

**Agenda**  
**Finance and Administration Committee**  
**West Olive Administration Building – Board Room and YouTube**  
**12220 Fillmore, West Olive, MI 49460**  
**Tuesday, February 6, 2024**  
**10:00 AM**

**Public Comment**

**Approval of Agenda**

**Consent Resolutions:**

1. Approval of Minutes from the [January 9, 2024](#) 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 December 22, 2023 through January 25, 2024](#)  
Suggested Motion:  
To approve the general claims in the amount of \$17,740,481.57 as presented by the summary report for December 22, 2023 through January 25, 2024
3. [Quarterly Financial Status Report](#)  
Suggested Motion:  
To receive for information the detailed Financial Statements for the General Fund and Mental Health Fund, as well as a higher level summary for the Special Revenue Funds, through the end of the 1st quarter of Fiscal Year 2024.
4. [2025 Budget Calendar](#)  
Suggested Motion:  
To approve and forward to the Board of Commissioners the 2025 Budget Calendar.
5. [Strategic Plan Funds Request](#)  
Suggested Motion:  
To approve and forward to the Board of Commissioners a request from Administration to issue an RFP for up to \$100,000 to procure vendor options for the county's strategic plan, with vendor review and approval to be done at the Strategic Planning Committee.

6. [Public Health FTE Request](#)

Suggested Motion:

To approve and forward to the Board of Commissioners the request from Public Health to increase the FTE for a Community Health Nurse from 0.5 FTE to 0.6 FTE at a cost of \$9,130.

7. [Seasonal Employee Wages](#)

Suggested Motion:

To approve and forward to the Board of Commissioners the request from Parks to modify the pay rates for seasonal employees and to be annually adjusted by the cost-of-living provided to general Group T employees.

8. [Full Faith and Credit Pledges for Drain Notes and Bonds](#)

Suggested Motion:

To approve and forward to the Board of Commissioners a resolution pledging the county's full faith and credit to a drain note or bonds.

9. [Sheriff's Office Vehicle Uplifting Contract](#)

Suggested Motion:

To review and forward to the Board of Commissioners the contract for vehicle uplifting services.

10. [Fiscal Services Internal Audit](#)

Suggested Motion:

To direct Fiscal Services, in coordination with the Chair of the Finance and Administration Committee, to conduct an internal audit of ARPA Funds received by Ottawa County. The audit should encompass: use and amount of those funds dispersed, who these funds were given to, and amount of dollars returned from each account. This internal audit should be completed and presented to the Finance and Administration Committee at the March 5, 2024 Committee Meeting.

11. [Cost of Service Report](#)

Suggested Motion:

To direct Administration to work with Department Heads to create and report cost of service metrics for each department program, including number of FTEs, program purpose, number of FTEs budgeted/hired, program volumes, and any other relevant program information and have that information submitted to the Chair of the Finance and Administration Committee by March 5, 2024.

12. [FY2024 Budget Adjustments](#)

Suggested Motion:

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

**Committee Reports:**

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

**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: January 9, 2024

TIME: 10:06 a.m.

PLACE: Fillmore Street Complex

PRESENT: Gretchen Cosby, Roger Belknap, Rebekah Curran, Joe Moss, and Kendra Wenzel. (5)

ABSENT: None. (0)

#### SUBJECT: PUBLIC COMMENT

1. Sheila Dettloff-Holland Township
2. Dena Arner-Holland Township

#### SUBJECT: APPROVAL OF AGENDA

FC 24-001 Motion: To approve the agenda of today.  
Moved by: Curran UNANIMOUS

#### SUBJECT: CONSENT RESOLUTIONS

FC 24-002 Motion: To approve the minutes from the December 5, 2023, Finance and  
Administration Committee Meeting.  
Moved by: Belknap UNANIMOUS

#### SUBJECT: ELECTION OF COMMITTEE VICE CHAIR

FC 24-003 Motion: To elect Roger Belknap as Vice Chairperson of the Finance and Administration  
Committee for 2024.  
Moved by: Moss

#### Role Call Vote:

Belknap-Belknap	Wenzel-Belknap
Curran-Belknap	Cosby-Belknap
Moss-Belknap	

Roger Belknap was elected to Vice Chairperson of the Finance and Administration  
Committee for 2024.

#### SUBJECT: STATEMENT OF REVIEW

FC 24-004 Motion: To approve the Statement of Review.



Moved by: Moss

The motion passed with the following votes: Yeas: Joe Moss, Rebekah Curran, Kendra Wenzel, Roger Belknap, Gretchen Cosby. (5).

SUBJECT: ACCOUNTS PAYABLE FOR NOVEMBER 23, 2023 THROUGH DECEMBER 21, 2023

FC 24-005      Motion: To approve the general claims in the amount of \$12,014,246.38 as presented by the summary report for November 23, 2023 through December 21, 2023.  
Moved by: Wenzel

The motion passed with the following votes: Yeas: Kendra Wenzel, Roger Belknap, Joe Moss, Rebekah Curran, Gretchen Cosby. (5).

SUBJECT: QUARTERLY FINANCIAL STATUS REPORT

FC 24-006      Motion: To receive for information the detailed Financial Statements for the General Fund and Mental Health Fund, as well as a higher level summary for the Special Revenue Funds, through the end of the 4th quarter of Fiscal Year 2023.  
Moved by: Moss

The motion passed with the following votes: Yeas: Rebekah Curran, Kendra Wenzel, Roger Belknap, Joe Moss, Gretchen Cosby. (5).

SUBJECT: FY2024 BUDGET ADJUSTMENTS

FC 24-007      Motion: To approve and forward to the Board of Commissioners the FY2024 budget adjustments per the attached schedule.  
Moved by: Moss

The motion passed with the following votes: Yeas: Joe Moss, Kendra Wenzel, Rebekah Curran, Roger Belknap, Gretchen Cosby. (5).

SUBJECT: DISCUSSION ITEMS

1. Presentation from Habitat for Humanity-Don Wilkinson & Dave Rozman presented an update on current and future Habitat for Humanity projects.

SUBJECT: COMMITTEE REPORTS

1. Treasurer's Financial Month End Update-Cheryl Clark, Ottawa County Treasurer, presented the Treasurer's Financial Month End update.
2. Status of 2023 Initiatives:
  - a. Update on Budget Software-Administrator Gibbs gave an update.

- b. Update on Facilities Usage Analysis-Blake Upright gave an update.
  - c. Update from Communications Department-Shannon Felgner gave an update.
3. Status of 2024 Initiatives-Administrator Gibbs gave an update.

SUBJECT: PUBLIC COMMENT

1. Karen Obits-Spring Lake Village

SUBJECT: ADJOURNMENT

The chairperson called for adjournment at 12:12 p.m.

## Action Request



**Committee:** Finance and Administration Committee

**Meeting Date:** 02/06/2024

**Requesting Department:** Administration

**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: \$989.24	General Fund Cost: \$989.24	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:** January 31, 2024

**Address:** \_\_\_\_\_

**Dept:** 10111501 860000

**City:** \_\_\_\_\_

**State:** \_\_\_\_\_

**Zip:** \_\_\_\_\_

Date	Description	Miles	Current Rate	Amount
November 24 2023	Court hearing in Muskegon	28.00	\$0.670	\$18.76
January 2 2024	Commission pictures and organzational meeting	28.00	\$0.670	\$18.76
January 9 2024	Planning & Policy	28.00	\$0.670	\$18.76
January 11 2024	Chamber event	10.00	\$0.670	\$6.70
January 16 2024	Board Of Commission	28.00	\$0.670	\$18.76
January 19 2024	Court hearing in Muskegon	28.00	\$0.670	\$18.76
January 30 2024	Board Of Commission	28.00	\$0.670	\$18.76
	Pick From List		\$0.670	\$0.00
	Pick From List		\$0.670	\$0.00
	Pick From List		\$0.670	\$0.00
	Pick From List		\$0.670	\$0.00
	Pick From List		\$0.670	\$0.00
	Pick From List		\$0.670	\$0.00
	Pick From List		\$0.670	\$0.00
	Pick From List		\$0.670	\$0.00
Total Mileage:		178.00	\$0.670	\$119.26

## Commissioner Mileage Voucher

<b>To:</b> <u>Jacob Bonnema</u>		<b>Date:</b> <u>January 24 2024</u>	
<b>Address:</b> _____		<b>Dept:</b> <u>10111501 860000</u>	
<b>City:</b> _____			
<b>State:</b> _____			
<b>Zip:</b> _____			

Date	Description	Miles	Current Rate	Amount
September 12 2023	Board of Commissioners Meeting	26.00	\$0.655	\$17.03
September 26 2023	Board of Commissioners Meeting	26.00	\$0.655	\$17.03
Oct 10 2023	Board of Commissioners Meeting	26.00	\$0.655	\$17.03
Oct 24 2023	Board of Commissioners Special Session	26.00	\$0.655	\$17.03
Oct 25 2023	Board of Commissioners Special Session	26.00	\$0.655	\$17.03
Oct 30 2023	Board of Commissioners Special Session	26.00	\$0.655	\$17.03
Nov 06 2023	Board of Commissioners Special Session	26.00	\$0.655	\$17.03
Nov 14 2023	Board of Commissioners Special Session	26.00	\$0.655	\$17.03
Nov 21 2023	Board of Commissioners Meeting	26.00	\$0.655	\$17.03
November 28 2023	Board of Commissioners Meeting	26.00	\$0.655	\$17.03
September 5 2023	Finance and Administration Committee Meeting	26.00	\$0.655	\$17.03
September 19 2023	Finance and Administration Committee Meeting	26.00	\$0.655	\$17.03
October 5 2023	Finance and Administration Committee Meeting	26.00	\$0.655	\$17.03
November 7 2023	Finance and Administration Committee Meeting	26.00	\$0.655	\$17.03
October 23 2023	Macatawa Area Coordinating Council Policy Board (MACC)	32.00	\$0.655	\$20.96
September 25 2023	Macatawa Area Coordinating Council Policy Board (MACC)	17.00	\$0.655	\$11.14
November 27 2023	Macatawa Area Coordinating Council Policy Board (MACC)	22.00	\$0.655	\$14.41
	Pick From List		\$0.655	\$0.00
	Pick From List		\$0.655	\$0.00
<b>Total Mileage:</b>		<b>435.00</b>	<b>\$0.655</b>	<b>\$284.93</b>

## Commissioner Mileage Voucher

**To:** Lucy Ebel

**Date:**

January 1 2024

**Address:**

**Dept:**

10111501 860000

**City:**

**State:**

**Zip:**

Date	Description	Miles	Current Rate	Amount
January 2 2024	Board of Commissioners Meeting	19.00	\$0.670	\$12.73
January 8 2024	WMAA Meeting	11.00	\$0.670	\$7.37
January 16 2024	BOC Meeting	19.00	\$0.670	\$12.73
Januray 23, 2024	Health and Human Services Committee Meeting	19.00	\$0.670	\$12.73
January 30 2024	Board of Commissioners Meeting	19.00	\$0.670	\$12.73
			\$0.670	\$0.00
			\$0.670	\$0.00
			\$0.670	\$0.00
			\$0.670	\$0.00
			\$0.670	\$0.00
			\$0.670	\$0.00
	Pick From List		\$0.670	\$0.00
	Pick From List		\$0.670	\$0.00
	Pick From List		\$0.670	\$0.00
	Pick From List		\$0.670	\$0.00
Total Mileage:		87.00	\$0.670	\$58.29

## Commissioner Mileage Voucher

**To:** Joe Moss

**Date:**

January 31 2024

**Address:**

**Dept:**

1011501 860000

**City:**

**State:**

**Zip:**

Date	Description	Miles	Current Rate	Amount
January 2, 2024	Board of Commissioners Meeting	26.00	\$0.670	\$17.42
January 3, 2024	Meeting at Fillmore (am)	29.00	\$0.670	\$19.43
January 3, 2024	Plat Board Meetings (pm) 10102470 860000	29.00	\$0.670	\$19.43
January 9, 2024	Planning and Policy Committee Meeting	32.00	\$0.670	\$21.44
January 10, 2024	Meeting at Fillmore (am)	29.00	\$0.670	\$19.43
January 10, 2024	Meeting at Fillmore (pm)	29.00	\$0.670	\$19.43
January 16, 2024	Board of Commissioners Meeting	29.00	\$0.670	\$19.43
January 17 2024	Habitat Meeting at Fillmore	29.00	\$0.670	\$19.43
January 19 2024	Hearing at Muskegon Courthouse	76.00	\$0.670	\$50.92
January 23 2024	Health and Human Services Committee Meeting	29.00	\$0.670	\$19.43
January 30 2024	Board of Commissioners Meeting	29.00	\$0.670	\$19.43
		0.00	\$0.670	\$0.00
		0.00	\$0.670	\$0.00
		0.00	\$0.670	\$0.00
		0.00	\$0.670	\$0.00
		0.00	\$0.670	\$0.00
			\$0.670	\$0.00
Total Mileage:		366.00	\$0.670	\$245.22

## Commissioner Mileage Voucher

<b>To:</b> Kendra Wenzel <hr/>	<b>Date:</b> January 30 2024 <hr/>
<b>Address:</b> <hr/>	<b>Dept:</b> 10111501 860000 <hr/>
<b>City:</b> <hr/>	
<b>State:</b> <hr/>	
<b>Zip:</b> <hr/>	

Date	Description	Miles	Current Rate	Amount
January 2 2024	Board of Commissioners Meeting	28.00	\$0.670	\$18.76
January 9 2024	Planning and Policy Committee Meeting and Finance and Administration Meeting	28.00	\$0.670	\$18.76
January 16 2024	Board of Commissioners Meeting	28.00	\$0.670	\$18.76
January 22 2024	Community Mental Health Board Meeting	28.00	\$0.670	\$18.76
January 23 2024	Health and Human Services Committee Meeting and Talent & Recruitment Meeting	28.00	\$0.670	\$18.76
January 25 2024	Meeting w/ Director of Veteran Affairs: Jason Schenkle	26.00	\$0.670	\$17.42
January 22 2024	Veteran Affairs Meeting	28.00	\$0.670	\$18.76
			\$0.670	\$0.00
	Pick From List		\$0.670	\$0.00
	Pick From List		\$0.670	\$0.00
	Pick From List		\$0.670	\$0.00
	Pick From List		\$0.670	\$0.00
	Pick From List		\$0.670	\$0.00
	Pick From List		\$0.670	\$0.00
	Pick From List		\$0.670	\$0.00
	Pick From List		\$0.670	\$0.00
	Pick From List		\$0.670	\$0.00
	Pick From List		\$0.670	\$0.00
<b>Total Mileage:</b>		<b>194.00</b>	<b>\$0.670</b>	<b>\$129.98</b>



### Commissioner Mileage Voucher

<b>To:</b> <u>Douglas R. Zylstra</u>		<b>Date:</b> <u>January 2024</u>	
<b>Address:</b> _____		<b>Dept:</b> <u>10111501 860000</u>	
<b>City:</b> _____			
<b>State:</b> _____			
<b>Zip:</b> _____			

Date	Description	Miles	Current Rate	Amount
January 2 2024	Organizational Meeting	30.00	\$0.670	\$20.10
January 9 2024	Committee Meetings	30.00	\$0.670	\$20.10
January 16 2024	BOC Meeting	30.00	\$0.670	\$20.10
January 19 2024	Settlement Hearing – Muskegon	76.20	\$0.670	\$51.05
January 23 2024	Committee Meetings	30.00	\$0.670	\$20.10
January 30 2024	BOC Meeting	30.00	\$0.670	\$20.10
			\$0.670	\$0.00
			\$0.670	\$0.00
			\$0.670	\$0.00
			\$0.670	\$0.00
			\$0.670	\$0.00
			\$0.670	\$0.00
			\$0.670	\$0.00
			\$0.670	\$0.00
			\$0.670	\$0.00
			\$0.670	\$0.00
			\$0.670	\$0.00
			\$0.670	\$0.00
<b>Total Mileage:</b>		226.20	\$0.670	\$151.56

# Action Request



**Committee:** Finance and Administration Committee

**Meeting Date:** 01/30/2024

**Requesting Department:** Fiscal Services

**Submitted By:** Karen Karasinski

**Agenda Item:** Accounts Payable for December 22, 2023 through January 25, 2024

## Suggested Motion:

To approve the general claims in the amount of \$17,740,481.57 as presented by the summary report for December 22, 2023 through January 25, 2024

## Summary of Request:

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

## Financial Information:

Total Cost: \$17,740,481.57	General Fund Cost: \$4,091,694.30	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:** County Administrator:  ☒ Recommended ☐ Not Recommended ☐ Without Recommendation

Committee/Governing/Advisory Board Approval Date:

Board of Commissioners

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**Summary of Request Continued:**

Total CHECKS   EFTs   WIRES	
	Dates: December 22, 2023
	to January 25, 2024
	Total of all funds: \$17,740,481.57

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:

\$17,740,481.57

K Karasinski

Karen Karasinski

Fiscal Services Director

1/29/24

Date


We hereby certify that the Board of Commissioners has approved  
the claims on Tuesday, January 30, 2024

Joe Moss, Chairperson

Board of Commissioners

Justin Roebuck

Clerk/Register of Deeds

Total CHECKS   EFTs   WIRES		
	Dates: November 23, 2023 to December 21, 2023	
	Total of all funds: \$12,014,246.38	
222	MENTAL HEALTH FUND	\$4,295,385.16
681	RETIREMENT BENEFITS FUND	\$1,370,135.74
703	TAX COLLECTION CUSTODIAL FUND	\$1,274,040.00
675	EMPLOYEE BENEFITS FUND	\$1,024,049.39
101	GENERAL FUND	\$891,429.34
701	GEN CUSTODIAL FUND	\$677,566.34
636	INNOVATION AND TECHNOLOGY FUND	\$368,919.36
100	GF IMPREST PAYROLL FUND	\$233,135.24
106	BOARD INITIATIVES FUND	\$220,290.44
408	PARKS CAPITAL PROJECTS FUND	\$207,717.87
664	EQUIPMENT POOL FUND	\$195,732.69
223	MENTAL HEALTH MILLAGE FUND	\$176,708.07
801	DRAINS SPECIAL REV FUND	\$144,763.72
292	CHILD CARE FUND	\$120,348.83
710	DISTRICT COURT CUSTODIAL FUND	\$110,696.40
218	OTHER GOVERNMENTAL GRANTS FUND	\$108,459.38
228	LANDFILL TIPPING FEES FUND	\$80,182.89
401	CAPITAL PROJECTS FUND	\$71,198.77
221	HEALTH FUND	\$69,800.46
208	PARKS AND RECREATION FUND	\$61,697.81
736	OPEB TRUST FUND	\$60,438.83
260	PUBLIC DEFENDERS OFFICE FUND	\$57,676.87
266	SHERIFF CONTRACTS FUND	\$44,279.37
712	CIRCUIT COURT CUSTODIAL FUND	\$42,881.09
243	BROWNFIELD REDVLPMT AUTH FUND	\$24,942.46

Total CHECKS   EFTs   WIRES		
	Dates: November 23, 2023 to December 21, 2023	
	Total of all funds: \$12,014,246.38	
655	TELECOMMUNICATIONS FUND	\$23,645.78
711	PROBATE COURT CUSTODIAL FUND	\$13,978.62
000	POOLED CASH FUND	\$12,970.11
679	LONGTERM DISABILITY FUND	\$9,428.15
676	UNEMPLOYMENT FUND	\$5,280.95
677	GENERAL LIABILITY & WC FUND	\$4,069.85
215	FRIEND OF THE COURT FUND	\$2,981.28
709	JUV CRT CUSTODIAL FUND	\$2,738.77
516	DELINQUENT TAXES FUND	\$2,430.00
469	BLDG AUTHORITY CONST PROJ FUND	\$1,461.89
103	CELL TOWERS FUND	\$1,417.15
257	EARLY VOTING FUND	\$13.99
301	DEBT SERVICE FUND	\$750.00
234	FARMLAND PRESERVATION FUND	\$275.00
290	DEPT HLTH HUMAN SERVICES FUND	\$177.64
256	REG OF DEEDS AUTOMATION FUND	\$150.68
286	AMERICAN RESCUE PLAN ACT FUND	\$0.00
369	OC BUILDING AUTH DEBT 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: November 23, 2023 to December 21, 2023	
	Total of all funds: \$12,014,246.38	
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 UTLTY MNTCE & OPER FUND	\$0.00
872	INLAND LAKE IMPROVEMENT FUND	\$0.00

**Accounts Payable Vendor Disbursements**  
**December 22,2023-January 25, 2024**

<b>Vendor</b>	<b>Sum of AMOUNT</b>
STATE OF MICHIGAN	\$ 2,384,230.28
MUNICIPAL EMPLOYEES RETIREMENT SYSTEM OF MICHIGAN	\$ 1,640,592.49
OTTAWA COUNTY CENTRAL DISPATCH	\$ 1,219,348.20
PRIORITY HEALTH	\$ 1,062,535.48
OTTAWA COUNTY ROAD COMMISSION	\$ 1,027,768.36
GRANGER CONSTRUCTION COMPANY	\$ 930,331.83
OTTAWA COUNTY MICHIGAN INSURANCE AUTHORITY	\$ 929,414.08
APEX CONTRACTORS INC	\$ 477,050.00
MOKA CORPORATION	\$ 427,127.42
HOPE NETWORK BEHAVIORAL HEALTH SERVICES	\$ 334,956.62
HERITAGE H.O.M.E. INC.	\$ 297,015.98
HARBOR HOUSE MINISTRIES	\$ 259,679.29
ENTERPRISE FM TRUST	\$ 212,907.78
FLATROCK MANORS INC	\$ 208,520.32
I3-IMAGESOFT LLC	\$ 190,279.16
GEORGETOWN HARMONY HOMES	\$ 189,152.00
CITY OF HUDSONVILLE	\$ 172,679.13
BEACON SPECIALIZED LIVING SERVICES INC	\$ 160,677.93
CITY OF HOLLAND	\$ 160,464.35
REACH FOR RECOVERY INC	\$ 154,692.48
SUPERIOR SAW	\$ 152,401.05
BENJAMIN'S HOPE	\$ 132,847.64
LAKESHORE ADVANTAGE CORPORATION	\$ 130,000.00
HOPE DISCOVERY ABA SERVICES LLC	\$ 128,789.47
LIGHTHOUSE AUTISM CENTER	\$ 125,236.72
LUTHERAN SOCIAL SERVICES	\$ 121,029.56
BEAR RIVER HEALTH	\$ 117,460.62
PINE REST CHRISTIAN MENTAL HEALTH SERVICES	\$ 103,708.84
COMMUNITY ALLIANCE	\$ 93,415.58
HOLLAND COMMUNITY HOSPITAL	\$ 88,936.32
TURNING LEAF RESIDENTIAL REHABILITATION SVCS INC	\$ 88,845.24
HART INTERCIVIC	\$ 87,500.00
CONSUMERS ENERGY COMPANY	\$ 86,437.46
CITY OF GRAND HAVEN	\$ 85,730.23
JP MORGAN CHASE ** See Appendix A	\$ 82,844.24
REFUNDS	\$ 80,559.80
DELTA DENTAL PLAN OF MICHIGAN	\$ 76,314.24
CANTEEN SERVICES INC	\$ 74,948.39
GT INDEPENDENCE	\$ 68,286.12
LOCUMTENENS.COM LLC	\$ 68,210.84
POSITIVE BEHAVIOR SUPPORTS CORPORATION	\$ 62,806.83



