHER EXPRESS COURIER SERVICE INC	\$ 5,791.00
CRISTINA R BASMAYOR	\$ 5,767.86
GRAYSON ENTERPRISE LLC	\$ 5,767.86
HOLLAND CHARTER TOWNSHIP	\$ 5,705.74
STILLSON CTH	\$ 5,705.60
NATIONAL RESTAURANT SOLUTIONS LLC	\$ 5,654.97
OTTAWA COUNTY DEPUTIES ASSOCIATION	\$ 5,583.67
LAURA M. ESESE	\$ 5,580.00
WEST MICHIGAN SHORELINE REGIONAL DEVELOPMENT	\$ 5,500.00
MICHIGAN ASSOCIATION FOR LOCAL PUBLIC HEALTH	\$ 5,399.00
FAMILY IDEPENDENCE AGENCY STATE DIS	\$ 5,369.28
NACO	\$ 5,219.00
CITY OF HOLLAND	\$ 5,105.45

VENDOR:	AMOUNT:
SALE'S HEATING COOLING & REFRIGERATION INC	\$ 5,094.00
BETHESDA FARM	\$ 5,037.12
BUSSCHER DEVELOPMENT INC	\$ 4,926.88
MHP - HACKLEY CAMPUS	\$ 4,890.00
BUIST ELECTRIC INC	\$ 4,863.00
PORT SHELDON TOWNSHIP	\$ 4,858.60
HARBOR OAKS HOSPITAL	\$ 4,800.00
BIZSTREAM	\$ 4,710.00
CHARTER COMMUNICATIONS OPERATING LLC	\$ 4,675.02
PASSPORT LABS INC	\$ 4,666.67
GOODWILL INDUSTRIES OF WEST MICHIGAN INC	\$ 4,649.46
WORKWISE	\$ 4,550.00
MICHAEL A SPOELMAN	\$ 4,416.66
MCSA GROUP INC	\$ 4,367.00
CEDAR CREEK I AND CEDAR CREEEK II	\$ 4,201.43
IKAZE HOME	\$ 4,201.43
THE LAW OFFICE OF MARCUS T CHMIEL PLLC	\$ 4,088.69
MLIVE MEDIA GROUP	\$ 4,010.62
DAVID B KORTERING LAW OFFICE	\$ 4,000.00
GOVERNMENTAL CONSULTANT SERVICES INC	\$ 4,000.00
HUDSONVILLE PUBLIC SCHOOLS	\$ 3,900.32
APPLIED BEHAVIORAL SCIENCE INSTITUTION LLC	\$ 3,800.92
ALLEGAN COUNTY EXCAVATING SERVICES LLC	\$ 3,750.00
MICHIGAN WILDFLOWER FARM	\$ 3,686.00
JANE LOUISE PATTERSON	\$ 3,659.32
OFFICE DEPOT BUSINESS SOLUTIONS	\$ 3,651.11
BRAINS	\$ 3,570.00
MAGNET FORENSICS USA INC	\$ 3,410.00
APEX SOFTWARE	\$ 3,375.00
SCHEUERLE & ZITTA LLP	\$ 3,364.60
CITY OF ZEELAND	\$ 3,362.66
SHORELINE SERVICES INC	\$ 3,315.00
OTTAWA COUNTY DEPUTY SHERIFF ASSOCIATION	\$ 3,259.32
WATKINS PHARMACY & SURGICAL SUPPLY CO	\$ 3,254.85
PHOENIX CREMATORY SERVICE	\$ 3,225.00
SEDGWICK CLAIMS MANAGEMENT SERVICES INC	\$ 3,220.60
DIRECT SUPPLY INC	\$ 3,188.71
D.A. BLODGETT ST JOHNS	\$ 3,176.10
TOTAL COURT SERVICES	\$ 3,163.50
RAAP SIGNS	\$ 3,100.00
RELIABLE HEATING AND COOLING LLC	\$ 3,100.00
HUDSONVILLE TOWING	\$ 3,081.00
VIRIDIS DESIGN GROUP	\$ 3,076.00
SUSAN K WALSH	\$ 3,060.00
UCVIEW INC	\$ 3,030.00

VENDOR:	AMOUNT:
KAJOVID PROPERTIES LLC	\$ 3,000.00
ALLENDALE PUBLIC SCHOOLS	\$ 2,982.43
THE SMITH LAW FIRM PLLC	\$ 2,918.33
HOPE NETWORK WEST MICHIGAN	\$ 2,848.77
UPDOX LLC	\$ 2,810.70
FOX COUNSELING SERVICES LLC	\$ 2,781.81
COMMUNITY LIVING OPTIONS	\$ 2,747.82
MATTHEW BENDER & COMPANY INC	\$ 2,746.78
LANGUAGELINE SOLUTIONS	\$ 2,703.99
ANN M LABRECK ATTORNEY AT LAW PLLC	\$ 2,606.35
LAW OFFICE OF JOHN D ROACH JR PLC	\$ 2,545.16
COLEMANZ AFC	\$ 2,483.32
SUPERIOR SPORT STORE H	\$ 2,475.00
WHITE CRANE HOME AFC	\$ 2,460.47
WEST MICHIGAN TOWING	\$ 2,439.90
CASE MANAGEMENT OF MICHIGAN INC	\$ 2,342.41
SOUTHWEST AFC LLC	\$ 2,341.43
LINDA S KRAMER	\$ 2,341.43
PLATINUM LIVING LLC	\$ 2,341.43
PINE RIDGE ASSISTED LIVING FACILITY	\$ 2,341.43
DOORDASH INC	\$ 2,323.50
GRAND HAVEN CHARTER TOWNSHIP	\$ 2,295.13
LIFE EMS INC	\$ 2,223.29
LEVEL 7 PERSONAL DEVELOPMENT LLC	\$ 2,210.00
GEORGETOWN TOWNSHIP	\$ 2,195.20
CRAIG A JENISON	\$ 2,182.98
AMAZON CAPITAL SERVICES INC	\$ 2,167.61
LEXISNEXIS RISK DATA MANAGEMENT INC	\$ 2,065.00
WISEMAN ENTERPRISES INC	\$ 2,040.99
DATA WORKS PLUS LLC	\$ 2,030.52
LIFE THERAPEUTIC SOLUTIONS INC	\$ 1,994.10
MARZ TOWING	\$ 1,953.00
SHEILA DAY COUNSELING LLC	\$ 1,905.00
OAKLAND COUNTY	\$ 1,900.00
COPPER GEAR DESIGNS LLC	\$ 1,900.00
LAW OFFICE OF KEVIN B MEGLEY	\$ 1,839.19
PETERSEN RESEARCH CONSULTANTS	\$ 1,800.00
ISLAND GIRLS CRAFT COMPANY	\$ 1,750.00
CONTRACT LOGIX LLC	\$ 1,720.00
ZEELAND PUBLIC SCHOOLS	\$ 1,714.20
ROBERT L REILMAN PLC	\$ 1,708.11
GRAND HAVEN TRIBUNE	\$ 1,695.87
KERKSTRA PORTABLE RESTROOMS INC	\$ 1,675.00
REVEL	\$ 1,666.67
FALCON WOODS	\$ 1,625.00

VENDOR:	AMOUNT:
CUNNINGHAM DALMAN PC	\$ 1,615.00
ALTOGAS INC	\$ 1,600.46
RIVER CREST SPECIALTY HOSPITAL LLC	\$ 1,600.00
BORGESS MEDICAL CENTER	\$ 1,600.00
CHARLES BRYANT COVELLO	\$ 1,521.43
STAPLES CONTRACT & COMMERCIAL LLC	\$ 1,519.17
COUNTY OF OTTAWA	\$ 1,507.37
SUNSHINE PROPERTIES	\$ 1,500.00
PARK TOWNSHIP	\$ 1,482.29
WEST SHORE COUNSELING SERVICES LLC	\$ 1,426.25
3RT NETWORKS LLC	\$ 1,422.00
JEANICE DAGHER-MARGOSIAN	\$ 1,395.00
RECOVERY ROAD LLC	\$ 1,390.50
CITY OF FERRYSBURG	\$ 1,381.56
OTTAWA COUNTY SHERIFF COMMAND OFFICERS ASSOCIATION	\$ 1,370.00
TRADITIONS OF HOLLAND	\$ 1,340.00
ENTERPRISE FM TRUST	\$ 1,333.46
HOLLAND LITHO PRINTING SERVICE INC	\$ 1,302.31
MICHIGAN ASSOCIATION OF COUNTY CLERKS	\$ 1,250.00
REPUBLIC SERVICES INC	\$ 1,222.38
TITLE-CHECK LLC	\$ 1,215.00
PREST & ASSOCIATES LLC	\$ 1,200.00
WEST SHORE SPORTS AND APPAREL LLC	\$ 1,196.00
FIDELITY LANGUAGE RESOURCES LLC	\$ 1,179.36
SBC LONG DISTANCE LLC-D/B/A AT&T	\$ 1,168.24
SHORELINE SPRINKLING INC	\$ 1,144.00
ALLENDALE CHARTER TOWNSHIP	\$ 1,138.25
SCHULTZ LAND & WATER CONSULTING INC	\$ 1,125.00
ROMEYN'S SERVICE INC	\$ 1,113.00
EDWARD C SWART	\$ 1,092.50
DICK'S TOWING & RECOVERY, INC	\$ 1,077.00
TIFFANY DEBRUIN	\$ 1,072.20
GREATER OTTAWA COUNTY UNITED WAY INC	\$ 1,044.00
THE LIGHT BULB CO	\$ 1,040.25
MRG-TRANSLATIONS	\$ 1,040.00
LANGUAGES INTERNATIONAL	\$ 1,028.00
WEST MICHIGAN DOCUMENT SHREDDING LLC	\$ 1,000.00
JUSTICE WORKS LLC	\$ 1,000.00
PLUMMER'S DISPOSAL SERVICE INC	\$ 990.00
BLARNEY CASTLE OIL CO	\$ 963.13
AMY HAMMAN	\$ 960.00
TIMOTHY A SLAIS ATTORNEY AT LAW PLLC	\$ 952.23
NORTH OTTAWA COMMUNITY HOSPITAL	\$ 916.00
7TH DISTRICT COURT EAST	\$ 905.00
JOSEPH KOZAKIEWICZ	\$ 900.00

VENDOR:	AMOUNT:
MESSENGER PRINTING	\$ 849.00
SMITH & BROOKER PC	\$ 841.64
PORT CITY CAB CO	\$ 840.00
REVUE MAGAZINE	\$ 829.00
GUARDIAN ALLIANCE TECHNOLOGIES INC	\$ 816.00
ADECCO EMPLOYMENT SERVICES,ADECCO	\$ 800.65
ACCURATE ENGINEERING & MANUFACTURING LLC	\$ 791.95
WEDGWOOD CHRISTIAN SERVICES	\$ 788.21
GRTG	\$ 787.50
TRUGREEN AND ACTION PEST CONTROL	\$ 758.56
O BRIEN AND BAILS	\$ 757.06
HOLLAND TOWING LLC	\$ 756.00
KENT INTERMEDIATE SCHOOL DISTRICT	\$ 752.28
TRI-CITY TOWING SERVICE LLC	\$ 752.00
MEDIATION SERVICES	\$ 750.00
MICHIGAN ASSOCIATION OF COUNTY DRAIN COMMISSIONERS	\$ 750.00
ANSWER UNITED	\$ 721.99
WESTERN TEL-COM INC	\$ 716.00
CALDER CITY TAXI COMPANY	\$ 698.90
LINDE GAS & EQUIPMENT INC	\$ 676.63
TALLMADGE CHARTER TOWNSHIP	\$ 648.76
NORTH KENT GUIDANCE SERVICES LLC	\$ 642.10
PEAK PERFORMERS INC	\$ 641.20
TRAFFIC & SAFETY CONTROL SYSTEMS INC	\$ 640.00
ZOOM VIDEO COMMUNICATIONS INC	\$ 639.68
VILLAGE SELF STORAGE	\$ 620.00
KERKSTRA SEPTIC TANK CLEANING	\$ 615.00
BARBARA FOLEY	\$ 600.40
CRAN HILL RANCH	\$ 600.00
COMCAST SPOTLIGHT LP	\$ 598.55
MAYFIELD LAW PLLC	\$ 590.00
UNITED PARCEL SERVICE INC	\$ 565.27
PADNOS	\$ 565.02
POLKTON CHARTER TOWNSHIP	\$ 564.68
SANOFI PASTEUR INC	\$ 544.06
RUSS MENCL	\$ 525.00
WEST MICHIGAN PSYCHOLOGICAL SERVICE	\$ 518.22
LAW OFFICE OF KENNETH A PUZYCKI PLLC	\$ 510.00
MID MICHIGAN ASSOCIATION OF ASSESSING OFFICES	\$ 510.00
CHARM-TEX INC	\$ 501.60
CXTEC INC	\$ 496.62
KLAASSEN FAMILY FUNERAL HOME LLC	\$ 491.00
JULIE R VANHOOSE	\$ 490.00
CITY OF COOPERSVILLE	\$ 486.77
TYLER BUSINESS FORMS	\$ 480.27

VENDOR:	AMOUNT:
LAKESHORE LEGAL OFFICE	\$ 480.13
MOTOROLA SOLUTIONS INC	\$ 479.26
LINDA MCAFFREY	\$ 474.24
MIKA MEYERS BECKETT & JONES PLC	\$ 472.00
DAILY LIFE SKILLS INDEPENDENCE HUB LLC	\$ 471.76
ENTERPRISE ENVELOPE INC	\$ 468.70
CRIMINAL DEFENSE ATTORNEYS OF MICHIGAN	\$ 455.00
PLANET DDS LLC	\$ 450.02
MICHIGAN COMMUNITY ACTION AGENCY ASSOCIATION	\$ 450.00
PREMIER BIOTECH INC	\$ 447.63
DEX YP	\$ 441.08
MED-1 HOLLAND LLC	\$ 439.00
FERRETTY	\$ 432.00
MICHIGAN PROBATE JUDGES ASSOCIATION	\$ 425.00
JANE LONGSTREET	\$ 420.64
DEWIND WATER WELL SERV	\$ 420.00
OTTAWA COUNTY ROAD COMMISSION	\$ 417.43
MICHIGAN PUBLIC PURCHASING OFFICERS	\$ 400.00
MED-TECH SUPPORT SERVICES INC	\$ 400.00
GORDON WATER SYSTEMS	\$ 388.52
JAMESTOWN CHARTER TOWNSHIP	\$ 374.98
VILLAGE OF SPRING LAKE	\$ 365.83
OTTAWA COUNTY INSURANCE AUTHORITY	\$ 355.00
HOLLAND DROP IN CENTER	\$ 351.60
KELLY N RICE	\$ 348.12
CULLIGAN	\$ 340.54
JACO CIVIL PROCESS INC	\$ 339.35
TRIPLOG INC	\$ 336.00
SLUIS ELECTRIC	\$ 330.00
CITY OF HUDSONVILLE	\$ 329.18
CEDAR CREEK IRRIGATION LLC	\$ 317.00
U.S. POSTAL SERVICE	\$ 310.00
BLENDON TOWNSHIP	\$ 306.18
LANGELAND-STERENBERG FUNERAL HOME	\$ 300.00
PATTERSON DENTAL SUPPLY INC	\$ 300.00
DYKSTRA FUNERAL HOMES INC	\$ 300.00
LAW OFFICES OF BRENT H GREEN PLLC	\$ 300.00
ISOLVED BENEFIT SERVICES	\$ 295.53
OTTAWA COUNTY JUVENILE COURT EMPLOYEE	\$ 290.00
HOLLAND AQUATIC CENTER	\$ 288.50
TRANSUNION RISK AND ALTERNATIVE DATA SOLUTIONS	\$ 287.00
VARNUM LLP	\$ 287.00
PURCHASE POWER	\$ 284.23
SD INITIATIVES	\$ 280.00
SPRING LAKE BOARD OF EDUCATION	\$ 280.00

VENDOR:	AMOUNT:
JAMES C MIEDEMA	\$ 274.24
MICHIGAN GAS UTILITIES CORPORATION	\$ 264.02
LAW OFFICE OF STEPHANIE CARDENAS	\$ 250.00
JACK B LEAVER JR	\$ 250.00
THE ARC MUSKEGON	\$ 240.00
KATHERINE GRACE HARMON	\$ 234.67
INFINITY BLLING ENTERPRISES LLC	\$ 233.77
ZEELAND CHARTER TOWNSHIP	\$ 230.88
SPRING LAKE TOWNSHIP	\$ 219.11
TELE-RAD INC	\$ 202.50
CHANGE HEALTHCARE SOLUTIONS, LLC	\$ 200.00
RESILIENCE: ADVOCATES FOR ENDING VIOLENCE	\$ 200.00
SIRCHIE FINGERPRINT LABORATORIES	\$ 194.84
INTERCARE COMMUNITY HEALTH	\$ 189.11
ASSOCIATED LANGUAGE CONSULTANTS	\$ 180.00
WITNESSES	\$ 179.50
CIVIL ENGINEERS INC	\$ 174.50
OTTAWA COUNTY CENTRAL DISPATCH	\$ 170.36
DEAF AND HARD OF HEARING SERVICES	\$ 168.40
NUTRITION, HEALTH, FITNESS & SPORT GROUP LLC	\$ 165.00
BOB THE SPIDER HUNTER	\$ 165.00
HOSPITAL NETWORK HEALTHCARE SERVICES LLC	\$ 160.00
CHARLES L CLAPP	\$ 150.00
OTTAWA COUNTY EMPLOYEES ASSOCIATION	\$ 150.00
KATHRYN L BOLINGER PLLC	\$ 150.00
OTTAWA CO FOC EMPLOYEES ASSOC	\$ 145.00
ACENTEK	\$ 134.20
TERRY L GOLDBERG	\$ 129.78
THE REGENTS OF THE UNIVERSITY OF MICHIGAN	\$ 128.50
SMART SOURCE OF MICHIGAN LLC	\$ 127.99
CAMP SUNSHINE INC	\$ 125.00
GUIDEHOUSE INC	\$ 122.50
JASON D MONROE	\$ 121.65
GABRIELA CROESE	\$ 120.00
LUKAS HILL	\$ 115.10
LAVONNE VANDERZWAAG	\$ 114.06
CINTAS CORPORATION NO. 2	\$ 111.02
DONNA BUNCE	\$ 103.58
ELIZABETH EVE SCHULTZ	\$ 100.00
COMMISSIONER REIMBURSEMENTS	\$ 100.00
CDW GOVERNMENT INC	\$ 96.01
OLIVE TOWNSHIP	\$ 95.00
NACPRO	\$ 90.00
CHRISTIAN KLEINJANS	\$ 86.56
COPY-TECH INC	\$ 79.44

VENDOR:	AMOUNT:
LARRY D JACKSON	\$ 72.75
COOPERSVILLE AREA DISTRICT LIBRARY	\$ 71.79
KYLE PARCHER	\$ 71.44
BOBELDYK & ASSOCIATES INC	\$ 69.64
DAVID PARNIN	\$ 62.27
STEVEN LEO BARNES	\$ 62.27
TERRY D BLANCHARD	\$ 61.86
FIRE PROS LLC	\$ 61.00
WEST MICHIGAN UNIFORM INC	\$ 60.00
DOUG ZYLSTRA	\$ 59.65
AIRGAS USA LLC	\$ 56.72
GRAND RAPIDS BAR ASSOCIATION	\$ 52.50
LUCIA EBEL	\$ 52.00
RONALD FRANTZ	\$ 50.48
INTEGRITY BUSINESS SOLUTIONS	\$ 49.80
GARY A ROSEMA	\$ 47.86
ELECTRIC EYE INVESTIGATIONS LLC	\$ 45.60
STEVEN SAVAGE	\$ 45.24
RICHARD MATZEN	\$ 43.49
ERIC JOHNSON	\$ 40.00
GFL ENVIRONMENTAL SERVICES USA INC	\$ 39.58
ABSOPURE WATER COMPANY	\$ 31.50
THE UPS STORE #0925	\$ 30.04
PLANTENGA'S CLEANERS	\$ 22.79
ROBIN'S ROSEBUD TRANSPORTATION	\$ 22.00
CROCKERY TOWNSHIP	\$ 21.67
EARTEK SERVICES	\$ 16.25
Grand Total	\$ 15,657,671.28

*** Appendix A: JP Morgan Chase
Purchasing Card Transactions: October**

VENDOR:	AMOUNT:
AMAZON	\$ 43,378.00
PAYPAL	\$ 7,595.47
CDW GOVERNMENT INC	\$ 5,413.24
BOYNE USA INC	\$ 5,207.96
ODP BUSINESS SOLUTIO	\$ 4,875.91
VISTAPRINT	\$ 4,845.43
COMMUNITY PRODUCTS	\$ 3,862.50
PATTEN MONUMENT CO	\$ 3,598.81
DELL COMPUTER CORP	\$ 3,470.13
RYCENGA BUILDING	\$ 3,398.83
JOHNSON'S WORKBENCH-	\$ 3,391.00
STANDALE INTERIORS	\$ 2,996.13
THE CHANGE COMPANIES	\$ 2,719.76
GRAINGER INC	\$ 2,679.99
MENARD INC	\$ 2,640.32
CORRECTIONAL COUNSEL	\$ 2,578.50
SP PITTSBURGH SPRAY	\$ 2,484.00
SP CLOUD CITY DRONES	\$ 2,455.00
CRYSTAL ENTERPRISES	\$ 2,348.34
FACEBOOK	\$ 2,288.51
THE HOME DEPOT	\$ 2,180.19
BESTBUY.COM	\$ 2,159.94
SUPPLYHOUSE.COM	\$ 2,098.07
MOUNTAIN GRD LODGE	\$ 2,070.78
D BAKER & SON LUMBER	\$ 1,951.50
ETNA DISTRIBUTORS LL	\$ 1,938.52
JRBADGES	\$ 1,910.00
MICHIGAN, STATE OF	\$ 1,887.80
D AND S NORTH LLC	\$ 1,870.00
PEARSON EDUCATIO	\$ 1,764.31
MUSKEGON COUNTY	\$ 1,601.00
INTEGRITY BUSINESS	\$ 1,571.99
WOODLAND COMMERCIAL	\$ 1,441.87
ACTION CHEMICAL	\$ 1,400.00
TOMMY'S EXPRESS LLC	\$ 1,331.98
SJS PARTNERSHIP	\$ 1,290.79
LANSING SANITARY SUP	\$ 1,277.00
TRINIDAD RESORT & CL	\$ 1,230.00
GEMMENS INC	\$ 1,226.13
WALMART STORES INC	\$ 1,225.47
NRPA HOUSING	\$ 1,208.07

VENDOR:	AMOUNT:
CRISIS PREVENTION IN	\$ 1,199.60
HOLIDAY INNS	\$ 1,139.68
STAPLES INC	\$ 1,111.42
JJ OF GR INC	\$ 1,093.98
TRACTOR SUPPLY	\$ 1,072.85
MEIJER	\$ 1,031.81
KNOX ASSOCIATES INC	\$ 1,020.00
GRACIE GLOBAL LLC	\$ 995.00
PFC PRODUCTS	\$ 968.00
GRAPHIX SIGNS & EMBR	\$ 940.09
GOOGLE	\$ 909.82
GLOBAL INDUSTRIAL	\$ 894.97
INTUIT INC	\$ 881.61
WEST MICHIGAN POWER	\$ 874.47
BOB BARKER COMPANY	\$ 852.18
CNS VITAL SIGNS	\$ 850.00
PSYCHOLOGICAL ASSESS	\$ 822.00
HARBOR FREIGHT TOOLS	\$ 783.46
TRIGO BREAD COMPANY	\$ 782.96
T&N ACQUISTITION COM	\$ 774.99
GFS MKTPLC	\$ 762.77
WEST MICHIGAN POSTAL	\$ 739.20
TELE-RAD INC	\$ 726.60
EB *TEDXMACATAWA 201	\$ 691.60
TCS HOLDING COMPANY	\$ 666.00
HOME2 SUITES BY HILT	\$ 665.00
SQ	\$ 628.80
RVA INC	\$ 600.00
LIVONIA HOSPITALITY	\$ 579.14
SP SERCOMM USA INC -	\$ 575.00
USA BAYSHORE MANAGEM	\$ 562.80
LEXISNEXIS	\$ 550.00
GRAND RAPIDS GLASS L	\$ 546.63
CENTRAL MI INNS	\$ 545.70
CARLETON EQUIPMENT C	\$ 541.01
ASSOCIATION OF PUBLI	\$ 539.00
SP * MHS: MULTI HEAL	\$ 514.00
TONERBUZZ.COM	\$ 505.00
MACATAWA AREA EXPRES	\$ 500.00
CBI*NITRO PDF	\$ 492.15
STATE BAR OF MICHIGA	\$ 465.38
QUALITY LOGO PRODUCT	\$ 464.21
J&B MEDICAL SUPPLY	\$ 463.57
COCHRANE SUPPLY AND	\$ 456.54
GRAND TRAVERSE RESOR	\$ 440.85