<b>Vendor</b>	<b>Sum of AMOUNT</b>
PREFERRED EMPLOYMENT & LIVING SUPPORTS	\$ 62,267.38
PENDOGANI GL LLC	\$ 61,147.31
PRO CARE UNLIMITED INC	\$ 60,371.90
LAURA M. ESESE	\$ 58,068.30
COMMUNITY ACTION HOUSE	\$ 57,697.00
BUSSCHER DEVELOPMENT INC	\$ 52,904.18
RANDALL G MEYER EXCAVATING	\$ 50,771.44
SPICER GROUP INC	\$ 49,359.41
AMANI LLC	\$ 47,868.96
BETHANY CHRISTIAN SERVICES OF MICHIGAN	\$ 45,361.51
ARBOR CIRCLE CORP	\$ 45,001.54
WAYPOINTS	\$ 43,488.41
CITY OF ZEELAND	\$ 43,318.57
ADIA LLC	\$ 42,177.98
WEX BANK	\$ 40,792.35
INDIAN TRAILS CAMP INC	\$ 39,538.00
KALLMAN LEGAL GROUP PLLC	\$ 39,150.00
RESTITUTION	\$ 38,101.77
BLUEWATER	\$ 37,486.85
FOREST VIEW HOSPITAL	\$ 37,350.15
ZAWADI USA LLC	\$ 37,111.34
GOOD SAMARITAN MINISTRIES	\$ 36,330.00
ENVIRO CLEAN SERVICES INC	\$ 34,130.41
CITY OF COOPERSVILLE	\$ 31,679.09
KNIGHT WATCH INC	\$ 31,323.53
CITY OF FERRYSBURG	\$ 31,135.77
STUART T WILSON CPA PC	\$ 28,850.81
PROTOCOL SERVICES INC	\$ 27,456.48
WEB TECS INC	\$ 27,272.00
HAVENWYCK HOSPITAL	\$ 26,875.00
EQUITABLE LEARNING SOLUTIONS	\$ 26,479.27
DEWPOINT INC	\$ 25,792.00
CSM SERENITY	\$ 25,659.65
BUILDING MEN FOR LIFE	\$ 24,849.06
DEVELOPMENTAL ENHANCEMENT PLC	\$ 24,283.21
LA BENEDICTION CO LLC	\$ 24,224.22
KENT COMMUNICATIONS INC	\$ 23,881.50
DICKINSON WRIGHT PLLC	\$ 23,500.00
EMPLOYEE REIMBURSEMENTS	\$ 23,295.68
WESTERN MICHIGAN TREATMENT CENTER	\$ 22,912.40
WESTERN MICHIGAN PATHOLOGY	\$ 22,900.00
CENTRIA HEALTHCARE LLC	\$ 22,089.60
HOLLAND LITHO PRINTING SERVICE INC	\$ 22,055.86
REBOUND PHYSICAL AND OCCUPATIONAL THERAPY	\$ 21,421.65
ENG INC	\$ 21,095.03

<b>Vendor</b>	<b>Sum of AMOUNT</b>
OTTAWA COUNTY INFINISOURCE FLEX	\$ 20,724.62
TELE-RAD INC	\$ 20,668.45
APPLIED BEHAVIORAL SCIENCE INSTITUTION LLC	\$ 19,672.57
FIRST PENINSULA CONTRACTORS	\$ 19,174.50
PITNEY BOWES INC	\$ 18,737.83
SEMCO ENERGY GAS COMPANY	\$ 17,530.78
MCGILLEYS EXCAVATING LLC	\$ 17,440.00
PROGRESSIVE AE INC	\$ 16,875.00
CHERI LYNN WYNSMA	\$ 16,793.30
HARBOR HUMANE SOCIETY	\$ 16,713.97
RITE OF PASSAGE INC	\$ 16,495.41
VONK AFC	\$ 15,581.62
DLZ MICHIGAN INC	\$ 15,509.44
SENTINEL TECHNOLOGIES INC	\$ 15,329.08
RTH SERVICES LLC	\$ 15,186.00
PT SOLUTIONS INC	\$ 14,995.96
COPY-TECH INC	\$ 14,721.96
EMPLOYEE ASSISTANCE CENTER	\$ 14,455.34
COMMUNITY HEALING CENTERS	\$ 14,342.60
MICHIGAN PATHOLOGY SPECIALISTS PC	\$ 14,156.46
GOODWILL INDUSTRIES OF WEST MICHIGAN INC	\$ 14,049.09
FAHEY SCHULTZ BURZYCH RHODES PLC	\$ 13,965.26
SALE'S HEATING COOLING & REFRIGERATION INC	\$ 13,880.00
PIONEER RESOURCES INC	\$ 13,560.78
CORNERSTONE AFC LLC	\$ 13,351.02
LEXISNEXIS RISK DATA MANAGEMENT INC	\$ 13,298.35
FIDLAR TECHNOLOGIES	\$ 13,265.62
VITALCORE HEALTH STRATEGIES LLC	\$ 13,200.64
ACORN HEALTH OF MICHIGAN LLC	\$ 13,156.82
GRAYSON ENTERPRISE LLC	\$ 13,099.66
FULL CIRCLE CARE LLC	\$ 12,762.00
INTERPHASE OFFICE INTERIORS INC	\$ 12,717.91
CONSILIUM STAFFING LLC	\$ 12,690.00
VERIZON WIRELESS SERVICES	\$ 12,605.57
DAVID'S HOUSE MINISTRIES	\$ 12,540.00
SECOND STORY COUSELING	\$ 11,894.62
ON DUTY GEAR LLC	\$ 11,801.85
FISHBECK, THOMPSON, CARR & HUBER, INC	\$ 11,523.75
LAW OFFICE OF KEVIN B MEGLEY	\$ 11,443.61
FIDELITY SECURITY LIFE INSURANCE COMPANY	\$ 11,255.06
NICHOLS PAPER & SUPPLY CO	\$ 11,199.07
STILLSON CTH	\$ 11,054.29
MHP - HACKLEY CAMPUS	\$ 10,758.00
LYDIA'S HOUSE	\$ 10,727.86
RELIABLE HEATING AND COOLING LLC	\$ 10,655.00

Vendor	Sum of AMOUNT
TRAC	\$ 10,550.56
ENRICHED LIVING	\$ 10,263.48
ARBOR SOLUTIONS INC	\$ 10,250.00
PREMIER BIOTECH INC	\$ 10,196.46
RELIANCE COMMUNITY CARE PARTNERS	\$ 10,091.80
CHILDREN'S ADVOCACY CENTER	\$ 10,000.00
RECYCLE DESIGN INC	\$ 9,990.00
PREIN & NEWHOF	\$ 9,842.45
LANDSCAPE DESIGN SERVICES INC	\$ 9,833.38
BRIAN PETROELJE	\$ 9,563.00
BRAIN TREE MANAGEMENT INC	\$ 9,394.00
FRITS HARTGERS	\$ 9,182.29
AT&T CORP	\$ 9,000.84
OTTAWA COUNTY DEPUTIES ASSOCIATION	\$ 8,699.42
PIVOT POINT PARTNERS LLC	\$ 8,588.35
STRONG AFC	\$ 8,400.00
BETHESDA FARM	\$ 8,363.52
HERNANDEZ HOME LLC	\$ 8,159.82
MRG-TRANSLATIONS	\$ 8,125.00
RANDY SCHOLMA BUILDER	\$ 8,116.15
HANSMA HOME	\$ 8,109.29
ACTION INDUSTRIAL SUPPLY COMPANY	\$ 8,100.00
HOLLAND DROP IN CENTER	\$ 8,047.42
BENTON'S AFC FACILITY	\$ 7,924.84
FAMILY IDEPENDENCE AGENCY STATE DIS	\$ 7,878.60
NETWORK 180	\$ 7,792.80
GIDDINGS AFC II	\$ 7,737.91
HOLLAND CHARTER TOWNSHIP	\$ 7,674.93
ELECTION SOURCE	\$ 7,607.00
BRADLEY R JOHNSON ATTORNEY AT LAW	\$ 7,542.23
STATE BAR OF MICHIGAN	\$ 7,455.00
DIVE RIGHT IN SCUBA	\$ 7,420.00
UNEMPLOYMENT INSURANCE AGENCY	\$ 7,265.84
LIFE CHOICE LLC	\$ 7,250.00
HARBOR OAKS HOSPITAL	\$ 7,200.00
HTCI EDAS FOX LLC	\$ 7,135.00
THE PINNACLE CENTER LLC	\$ 7,132.52
SPECTRUM HEALTH HOSPITALS	\$ 7,120.58
GENOA HEALTHCARE LLC	\$ 7,087.64
SOCIAL SERVICE RESOURCES LLC	\$ 7,074.48
WILSON & WYNN INTERVENTIONS, PLC	\$ 7,049.92
SCHIELE AFC	\$ 6,852.86
CLASSIC REMODELING	\$ 6,805.00
AMY JO BRECKON	\$ 6,718.00
GIDDINGS AFC HOMES, LLC	\$ 6,629.04

Vendor	Sum of AMOUNT
FIRESIDE AFC HOME	\$ 6,495.58
BARBIER LAW OFFICES PLC	\$ 6,481.56
HORIA NEAGOS ESQ	\$ 6,297.33
SPARKS BEHAVIORAL SERVICES	\$ 6,216.00
WEST, A THOMSON REUTERS BUSINESS	\$ 6,085.74
KAJOVID PROPERTIES LLC	\$ 6,000.00
THE COMMUNITY FOUNDATION OF THE HOLLAND/	\$ 5,991.20
MANDI MARTINI	\$ 5,950.00
KIESLER POLICE SUPPLY INC	\$ 5,900.38
CRISTINA R BASMAYOR	\$ 5,767.86
GOPHER EXPRESS COURIER SERVICE INC	\$ 5,761.00
RAPID FLUSH	\$ 5,600.00
REPUBLIC SERVICES INC	\$ 5,560.11
WEST MICHIGAN PSYCHOLOGICAL SERVICE	\$ 5,534.64
NANCI LYNNE LUBINSKI	\$ 5,493.39
POWERDMS INC	\$ 5,478.00
BAY POINTE APARTMENTS	\$ 5,407.00
PLUMMER'S ENVIRONMENTAL SERVICES INC	\$ 5,370.00
THERACOM INC	\$ 5,341.78
CHARTER COMMUNICATIONS OPERATING LLC	\$ 5,271.28
GUIDEHOUSE INC	\$ 5,260.00
ZEELAND CHARTER TOWNSHIP	\$ 5,241.45
VANVOLKINBURG BUILDERS LLC	\$ 5,225.75
THERMO FISHER SCIENTIFIC	\$ 5,193.00
THE GRAND RAPIDS RED PROJECT	\$ 5,190.00
HUDSONVILLE TOWING	\$ 5,176.00
OTTAWA COUNTY DEPUTY SHERIFF ASSOCIATION	\$ 5,147.80
ENS ELECTRIC INC	\$ 5,140.00
HVG MILL PINE ASSOCIATES LLC	\$ 5,031.00
WATKINS PHARMACY & SURGICAL SUPPLY CO	\$ 5,006.19
SENIOR RESOURCES OF WEST MICHIGAN	\$ 5,000.00
ALAN K MCCABE	\$ 4,969.68
YOUNG MENS CHRISTIAN ASSOCIATION	\$ 4,958.67
COMMUNITY LIVING SERVICES INC	\$ 4,840.00
DEAN CTH	\$ 4,832.03
AUTISM OF AMERICA LLC	\$ 4,830.00
MICHAEL A SPOELMAN	\$ 4,816.66
YACHT BASIN MARINA	\$ 4,752.00
OUR HOPE ASSOCIATION	\$ 4,703.25
AUTOMATIC EQUIPMENT SALES & SERVICE INC	\$ 4,667.00
JESSICA CARRIER	\$ 4,612.23
SOUTHWEST AFC LLC	\$ 4,607.33
EQ THE ENVIRONMENTAL QUALITY COMPANY	\$ 4,540.39
VERMONT SYSTEMS	\$ 4,512.50
PEOPLES COMPANY OF INDIANOLA	\$ 4,500.00

<b>Vendor</b>	<b>Sum of AMOUNT</b>
FOX COUNSELING SERVICES LLC	\$ 4,340.90
IKAZE HOME	\$ 4,201.43
CEDAR CREEK I AND CEDAR CREEK II	\$ 4,201.43
HOLLAND BOARD OF PUBLIC WORKS	\$ 4,187.04
OFFICE DEPOT BUSINESS SOLUTIONS	\$ 4,184.35
MARTINIZING DELIVERS #941609	\$ 4,033.42
ZAMZOW FABIAN PLLC	\$ 4,023.27
HEWLETT-PACKARD COMPANY	\$ 4,012.50
DAVID B KORTERING LAW OFFICE	\$ 4,000.00
GOVERNMENTAL CONSULTANT SERVICES INC	\$ 4,000.00
LINDA S KRAMER	\$ 3,967.79
SCHEUERLE & ZITTA LLP	\$ 3,929.92
ALTOGAS INC	\$ 3,834.88
MI REAL ESTATE MANAGEMENT LLC	\$ 3,777.00
SOUTHWEST MICHIGAN COMMUNITY ACTION AGENCY	\$ 3,755.70
HENRY SCHEIN INC	\$ 3,753.34
LAND AND RESOURCE ENGINEERING	\$ 3,698.99
RECOVERY ROAD LLC	\$ 3,698.73
D.A. BLODGETT ST JOHNS	\$ 3,676.62
LANGUAGELINE SOLUTIONS	\$ 3,532.23
AMAZON CAPITAL SERVICES INC	\$ 3,417.91
REVEL	\$ 3,416.67
THE WOOLLEY LAW FIRM PLLC	\$ 3,383.86
WEST MICHIGAN PROPERTY MANAGEMENT	\$ 3,357.00
MATTHEW BENDER & COMPANY INC	\$ 3,234.42
BILZ PLUMBING & MECHANICAL INC	\$ 3,200.00
UNIVERSITY TRANSLATORS SERVICES LLC	\$ 3,196.22
BRG MANAGEMENT LLC	\$ 3,142.00
THE REGENTS OF THE UNIVERSITY OF MICHIGAN	\$ 3,085.70
GEORGETOWN TOWNSHIP	\$ 3,034.66
THOMAS E. BRENNAN, JR	\$ 3,000.00
COPPER BAY COMPANY	\$ 3,000.00
JURORS	\$ 2,954.20
PHOENIX CREMATORY SERVICE	\$ 2,925.00
RUSS MENCL	\$ 2,900.00
MCDONALD PLUMBING	\$ 2,801.00
TIM'S TOWING	\$ 2,795.00
WISEMAN ENTERPRISES INC	\$ 2,791.44
VESTIGE GPS	\$ 2,759.08
THE SMITH LAW FIRM PLLC	\$ 2,628.72
HOPE NETWORK WEST MICHIGAN	\$ 2,555.53
SUNSHINE PROPERTIES	\$ 2,489.00
YELLOW ROSE TRANSPORT	\$ 2,475.00
WHITE CRANE HOME AFC	\$ 2,460.47
COMMUNITY LIVING OPTIONS	\$ 2,422.79

<b>Vendor</b>	<b>Sum of AMOUNT</b>
CASE MANAGEMENT OF MICHIGAN INC	\$ 2,408.31
JANE LOUISE PATTERSON	\$ 2,397.48
IDEXX DISTRIBUTION INC	\$ 2,395.07
COLEMANZ AFC	\$ 2,394.63
BIZSTREAM	\$ 2,355.00
WEDGWOOD CHRISTIAN SERVICES	\$ 2,347.40
PLATINUM LIVING LLC	\$ 2,341.43
PINE RIDGE ASSISTED LIVING FACILITY	\$ 2,341.43
ALLENDAL TOWING	\$ 2,307.00
FEENSTRA & ASSOCIATES INC	\$ 2,268.00
CADRE INFORMATION SECURITY	\$ 2,203.76
FALCON WOODS	\$ 2,199.00
BVW PROPERTY MANAGEMENT LLC	\$ 2,157.00
TOTAL ACCESS GROUP	\$ 2,130.94
GRAND HAVEN CHARTER TOWNSHIP	\$ 2,108.20
DOORDASH INC	\$ 2,103.50
SHEILA DAY COUNSELING LLC	\$ 2,091.25
OTTAWA COUNTY SHERIFF COMMAND OFFICERS ASSOCIATION	\$ 2,055.00
BRIGADE FIRE PROTECTION INC	\$ 2,050.00
LIAISON LINGUISTICS LLC	\$ 2,044.76
MARTIN VANDER VLIET	\$ 2,000.00
GET R CUT - JB LANDSCAPE SERVICES	\$ 2,000.00
LAW OFFICES OF BRADFORD P LYERLA	\$ 1,988.00
VOICES FOR HEALTH INC	\$ 1,970.29
VICKI M. VARGO	\$ 1,954.00
SIRCHIE FINGERPRINT LABORATORIES	\$ 1,943.56
ROMEYN'S SERVICE INC	\$ 1,928.00
LEVEL 7 PERSONAL DEVELOPMENT LLC	\$ 1,870.00
PETERSEN RESEARCH CONSULTANTS	\$ 1,800.00
RIVER HAVEN OPERATING COMPANY LLC	\$ 1,798.00
THE LAW OFFICE OF MARCUS T CHMIEL PLLC	\$ 1,785.15
TOTAL COURT SERVICES	\$ 1,767.50
WEST MICHIGAN TOWING	\$ 1,761.00
LAW OFFICE OF ROMAN J. TYSZKIEWICZ	\$ 1,740.40
CONTRACT LOGIX LLC	\$ 1,720.00
MPARKS	\$ 1,700.00
JANUS RX	\$ 1,684.00
CENTRAL TOWING	\$ 1,683.00
MICRGRAPHICS PRINTING INC	\$ 1,660.50
MICHIGAN SHERIFFS' ASSOCIATION EDUCATIONAL	\$ 1,645.78
WEST SHORE COUNSELING SERVICES LLC	\$ 1,623.75
GRAINGER	\$ 1,606.96
DTE ENERGY COMPANY	\$ 1,578.40
ANYPROMO.COM	\$ 1,566.14
DICK'S TOWING & RECOVERY, INC	\$ 1,550.00

Vendor	Sum of AMOUNT
ABA GOLDEN STEPS MI LLC	\$ 1,536.72
SP * MIRS BOOKS	\$ 1,500.00
STAPLES CONTRACT & COMMERCIAL LLC	\$ 1,482.31
MCSA GROUP INC	\$ 1,460.00
SHORELINE SERVICES INC	\$ 1,455.00
LIFE EMS INC	\$ 1,453.00
PADNOS	\$ 1,418.87
UPDOX LLC	\$ 1,405.20
TIFFANY DEBRUIN	\$ 1,350.22
SANOFI PASTEUR INC	\$ 1,347.47
ICS LEARNING GROUP INC	\$ 1,339.09
NATIONAL BAND & TAG	\$ 1,325.00
MICHIGAN ASSOCIATION OF COUNTY TREASURERS	\$ 1,275.00
BRINKS INC	\$ 1,254.45
MED-1 HOLLAND LLC	\$ 1,251.00
NORTHERN LAKES COMMUNITY MENTAL HEALTH AUTHORITY	\$ 1,245.00
TOP TO BOTTOM CLEANING GROUP	\$ 1,236.12
GREATER OTTAWA COUNTY UNITED WAY INC	\$ 1,233.00
LIFE THERAPEUTIC SOLUTIONS INC	\$ 1,213.80
WESTERN TEL-COM INC	\$ 1,208.00
GRTG	\$ 1,153.75
PORT SHELDON PLUMBING	\$ 1,150.00
JACO CIVIL PROCESS INC	\$ 1,136.48
BONNIE L THORNELL	\$ 1,131.00
VIRIDIS DESIGN GROUP	\$ 1,120.00
HOSPITAL NETWORK HEALTHCARE SERVICES LLC	\$ 1,120.00
COUNTY OF OTTAWA	\$ 1,115.82
E&R DEJONG LLC	\$ 1,084.00
CRAIG A JENISON	\$ 1,080.90
SBC LONG DISTANCE LLC-D/B/A AT&T	\$ 1,048.06
BRAINS	\$ 1,020.00
ROBERT L REILMAN PLC	\$ 1,008.21
INTEGRITY BUSINESS SOLUTIONS	\$ 1,007.59
STATE OF MICHIGAN - 25TH DISTRICT COURT	\$ 1,000.00
COMPASS PROPERTY MANAGEMENT LLC	\$ 1,000.00
62A DISTRICT COURT	\$ 1,000.00
ALTA INDUSTRIAL EQUIPMENT MICHIGAN LLC	\$ 995.04
WEST MICHIGAN DOCUMENT SHREDDING LLC	\$ 983.00
LAW OFFICE OF TRACIE GITTLEMAN	\$ 975.80
ALTERNATIVE AUTO AND ROAD SERVICE	\$ 952.00
GREGORY S DEMANN	\$ 946.00
KERKSTRA PORTABLE RESTROOMS INC	\$ 945.00
W AND M PROPERTY VENTURES LLC	\$ 937.00
RITE WAY PLUMBING & HEATING INC	\$ 932.50
DAILY LIFE SKILLS INDEPENDENCE HUB LLC	\$ 929.88

<b>Vendor</b>	<b>Sum of AMOUNT</b>
WALKER CITY TOWING	\$ 925.00
WRS GROUP LTD	\$ 920.00
LAKESHORE LAW AND MEDIATION CENTER	\$ 917.03
ALLENDALE CHARTER TOWNSHIP	\$ 906.30
BARBARA FOLEY	\$ 900.60
NATIONAL RECREATION AND PARK ASSOCIATION	\$ 900.00
MICHIGAN ASSOCIATION OF REGISTERS OF DEEDS	\$ 895.00
EVERGREEN COMMONS	\$ 875.00
RAMON LUNA	\$ 866.00
KERKSTRA SEPTIC TANK CLEANING	\$ 840.00
HIDDEN DUNES APARTMENT OWNERS II LLC	\$ 825.00
GARY BATTAGLIA	\$ 825.00
ASSOCIATED LANGUAGE CONSULTANTS	\$ 810.00
RAMA PROPERTIES LLC	\$ 806.00
RONALD UPRIGHT	\$ 803.00
WINDEMULLER PROPERTY MANAGEMENT LLC	\$ 797.00
PHOTO OP STUDIO LLC	\$ 775.00
WWW.CANADIANPASSPORTPHOTOS.CA INC	\$ 775.00
STEPHEN BOEREMA	\$ 767.00
PEAK PERFORMERS INC	\$ 764.40
TIFFANY CHAMNESS	\$ 753.64
JEANICE DAGHER-MARGOSIAN	\$ 750.00
KENDALL ELECTRIC INC	\$ 747.87
SHIRLEE B ACHTERHOF	\$ 741.00
CALDER CITY TAXI COMPANY	\$ 734.60
A & R INVESTMENTS LLC	\$ 732.00
MALL CITY MECHANICAL INC	\$ 731.00
BLARNEY CASTLE OIL CO	\$ 725.48
JUSTICE WORKS LLC	\$ 725.00
THE DEPOT SENIOR APARTMENTS	\$ 720.00
PROTRAININGS LLC	\$ 719.40
HOM FLATS AT FELCH STREET	\$ 714.00
MIDWEST FOOD EQUIPMENT SERVICE	\$ 702.95
JOSEPH KOZAKIEWICZ	\$ 700.00
CHARLES L CLAPP	\$ 700.00
LAWRENCE TOWING LLC	\$ 696.00
THE LIGHT BULB CO	\$ 686.25
ORBIS PARTNERS INC	\$ 676.00
FIDELITY LANGUAGE RESOURCES LLC	\$ 674.14
SPRING LAKE TOWNSHIP	\$ 672.92
ETNA SUPPLY COMPANY	\$ 665.63
TRAPPERS COVE APARTMENT OWNERS LLC	\$ 664.00
PLUMMER'S DISPOSAL SERVICE INC	\$ 660.00
BROMBERG & ASSOCIATE	\$ 660.00
GH NORTH SHORE APARTMENT OWNERS LLC	\$ 659.00



Vendor	Sum of AMOUNT
FILADELFO MARTINEZ	\$ 655.00
SLUIS ELECTRIC	\$ 648.00
AMY HAMMAN	\$ 640.00
ZOOM VIDEO COMMUNICATIONS INC	\$ 639.68
VILLAGE SELF STORAGE	\$ 631.39
JAMIE PANCY	\$ 628.00
COVERTTRACK GROUP INC	\$ 625.80
WAVELAND PROPERTY MANAGEMENT LLC	\$ 620.00
MCKESSON MEDICAL SURGICAL	\$ 612.04
COMCAST SPOTLIGHT LP	\$ 611.55
FRIEND OF THE COURT ASSOCIATION	\$ 600.00
CORNERSTONE REAL ESTATE MGMT LLC	\$ 597.00
LAKE SHORE PROPERTY MANAGEMENT INC	\$ 593.00
ANSWER UNITED	\$ 589.68
MICHAEL HOROWITZ	\$ 585.00
LINDE GAS & EQUIPMENT INC	\$ 577.32
ADECCO EMPLOYMENT SERVICES,ADECCO	\$ 549.01
PARK TOWNSHIP	\$ 539.06
PREST & ASSOCIATES LLC	\$ 534.00
CXTEC INC	\$ 526.69
PLUMMERS SEPTIC TANK INC	\$ 515.00
V QUEST PROPERTIES LLC	\$ 514.00
GRAND HAVEN TRIBUNE	\$ 500.70
LKM TOWING LLC	\$ 500.00
KELLY N RICE	\$ 493.88
ALLEGAN COUNTY DRAIN COMMISSIONER	\$ 493.20
MICHIGAN GAS UTILITIES CORPORATION	\$ 482.03
NIGP	\$ 480.00
BLACK RIVER RENTALS	\$ 476.00
CUNNINGHAM DALMAN PC	\$ 475.34
LINDA MCAFFREY	\$ 472.27
VICTORIA A BOUMAN	\$ 470.00
OTTAWA COUNTY JUVENILE COURT EMPLOYEE	\$ 465.00
JANE LONGSTREET	\$ 464.44
OTTAWA LIMITED DIVIDEND HOUSING ASSOCIATION	\$ 459.00
LAKE SIDE TOWING & RECOVERY LLC	\$ 451.00
MCKESSON MEDICAL-SURGICAL GOVERNMENTAL SOLUTIONS	\$ 448.92
DEX YP	\$ 441.09
COOPER DAHL	\$ 440.00
JUANITA C BRIGGS	\$ 436.00
ROBINSON TOWNSHIP	\$ 422.16
SD INITIATIVES	\$ 420.00
PURCHASE POWER	\$ 413.82
COSTAR REALTY INFORMATION INC	\$ 412.78
WEST MICHIGAN CRIMINAL JUSTICE TRAINING	\$ 410.00

<b>Vendor</b>	<b>Sum of AMOUNT</b>
ALLIED UNIVERSAL TECHNOLOGY SERVICES	\$ 402.60
YOUNG LIFE	\$ 390.00
PLANET DDS LLC	\$ 382.34
OTTAWA COUNTY INSURANCE AUTHORITY	\$ 382.08
DALE BIRD CORTES	\$ 380.00
3SI SECURITY SYSTEMS INC	\$ 360.00
TRIPLOG INC	\$ 348.00
CATHERINE L CURTIS	\$ 348.00
YELLOW LIME CREATIVE	\$ 345.00
ENTERPRISE ENVELOPE INC	\$ 336.10
VILLAGE OF SPRING LAKE	\$ 335.69
PATTERSON DENTAL SUPPLY INC	\$ 329.68
OTTAWA COUNTY CLERK'S ASSOCIATION	\$ 320.00
TRAFFIC & SAFETY CONTROL SYSTEMS INC	\$ 320.00
PORT CITY CAB CO	\$ 317.00
GORDON WATER SYSTEMS	\$ 310.36
LAW OFFICE OF JOHN D ROACH JR PLC	\$ 301.64
TRANSUNION RISK AND ALTERNATIVE DATA SOLUTIONS	\$ 300.60
DEWIND WATER WELL SERV	\$ 300.00
FRANKLIN BRONZE PLAQUES INC	\$ 297.80
MICHIGAN MUNICIPAL TREASURERS ASSOCIATION	\$ 297.00
LUKAS HILL	\$ 287.75
NETSMART TECHNOLOGIES INC	\$ 276.00
JAMES C MIEDEMA	\$ 274.24
EXCEL SYSTEMS GROUP INC	\$ 265.91
THE SALVATION ARMY TURNING POINT PROGRAMS	\$ 257.81
NORTH OTTAWA COMMUNITY HOSPITAL	\$ 255.00
MLIVE MEDIA GROUP	\$ 253.91
UNITED PARCEL SERVICE INC	\$ 249.40
GRAND RAPIDS BAR ASSOCIATION	\$ 240.00
CONTRACT PHARMACY SERVICES	\$ 236.62
BOBELDYK & ASSOCIATES INC	\$ 234.96
FISCHER SKIS US	\$ 228.78
TALLMADGE CHARTER TOWNSHIP	\$ 225.37
LEGAL ADVANTAGE WEB LLC	\$ 223.59
BROWN & BROWN OF MICHIGAN INC	\$ 220.00
FIRE PROS LLC	\$ 219.50
TIMOTHY A SLAIS ATTORNEY AT LAW PLLC	\$ 211.86
KATHERINE GRACE HARMON	\$ 209.78
7C LINGO LLC	\$ 208.00
THE ARC MUSKEGON	\$ 205.00
GUARDIAN ALLIANCE TECHNOLOGIES INC	\$ 204.00
WN LAW PLLC	\$ 200.00
CHANGE HEALTHCARE SOLUTIONS, LLC	\$ 200.00
ROBIN'S ROSEBUD TRANSPORTATION	\$ 192.00

Vendor	Sum of AMOUNT
UNIVERSAL UTILITIES INC	\$ 189.38
HOOGERHYDE SAFE & LOCK	\$ 188.00
CINTAS CORPORATION NO. 2	\$ 181.70
OTTAWA COUNTY EMPLOYEES ASSOCIATION	\$ 180.00
DEAF AND HARD OF HEARING SERVICES	\$ 179.05
AMERICAN JUDGES ASSOCIATION	\$ 175.00
SYMBOLARTS LLC	\$ 170.00
HOLLAND AQUATIC CENTER	\$ 163.95
WITNESSES	\$ 156.89
DANIEL NATHEN MARTINDALE	\$ 156.07
FRIST MRO	\$ 150.00
LARABEL ASSOCIATES LLC	\$ 150.00
KRISTAN A NEWHOUSE	\$ 150.00
AMERICAN GAS & OIL	\$ 144.00
HOLLAND TRAILER SALES INC	\$ 143.00
OTTAWA CO FOC EMPLOYEES ASSOC	\$ 135.00
JAMESTOWN CHARTER TOWNSHIP	\$ 135.00
DAVID PARNIN	\$ 124.54
CHARLES BRYANT COVELLO	\$ 123.40
GABRIELA CROESE	\$ 120.00
GFL ENVIRONMENTAL SERVICES USA INC	\$ 118.75
REDMON HEATING & COOLING INC	\$ 115.24
LAVONNE VANDERZWAAG	\$ 114.06
OLIVE TOWNSHIP	\$ 109.98
WILLIAMSBURG PROPERTY COMPANY	\$ 107.00
CULLIGAN	\$ 103.30
LAW OFFICES OF BRENT H GREEN PLLC	\$ 100.00
MICHAEL A. FARAONE, PC	\$ 98.40
STEVEN SAVAGE	\$ 90.48
EXXEL ENGINEERING INC	\$ 90.00
SIGNS NOW HOLLAND	\$ 81.78
LATIN AMERICANS UNITED FOR PROGRESS INC	\$ 75.00
BLENDON TOWNSHIP	\$ 71.67
KYLE PARCHER	\$ 71.44
MICHIGAN ASSOCIATION OF LOCAL ENVIRONMENTAL	\$ 70.00
PLANTENGA'S CLEANERS	\$ 68.77
BARBARA LEE VANHORSEN	\$ 66.20
TERRY L GOLDBERG	\$ 64.89
MACATAWA PLUMBING INC	\$ 64.00
ELECTRIC EYE INVESTIGATIONS LLC	\$ 63.76
ABSOPURE WATER COMPANY	\$ 63.00
OFFICE MACHINES COMPANY INC	\$ 61.31
JASON D MONROE	\$ 60.96
WEST MICHIGAN UNIFORM INC	\$ 60.32
LANGUAGES INTERNATIONAL	\$ 60.00

<b>Vendor</b>	<b>Sum of AMOUNT</b>
AIRGAS USA LLC	\$ 56.72
LAWSON PRODUCTS INC	\$ 52.20
R&S NORTHEAST LLC	\$ 51.14
MORGAN WADLOW	\$ 51.10
ROBERT VANDERZWAAG	\$ 45.24
CHRISTIAN KLEINJANS	\$ 43.28
CURCIO LAW FIRM PLC	\$ 36.00
ADVANCED RADIOLOGY SERVICES PC	\$ 35.00
WRIGHT TOWNSHIP	\$ 32.54
ACTION CHEMICAL INC	\$ 22.74
RESILIENCE: ADVOCATES FOR ENDING VIOLENCE	\$ 15.00
WEST MICHIGAN PROCESS SERVICE	\$ 12.94
ACENTEK	\$ 0.01
<b>Grand Total</b>	<b>\$ 17,740,481.57</b>

**\* Appendix A: JP Morgan Chase  
Purchasing Card Transactions: November**

<b>VENDORS</b>	<b>Sum of AMOUNT</b>
AMAZON MKTPLACE PMTS	\$ 7,896.34
CDW GOVERNMENT INC	\$ 4,348.08
WALMART STORES INC	\$ 3,522.80
STATE OF MICHIGAN	\$ 2,715.00
OFFICE DEPOT BUSINESS SOLUTIONS	\$ 2,517.70
INTEGRITY BUSINESS SOLUTIONS	\$ 2,473.22
AMAZON.COM	\$ 2,157.87
SOCIETY FOR HUMAN RESOURCE MANAGEMENT	\$ 1,995.00
DISCOUNTCELL INC	\$ 1,930.30
DELL COMPUTER CORP	\$ 1,880.34
SUPPLYHOUSE.COM	\$ 1,742.84
SQ	\$ 1,703.47
THE WEBSTaurant STORE	\$ 1,694.34
HOLIDAY INNS	\$ 1,591.94
STATE BAR OF MICHIGAN	\$ 1,416.14
NAVIGATE CREATIVE WORKS	\$ 1,400.00
THE HOME DEPOT	\$ 1,315.97
INTERNATIONAL HOMICI	\$ 1,305.00
COMMUNITY MENTAL HEALTH ASSOC OF MI	\$ 1,150.00
WOODLAND COMMERCIAL EQUIPMENT LLC	\$ 1,072.40
NATIONAL CENTER FOR STATE COURTS	\$ 990.00
NMS LABS	\$ 988.00
VITALITY MEDICAL INC	\$ 969.68
TONERBUZZ.COM	\$ 962.00
IPRINT TECHNOLOGIES	\$ 923.80
BOB BARKER COMPANY INC	\$ 863.17
SPL*LAKESHORE ETHNIC D	\$ 856.78
SPREADSHIRT.COM	\$ 850.88
MICROSOFT CORPORATION	\$ 788.95
58TH DISTRICT COURT	\$ 719.78
PANERA BREAD	\$ 702.77
TAYLOR TRUE VALUE RENTAL	\$ 700.00
NU CPS REGISTRATION	\$ 695.00
INTUIT INC	\$ 657.06
CORRECTIONAL COUNSELING INC	\$ 648.50
COURTYARD BY MARRIOT	\$ 640.60
SHERATON	\$ 637.72
JOHNSTONE SUPPLY	\$ 628.76
MICHIGAN ASSOCIATION OF COUNTY DRAIN COMMISSIONERS	\$ 620.00
4IMPRINT INC	\$ 605.78
WOLFIES SANDWICHES	\$ 557.00
UCVIEW INC	\$ 550.00

<b>VENDORS</b>	<b>Sum of AMOUNT</b>
MI FAVORITA GROCERY	\$ 518.90
MICHIGAN COMMUNITY ACTION AGENCY ASSOCIATION	\$ 498.00
GFS MKTPLC	\$ 491.61
GEMMENS INC	\$ 484.95
REV.COM INC	\$ 484.80
REMARKABLE	\$ 482.68
VITALES OF ZEELAND	\$ 466.10
ETNA SUPPLY COMPANY	\$ 436.88
VILLAGE INN PIZZA	\$ 430.85
MICHIGAN STATE UNIVERSITY	\$ 430.00
PROPERTY RECORDS INDUSTRY ASSOCIATION	\$ 425.00
MANCINO'S PIZZA & GRINDERS	\$ 419.52
LOWE'S HOME CENTERS INC	\$ 415.04
AMERICAN DENTAL HYGIENISTS' ASSOCIATION	\$ 413.01
CAMFIL USA INC	\$ 412.80
JIMMY JOHNS	\$ 394.52
COURTYARD BY MARRIOTT	\$ 363.80
GRAND VALLEY STATE UNIVERSITY	\$ 360.00
PREMIER BIOTECH INC	\$ 354.75
HOMEWOOD SUITES	\$ 351.50
REI*LN RISK DATA EOM	\$ 350.00
MICHIGAN CERTIFICATION BOARD FOR ADDICTION	\$ 345.00
WEST MICHIGAN LAKESHORE MLS	\$ 344.40
ASHRAE	\$ 310.00
IFMA EVENT 2	\$ 304.25
CANVA* 02514-0542599	\$ 302.40
NATIONAL ASSOCIATION FOR COURT MANAGEMENT	\$ 300.00
SMART RECOVERY	\$ 299.00
MEIJER # 217	\$ 293.80
VISTAPR*VISTAPRINT.COM	\$ 281.26
FTP TODAY	\$ 275.00
AUTOZONE	\$ 266.07
BESTBUY.COM	\$ 264.99
ACTIVE911 INC	\$ 255.00
CHIPOTLE	\$ 253.50
TRACTOR SUPPLY COMPANY	\$ 245.96
LANSING COMMUNITY COLLEGE	\$ 240.00
FARM & FLEET HOLLAND	\$ 232.97
THE MANDT SYSTEM INC	\$ 228.00
FAIRFIELD INN	\$ 226.84
ULINE INC	\$ 221.08
BERNTSEN INTERNATIONAL	\$ 220.15
AASECT	\$ 220.00
DOHERTY HOTEL	\$ 208.08
AMERICAN HEART SHOPCPR	\$ 201.34
BHN*MEIJERG	\$ 200.00

<b>VENDORS</b>	<b>Sum of AMOUNT</b>
ALLEDALE AREA CHAMBER OF COMMERCE	\$ 200.00
ENGINEERING SUPPLY & IMAGING	\$ 197.86
PHYSICIANS RECORD CO	\$ 197.50
RADIATION DETECTION CO	\$ 181.72
ALLEDALE TRUE VALUE	\$ 179.64
GRAINGER	\$ 179.34
ADVANCE AUTO PARTS	\$ 172.29
PROJECT MANAGEMENT INS	\$ 164.00
INTERNATIONAL LAW ENFO	\$ 150.00
THINKIFIC.COM	\$ 149.00
GPS*MUSKEGON COUNTY CL	\$ 145.00
BEST BUY FOR BUSINESS	\$ 134.97
JONES & BARTLETT LEARN	\$ 126.86
PORT SUPPLY	\$ 125.96
FAMILY FARM AND HOME INC	\$ 125.96
CHOW HOUND #9	\$ 120.96
IN-SITU INC	\$ 120.00
REPCOLITE PAINTS INC, SNYDER PAINTS	\$ 117.85
HVAC USA	\$ 117.38
BULLET HOLE FIREARMS A	\$ 116.78
MENARDS	\$ 113.85
TIM'S TOWING	\$ 103.00
EB *TEDXMACATAWA 2013	\$ 100.00
STAPLES CONTRACT & COMMERCIAL LLC	\$ 96.66
LUCIDCHART.COM/CHARGE	\$ 95.40
FAMILY FARE	\$ 80.64
FSP*APA WEST MICHIGAN	\$ 80.00
WEST MICHIGAN UNIFORM INC	\$ 79.96
TOUCH OF CLASS AUTO WASH	\$ 79.80
DE BRUYN SEED CO INC	\$ 75.48
BUFFER PUBLISH PRO YR	\$ 72.00
ADOBE SYSTEMS INC.	\$ 69.97
UNITED STATES POSTAL SERVICE (USPS)	\$ 67.25
CLASH GRAPHICS	\$ 65.98
RYCENGA BUILDING CENTER	\$ 64.50
GRAPHIX SIGNS & EMBROIDERY	\$ 60.00
HAIKUDECK.COM SOFTWARE	\$ 59.88
PAYPAL	\$ 51.50
LITTLE CAESARS 3704-00	\$ 50.38
CHAMBER OF COMMERCE GRAND HAVEN, SPRING LAKE	\$ 50.00
NATIA	\$ 50.00
CERTIFIED MAIL ENVELOP	\$ 49.38
MICHAELS	\$ 44.56
PIRATE SHIP POSTAGE	\$ 43.65
CULLIGAN	\$ 39.20
GENOA HEALTHCARE LLC	\$ 39.07

<b>VENDORS</b>	<b>Sum of AMOUNT</b>
CF* CRUMBL HOLLAND	\$ 38.25
VEED.IO PRO	\$ 38.00
ALDI 67025	\$ 37.18
LESSONPIX INC	\$ 36.00
GREENMARK EQUIPMENT INC	\$ 34.99
PROPARK: LIGHTNING P	\$ 31.50
NCHEC INC	\$ 25.00
BLUE SKYS APP	\$ 24.99
MCKESSON MEDICAL-SURGICAL GOVERNMENTAL SOLUTIONS	\$ 22.78
SIGNS NOW HOLLAND	\$ 21.46
RITE AID STORE 1472Q05	\$ 20.99
PEPPINOS PIZZERIA RIST	\$ 20.00
MAILCHIMP	\$ 20.00
WALGREENS #3349	\$ 19.28
STICKER MULE	\$ 19.00
WALMART.COM	\$ 17.04
VITALES ON LEONARD - S	\$ 16.78
ZOOM VIDEO COMMUNICATIONS INC	\$ 15.99
GANNETT NEWSRPR CN	\$ 15.99
RTM OPERATING COMPANY	\$ 14.80
ARBYS 6200	\$ 13.66
THE REGENTS OF THE UNIVERSITY OF MICHIGAN	\$ 12.00
FACEBK *LJEDBE582	\$ 10.91
FACEBK R6PZSVJLL2	\$ 10.00
LIBIB.COM	\$ 9.00
QUALITY CAR WASH	\$ 9.00
MARATHON PETRO	\$ 6.06
NPDB NPDB-HIPDB.HRSA.G	\$ 5.00
THE SHERWIN-WILLIAMS CO	\$ 4.67
SHELL OIL 10011738001	\$ 4.46
FMCSA D&A CLEARINGHOUS	\$ 2.50
GOVPROS	\$ 2.00
AMAZON WEB SERVICES	\$ 1.00
HYATT PLACE	\$ -
COMBINED SYSTEMS INC	\$ (450.00)
<b>Grand Total</b>	<b>\$ 82,844.24</b>



# Action Request



**Committee:** Finance and Administration Committee

**Meeting Date:** 02/06/2024

**Requesting Department:** Fiscal Services

**Submitted By:** Karen Karasinski

**Agenda Item:** Quarterly Financial Status Report

## Suggested Motion:

To receive for information the detailed Financial Statements for the General Fund and Mental Health Fund, as well as a higher level summary for the Special Revenue Funds, through the end of the 1st quarter of Fiscal Year 2024.

## Summary of Request:

The reports are distributed in department level detail for the year to date revenue and expenditure budgets and actual activity. The activity is summarized at the end of each report to reflect the total revenues, total expenditures, and fund balance.