VENDOR:	AMOUNT:
KOLBE CORP	\$ 440.00
METRO INSTITUTE INC	\$ 440.00
VITALITY MEDICAL INC	\$ 435.96
TRAVRES*HOTEL RESERV	\$ 428.64
MARRIOTT	\$ 423.68
ACADEMIC CHURCH &	\$ 402.00
IPRINT TECHNOLOGIES	\$ 398.00
COSTAR REALTY INFORM	\$ 395.00
LOWE'S HOME CENTERS	\$ 391.89
SPRINGHILL SUITES	\$ 370.64
TWO CUPS COFFEE CO	\$ 361.28
BITLY.COM	\$ 348.00
REGENTS OF THE UNIVE	\$ 348.00
DROPBOX	\$ 329.67
FRONTIER	\$ 326.96
BIO COMPANY INC	\$ 317.47
DOLCE INTERNATIONAL	\$ 315.00
DEVRIES PHOTOGRAPHY	\$ 313.60
CANVA	\$ 300.00
PINMART INC	\$ 299.50
TEC*X05348500101	\$ 290.00
SCHOOL HEALTH CORP	\$ 288.96
K-LOG INC.	\$ 286.12
GREAT WOLF RESORTS I	\$ 283.65
SYMBOLARTS LLC	\$ 283.49
EMERGENCY MEDICAL	\$ 280.70
FTP TODAY	\$ 275.00
HILTON GARDEN INN	\$ 270.90
ENGINEERING SUPPLY	\$ 261.75
KWM ACQUISITION LLC	\$ 257.98
WWW.DETROITHOLSTER.C	\$ 250.35
TRADEPRESSMEDIAGRPEV	\$ 249.00
GERALD R FORD INTNL	\$ 241.00
THE WOODEN SHOE	\$ 232.73
CAESARS HOTEL AND CA	\$ 232.43
PITNEY BOWES INC	\$ 224.08
ADVANCE STORES COMPA	\$ 223.09
MCKESSON MEDICAL	\$ 212.98
SHERWIN-WILLIAMS CO	\$ 207.17
INDEED JOBS	\$ 199.33
REPCOLITE PAINTS	\$ 185.30
DOMINO'S 1253	\$ 181.81
SAFER SOCIETY FOUNDA	\$ 180.00
THE UPS STORE #4002	\$ 170.66
AUTOZONE	\$ 169.98

VENDOR:	AMOUNT:
STICKER MULE	\$ 168.50
THRIFT BOOKS GLOBAL	\$ 167.50
GEORGETOWN ANIMAL HO	\$ 166.30
KERKSTRA PORTABLE	\$ 165.00
ALLISONHOUSE LLC	\$ 164.89
BLUE 360 MEDIA	\$ 159.12
JASON REDMAN	\$ 157.83
CHOW HOUND #9	\$ 153.17
THINKIFIC.COM	\$ 149.00
POTBELLY	\$ 144.23
BAYMONT INN & SUITES	\$ 144.00
SIGNS NOW HOLLAND	\$ 143.30
DRI*ADD-IN EXPRESS L	\$ 139.93
MICHIGAN GREEN INDUS	\$ 138.00
UNITED PARCEL SERVIC	\$ 137.72
MOBILEX USA	\$ 130.00
SPECTRUM	\$ 129.73
COMFORT CONTROL SUPP	\$ 120.92
KENDALL ELECTRIC	\$ 119.91
VOSS LIGHTING	\$ 117.00
CLASH GRAPHICS	\$ 113.89
REV.COM INC	\$ 111.00
CHARTER COMMUNICATIO	\$ 105.00
JERSEY MIKES 31038	\$ 103.92
WEBMLIVE.COM PYMT	\$ 100.00
MICHIGAN WATER ENVIR	\$ 95.00
VANWIEREN HARDWARE I	\$ 94.35
MARCOS PIZZA #1142	\$ 92.00
PORT SHELDON BP	\$ 89.40
TOUCH OF CLASS AUTO	\$ 88.80
CRICKET MAGAZINE	\$ 87.80
COMMUNITY MENTAL HEA	\$ 85.00
CHAMBER OF COMMERCE	\$ 80.00
PIRATE SHIP POSTAGE	\$ 79.74
AIRGASS NORTH	\$ 70.34
NATIONAL RECREATION	\$ 70.00
FAMILY FARE	\$ 63.06
VOLGISTICS INC	\$ 63.00
LANSING COMMUNITY CO	\$ 60.00
CSTE	\$ 60.00
WEST MICHIGAN DOCU	\$ 56.00
GORDON WATER SYSTEMS	\$ 55.78
LANGUAGE LINE SERVIC	\$ 55.30
GIVE EM A BRAKE SAFE	\$ 52.95
THE WEBSTAUANT STOR	\$ 51.96

VENDOR:	AMOUNT:
NATIA	\$ 50.00
THE WEEK JUNIOR	\$ 49.95
ADOBE SYSTEMS INC.	\$ 46.73
MICHIGAN STATE	\$ 45.00
MPC INVESTMENT LLC	\$ 44.01
GREANLEAF HOSPITALIT	\$ 43.00
GRAND RAPIDS CITY OF	\$ 42.00
THE MANDT SYSTEM INC	\$ 42.00
MARATHON PETROLEUM C	\$ 40.00
NOUNPROJECT.COM	\$ 39.99
KAAT'S WATER COND	\$ 39.20
ELLIS PARKING	\$ 38.50
MANCINO'S OF GRAND H	\$ 36.99
LYFT	\$ 35.88
AMERICANALLIEDHEALTH	\$ 32.00
HOLLAND BOARD OF PUB	\$ 31.00
MICROSOFT CORP	\$ 30.00
PARKING EP/PS	\$ 30.00
WALGREENS #3349	\$ 25.98
PRECISION ROLLER	\$ 25.40
INSTITUTE FOR HEALTH	\$ 25.00
MARATHON PETRO	\$ 25.00
BLUE SKYS APP	\$ 24.99
SCULLY PLANNER	\$ 23.45
FARM & FLEET HOLLAND	\$ 21.99
APPLE INC	\$ 21.19
SOUTHWEST AIRLINES	\$ 20.01
MAILCHIMP	\$ 20.00
MICHIGAN WEST COAST	\$ 20.00
FLOYDS TIRE & AUTO R	\$ 20.00
CULVERS OF ALLENDALE	\$ 19.58
ZOOM VIDEO COMMUNICA	\$ 15.99
GOTPRINT.COM	\$ 14.66
58TH DISTRICT COURT	\$ 12.52
BOYS & GIRLS CLUB H	\$ 10.53
GANNETT NEWSRPRR CN	\$ 9.99
EVENTBRITE.COM ORG F	\$ 9.99
LIBIB.COM	\$ 9.00
DOLRTREE	\$ 8.08
NPDB NPDB-HIPDB.HRSA	\$ 7.50
SPRING LAKE ACE HARD	\$ 6.34
FLINT DDA PARKING ME	\$ 5.00
REMARKABLE	\$ 2.99
AMAZON WEB SERVICES	\$ 1.00
JERSEY MIKES ONLINE	\$ -

VENDOR:	AMOUNT:
SI FOR KIDS MAG	\$ (1.56)
USA*TECH-E-COMMERCE	\$ (8.10)
CROWN SEATING LLC	\$ (75.00)
B & H FOTO & ELECTRO	\$ (83.94)
SP * AED MARKET	\$ (130.00)
GRAND HOTEL	\$ (165.51)
ACCESSFORALLCONFEREN	\$ (225.00)
LAW ENFORCEMENT RISK	\$ (295.00)
BUDGET RENT A CAR SY	\$ (450.00)
DISPUTE CREDIT	\$ (450.00)
Grand Total	\$ 197,545.49

Action Request

Electronic Submission – Contract # 2155



Committee: FINANCE AND ADMINISTRATION

Meeting Date: 12/5/2023

Vendor/3rd Party: LAKESHORE REGIONAL ENTITY

Requesting Department: PUBLIC HEALTH

Submitted By: KRIS CONRAD

Agenda Item: CONTRACT WITH LAKESHORE REGIONAL ENTITY (LRE)

Suggested Motion:

To approve and forward to the Board of Commissioners a contract with Lakeshore Regional Entity (LRE) for substance use disorder prevention.

Summary of Request:

These ARPA funds are part of the funding received from Lakeshore Regional Entity (LRE) for substance use disorder prevention. These funds are used to support substance use disorder initiatives – mobile eyes campaign, Safe homes: lock it up, cannabis prevention, memberships & dues and outreach.

Financial Information:

Total Cost: \$8,810.00

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.

Administration:

Recommended by County Administrator:

12/1/2023 11:21:12 AM

Committee/Governing/Advisory Board Approval Date: 12/5/2023

Grant Agreement
Between
Lakeshore Regional Entity
And
Ottawa County Department of Public Health
For
American Rescue Plan Act (ARPA)- Substance Use and Gambling Services 2024

This Service Agreement ("Agreement") serves to confirm the mutual understandings of Lakeshore Regional Entity ("LRE") and Ottawa County Department of Public Health ("Grantee"), (hereby collectively referred to as "Party or "Parties").

Part 1

I. Period of Agreement

This Agreement will commence on October 1st, 2023, and continue through September 30th, 2024. No activity will be performed, and no costs will be incurred prior to October 1st, 2023. This Agreement is in full force and effect for the period specified.

II. Grant Budget and Agreement Amount

Total Grant Allocation, Grant Project Descriptions, and Grant Project Budgets are outlined in **Exhibit A – Grant Sub-Recipient Award**.

III. Purpose

The purpose of this Agreement is to provide funding for community health and human services.

IV. Statement of Work

The Grantee agrees to undertake, perform and complete the services described in the Exhibits, which are part of this Agreement.

V. Financial Requirements

The financial requirements must be followed as described in Part 2 of this Agreement and Exhibits, which are part of this Agreement.

VI. Performance/Progress Report Requirements

The progress reporting methods must be followed as described in Part 2 and Exhibits, which are part of this Agreement.

VII. Exhibits

A. Exhibit A – Grant Sub-Recipient Award

B. Exhibit B – Grant Reporting Requirements

VIII. Grant Special Provisions Requirements

The following special provisions detail specific requirements for Grantee for specific grant projects.

A. Substance Use Disorder Treatment and Access Special Provisions

- B. Substance Use Disorder Prevention Special Provisions
- C. State Opioid Response Special Provisions
- D. Substance Use Disorder WSS Special Provisions
- E. Mental Health Block Grant (MHBG) Funding Special Provisions

Special Provision documents can be found on the LRE website at the following link:
<https://www.lre.org/for-providers/provider-network>

IX. General Provisions

The Grantee agrees to comply with the General Provisions outlined in Part 2 and Exhibits as applicable, which are part of this Agreement.

X. Communication

Communication regarding this Agreement and the commitments under it shall be between the following:

LRE		Grantee	
Name:	Stephanie VanDerKooi	Name:	Adeline Hambley
Title:	COO	Title:	Health Officer
Address:	5000 Hakes Drive	Address:	12251 James Street
City/State/Zip:	Norton Shores, MI 49441	City/State/Zip:	Holland, MI 49424
Phone:	(231) 246-3569	Phone:	(616) 396-5266
Email:	StephanieV@lsre.org	Email:	ahambley@miottawa.org

LRE Financial Contact for the Agreement:

The financial contact acting on behalf of the LRE for this Agreement is:

Name:	Stacia Chick
Title:	Chief Financial Officer
Address:	5000 Hakes Drive
City/State/Zip:	Norton Shores, MI 49441
Phone:	(231) 747-0904
Email:	StaciaC@lsre.org

XI. Roles and Responsibilities of the Grantee

- A. Grantee is responsible for submitting all required reports and Financial Status Reports on time and per reporting instructions as outlined in **Exhibit B – Grant Reporting Requirements**. Reports submitted on or before the due date are considered timely.
- B. Grantee representative will attend any relevant meetings and be prepared to provide updates on grant progress.
- C. Fiscal Responsibility: Carryforward of lapsed funds is not guaranteed. Grantee will ensure grant funds are being spent as planned, and report to LRE projected underutilization of funds to ensure the funding can be allocated to another provider in the region.
- D. Grantee will adhere to additional requirements outlined in Part 2 of this agreement, as well as all relevant Exhibits and Attachments referenced here within.

XII. Roles and Responsibilities of LRE

- A. Track funding of activities by Grantees and be prepared to submit these data to SAMHSA upon request.
- B. Submit regular reports to the state on outcomes as required.
- C. Serve as liaison between MDHHS and Grantee.
- D. Host meetings as needed.
- E. Reimburse Grantee as Financial Status Reports (“FSRs”) are submitted.
- F. Ensure adherence to additional requirements outlined in Part 2 of this agreement, as well as all relevant Exhibits and Attachments referenced here within.
- G. Ensure compliance with MDHHS State Data requirements.
- H. Ensure Compliance with MDHHS Data Privacy and Information Security requirements.

XIII. Special Conditions

- A. This Agreement is conditionally approved subject to and contingent upon the availability of funds.
- B. Based on the availability of funding, LRE may specify the amount of funding Grantee may expend during a specific time period within the Agreement Period.
- C. LRE will not assume any responsibility or liability for costs incurred by Grantee prior to the start date of this Agreement.
- D. Grantee is required by 2004 PA 533 to receive payments by electronic funds transfer.

Certification of Authority to Sign this Agreement


The persons signing this Agreement on behalf of the Parties certify by said signatures that they are duly authorized to sign this Agreement on behalf of each respective Party and that this Agreement has been authorized by said Parties. This Agreement shall be deemed executed, valid, enforceable, and binding upon the Parties once signed in handwriting or by any electronic means and may be delivered by facsimile or electronic submission.

[SIGNATURE PAGE TO FOLLOW]


IN WITNESS WHEREOF, the authorized representatives of the Parties hereto have fully executed this Agreement on the day and year first written above.

For GRANTEE

Ottawa County Department of Public Health

Adeline Hambley	Health Officer
Name	Title
 D455AF1225BF490...	11/2/2023 10:43:25 AM EDT
Signature	Date

For the Lakeshore Regional Entity

Mary Marlatt-Dumas	Chief Executive Officer
Name	Title
 7FCD3077A6A843C...	11/1/2023 7:52:16 PM EDT
Signature	Date

SIGNATURE PAGE:

COUNTY OF OTTAWA

By: _____
Joe Moss, Chairperson
Board of Commissioners

_____ Date

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

_____ Date

Part 2

General Provisions

I. Responsibilities – Grantee

Grantee, in accordance with the general purposes and objectives of this Agreement, must:

A. Publication Rights

1. Copyright materials only when Grantee exclusively develops books, films or other such copyrightable materials through activities supported by this Agreement. The copyrighted materials cannot include recipient information or personal identification data. Grantee provides LRE a royalty-free, non-exclusive and irrevocable license to reproduce, publish and use such materials copyrighted by Grantee and authorizes others to reproduce and use such materials.
2. Obtain prior written authorization from LRE for any materials copyrighted by Grantee or modifications bearing acknowledgment of Michigan Department of Health and Human Services or LRE's name prior to reproduction and use of such materials. The State of Michigan and/or LRE may modify the material copyrighted by Grantee and may combine it with other copyrightable intellectual property to form a derivative work. The State of Michigan and/or LRE will own and hold all copyright and other intellectual property rights in any such derivative work, excluding any rights or interest granted in this Agreement to Grantee. If Grantee ceases to conduct business for any reason or ceases to support the copyrightable materials developed under this Agreement, the State of Michigan has the right to convert its licenses into transferable licenses to the extent consistent with any applicable obligations Grantee has.
3. Obtain written authorization, at least 30 days in advance, from LRE and give recognition to LRE in any and all publications, papers and presentations arising from the Agreement activities.
4. Not make any media releases related to this Agreement, without prior written authorization from LRE.

B. Fees

1. Guarantee that any payment from LRE shall be considered in full for services rendered and will not be financed by any sources other than LRE under the terms of this Agreement. If funding is received through any other source, Grantee agrees to budget the additional source of funds and reflect the source of funding on the Financial Status Report.
2. Make reasonable efforts to collect 1st and 3rd party fees, where applicable, and report those collections on the Financial Status Report. Any under recoveries of otherwise available fees resulting from failure to bill for eligible activities will be excluded from reimbursable expenditures.

C. Grant Program Operation

Provide the necessary administrative, professional and technical staff for operation of the grant program. Grantee must obtain and maintain all necessary licenses, permits or other authorizations necessary for the performance of this Agreement.

Use an accounting system that can identify and account for the funds received from each separate grant, regardless of funding source, and assure that grant funds are not commingled.

The Grantee shall manage all administered grant funds under its control in such a way as to assure reasonable balance among the separate requirements for each funds source.

D. Reporting

Utilize all report forms and reporting formats required by LRE at the start date of this Agreement and provide LRE with timely review and commentary on any new report forms and reporting formats proposed for issuance thereafter. Reporting requirements are outlined in **Exhibit B – Grant Reporting Requirements**.

E. Record Maintenance/Retention

Maintain adequate program and fiscal records and files, including source documentation, to support program activities and all expenditures made under the terms of this Agreement, in accordance with Department of Management, Technology, and Budget (“DMTB”) General Schedule #20. Grantee must assure that all terms of the Agreement will be appropriately adhered to and that records and detailed documentation for the grant project or grant program identified in this Agreement will be maintained for a period of not less than four years from the date of termination, the date of submission of the final expenditure report or until litigation and audit findings have been resolved. This section applies to Grantee, any parent, affiliate, or subsidiary organization of the Grantee and any subcontractor that performs activities in connection with this Agreement.

F. Authorized Access

1. Audit and Inspection of Records and Premises. LRE, the State or Federal government, the Office of Inspector General (“OIG”), the Comptroller General, their designated representatives, or other authorized body, at any time, shall be allowed to inspect, review, copy, and audit all financial records, licenses, accreditation, certification, and program reports of Member or any entity under contract with Member, and to review all clinical records of Member or any entity under contract with Member, pertaining to the performance of its obligations under this Agreement, to the full extent permitted by State or Federal law. Such right shall exist for ten (10) years from the final date of the Agreement period or from the date of completion of any audit, whichever is later. The requirements of this Section shall exist to beyond the Term of this Agreement, regardless of cause of termination.
2. Permit within 10 calendar days of receiving notification and at reasonable times, access by authorized representatives of LRE, Federal Grantor Agency, Inspector Generals, Comptroller General of the United States and State Auditor General, or any of their duly authorized representatives, to records, papers, files, documentation and personnel related to this Agreement, to the extent authorized by applicable state or federal law, rule or regulation.
3. Acknowledge the rights of access in this section are not limited to the required retention period. The rights of access will last as long as the records are retained.
4. Cooperate and provide reasonable assistance to authorized representatives of LRE and others when those individuals have access to the Grantee’s grant records.

G. Audits

1. Required Audit or Audit Exemption Notice

Submit to LRE either a Single Audit, Financial Related Audit or Audit Exemption Notice as described below. A Financial Related Audit is applicable to for-profit Grantees that are

designated as subrecipients. If submitting a Single Audit or Financial Related Audit, Grantees must also submit a corrective action plan prepared in accordance with 2 CFR 200.511(c) for any audit findings that impact LRE funded programs, and management letter (if issued) with a corrective action plan.

a. Single Audit

Grantees that are a state, local government or non-profit organization that expend \$750,000 or more in federal awards during Grantee's fiscal year must submit a Single Audit to LRE, regardless of the amount of funding received from LRE. The Single Audit must comply with the requirements of 2 CFR 200 Subpart F. The Single Audit reporting package must include all components described in 2 CFR 200.512 (c).

b. Financial Related Audit

Grantees that are for-profit organizations that expend \$750,000 or more in federal awards during Grantee's fiscal year must submit either a financial related audit prepared in accordance with Government Auditing Standards relating to all federal awards, or an audit that meets the requirements contained in 2 CFR 200 Subpart F, if required by the federal awarding agency.

c. Audit Exemption Notice

Grantees exempt from the Single Audit and Financial Related Audit requirements (a. and b. above) must submit an Audit Exemption Notice that certifies these exemptions. The template Audit Exemption Notice and further instructions are available at State of Michigan - MDHHS by selecting Inside MDHHS – MDHHS Audit - Audit Reporting.

d. Financial Statement Audit

Grantees exempt from the Single Audit and Financial Related Audit requirements (that are required to submit an Audit Exemption Notice as described above) must submit to LRE a Financial Statement Audit prepared in accordance with generally accepted auditing standards if the audit includes disclosures that may negatively impact LRE funded programs including but not limited to fraud, going concern uncertainties, financial statement misstatements and violations of the Agreement requirements. If submitting a Financial Statement Audit, Grantees must also submit a corrective action plan for any audit findings that impact LRE funded programs.

e. Due Date and Where to Send

The required audit and any other required submissions (i.e., corrective action plan, and management letter with a corrective action plan), and/or Audit Exemption Notice must be submitted to LRE within nine months of the end of Grantee's fiscal year by e-mail to LRE Finance Contact email. Single Audit reports must be submitted simultaneously to LRE and Federal Audit Clearinghouse, in accordance with 2 CFR 200.512(a). The required submissions must be assembled in PDF files and compatible with Adobe Acrobat (read only). The subject line must state the agency name and fiscal year end. LRE reserves the right to request a hard copy of the audit materials if for any reason the electronic submission process is not successful.

f. Other Audits

LRE, MDHHS, and/or federal agencies may also conduct or arrange for agreed upon procedures or additional audits to meet their needs.

H. Subcontractor Monitoring

When passing federal funds through to a subcontractor (if the Agreement does not prohibit the passing of federal funds through to a subrecipient), Grantee must:

1. Ensure that every subaward is clearly identified to the subrecipient as a subaward and includes the information required by 2 CFR 200.332.
2. Ensure the subrecipient complies with all the requirements of this Agreement.
3. Evaluate each subrecipient's risk for noncompliance as required by 2 CFR 200.332(b).
4. Monitor the activities of the subrecipient as necessary to ensure that the subaward is used for authorized purposes, in compliance with federal statutes, regulations and the terms and conditions of the subawards; that subaward performance goals are achieved; and that all monitoring requirements of 2 CFR 200.332(d) are met including reviewing financial and programmatic reports, following up on corrective actions and issuing management decisions for audit findings.
5. Verify that every subrecipient is audited as required by 2 CFR 200 Subpart F.
6. Develop a subrecipient monitoring plan that addresses the above requirements and provides reasonable assurance that the subrecipient administers federal awards in compliance with laws, regulations and the provisions of this Agreement, and that performance goals are achieved. The subrecipient monitoring plan should include a risk-based assessment to determine the level of oversight and monitoring activities, such as reviewing financial and performance reports, performing site visits and maintaining regular contact with subrecipients.
7. Establish requirements to ensure compliance for for-profit subrecipients as required by 2 CFR 200.501(h), as applicable.
8. Ensure that transactions with subrecipients/contractors comply with laws, regulations and provisions of contracts or grant agreements.