## Financial Information:

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

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

**Action is Related to Strategic Plan:**

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

## Objective:

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

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

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

**Administration:** ☒ Recommended ☐ Not Recommended ☐ Without Recommendation

County Administrator:

Committee/Governing/Advisory Board Approval Date:

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**Summary of Request Continued:**



**Karen Karasinski**  
*Fiscal Services Director*

**Myra Ocasio**  
*Fiscal Services Assistant Director*

*Fiscal Services Department*  
12220 Fillmore Street  
West Olive, MI 49460

West Olive (616) 738-4847  
Fax (616) 738-4098  
e-mail: kkarasinski@miottawa.org  
mocasio@miottawa.org

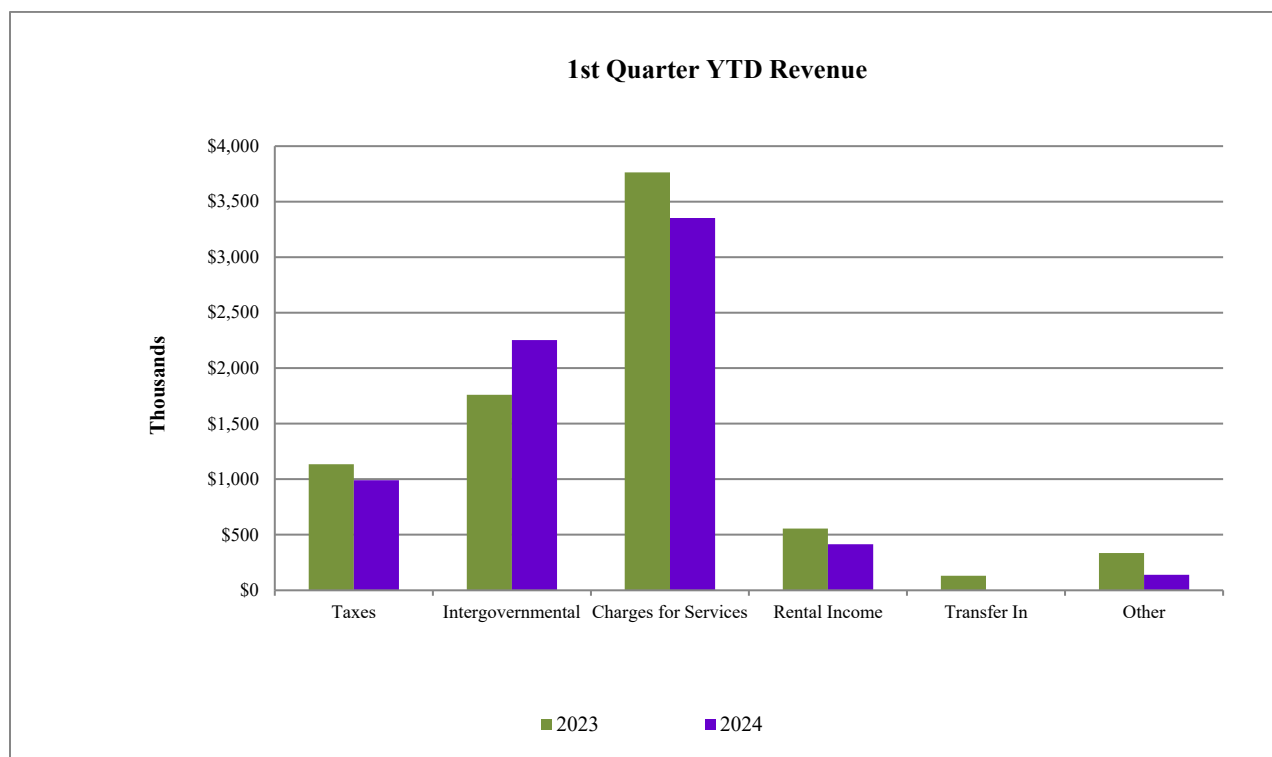
**TO:** Finance and Administration Committee  
**FROM:** Karen Karasinski, Fiscal Services Director  
**SUBJECT:** Quarterly Financial Status Report  
**DATE:** February 6, 2024

The first quarter of Fiscal year 2024 financial statements for the General Fund and Mental Health Fund as well as a summary for the Special Revenue funds are presented for your review. The attached schedules provide a budget to actual comparison for these funds. This memorandum is an overview intended to highlight significant trends and activities as well as provide an opportunity to discuss variances and/or events outside of the normal course of business.

## General Fund 1st Quarter 2024, Period Ending December 31, 2023

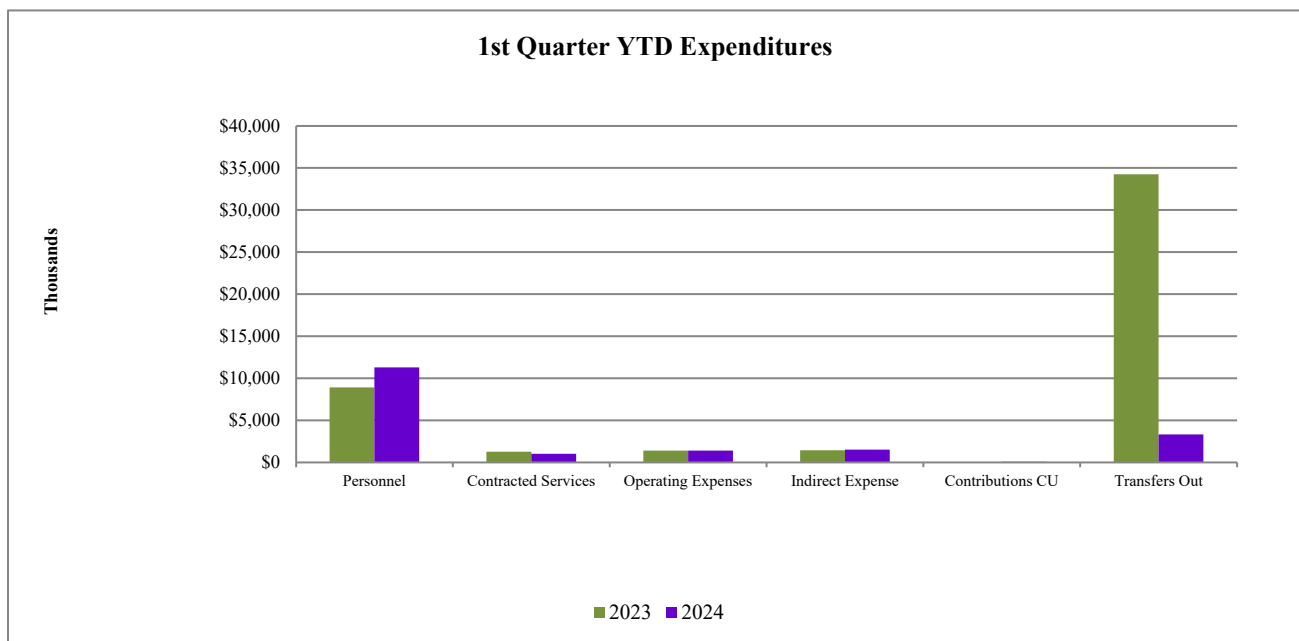
Period ending revenues and expenditures are on track with the budget for the General Fund.

### REVENUE



- The tax revenue for the pass-thru levy for the Road Commission and Central Dispatch are billed in December, and generally received in December, January, and February. Property Taxes for County operating purposes are billed and generally received in July, August, and September. As of December 31<sup>st</sup>, the current trend is consistent with what we expect. Total amount received, as compared to budget, is consistent with the same quarter last fiscal year.
- Intergovernmental revenue is primarily comprised of the state share revenue and grant revenue. The County received an increase in the State Share revenue grant in FY24, along with several new state grants. The overall increase aligns with the adopted budget.
- Charges for Services revenue is primarily comprised of Indirect Administrative Services, Real Estate Transfer Tax and Miscellaneous Court Costs as well as Civil Infractions. The Indirect Administrative Services is an allocation of the central service departments expenses to all the internal departments of the county that are serviced. This line will generate less revenue this year due to changes in the administrative allocation to departments as adopted in the budget.
- Rental Income represents the amounts charged to internal departments for the use of the facilities.
- Transfer In represents funds transferred to the General Fund from other funds.
- Other revenue is comprised of donations and reimbursements as well as fines and interest on investments. The decrease over last year is due one-time donations received in FY23.
- All other revenues are in line with budgeted projections.

## EXPENDITURE



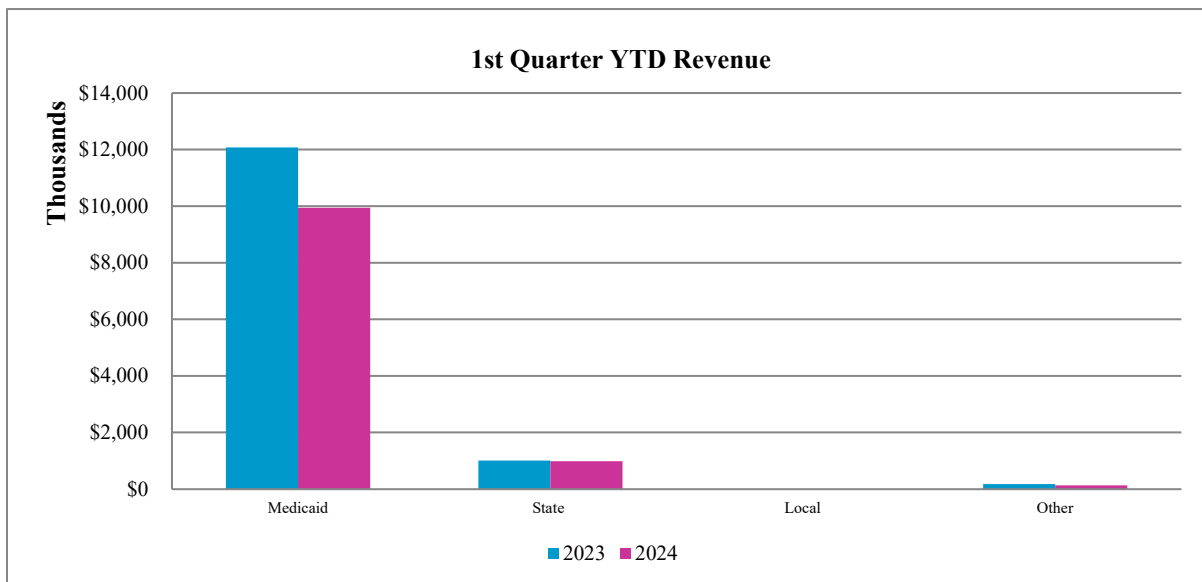
- The increase in personnel is a result of the continued impact of the use of American Rescue Plan Act funds (ARPA). Last year, personnel expenses were lower because ARPA Revenue Replacement funds were used to pay personnel expenses for the following services; Court, Prosecuting Attorney, Clerk and Public Safety.
- The significant decrease in Transfers Out is due to the budgetary savings from the use of ARPA funds from the previous year which were transferred to the Board Initiatives Fund for revenue replacement projects for the County.
- Overall, appropriations are within a reasonable and historical consistent range for this time of year.

## Mental Health Fund

### 1st Quarter 2024, Period Ending December 31, 2023

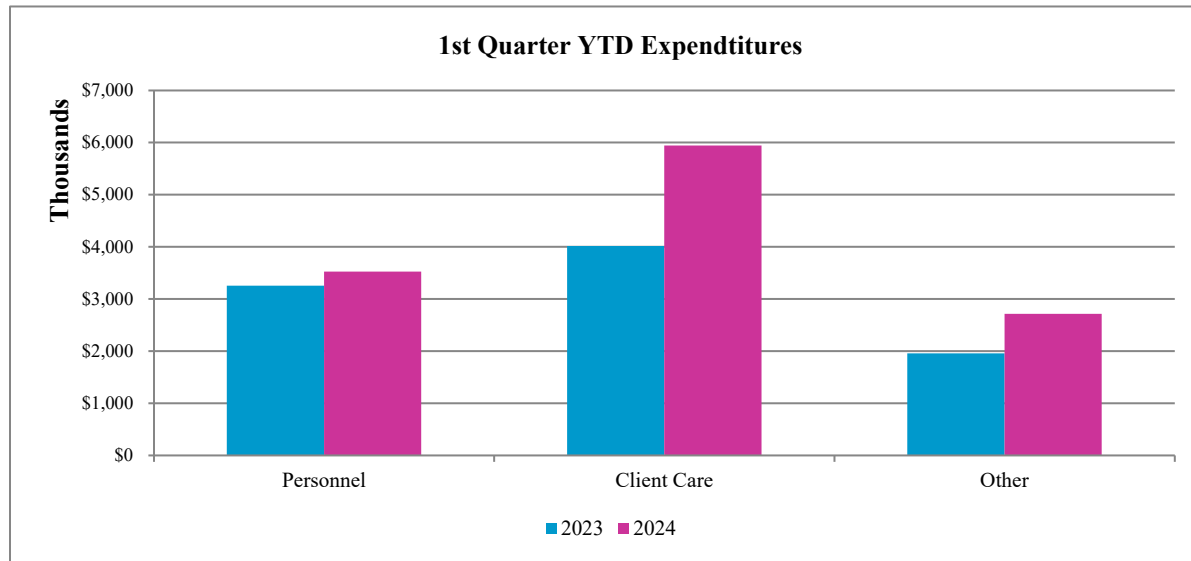
Mental Health revenues and expenditures are within budgeted projections through the second quarter.

#### REVENUE



- Medicaid revenues are expected to decrease overall this year. We are awaiting updated rates from the Lakeshore Regional Entity (LRE) which will impact the funding structure. Additionally, Medicaid membership has decreased. A forthcoming budget amendment will account for this adjustment.

## EXPENDITURES



- Personnel expenditures show an increase from 2023 to 2024 due to anticipated staffing salary and benefit increases. A significant portion of personnel provide direct care services.
- The increase in Client Care expenses over last year is due to multiple factors. Prior year billing from providers was slow due to a software conversion. Additionally, programs such as Autism Services increased rates by 3%.

**GENERAL FUND (101) - INTERIM STATEMENT OF REVENUES, EXPENDITURES AND  
CHANGES IN FUND BALANCE - BUDGET AND ACTUAL**

Fiscal Year 2024, 1st Quarter ending December 31, 2023

(with comparative actual amounts for Fiscal Year 2023, 1st Quarter ending December 31, 2022)

	2024				2023		
	Original Budget	Amended Budget	Actual 12/31/2023	% Difference from budget	Difference from budget	2023 Total at 12/31/2022	Actual Unaudited
<b>Revenues:</b>							
Taxes	\$70,323,785	\$70,323,785	\$990,518	1.4%	(\$69,333,267)	\$1,134,330	\$65,180,497
Intergovernmental	14,485,837	14,752,985	2,253,266	15.3%	(12,499,719)	1,760,602	13,398,632
Charges for services	15,164,837	15,156,309	3,351,898	22.1%	(11,804,411)	3,763,335	15,484,619
Fines and forfeits	114,975	114,975	24,822	21.6%	(90,153)	28,400	129,742
Interest on investments	815,608	815,608	621,341	76.2%	(194,267)	150,815	1,742,124
Licenses and permits	366,300	366,300	64,359	17.6%	(301,941)	64,434	315,327
Rental income	2,707,809	2,707,809	414,283	15.3%	(2,293,526)	555,215	2,493,285
Other Revenue	621,921	621,921	138,452	22.3%	(483,469)	334,873	7,572,196
Transfers In	5,703,191	5,703,191	-	0.0%	(5,703,191)	129,595	5,140,937
<b>Total revenues</b>	<b>\$110,304,262</b>	<b>\$110,562,882</b>	<b>\$7,858,938</b>	<b>7.1%</b>	<b>(\$102,703,944)</b>	<b>\$7,921,598</b>	<b>\$111,457,360</b>
<b>Expenditures by Department:</b>							
Board of Commissioners	\$763,348	\$763,348	\$162,889	21.3%	\$600,459	\$142,290	\$695,213
Circuit Court	5,716,923	5,420,740	1,157,208	21.3%	4,263,532	1,224,535	5,302,791
Clerk/Register of Deeds	4,473,858	4,134,166	734,360	17.8%	3,399,806	811,618	3,509,175
Community Action Agency	32,500	32,500	0	0.0%	32,500	0	29,000
Corporate Counsel	561,770	561,770	78,679	14.0%	483,090	47,639	568,279
County Administrator	1,155,014	1,155,014	201,102	17.4%	953,912	225,188	1,332,243
Department of Strategic Impact	1,954,367	2,225,671	362,601	16.3%	1,863,070	514,436	1,564,216
District Court	8,914,885	8,910,729	1,890,627	21.2%	7,020,101	1,913,844	5,849,893
Diversity Equity and Inclusion	0	0	0		0	70,095	130,576
Equalization	1,864,985	1,864,985	404,267	21.7%	1,460,718	405,245	1,762,593
Facilities	6,732,190	6,745,190	937,646	13.9%	5,807,543	1,016,711	5,357,501
Fiscal Services	2,761,977	2,893,007	422,667	14.6%	2,470,340	59,893	2,050,062
Human Resources	1,592,212	1,592,212	318,716	20.0%	1,273,496	296,469	1,299,642
Innovation and Technology	629,025	629,025	129,361	20.6%	499,664	138,540	597,644
MSU Extension	421,118	421,118	33,604	8.0%	387,514	34,975	411,546
Non Departmental (Transfers, Insurance)	16,057,713	17,026,354	3,327,300	19.5%	13,699,054	34,305,470	58,094,538
Probate Court	1,169,958	1,169,958	221,260	18.9%	948,698	237,033	1,101,881
Prosecutor	6,046,437	6,046,437	1,232,920	20.4%	4,813,518	1,135,591	4,934,884
Public Defender	8,245	8,245	990	12.0%	7,255	3,739	3,774
Public Health	666,858	666,858	107,808	16.2%	559,050	87,039	610,603
Sheriff	31,420,330	31,420,330	6,359,278	20.2%	25,061,052	4,086,233	18,930,616
State Extension	590,613	590,613	40,986	6.9%	549,627	33,983	144,728
Treasurer	14,952,822	14,952,822	274,547	1.8%	14,678,275	173,791	13,925,925
Water Resources	1,363,354	1,363,354	268,932	19.7%	1,094,422	279,442	1,159,833
<b>Total General Fund Expenditures</b>	<b>\$109,850,501</b>	<b>\$110,594,446</b>	<b>\$18,667,749</b>	<b>16.9%</b>	<b>\$91,926,696</b>	<b>\$47,243,799</b>	<b>\$129,367,156</b>
Net change in fund balance	453,761	(31,563)	(10,808,811)		(10,777,248)	(39,322,201)	(17,909,796)
Fund balance, beginning of year	56,238,209	56,238,209	38,328,413		17,909,796	34,466,692	56,238,209
Fund balance, end of year	<u>\$56,691,970</u>	<u>\$56,206,646</u>	<u>\$27,519,602</u>		<u>\$7,132,548</u>	<u>-\$4,855,509</u>	<u>\$38,328,413</u>

# MENTAL HEALTH (222) - INTERIM STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE - BUDGET AND ACTUAL

Fiscal Year 2024, 1st Quarter ending December 31, 2023  
(with comparative actual amounts for Fiscal Year 2023, 1st Quarter ending December 31, 2022)

	2024					2023	
	Original Budget	Amended Budget	Actual 12/31/2023	Actual as a % of Budget	Difference from budget	2023 Total at 12/31/2022	Actual Audited
<b>Revenues:</b>							
Intergovernmental	\$61,351,445	\$61,351,445	\$10,970,877	17.9%	(\$50,380,568)	\$13,134,422	\$52,727,059
Charges for services	198,000	198,000	12,189	6.2%	(185,811)	14,455	\$64,424
Interest on investments	72,320	72,320	-	0.0%	(72,320)	27,310	\$36,397
Rental income	-	-	910	0.0%	910	910	\$4,550
Other Revenue	4,000	4,000	2,711	67.8%	(1,289)	7,630	\$57,860
Transfers In	588,823	588,823	117,480	20.0%	(471,343)	123,525	\$620,295
<b>Total revenues</b>	<b>\$62,214,588</b>	<b>\$62,214,588</b>	<b>\$11,104,167</b>	<b>17.8%</b>	<b>(\$51,110,421)</b>	<b>\$13,308,252</b>	<b>\$53,510,584</b>
<b>Expenditures:</b>							
Salaries	\$10,770,709	\$10,848,123	\$2,227,622	20.5%	\$8,620,501	\$2,000,161	\$8,358,904
Fringe Benefits	5,912,238	5,949,257	1,295,411	21.8%	4,653,845	1,254,568	4,790,045
Supplies	214,401	225,561	28,224	12.5%	197,337	20,371	220,648
Contracted Services	42,238,916	42,139,508	8,118,304	19.3%	34,021,203	5,307,456	37,752,595
Operating Expenses	697,559	670,974	110,474	16.5%	560,500	169,508	740,970
Maintenance & Repair	38,550	38,250	4,575	12.0%	33,675	6,223	21,125
Utilities	167,041	167,741	32,504	19.4%	135,237	28,127	131,922
Insurance	492,430	492,430	(2,630)	-0.5%	495,060	111,159	325,110
Indirect Expenses	1,460,984	1,460,984	365,246	25.0%	1,095,739	329,215	1,152,732
Transfers Out	-	-	-			-	-
<b>Total Expenditures</b>	<b>\$61,992,828</b>	<b>\$61,992,828</b>	<b>\$12,179,731</b>	<b>19.6%</b>	<b>\$49,813,097</b>	<b>\$9,226,788</b>	<b>\$53,494,050</b>
Net change in fund balance	221,760	221,760	(1,075,564)		(1,297,324)	4,081,464	16,535
Fund balance, beginning of year	287,070	287,070	287,070		-	29,011	270,535
Fund balance, end of year	<b>\$508,830</b>	<b>\$508,830</b>	<b>(\$788,494)</b>		<b>(\$1,297,324)</b>	<b>\$4,110,475</b>	<b>\$287,070</b>



# COUNTY OF OTTAWA

## Fiscal 2024

	Original Revenue Budget	Adjusted Revenue Budget	Revenue Actual	% of budget	Original Expenditure Budget	Adjusted Expenditure Budget	Expenditure Actual	% of budget	Budgeted Fund Balance Gain (Use)	Current Fund Balance Gain (Use)
<b>Special Revenue Funds</b>										
American Rescue Plan Act	-	-	-	#DIV/0!	-	-	-	#DIV/0!	-	-
Child Care	7,983,202	7,983,202	516,370	6.5%	8,433,321	8,433,321	1,642,824	19%	(450,119)	(1,126,454)
Concealed Pistol License	173,441	173,441	32,170	19%	96,098	96,098	21,240	22%	77,343	10,930
Crime Victim Assistance Fund	-	-	(3,510)	#DIV/0!	-	21,502	-	0%	(21,502)	(3,510)
Department of Health & Human Services	61,640	61,640	15,410	25%	61,640	61,640	6,489	11%	-	8,921
Early Voting	-	402,824	367,574	91%	-	402,824	19,597	5%	-	347,977
Farmland Preservation	1,685,250	4,034,769	89,505	2%	1,685,027	4,034,546	290	0%	223	89,215
Federal Forfeiture	121	121	-	0%	-	-	-	#DIV/0!	121	-
Friend of the Court	5,812,010	6,456,413	578,633	9%	5,812,010	6,447,885	1,327,233	21%	8,528	(748,599)
General Fund Board Initiatives	-	-	-	0%	5,000,000	9,594,886	314,027	3%	(9,594,886)	(314,027)
General Fund Cell Towers	243,272	243,272	54,043	22%	111,658	111,658	1,417	1%	131,614	52,626
General Fund DB/DC	4,640,843	4,640,843	-	0%	4,142,926	4,142,926	-	0%	497,917	-
General Fund Infrastructure	7,522	7,522	-	0%	125,000	125,000	-	0%	(117,478)	-
General Fund Solid Waste Clean-Up	22,929	22,929	-	0%	355,000	355,000	-	0%	(332,071)	-
General Fund Stabilization	-	-	-	-	-	-	-	-	-	-
Homestead Property Tax	9,232	9,232	51	1%	1,815	1,815	-	0%	7,417	51
Landfill Tipping Fees	926,191	1,936,191	129,394	7%	1,409,165	2,449,165	197,024	8%	(512,974)	(67,630)
Mental Health Millage & Grants	8,231,946	8,434,651	427,206	5%	9,239,584	9,442,289	2,792,712	30%	(1,007,638)	(2,365,506)
Opioid Settlement	171,990	171,990	-	0%	-	-	-	#DIV/0!	171,990	-
Other Governmental Grants	5,344,638	6,180,047	(21,116)	0%	5,344,638	6,180,047	558,314	9%	-	(579,430)
Parks & Recreation	6,425,949	6,425,949	456,675	7%	6,019,154	6,019,154	964,041	16%	406,794	(507,365)
Public Defender's Fund	5,157,118	5,157,118	1,535,374	30%	5,157,118	5,157,118	1,016,783	20%	-	518,590
Public Health	12,932,910	13,438,398	2,456,155	18%	14,397,715	14,903,203	3,036,737	20%	(1,464,805)	(580,582)
Register of Deeds Technology	188,782	188,782	40,330	21%	276,494	276,494	68,154	25%	(87,712)	(27,824)
Sheriffs Contracts	11,519,861	11,519,861	2,860,154	25%	10,906,063	10,906,063	2,318,411	21%	613,798	541,743
<b>Debt Service Funds</b>	6,807,014	6,807,014	-	0%	6,807,014	6,807,014	4,847,966	71%	-	(4,847,966)
<b>Capital Projects Funds</b>	9,670,341	29,856,621	770,000	3%	6,802,885	38,946,516	1,088,265	3%	(9,089,895)	(318,265)
<b>Building Authority Capital Projects</b>	-	2,000,000	91,812	5%	-	12,083,630	1,372,249	0%	(10,083,630)	(1,280,436)

# Action Request



**Committee:** Finance and Administration Committee

**Meeting Date:** 02/06/2023

**Requesting Department:** Fiscal Services

**Submitted By:** Karen Karasinski

**Agenda Item:** 2025 Budget Calendar

## Suggested Motion:

To approve and forward to the Board of Commissioners the 2025 Budget Calendar.