I. Notification of Modifications

Provide timely notification to LRE, in writing, of any action by its governing board or any other funding source that would require or result in significant modification in the provision of activities, funding or compliance with operational procedures.

J. Software Compliance

Ensure software compliance and compatibility with LRE's data systems for activities provided under this Agreement, including but not limited to stored data, databases and interfaces for the production of work products and reports. All required data under this Agreement must be provided in an accurate and timely manner without interruption, failure or errors due to the inaccuracy of Grantee's business operations for processing data. All information systems, electronic or hard copy, that contain state or federal data must be protected from unauthorized access.

K. Human Subjects

Comply with Federal Policy for the Protection of Human Subjects, 45 CFR 46. Grantee agrees that prior to the initiation of the research, Grantee will obtain prior consent from LRE to ensure compliance with the MDHHS Institutional Review Board (IRB) Application Process.

L. Mandatory Disclosures

1. Disclose to LRE in writing within 7 days of receiving notice of any litigation, investigation, arbitration or other proceeding (collectively, "Proceeding") involving Grantee, a subcontractor or an officer or director of Grantee or subcontractor that arises during the term of this Agreement including:
 - a. All violations of federal and state criminal law involving fraud, bribery, or gratuity violations potentially affecting the Agreement.
 - b. A criminal Proceeding;
 - c. A parole or probation Proceeding;
 - d. A Proceeding under the Sarbanes-Oxley Act;
 - e. A civil Proceeding involving:
 - i. A claim that might reasonably be expected to adversely affect Grantee's viability or financial stability; or
 - ii. A governmental or public entity's claim or written allegation of fraud; or
 - iii. Any complaint filed in a legal or administrative proceeding alleging Grantee or its subcontractors discriminated against its employees, subcontractors, vendors, or suppliers during the term of this Agreement; or
 - f. A Proceeding involving any license that Grantee is required to possess in order to perform under this Agreement.
2. Notify LRE, at least 90 calendar days before the effective date, of a change in Grantee's ownership or executive management.

M. Conflict of Interest and Code of Conduct Standards

1. Be subject to the provisions of 1968 PA 317, as amended, 1973 PA 196, as amended, and 2 CFR 200.318 (c)(1) and (2).
2. Grantee affirms that no principal, representative, agent, or employee of Grantee or anyone acting on behalf of or legally capable of acting on behalf of Grantee shall engage in activities which are incompatible or in conflict with the discharge of their duties and responsibilities under the contract. Grantee represents that no employee, officer, or agent of Grantee has participated in the selection, award, or administration of this Agreement, which involved a conflict of financial or other interest that is either real or apparent. Grantee agrees that no principal, representative, agent, employee, or anyone acting on behalf of or legally capable of acting on behalf of Provider is currently an employee of LRE nor is any person using or privy to insider information which would give the appearance of providing an unfair advantage to said Grantee.
3. Grantee will uphold high ethical standards and be prohibited from the following:
 - a. Holding or acquiring an interest that would conflict with this Agreement;

- b. Doing anything that creates an appearance of impropriety with respect to the award or performance of this Agreement;
 - c. Attempting to influence or appearing to influence any state employee by the direct or indirect offer of anything of value; or
 - d. Paying or agreeing to pay any person, other than employees and consultants working for Grantee, any consideration contingent upon the award of this Agreement.
4. Immediately notify LRE of any violation or potential violation of these standards. This section applies to Grantee, any parent, affiliate or subsidiary organization of Grantee, and any subcontractor that performs activities in connection with this Agreement.

N. Travel Costs

- 1. Be reimbursed for travel costs (including mileage, meals and lodging) budgeted and incurred related to activities provided under this Agreement.
- 2. If Grantee has a documented policy related to travel reimbursement for employees and if Grantee follows that documented policy, LRE will reimburse Grantee for travel costs at Grantee's documented reimbursement rate for employees. Otherwise, the State of Michigan travel reimbursement rate applies.
- 3. State of Michigan travel rates may be found at the following website:
https://www.michigan.gov/dtmb/0,5552,7-358-82548_13132---,00.html
- 4. International travel must be preapproved by LRE and itemized in the budget.

O. Insurance Requirements

- 1. Maintain at least a minimum of the insurances or governmental self- insurances listed below and be responsible for all deductibles. All required insurance or self-insurance must:
 - a. Protect LRE and the State of Michigan from claims that may arise out of, are alleged to arise out of, or result from Grantee's or a subcontractor's performance;
 - b. Be primary and non-contributing to any comparable liability insurance (including self-insurance) carried by the state; and
 - c. Be provided by a company with an A.M. Best rating of "A-" or better and a financial size of VII or better.
- 2. Insurance Types
 - a. Commercial General Liability Insurance or Governmental Self- Insurance:
 - i. Occurrence form including premises/operations and blanket contractual liability and products and completed operations. Exception: Claims form is allowed if Grantee submits in writing that Provider's services under contract with LRE have been covered retroactively for all previous claims from periods that LRE has contracted with Provider. The coverage will be stipulated within Provider's current insurance Declaration page, a copy of which must be given to LRE.
 - ii. Minimum Limits: 1,000,000/occurrence, \$3,000,000/aggregate – Bodily Injury, Personal Injury, Property Damage: (Broad form).
 - iii. Grantee shall maintain through the term of this Agreement the appropriate comprehensive general liability and professional liability insurance. The Grantee will

list LRE as an additional insured on an excess liability policy for the term of the agreement instead and provide a Certificate as evidence.

- b. Workers' Compensation and Employers Liability Insurance or Governmental Self-Insurance: Coverage according to applicable laws governing work activities. Policies must include waiver of subrogation, except where waiver is prohibited by law.
 - i. Statutory Coverage
 - ii. Minimum Limits: Worker's Compensation Statutory
 - iii. Employer's Liability: \$500,000/occurrence
 - c. Professional Liability
 - i. Coverage to extend to all operations and all employees and shall include contractual liability.
 - ii. Minimum Limits: \$1,000,000/occurrence
 - iii. Employee Dishonesty, Forgery and Alterations Blanket or Individual Bond to cover all employees and/or positions that have access to cash, checks or financial records.
 - iv. Additional Insured: All Commercial General Liability Insurance, Umbrella/Excess Policies and Professional (Malpractice) Liability shall be endorsed to show LRE as additional insured.
 - v. Provision of Certificates: Certificates evidencing the above coverage with the minimum twenty (20) day cancellation clause shall be provided to LRE at the onset of this contract. If Grantee's insurance policies expire during the term of this contract, Grantee shall provide renewal certificates to LRE at least ten (10) days prior to the expiration date.
 - d. Privacy and Security Liability (Cyber Liability) Insurance: cover information security and privacy liability, privacy notification costs, regulatory defense and penalties, and website media content liability.
 - e. If Grantee will interact with children, schools, or the cognitively impaired, Grantee must maintain appropriate insurance coverage related to sexual abuse and molestation liability.
3. Require that subcontractors maintain the required insurances contained in this Section.
 4. This Section is not intended to and is not to be construed in any manner as waiving, restricting or limiting the liability of Grantee from any obligations under this Agreement.
 5. Each Party must promptly notify the other Party of any knowledge regarding an occurrence which the notifying Party reasonably believes may result in a claim against either Party. The Parties must cooperate with each other regarding such claim.

P. Criminal Background Check

1. Conduct or cause to be conducted a search that reveals information similar or substantially similar to information found on an Internet Criminal History Access Tool (ICHAT) check and a national and state sex offender registry check for each new employee, employee, subcontractor, subcontractor employee, or volunteer who under this Agreement works directly with clients or has access to client information.
 - a. ICHAT: <http://apps.michigan.gov/ichat>

- b. Michigan Public Sex Offender Registry: <http://www.mipsor.state.mi.us>
- c. National Sex Offender Registry: <http://www.nsopw.gov>
2. Conduct or cause to be conducted a Central Registry (CR) check for each new employee, employee, subcontractor, subcontractor employee, or volunteer who under this Agreement works directly with children.
 - a. Central Registry:
http://www.michigan.gov/mdhhs/0,5885,7-339-73971_7119_50648_48330---,00.html
3. Require each new employee, employee, subcontractor, subcontractor employee or volunteer who, under this Agreement, works directly with clients or who has access to client information to notify Grantee in writing of criminal convictions (felony or misdemeanor), pending felony charges, or placement on the Central Registry as a perpetrator, at hire or within 10 days of the event after hiring.
4. Determine whether to prohibit any employee, subcontractor, subcontractor employee, or volunteer from performing work directly with clients or accessing client information related to clients under this Agreement, based on the results of a positive ICHAT response or reported criminal felony conviction or perpetrator identification.
5. Determine whether to prohibit any employee, subcontractor, subcontractor employee or volunteer from performing work directly with children under this Agreement, based on the results of a positive Central Registry response or reported perpetrator identification.
6. Require any employee, subcontractor, subcontractor employee or volunteer who may have access to any databases of information maintained by the federal government that contain confidential or personal information, including but not limited to federal tax information, to have a fingerprint background check performed by the Michigan State Police.

II. Assurances

A. Compliance with Applicable Laws

Grantee will comply with applicable federal and state laws, guidelines, rules and regulations in carrying out the terms of this Agreement. Grantee will also comply with all applicable general administrative requirements, such as 2 CFR 200, covering cost principles, grant/agreement principles and audits, in carrying out the terms of this Agreement. Grantee will comply with all applicable requirements in the original grant awarded to LRE if Grantee is a subgrantee. LRE may determine that Grantee has not complied with applicable federal or state laws, guidelines, rules and regulations in carrying out the terms of this Agreement and may then terminate this Agreement under Part 2, Section V.

B. Anti-Lobbying Act

Grantee will comply with the Anti-Lobbying Act (31 U.S.C. 1352) as revised by the Lobbying Disclosure Act of 1995 (2 U.S.C. 1601 et seq.), Federal Acquisition Regulations 52.203.11 and 52.203.12, and Section 503 of LREs of Labor, Health & Human Services, and Education, and Related Agencies section of the current fiscal year Omnibus Consolidated Appropriations Act. Further, Grantee must require that the language of this assurance be included in the award documents of all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans and cooperative agreements) and that all subrecipients must certify and disclose accordingly.

C. Non-Discrimination

1. Grantee must comply with MDHHS's non-discrimination statement: The Michigan Department of Health and Human Services will not discriminate against any individual or group because of race, sex, religion, age, national origin, color, height, weight, marital status, gender identification or expression, sexual orientation, partisan considerations, or a disability or genetic information that is unrelated to the person's ability to perform the duties of a particular job or position. Grantee further agrees that every subcontract entered into for the performance of any contract or purchase order resulting therefrom, will contain a provision requiring non-discrimination in employment, activity delivery and access, as herein specified, binding upon each subcontractor. This covenant is required pursuant to the Elliot-Larsen Civil Rights Act (1976 PA 453, as amended; MCL 37.2101 et seq.) and the Persons with Disabilities Civil Rights Act (1976 PA 220, as amended; MCL 37.1101 et seq.), and any breach thereof may be regarded as a material breach of this Agreement.
2. Grantee will comply with all federal and state statutes relating to nondiscrimination. These include but are not limited to:
 - a. Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination based on race, color or national origin;
 - b. Title IX of the Education Amendments of 1972, as amended (20 U.S.C. 1681-1683, 1685-1686), which prohibits discrimination based on sex;
 - c. Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794), which prohibits discrimination based on disabilities;
 - d. The Age Discrimination Act of 1975, as amended (42 U.S.C. 6101-6107), which prohibits discrimination based on age;
 - e. The Drug Abuse Office and Treatment Act of 1972 (P.L. 92- 255), as amended, relating to nondiscrimination based on drug abuse;
 - f. The Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment, and Rehabilitation Act of 1970 (P.L. 91-616) as amended, relating to nondiscrimination based on alcohol abuse or alcoholism;
 - g. Sections 523 and 527 of the Public Health Service Act of 1944 (42 U.S.C. 290dd-2), as amended, relating to confidentiality of alcohol and drug abuse patient records;
 - h. Any other nondiscrimination provisions in the specific statute(s) under which application for federal assistance is being made; and,
 - i. The requirements of any other nondiscrimination statute(s) which may apply to the application.
3. Additionally, assurance is given to LRE that proactive efforts will be made to identify and encourage the participation of minority- owned and women-owned businesses, and businesses owned by persons with disabilities in contract solicitations. Grantee must include language in all contracts awarded under this Agreement which prohibits discrimination against minority-owned and women-owned businesses and businesses owned by persons with disabilities in subcontracting; and (2) makes discrimination a material breach of contract.

D. Debarment and Suspension

Grantee will comply with federal regulation 2 CFR 180 and certifies to the best of its knowledge and belief that it, its employees and its subcontractors:

1. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or contractor;
2. Have not within a five-year period preceding this Agreement been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) or private transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, receiving stolen property, making false claims, or obstruction of justice;
3. Are not presently indicted or otherwise criminally or civilly charged by a government entity (federal, state or local) with commission of any of the offenses enumerated in section 2;
4. Have not within a five-year period preceding this Agreement had one or more public transactions (federal, state or local) terminated for cause or default; and
5. Have not committed an act of so serious or compelling a nature that it affects the Grantee's present responsibilities.

E. Federal Requirement: Pro-Children Act

1. Grantee will comply with the Pro-Children Act of 1994 (P.L. 103- 227; 20 U.S.C. 6081, et seq.), which requires that smoking not be permitted in any portion of any indoor facility owned or leased or contracted by and used routinely or regularly for the provision of health, day care, early childhood development activities, education or library activities to children under the age of 18, if the activities are funded by federal programs either directly or through state or local governments, by federal grant, contract, loan or loan guarantee. The law also applies to children's activities that are provided in indoor facilities that are constructed, operated, or maintained with such federal funds. The law does not apply to children's activities provided in private residences; portions of facilities used for inpatient drug or alcohol treatment; activity providers whose sole source of applicable federal funds is Medicare or Medicaid; or facilities where Women, Infants, and Children (WIC) coupons are redeemed. Failure to comply with the provisions of the law may result in the imposition of a civil monetary penalty of up to \$1,000 for each violation and/or the imposition of an administrative compliance order on the responsible entity. The Grantee also assures that this language will be included in any subawards which contain provisions for children's activities.
2. Grantee also assures, in addition to compliance with P.L. 103-227, any activity funded in whole or in part through this Agreement will be delivered in a smoke-free facility or environment. Smoking must not be permitted anywhere in the facility, or those parts of the facility under the control of Grantee. If activities are delivered in facilities or areas that are not under the control of Grantee (e.g., a mall, restaurant or private work site), the activities must be smoke-free.

F. Hatch Act and Intergovernmental Personnel Act

Grantee will comply with the Hatch Act (5 U.S.C. 1501-1508, 5 U.S.C. 7321-7326), and the Intergovernmental Personnel Act of 1970 (P.L. 91-648) as amended by Title VI of the Civil Service Reform Act of 1978 (P.L. 95-454). Federal funds cannot be used for partisan political purposes of any kind by any person or organization involved in the administration of federally assisted programs.

G. Employee Whistleblower Protections

Grantee will comply with 41 U.S.C. 4712 and must insert this clause in all subcontracts.

H. Clean Air Act and Federal Water Pollution Control Act

Grantee will comply with the Clean Air Act (42 U.S.C. 7401-7671(q)) and the Federal Water Pollution Control Act (33 U.S.C. 1251-1388), as amended. This Agreement and anyone working on this Agreement will be subject to the Clean Air Act and Federal Water Pollution Control Act and must comply with all applicable standards, orders or regulations issued pursuant to these Acts. Violations must be reported to LRE.

I. Victims of Trafficking and Violence Protection Act

Grantee will comply with the Victims of Trafficking and Violence Protection Act of 2000 (P.L. 106-386), as amended.

This Agreement and anyone working on this Agreement will be subject to P.L. 106-386 and must comply with all applicable standards, orders or regulations issued pursuant to this Act. Violations must be reported to LRE.

J. Procurement of Recovered Materials

Grantee will comply with section 6002 of the Solid Waste Disposal Act of 1965 (P.L. 89-272), as amended.

This Agreement and anyone working on this Agreement will be subject to section 6002 of P.L. 89-272, as amended, and must comply with all applicable standards, orders or regulations issued pursuant to this act. Violations must be reported to the Department.

K. Subcontracts

For any subcontracted activity or product, Grantee will ensure:

1. That a written subcontract is executed by all affected parties prior to the initiation of any new subcontract activity or delivery of any subcontracted product. Exceptions to this policy may be granted by LRE if Grantee asks LRE in writing within 30 days of execution of the Agreement.
2. That any executed subcontract to this Agreement must require the subcontractor to comply with all applicable terms and conditions of this Agreement. In the event of a conflict between this Agreement and the provisions of the subcontract, the provisions of this Agreement shall prevail. A conflict between this Agreement and a subcontract, however, will not be deemed to exist where the subcontract:
 - a. Contains additional non-conflicting provisions not set forth in this Agreement;
 - b. Requires the subcontractor to perform duties and/or activities in less time than that afforded the Grantee in this Agreement.
3. That the subcontract does not affect Grantee's accountability to LRE for the subcontracted activity.
4. That any billing or request for reimbursement for subcontract costs is supported by a valid subcontract and adequate source documentation on costs and activities.
5. That Grantee will submit a copy of the executed subcontract if requested by LRE.

L. Procurement

1. Grantee will ensure that all purchase transactions, whether negotiated or advertised, are conducted openly and competitively in accordance with the principles and requirements of 2 CFR 200.
2. Funding from this Agreement must not be used for the purchase of foreign goods or services.
3. Preference must be given to goods and services manufactured or provided by Michigan businesses, if they are competitively priced and of comparable quality.
4. Preference must be given to goods and services that are manufactured or provided by Michigan businesses owned and operated by veterans, if they are competitively priced and of comparable quality.
5. Records must be sufficient to document the significant history of all purchases and must be maintained for a minimum of four years after the end of the Agreement period.

M. Health Insurance Portability and Accountability Act

To the extent that the Health Insurance Portability and Accountability Act (HIPAA) is applicable to Grantee under this Agreement, Grantee assures that it is in compliance with requirements of HIPAA including the following:

1. Grantee must not share any protected health information provided by LRE that is covered by HIPAA except as permitted or required by applicable law, or to a subcontractor as appropriate under this Agreement.
2. Grantee will ensure that any subcontractor will have the same obligations as Grantee not to share any protected health data and information from LRE that falls under HIPAA requirements in the terms and conditions of the subcontract.
3. Grantee must only use the protected health data and information for the purposes of this Agreement.
4. Grantee must have written policies and procedures addressing the use of protected health data and information that falls under the HIPAA requirements. The policies and procedures must meet all applicable federal and state requirements including the HIPAA regulations. These policies and procedures must include restricting access to the protected health data and information by the Grantee's employees.
5. Grantee must have a policy and procedure to immediately report to LRE any suspected or confirmed unauthorized use or disclosure of protected health information that falls under the HIPAA requirements of which the Grantee becomes aware. Grantee will work with LRE to mitigate the breach and will provide assurances to LRE of corrective actions to prevent further unauthorized uses or disclosures. LRE may demand specific corrective actions and assurances and the Grantee must provide the same to LRE.
6. In accordance with HIPAA requirements, Grantee is liable for any claim, loss or damage relating to unauthorized use or disclosure of protected health data and information, including without limitation LRE's costs in responding to a breach, received by Grantee from LRE or any other source.
7. Grantee will enter into a business associate agreement should LRE determine such an agreement is required under HIPAA.
8. Failure to comply with any requirements in this section may result in the termination of this Agreement in accordance with Part 2, Section V.

N. Website Incorporation

LRE is not bound by any content on Grantee's website or other internet communication platforms or technologies, unless expressly incorporated directly into this Agreement. LRE is not bound by any end user license agreement or terms of use unless specifically incorporated in this Agreement or any other agreement signed by LRE. Grantee must not refer to LRE on the Grantee's website or other internet communication platforms or technologies without the prior written approval of LRE.

O. Survival

The provisions of this Agreement that impose continuing obligations will survive the expiration or termination of this Agreement.

P. Non-Disclosure of Confidential Information

1. Grantee agrees that it will use confidential information solely for the purpose of this Agreement. Grantee agrees to hold all confidential information in strict confidence and not to copy, reproduce, sell, transfer or otherwise dispose of, give or disclose such confidential information to third parties other than employees, agents, or subcontractors of a party who have a need to know in connection with this Agreement or to use such confidential information for any purpose whatsoever other than the performance of this Agreement. Grantee must take all reasonable precautions to safeguard the confidential information. These precautions must be at least as great as the precautions Grantee takes to protect its own confidential or proprietary information.

2. Meaning of Confidential Information

For the purpose of this Agreement the term "Confidential Information" means all information and documentation that:

- a. Has been marked "confidential" or with words of similar meaning, at the time of disclosure by such party;
- b. If disclosed orally or not marked "confidential" or with words of similar meaning, was subsequently summarized in writing by the disclosing party and marked "confidential" or with words of similar meaning;
- c. Should reasonably be recognized as confidential information of the disclosing party;
- d. Is unpublished or not available to the general public; or
- e. Is designated by law as confidential.

3. The term "confidential information" does not include any information or documentation that was:

- a. Subject to disclosure under the Michigan Freedom of Information Act (FOIA);
- b. Already in the possession of the receiving party without an obligation of confidentiality;
- c. Developed independently by the receiving party, as demonstrated by the receiving party, without violating the disclosing party's proprietary rights;
- d. Obtained from a source other than the disclosing party without an obligation of confidentiality; or

- e. Publicly available when received or thereafter became publicly available (other than through an unauthorized disclosure by, through or on behalf of, the receiving party).
4. Grantee must notify LRE within one business day after discovering any unauthorized use or disclosure of Confidential Information. Grantee will cooperate with LRE in every way possible to regain possession of the Confidential Information and prevent further unauthorized use or disclosure.

Q. Cap on Salaries

None of the funds awarded to Grantee through this Agreement will be used to pay, either through a grant or other external mechanism, the salary of an individual at a rate in excess of Executive Level II. The current rates of pay for the Executive Schedule are located on the United States Office of Personnel Management web site, <http://www.opm.gov>, by navigating to Policy — Pay & Leave — Salaries & Wages. The salary rate limitation does not restrict the salary that a Grantee may pay an individual under its employment; rather, it merely limits the portion of that salary that may be paid with funds from this Agreement.

III. Financial Requirements

A. Operating Advance

An operating advance may be requested by Grantee to assist with program operations. The request should be addressed to the Finance Contact identified in Part 1, Section VIII. The operating advance will be administered as follows:

1. The operating advance amount requested must be reasonable in relation to factors including but not limited to program requirements, the period of the Agreement, and the financial obligation. The advance must not exceed 16.67 percent of operating expenses. Operating advances will be monitored and adjusted by LRE relative to the Agreement amount.
2. The operating advance must be recorded as an account payable liability to LRE in Grantee's financial records. The operating advance payable liability must remain in Grantee's financial records until fully recovered by LRE.
3. The reimbursement for actual expenditures by LRE should be used by Grantee to replenish the operating advance used for program operations.

B. Reimbursement Method

Grantee will be paid for allowable expenditures incurred by Grantee, submitted for reimbursement on the FSRs and approved by LRE. Reimbursement from LRE is based on the understanding that grant funds will be paid up to the total allocation as agreed to in the approved budget. Grant funds are the first source after the application of fees and earmarked sources unless a specific local match condition exists.

C. Financial Status Report Submission

Schedule of Financial Status Report (FSR) is outlined in **Exhibit B – Grant Reporting Requirements**.

Grantee representative who submits the FSR is certifying to the best of their knowledge and belief that the report is true, complete and accurate and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of this Agreement. The individual submitting the FSR should be aware that any false, fictitious or fraudulent information, or the omission of any material facts, may subject them to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise.

D. Unobligated Funds

Any unobligated balance of funds held by Grantee at the end of the Agreement period will be returned to LRE within 30 days of the end of the Agreement or treated in accordance with instructions provided by LRE.

E. Indirect Costs

Grantee may use an approved federal or state indirect rate in their budget calculations and financial status reporting. If Grantee does not have an existing approved federal or state indirect rate, they may use a 10% de minimis rate in accordance with 2 CFR 200 to recover their indirect costs. Governmental Grantees with an existing cost allocation plan may budget accordingly in lieu of an indirect cost rate. Non-governmental Grantees may use a cost allocation plan only if the plan was in place prior to December 26, 2014.

F. Distribution of Public Act 2 (PA 2 Liquor Tax) Funds

Public Act 2 (PA2) Liquor Tax funds will be approved for distribution by the Entity SUD Oversight Policy Board. PA2 funds shall be used exclusively in the county from which they were derived. Any surpluses must be sent back to the LRE to administer and use in accordance with the law and at the direction of the Substance Use Disorder (SUD) Oversight Policy Board (OPB).

G. PA2 Funding Requirements

Funding which contains state convention facility development act dollars as outlined in Public Act 206 of 1893 (MCL 211.24e(11)), also known as "PA 2 Funds" for the prevention and treatment of substance use disorders are to be used in the Counties from which the PA 2 Funds originated. Prevention, treatment, and recovery is defined in the Mental Health Code Act 258 of 1974:

1. "Substance use disorder prevention services" means services that are intended to reduce the consequences of substance use disorders in communities by preventing or delaying the onset of substance abuse and that are intended to reduce the progression of substance use disorders in individuals. Substance use disorder prevention is an ordered set of steps that promotes individual, family, and community health, prevents mental and behavioral disorders, supports resilience and recovery, and reinforces treatment principles to prevent relapse. MCL 330.1100d(13)
2. "Substance use disorder treatment and rehabilitation services are "identifiable recovery-oriented services including: (a) early intervention and crisis intervention counseling services for individuals who are current or former individuals with substance use disorder, (b) referral services for individuals with substance use disorder, their families, and the general public, and (c) planned treatment services, including chemotherapy, counseling, or rehabilitation for individuals physiologically or psychologically dependent upon or abusing alcohol or drugs." MCL 330.1100d(14)."
3. "Recovery is defined as "a highly individualized process of healing and transformation where the individual gains control over his or her life. Related services include recovery management, recovery support services, recovery houses or transitional living programs, and relapse prevention. Recovery involves the development of a new meaning, purpose, and

growing beyond the impact of addiction or a diagnosis. Recovery may include the pursuit of spiritual, emotional, mental, or physical well-being. MCL 330.1100c(15)".

IV. Agreement Termination

This Agreement may be terminated without further liability or penalty to LRE for any of the following reasons:

- A. By either party by giving 30 days written notice to the other party stating the reasons for termination and the effective date.
- B. Upon written notice by either party by failure of the other party to carry out the terms and conditions of this Agreement, provided the alleged defaulting party is given notice of the alleged breach and fails to cure the default within a reasonable period of time, as agreed by the parties.
- C. Immediately if Grantee or an official of Grantee or an owner is convicted of any activity referenced in Part 2 Section III. D. of this Agreement during the term of this Agreement or any extension thereof.

V. Stop Work Order

LRE may suspend any or all activities under this Agreement at any time. LRE will provide Grantee with a written stop work order detailing the suspension. Grantee must comply with the stop work order upon receipt. LRE will not pay for activities, Grantee's incurred expenses or financial losses, or any additional compensation during a stop work period.

VI. Final Reporting Upon Termination

Should this Agreement be terminated by either party, within 30 days after the termination, regardless of the cause of such termination of this Agreement, Grantee must provide LRE with all financial, performance and other reports required as a condition of this Agreement. LRE will make payments to Grantee for allowable reimbursable costs not covered by previous payments or other state or federal programs. Grantee must immediately refund to LRE any funds not authorized for use and any payments or funds advanced to Grantee in excess of allowable reimbursable expenditures.

VII. Severability

If any part of this Agreement is held invalid or unenforceable by any court of competent jurisdiction, that part will be deemed deleted from this Agreement and the severed part will be replaced by agreed upon language that achieves the same or similar objectives. The remaining parts of the Agreement will continue in full force and effect.

VIII. Waiver

Failure by LRE to enforce any provision of this Agreement will not constitute a waiver of LRE's right to enforce any other provision of this Agreement.

IX. Amendments

Any changes to this Agreement will be valid only if made in writing and executed by all parties through an amendment to this Agreement. Any change proposed by Grantee which would affect LRE funding of any project must be submitted in writing to LRE immediately upon determining the need for such change. LRE has discretion to approve or deny the amendment request. Grantee must, upon request of LRE and receipt of a proposed amendment, amend this Agreement.

X. Liability

Grantee assumes all liability to third parties, loss, or damage because of claims, demands, costs, or judgments arising out of activities, such as but not limited to direct activity delivery, to be carried out by Grantee in the performance of this Agreement, under the following conditions:

- A. The liability, loss, or damage is caused by, or arises out of, the actions of or failure to act on the part of Grantee, any of its subcontractors, or anyone directly or indirectly employed by Grantee.
- B. Nothing herein will be construed as a waiver of any governmental immunity that has been provided to the Grantee or its employees by statute or court decisions.

LRE is not liable for consequential, incidental, indirect or special damages, regardless of the nature of the action.

XI. State of Michigan Agreement

This Agreement is governed, construed, and enforced in accordance with the laws of the State of Michigan, excluding choice-of-law principles, and all claims relating to or arising out of this Agreement are governed by the laws of the State of Michigan, excluding choice-of-law principles. Any dispute arising from this Agreement must be resolved in the Michigan Court of Claims. Grantee waives any objections, such as lack of personal jurisdiction or forum non conveniens. Grantee must appoint an agent in Michigan to receive service of process.

EXHIBIT A - GRANT SUB-RECIPIENT AWARD

SUBRECIPIENT ("Grantee") NAME: Ottawa County Department of Public Health

Grant Name: Substance Use and Gambling Services, ARPA – 2024	
Contract Term:	October 1 st , 2023 - September 30 th , 2024
Total Contract Award:	\$8,810

Grant Project Title	Direct Cost Allocation	Indirect Cost Allocation	Total Project Allocation
Prevention 3 ARPA	\$8,810	\$0	\$8,810

Compliance with 2 CFR 200.332 (a) (1) – Requirements for pass-through entities:

Grant Name: Substance Use and Gambling Services, ARPA – 2024	
Type of Project:	Not Research and Development
Federal Agency Name: <small>[Federal Grantor]</small>	Department of Health and Human Services
Federal Agency Office:	Substance Abuse and Mental Health Services Administration
Pass-Through Agency Name:	Michigan Department of Health and Human Services
Program Award: <small>[Total Amount of Federal Funds Obligated to the subrecipient by the pass-through entity including the current financial obligation;]</small>	\$8,810
Total Funds Obligated to Subrecipient: <small>[Total Amount of the Federal Award committed to the subrecipient by the pass-through entity;]</small>	\$8,810

Grant Project Title	Subaward Period of Performance / Subaward Budget Period	Assistance Listings #:	Assistance Listings Title:	Award #	Award Title	Federal Award ID # (FAIN)	Federal Award Date
- Prevention 3 ARPA - Treatment 3 ARPA	10/1/2023 – 9/30/2024	93.959	Block Grant for Prevention & Treatment of Substance Abuse	252553	SUB ABUSE PREV COVID CRF GRANT	808TI083947	5/17/2021

EXHIBIT B - GRANT REPORTING REQUIREMENTS

The GRANTEE must provide the following reports to LRE as listed below.

All dates are subject to change based on State and Federal requirements. LRE will issue a letter of Change Notice when reporting due dates are revised, and GRANTEE shall be bound by the new date.

FINANCIAL GRANT REPORTING SCHEDULE

All Finance Reports should be submitted to the LRE Grant Financial Reporting SharePoint site:

[LRE Grant Financial Reporting Site \(SharePoint\)](#)

Due Date	Report Title	Frequency	Report Period
15 th day after end of month	Grant Financial Status Report (FSR), for each Grant Project	Monthly	Previous Month
Jan 23	Grant Amendment Request (project or budget changes)	Annual	Oct 1 - Sep 30
Feb 14	Legislative Report/Section 904	Annual	Oct 1 - Sep 30
Mar 18	Maintenance of Effort (MOE) Report	Annual	Oct 1 - Sep 30
April 30	Grant Amendment Request - Final (project or budget changes)	Annual	Oct 1 - Sep 30
Nov 18	Grant FSR- Final, for each Grant Project	Annual	Oct 1 - Sep 30
TBD	FY25 Initial Budget, for each grant project	Annual	Oct 1 - Sep 30
TBD	Grant Lapse Estimates/Obligation Report	Annual	Oct 1 - Sep 30

NON-FINANCIAL GRANT REPORTING

Non-Financial Grant Reports are to be submitted to the LRE Grant Project Reporting Contacts listed below:

Grant Project Name	LRE Grant Project Reporting Contact Name	LRE Grant Reporting Contact Email
Substance Use and Gambling Services (SUGS) 2024		
Michigan Gambling Disorder Prevention Project	Stephanie VanDerKooi	stephaniev@lsre.org
Prevention	Amy Embury	amye@lsre.org
State Disability Assistance	Amanda Tarantowski	amandat@lsre.org
State Opioid Response 3	Treatment: Amanda Tarantowski Prevention: Amy Embury	amandat@lsre.org amye@lsre.org
Substance Use Disorder Administration	Amanda Tarantowski	amandat@lsre.org
Substance Use Disorder Services – Tobacco II	Amy Embury	amye@lsre.org
Treatment and Access Management	Amanda Tarantowski	amandat@lsre.org
Women's Specialty Services	Amanda Tarantowski	amandat@lsre.org

EXHIBIT B

COVID19 Substance Use and Gambling Services (CSUGS) 2024		
Prevention 3 ARPA	Amy Embury	amye@lsre.org
Prevention II COVID	Amy Embury	amye@lsre.org
Administration II COVID	Amanda Tarantowski	amandat@lsre.org
Treatment 3 ARPA	Amanda Tarantowski	amandat@lsre.org
Treatment II COVID	Amanda Tarantowski	amandat@lsre.org
Women’s Specialty Services II COVID	Amanda Tarantowski	amandat@lsre.org
Comprehensive Services for Behavioral Health (CSBH) 2024		
Behavioral Health Services for Native Americans	Amanda Tarantowski	amandat@lsre.org
Clubhouse Engagement	Melanie Misiuk CC: Stephanie VanDerKooi	melaniem@lsre.org CC: stephaniev@lsre.org
Hispanic Behavioral Health Services	Stephanie VanDerKooi	stephaniev@lsre.org
Peer Driven Tobacco Cessation	Amy Embury	amye@lsre.org

NON-FINANCIAL GRANT REPORTS

Due Date	Report Title	Frequency	Report Period
10 th day of the month following end of quarter	Quarterly Workplan/Narrative Report, for each Grant Project	Quarterly	Previous Quarter
SOR 3 ONLY			
5 th day following end of the month	SOR3 Grant Narrative Report (SOR3 Grant Recipients only)	Monthly	Previous Month
<p>The following reports are required for Grantees contracted for the following Grant Projects: SUGS – Prevention, Substance Use Disorder Administration, Treatment and Access Management, Women’s Specialty Services (WSS) CSUGS – Prevention 3 APRA, Prevention II COVID, Administration II COVID, Treatment 3 ARPA, Treatment II COVID, Women’s Specialty Services (WSS) II COVID</p>			
20 th day following end of quarter	Child Referral Report (WSS)	Quarterly	Previous Quarter
25 th day following end of month	Priority Population Waiting List Deficiencies Report	Monthly	Previous month
25 th day following end of month	Injecting Drug Users 90% Capacity Treatment Report	Quarterly	Previous Quarter
Nov 15	Communicable Disease Report	Annual	Oct 1- Sep 30
Nov 15	Annual Women’s Specialty Services (WSS) Report	Annual	Oct 1- Sep 30
Apr 10	WSS Mid-Year Status Report	Annual	Oct 1- Mar 31
August 1	Charitable Choice Report	Annual	Previous Year
TBD	SYNAR Coverage Study Canvassing Forms	TBD	TBD

Action Request

Electronic Submission – Contract # 2161



Committee: FINANCE AND ADMINISTRATION

Meeting Date: 12/5/2023

Vendor/3rd Party: KENT COUNTY

Requesting Department: DEPARTMENT OF STRATEGIC IMPACT

Submitted By: BECKY HUTTENGA

Agenda Item: AGREEMENT FOR PROGRAM SERVICES WITH KENT COUNTY

Suggested Motion:

To recommend and forward to the Board of Commissioner an Agreement for Program Services with Kent County to undertake the grant tasks defined for the Land Transfer Navigators program.

Summary of Request:

To help build the capacity of agricultural land protection entities to assist landowners with transfer and succession in a way that keeps farmland in farming and creates new land access opportunities for next generation producers, American Farmland Trust (AFT), in partnership with USDA-NRCS, has launched the Land Transfer Navigator (LTN) program. To support retiring landowners and the next generation of farmers and ranchers, the program will grow the capacity and skills of agricultural land protection professionals (Navigators) from across the country to dramatically increase the transfer of farm and ranch lands to the next generation of farmers and ranchers.

Eligible entities for LTN include Purchase of Development Rights programs from across the U.S. that hold easements on land protected through USDA's Farm and Ranch Lands Protection Program (FRPP), the predecessor program to the Agricultural Conservation Easement Program-Agricultural Land Easements (ACEP-ALE). Kent County is an eligible entity, but lacks the programmatic capacity to execute the grants tasks. Conversely, Ottawa County is not an eligible entity (because we only hold ACEP easements, not FRPP easements), but we do have the programmatic capacity to perform the grant work. Kent and Ottawa Counties made a proposal to AFT: for Kent to accept the grant agreement as an eligible entity and pass the funds through to Ottawa County, who would perform the grant tasks. AFT approved this arrangement, so the Agreement for Program Services between Kent and Ottawa Counties was developed and is before you today for approval.

The LTN grant awards \$104,200 over 4 years to complete the grant tasks shown in Exhibit A of the Agreement and requires a total of \$52,000 of matching funds, over those 4 years. Exhibit B shows a projection of the potential match funds and sources, which can be in the form of in-kind match personnel time that is currently budgeted for. The Department of Strategic Impact also has funds budgeted that could be used in the event of cash match needs, as noted in Exhibit B. A budget adjustment for the \$104,200 is in the approval process.

The Service Agreement signed by Kent County is expected by December 7, 2023, in time for inclusion with the packet for the full board.

Financial Information:

Total Cost: \$156,200.00

General Fund Cost: \$52,000.00

Included in Budget: Yes

If not included in Budget, recommended funding source:

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

Action is Related to Strategic Plan:

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

Administration:

Recommended by County Administrator:

12/1/2023 11:19:10 AM

Committee/Governing/Advisory Board Approval Date: 12/5/2023

AGREEMENT FOR PROGRAM MANAGEMENT SERVICES

This agreement (hereafter “Agreement”) is made as of _____, 2023, by and between the **COUNTY of OTTAWA**, whose address 12220 Fillmore Street, West Olive, MI 49460 (hereafter “Ottawa”) and the **COUNTY of KENT**, whose address is 300 Monroe Avenue NW, Grand Rapids, MI 49503 (hereafter “Kent”), with reference to the following facts and circumstances:

Recitals

- A. **WHEREAS** Kent has entered into a Memorandum of Understanding with the American Farmland Trust (AFT) to accept funding for activities to support transfer and access on agricultural lands as described in Exhibit A; and
- B. **WHEREAS** Kent does not have staff available to conduct these activities, and desires to pass such funding through to Ottawa and to engage Ottawa to execute such activities; and
- C. **WHEREAS** Ottawa has the capacity to provide program management services to Kent for these activities, which also support current programmatic goals identified by and for Ottawa; and
- D. **WHEREAS** 1951 P.A. 35 authorizes intergovernmental contracts between municipal corporations; and
- E. **WHEREAS** 1967 P.A. 7 provides for interlocal public agency agreements.

NOW, THEREFORE, in consideration of the mutual promises and representations, set forth in this Agreement, and for other good and valuable consideration, the receipt and adequacy of which is hereby acknowledged, Ottawa and Kent agree as follows:

- 1. **Services:** In order to achieve the goals and deliverables set forth in Exhibit A, Ottawa accepts all stated responsibilities (Section 2, Exhibit A) to produce the work product(s) (Section 8, Exhibit A) identified therein on behalf of Kent, unless otherwise modified in accordance with Section 1 of Exhibit A.
- 2. **Modification:** This Agreement shall at all times be consistent with and reflect the terms of Exhibit A. Any modifications to Exhibit A agreed upon in writing by Kent and AFT will also require a mutual written agreement between Kent and Ottawa per Section 8C of this Agreement to be enforceable under this Agreement.
- 3. **Compensation and Matching Funds:** Kent agrees to make payment of all compensation stated under Sections 5 and 6 of Exhibit A to Ottawa within 30 days of receipt of such funds. Ottawa further agrees to generate and document matching funds in accordance with Section 7 of Exhibit A and in form substantially similar to Exhibit B.
- 4. **Accounting:** To facilitate the purposes of this Agreement, both parties authorize Kent to document the transfer of funds under this Agreement and otherwise prescribe the accounting and auditing requirements for fulfilling the purposes of this Agreement.

5. **Independent Contractor:** At all times and for all purposes under this Agreement, the relationship of Ottawa and Kent shall be that of an independent contractor.
6. **Indemnification and Hold Harmless:** Each party shall indemnify and hold the other party harmless from claims, which are the result of an alleged error, mistake, negligence or intentional act or omission of the other party, its officers, employees, agents and assigns.
7. **Term:** This agreement is effective as of the date first appearing above and shall remain in effect until no later than October 31, 2027 or as modified between Kent and American Farmland Trust per Section 1 of Exhibit A.
8. **Miscellaneous:**
 - A. **Section Headings.** The headings of the several sections shall be solely for convenience of reference and shall not affect the meaning, construction or effect hereof.
 - B. **Severability.** If any one or more of the provisions contained in this Agreement shall for any reason be held to be invalid, illegal or unenforceable in any respect, then such provision or provisions shall be deemed severable from the remaining provisions hereof, and such invalidity, illegality or unenforceability shall not affect any other provision hereof, and this Agreement shall be construed as if such invalid, illegal or unenforceable provision had never been contained herein.
 - C. **Entire Agreement and Amendment.** In conjunction with matters considered herein, this Agreement contains the entire understanding and agreement of the parties and there have been no promises, representations, agreements, warranties or undertakings by any of the parties, either oral or written, of any character or nature hereafter binding except as set forth herein. This Agreement may be altered, amended or modified only by an instrument in writing, executed by the parties to this Agreement and by no other means. Each party waives their future right to claim, contest or assert that this Agreement was modified, canceled, superseded or changed by any oral agreements, course of conduct, waiver or estoppel.
 - D. **Successors and Assigns.** All representations, covenants and warranties set forth in the Agreement by or on behalf of, or for the benefit of any or all of the parties hereto, shall be binding upon and inure to the benefit of such party, its successors and assigns.
 - E. **Terms and Conditions.** The terms and conditions used in this Agreement shall be given their common and ordinary definition and will not be construed against either party.
 - F. **Execution of Counterparts.** This Agreement may be executed in any number of counterparts and each such counterparts shall for all purposes be deemed to be an original; and all such counterparts, or as many of them as the parties shall preserve undestroyed, shall together constitute one and the same instrument.

In witness whereof the parties have executed this Agreement as of the effective date set forth herein.

County of Kent:

By: _____

Its: _____

By: _____

Its: _____

County of Ottawa

By: _____
Joe Moss, Chairperson

By: _____
Justin F. Roebuck, County Clerk



Land Transfer Navigators Program Supporting Transfer and Access on Agricultural Lands MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding ("MOU") dated **October 16, 2023**, sets forth the mutual understanding between American Farmland Trust, a District of Columbia nonprofit corporation having an address at 1150 Connecticut Avenue NW, Suite 600, Washington, DC 20036 ("AFT"), and County of Kent ("Navigator").

AFT is initiating this MOU as part of its [Land Transfer Navigators Program](#). This MOU establishes a framework for cooperation and collaboration.

1. Term

The term of this MOU shall be from November 1, 2023, to October 31, 2024. The term of the MOU shall automatically renew on an annual basis unless either party provides written notice of termination by October 31 of any year during the then current term of the MOU, provided however that in no event shall this MOU automatically renew after October 31, 2027. On an annual basis, AFT and the Navigator organization will review the Deliverables Information Checklist (listed below) to ensure the deliverables have been met. AFT may choose not to renew the MOU if deliverables have not been met and may terminate the MOU with prior written notice to the Navigator should the Navigator otherwise fail to abide by the terms of this MOU. The Navigator organization may notify AFT at the end of any year that it is unable or uninterested in continuing to serve as a Navigator, in which case this MOU shall be terminated.

2. Responsibilities of Navigator Organizations

During the term of this agreement, selected Navigator organizations will:

- Commit to participate in the *Land Transfer Navigator Program* for four years beginning November 2023 and ending October 2027 (subject to the termination provisions above).
- Dedicate participating staff to attend all training and networking activities that include:
 - A virtual kick-off meeting on November 14, 2023, from 1:00 – 3:00 p.m. EDT.
 - A 2-3-day in-person training held annually. The first is scheduled for January 29 – 31, 2024 in Savannah, Georgia. As a national program, the training location will move from year to year.
 - Up to 10, 2-hour virtual engagements annually for additional training, networking, and peer-to-peer learning.
- Develop a *Land Transfer Navigator Action Plan* describing actions the entity and participating staff will take to promote farm and ranch transfer and succession strategies with producers and landowners, including land access opportunities for next generation farmers and ranchers.
- Deliver information, direct technical assistance, and/or coaching to 120 farmers, ranchers and/or landowners over four years in support of the program goal to increase the transfer of farm and ranch land to the next generation of producers. This number can include people with whom the organization is already working to support.
- Participate in all program evaluation components. The evaluation will include Action Plan check-ins, pre- and post-training surveys throughout the course of the project, as well as participation in interview sessions with AFT program staff and consultants.



Land Transfer Navigators Program Supporting Transfer and Access on Agricultural Lands MEMORANDUM OF UNDERSTANDING

Please see the “Deliverables Information Checklist” on page 4 for more information.

4. Participating Staff Contact Information

Please identify the primary staff member who will participate in all program components. If the individual affiliated with the completion of this project within the Navigator organization is no longer able to complete the required deliverables, the organization will identify a successor within the organization to take on the responsibilities of the MOU.

Primary Individual Affiliated with Navigator Deliverables: _____ [STAFF NAME]

5. Compensation

Navigator organizations will receive \$25,000 per year for four years (\$100,000 total) for activities listed in #2 above, “Responsibilities of Navigators”. The yearly compensation will be paid in two equal amounts. During the term of this MOU, the first annual payment will be made within 60 days of November 1 and the second payment will be processed on May 15 of each year provided Navigator organization has completed, or is making progress towards completion, of the Deliverables and the in-kind match requirements on a timely basis.

Funding for this project is provided through USDA and this Agreement is subject to availability of funds from USDA. A federal government shutdown may result in a delay in AFT’s ability to disburse grant funds on the schedule above. In such event, disbursement will be made when funds become available.

Navigator organizations shall be solely responsible for paying such federal, state and local income, social security, withholding or other taxes, assessments or contributions required in connection with these payments.