## Summary of Request:

Annually, the Board is presented a budget calendar for consideration. The calendar is intended to outline key dates to provide guidance and structure to the process for all stakeholders.

## Financial Information:

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

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

**Action is Related to Strategic Plan:**

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

## Objective:

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

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

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

**Administration:** ☒ Recommended ☐ Not Recommended ☐ Without Recommendation  
County Administrator:


Committee/Governing/Advisory Board Approval Date:

# **County of Ottawa Budget Calendar**

## **Fiscal Year 2025**

February 6	Budget Calendar presented to the Finance Committee
February 13	Budget Calendar presented to the Board of Commissioners for approval
February 20	Board Strategic Planning Committee meeting
March	Departments/Elected Officials submit capital project requests to update the five-year capital improvement plan
April/May	Operational budget kick-off with training. Department/Elected Officials request 2025 operating budgets.
May	Departments/Agencies finalize 2025 Operating Budget Requests & 2025 New Personnel Request due
June/July	Fiscal Services and Administration review budget and prepare recommendation for Board of Commissioners
July	Community Mental Health Board holds the Public Hearing and adopts the 2025 Community Mental Health Budget
July 24	Parks and Recreation Board reviews and adopts the 2025 Parks Budget
August 6	Capital Improvement Plan (CIP) presented to Planning and Policy Committee
August 6	Operating budget and Capital Improvement Plan presented to the Finance Committee. The Finance Committee sets a date for the Budget Public Hearing
August 13	Board sets the Public Hearing for the 2025 County Budget
August	Planning and Policy Committee CIP review work session
August	Finance Committee Operating Budget work session #1 and CIP approval
August	Finance Committee Operating Budget work session #2 to finalize changes to the recommended budget for public hearing
August 27	Board of Commissioners approve the 2025 CIP
September 10	Budget Presentation at Board meeting and Public Hearing
September 17	Special Finance Committee Meeting to approve the 2025 Budget Resolution
September 24	Board of Commissioners adopts the 2025 Budget Resolution
October 1	Start of Fiscal Year

# Action Request

	<b>Committee:</b> Finance and Administration Committee
	<b>Meeting Date:</b> 02/06/2024
	<b>Requesting Department:</b> Administration
	<b>Submitted By:</b> John Gibbs
	<b>Agenda Item:</b> Strategic Planning Funds Request

## Suggested Motion:

To approve and forward to the Board of Commissioners a request from Administration to issue an RFP for up to \$100,000 to procure vendor options for the county's strategic plan, with vendor review and approval to be done at the Strategic Planning Committee.

## Summary of Request:

As discussed at the Strategic Planning Committee meeting on January 23, 2024, this is a request for \$100,000 to conduct an RFP to procure a vendor for the County's next Strategic Plan. For reference, here is some information from neighboring counties:

### Kalamazoo County:

- Responses: 6
- Range of Responses: \$73,000 - \$167,000
- Average Response: \$98,645

### Macomb County:

- Responses: 5
- Range of Responses: \$120,000 - \$246,000
- Average Response: \$156,735

### Ottawa County Parks Department:

- Strategic Planning Consultant – Budgeted: \$130,000
- Scientific Survey (gathering feedback on park/trail/facility resident needs and wants) Budgeted: \$30,000 – actual contract - \$24,000 - \$38,599
- Community Benefits analysis – Budgeted: \$80,000

## Financial Information:


Total Cost: \$100,000.00	General Fund Cost: \$100,000.00	Included in Budget:	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A
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If not included in budget, recommended funding source:


<b>Action is Related to an Activity Which Is:</b>	<input type="checkbox"/> Mandated	<input type="checkbox"/> Non-Mandated	<input type="checkbox"/> New Activity
<b>Action is Related to Strategic Plan:</b>			

Goal:

Objective:

<b>Administration:</b>	<input checked="" type="checkbox"/> Recommended	<input type="checkbox"/> Not Recommended	<input type="checkbox"/> Without Recommendation
County Administrator: 			
Committee/Governing/Advisory Board Approval Date:			

## Action Request

 Ottawa County	<b>Committee:</b> Finance and Administration Committee
	<b>Meeting Date:</b> 02/06/2024
	<b>Requesting Department:</b> Public Health
	<b>Submitted By:</b> Marcie Ver Beek
	<b>Agenda Item:</b> Public Health FTE increase

### Suggested Motion:

To approve and forward to the Board of Commissioners the request from Public Health to increase the FTE for a Community Health Nurse from 0.5 FTE to 0.6 FTE at a cost of \$9,130.

### Summary of Request:

The State of Michigan has awarded additional CSHCS grant funding, which is guaranteed for at least three fiscal years (FY24, FY25, FY26), for the program's age expansion to 26. The State of Michigan will evaluate the impacts of the program and decide on funding beyond FY27. By increasing the FTE by 0.1, the team will be able to continue providing high quality services to individuals with special needs and their families. This part-time/.5FTE position currently averages a caseload of over 300 families, a number that is expected to rise with the program's new age expansion.

This FTE increase will be funded through the CSHCS grant (Budget Adjustment 03-936 approved by the Board of Commissioners on January 16, 2024).

### Financial Information:

Total Cost: \$9,130.00	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:

CSHCS grant approved through budget adjustment 03-936

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

**Action is Related to Strategic Plan:**

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

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

**Administration:** County Administrator:  ☒ Recommended ☐ Not Recommended ☐ Without Recommendation

Committee/Governing/Advisory Board Approval Date:

# Action Request



**Committee:** Finance and Administration Committee

**Meeting Date:** 02/06/2024

**Requesting Department:** Parks & Recreation

**Submitted By:** Marcie Ver Beek

**Agenda Item:** Seasonal employee wages

## Suggested Motion:

To approve and forward to the Board of Commissioners the request from Parks to modify the pay rates for seasonal employees and to be annually adjusted by the cost-of-living provided to general Group T employees.

## Summary of Request:

Ottawa County Parks has had difficulty recruiting and retaining enough seasonal employees to provide the level of service needed. Competition for seasonal employees has greatly increased as starting wages at local businesses and summer jobs continues to climb. Based on market research, it is proposed to increase seasonal wages to \$15.50 and \$18.50 (no steps) depending on the position. In addition, starting in 2025, seasonal wages will increase by the same cost-of-living adjustment provided to Group T on an annual basis. The proposed seasonal wages are recommended to keep Ottawa County Parks competitive and fair in the current job market.

	Position	Wage
8269	GATEKEEPER	\$ 15.50
2789	GUEST SERVICES SUPERVISOR	\$ 18.50
8639	MAINTENANCE CREW	\$ 18.50
2729	OUTDOOR EDUCATOR	\$ 15.50
	PROGRAM LEAD	\$ 18.50
	PROJECT SUPPORT SPECIALIST	\$ 18.50
5469	PARK CARETAKER	\$ 15.50
2779	RESERVATION SPECIALIST	\$ 15.50
2799	SEASONAL PARK SUPERVISOR	\$ 18.50
5479	STEWARDSHIP CREW	\$ 18.50
2798	VOLUNTEER OUTREACH COORDINATOR	\$ 18.50

No additional allocation is requested in FY24 for these wage changes.

## 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:** County Administrator:  ☒ Recommended ☐ Not Recommended ☐ Without Recommendation

Committee/Governing/Advisory Board Approval Date:

# Action Request

Electronic Submission – Resolution #: 2202



**Committee:** FINANCE AND ADMINISTRATION

**Meeting Date:** 2/6/2024

**Requesting Department:** WATER RESOURCES COMMISSION

**Submitted By:** JOE BUSH

**Agenda Item:** FULL FAITH AND CREDIT PLEDGES FOR DRAIN NOTES AND BONDS

## Suggested Motion:

To approve and forward to the Board of Commissioners a resolution pledging the county's full faith and credit to a drain note or bond

## Summary of Request:

See attached

## Financial Information:

Total Cost: **N/A**

General Fund Cost: **N/A**

Included in Budget: **N/A**

If not included in Budget, recommended funding source:

**N/A**

## Action is Related to an Activity Which Is: New Activity

## Action is Related to Strategic Plan:

Goal:

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

## Administration:

Recommended by County Administrator:

2/1/2024 2:10:57 PM

Committee/Governing/Advisory Board Approval Date:

**OTTAWA COUNTY BOARD OF COMMISSIONERS**  
**RESOLUTION PLEDGING FULL FAITH AND CREDIT TO**  
**WENGER DRAIN DRAINAGE DISTRICT NOTE**

**RESOLUTION # \_\_\_\_\_**

Minutes of a regular meeting of the Board of Commissioners of Ottawa County, Michigan, held in the County on \_\_\_\_\_, 2024, at \_\_\_\_\_ p.m., local time.

PRESENT: Commissioners \_\_\_\_\_  
\_\_\_\_\_

ABSENT: Commissioners \_\_\_\_\_  
\_\_\_\_\_

The following resolution was offered by Commissioner \_\_\_\_\_ and supported by Commissioner: \_\_\_\_\_:

WHEREAS pursuant to a petition filed with the Water Resources Commissioner of the County of Ottawa, State of Michigan (the "Water Resources Commissioner"), proceedings have been taken under the provisions of Act 40, Public Acts of Michigan, 1956, as amended (the "Act"), for the making of certain intra-county drain improvements referred to as the Wenger Drain Project (the "Project"), which is being undertaken by the Wenger Drain Drainage District (the "Drainage District") in a Special Assessment District (the "Special Assessment District") established by the Drainage District; and

WHEREAS, the Project is necessary for the protection of the public health, and in order to provide funds to pay the costs of the Project, the Water Resources Commissioner intends to issue the Drainage District's note or notes (the "Notes") in an amount not to exceed \$57,000 pursuant to the Act; and

WHEREAS, the principal of and interest on the Notes will be payable from assessments made upon public corporations and/or benefited properties in the Special Assessment District; and

WHEREAS, the Ottawa County Board of Commissioners (the "Board") may, by resolution adopted by a vote of two-thirds of the members of the Board, pledge the full faith and credit of Ottawa County (the "County") for the prompt payment of the principal of and interest on the Notes pursuant to Section 434 of the Act; and

WHEREAS, the pledge of the full faith and credit of the County to the Notes will reduce the cost of financing the Project and will be a benefit to the people of the County.

NOW, THEREFORE, IT IS RESOLVED as follows:

1. The County pledges its full faith and credit for the prompt payment of the principal of and interest on the Notes in a par amount not to exceed \$57,000. The County shall immediately advance sufficient moneys from County funds, as a first budget obligation, to pay the principal of and interest on any of the Notes should the Drainage District fail to pay such amounts when due. The County shall, if necessary, levy a tax on all taxable property in the County, to the extent other available funds are insufficient to pay the principal of and interest on the Notes when due, subject to constitutional and statutory limitations on the taxing power of the County.



2. Should the County advance County funds pursuant to the pledge made in this Resolution, the amounts shall be repaid to the County from assessments or reassessments made upon benefited properties in the Special Assessment District as provided in the Act.

3. The Chairperson of the Board, the County Administrator, the County Clerk, the County Treasurer, the County Finance Director and any other official of the County, or any one or more of them ("Authorized Officers"), are authorized and directed to take all actions necessary or desirable for the issuance of the Notes and to execute any documents or certificates necessary to complete the issuance of the Notes, including, but not limited to, any applications including the Michigan Department of Treasury, Application for State Treasurer's Approval to Issue Long-Term Securities, any waivers, certificates, receipts, orders, agreements, instruments, and any certificates relating to federal or state securities laws, rules, or regulations and to sign such documents and give any approvals necessary therefor.

4. All resolutions and parts of resolutions are, to the extent of any conflict with this resolution, rescinded to the extent of the conflict.

YEAS: Commissioners \_\_\_\_\_

\_\_\_\_\_

NAYS: Commissioners \_\_\_\_\_

ABSTAIN: Commissioners \_\_\_\_\_

RESOLUTION DECLARED ADOPTED.

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

**CERTIFICATION**

I, Justin F. Roebuck, the duly qualified and acting Clerk of Ottawa County, Michigan (the "County") do hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Board of Commissioners at a meeting held on \_\_\_\_\_, 2024, the original of which is on file in my office. Public notice of said meeting was given pursuant to and in compliance with Act 267, Public Acts of Michigan, 1976, as amended.

Date: \_\_\_\_\_, 2024

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

## M E M O R A N D U M

**To:** Joe Bush, Ottawa County Water Resources Commissioner  
**From:** Roger Swets, Dickinson Wright  
**Re:** Full Faith and Credit Pledges for Drain Notes and Bonds  
**Date:** July 10, 2023

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A key element of financing drain projects in Michigan includes a county board of commissioners adopting a resolution pledging the county's full faith and credit to a drain note or bond. This memo addresses the practical reasons why a pledge of full faith and credit is necessary, and the safeguards that the Michigan Drain Code contains to mitigate the liabilities to counties where full faith and credit is pledged.

### **WHY IS FULL FAITH AND CREDIT PLEDGED TO PUBLIC DEBT, INCLUDING DRAIN BONDS AND NOTES IN MICHIGAN?**

Each Michigan drainage district is a separate legal entity that is either under the jurisdiction of the county drain commissioner/water resource commissioner or a drainage board. Drainage districts do not have employees or assets other than the drain that is under its jurisdiction. Drainage districts do not have taxing power or the power to charge fees for the use of the drain, but are financed solely by the issuance of special assessments, either assessments levied for the periodic inspection, repair and maintenance of the drain or assessments levied to defray the costs of new drain projects that the drainage district is petitioned to construct.

Because the drain projects are financed by special assessments, as opposed to taxes, and drains do not have liquid assets or revenue sources outside of the assessments, drain debt does not receive an investment grade rating from a rating agency and most banks will not acquire drain debt without a full faith and credit pledge of the county. Historically, a small handful of state banks have been willing to acquire small, short term drain debt without a full faith and credit pledge, but with the failure of several banks around the country earlier this year, banks have developed concerns about liquidity and these state banks have stopped acquiring debt without a full faith and credit pledge.

By a full faith and credit pledge, a county agrees that the county will provide a backup pledge of its full faith and credit as additional security for the payment of a bond or note should the special assessment revenues levied for payment of the note be insufficient at any point to pay the principal of or interest on a bond or note to which full faith and credit is pledged. A county pledges its full faith and credit by a resolution adopted by the county board of commissioners.

This kind of pledge is customary for many kinds of debt in Michigan. Most county debt is secured by a full faith and credit pledge of the county, including general county bonds, building authority bonds or bonds issued through a county board of public works or county agency for local utility projects. Most city, village and township debt also pledges the full faith and credit of the issuer. Most notably, virtually all special assessment debt whether issued by a drainage district or

2) By adopting a resolution pledging full faith and credit, the county is agreeing to be a backup source of payment for the bonds if there is a shortfall in the primary source of payment and the county would only make payments in the event there is ever a shortfall in the assessment collections.

a) For assessments against benefitted property owners, a shortfall would only come into play after the property was sold at tax foreclosure (again assuming the continuation of the delinquent tax revolving fund), if the sale price was less than the amount of delinquent taxes, assessments, and interest and penalties on them.

b) Such amounts will normally be relatively small since on most assessment rolls any one assessment against a benefitted property is only a small part of the whole, and the delinquency would most often only be for a few years of a multiyear assessment.

3) Payments by counties pursuant to a full faith and credit resolution are rare, and if they are required would normally be small and only for a short time.

a) County payments are usually short term since under the Drain Code the drainage district is required to levy a deficiency assessment against the district for the amount of any shortfall within two years and when that assessment is levied and collected, the county would be paid back.

b) In addition to deficiency assessments, the drainage district has the ability to levy an administrative fee in the way of an interest rate on the assessments that is 1 percent over the interest rate of the bonds issued in anticipation of the assessments. This small additional amount of interest is allowed to the drainage district to cover costs, including costs that could lead to a shortfall, thus further mitigating risk to the county.

3) In recent history, Ottawa County has pledged its full faith and credit to drain bonds for the Munn Drain Drainage District, which mature in 2030 and to drain bonds issued for the Park West Drain Drainage District which mature in 2034. To my knowledge Ottawa County has not had to make any payments on the drain debt to which it has pledged its full faith and credit.

### **ALTERNATIVES TO FULL FAITH AND CREDIT**

In this current financial climate, the only alternative to a pledge of full faith and credit by a county is for the county to provide the financing for its drainage districts. This can be done in two ways, a county could decide to add funds to the county's drain revolving fund or a county could lend funds to a drainage district for a particular project through the issuance of a note under section 434 of the Drain Code.

Counties can provide funds to drainage districts for their maintenance expenditures and the preliminary costs of projects by placing funds in the county drain revolving fund. The revolving fund is a fund the drainage districts borrow from and then pay back as they can with the collection of assessments. The county can either add funds to the revolving fund which will remain in the revolving fund permanently or the county can add funds to the revolving fund which drainage districts would pay back with interest, with these funds being paid back to the county at an agreed upon time.

# Action Request

Electronic Submission – Contract # 2200



**Committee: FINANCE AND ADMINISTRATION**

**Meeting Date: 2/6/2024**

**Vendor/3<sup>rd</sup> Party: TELERAD**

**Requesting Department: SHERIFFS DEPARTMENT**

**Submitted By: KRISTI HANSON**

**Agenda Item: SHERIFF'S OFFICE VEHICLE UPFITTING CONTRACT**

## Suggested Motion:

TO REVIEW AND FORWARD TO THE BOARD OF COMMISSIONERS THE CONTRACT FOR VEHICLE UPFITTING SERVICES.

## Summary of Request:

TELERAD HAS PROVIDED UPFITTING SERVICES FOR THE SHERIFF'S OFFICE FOR SEVERAL YEARS. THE MOST RECENT CONTRACT EXPIRED. BOTH PARTIES WOULD LIKE TO CONTINUE THIS PARTNERSHIP. THE ANNUAL CONTRACT AMOUNT IS BASED ON THE NUMBER OF VEHICLES UPFITTED THAT FISCAL YEAR.

## Financial Information:

Total Cost: \$198,000.00

General Fund Cost: \$195,000.00

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

## Administration:

Recommended by County Administrator:

2/5/2024 1:26:42 PM

Committee/Governing/Advisory Board Approval Date: 2/6/2024





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**OTTAWA COUNTY**  
**CONTRACT FOR PATROL VEHICLE UPFITTING SERVICES**

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

**IT IS HEREBY AGREED AS FOLLOWS:**

1. **Scope of Work:** Contractor agrees to provide patrol vehicle upfitting services, which are as detailed in Exhibit A. It shall be the responsibility of the Contractor to employ and assign to the project adequate personnel and equipment required to undertake and complete the work in a diligent, timely and orderly manner.
2. **Compensation:** In consideration of the services to be performed by the Contractor, the County agrees to pay Contractor the compensation set forth on Exhibit B. Payment to the Contractor for services will be under the County's terms of Net 30. Contractors will receive work on an "on-call" and "as-needed" basis.
3. **Contract Documents:** The following documents are the entire Contract between the Contractor and the County. The Contract includes the following documents listed below, which are incorporated herein by reference and are deemed to be part of this Contract as if set forth in full:
  - a) This Contract (including attached exhibits):
    - i. Exhibit A – RFP 24-019 Patrol Vehicle Upfitting Services – As Published
    - ii. Exhibit B –Tele-Rad Proposal for RFP 24-019
    - iii. Exhibit C – Vendor Insurance Requirements
  - b) All Provisions required by law to be inserted in this contract whether actually inserted or not.
4. **Performance**
  - a) Contractor shall perform the work as required by and in accordance with the scope of work and requirements as set forth in Exhibit A and as detailed in Exhibit B.
  - b) Failure to complete services as required shall constitute breach of this Contract.
  - c) Contractor shall have five (5) calendar days to cure a breach of this Contract (the "Cure Period"). Failure to cure a breach of this Contract within said Cure Period shall allow the County to, without further notice to the Contractor, declare this Contract terminated and proceed with the replacement of the Contractor and the County shall be entitled to all remedies available to it at law or in equity.

5. Terms of Contract: The Contract shall commence when signed by both parties and unless terminated earlier in accordance with the terms of this Contract. The initial contract period will be for approximately twelve (12) months, beginning in February 2024 and ending on December 31, 2024. The County shall have the option to renew this contract for four (4) additional periods of one (1) year each, with the same terms and conditions.

This Contract may be terminated prior to completion of the Services at the option of either party, upon delivery of written notice by the terminating party to the other party.

6. Pricing: All pricing proposed shall be firm and fixed for the initial contract period. Invoices submitted for payment shall match pricing confirmed at pre-installation meeting.

If Contractor experiences a manufacturer pricing increase that occurs outside of their control, justification must be provided to receive approval for an equipment pricing change. Types of justification to substantiate request, are such items as manufacturer catalog pages, price lists, etc.

At sixty (60) days prior to a renewal term, the Contractor has an option to submit a request for a price increase. To support the request, the Contractor must provide detailed information on the methodology used to determine the requested increase. This information will include the factors used to determine the increase amount, such as changes in the Consumer Price Index, manufacturer catalog pages, price lists, labor costs, insurance costs etc. The request shall be of significant detail to support the request being made.