Compensation is per organization and not per staff member participating. Organizations wishing to divide Navigator responsibilities among multiple staff will be permitted to do so with prior approval from AFT. Additional staff participation beyond the awarded amount to the Navigator organization will be at the expense of the organization; however, additional staff participation will count toward the organization’s match requirement and is welcomed for all virtual trainings. (See 7. In-Kind Match for more information)

Navigators will be required to complete all deliverables contained in the Deliverables Information Checklist.

6. Travel Reimbursement

In addition to the \$25,000-year award, each entity is allotted a travel budget of \$4,200 total **to use during the four years of program participation** for travel-related expenses. Expenses may include travel to the annual in-person training or any activities listed in the Navigator’s Action Plan, including direct technical assistance to farmers and landowners or engagement with other peer professionals. Hotel accommodation and food, once at the annual in-person meeting, will be provided by AFT.



Land Transfer Navigators Program Supporting Transfer and Access on Agricultural Lands MEMORANDUM OF UNDERSTANDING

Please note, that payment of travel funds will be reimbursed to the Navigator organization by AFT, unless otherwise pre-arranged. Reimbursement is dependent on proper expense tracking and submission of receipts.

Additional staff (those not designated as primary staff in this MOU) may be permitted to attend the in-person training at the expense of the partnering organization, pending space availability and advance approval from AFT.

7. In-kind match

Awarded entities must provide documentation of an in-kind match totaling \$52,000 over the course of the four-year program (see Deliverables Information Checklist below). The in-kind match includes activities conducted by the Navigator organization beyond the annual award or travel reimbursement. Projected eligible activities must be documented in the Action Plan and reviewed annually with AFT.

- *Examples of activities that qualify for the match include but are not limited to:*
 - Staff time on Land Transfer Navigator program activities
 - Expenses affiliated with hosting a relevant workshop for farmers and landowners (e.g., printing, mileage, supplies, catering, meeting room rental)
 - Speaker or consultant fees to enlist an outside expert
 - Additional mileage to travel to meetings with farmers and landowners
 - Fees for participation in an event at which project goals identified in the Action Plan are promoted
 - Additional staff participation in Land Transfer Navigator training and networking events
 - Costs associated with the purchase or donation of a conservation easement on agricultural land that is supporting a land transfer (excluding those costs covered through federal funds)
- Federal funding sources DO NOT qualify as part of the in-kind match.

8. Work Product

AFT and Navigators may duplicate and distribute copies of any and all written, electronic, audio, and visual materials produced by AFT in the performance of this MOU. However, all written work, data, analysis, reports, graphics, documentation, and materials generated by AFT pursuant to this MOU (collectively, the "Work Product") shall be the sole and exclusive property of AFT, and all original documents, exhibits, samples or other materials provided by AFT to the Navigator in connection with the services provided under this MOU shall remain the property of AFT and shall be returned to AFT immediately upon request.



Land Transfer Navigators Program Supporting Transfer and Access on Agricultural Lands MEMORANDUM OF UNDERSTANDING

Deliverables Information Checklist

Upon Annual review, met deliverables will be checked and signed off by both organizations.

Year	Deliverables	Deliverables complete
Year 1 10/1/23 – 9/30/24	<ul style="list-style-type: none"> <input type="checkbox"/> Return signed MOU and W9 (October 2023) <input type="checkbox"/> Name staff to be Navigator contact (October 2023) <input type="checkbox"/> Complete pre-training survey (November 2023) <input type="checkbox"/> Attend virtual kick-off meeting (November 2023) <input type="checkbox"/> Attend in-person training anticipated for 2-3 days (January 2024) <input type="checkbox"/> Develop and submit a Navigator Action Plan that identifies goals and activities that Navigator Organization plans to pursue over the life of the MOU, including engagement of 120 producers and/or landowners (March 15, 2024) <input type="checkbox"/> Attend up to 10, two-hour virtual engagement activities, such as training and networking events (November 2023 – October 2024) <input type="checkbox"/> Participate in online community discussions & networking platform (Ongoing) <input type="checkbox"/> Complete post-training survey and end-of-year evaluation(s) and provide feedback (ongoing) <input type="checkbox"/> Submit completed reporting template (March 15, September 15) <input type="checkbox"/> Submit travel stipend request (within 30 days after travel) <input type="checkbox"/> Submit annual in-kind match tracking (October 15) <input type="checkbox"/> Provide coaching and/or training to farmers, ranchers, and agricultural landowners. (Ongoing) 	AFT _____ Navigator _____
Year 2 10/1/24 – 9/30/25	<ul style="list-style-type: none"> <input type="checkbox"/> Submit updated Navigator Action Plan (October 2024) <input type="checkbox"/> Attend in-person training (January or February 2025) <input type="checkbox"/> Attend up to 10, two-hour virtual engagement activities, such as training and networking events (November 2024 – October 2025) <input type="checkbox"/> Participate in online community discussions & networking platform (Ongoing) <input type="checkbox"/> Complete program evaluation(s) and provide feedback (Ongoing) <input type="checkbox"/> Submit completed reporting template (March 15, September 15) <input type="checkbox"/> Submit travel stipend report (within 30 days after travel) <input type="checkbox"/> Submit annual in-kind match tracking (October 15) <input type="checkbox"/> Provide coaching and/or training to farmers, ranchers, and agricultural landowners. (Ongoing) 	AFT _____ Navigator _____
Year 3 10/1/25 – 9/30/26	<ul style="list-style-type: none"> <input type="checkbox"/> Submit updated Navigator Action Plan (October 2025) <input type="checkbox"/> Attend in-person training (January or February 2026) 	AFT _____



Land Transfer Navigators Program Supporting Transfer and Access on Agricultural Lands MEMORANDUM OF UNDERSTANDING

Year	Deliverables	Deliverables complete
	<ul style="list-style-type: none"> <input type="checkbox"/> Attend up to 10, two-hour virtual engagement activities, such as training and networking events (November 2025 – October 2026) <input type="checkbox"/> Participate in online community discussions & networking platform (Ongoing) <input type="checkbox"/> Complete program evaluation(s) and provide feedback (Ongoing) <input checked="" type="checkbox"/> Submit completed reporting template (March 15, September 15) <input type="checkbox"/> Submit travel stipend report (within 30 days after travel) <input type="checkbox"/> Submit annual in-kind match tracking (October 15) <input type="checkbox"/> Provide coaching and/or training to farmers, ranchers, and agricultural landowners. (Ongoing) 	Navigator _____
Year 4 10/1/26 – 9/30/27	<ul style="list-style-type: none"> <input type="checkbox"/> Submit updated Navigator Action Plan (October 2026) <input type="checkbox"/> Attend in-person training (January or February 2027) <input type="checkbox"/> Attend up to 10, two-hour virtual engagement activities, such as training and networking events (November 2026 – October 2027) <input type="checkbox"/> Participate in online community discussions & networking platform (Ongoing) <input type="checkbox"/> Complete program evaluation(s) and provide ongoing feedback <input checked="" type="checkbox"/> Submit completed reporting template (March 15, September 15) <input type="checkbox"/> Submit travel stipend report (within 30 days after travel) <input type="checkbox"/> Submit annual in-kind match tracking (October 15) <input type="checkbox"/> Provide coaching and/or training to farmers, ranchers, and agricultural landowners. (Ongoing) 	AFT _____ Navigator _____

This agreement may be amended in writing by mutual agreement of the parties.

County of Kent

American Farmland Trust

Signed: _____

Name:

Title:

Date:

Name: Erica Goodman

Title: Farms for a New Generation Director

Date: October 15, 2023

Exhibit B

Matching Funds Projection and Form

Source of Match	2023	2024	2025	2026	2027	Total
<i>*Required match</i>	<i>\$1,000</i>	<i>\$13,000</i>	<i>\$13,000</i>	<i>\$13,000</i>	<i>\$12,000</i>	<i>\$52,000</i>
Personnel (in-kind?)	\$1,000.28	\$10,067.29	\$10,279.16	\$10,495.65	\$10,716.85	\$42,559
Workshop Expenses		\$2,033.00	\$2,221.00	\$1,800.00	\$783.00	\$6,837
Excess Mileage						\$0
Event Fees		\$500.00	\$500.00	\$500.00	\$500.00	\$2,000
Training/networking		\$400.00		\$204.00		\$604
Easement Acquisition						\$0
Remaining	(\$0)	(\$0)	(\$0)	\$0	\$0	(\$0)

*with the exception of in-kind personnel support costs, the providing matching funds are already included in the DSI's FY24 budget under a recurring budgeted annual line-item titled economic development activities (\$25k)



Land Transfer Navigator Program
Supporting Transfer and Access on Agricultural Lands
> GRANT GUIDELINES <

PURPOSE AND OVERVIEW

As the average age of farmers, ranchers, and agricultural landowners continues to rise, the working land they steward is at a moment of seismic transition. An estimated 40% of agricultural land is projected to change hands by 2035, and this point of ownership transfer is when agricultural land is most vulnerable to development. Farm and ranch transfers are complicated and take specific skills and knowledge to navigate; this is especially true for the increasing number of farm and ranch transfers that are not to family relatives, but to unrelated younger and more diverse producers. Successful land transfers are implemented over time, by building relationships within families and between diverse land seekers and landowners.

Agricultural land trusts, public Purchase of Agricultural Conservation Easement (PACE) programs, and other entities can play an important role in helping landowners navigate farm transfer and succession in a way that keeps farmland in farming and creates new land access opportunities for next generation producers. To help build the capacity of agricultural land protection entities to assist landowners in this way, American Farmland Trust (AFT), in partnership with USDA-NRCS, has launched the [Land Transfer Navigator](#) program. To support retiring landowners *and* the next generation of farmers and ranchers, the program will grow the capacity and skills of agricultural land protection professionals (**Navigators**) from across the country to dramatically increase the transfer of farm and ranch lands to the next generation of farmers and ranchers.

In addition to building a cohort of Navigators within the agricultural land protection community, this program will:

- Build regional networks of service providers including attorneys, appraisers, real estate agents, land trusts, financial planners, and lenders to help move the transfer of land forward.
- Provide farmers, ranchers, and landowners microgrants to implement land transfer plans.
- Create an online Farm and Ranch Transfer Resource Hub, a one-stop shop of online resources to help owners transfer their land to new producers, available through the Farmland Information Center.
- Create a national Farm Link Finder with an inventory of existing programs
- Highlight the role of agricultural conservation easements in the transfer process.
- Elevate farm and ranch transfer stories to support people navigating the process.

Beginning in 2024 and concluding in September 2027, AFT will provide Navigators with training, skill development, and peer-to-peer learning along with technical and financial assistance so they may:

- Assist farmers, ranchers, and landowners in planning their future and the future of the land they steward and addressing their specific needs at critical transition points. By providing coaching and technical assistance to those who are considering transfer options or beginning the transfer

process, Navigators can help to mitigate agricultural land loss and keep agricultural land in agriculture.

- Support a diverse, new generation of farmers and ranchers looking to gain access to land by facilitating connections between landowners and land seekers.
- Engage in impact measurement and outreach to evaluate and promote the work.

For the full program timeline see Appendix A.

ELIGIBLE APPLICANTS & AWARD AMOUNT

AFT seeks applications from land trusts, public PACE programs (state or county), and other entities from across the U.S. that hold easements on land protected through USDA’s Farm and Ranch Lands Protection Program (FRPP), the predecessor program to the Agricultural Conservation Easement Program-Agricultural Land Easements (ACEP-ALE). According to the list of FRPP easement holders provided to us by NRCS, your organization holds at least one FRPP-funded easement.

Entities must be interested in working with landowners and producers to encourage farm and ranch transfers, succession planning, and land access. With input on broader program goals from USDA-NRCS and a National Advisory Committee, AFT has developed Navigator criteria and will select 35 eligible entities to participate. Collectively, entities will represent geographic and demographic diversity.

This is a competitive application process. Priority will be given to applicants that meet one or more of the following criteria as expressed in the [application](#):

- Demonstrated interest in advancing the transfer of agricultural land
- Significant number of easements that protect land supporting an active farm or ranch operation, or significant agricultural acreage (e.g., cropland, pasture, rangeland) under easement
- Experience, or demonstrated interest, in supporting next generation farmers, including historically underserved producers.
- Experience, or demonstrated interest, in supporting landowners plan for transfer or succession
- Commitment to participating in four years of ongoing learning and networking.

If selected, **entities will receive \$25,000 each year for four years (\$100,000 total) for one participating staff** to attend in-person and virtual trainings, provide direct coaching and technical assistance to farmers and landowners, and engage in peer networking. Continuity of staff is strongly preferred over the four-year period, but we understand and will accommodate staff turnover. There will also be opportunities for additional staff to participate in Land Transfer Navigator trainings and networking events.

Selected entities will be allotted an additional travel budget to utilize over the course of the program to offset travel expenses. More details are included in “Disbursement of Funds” below.

REQUIREMENTS FOR AWARDED ENTITY PARTICIPATION

- Organizational commitment to participate in the *Land Transfer Navigator* Program for four years beginning November 2023 and ending October 2027.
- Dedicate participating staff to attend all training and networking activities that include:
 - A 1.5-hour virtual kick-off in November 2023.

- A 2-3-day in-person training held annually. The first is projected for late January 2024. As a national program, the location will move from year to year.
- Up to 10, 2-hour virtual engagements annually for additional training, networking, and peer-to-peer learning.
- Develop a *Land Transfer Navigator* Action Plan describing actions the entity and participating staff will take to promote farm and ranch succession planning and support land access for landowners and farmers, including those who own or manage land on which the organization or agency holds an easement.
- Deliver information, direct technical assistance, or coaching to 120 farmers, ranchers and/or landowners (or 30 per year for four years) in support of the program goal to increase the transfer of farm and ranch land to the next generation of producers. This number can include people the organization is already working with.
- Participate in all program evaluation components. The evaluation will include Action Plan check-ins, pre- and post-training surveys throughout the course of the project, as well as participation in interview sessions with AFT program staff and consultants.

REPORTING AND IN-KIND CONTRIBUTION REQUIREMENTS

Participation in this program includes reporting and in-kind contribution requirements.

Reporting:

- AFT will provide reporting templates to be completed and returned on a bi-annual basis. Reports will be due on March 15 and September 15 of each year of the program. (2024 – 2027)
 - Reporting will include progress updates on the organization’s *Land Transfer Navigator* Action Plan; Farmer/Rancher/Landowner outreach report; and in-kind contribution report.
- Payment of travel funds will be dependent on proper expense tracking and submission of travel receipts and mileage logs. AFT will provide a template for tracking travel expenses.

In-Kind Match:

Awarded entities must provide documentation of an in-kind match totaling \$52,000 over the course of the four-year program (see schedule in Appendix A). The in-kind match includes activities conducted by the Navigator Organization beyond the annual award or travel reimbursement. Projected eligible activities must be documented in the Action Plan and reviewed annually with AFT.

- *Examples of activities that qualify for the match include but are not limited to:*
 - Staff time on Land Transfer Navigator Program activities
 - Expenses utilized to host a relevant workshop for farmers and landowners, such as printing, mileage, supplies, catering, meeting room rental, etc.
 - Speaker or consultant fees to enlist an outside expert
 - Additional mileage to travel to meetings with farmers and landowners
 - Fees for participation in an event at which project goals as identified in the Action Plan are promoted
 - Additional staff participation in Land Transfer Navigator trainings and networking events
 - Costs associated with the purchase or donation of a conservation easement on agricultural land that is supporting a land transfer (excluding those costs covered through federal funds)

- Federal funding sources DO NOT qualify as part of the in-kind match.

APPLICATION AND SELECTION TIMELINE

- Applications are due by 5:00 p.m. (EDT) on Thursday, August 31, 2023.
- Letters of award for accepted applications will be sent by Friday, September 29, 2023.
- Acceptance paperwork must be completed by October 20, 2023.
- The *Land Transfer Navigator* Program virtual kick-off is scheduled for November 2023
- For the full program timeline see Appendix A.

DISBURSEMENT OF FUNDS

- Four total payments will be made. \$25,000 will be distributed to awarded entities annually, first upon signature of a **Memorandum of Understanding (MOU)** and subsequently on October 31 of 2024, 2025, and 2026 unless the MOU is terminated.
- Each entity is allotted a travel budget of \$4,200 total **to use during the four years of program participation** for travel-related expenses. Expenses may include travel to the annual in-person training, for Navigator staff to provide direct technical assistance to farmers and landowners or engage with other peer professionals as detailed in the Action Plan. Hotel accommodation and food, once at the annual in-person meeting, will be provided by AFT. Please note, payment of travel funds will be reimbursed to the Navigator organization by AFT, unless otherwise pre-arranged. Reimbursement is dependent on proper expense tracking and submission of receipts.
- Please note, AFT can take up to 90 days to send out checks.

SPECIAL NOTES

- Funding is contingent on the awardee submitting a signed MOU by October 20, 2023.
- A W9 is required to receive awarded funds and will be submitted along with the MOU.
- If the awardee does not provide the required documents within 14 days of notification of the award, AFT may choose to award funds to another applicant.

HOW TO APPLY

To apply, submit a completed Land Transfer Navigators Application electronically through [this link](#).

QUESTIONS

Contact Beth Fraser at bfraser@farmland.org

APPENDIX A

Outline of Navigator's Experience and Expectations (Subject to Change)

Year 1:

- Return signed MOU and W9 (October 2023)
- Name staff to be Navigator contact (October 2023)
- Complete pre-training survey (November 2023)
- Attend virtual kick-off meeting (November 2023)

- Attend in-person training anticipated for 2-3 days (January or February 2024)
- Attend up to 10, two-hour virtual engagement activities, such as training and networking events (November 2023 – October 2024)
- Participate in online community discussions & networking platform (Ongoing)
- Complete program evaluation(s) and provide ongoing feedback
- Submit completed reporting template (March 15, October 15)
- Record and submit travel stipend report (within 30 days after travel)
- Submit annual in-kind match report (October)

Year 2:

- Attend in-person training (January or February 2025)
- Attend up to 10, two-hour virtual engagement activities, such as training and networking events (November 2024 – October 2025)
- Participate in online community discussions & networking platform (Ongoing)
- Complete program evaluation(s) and provide ongoing feedback
- Submit completed reporting template (March 15, October 15)
- Record and submit travel stipend report (within 30 days after travel)
- Submit annual in-kind match report (October)

Year 3:

- Attend in-person training
- Attend up to 10, two-hour virtual engagement activities, such as training and networking events (November 2025 – October 2026)
- Participate in online community discussions & networking platform (Ongoing)
- Complete program evaluation(s) and provide ongoing feedback
- Submit completed reporting template (March 15, October 15)
- Record and submit travel stipend report (within 30 days after travel)
- Submit annual in-kind match report (October)

Year 4:

- Attend in-person training
- Attend up to 10, two-hour virtual engagement activities, such as training and networking events (November 2026 – October 2027)
- Participate in online community discussions & networking platform (Ongoing)
- Complete program evaluation(s) and provide ongoing feedback
- Submit completed reporting template (March 15, October 15)
- Record and submit travel stipend report (within 30 days after travel)
- Submit annual in-kind match report (October)

Action Request

Electronic Submission – Contract # 2137



Committee: FINANCE AND ADMINISTRATION

Meeting Date: 12/5/2023

Vendor/3rd Party: MICHIGAN DEPT OF AGRICULTURE AND RURAL DEVELOPMENT (MDARD)

Requesting Department: PUBLIC HEALTH

Submitted By: KRIS CONRAD

Agenda Item: CLEAN SWEEP GRANT FROM MDARD

Suggested Motion:

To approve and forward to the Board of Commissioners a contract with The Michigan Dept of Agriculture and Rural Development (MDARD) for disposal of pesticides.

Summary of Request:

The purpose of the MDARD Grant Agreement is to assist in the cost of up to \$28,000 to properly dispose of pesticides from local farmers, businesses, and residents at no cost. MDARD will cover the cost of Ottawa County's Vendor pesticide disposal and labor/transportation related to pesticide disposal.

FY24 Budget estimated \$22,000 so a budget adjustment increasing the grant will be presented to the Board in December.

Financial Information:

Total Cost: \$28,000.00

General Fund Cost: \$0.00

Included in Budget: Yes

If not included in Budget, recommended funding source:

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

Action is Related to Strategic Plan:

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

Administration:

Recommended by County Administrator:

11/15/2023 10:57:36 AM

Committee/Governing/Advisory Board Approval Date: 12/5/2023

240000000669

**Michigan Agriculture Environmental Assurance Program
Clean Sweep Program**

Grant Agreement

Between

Michigan Department of Agriculture and Rural Development

and

County of Ottawa, Board of Commissioners

October 1, 2023 – September 30, 2024

**Michigan Department of Agriculture and Rural Development
Michigan Agriculture Environmental Assurance Program
Clean Sweep Program**

By authority granted under Act No. 119 of the Public Acts of 2023, the Michigan Department of Agriculture and Rural Development, (hereinafter the "Grantor") hereby agrees to provide the County of Ottawa, Board of Commissioners (hereinafter, the "Grantee") with grant assistance subject to the terms and conditions, and limitations as set forth herein.

The maximum amount of grant assistance hereby offered is \$28,000.00.

The grant shall be effective from October 1, 2023 through September 30, 2024.

If the project is not completed in the initial period, a grant extension may be considered by the Grantor. Approval of an extension is not guaranteed and is dependent on the Grantee's compliance with the enclosed Terms and Conditions. If the Grantee requires an extension, the Grantee should contact the Grant Administrator as soon as it is evident an extension is needed. Any request for extension must be made to the Grant Administrator in writing before the expiration of the grant.

Funds will be made available for this program in accordance with the attached Terms and Conditions.

This grant is valid contingent upon the availability of funds. If the Grantor's funds are reduced by the Legislature as part of a budget reduction or reduced for any other reason, this grant may be reduced or canceled.

This grant does not commit the State of Michigan or the Department of Agriculture and Rural Development to approve requests for additional funds not contained in this grant.

Grantee accepts the grant and agrees that the funds made available through the grant will be used only as set forth herein.

E-SIGNED by Kimberly Wolters
on 2023-11-06 13:06:59 EST

Kimberly Wolters, Environmental Health Supervisor
County of Ottawa, Board of Commissioners

E-SIGNED by Michael Philip
on 2023-11-06 14:48:34 EST

Michael Philip, Director
Pesticide and Plant Pest Management Division

SIGNATURE PAGE:

COUNTY OF OTTAWA

By: _____
Joe Moss, Chairperson
Board of Commissioners

_____ Date

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

_____ Date

**Michigan Department of Agriculture and Rural Development
Grant Agreement**

TITLE: Michigan Agriculture Environmental Assurance Program (MAEAP) Clean Sweep Program

GRANTEE/ADDRESS: Kim Wolters
County of Ottawa, Board of Commissioners
12251 James Street, Suite 200
Holland, Michigan 49424
Phone: 616-494-5569
E-mail: kwolters@miottawa.org

**GRANT ADMINISTRATOR/
ADDRESS:** Abigail Eaton
Michigan Department of Agriculture &
Rural Development
Environmental Stewardship Division
P.O. Box 30017
Lansing, Michigan 48909
Phone: 517-284-5612
E-mail: eatona@michigan.gov

**TOTAL AUTHORIZED
BUDGET:** \$28,000.00

GRANT NUMBER: 240000000669

I. GENERAL TERMS AND CONDITIONS

A. Record Retention

Grantee shall retain all financial reports, supporting documents and statistical records for a period of seven years after the close of the grant. Grantee shall also require all subcontractors retained for the performance of this grant to retain all financial reports, supporting documents and statistical records for a period of seven or greater years after the close of the grant. The retention period starts from the date of receipt of the Final Report by the Grant Administrator. Examples of documents to be retained might include but are not limited to: original and/or electronic invoices, billings, packing slips, reports, checking account statements, accounts payable records, contracts and sub-contracts.

B. Procurement

The Grantee agrees that all procurement transactions involving the use of funds from this grant shall be conducted in a manner that provides maximum open and free competition.

C. Grant Changes

The Grantee must obtain prior written approval for program changes from the Grant Administrator. Grant changes include:

1. Changes in substance in the program activities.
2. Additions or deletions in the project work plan or location.
3. Any single or cumulative change in the budget of \$1,000 or more.

D. Regulation Compliance

The Grantee and Grantee's contractors and subcontractors are responsible for compliance with all federal and state laws and municipal ordinances and regulations that in any manner affect the work or performance of this grant and shall at all times carefully observe and comply with all rules, ordinances and regulations.

E. Non-Discrimination Clause

In the performance of this grant, the Grantee agrees not to discriminate against any employee or applicant for employment, with respect to their hire, tenure, terms, conditions or privileges of employment, or any matter directly or indirectly related to employment, because of race, color, religion, national origin, ancestry, age, sex, height, weight, marital status, physical or mental disability unrelated to the individual's ability to perform the duties of the particular job or position. The Grantee further agrees that every subcontract entered into for the performance of this Grant Agreement will contain a provision requiring non-discrimination in employment, as herein specified, that is binding upon each subcontractor. This covenant is required pursuant to the Elliot Larsen Civil Rights Act, 1976 PA 453, as amended, MCL 37.2101 *et seq.*, and the Persons with Disabilities Civil Rights Act, 1976 PA 220, as amended, MCL 37.1101, *et seq.* Any breach of this

covenant may be regarded as default under Section J and grounds for cancelling the Grant Agreement.

F. Unfair Labor Practices

Pursuant to Act No. 278 of the Public Acts of 1980, as amended, MCL 423.321 *et seq.*, the State of Michigan (the State) shall not award a contract or subcontract to an employer whose name appears in the current register of employers failing to correct an unfair labor practice compiled pursuant to MCL 423.322.

Grantee shall not enter into a contract for the performance of this grant with a subcontractor, manufacturer, or supplier whose name appears in this register. Pursuant to MCL 423.324, the Grantor may void this Agreement if, subsequent to entering this Agreement, the name of the Grantor or the name of any of Grantor's subcontractors, manufacturers or suppliers appears in the register.

G. Liability Insurance

The Grantee shall provide and maintain insurance in an amount sufficient to protect from claims that may arise out of or result from the Grantee's operations under this grant, or for anyone whose acts they are legally liable.

H. Indemnification

Each party to this Grant Agreement must seek its own legal representation and bear its own costs in any litigation that may arise from performance of this grant. It is specifically understood and agreed that neither party will indemnify the other party in such litigation and that each party shall be responsible for any judgments entered against it.

I. Use of Material

Unless otherwise specified in this Agreement, the Grantee may release information or material developed under this Agreement, provided it is acknowledged that the State funded all or a portion of its development.

The State, and federal awarding agency, if applicable, retains a royalty-free, nonexclusive and irrevocable right to reproduce, publish, and use in whole or in part, and authorize others to do so, any copyrightable material or research data submitted under this grant whether or not the material is copyrighted by the Grantee or another person. The Grantee will only submit materials that the State can use in accordance with this paragraph.

J. Assignability

The Grantee shall not assign this Agreement or assign or delegate any of its duties or obligations under this Agreement to any other party without the prior written consent of the State. The State does not assume responsibility regarding the contractual relationships between the Grantee and any subcontractor.

K. Iran Sanctions Act

By signing this Agreement the Grantee is certifying that it is not an Iran linked business, and that its contractors are not Iran linked businesses, as defined in MCL 129.312.

L. Prevailing Wage

This project is subject to the Davis-Bacon Act, 40 U S C 276a, *et seq*, which requires that prevailing wages and fringe benefits be paid to contractors and subcontractors performing on federally funded projects over \$2,000 for the construction, alteration, repair (including painting and decorating) of public buildings or works.

M. Subcontracts

The State reserves the right to deny the use of any consultant, contractor, associate, or other personnel to perform any portion of the project. The Grantee is solely responsible for all contractual activities performed under this Agreement. Further, the State will consider the Grantee to be the sole point of contact with regard to contractual matters, including payment of any and all charges resulting from the anticipated Grant. All subcontractors used by the Grantee in performing the project shall be subject to the provisions of this Agreement and shall be qualified to perform the duties required.

N. Anti-Lobbying

If all or a portion of this Agreement is funded with federal funds, then in accordance with 2 CFR 200, as appropriate, the Grantee shall comply with the Anti-Lobbying Act, which prohibits the use of all project funds regardless of source, to engage in lobbying the state or federal government or in litigation against the State. Further, the Grantee shall require that the language of this assurance be included in the award documents of all subawards at all tiers.

If all or a portion of this Agreement is funded with state funds, then the Grantee shall not use any of the grant funds awarded in this Agreement for the purpose of lobbying as defined in the State of Michigan's lobbying statute, MCL 4.415(2). "Lobbying" means communicating directly with an official of the executive branch of state government or an official in the legislative branch of state government for the purpose of influencing legislative or administrative action." The Grantee shall not use any of the grant funds awarded in this Agreement for the purpose of litigation against the State. Further, the Grantee shall require that language of this assurance be included in the award documents of all subawards at all tiers.

O. Conflict of Interest

No member of the legislative, judicial, or executive branch of state or federal governments or any local unit of government official shall personally benefit from this Grant Agreement. No member of the Grantee's Board of Directors, its

employees, partner agencies or their families shall have any personal benefit from this Grant Agreement.

P. Cancellation

This Grant Agreement may be canceled by 30 day written notice by either party. If canceled, Grantee must provide a final report and invoice within 30 days of cancellation.

Cancellation or reduction of the grant by the Grantor may be for default by the Grantee, lack of further need for the service at the location named in the contract, or conviction of criminal offense(s) as set forth below.

Default is defined as the failure of the Grantee to fulfill the obligations of the Grant Agreement. In case of default by the Grantee, the Grantor may cancel the Grant Agreement immediately and all unused grant funds must be returned by the Grantee immediately. All disallowed costs and overpayments shall also be returned by the Grantee within 30 days of cancellation.

In the event the Grantor no longer needs the service specified in the grant due to department changes, changes in laws, rules or regulations, relocation of offices, or no longer has appropriations to fund the grant, the Grantor may cancel or reduce the grant by giving the Grantee written notice of such cancellation or reduction 30 days prior to the date of cancellation or reduction. All costs incurred by the Grantee between the grant cancellation or reduction notice and the cancellation or reduction date, with the exception of previously budgeted personnel costs and non-cancelable obligations, must be approved by the Grant Administrator prior to their incurrence. No costs shall be allowed after the grant has been cancelled.

The Grantor may immediately cancel the grant without further liability to the State, its departments, agencies and employees if the Grantee, an officer of the Grantee, or an owner of the Grantee is convicted of a criminal offense incident to the application for or performance of a State, public, or private contract or subcontract; or convicted of a criminal offense including but not limited to any of the following: embezzlement; theft; forgery; bribery; falsification or destruction of records; receiving stolen property; attempting to influence a public employee to breach the ethical conduct standards for State employees; violation of a state or federal antitrust statute; or any other criminal offense which in the sole discretion of the Grantor, reflects on the Grantee's business integrity.

Q. Closeout

(A) A determination of project completion, which may include a site inspection and an audit, shall be made by the State after the Grantee has met any match obligations, satisfactorily completed the activities, and provided products and deliverables described in Appendix A.

(B) Upon issuance of final payment from the State, the Grantee releases the State of all claims against the State arising under this Agreement. Unless otherwise provided in this Agreement or by State law, final payment under this Agreement shall not constitute a waiver of the State's claims against the Grantee.

(C) The Grantee shall immediately refund to the State any payments in excess of the costs allowed by this Agreement.

R. Electronic Funds Transfer

In accordance with Act No. 207 of the Public Acts of 2004, payments under this Grant Agreement must be processed by electronic funds transfer (EFT). Grantees are required to register to receive payments by EFT at the SIGMA website <https://sigma.michigan.gov/webapp/PRDVSS2X1/AltSelfService> .

S. Freedom of Information

This is a grant from public funds and records associated with it are subject to disclosure under Michigan's Freedom of Information Act.

II. SPECIAL TERMS AND CONDITIONS

A. Statement of Purpose

The purpose of this grant is to provide funding support for pesticide collection and disposal. Pesticides for the purpose of this grant include conventional pesticides - herbicides, insecticides, fungicides, rodenticides. Pesticides do not include the category of antimicrobials (disinfectants, bleaches sanitizers, etc.).

B. Statement of Work

1. The Grantee shall accept pesticides from any end-user of pesticides that resides in the State of Michigan including those residing outside the grantee's county/jurisdiction.
1. End-users of pesticides shall not be charged for disposal costs for those billed to this grant.
2. User fees, when charged, shall be charged uniformly without regard to the residence of the end user or the amount of pesticide presented for disposal.
3. End-users of pesticides shall enjoy equal access to the Grantee's pesticide collection program and facility without regard to the residence of the end-user.
4. Agribusinesses may present pesticides for disposal with advanced approval from the Grantee and the Grantor. The business must submit a detailed inventory listing amounts of pesticides collected by EPA Registration Number, weight, and volume.
5. The Grantee is responsible for reporting the weight of pesticides and the tare weight of barrels, flex bins, packaging, and other containers and materials used to package pesticides for disposal. The Grantee will clarify in the contract with their disposal vendors to collect this information, as necessary.

C. Budget

This is a cost reimbursement grant funded with state restricted funds from the Freshwater Protection Fund. Costs may include:

- Pesticide disposal (reimbursement not to exceed \$1.65 per pound)
- Waste hauler fees
- On-site vendor handling and labor costs
- Packaging materials
- Transportation costs
- HAZWOPER 24 hour or 8 hour training - registration fee only, for up to two employees

The budget may not exceed \$28,000.00.

D. Payment Schedule

Payments will be made available upon receipt of reports as defined in Section II.F.

Grantee will be reimbursed for the disposal costs of pesticides and associated expenses, up to the amount supported on disposal vendor invoices.

E. Audit

The project will be subject to audit by the state who may review the adequacy of the financial management/reporting system during, or at any time subsequent to, the award.

F. Reporting

The Grantee shall submit program data and requests for reimbursement to MDA-ESD-Grants@michigan.gov with a copy to the program manager at EatonA@michigan.gov.

1. Requests for reimbursement are due quarterly:

- January 7, 2024
- April 7, 2024
- July 7, 2024
- October 5, 2024

Requests may be submitted more frequently as collection events occur.

If there is no program activity to report for a quarter, the Grantee must notify the Grantor via MDA-ESD-Grants@michigan.gov and EatonA@michigan.gov.

The final billing must be submitted no later than October 5, 2024. If a vendor invoice(s) for final collection is not yet available, an estimate of final costs, based on pounds collected, must be submitted by this date.

2. Each request for reimbursement shall include:

- a. MDARD Clean Sweep Request for Reimbursement Form itemizing reimbursement for each collection site.
- b. Itemized vendor invoices with pesticide line items clearly identified. The vendor invoices shall summarize the total tare weight of pesticides collected and the weight of containers and packaging used by the vendor to dispose of pesticides.

- c. A summary of the types and amounts of pesticides collected by EPA Registration Number, weight, and volume if collecting from a business.
- d. Hazardous waste transportation manifest.

Action Request



Committee: Finance and Administration Committee

Meeting Date: 12/05/2023

Requesting Department: County Clerk/Register

Submitted By: Marcie Ver Beek

Agenda Item: County Clerk/Register Position Upgrade Request

Suggested Motion:

To approve and forward to the Board of Commissioners a proposal to change one Case Records Technician II position (grade 5) to a Senior Case Records Technician (grade 7) and eliminate one Case Records Tech I (IV-D) (grade 4) at a cost of \$3,278.

Summary of Request:

In 2023, Circuit Court Records added additional tasks related to Michigan IV-D Child Support, which includes collections processes and additional notifications to parties involved. In the Fiscal Year 2024 budget, three new IV-D positions were funded for the Clerk's Office. Upon implementation of the new tasks, it has been determined that upgrading the team lead (Case Records Tech II) to a Senior Case Records Technician would better fit the structure and job functions performed, instead of one of the newly approved IV-D positions. In addition, the position upgrade will allow for a Senior Case Records Technician to be located at the Grand Haven Courthouse and in the new West Olive courthouse to provide work direction and enhanced support to staff.

Financial Information:

Total Cost: \$3,277.84	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:

66% of cost to be reimbursed by IV-D Funding and 34% General Fund vacancy savings

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

Action is Related to Strategic Plan:

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

Objective:

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

Administration: Recommended Not Recommended Without Recommendation

County Administrator:

Committee/Governing/Advisory Board Approval Date:

2024 Estimated Costs per Deductions
Employee Costs

Clerk/Register

			704000			Funding Estimates (66% IV-D)		
			FTE	Wages	Benefits	TOTAL COST	IV-D Reimbursement	General Fund
Upgrade	Case Records Tech II	Grade 5	1.0000	51,474.28	40,928.58	92,402.86	60,985.89	31,416.97
	Senior Case Records Technician	Grade 7	1.0000	56,617.60	42,785.03	99,402.63	65,605.74	33,796.90
						COST:	4,619.85	2,379.92
Downgrade	Case Records Tech I (IV-D)	Grade 4	1.0000	42,336.32	37,630.29	79,966.61	52,777.96	27,188.65
	Case Records Tech I	Grade 3	1.0000	39,599.30	36,645.38	76,244.68	50,321.49	25,923.19
						COST:	2,456.47	1,265.46
						TOTAL COST:	2,163.37	1,114.47

Action Request



Committee: Finance and Administration Committee

Meeting Date: 12/05/2023

Requesting Department: Human Resources

Submitted By: John Gibbs

Agenda Item: Wage and Benefit Adjustments for Group T and Unclassified Employees for 2024

Suggested Motion:

To approve and forward to the Board of Commissioners a request to adopt the proposed 2024 compensation and benefit changes for the Group T and Unclassified employee groups.

Summary of Request:

Attached are proposed changes to compensation and benefits for Non-benefited, Group T, and Unclassified employees, to begin on January 1, 2024. These changes are expected to have a positive impact on recruitment and retention and will increase the incentive for employees to promote into management.

Details are attached, but include a cost of living adjustment of 6% to more closely align with inflation, a MERS Defined Contribution change to mandatory 6% employee and 8% employer, and other benefit and compensation changes.

This proposal does not include any employees that are in a union, even if a collective bargaining agreement does not exist or is not in effect. Excluded from this are elected officials and bargaining units.

Financial Information:

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

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

Action is Related to Strategic Plan:

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

Objective: Goal 4, Objective 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:

2024 Group T and Unclassified Benefits and Compensation Changes

This proposal lists the requested changes to group T and unclassified benefits and compensation starting January 1, 2024. Non-bargaining unit employees are split into several categories:

- Group T: These employees are FLSA non-exempt and eligible for overtime.
- Unclassified: These employees are typically your management-level employees. They are FLSA-exempt and not eligible for overtime.
- Seasonal employees: These employees work in parks, with most working between April through September. These employees are non-benefited. Pay increases are based on the percent change that minimum wage changes annually.
- Non-benefited employees: These employees work less than 20 hours per week on average and receive no benefits. These positions typically receive the same percentage cost-of-living increase as Group T. There are a couple of positions that are at a set amount and do not increase due to grant or other requirements.

These changes are expected to have a positive impact on recruitment and retention and will increase the incentive for employees to promote into management.

This proposal does not include any employees that are in a union, even if a collective bargaining agreement does not exist or is not in effect.

Group T Changes

1. Cost of living increase of 6% starting January 1, 2024.
2. Change the MERS Defined Contribution match to employee contribution of 6% and employer contribution of 8%.

Currently, employees may elect between 3-6% and the employer matches the same. Due to IRS rules, we cannot simply increase the employer match and allow the employee to select from a range. The requested change will move the employee mandatory contribution to 6% and the employer contribution to 8%.

This change will apply to current employees in the Defined Contribution Plan and new hires. Employees in the Defined Benefit plan are not affected.

3. Provide a 100% payout of sick time accrual at retirement. Currently, sick time is not paid out at retirement.

Currently, there is no payout of sick time. This provides an incentive to use sick time only as needed, leading to less overtime costs.

4. Provide an annual 75% payout of sick time earned above the maximum, starting in January 2025.

Currently, there is no payout of sick time. This provides an incentive to use sick time only as needed, leading to less overtime costs.

For example, an employee has 90 hours of sick time accumulated. The maximum allowed is 96 hours. Group T is provided with 48 hours of sick time every January 1. So this employee would have a sick time balance of 96 hours and be paid 31.5 hours.

5. Add one additional floating holiday.

6. Increase vacation accrual by four days.

In 2021, a wage study was completed by an external consultant. The consultant listed a recommendation in their report to increase vacation time to match the average of other counties more closely.

7. Replace the promotion language (page 27 of Group T manual) with “(e) Step placement following promotion will be determined by the department head and must be approved by the Human Resources Director, with a maximum increase not to exceed 15%.”

Currently, if an employee is currently outside of Group T and is promoted to Group T, they may receive a maximum 5% pay increase. If the employee is currently in Group T and is promoted within Group T, the employee will be placed at the step closest to a 5% increase per paygrade increase up to 15%.

The current language was written when there were separate pay scales for each group. Now that many groups are on the Universal Pay Scale, this language is restricting and removes the ability for the department head to place the promoted hire on the scale as appropriate for their department.

8. Remove all language referring to “Sick Bank Elimination Account”. This is a legacy system, and it is no longer applicable to any employees.
9. Change the language under ‘Miscellaneous Provisions’ regarding the annual clothing allowance to “The County shall reimburse each Environmental Health Specialist, hazardous waste worker, and Custodian up to \$100 per year toward clothing, after receipt of proof of purchase. The County shall reimburse each Maintenance Worker and each Water Resources Office employee that performs field work on a regular basis \$200 per year toward clothing, after receipt of proof of purchase. The reimbursement will be prorated based upon the employee date of hire and/or termination in the classification.”

The language change provides the allowance to all employees that perform field work in the Water Resources Office, without the need to update the group manual on a regular basis.

Unclassified Group Changes

1. Cost of living increase of 6% starting January 1, 2024.

2. Add one additional pay step (step 8) starting with pay grade 16 and for second-in-command deputy directors within paygrades 14 and 15. The additional step will be 5% higher than the previous step 7.

This will provide a retention incentive to those currently at the top step (7). The current pay spread for a pay grade is 30%; this change would create a 35% pay spread.

3. Change the MERS Defined Contribution match to employee contribution of 6% and employer contribution of 8%.

Currently, employees may elect between 3-6% and the employer matches the same. Due to IRS rules, we cannot simply increase the employer match and allow the employee to select from a range. The requested change will move the employee mandatory contribution to 6% and the employer contribution to 8%.

This change will apply to current employees in the Defined Contribution Plan and new hires. Employees in the Defined Benefit plan are not affected.

4. Provide a 100% payout of sick time accrual at retirement. Currently, sick time is not paid out at retirement.
5. Provide an annual 75% payout of sick time earned above the maximum, starting in January 2025.

For example, an employee has 90 hours of sick time accumulated. The maximum allowed is 96 hours. Unclassified employees are provided with 48 hours of sick time every January 1. So this employee would have a sick time balance of 96 hours and be paid 31.5 hours.

6. Add one additional floating holiday.
7. Increase vacation accrual by five days.

In 2021, a wage study was completed by an external consultant. The consultant listed a recommendation in their report to increase vacation time to match the average of other counties more closely.

8. Reinstate and revise the longevity plan so employees annually receive \$500 with five years of service and an additional \$100 for every year of service thereafter, with a maximum of \$3,000.
9. Provide one week of vacation at start instead of after six months. The Unclassified manual is the only manual that has a six-month waiting period before receiving vacation, which has deterred applications when hiring.
10. Replace the promotion language (page 3-4 of Unclassified manual), to "5. Step placement following promotion will be determined by the department head and must be approved by the Human Resources Director, with a maximum increase not to exceed 15%." Additionally, change

current language: "If an employee is being promoted into a classification that is at or above the Universal Wage Scaler Grade 16, the County Administrator may place the promoted employee at any step in the new pay grade that he/she deems appropriate" to Universal Wage Scale Grade 14 to allow for more flexibility when promoting into a management position.

Currently, if an employee is currently outside of the Unclassified group and is promoted to the Unclassified group, they may receive a maximum 5% pay increase. If the employee is currently Unclassified and is promoted within the same group, the employee will be placed at the step closest to a 5% increase per paygrade increase up to 15%.

The current language was written when there were separate pay scales for each group. Now that many groups are on the Universal Pay Scale, this language is restricting and removes the ability for the department head to place the promoted hire on the scale as appropriate for their department.

11. Remove all language referring to "Sick Bank Elimination Account". This is a legacy system, and it is no longer applicable to any employees.
12. Add language to provide additional holiday pay to Juvenile Detention Shift Supervisors, similar to the Juvenile Collective Bargaining Agreement.

Currently, shift supervisors are required to work some holidays. There is no additional incentive to work a holiday because all shift supervisors are paid for the same holiday, whether working or not. This payment structure would provide an incentive for shift supervisors to work on a holiday.

Shift Supervisors in Juvenile Detention shall be paid at the rate of time and one-half for all hours worked on a holiday.

13. Add language to provide additional court pay to Lieutenants, similar to the sergeant's collective bargaining agreement:

If a Lieutenant in the Sheriff's Office is called as a witness in a judicial proceeding (i.e. court appearance or hearing) while off duty for reasons connected with their County employment, shall receive a stipend of \$100.00.

Seasonal Employees

There is no specific request as seasonal employee wages are increased by the percent change of minimum wage on an annual basis.

Non-benefitted Employees

It is requested that non-benefitted employees receive the same cost-of-living adjustment as Group T. Positions exempt from this adjustment are Medical Examiner Investigators and the CSHCS Parent Consultant.

Action Request



Committee: Finance and Administration Committee

Meeting Date: 12/05/2023

Requesting Department: Fiscal Services

Submitted By: Karen Karasinski

Agenda Item: FY24 Budget Adjustments

Suggested Motion:

To approve and forward to the Board of Commissioners FY2024 budget adjustments per the attached schedule.

Summary of Request:

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

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

Compliance with the Ottawa County Operating Budget Policy.