The Contractor will provide to the County, at no additional cost, any reports, manufacturer catalog pages, current pricing information or any other relevant documentation that may be needed to be used to verify the following contract pricing:

- SoundOff Signal – 50% off MSRP
- Havis – 25% off MSRP
- Go Rhino – 25% off MSRP
- Setina – 10% off MSRP
- In addition, Contractor to provide any additional information on applicable manufacturer promotions.

The Contractor will submit one (1) invoice per car to the County upon delivery of a street-ready/turnkey vehicle. The invoice will match the pricing as confirmed at pre-installation meeting, reference a Purchase Order number, the vehicle ID number or vehicle unit number. The invoice date shall not exceed thirty (30) calendar days from the delivery date. Under no circumstances will an invoice be submitted to the County before the acceptance / delivery of a vehicle.

7. Expenses: Contractor shall be responsible for all the Contractor's expenses incurred while performing services under this Contract. This includes license fees, fuel and fleet maintenance, insurance premiums, telephone and all salary/payroll expenses, and other compensation paid to employees or contract personnel that the Contractor hires to complete the work under this Contract.
8. Employees: The Contractor and all Contractor' employees, while on County premises, shall carry proper identification. Examples of proper identification are a State issued Driver's License or State issued Identification Card.

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

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

9. Materials: Contractor will furnish all materials, equipment and supplies used to provide the services required by this Contract.
10. Background Checks: The County reserves the right to conduct background verifications for any of the Contractor's employees and any Sub-Contractor employees as it deems necessary.

All subjects with access to MCTs must meet FBI Criminal Justice Information System (CJIS) policy requirements. These include fingerprint supported criminal background checks, signed FBI CJIS Security Addendums, and annual Security Awareness training.

Contractor will maintain the authorized staff list with MSP and the Sheriff's Office for the duration of the contract, ensuring that only authorized staff have unescorted access to our computers.

11. Compliance with Laws, Ordinances, and Regulations and Procurement of Permits:
  - a) This Contract is governed by the laws of the State of Michigan.
  - b) The Contractor shall at all times comply with all local, state, and federal laws, rules, and regulations applicable to this Contract and the work to be done herewith.
  - c) The Contractor shall obtain, and pay thereof, all permits required by any agency or authority having jurisdiction over the work. The Contractor shall provide a copy of any permit to the County within 3 business days of the County's request.
12. Exclusive Contract: This Contract, including exhibits attached hereto, a County Purchase Order, if applicable, is the entire Contract between Contractor and the County for the services as detailed in Exhibits A and B.



13. Modifying the Contract: This Contract may be modified only by a writing signed by both parties.
14. Record Keeping: The Contractor shall keep all records related to this Contract for the term of the Contract and 3 years thereafter (vehicle history files).
15. Dispute: In the event of any conflicts or discrepancies in the wording of any terms, provisions and conditions contained in this Contract, describing Contractor's obligations and responsibilities hereunder, said conflicts and discrepancies shall be resolved by first applying the interpretation of this Contract and its exhibits, attachments, and addendums, then the mutually agreed Contractor's planning documents that affirm the details of the Services to be provided. Any contract or modification of this Contract shall be written and signed by both parties and will supersede any previous written understandings.

Should any disputes arise with respect to this Contract, Contractor and County agree to act immediately to resolve any such disputes. Pending resolution of such dispute or difference and without prejudice to their rights, both the Contractor and the County shall continue to respect all their obligations and to perform all their duties under this Contract.

16. Jurisdiction and Venue: The parties' consent to the exercise of general personal jurisdiction over it by the Ottawa County Circuit Court. Any action on a controversy that arises under or in association with this Contract shall be brought in the State of Michigan, which both parties agree is a reasonably convenient place for trial of the action. The parties both agree that their consent in accordance with this Section is not obtained by misrepresentation, duress, the abuse of economic power, or other unconscionable means.
17. Indemnification: Contractor agrees to indemnify, defend, and hold harmless the County and its officials, officers, employees, volunteers, and agents from and against any and all liability arising out of or in any way related to Contractor's performance of services under this Contract, including, but not limited to, any and all liability resulting from or arising out of intentional, reckless, or negligent acts or omissions of the Contractor, its employees, agents or subcontractors.
18. Insurance: Contractor agrees to provide proof of the following insurance coverages, as more fully set forth in Exhibit C, entitled Vendor Insurance Requirements: Workers' Compensation; Employers' Liability; Commercial General Liability; Umbrella/Excess Liability; and, if applicable, Automobile, Professional Liability, and Privacy and Security Liability (Cyber Security). Coverage limits are to be statutory and, if no statute applies, are to be at least \$1,000,000 per occurrence or claim and \$2,000,000 aggregate. These coverages shall protect the Contractor and the County and their respective representatives against any and all claims arising out of or related in any way to the work performed or the products provided.

19. Relationship of Parties: The Contractor is an independent contractor and is not an agent or employee of the County for any purpose including, but not limited to, the ability to bind the County and all labor or employee related matters such as tax withholding/reporting, employee wages or benefits, or workers compensation. This Contract is not intended to create any joint venture or partnership of any kind. The provisions of this Contract are for the benefit of the parties hereto, and not for the benefit of any other person or legal entity.
20. Subcontracts: Contractor may not assign or subcontract any rights or obligations under this contract without the County's prior written approval.

The County has given approval for Contractor to subcontract graphics installation and graphics decommission. All graphics work shall be at agreed upon pricing and noted separately on invoices submitted by Contractor for each street-ready / turnkey vehicle.

21. Governmental Immunity: The County does not waive its governmental immunity by entering into this Contract, and fully retains all immunities and defenses provided by law with respect to any action based upon or occurring as a result of this Contract.
22. Safety: The Contractor shall at all times observe and comply with all federal, state, local and County facility laws, ordinances, rules, and regulations that may in any manner affect the safety and the conduct of the work. The Contractor shall indemnify and hold the County harmless against any claim or liability arising from the violation of any such provisions.
23. Absence of Waiver: The failure of either party to insist on the performance of any of the terms and conditions of this Contract, or the waiver of any breach of such terms and conditions, shall not be construed as thereafter waiving such terms and conditions, which shall continue and remain in full force and effect as if such forbearance or waiver had occurred.
24. Notices:
- a) All notices and other communications for the parties may be served, mailed, or delivered at the following addresses:

If to the Contractor: Tele-Rad, Inc.  
511 E. 8<sup>th</sup> Street  
Holland, MI 49423  
Attn: Mitch Kooyers, Director of Projects & Engineering  
Email: mitch\_kooyers@tele-rad.com

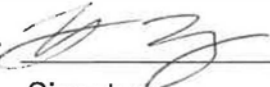
If to Ottawa County: Ottawa County Sheriff's Office  
12220 Fillmore St., Room 200  
West Olive, MI 49460  
Email: sheriffs.office@miottawa.org

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

FOR PATROL VEHICLE UPFITTING SERVICES

The undersigned certifies, under penalty of perjury, that I have the legal authorization to bind the firm hereunder:

**TELE-RAD, INC.**

By:   
Signature,

1/22/24  
Date

MIRTH KOOYERS  
Printed Name

DIRECTOR  
Title

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

**COUNTY OF OTTAWA**

By: \_\_\_\_\_  
Signature,  
Joe Moss, Chairperson  
Board of Commissioners

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date



## Request for Proposal 24-019 Patrol Vehicle Upfitting Services

The County of Ottawa, on behalf of the Ottawa County Sheriff's Office, is requesting proposals from experienced and qualified contractors for patrol vehicle upfitting services, including but not limited to, vehicle equipment, vehicle lights and vehicle graphics. The initial contract, issued as a result of this RFP, will be for a period of approximately twelve (12) months, beginning in February 2024 and ending on December 31, 2024. The County shall have the option to renew this contract for four (4) additional periods of one (1) year each, with the same terms and conditions. All prices proposed shall be firm and fixed for the initial contract period and may be re-negotiated after the initial contract period.

By responding to this RFP, the Proposer agrees to perform in accordance with the terms and conditions set forth herein.

RFP Issue Date:	Tuesday, December 5, 2023
Questions Deadline:	Tuesday, December 12, 2023
Addendum Issuance:	Thursday, December 14, 2023
RFP Deadline:	By 2:00 PM (ET) Thursday, December 21, 2023
Evaluation Timeline (Estimated):	December 25 <sup>th</sup> to January 5 <sup>th</sup>
Intent to Award (Estimated):	Tuesday, January 9, 2024
Contract Start (Estimated):	February 2024

RFP Administrator: Janice McLaren, Procurement Specialist, 616-738-4670,  
[purchasing.rfp@miottawa.org](mailto:purchasing.rfp@miottawa.org)

All requests for additional information or questions should be directed to the RFP Administrator.

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### EXHIBITS AS ATTACHED:

Exhibit A – Patrol Vehicle: Fully Marked Ford PIU Vehicle (Explorer)

Exhibit B – K-9 Vehicle: Fully Marked Ford PIU Vehicle (Explorer)

Exhibit C – Transport Vehicle: Ford Transit



## Section 1: Information Summary

### General Information:

The County of Ottawa distributes solicitation documents through the Michigan Intergovernmental Trade Network (MITN), website at <http://www.bidnetdirect.com/mitn> and through the Purchasing page of the County of Ottawa's website located at <http://www.miottawa.org/Departments/FiscalServices/bids.htm>. Copies of proposal documents obtained from any other sources are not considered official copies, and may result in failure to receive addenda, corrections or other revisions that may be issued.

For purposes of this RFP, the term "Contractor," "Vendor," "Proposer," "Respondent," or "Bidder" are considered to have the same meaning, all referring to the person or company responding to this RFP. Additionally, the terms "County," "Client," or "Owner" refers to the County of Ottawa.

### Proposal Submission:

Proposals must be received by **2:00 PM (ET) on Thursday, December 21, 2023**. Proposals received after this time will not be considered. Proposals may be withdrawn at any time prior to the scheduled proposal deadline. Proposals must be firm and may not be withdrawn for a minimum period of 90 calendar days after the RFP Deadline. Proposals should be concise and complete, covering all items identified, emphasizing an understanding of the project and the resources to perform the intended work. Proposals will be reviewed to determine if submission requirements are met. Proposals that do not comply with submittal instructions established in this document and/or that do not include the required information may be rejected as non-responsive. Contractor assumes responsibility for meeting the submission requirements and addressing all necessary technical and operational issues to meet the project objectives.

All proposals must include completed, signed copies of all required attachments. Contractor assumes all risks associated with electronic submission (including possible technical issues). Attachments must be filled out in full and signed by an authorized Company representative.

### Proposal Response:

Proposal response must contain completed, signed copies of each of the following required attachments:

- Attachment A – Cover Sheet for Proposal
- Attachment B – Vendor References
- Attachment C – Proposal Form and Response

Proposals will be accepted by e-mail submission only, as follows:

Respondents will submit an electronic response (preferably single-file PDF format) by e-mail to: [purchasing.rfp@miottawa.org](mailto:purchasing.rfp@miottawa.org) with subject line of: "RFP 24-019 Patrol Vehicle Upfitting Services." The County can receive email attachments up to 25 megabytes. Proposal documents larger than 20 megabytes should be sent in multiple emails with subject line of: "RFP 24-019 – 1 of 2", etcetera. It will be the Proposers' responsibility to ensure that their proposal has been appropriately delivered and received.

### Modification:

Prior to the date and time set forth as the Proposal Receipt Deadline, proposals may be modified or withdrawn by the Proposer's authorized representative. After the submission deadline, responses may not be modified or withdrawn without written consent of the County.

### Pre-Proposal Conference:

There is no pre-proposal conference scheduled at time of RFP release.

### Questions:

Contractors may submit questions and requests for clarification relating to this RFP to the RFP Administrator by the stated deadline. Responses to all questions and inquiries received by the County will be issued in the form of an Addendum and posted on the MITN and the County's website, as needed. Only answers to questions submitted prior to the submission deadline and released in the form of an Addendum will be considered official and final. Any remarks or explanations made by phone, email, or in-person will be considered draft and will be non-binding.



## Section 2: Background Information

### County Information:

Beautiful Ottawa County is located in the southwestern section of Michigan's Lower Peninsula. Its western boundary is formed by Lake Michigan and its eastern boundary is approximately 30 miles inland. The County landmass consists of a total area of 565 square miles with over 300 miles of water frontage. The County is composed of 6 cities, 17 townships, and 1 village.

The current County's legislative body is an eleven-member Board of Commissioners which is elected from single-member districts, determined by population, on a partisan basis for two-year terms. The Board of Commissioners provides oversight, establishes policy, and builds the strategic plan for County operations.

Ottawa County has been named the fastest growing population in the state. Between 2010 and 2020 there was a 12.3% increase in population. The estimated population in the County in 2021 was 299,157. This significant population growth is expected to continue in the years ahead.

The Ottawa County Sheriff's Office envisions a safe, secure community where the rights, history and culture of each citizen is valued. We will achieve this vision by collaborating with our communities to identify and solve public safety problems and improve the quality of life in Ottawa County. We will be an organization in which each employee embraces integrity as the cornerstone upon which the public's trust is built. We will foster an environment of honesty, trust, and mutual respect in which the Sheriff's Office and the community work together.

The Ottawa County Sheriff's Office mission is to provide professional, ethical law enforcement and correctional services, focusing on customer service. To support the Constitution of the United States and to enforce all laws to preserve public order, reduce crime and provide safe and secure environments in our communities.

### Section 3: Scope of Work

The Ottawa County Sheriff's Office (OCSO) is seeking to enter into a contract with a qualified and eligible Contractor for patrol vehicle upfitting services, including but not limited to, vehicle equipment, vehicle lights and vehicle graphic vehicle body and equipment installation and fabrication services. The upfitting services will be primarily for law enforcement and emergency vehicles, as well as other County owned and operated vehicles that shall require a similar service. The upfitting services are, but not limited to, computers, video camera equipment, gun racks, cages, seats, push bumpers, sirens, lightbars, etc. on an as needed basis. The awarded Contractor will have the necessary and considerable experience with upfitting projects similar to the scope of work as listed in this Scope of Work section. Respondent shall be knowledgeable in the design, fabrication, and installation of technology and equipment for law enforcement vehicles.

It is the intention of the Ottawa County Sheriff's Office (OCSO) to maintain a vehicle fleet with like components across all vehicles. Since police-vehicle operators become accustomed to the controls, displays, and "feel" of a unit, standardization allows for greater flexibility in making driver assignments without a loss of productivity or an increased safety risk to the driver when switching between different units. Drivers also learn the capabilities of a given unit (e.g., how a patrol car operates in connection with its equipment during pursuit and other high-speed driving).

There are certain interface items for which no exception will be allowed. When verified in writing from the manufacturer/distributor that specified parts are not available, substitute items may be required and will be accepted with written approval. For this RFP, determination of acceptability of any substitute item (item not listed on specification sheets, Exhibits A, B and C) will be solely at the discretion of the RFP Administrator and a Sheriff's Office representative.

The OCSO operates a fleet of Patrol, Detective, Transport and miscellaneous vehicles, the following list of vehicle models and quantities is provided only for informational purposes and may be subject to change.

Primary Vehicles:

- a) Ford PIU Vehicle (Explorer) (96)
- b) Ford PIU Vehicle (Explorer) – K9 (4)
- c) Ford Transit 150 (6)

Secondary Vehicles ( upfitted as needed )

- a) Chevrolet Silverado (2)
- b) Chevrolet Tahoe (4)
- c) Dodge Charger (1)
- d) Dodge Durango (3)
- e) Ford F-150 (1)
- f) Ford Transit 250 (1)
- g) Plasan Armored Vehicle (1)
- h) Watercraft (5)

The OCSO averages twelve (12) – fifteen (15) new Patrol or Other vehicle purchases per year that vary in upfitting from fully-marked to semi-marked units. This count will vary yearly, and vehicle manufacturers may change due to availability or Agency needs.

The quantities listed are the County's best estimate as determined by actual needs and availability of appropriated funds. It is expressly understood and agreed that the resulting contract is to supply the County with its complete actual requirement of the materials specified for the current contract period.

A. Decommissioning of old patrol vehicles

The Contractor shall:

1. Strip usable equipment, remove graphics, fill open holes, detail, and make ready for auction the de-commissioned vehicle.
2. Re-install original vehicle equipment including but not limited to seating, interior panels, carpeting, and head liners. Equipment will be provided by the OCSO along with the vehicle to be decommissioned.
3. Return to the OCSO to the extent possible all decommissioned equipment that is not transferred/installed into the new vehicle, or on a reoccurring basis, provide a list of all decommissioned equipment that is being stored by the Contractor and is available for re-installation.

## B. Installations for new patrol vehicles

The Contractor shall:

1. Install new or transfer used parts and equipment to fully upfit vehicles to service-ready condition as specified by the OCSO.
2. Install all equipment as per the manufacturer's specifications and/or as per equipment specified in attached Exhibits (as provided herein) and provide an opportunity for the OCSO representatives to inspect the vehicles during installation.
3. Provide the OCSO with all relevant documentation for components and wiring: Vehicle-specific, detailed diagrams and schematics (preferably in ladder form) depicting circuit routing, connection numbers/letters at terminations, component locations, and wire color/number.
4. Provide installation of wiring runs, equipment locations, and fuse layouts **identically** for each and every patrol vehicle upfit Service. Changes must be approved by the OCSO.
5. Provide warrantable repairs within forty-eight (48) hours of contact at an onsite OCSO location, or at an otherwise agreed upon location, for a period of twelve (12) months from the date of delivery to the OCSO.
6. Warranty.

Contractor shall provide the OCSO with a minimum twelve (12) months warranty on parts and labor defects. Repeated issues with craftsmanship or installation may result in cancellation of the contract in part or in full.

Contractor shall warranty all the work and materials that it provides for a period of one (1) year from the date of installation. During the one (1) year period, the Contractor shall remedy all issues with components not functioning properly due to improper installation, and shall replace all materials provided that stop functioning properly due to manufacturing defects, simple wear and tear, etc.

The Contractor shall undertake remedial/repair work beginning no more than one (1) business day after the OCSO contacts to schedule such work. It is expected, due to the nature of public safety work performed, all Sheriff vehicles would receive priority over other customers for service.

7. Vehicle graphics / decal installation: OCSO logos are trademarked and property solely of the County. Service providers do not have permission to use OCSO logos on any documentation or presentation materials, and to do so would be a violation of trademark. Contractor shall provide all associated services for decal application, decal removal, miscellaneous decal repairs. If unable to provide, Contractor shall note in proposal sub-contractor being used for this service.
8. Prior to the start of any decal installation, as part of project sign-off, Contractor and OCSO shall review decal layout or mock-up, confirm all graphics products to be installed, vehicle installation schedule and expected date for completion. It is the goal of the County that completion time of graphics installation take no longer than seven (7) business days.
9. Provide a written guarantee that should any equipment be damaged as a result of faulty removal or installation; Contractor shall repair or replace said equipment to its original operating state. This guarantee shall be in effect for a minimum of one (1) year following delivery of the vehicle to the OCSO. Contractor shall guarantee a minimum of one (1) year labor for all decal installations performed.

### C. Specifications, Contractor Qualifications and Mandatory Requirements

The Contractor shall:

1. A contractor must be able to produce evidence that they have an established satisfactory record of full-time performance for no less than three (3) years and have sufficient financial support, equipment, and organization to ensure that they can satisfactorily execute the services if awarded a contract. The term “equipment and organization”, as used herein, shall be construed to mean a fully equipped and well-established company in line with the best business practices in the industry.
2. Provide all labor necessary for installation including all wiring and the removal/reinstallation of interior and exterior vehicle parts, as required.
3. The Contractor will participate with the Michigan State Police (MSP) “Statewide IT Vendor List” of vendors authorized for access to sensitive Law Enforcement computer systems. Our Mobile Computer Terminals (MCTs) are often in vehicles during service work. All subjects with access to MCTs must meet FBI Criminal Justice Information System (CJIS) policy requirements. These include fingerprint supported criminal background checks, signed FBI CJIS Security Addendums, and annual Security Awareness training.

The authorized list of staff maintained by MSP may be used by any agency in Michigan without the Contractor’s staff being fingerprinted for each agency separately. If Contractor is not currently on MSP’s list, the Ottawa County Sheriff’s

Office will require, and sponsor, the Contractor to become part of it. Contractor will maintain the authorized staff list with MSP and the Sheriff's Office for the duration of the contract, ensuring that only authorized staff have unescorted access to our computers.

4. Provide new non-peripheral parts and equipment including but not limited to lighting parts and equipment, siren parts and equipment, BluePRINT Operating Harness and operating equipment, Go Rhino push bumper, console, rear seat restraints, and all other equipment required to make a completely operational patrol vehicles as listed in Exhibit A – Patrol Vehicle: Fully Marked Ford PUI Vehicle (Explorer), Exhibit B – K-9 Vehicle: Fully Marked Ford PUI Vehicle (Explorer) and Exhibit C – Transport Vehicle: Ford Transit, attached to this RFP.
5. Provide at Contractor's expense all peripheral bulk/miscellaneous materials including but not limited to wire, wire ends, common control relays, wire loom, screws, and fasteners.
6. Meet or exceed applicable Federal Motor Vehicle Safety Standards (FMVSS), Society of Automotive Engineers (SAE), American National Standards Institute (ANSI) and all other Federal, State, and Local regulations applicable to this type of equipment.
7. Perform emergency lighting and emergency sound system installation by SoundOff Signal Blue- PRINT System-trained and certified installers only.
8. Perform all services / installations, including but not limited to, vehicle equipment, vehicle lights and vehicle graphics, at Ottawa County, Sheriff Storage Barn, 12130 Fillmore St., West Olive, MI 49460; Monday through Friday from 8:00am – 4:00pm, unless otherwise at an agreed upon location.
9. Have a working facility for service located within sixty (60) miles of the OCSO at 12220 Fillmore St, West Olive, MI 49460.
10. Have at least one facility that is sized, staffed, and stocked to perform multiple, simultaneous builds and decommissions.
11. Have a proven track record of large scale, multiple car builds.
12. Respond to requests for service on the BluePRINT system by the next business day of initial request.
13. Provide same day service for emergencies, if needed.
14. Fully equip and decommission (provide auction-ready) each unit within ten (10) business days or fourteen (14) calendar days until all new units have been fully outfitted for delivery and/or decommissioned. The Contractor is expected to have all vehicles completed to the satisfaction of the OCSO as scheduled with the OCSO's Project Manager.