Financial Information:

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

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

Action is Related to Strategic Plan:

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

Objective:

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

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

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

Administration: Recommended Not Recommended Without Recommendation

County Administrator:

Committee/Governing/Advisory Board Approval Date:

Fund		Department	Explanation	Revenue	Expense
02-80	General Fund	Transfers Out	To appropriate (carry over) the transfer to the Family Justice Center project. The transfer will not be processed until bond proceeds are spent.		\$ 500,000.00
02-344	Health Fund	Public Health	To increase The Clean Sweep grant to amount awarded and appropriate expense. This purpose of this grant is to assist in the cost to properly dispose of pesticides from local farmers, businesses and residents. Total Grant: \$28,000 Grant Period - FY24	\$ 10,000	\$ 10,000.00
02-895	Crime Vistim Assistance Fund	Prosecutor	Appropriate funds for crime assistance victim expenses. Board Initiatives granted the Prosecutor a grant of \$1m to be used to support victims of crime in Ottawa County. The interest earned on the \$1m in FY23 is being appropriated in FY24.		\$ 21,501.74
02-1099	Health Fund	Public Health	To increase the Public Health Emergency Preparedness (PHEP) grant to amount awarded and appropriate expense. The purpose of this grant is to conduct activities to build preparedness and response capacity and capability. Total Grant: \$112,221 Grant Period - FY24 (10/1-6/30)	\$ 14,690	\$ 14,690
02-1136	General Fund	Dept of Strategic Impact	To recognize revenue and appropriate expenses for the Land Transfer Navigator's grant. The purpose of the grant is to provide resources to farmland owners to have a succession plan so that farmland is not lost to development. Total Grant: \$104,200 over 4 years with \$52,000 local match	\$ 26,050	\$ 26,050
02-1139	Health Fund	Public Health	To increase the SEAL Michigan Dental Sealant grant to amount awarded and appropriate expense. The purpose of this grant is to provide oral health prevention to students in Michigan schools. Total Grant: \$36,000 Grant Period - FY24	\$ 5,000	\$ 5,000
02-1149	Health Fund	Public Health	To increase the Oral Health Kindergarten Assessment Program Grant to amount awarded and appropriate expense. The purpose of this grant is to perform oral health assessments on children enrolling into kindergarten or first grade and refer for dental treatment as screening findings warrant. Total Grant: \$101,021 Grant Period - FY24	\$ 30,000	\$ 30,000
02-1495	Early Voting Early Voting General Fund General Fund	Transfers In Clerk Transfers Out Contingency	To recognize revenue and appropriate expense for additional equipment related to early voting as approved by BOC 23-167. The additional equipment includes security cameras and line-management tool.	\$ 40,000	\$ 40,000 \$ 40,000 \$ (40,000)
01-1826	Governmental Grants	CAA - Emergency Solutions Grant	To increase the annual grant received by the County Community Action Agency to provide housing services in Ottawa County to amount awarded. Adjusted budget to amount available in FY24 (\$281,701)	\$ 819	\$ 819
		CAA - Reach & Resiliency grant	To increase the Reach & Resiliency grant to amount awarded. Funds are adjusted to award (\$50,666.06). Grant funds are used to partner with a food delivery service in order to deliver food to homes of individuals and families under The Emergency Food Assistance Program	\$ 26,666	\$ 26,666
		CAA - Community Services Block Grant	To increase annual grant received by the County Community Action Agency to provide services to reduce poverty to amount awarded. Adjusted budget to amount available in FY24 (\$641,121.37)	\$ 7,299	\$ 7,299
		CAA - Community Development Block Grant	To decrease the Block grant to amount awarded. County assists homeowners with emergency home repairs and is repaid if the home is sold at a profit. Grant income is reinvested into the program. Grant balances are adjusted to reflect the actual budget program income balance left for FY24 (\$57,770).	\$ (4,830)	\$ (4,830)
		CAA - Michigan Energy Assistance Program	To decrease the FY24 Michigan Energy Assistance Program Grant budget to amount awarded, (\$65,000). This grant assists low income households with either one time or monthly partial-payments toward past-due utility bills. It also provides funding for case management for these households.	\$ (8,000)	\$ (8,000)
		CAA - Low Income Energy Assistance Program	To decrease the F 24 Low Income Energy Assistance Program Grant to amount awarded (\$130,385). This grant provides weatherization services for low-income households to receive energy efficient measures in the home.	\$ (1,786)	\$ (1,786)

Fund	Department	Explanation	Revenue	Expense
CAA - The Emergency Food Assistance Program		To increase the FY24 Emergency Food Assistance Program grant to anticipated award total of \$103,157. The grant runs from October 1, 2023 through September 30, 2024. The county receives funds for administrative expenses to distribute emergency food to local pantries and/or directly to clients' homes.	\$ 21,057	\$ 21,057
CAA - Commodity Supplemental Food Program		To increase the FY24 Commodity Supplemental Food Program administrative funds to anticipated award total of \$30,000. The grant runs from October 1, 2023 through September 30, 2024. The county receives funds to distribute food for low-income adults aged 60 plus. Additionally, an adjustment is made to food commodities to bring the anticipated distributed food value to \$150,000.	\$ 20,113	\$ 20,113
CAA - Weatherization Program		To increase the Department of Energy Weatherization Program Grant to available balance through June 2024 (\$382,704.56). This grant provides weatherization assistance to clients and it runs from July 2023 through June 2024	\$ 40,889	\$ 40,889
CAA - Walk for Warmth		To decrease the Walk for Warmth collected donations in the prior year to reflect available balance for FY24 available energy assistance funds - \$28,073.35	\$ (1,927)	\$ (1,927)
CAA - Michigan Health Endowment Fund award		To recognize revenue and appropriate expenses for FY24 to support attendance for an employee at the National Commodity Supplemental Fund Program Association Conference. Community Action Agency received an award in the amount of \$1,823 to support this initiative.	\$ 1,823	\$ 1,823
CAA - Bipartisan Infrastructure Bill grant		To decrease the FY24 Bipartisan Infrastructure Bill grant to award (\$651,150). This grant provides weatherization services for low-income households to receive energy efficient measures in the home.	\$ (19,337)	\$ (19,337)



County of Ottawa

Office of the Treasurer

Amanda Price
County Treasurer
Cheryl A. Clark
Chief Deputy Treasurer
Mollie L. Bonter
Deputy Treasurer

12220 Fillmore Street Room 155 West Olive, MI 49460
treasurer@miottawa.org

Phone 616-994-4501
Fax 616-994-4509

Report to: Ottawa County Finance and Administration Committee

From: Amanda Price, Treasurer

Date: November 27, 2023

RE: Financial Update for October 2023, Month End

General Fund

Attached are multiple reports (some of which include graphs) which represent the status of the General Fund portfolio for Ottawa County as of October 31, 2023.

As depicted in the graphs and verified by the report, the asset distribution of the General Pooled Funds by type and percentages meet the requirements of the County's Investment Policy.

Other Post Employee Benefits (OPEB) Trust

The October Statement from Schwab and an Asset Allocation of the Investments in the Ottawa County OPEB Trust account are attached as well.

I will be at the December Finance Committee meeting.

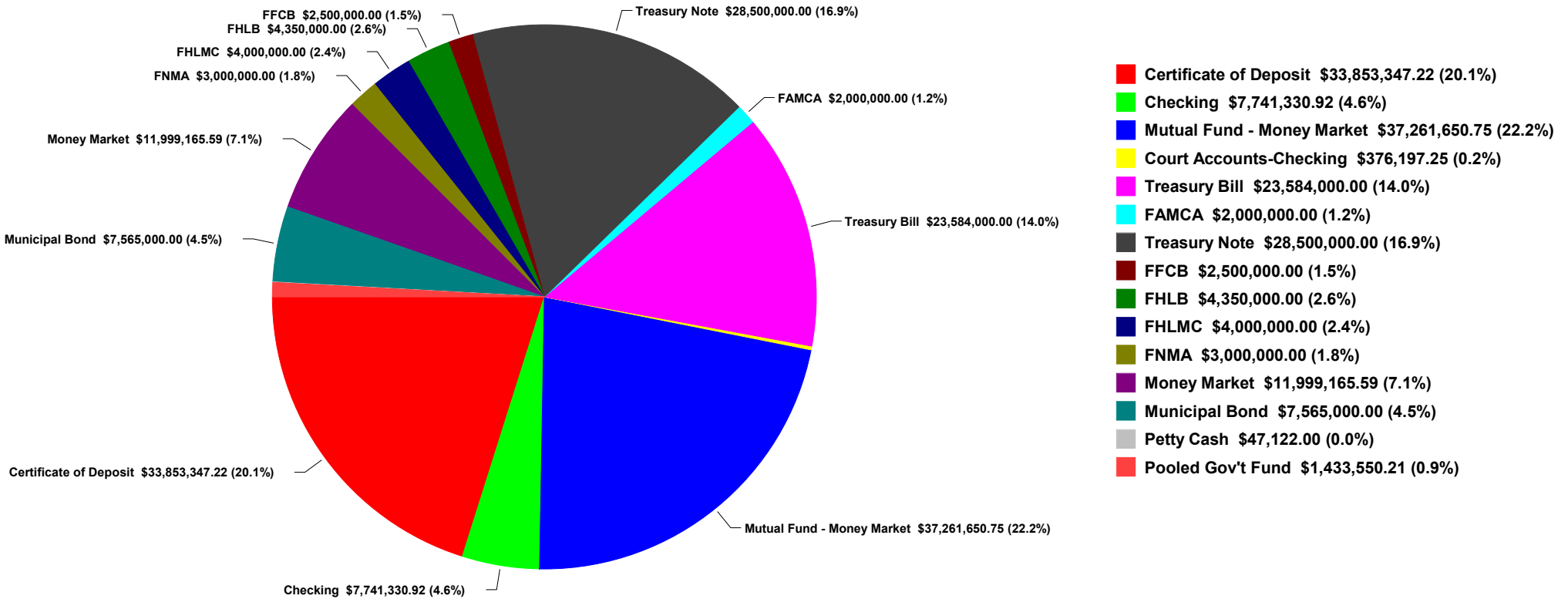
Please contact me at aprice@miottawa.org or 616-994-45-5 if you have any questions related to the reports or the Treasurer's office.

Open Investments

Ottawa County Treasurer

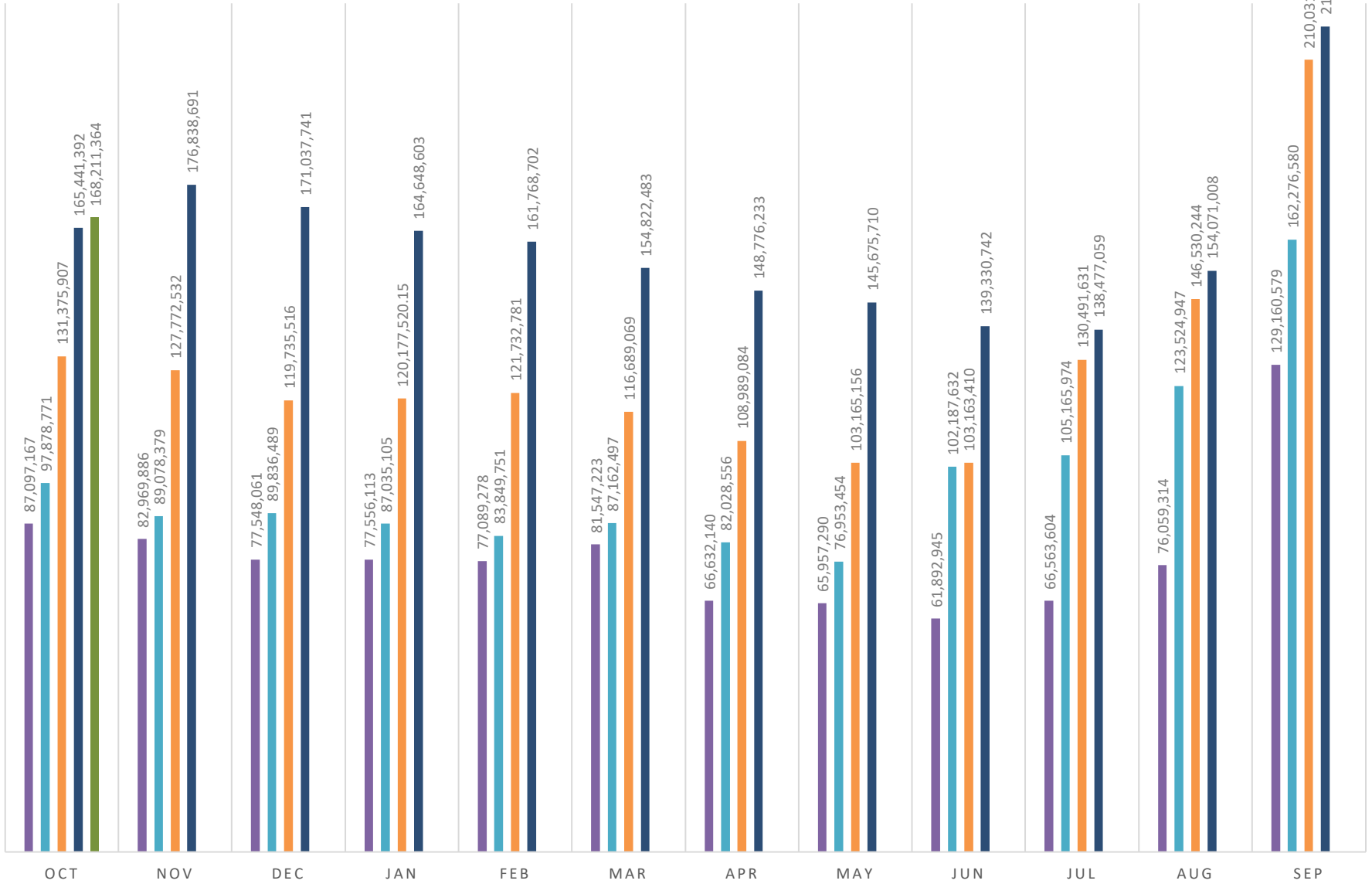
Effective Interest - Actual Life
Receipts for Period
10/31/2023

Showing Ending Par Val/Shares: \$168,211,363.94



HISTORICAL COMPARISON BY MONTH

■ 2020 ■ 2021 ■ 2022 ■ 2023 ■ 2024



Inv. Distribution by Maturity

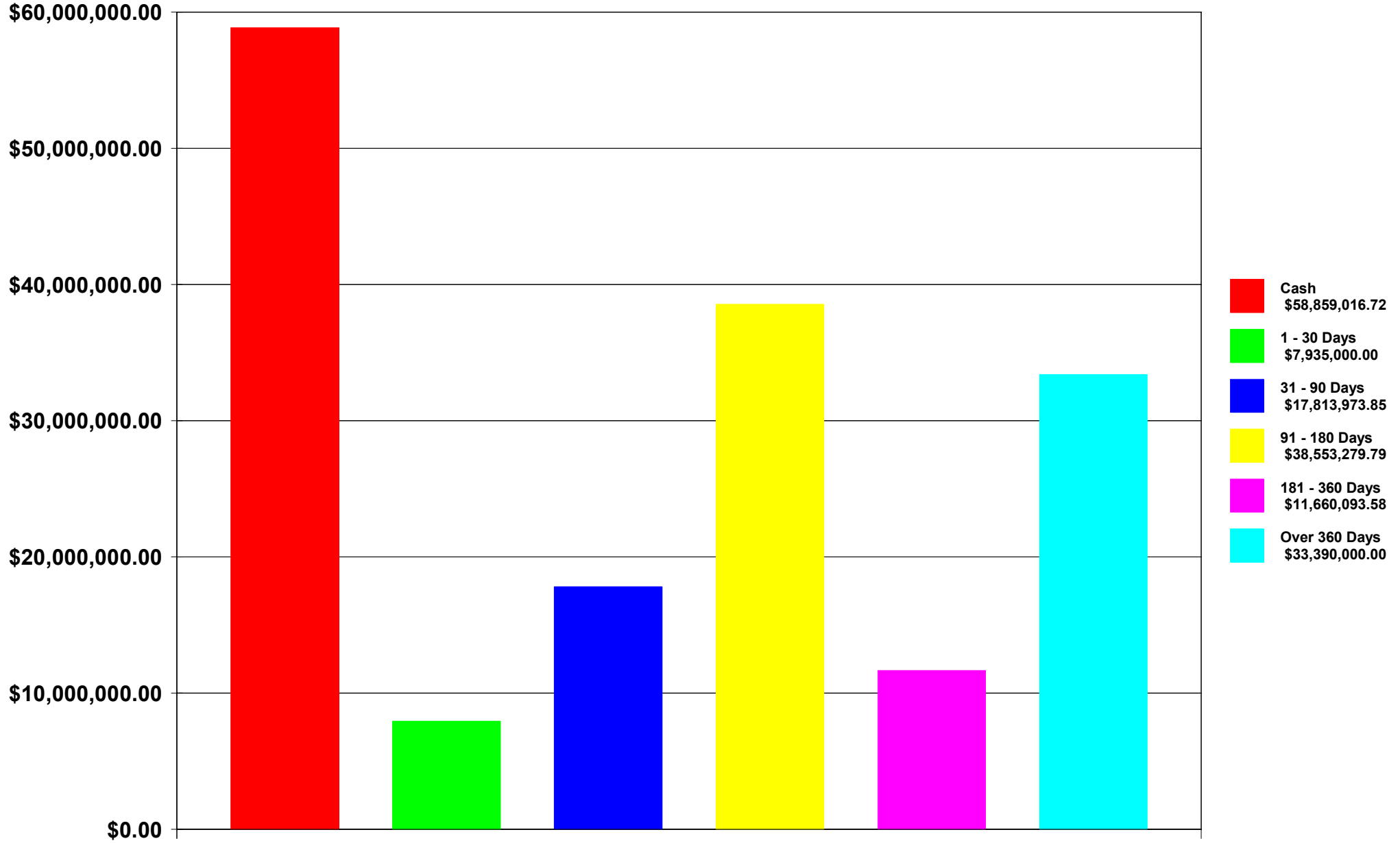
Ottawa County Treasurer

Effective Interest - Actual Life

Receipts for Period

10/31/2023

Showing Ending Par Val/Shares: \$168,211,363.94



General Fund Monthly Interest Yield

(before Unrealized Capital Gain/Loss)



- Actual 2023
- Benchmark 2024
- Actual 2024

Ottawa County, Michigan - OPEB Section 115 Trust
CAP TRUST (CHARLES SCHWAB)

October 31, 2023

PORTFOLIO ASSET ALLOCATION
FROM MONTHLY STATEMENT

Asset	Market Value at 10/1/2023		Market Values at 10/31/2023	
	Dollar Amount	Percentage	Dollar Amount	Percentage
Fixed Income (Bonds)	\$2,993,286.92	50.17%	\$2,942,989.78	50.59%
Equity Funds	\$2,962,698.32	49.66%	\$2,872,187.42	49.37%
Sweep Account-Cash	\$10,034.48	0.17%	\$2,550.01	0.04%
TOTAL PORTFOLIO	\$5,966,019.72	100.00%	\$5,817,727.21	100.00%

PORTFOLIO ASSET ALLOCATION PARAMETERS			
	Current		Target
Fixed Income (Bonds)	50.59%	Fixed Income (Bonds)	50.00%
Equity Funds	49.37%	Equity Funds	49.50%
Sweep Account-Cash	0.04%	Sweep Account-Cash	0.50%
	100.00%		100.00%

TRANSACTIONS
IMPACTING MARKET VALUE

	MONTH TO DATE IMPACT
Munis & Charles Schwab Stmt Prior Month End Bal	\$5,966,019.72
Receipts	\$0.00
Disbursements	\$0.00
10/31/2023 Munis Balance	\$5,966,019.72

CAP TRUST (CHARLES SCHWAB) TRANSACTIONS

Deposits	\$0.00
Dividends and Interest	\$12,337.78
<u>Admin Expenses:</u>	
Qtr CAP TRUST	(\$7,500.00)
Reinvested Shares	(\$12,322.25)
Change in Value of Investments	(\$140,808.04)
(\$354,842.77) Unrealized Gain or (Loss)-current month	
\$201,712.48 Unrealized Gain or (Loss)-prior month	
\$12,322.25 Cash Dividends-current month	
\$0.00 Gain or (Loss) on Investments Sold-This Period	
(\$140,808.04) Total	
10/31/2023 Charles Schwab Stmt Balance	\$5,817,727.21

Total Investment Change (\$148,292.51)
(not including receipts/disbursements in top half)

MUNIS JE FOR OPEB SECTION 115 TRUST

October 31, 2023

D/C	ORG	OBJECT	LINE DESCRIPTION	AMOUNT
D	736	017016	Deposits	\$0.00
C	73616509	665000	Deposits	\$0.00
D	736	017016	Dividends and Interest	\$12,337.78
C	73616509	665000	Dividends and Interest	\$12,337.78
D	73616509	808000	Admin. Expenses	(\$7,500.00)
C	736	017016	Admin. Expenses	(\$7,500.00)
D	73616509	665000	Reinvested Shares	(\$12,322.25)
C	736	017016	Reinvested Shares	(\$12,322.25)
D	736	017016	Fair Value Change	(\$140,808.04) <i>if amount is negative,</i>
C	73616509	665000	Fair Value Change	(\$140,808.04) <i>reverse D & C</i>

Total Net Change to 736 017016 (\$148,292.51)



Schwab One® Trust Account of
CHARLES SCHWAB TRUST BANK CUST
COUNTY OF OTTAWA RETIREE HLTH

Account Number
8632-9283

Statement Period
October 1-31, 2023

Your Retirement Plan Provider

CHARLES SCHWAB TRUST BANK
 211 MAIN ST FL 14
 SAN FRANCISCO CA 94105-1965
 1 (877) 319-2782

The custodian of your brokerage account is: Charles Schwab & Co., Inc.
 For questions about this statement, please contact your Retirement Plan Provider.

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Gain or (Loss) Summary.....	5
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Cash Transactions Summary.....	5
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CHARLES SCHWAB TRUST BANK CUST
 COUNTY OF OTTAWA RETIREE HLTH
 12220 FILLMORE ST ROOM 331
 WEST OLIVE MI 49460



Schwab One® Trust Account of
**CHARLES SCHWAB TRUST BANK CUST
COUNTY OF OTTAWA RETIREE HLTH**

Account Number
8632-9283

Statement Period
October 1-31, 2023

Terms and Conditions

This Account statement is furnished solely by Charles Schwab & Co., Inc. ("Schwab") for your Schwab PCRA™ ("Account") at Schwab. Schwab is a registered broker-dealer and, provides brokerage and custody services for your Account. Schwab is a wholly owned subsidiary of The Charles Schwab Corporation. Other wholly owned subsidiaries of The Charles Schwab Corporation include the following Schwab "Affiliates": Charles Schwab Investment Management, Inc. ("CSIM"); Charles Schwab Investment Advisory, Inc. ("CSIA"); Schwab Wealth Advisory, Inc. ("SWAI"); Schwab Retirement Plan Services, Inc.; and Charles Schwab Bank. CSIA, CSIM, and SWAI provide investment advisory services. Schwab Retirement Plan Services, Inc. provides recordkeeping and related services with respect to retirement and other benefit plans. Charles Schwab Bank provides trust and custody services with respect to retirement and other benefit plans.

This Account statement may identify an independent retirement plan service provider or "Advisor." The independent retirement plan service provider or Advisor may provide services with respect to your Account, but is not affiliated with Schwab. The independent retirement plan service provider or Advisor is independently owned and operated and are not Schwab Affiliates. Schwab maintains agreements with certain independent retirement plan service providers and Advisors under which Schwab may provide such companies with services related to your Account. However, Schwab neither endorses nor recommends any particular independent retirement plan service provider or Advisor or investment strategy and has no responsibility to monitor trading by any independent retirement plan service provider or Advisor on your Account.

GENERAL INFORMATION AND KEY TERMS:

If you receive any other communication from any source other than Schwab, or other authorized affiliate of Schwab which purports to represent your holdings at Schwab, you should verify its content with this statement.

AIP (Automatic Investment Plan) Customers: Schwab receives remuneration in connection with certain transactions effected through Schwab. If you participate in a systematic investment program through Schwab, the additional information normally detailed on a trade confirmation will be provided upon request.

Average Daily Balance: Average daily composite of all cash balances that earn interest and all loans from Schwab that are charged interest. Interest cycles may differ from statement cycles.

Bank Sweep Feature and Bank Sweep for Benefit Plans Features: Schwab acts as your agent and custodian in establishing and maintaining your Bank Sweep and Bank Sweep for Benefit Plans features as Schwab Cash Features for your PCRA account. Deposit accounts constitute direct obligations of banks affiliated with Schwab and are not obligations of Schwab. Deposit Accounts are insured by the FDIC within applicable limits. The balance in the bank deposit accounts can be withdrawn on your order and the proceeds returned to your securities account or remitted to you as provided in your Account Agreement. For information on FDIC insurance

and its limits, as well as other important disclosures about the Bank Sweep feature, please refer to the Cash Features Disclosure Statement available online or from a Schwab representative.

Cash: Any Free Credit Balance owed by us to you payable upon demand which, although accounted for on our books of record, is not segregated and may be used in the conduct of this firm's business.

Credit Interest: If, on any given day, the interest that Schwab calculates for your Account is less than \$.005, you will not earn any interest on that day.