15. If service / installation performed at approved alternate location, if requested, provide transportation of the vehicles (both old for decommissioning and new for installation) from the OCSO at 12220 Fillmore St, West Olive, MI 49460 to the Contractor's location. No additional cost will be allowed for pickup or delivery. Direct shipment from dealer may be available.
16. If service / installation performed at approved alternate location, store all OCSO vehicles in a locked and secure facility that meets the OCSO's satisfaction.
17. Support, and have the ability to install, all equipment used by the OCSO regardless of brand (e.g., Setina, Lund, SoundOff, etc.)
18. Have in stock all required parts and equipment necessary to support the Services for multiple vehicles.
19. Have on staff at least one (1) employee who is certified in SoundOff Signal BluePRINT Installation always performing all upfit-related work.
20. Provide regular communication with OCSO staff on the progress of installations.
21. Provide the OCSO the opportunity to inspect all Services being completed (including but not limited to, vehicle equipment, vehicle lights and vehicle graphics) if done at Contractor's approved alternate location prior to final delivery of completed vehicles.
22. Provide to the OCSO any prospective completion delays as soon as they are recognized. Delays, unless out of Contractor's control, will result in Liquidated Damages of \$50 per calendar day. See Project Terms - Liquidated Damages. Damages will be deducted from monies owed the Contractor.
23. Delays in completion which are out of Contractor's control will constitute a completion date extension which is to be mutually agreed upon between the OCSO's Project Manager and the Contractor.
24. The OCSO will provide the vehicles, radio communication equipment, computer equipment, video camera equipment, GPS, antennas, and all other equipment able to transfer from decommissioned vehicles.
25. Equipment included in the Specifications may be upgraded as new models of equipment become available.
26. No services identified in RFP Scope of Work shall be sublet without the prior consideration and approval of the OCSO's Project Manager.
27. Vehicles must be clean of any debris after work is completed.
28. Hourly labor rates must be all inclusive to any work outside of warranty. No additional charges (such as fuel surcharges, service charges, administrative fees, etc.) are acceptable.
29. Contractor shall remove from the completed vehicles all tools, equipment, supplies, barriers, debris, and waste resulting from the Services.



#### D. Project Terms for Services and Installation

**Pre-Installation Meeting:** Prior to commencement of the Services, representatives of the OCSO and the Contractor – including its supervisory employee to be assigned as responsible for all aspects of the Services – shall hold a pre-installation meeting and review of final installation plans and confirm pricing and agree to installation dates / service completion. The plan of operations, the progress schedule and completion date for the Services shall be reviewed and agreed upon. The meeting will be held at a time mutually agreed upon by the OCSO's Project Manager and the Contractor but must be held before any initial Services are performed.

**Changes to the Services:** Should a necessary change to product or services be identified by either the awarded Contractor or the OCSO, a written order signed by the requesting party shall be issued to document the requested change in the scope of the Services. Contractor's or the OCSO acceptance of a Change Order shall be by its written acceptance, oral representation, and/or by performance of the requested Services. In the event that such Change Orders constitute a substantial change in the scope of the Services and/or a change in the initial Contract Amount, parties shall receive written, documented approval prior to commencement.

**Schedule of the Services:** A time schedule for completion of the Services (Completion Date) shall be as agreed upon between the Contractor and the OCSO's Project Manager, prior to commencement of the Services. Changes to the Completion Date may be mutually agreed upon between the Contractor and the OCSO's Project Manager at any time during the Contractor's performance of the Services, provided, however, that such changes shall be documented in writing and signed by both the Contractor and the OCSO's Project Manager. Once work has begun, progress shall continue without interruption (except for uncontrollable factors) until the Services are complete.

**Liquidated Damages:** Because the schedule of the services is crucial to the OCSO, Contractor's failure to fulfill its obligations with respect to the Completion Date shall result in the OCSO's deduction from its payment to Contractor hereunder the sum of Fifty and No/100 Dollars (\$50.00) (U.S.) for every calendar day on which the Services are not completed after the agreed upon Completion Date as proposed by the Contractor and accepted by the OCSO, said deduction as liquidated damages, not as a penalty



**Inspection and Acceptance of the Services:** All services performed are subject to inspection by the OCSO's Project Manager. The Contractor shall be responsible for notifying the OCSO's Project Manager as the Services are completed, so that the work may be inspected. The OCSO shall not accept the Services until accepted by the OCSO's Project Manager as conforming to the Specifications, terms, and conditions of the Contract between the OCSO and the Contractor. Final acceptance of each completed vehicle will be the sole responsibility and authority of the OCSO's Project Manager, said acceptance not to be unreasonably withheld.

#### E. Pricing and Invoicing

All pricing proposed shall be firm and fixed for the initial contract period.

If awarded Contractor experiences a manufacturer pricing increase that occurs outside of their control, justification must be provided to receive approval for an equipment pricing change. Types of justification to substantiate request, are such items as manufacturer catalog pages, price lists, etc.

At sixty (60) days prior to a renewal term, the Contractor has an option to submit a request for a price increase. To support the request, the Contractor must provide detailed information on the methodology used to determine the requested increase. This information will include the factors used to determine the increase amount, such as changes in the Consumer Price Index, manufacturer catalog pages, price lists, labor costs, insurance costs etc. The request shall be of significant detail to support the request being made.

The awarded Contractor will provide to the County, at no additional cost, any reports, manufacturer catalog pages, current pricing information or any other relevant documentation that may be needed to be used to verify contract pricing.

The awarded Contractor will submit one (1) invoice per car to the County upon delivery of a street-ready/turnkey vehicle. The invoice will match the pricing as confirmed at pre-installation meeting, reference a Purchase Order number, the vehicle ID number or vehicle unit number. The invoice date shall not exceed thirty (30) calendar days from the delivery date. Under no circumstances will an invoice be submitted to the County before the acceptance / delivery of a vehicle.

Payment to the Contractor for services will be under the County's terms of Net 30.

County of Ottawa is tax exempt. Michigan Sales and Use Tax Certificate of Exemption are available upon request.

## Section 4: Proposal Selection and Award Process

An Evaluation Committee(s) will be established by the County to review the proposals and to make recommendation for contract award(s).

A Proposer may not contact any member of the Evaluation Committee except at the RFP Administrator's direction. Purchasing will notify vendors of relevant steps and status throughout the evaluation process.

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

- Cost
- Capacity to Provide Full Scope as Detailed in Scope of Work Section
- Qualifications, Experience and Customer References
- Vehicle Turnaround Time
- Site Visit (if conducted)
- Other Consideration: The County reserves the right to consider historical information in the evaluation process, including Proposer's past working or business relationship with the County, if any. County reserves the right to consider location of vendor as part of the evaluation process.

As part of the proposal evaluation process, the finalist vendor(s) may be invited to attend an in-person or virtual interview. As part of the proposal evaluation process, the County may conduct site visits with the finalist vendor(s). The County reserves the right to interview and visit any number of qualifying vendor(s) as part of the evaluation and selection process. The County reserves the right to award a contract without an interview, as determined in the best interest of the County.

The County of Ottawa reserves the right to select and subsequently recommend for award the proposal that best meets its required needs, quality levels, and budget constraints. The lowest priced response does not guarantee recommendation for contract award.

The Respondent to whom the award is made will be notified at the earliest possible date. Tentative acceptance of the proposal, intent to recommend award of a contract and actual award of the contract will be provided to the representative(s) designated in the proposal response.

## Section 5: Contract Terms, Period, Procedures and Use

The initial contract, issued as a result of this RFP, will be for a period of approximately twelve (12) months, beginning in February 2024 and ending on December 31, 2024. The County shall have the option to renew this contract for four (4) additional periods of one (1) year each, with the same terms and conditions. All prices proposed shall be firm and fixed for the initial contract period and may be re-negotiated after the initial contract period. This agreement and/or extension to the original period of a subject contract shall be contingent upon annual funding being appropriated, budgeted, and otherwise made available for such purposes and subject to the County's satisfaction with services received during the preceding contract period. This contract will not be enforced until both parties have agreed and signed as accepted. The Vendor must execute and perform said Agreement.

The proposal, or any part thereof, submitted by the awarded vendor may be attached to and become part of the contract. Proposal pricing reflects a commitment to the terms indicated. As part of the contract negotiation process, the County reserves the right to delete or modify any task from the scope of services and reserves the right to modify the scope of services during the course of the contract. Any changes in pricing or payment terms proposed by the Vendor resulting from the requested changes are subject to acceptance by the County.

In the event that a successful agreement cannot be executed, the County reserves the right to proceed with contract negotiations with the other responsive, qualified vendors to provide service as referenced under the negotiation process.

Contractors are not to start work until receipt of an Ottawa County Purchase Order, authorizing work to begin. The County's obligation will commence only following the parties' execution of the Contract and the County Board of Commissioners' approval. Upon written notice to the Contractor, the County may set a different starting date for the Contract. The County will not be responsible for any work done or expense incurred by the Contractor or any subcontractor, even if such work was done or such expense was incurred in good faith, if it occurs prior to the Contract start date set by the County.

This contract is for use only by the County, including departments, agencies, or courts of the County of Ottawa.

## Section 6: RFP Terms and Conditions

By submitting a response, vendors confirm that they have read and will comply with the solicitation and all specified RFP terms and conditions listed below.

### Cancellation of RFP:

The County may, at its discretion and if in the best interest of the County, cancel any proposal or request for proposal or other solicitation in whole or in part. The RFP Administrator will notify vendors of any cancellation.

### Confidentiality:

All responses in entirety, produced by the Proposer, that are submitted to the County will become property of the County and may be considered public information under applicable law. Michigan FOIA requires the disclosure, upon request, of all public records; therefore, confidentiality of information submitted in response to this RFP is not assured.

### Incurred Expenses:

The County will not be responsible for any cost or expense incurred by the proposers preparing and submitting a proposal or cost associated with meetings and evaluations of proposals prior to the execution of an agreement. This includes any legal fees for work performed or representation by the proposer's legal counsel during any and all phases of the RFP process, any appeal or administrative review process, and prior to County Board approval of a contract award.

### Independent Contractor:

The awarded vendor will perform all work and services described herein as an independent contractor and not as an officer, agent, servant, or employee of Ottawa County. The vendor will have exclusive control of and the exclusive right to control the details of the services and work performed hereunder and all persons performing the same and will be solely responsible for the acts and omissions of its officers, agents, employees, contractors, and subcontractors, if any. No person performing any of the work or services described hereunder will be considered an officer, agent, servant, or employee of the County nor will any such person be entitled to any benefits available or granted to employees of the County.

#### Laws:

This RFP and subsequent contract will be governed by and construed in accordance with the laws of the State of Michigan and any service or product herein will so comply. All persons providing goods and/or services to Ottawa County will comply with all applicable local, State and Federal laws, rules and regulations specifically including, but not limited to, State of Michigan Executive Orders.

#### Ownership of Data:

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

#### Proposal Acceptance, Rejection, and Withdrawal:

The County also reserves the right to accept or reject any and all proposals submitted if in the best interest of the County.

The County reserves the right to negotiate with the Proposer(s) within the scope of the RFP. The County further reserves the right to award the contract to more than one Contractor, if in the best interest of the County to provide adequate delivery, services, and/or product availability. The County may request and require clarification at any time during the procurement process and/or require correction of arithmetic or other apparent errors for the purpose of assuring a full and complete understanding of a proposal and/or to determine a proposer's compliance with the requirements of the solicitation.

The County reserves the right to waive minor irregularities in proposals. Minor irregularities are defined as those that have no adverse effect on the outcome of the selection process by giving a Vendor an advantage or benefit not afford to other Vendors. The County may waive any requirements that are not material.

The County reserves the right to reject any or all proposals, or any part thereof; and to waive any minor defects in the proposals if this is to the advantage of the County. The County's waiver of a minor defect will in no way modify the RFP document or excuse the vendor from full compliance with its specifications if the vendor is awarded the contract. The County reserves the right to let separate contracts on any aspect of the work.

After the proposal deadline, proposals may not be withdrawn without the written consent of the County after submission deadline. Proposals must be firm and may not be withdrawn for a minimum period of 90 calendar days after the RFP deadline. Any fees proposed are considered firm and cannot be altered.

Retained Rights:

The County reserves the right to use ideas presented in reply to this process notwithstanding selection and rejection of proposals and/or bids. The County reserves the right to make changes to and/or withdraw this request at any time.

Subcontractors:

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

## Section 7: General Terms and Conditions

By submitting a response, the Vendors confirm that they have read and will comply with all the general terms and conditions listed below.

Conflict of Interest:

By submission of a response, the Proposer agrees that at the time of submittal, they: (1) have no interest (including financial benefit, commission, finder's fee, or any other remuneration) and will not acquire any interest, either direct or indirect, that would conflict in any manner or degree with the performance of Proposer's services, or (2) will not benefit from an award resulting in a "Conflict of Interest."

Debarment and Suspension:

The Contractor certified to the best of its knowledge and belief, that the corporation, LLC, partnership, or sole proprietor, and/or its' principals, owners, officers, shareholders, key employees, directors and member partners: (1) are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency; (2) have not within a three-year period preceding this form been convicted of or had a civil judgement rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false

statements, or receiving stolen property; (3) are not presently indicted for or otherwise criminally charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in (2) of this certification; and, (4) have not within a three-year period preceding this proposal had one or more public transactions (Federal, State or local) terminated for cause or default.

#### Default

If Vendor defaults on the resulting contract, after the designated Cure Period, the County may do one or more of the following: (A) Exercise any remedy provided by law; (B) Terminate the resulting contract and any related contracts or portions thereof; (C) Impose liquidated and other damages; or (D) Suspend vendor from receiving future solicitations.

#### Equal Employment and Opportunity:

Every contract or purchase order issued by the County is entered into under provisions requiring the contract, subcontractor or vendor not to discriminate against any employee or applicant for employment because of his/her race, religion, sex, color, national origin, height, weight, familial status, or disability that is unrelated to the individual's ability to perform the duties of a particular job or position.

Contractors and their subcontractors, as required by law, will not discriminate against the employee or applicant for employment with the respect to hire, tenure, terms, conditions or privileges of employment, or a matter directly relating to employment, because of race, color, religion, national origin, familial status, age, sex, height, weight, or disability that is unrelated to the individual's ability to perform the duties of a particular job or position. Breach of this covenant may be regarded as a material breach of the Contract.

The Vendor will adhere to applicable Federal, State and local laws, ordinances, rules and regulations prohibiting discrimination.

#### Force Majeure:

Neither party to the resulting agreement will be held responsible for delay or default caused by fire, flood, civil disobedience, court order, labor dispute, acts of God and/or was which is beyond that party's reasonable control. If either party is unable wholly or in part to carry out its obligations under any resulting agreement, then such party will give notice and full particulars of Force Majeure in writing to the other party within a reasonable time after occurrence of the event. Such non-performance will not constitute grounds for default.



#### Insurance:

Vendor agrees to indemnify, defend, and hold harmless the County from any and all liability arising out of or in any way related to the Vendor's performance of services related any Contract agreed to as a result of the RFP, including any liability resulting from intentional or reckless or negligent acts or the acts of the employees or agents of Vendor. Vendor will provide proof of the following coverages: worker's compensation, employer's liability, comprehensive general liability and if applicable, automobile, and professional malpractice. Coverage limits are to be statutory and if no statute is applicable, at least \$1,000,000 per occurrence or claim and \$2,000,000 aggregate. These limits may be provided in single layers or by combinations of primary and excess/umbrella policy layers. These coverages will protect the vendor, and County and their employees, agents, representatives, invitees, and subcontractors against claims arising out of work performed or products provided. The County and its elected officials, officers, employees, agents, and volunteers are to be additional insureds and a thirty-day notice is required to the County in the event of coverage termination.

#### Iran Linked Business:

Pursuant to State of Michigan, Iran Economic Sanctions Act, 2012 P.A. 517, MCL 129.311 seq., the Contractor certifies, under civil penalty or false certification, that it is fully eligible to do so under law and that it is not an "Iran linked business."

#### Material Safety Data Sheets:

All County purchases require a Material Safety Data Sheet (MSDS) where applicable in compliance with MIOSHA "Right to Know" Law. Vendor will forward all relevant Material Safety Data Sheets to the designated County Representative upon request.

#### Payment Terms:

Payment terms will be Net 30 unless otherwise mutually agreed upon by all parties.

#### Right to Audit:

The Vendor will maintain such financial records and other records as may be prescribed by Ottawa County or by applicable federal and state laws, rules, and regulations. The Vendor will retain these records for a minimum period of three years after final payment, or until they are audited by the County of Ottawa, whichever event occurs first. These records will be made available during the term of the contract and the subsequent three-year period for examination, transcription, and audit by Ottawa County, its designees or other authorized bodies.



Safety:

All Contractors and Subcontractors performing services for the County are required to and will comply with all Occupational Safety and Health Administration (OSHA), State and County Safety and Occupational Health Standards and any other applicable rules and regulations. Also, all Contractors and Subcontractors will be held responsible for the safety of their employees and any unsafe acts or conditions that may cause injury or damage to any persons or property within and around work site area under this Contract.

Tax Exempt Entity:

The County is exempt from Federal Excise and State Sales Tax. Do not include such taxes in the proposal. The County will furnish the successful proposer with tax exemption certificate when requested.

Warranty:

Vendor warrants that the goods and/or services supplied will be good workmanship and material, free from defects, and if the intended use thereof is known to the seller, that they are suitable for the intended use. Awarded vendor will transfer all applicable manufacturer warranties to the County and agrees to coordinate all claims on the County's behalf.

**EXHIBIT A – PATROL VEHICLE: FULLY MARKED FORD PIU**

***EQUIPMENT AND ACCESSORIES:***

QTY	MODEL	DESCRIPTION
1	ENGSA582RSP	SOS 500 series Siren - Dual Output
1	ENGND04101	Blueprint Remote Node
1	ENGSYM001	Blueprint Sync Module
1	ENGLMK008	Blueprntint Link Micro Module
1	ENGHNK02	Blueprint Harness Kit
2	ETSS100J5	100J Series Low Profile Speaker w/ bracket
2	ETSSVBK01	100J Speaker bracket - Ford PIU
2	ENT2B3D	Intersector Under Mirror Light (R/W & B/W)
1	ENNLB00SFE-28A	Nforce NXT 54" LED lightbar w/ PIU hook kit
2	ENFSSS3	Nforce surface mount (push bumper, R/W & B/W)
2	EMPS2QMS5RBW	Mpower 4" tri-color (license plate)
1	ECVDMLTST2	LED Dome light (cargo)
1	ECVDMLTST2	LED Dome Light (Red/White, Driver)
1	5706FEM	Go Rhino Rear Cago Partition
1	5344-2L51	Go Rhino Push Bumper (Nforce LED compatible)
1	Havis (Multiple)	VS Console, computer mount, arm rest, accssy
1		
1	MMSU-1	Magnetic Mic
1	PT218511U201M	Setina Partition Transfer Kit (2020+ Ford PIU)
1	Barrier	Rear Equipment Protective Barrier
1		
1	HAE4	Motorola Coax Antenna Kit

Information provided for comparative pricing purposes.

To be used by Vendors to provide competitive pricing as part of RFP Attachment C.

Based on 2022 upfitting, for informational pricing purposes only. Final list of equipment and accessories to be priced for upfitting as part of awarded contract to be determined.

**EXHIBIT B – K-9 VEHICLE: FULLY MARKED FORD INTERCEPTOR*****EQUIPMENT AND ACCESSORIES:***

<b>QTY</b>	<b>MODEL</b>	<b>DESCRIPTION</b>
<b>1</b>	<b>ENGCC01243</b>	<b>Blueprint 3 Central Controller</b>
<b>1</b>	<b>ENGSA07152</b>	<b>400 Series Siren/Switch</b>
<b>1</b>	<b>ENGCP18001</b>	<b>Blueprint Control Panel</b>
<b>1</b>	<b>ENGLNK002</b>	<b>Blueprint Link Module</b>
<b>1</b>	<b>ENGHNK01</b>	<b>Blueprint Harness Kit</b>
<b>2</b>	<b>ETSS100J5</b>	<b>100J Series Low Profile Speaker w/ bracket</b>
<b>2</b>	<b>ENT2B3</b>	<b>Intersector Under Mirror lights (RW &amp; BW)</b>
<b>1</b>	<b>EMPS2QM24D</b>	<b>mPower 4" R/W</b>
<b>1</b>	<b>EMPS2QM24RBW</b>	<b>mPower 4" R/B/W</b>
<b>2</b>	<b>ENF223</b>	<b>nForce SM for push bumper (RW &amp; BW)</b>
<b>1</b>	<b>ENFLBS1254</b>	<b>nForce 54" lightbar, hook kit, custom conf</b>
<b>1</b>	<b>ECVDMLTST2</b>	<b>LED Dome Light (cargo)</b>
<b>1</b>	<b>ECVDMLTAL00</b>	<b>LED R/W Dome Light (Driver)</b>
<b>1</b>	<b>ENGSYM01</b>	<b>Blueprint Sync Module + Antenna</b>
<b>1</b>	<b>Havis (Multiple)</b>	<b>Console, computer mount, arm rest, accessy</b>
<b>1</b>	<b>HP52F120</b>	<b>Ace K9 Hot-N-Pop pro + engine stall sense</b>
<b>1</b>	<b>MMSU-1</b>	<b>Magnetic Mic</b>
<b>1</b>	<b>5344-F</b>	<b>GoRhino Steel Gloss push bumper</b>
<b>1</b>	<b>K9F28FP</b>	<b>Havis K9 system w/ prisoner partition</b>
<b>1</b>		
<b>1</b>	<b>Barrier</b>	<b>Equipment Protective Barrier</b>

Information provided for comparative pricing purposes.

To be used by Vendors to provide competitive pricing as part of RFP Attachment C.

Based on 2022 upfitting, for informational pricing purposes only. Final list of equipment and accessories to be priced for upfitting as part of awarded contract to be determined.



**EXHIBIT C – TRANSPORT VEHICLE: FORD TRANSIT**

***EQUIPMENT AND ACCESSORIES:***

QTY	MODEL	DESCRIPTION
1	C-1400	Havis 14" Console
1	C-B68	Havis console mounting brackets - Ford Transit
2	EMPSISTS3	3" mpower fascia light (grille, 1x red, 1x blue)
2	EMPS1QMS3J	3" mpower fascia light (side mount, R/B dual color)
2	EMPSCG2QMS2	4" mpower fascia light (rear, 1x red, 1x blue)
2	HAF4	Motorola Antenna Coax
1	Tint	Tint front driver and passenger windows

Information provided for comparative pricing purposes.

To be used by Vendors to provide competitive pricing as part of RFP Attachment C.

Based on 2022 upfitting, for informational pricing purposes only. Final list of equipment and accessories to be priced for upfitting as part of awarded contract to be determined.

### ATTACHMENT A – COVER SHEET FOR PROPOSAL

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

☐ an individual, ☐ a corporation (please mark appropriate box), duly organized under the laws of the State of \_\_\_\_\_.

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

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

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

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

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





**ATTACHMENT A – (CONTINUED)**

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

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

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

Company Name: \_\_\_\_\_

Contact Name and Title: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Website: \_\_\_\_\_

Federal Employer Identification Number: \_\_\_\_\_

The submission of a proposal hereunder shall be considered evidence that the vendor is satisfied with respect to the conditions to be encountered and the character, quantity, and quality of the work to be performed.

BY: \_\_\_\_\_  
(Signature of Authorized Representative) Date

\_\_\_\_\_  
(Printed Name and Title of Authorized Representative)



### ATTACHMENT B – VENDOR REFERENCES

Provide (3) three references from projects or services provided that are similar in size and/or scope, preferably from other governmental/municipal, and/or other community-based organizations. By providing the references below, Vendor authorizes any person contacted to give the County any and all information concerning work experience or performance and releases all parties from all liability for any damage that may result from furnishing the same to the County. Please do NOT include Ottawa County as a reference.