Dividend Reinvestment Customers: Dividend reinvestment transactions are effected by Schwab acting as a principal for its own Account, except for the reinvestment of Schwab dividends, for which an independent broker-dealer acts as the buying agent. The time of these transactions, the exchange upon which these transactions occur, and the name of the person from whom the security is purchased will be furnished upon written request.

Estimated Annual Income: Estimated annual income is derived from information provided by outside parties. Schwab cannot guarantee the accuracy of such information. Since the interest and dividends are subject to change at any time, they should not be relied upon exclusively for making investment decisions.

Fees and Charges: Includes Margin Interest, Retirement Plan Service Provider fees, and Management Fees that may be charged during the statement period. Contact your Retirement Plan Service Provider and/or your Investment Advisor if you have questions about his or her fees.

Interest: For the Bank Sweep and Bank Sweep for Benefit Plans features, interest is paid for a period that differs from the Statement Period. Balances include interest paid as indicated on your statement by Schwab or one or more of its affiliated banks. These balances do not include interest that may have accrued during the Statement Period after interest is paid. The interest paid may include interest that accrued in the prior Statement Period. For the Bank Sweep feature, interest accrues daily from the 16th day of the prior month and is credited/posted on the first business day after the 15th of the current month. If, on any given day, the interest that Schwab calculates for the Free Credit Balances in the Bank Sweep feature in your brokerage account is less than \$.005, you will not accrue any interest on that day. For balances held at banks affiliated with Schwab in the Bank Sweep and Bank Sweep for Benefit Plans features, interest will accrue even if the amount is less than \$.005, but interest will not be credited if less than \$.005.

Market Price: The most recent price evaluation available to Schwab on the last business day of the statement period, normally the last trade price or bid as of market close. Unpriced securities denote that no market evaluation update is currently available. Price evaluations are obtained from outside parties. Schwab shall have no responsibility for the accuracy or timeliness of any such valuations. Asset Not Held at

Schwab are not held in your Account or covered by the Account's SIPC account protection and are not otherwise in Schwab's custody and are being provided as a courtesy to you. Information on Assets Not Held at Schwab or the accuracy, completeness or timeliness of the information about Assets Not Held at Schwab, whether provided by you or otherwise. Descriptions of Assets Not Held at Schwab may be abbreviated or truncated. Some securities, especially thinly traded equities in the OTC market or foreign markets, may not report the most current price and are indicated as Stale Priced. Certain Limited Partnerships (direct participation programs) and unlisted Real Estate Investment Trust (REIT) securities, for which you may see a value on your monthly Account statement that reflects issuer's appraised estimated value, are not listed on a national securities exchange, and are generally illiquid. Even if you are able to sell such securities, the price received may be less than the per share appraised estimated value provided in the account statement.

Market Value: The Market Value is computed by multiplying the Market Price by the Quantity of Shares. This is the dollar value of your present holdings in your specified Schwab Account or a summary of the Market Value summed over multiple Accounts.

Non-Publicly Traded Securities: All assets shown on this statement, other than certain direct investments which may be held by a third party, are held in your Account. Values of certain Non-Publicly Traded Securities may be furnished by a third party as provided by Schwab's Account Agreement. Schwab shall have no responsibility for the accuracy or timeliness of such valuations. The Securities Investor Protection Corporation (SIPC) does not cover many limited partnership interests.

Option Customers: Be aware of the following: (1) Commissions and other charges related to the execution of option transactions are included in confirmations of such transactions furnished to you at the time such transactions occur and are made available promptly upon request. (2) You should advise us promptly of any material changes in your investment objectives or financial situation. (3) Exercise assignment notices for option contracts are allocated among customer short positions pursuant to an automated procedure which randomly selects from among all customer short option positions those contracts which are subject to exercise, including positions established on the day of assignment. (4) Realized gain/loss of underlying securities is adjusted to reflect the premiums of assigned or exercised options. Please consult your tax advisor or IRS publication 550, Investment Income and Expenses, for additional information on Options.

Rate Summary: The yield information for Sweep Funds is the current 7-day yield as of the statement period. Yields vary. Schwab and the Sweep Fund investment advisor may be voluntarily reducing a portion of a Sweep Fund's expenses. Without these reductions, yields would have been lower.



Terms and Conditions (continued)

Restricted Securities: See your Account Agreement for information regarding your responsibilities concerning the sale or control of restricted securities.

Schwab Sweep Money Funds: Includes the primary money market funds into which Free Credit Balances may be automatically invested pursuant to your Account Agreement. Schwab or an affiliate acts and receives compensation as the Investment Advisor, Shareholder Service Agent and Distributor for the Schwab Sweep Money Funds. The amount of such compensation is disclosed in the prospectus. The yield information for Schwab Sweep Money Funds is the current 7-day yield as of the statement period. Yields vary. If, on any given day, the accrued daily dividend for your selected sweep money fund as calculated for your account is less than 1/2 of 1 cent (\$0.005), your account will not earn a dividend for that day. In addition, if you do not accrue at least 1 daily dividend of \$0.01 during a pay period, you will not receive a money market dividend for that period. Schwab and the Schwab Sweep Money Funds investment advisor may be voluntarily reducing a portion of a Schwab Sweep Money Fund's expenses. Without these reductions, yields would have been lower.

Securities Products and Services: Securities products and services are offered by Charles Schwab & Co., Inc., **Member SIPC. Securities products and services, including unswept intraday funds and net credit balances held in brokerage accounts are not deposits or other obligations of, or guaranteed by, any bank, are not FDIC insured, and subject to investment risk and may lose value. SIPC does not cover balances held at banks affiliated with Schwab in the Bank Sweep and Bank Sweep for Benefit Plans features.**

Short Positions: Securities sold short will be identified with an "S" in Investment Detail. The market value of these securities will be expressed as a debit and will be netted against any long positions in Total Account Value.

Sweep Funds: Includes the primary funds into which free credit balances may be automatically invested pursuant to your Account Agreement.

Yield to Maturity: This is the actual average annual return on a note if held to maturity.

Gain (or Loss): Unrealized Gain or (Loss) and Realized Gain or (Loss) sections ("Gain/Loss Section(s)") contain a gain or a loss summary of your Account. This information has been provided on this statement at the request of your Advisor. This information is not a solicitation or a recommendation to buy or sell. It may, however, be helpful for investment and tax planning strategies. **Schwab does not provide tax advice and encourages you to consult with your tax professional. Please view the Cost Basis Disclosure Statement for additional information on how gain (or loss) is calculated and how Schwab reports adjusted cost basis information to the IRS.**

Accrued Income: Accrued Income is the sum of the total accrued interest and/or accrued dividends on positions held in your Account, but the interest and/or dividends have not been received into your account. Schwab makes no representation that the amounts shown (or any other amount) will be received. Accrued amounts are not covered by SIPC account protection until actually received and held in the Account.

IN CASE OF QUESTIONS: If you are a participant with a Schwab Personal Choice Retirement Account® (PCRA) and you have questions about this statement, or specific Schwab Account transactions, contact the dedicated **Schwab PCRA Call Center at 1-888-393-PCRA (7272)**. If you are a Plan Trustee or Sponsor, please contact your Retirement Plan Service Provider shown on the cover page of this statement.

IN CASE OF ERRORS OR DISCREPANCIES IN BROKERAGE

TRANSACTIONS: If you find an error or discrepancy relating to your brokerage activity (other than an electronic funds transfer), you must notify us promptly, but no later than 10 days after this statement is sent or made available to you. If this statement shows that we have mailed or delivered security certificate(s) that you have not received, you should notify Schwab immediately. Any oral communications should be reconfirmed in writing to further protect your rights, including rights under the Securities Investor Protection Act (SIPA). If you do not so notify us, you agree that the statement activity and Account balance are correct for all purposes with respect to those brokerage transactions.

IN CASE OF COMPLAINTS: If you have a complaint regarding your Schwab statement, products or services, please call the Charles Schwab & Co., Inc. **Client Advocacy Hotline at 1-800-468-3774** or write to Attention: Client Advocacy Team, 211 Main St., M/S: PHXPEAK-2K489, San Francisco, CA 94105.

Address Changes: If you fail to notify Schwab in writing of any change of address or phone number, you may not receive important notifications about your Account, and trading or other restrictions might be placed on your Account.

Wire Transfers and Check Transactions: If, upon prompt examination, you find that your records and ours disagree, or if you suspect that a wire transfer is unauthorized, a check or endorsement is altered or forged, or checks are missing or stolen, call us immediately at the Schwab Customer Service number listed on the front of this statement. If you do not so notify us in writing promptly, but in no event later than 10 days after we send or make available your statement to you, you agree that the statement activity and Account balance are correct for all purposes with respect to those transactions. You agree to cooperate with us in the investigation of your claim, including giving us an affidavit containing whatever reasonable information we require concerning your Account, the wire or check transaction, and the circumstances surrounding the loss. You agree that we have a reasonable period of time to investigate the facts and circumstances surrounding any claimed loss, and that we have no obligation to provisionally credit your Account.

Additional Information: We are required by law to report to the Internal Revenue Service certain adjusted cost basis information (if applicable) and plan disbursements issued at the client's direction during the calendar year. Schwab or an affiliate acts as the Investment Advisor, Shareholder Service Agent and Distributor for the Schwab Money Funds. Schwab or an affiliate is compensated by the Schwab Money Funds for acting in each of these capacities other than as Distributor. The amount of such compensation is disclosed in the prospectus. For accounts managed by CSIA or CSIM you are charged an asset-based fee which is described in the relevant disclosure brochure. Additional information will be provided upon written request. A financial statement for your inspection is available at Schwab's offices or a copy will be mailed to you upon written request. Any third-party trademarks appearing herein are the property of their respective owners. Schwab and its affiliated banks are subsidiaries of The Charles Schwab Corporation.

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(0822-20UL)



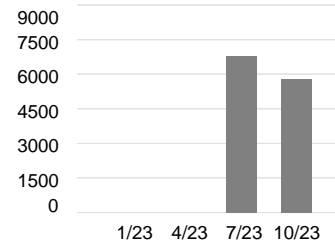
Schwab One® Trust Account of
CHARLES SCHWAB TRUST BANK CUST
COUNTY OF OTTAWA RETIREE HLTH

Account Number
8632-9283

Statement Period
October 1-31, 2023

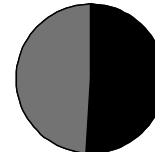
Account Value as of 10/31/2023: \$ 5,817,727.21

Change in Account Value	This Period	Year to Date	Account Value [in Thousands]
Starting Value	\$ 5,966,019.72	\$ 0.00	
Credits	12,337.78	6,701,525.43	
Debits	(7,500.00)	(513,585.73)	
Transfer of Securities (In/Out)	0.00	0.00	
Income Reinvested	(12,322.25)	(56,089.69)	
Change in Value of Investments	(140,808.04)	(314,122.80)	
Ending Value on 10/31/2023	\$ 5,817,727.21	\$ 5,817,727.21	
Total Change in Account Value	\$ (148,292.51)	\$ 5,817,727.21	



Asset Composition	Market Value	% of Account Assets
Bank Sweep ^{A,B}	\$ 2,550.01	<1%
Bond Funds	2,942,989.78	51%
Equity Funds	2,872,187.42	49%
Total Assets Long	\$ 5,817,727.21	
Total Account Value	\$ 5,817,727.21	100%

Overview



- 51% Bond Funds
- 49% Equity Funds



Schwab One® Trust Account of
CHARLES SCHWAB TRUST BANK CUST
COUNTY OF OTTAWA RETIREE HLTH

Account Number
8632-9283

Statement Period
October 1-31, 2023

Gain or (Loss) Summary	Gain or (Loss) on Investments Sold	Unrealized Gain or (Loss)
	This Period	

All Investments	\$0.00	\$(354,842.77)
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Values may not reflect all of your gains/losses. Cost basis may change and be adjusted in certain cases. Statement information should not be used for tax preparation, instead refer to official tax documents. For additional gain or (loss) information refer to Terms and Conditions.

Income Summary	This Period	Year To Date
Bank Sweep Interest	15.53	291.67
Cash Dividends	12,322.25	56,089.69
Total Income	12,337.78	56,381.36

Cash Transactions Summary	This Period	Year to Date
Starting Cash *	\$ 10,034.48	\$ 0.00
Deposits and other Cash Credits	0.00	6,645,144.07
Investments Sold	0.00	481,000.00
Dividends and Interest	12,337.78	56,381.36
Withdrawals and other Debits	(7,500.00)	(513,585.73)
Investments Purchased	(12,322.25)	(6,666,389.69)
Fees and Charges	0.00	0.00
Total Cash Transaction Detail	(7,484.47)	2,550.01
Ending Cash *	\$ 2,550.01	\$ 2,550.01

*Cash (includes any cash debit balance) held in your account plus the value of any cash invested in a sweep money fund.



Schwab One® Trust Account of
CHARLES SCHWAB TRUST BANK CUST
COUNTY OF OTTAWA RETIREE HLTH

Account Number
8632-9283

Statement Period
October 1-31, 2023

Investment Detail - Bank Sweep

Bank Sweep	Starting Balance	Ending Balance	% of Account Assets
CHARLES SCHWAB BANK	10,034.48	2,550.01	<1%
Total Bank Sweep ^{A,B}	10,034.48	2,550.01	<1%
Total Bank Sweep		2,550.01	<1%

Investment Detail - Mutual Funds

Bond Funds	Quantity	Market Price	Market Value	Cost Basis	Unrealized Gain or (Loss)	% of Account Assets
ALLSPRING CORE BOND INST [◇] SYMBOL: MBFIX	141,917.2580	10.37000	1,471,681.97	1,570,283.69	(98,601.72)	25%
FIDELITY US BOND INDEX [◇] SYMBOL: FXNAX	152,151.7900	9.67000	1,471,307.81	1,562,116.95	(90,809.14)	25%
Total Bond Funds	294,069.0480		2,942,989.78	3,132,400.64	(189,410.86)	51%

Equity Funds	Quantity	Market Price	Market Value	Cost Basis	Unrealized Gain or (Loss)	% of Account Assets
AMERICAN FUNDS EUROPACIF [◇] IC GROWTH F3 SYMBOL: FEUPX	9,910.4570	49.80000	493,540.76	538,556.00	(45,015.24)	8%
FIDELITY INTERNATIONAL I [◇] NDEX SYMBOL: FSPSX	11,471.1470	42.58000	488,441.44	522,175.87	(33,734.43)	8%

Schwab has provided accurate gain and loss information wherever possible for most investments. Cost basis data may be incomplete or unavailable for some of your holdings. Please see "Endnotes for Your Account" section for an explanation of the endnote codes and symbols on this statement.



Investment Detail - Mutual Funds (continued)

Equity Funds (continued)	Quantity	Market Price	Market Value	Cost Basis	Unrealized Gain or (Loss)	% of Account Assets
FIDELITY 500 INDEX ◊ SYMBOL: FXAIX	4,824.4150	145.68000	702,820.78	721,943.01	(19,122.23)	12%
JPMORGAN LARGE CAP GROWT ◊ H I SYMBOL: SEEGX	5,099.7830	51.81000	264,219.76	268,920.54	(4,700.78)	5%
MFS MID CAP GROWTH R6 ◊ SYMBOL: OTCKX	9,313.1600	24.98000	232,642.74	248,018.77	(15,376.03)	4%
MFS MID CAP VALUE R6 ◊ SYMBOL: MVCKX	8,404.5620	27.41000	230,369.04	245,590.54	(15,221.50)	4%
MFS VALUE R6 ◊ SYMBOL: MEIKX	5,775.2780	45.39000	262,139.87	271,511.59	(9,371.72)	5%
SCHWAB SMALL CAP INDEX ◊ SYMBOL: SWSSX	7,336.5330	26.99000	198,013.03	220,903.01	(22,889.98)	3%
Total Equity Funds	62,135.3350		2,872,187.42	3,037,619.33	(165,431.91)	49%
Total Mutual Funds	356,204.3830		5,815,177.20	6,170,019.97	(354,842.77)	100%

Total Investment Detail	5,817,727.21
Total Account Value	5,817,727.21
Total Cost Basis	6,170,019.97

Schwab has provided accurate gain and loss information wherever possible for most investments. Cost basis data may be incomplete or unavailable for some of your holdings. Please see "Endnotes for Your Account" section for an explanation of the endnote codes and symbols on this statement.



Transaction Detail - Purchases & Sales

Bond Funds Activity

Settle Date	Trade Dat	Transaction	Description	Quantity	Unit Price	Charges and Interest	Total Amount
10/31/23	10/31/23	Reinvested Shares	ALLSPRING CORE BOND INST: MBFIX	537.8760	10.3700	0.00	(5,577.77)
10/31/23	10/31/23	Reinvested Shares	FIDELITY US BOND INDEX: FXNAX	419.6140	9.6700	0.00	(4,057.67)

Total Bond Funds Activity							(9,635.44)
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Equity Funds Activity

Settle Date	Trade Dat	Transaction	Description	Quantity	Unit Price	Charges and Interest	Total Amount
10/06/23	10/06/23	Reinvested Shares	FIDELITY 500 INDEX: FXAIX	17.9620	149.5800	0.00	(2,686.81)

Total Equity Funds Activity							(2,686.81)
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Total Purchases & Sales							(12,322.25)
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Transaction Detail - Deposits & Withdrawals

Transaction Date	Process Date	Activity	Description	Location	Credit/(Debit)
10/20/23	10/20/23	Journalized Funds	TRF SCHWAB BROKERAGE A/C		(7,500.00)

Total Deposits & Withdrawals					(7,500.00)
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The total deposits activity for the statement period was \$0.00. The total withdrawals activity for the statement period was \$7,500.00.



Transaction Detail - Dividends & Interest (including Money Market Fund dividends reinvested)

Transaction Date	Process Date	Activity	Description	Credit/(Debit)
10/06/23	10/06/23	Div For Reinvest	FIDELITY 500 INDEX: FXAIX	2,686.81
10/15/23	10/16/23	Bank Interest ^{A,B}	BANK INT 091623-101523: SCHWAB BANK	9.58
10/15/23	10/16/23	Bank Interest ^{A,B}	BANK INT 091623-101523: SCHWAB TRUST BANK	5.95
10/31/23	10/31/23	Div For Reinvest	ALLSPRING CORE BOND INST: MBFIX	5,577.77
10/31/23	10/31/23	Div For Reinvest	FIDELITY US BOND INDEX: FXNAX	4,057.67
Total Dividends & Interest				12,337.78
Total Transaction Detail				(7,484.47)

Bank Sweep for Benefit Plans Activity

Transaction Date	Transaction	Description	Withdrawal	Deposit	Balance ^{A,B}
Opening Balance^{A,B}					10,034.48
10/15/23	Interest Paid ^{A,B}	BANK INTEREST - CHARLES SCHWAB BANK		9.58	10,044.06
10/15/23	Interest Paid ^{A,B}	BANK INTEREST - SCHWAB TRUST BANK		5.95	10,050.01
10/16/23	Auto Transfer	BANK SWEEP XFER FROM SCHWAB TRUST BANK	5.95		
10/16/23	Auto Transfer	BANK SWEEP XFER TO CHARLES SCHWAB BANK ^A		5.95	
10/23/23	Auto Transfer	BANK TRANSFER TO BROKERAGE	7,500.00		2,550.01
Total Activity			7,505.95	21.48	
Ending Balance^{A,B}					2,550.01

Bank Sweep for Benefit Plans: Interest Rate as of 10/31/23 was 0.45%.^B



Schwab One® Trust Account of
CHARLES SCHWAB TRUST BANK CUST
COUNTY OF OTTAWA RETIREE HLTH

Account Number
8632-9283

Statement Period
October 1-31, 2023

Endnotes For Your Account

Symbol Endnote Legend

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- | | |
|---|---|
| ◇ | Dividends paid on this security will be automatically reinvested. |
| A | Bank Sweep deposits are held at FDIC-insured bank(s) ("Banks") that are affiliated with Charles Schwab & Co., Inc. |
| B | For Bank Sweep and Bank Sweep for Benefit Plans features, interest is paid for a period that differs from the Statement Period. Balances include interest paid as indicated on your statement by Schwab or one or more of its affiliated banks. These balances do not include interest that may have accrued during the Statement Period after interest is paid. The interest paid may include interest that accrued in the prior Statement Period. |
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**County of Ottawa
Board Initiatives**

9/30/2023

Budgetary Savings from ARPA Projects

49,184,656.00

	Project Amount	Paid	Encumbered	Balance	Notes	
1	Bucket Manager Contracts	213,688.00	213,688.00	-		
2	Graybar Contract	46,964.77	46,964.77	-		
3	Dwelling Place	-		-	Contract was for \$2m but contingencies not met; funds available	
4	Samaritas	1,500,000.00	313,511.00	1,186,489.00		
5	Loyalty Payment, Spring 2022	392,340.00	392,340.00	-		
6	Eviction Diversion	2,000,000.00	1,000,000.00	1,000,000.00		
7	Inflation-Impact Pymt, Oct. 2022	4,583,110.94	4,583,110.94	(0.00)		
8	Affordable Housing Revolving Loan Fund	10,000,000.00	10,000,000.00	-		
9	Mental Health Professionals	1,000,000.00	120,000.00	360,000.00	520,000.00	Balance in CMH Millage and Grants Fund; showing current balance as of 11/28/23
10	GRCC	506,493.00	95,408.00	411,085.00	-	
11	LAUP Business Stabilization	799,000.00	345,000.00	454,000.00	-	
12	Children's Advocacy Center	211,750.00	74,250.00	137,500.00	-	
13	Reach for Recovery	337,500.00	200,000.00	137,500.00	-	
14	GRCC Cert Program-MOKA	87,492.25	7,090.25	80,402.00	-	
15	GRCC Cert Program-Benjamin's Hope	55,919.75	8,207.75	47,712.00	-	
16	GRCC Cert Program-Heritage House	103,294.00		103,294.00	-	
17	GRCC Certification Program-Harbor House	103,294.00		103,294.00	-	
18	Youth Center Youth & Parent Portal	20,000.00	20,000.00	-	Balance in General Fund (10122504 808000)	
19	James St. DHHS Building Roof	350,000.00	199,924.34	-	150,075.66	Balance in Capital Projects Fund (CF2315)
20	Sheriff's Shooting Range HVAC	395,000.00	-	-	395,000.00	Balance in Capital Projects Fund (CF2316)
21	Ottawa Sands (1)	3,400,000.00	3,400,000.00	-	-	Balance in Parks Capital Projects Fund (CP2208)
22	Idema Explorer Trail (2)	2,000,000.00	142,468.81	260,608.92	1,596,922.27	Balance in Parks Capital Projects Fund (CP2206)
23	Middle Macatawa Trail System (3)	906,000.00	1,326.00	314.00	904,360.00	Balance in Parks Capital Projects Fund (CP2307)
24	Medicaid Cost-Base Reimb.	1,507,178.00	73,983.00	77,241.00	1,355,954.00	Balance in Health Fund Balance (encumbered is the FY24 committed amount)
25	Accelerating Farmland Protection	1,000,000.00	-		1,000,000.00	Balance in Farmland Preservation Fund
26	BOC Electronic Roll Call	100,000.00		71,616.00	28,384.00	Balance in Capital Projects Fund (CT2303) Board approved contract 11/21/23
27	Victim's Assistance Fund	1,000,000.00	1,000,000.00		-	Transferred to Crime Victim Fund -
28	Local Food Rescue	486,675.00	335,789.00	150,886.00	-	
29	Guidehouse Contract	830,188.00	47,465.00	32,531.00	750,192.00	Balance to monitor ODC Network (Capital Project with ARPA funds to build / expand child care
30	Capital Improvement Plan	5,000,000.00	-	-	5,000,000.00	Committed to future capital project spending
31	Broadband Reserve	7,500,000.00	-	-	7,500,000.00	Waiting for grant approval and contract development
	Projects Approved Nov, 2022	46,435,887.71	22,620,526.86	4,614,472.92	19,200,887.93	
	Balance Remaining	2,748,768.29				