Vendor Reference 1			
Customer Name:		Contact Person:	
Contact Number:		Contact Email:	
Project Description:			

Vendor Reference 2			
Customer Name:		Contact Person:	
Contact Number:		Contact Email:	
Project Description:			

Vendor Reference 3			
Customer Name:		Contact Person:	
Contact Number:		Contact Email:	
Project Description:			





### ATTACHMENT C - PROPOSAL FORM AND RESPONSE

*It is expected that each Contractor has read RFP 24-019 with care. Failure to meet certain conditions may invalidate proposals. Minor details omitted by oversight will not constitute an excuse for their omission. The undersigned hereby declares that RFP 24-019 Scope of Work, Specifications, Qualifications, Requirements, Terms and Conditions and all associated documents have been carefully examined and that Patrol Vehicle Upfitting Services will be furnished for the prices set forth in this proposal as shown below:*

#### Item A: Initial Contract Term (Year 1) – Patrol Vehicle Upfitting Services

- 1) Patrol Vehicle: Fully Marked Ford PIU Vehicle (Explorer) (As per Exhibit A)  
Equipment and Accessories per Vehicle: \$ \_\_\_\_\_  
Upfitting Labor per Vehicle: \$ \_\_\_\_\_  
If needed, Graphics Installation Labor per Vehicle \$ \_\_\_\_\_  
Upfitting completed in seven (7) business days: \_\_\_\_ Yes \_\_\_\_ No
- 2) K-9 Vehicle: Fully Marked Ford PIU Vehicle (Explorer) (As per Exhibit B)  
Equipment and Accessories per Vehicle: \$ \_\_\_\_\_  
Upfitting Labor per Vehicle: \$ \_\_\_\_\_  
If needed, Graphics Installation Labor per Vehicle \$ \_\_\_\_\_  
Upfitting completed in seven (7) business days: \_\_\_\_ Yes \_\_\_\_ No
- 3) Transport Vehicle: Ford Transit (As per Exhibit C)  
Equipment and Accessories per Vehicle: \$ \_\_\_\_\_  
Upfitting Labor per Vehicle: \$ \_\_\_\_\_  
If needed, Graphics Installation Labor per Vehicle \$ \_\_\_\_\_  
Upfitting completed in seven (7) business days: \_\_\_\_ Yes \_\_\_\_ No

#### Item B: Initial Contract Term (Year 1) – Decommissioning Services of Old Patrol Vehicles

- 1) Patrol Vehicle: Fully Marked Ford PIU (Explorer)  
Decommission Labor per Vehicle: \$ \_\_\_\_\_  
If needed, Graphics Decommission Labor per Vehicle \$ \_\_\_\_\_  
Decommissioning completed in seven (7) business days: \_\_\_\_ Yes \_\_\_\_ No
- 2) K-9 Vehicle: Fully Marked Ford Interceptor  
Decommission Labor per Vehicle: \$ \_\_\_\_\_  
If needed, Graphics Decommission Labor per Vehicle \$ \_\_\_\_\_  
Decommissioning completed in seven (7) business days: \_\_\_\_ Yes \_\_\_\_ No





**ATTACHMENT C - PROPOSAL FORM AND RESPONSE (CONTINUED)**

**Item B: Initial Contract Term (Year 1) – Decommissioning Services of Old Patrol Vehicles (continued)**

3) Transport Vehicle: Ford Transit

Decommission Labor per Vehicle: \$ \_\_\_\_\_

If needed, Graphics Decommission Labor per Vehicle \$ \_\_\_\_\_

Decommissioning completed in seven (7) business days: \_\_\_\_ Yes \_\_\_\_ No

**Item C: Initial Contract Term (Year 1) Additional Costs**

1) For service work outside of warranty period or installation work other than complete vehicle upfitting.

Hourly Labor Rate: \$ \_\_\_\_\_ / hr

2) Round trip rate for Contractor to visit outside of warranty period.

Hourly Labor Rate: \$ \_\_\_\_\_ / hr

3) Per vehicle cost to pick-up from or deliver to Ottawa County Sheriff's Office for work outside of warranty.

Per Vehicle Rate: \$ \_\_\_\_\_ / per vehicle

4) Other Costs – Provide Description and Price

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**OTHER INFORMATION:** Include any other information that would be helpful to the County. Clearly state any vendor assumptions. (may attach as a separate document if necessary)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

BY: \_\_\_\_\_  
(Signature of Authorized Representative)

\_\_\_\_\_  
Date

\_\_\_\_\_  
(Printed Name and Title of Authorized Representative)



## **ADDENDUM 1 - RFP 24-019 PATROL VEHICLE UPFITTING SERVICES**

**December 14, 2023**

### **All Vendors:**

The purpose of this addendum is to modify and/or clarify the above project. Information published here becomes part of the solicitation and is official and final. Vendors are to acknowledge the receipt of all addenda in their submission.

### **ITEM 1: RFP CLARIFICATION:**

Fully equip and decommission (provide auction-ready) each unit within ten (10) business days or fourteen (14) calendar days until all new units have been fully outfitted for delivery and/or decommissioned.

Attachment C – Proposal Form – Upfitting and Decommissioning to follow this schedule as well. Time noted on form, seven (7) business days is incorrect, should be ten (10).

### **ITEM 2: VENDOR QUESTIONS RECEIVED AND ANSWERED:**

- Q1. From the Scope of Work, Decommissioning of old patrol vehicles, can additional details be provided the statement “detail and make ready for auction”. What in particular would this require?
- A1. In addition to removing all equipment, graphics and filling open holes, the expectation would be for the vendor to also clean up any debris or miscellaneous loose parts left over from the decommissioning process (screws, nuts, wire ends, broken pieces etc.)
- Q2. Regarding applicable liquidated damages, as stated in Section D., shall result in the OCSO's deduction from its payment to Contractor hereunder the sum of Fifty and No/100 Dollars (\$50.00) (U.S.) for every calendar day, and that are noted in the following areas of the Scope of Work, Section B, Number 8, Section C, Number 14, can the expected timeline be provided or information on when liquidated damages would apply?
- A2. As noted in the RFP as part of the pre-installation meeting, there shall be a review of final installation plans, confirmation of pricing and agreement to installation dates / service completion. A time schedule for completion of the Services (Completion Date) shall be as agreed upon between the Contractor and the OCSO's Project Manager, prior to commencement of the Services. Once there is an agreed upon completion date for each installation, if the completion date is not met, the OCSO may impose liquidated damages.

# COUNTY OF OTTAWA



## TELE-RAD PROPOSAL FOR VEHICLE UPFITTING SERVICES RFP 24-019

12/21/2023

# TABLE OF CONTENTS

COVER LETTER

COPY OF RFP (SECTION 1) (removed)

ATTACHMENTS A-C (SECTION 2)

CERTIFICATIONS AND INSURANCE (SECTION 3)

LINE ITEM PRICING (SECTION 4)



# COVER LETTER

Ottawa County  
12220 Fillmore St.  
West Olive, MI 49460

RE: Vehicle Upfitting Services, RFP 24-019

Tele-Rad Inc. appreciates the opportunity to provide Ottawa County with a proposal in response to your RFP. Our team at Tele-Rad has taken great care to propose this solution to address your needs and provide exceptional value.

As your current vendor who has providing these services for 20+ years, we believe we are able to provide excellent service and value based on our knowledge and experience working with your current fleet and staff.

Tele-Rad is an MSP approved IT vendor, all our technical staff have completed CJIS training and have passed the MSP fingerprint background check. We also have certifications from SoundOff signal for blueprint, as well as technicians who have obtained EVT certification, which is an independent industry certification which combines knowledge of emergency vehicle equipment with the electrical components of the ASE mechanic exam.

We also offer additional value as a Motorola Solutions Platinum Elite Partner who is contracted to maintain radio systems and programming for Ottawa County Central Dispatch. This gives us the ability to program and maintain the radios in your fleet, and offer warranty and/or factory repair when needed.

Sincerely,



Mitch Kooyers  
Director of Projects & Engineering  
Tele-Rad, Inc.  
(616)396-3541



### ATTACHMENT A – COVER SHEET FOR PROPOSAL

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

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

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

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

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

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

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



Ottawa County

**RFP 24-019**

**Patrol Vehicle Upfitting Services**

**ATTACHMENT A – (CONTINUED)**

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

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

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

Company Name: Tele-Rad, Inc.

Contact Name and Title: Mitch Kooyers, Director of Projects & Engineering


Mailing Address: 511 E. 8th St. Holland, MI 49423

Phone Number: 616-396-3541 Email Address: mitch\_kooyers@tele-rad.com

Website: www.tele-rad.com

Federal Employer Identification Number: 38-1903851

The submission of a proposal hereunder shall be considered evidence that the vendor is satisfied with respect to the conditions to be encountered and the character, quantity, and quality of the work to be performed.

BY:  12/21/23  
(Signature of Authorized Representative) Date

Mitch Kooyers, Director of Projects & Engineering  
(Printed Name and Title of Authorized Representative)



**ATTACHMENT B – VENDOR REFERENCES**

*Provide (3) three references from projects or services provided that are similar in size and/or scope, preferably from other governmental/municipal, and/or other community-based organizations. By providing the references below, Vendor authorizes any person contacted to give the County any and all information concerning work experience or performance and releases all parties from all liability for any damage that may result from furnishing the same to the County. Please do NOT include Ottawa County as a reference.*

Vendor Reference 1			
Customer Name:	Berrien County Sheriff's Office	Contact Person:	Undersheriff Chuck Heit
Contact Number:	(269)983-7141	Contact Email:	cheit@berriencounty.org
Project Description:	Patrol Vehicle Upfitting (multiple vehicles, multiple years)		

Vendor Reference 2			
Customer Name:	Cheboygan County Sheriff's Office	Contact Person:	Undersheriff Josh Ginop
Contact Number:	(231)627-3155	Contact Email:	jgino@cheboygancounty.net
Project Description:	Patrol Vehicle Upfitting (multiple vehicles, multiple years) Fleetwide Watchguard Video Deployment		

Vendor Reference 3			
Customer Name:	Zeeland Police Department	Contact Person:	Chief Tim Jungel
Contact Number:	(616)772-9155	Contact Email:	tjungel@cityofzeeland.org
Project Description:	Patrol Vehicle Upfitting (multiple vehicles, multiple years) Fleetwide Watchguard Video Deployment		



**ATTACHMENT C - PROPOSAL FORM AND RESPONSE**

*It is expected that each Contractor has read RFP 24-019 with care. Failure to meet certain conditions may invalidate proposals. Minor details omitted by oversight will not constitute an excuse for their omission. The undersigned hereby declares that RFP 24-019 Scope of Work, Specifications, Qualifications, Requirements, Terms and Conditions and all associated documents have been carefully examined and that Patrol Vehicle Upfitting Services will be furnished for the prices set forth in this proposal as shown below:*

**Item A: Initial Contract Term (Year 1) – Patrol Vehicle Upfitting Services**

- 1) Patrol Vehicle: Fully Marked Ford PIU Vehicle (Explorer) (As per Exhibit A)

Equipment and Accessories per Vehicle: \$ 7465.88

Upfitting Labor per Vehicle: \$ 2600.00

If needed, Graphics Installation Labor per Vehicle \$ 580.00

Upfitting completed in seven (7) business days: ☒ Yes ☐ No

- 2) K-9 Vehicle: Fully Marked Ford PIU Vehicle (Explorer) (As per Exhibit B)

Equipment and Accessories per Vehicle: \$ 12552.82

Upfitting Labor per Vehicle: \$ 2800.00

If needed, Graphics Installation Labor per Vehicle \$ 620.00

Upfitting completed in seven (7) business days: ☒ Yes ☐ No

- 3) Transport Vehicle: Ford Transit (As per Exhibit C)

Equipment and Accessories per Vehicle: \$ 1347.10

Upfitting Labor per Vehicle: \$ 900

If needed, Graphics Installation Labor per Vehicle \$ N/A

Upfitting completed in seven (7) business days: ☒ Yes ☐ No

**Item B: Initial Contract Term (Year 1) – Decommissioning Services of Old Patrol Vehicles**

- 1) Patrol Vehicle: Fully Marked Ford PIU (Explorer)

Decommission Labor per Vehicle: \$ 600

If needed, Graphics Decommission Labor per Vehicle \$ 180

Decommissioning completed in seven (7) business days: ☒ Yes ☐ No

- 2) K-9 Vehicle: Fully Marked Ford Interceptor

Decommission Labor per Vehicle: \$ 600

If needed, Graphics Decommission Labor per Vehicle \$ 180

Decommissioning completed in seven (7) business days: ☒ Yes ☐ No



Ottawa County

RFP 24-019

**Patrol Vehicle Upfitting Services**

**ATTACHMENT C - PROPOSAL FORM AND RESPONSE (CONTINUED)**

**Item B: Initial Contract Term (Year 1) – Decommissioning Services of Old Patrol Vehicles (continued)**

- 3) Transport Vehicle: Ford Transit

Decommission Labor per Vehicle: \$ 150.00\*

If needed, Graphics Decommission Labor per Vehicle \$ 180

Decommissioning completed in seven (7) business days: X Yes      No

**Item C: Initial Contract Term (Year 1) Additional Costs**

- 1) For service work outside of warranty period or installation work other than complete vehicle upfitting.

Hourly Labor Rate: \$ 85 / hr

- 2) Round trip rate for Contractor to visit outside of warranty period.

Hourly Labor Rate: \$ 50 / hr

- 3) Per vehicle cost to pick-up from or deliver to Ottawa County Sheriff's Office for work outside of warranty.

Per Vehicle Rate: \$ 50 / per vehicle

- 4) Other Costs – Provide Description and Price

\*Your existing transport fleet has varying degrees of equipment (lighting, prisoner seating, window bars, etc). The price listed is to remove electronics, additional time will vary and will be billed hourly.

**OTHER INFORMATION:** Include any other information that would be helpful to the County. Clearly state any vendor assumptions. (may attach as a separate document if necessary)

The majority of your existing fleet utilizes a standard size Setina prisoner partition which can transfer from vehicle to vehicle using the transfer kit which is on the equipment list in Exhibit A (Part Number PT2185ITU20TM). Some of the legacy vehicles in your fleet have other models which will not transfer. If necessary, MSRP on a new Setina Prisoner Partition (#10VSRP) is \$1039.00

BY: [Signature]  
(Signature of Authorized Representative)

12/21/23  
Date

MITCH KOKERS, DIRECTOR  
(Printed Name and Title of Authorized Representative)



## Statewide IT Vendor Personnel Background Check Verification

### Tele-Rad, Inc.

Holland, MI

The Tele-Rad Inc. employees listed below have successfully completed the fingerprint-based background check required by the FBI CJIS Security Policy. The background check was conducted by the Michigan State Police (MSP) Security and Access Section and authorizes these employees to be granted access to criminal justice information systems while conducting their official responsibilities under contract with authorized Michigan criminal justice agencies.

MSP has conducted the required background checks to assist criminal justice agencies in Michigan with meeting the minimum CJIS audit requirements. This action does not affect an agencies' rights to complete their own background checks, using their own criteria, on any personnel having access to their information technology (IT) systems and/or facilities.

Each individual Criminal Justice (CJ) agency is responsible to ensure all vendors accessing their systems and/or secure facilities have been background checked per the FBI CJIS Security Policy and the Michigan Security Policy Addendum and remain authorized for access to criminal justice information. CJ agencies are also responsible to ensure vendors have taken Security Awareness Training and all IT vendors have signed the FBI CJIS Security Policy Addendum, and to maintain verification of same for audit purposes.

Last Name	First Name	Middle Name	Background Completed
BRADFORD	ELIJAH	ROBERT	8/19/2021
DANIELSON	JOSHUA	LEE	1/20/2022
DAVIS-YATES	MICHAEL	EUGENE	3/14/2023
GARLAND	SAMUEL	EDWARD	7/12/2022
GRISWOLD	HAROLD	GEORGE	9/8/2023
HABICH	DRAKE	MICHAEL	6/30/2023
HERMAN	DALE	ROY	9/12/2023
KAYLOR	DONALD	EARL	8/19/2021
KOoyERS	MITCHELL	WADE	4/15/2022
KRAJECKI	GABRIEL	HARRY	8/19/2021
LODYGA	JOSEPH	PAUL	9/7/2018
MOREY	JEFFERY	SCOTT	8/19/2021
PALMA	KARL	RAY	8/19/2021
SCHWEIGERT	ZACHARY	JACOB	11/1/2021
STOKES	ANDREW	JOSEPH	11/10/2021
VAUGHN	MICHAEL	RAY	8/19/2021

Vendor Contact:	Ms. Marissa Neubert, Human Resources Manager, Tele-Rad, Inc. 616-396-3541 x160 – Marissa.neubert@tele-rad.com
MSP Contact:	Ms. Theresa Levack, Departmental Technician, Criminal Justice Information Center 517-284-3074 – Levackt@michigan.gov

bluePRINT<sup>®</sup> TRAINING

**Zachary Schweigert**

Tele-rad

has completed the necessary bluePRINT 3 Control System  
training class, November 2020

**SoundOff**  
**Signal** 

*Service is a Mindset*  
Damon Mearns - Lead Product Trainer

# bluePRINT<sup>®</sup> TRAINING

## Mitch Kooyers

Tele-Rad

has completed the necessary bluePRINT 3 Control System  
training class, February 2021

**SoundOff**  
**Signal**  <sup>®</sup>

*Damon Mirate*

Damon Mirate, Lead Product Trainer

Emergency Vehicle Technician **EVT** Certification Commission, Inc.

---

P. O. Box 894 Dundee, IL 60118 847-426-4075 Fax 847-426-4076

web address: [www.evtcc.org](http://www.evtcc.org)

Zach Schweigert

Tele-Rad Inc

~~1800 1234 5678 9012 3456 7890 1234 5678 9012 3456 7890~~

Grand Rapids MI 49512

[zach\\_schweigert@tele-rad.com](mailto:zach_schweigert@tele-rad.com)

Listed below are your certifications and expiration dates.

expiration date:

**Law Enforcement Vehicle Installation Technician**

**06/02/2026**

EVT Certificates are valid for five years. To keep EVT Certifications current, you must pass a recertification exam. Recertification exams may be taken for up to two years following the expiration date. A maximum of six recertification or two regular or a combination of one regular & three recertification exams may be taken at a time.

**For test dates, test site locations and to register for exams  
go to [www.evtcc.org](http://www.evtcc.org)**

Note to EVT Level I, II, or Master EVT Technicians: To keep your Level Certifications current, you must maintain both the EVT and ASE Certifications. If your level certification expires, send in a new Level Application Form along with copies of the required ASE certifications. The EVT Level Application Form can be downloaded from the [evtcc.org](http://evtcc.org) web site.



511 E 8TH ST

Holland, MI 49423

(616) 396-3541 Fax: (616) 392-9707

**QUOTATION**

QUOTE NO.: 60807 - 00 EC

DATE: 12/20/23

TERMS: NET 30 DAYS

DELIVERY:

Please reference Quote No. on

Correspondence &amp; purchase orders.

Quote expires: 01/19/2024

10TTSD

TO: OTTAWA COUNTY SHERIFF-ADM.

12220 FILMORE STREET

WEST OLIVE, MI 49460

WE ARE PLEASED TO QUOTE YOU THE FOLLOWING:

QTY	DESCRIPTION	UNIT PRICE	DISC%	TOTAL
1	ENGSA5200RSP SOS 500 SERIES REMOTE SIREN W/ BUTTON CONTROL 10-16V	781.25		781.25
1	ENGND04102 SOS BLUEPRINT 0410 50AMP NODE W/ MAG SW	162.50		162.50
1	ENGSYM01 SOS BLUEPRINT SYNC GPS MOD. W/ANTENNA	212.50		212.50
1	ENGLMK008 SOS BLUEPRINT LINK MODULE	268.75		268.75
1	ENGHNK02 SOS BLUEPRINT REMOTE HARNESS KIT	101.00		101.00
2	ETSS100J5 SOS 100J SERIES SPEAKER LOW PROFILE - 5 YEAR WRRNTY	187.50		375.00
2	ETSSVBK01 SOS 100 SERIES BRACKET KIT Continued on following page	28.32		56.64

ORDERS SUBJECT TO SHIPPING &amp; HANDLING AND SALES TAX IF APPLICABLE.

TERMS SUBJECT TO CREDIT REVIEW

\*Orders over \$50,000 may require a 25% down payment to be invoiced at time of order.

\*Unpaid balances over 30 days are subject to 1.5% monthly interest charge (18% annually).

\*Your purchase of MOTOTRBO radios includes a 5 year essential services warranty and software support package.

Additional investment may be required to extend essential service after 5 years.

BY MITCH KOOYERS 7016

THIS QUOTATION DOES NOT CONSTITUTE A SALES ORDER UNLESS SIGNED BY YOU, OUR CLIENT. SEE TERMS AND CONDITIONS OF SALE ATTACHED.

Accepted

by

P.O. No. \_\_\_\_\_

LEGAL NAME OF PURCHASER

Date \_\_\_\_\_

AUTHORIZED SIGNATURE

QTY	DESCRIPTION	UNIT PRICE	DISC%	TOTAL
1	ENT2B3E SOS INTERSECTOR UNDER MIRROR LED WHITE / BLUE	167.40		167.40
1	ENT2B3D SOS INTERSECTOR UNDER MIRROR LED - WHITE / RED	167.40		167.40
1	ENNLB00N89-28A 54" NFORCE NXT LED LIGHTBAR	1,825.00		1,825.00
1	ENFSSS3D SOS NFORCE SINGLE SM LIGHT BLACK HOUSING 12-LED RED/WHITE	111.60		111.60
1	ENFSSS3E SOS nFORCE SURF MOUNT BLUE/WHITE	111.60		111.60
2	EMPS2QMS5RBW SOS MPOWER 4" QUICK MNT SAE 18 LED (RBW)	122.40		244.80
1	ECVDMLTST2 SOS LED DOME LIGHT W/SCREWS	47.70		47.70
1	ECVDMLTALDC SOS DOME LED INTERIOR LIGHT	70.65		70.65
1	5706FEM GO RHINO REAR PARTITION STEEL MESH SCREEN '20 FORD UTL	453.31		453.31
1	5344-2L51 GO RHINO PUSH BUMPER (STEEL) '20 FORD INT UTILITY 2 LGHT	430.88		430.88
1	C-VS-0618-INUT HAVIS 2020 INTERCEPTOR CONSOLE UTILITY FLAT CONSOLE 24"	439.60		439.60
1	C-HDM-204 HAVIS HVY DTY TELESCOPING POLE SIDE MOUNT, SHORT HANDLE	161.00		161.00
1	C-ARM-108 HAVIS SIDE MOUNT FLIP UP ARM REST	174.30		174.30
1	MMSU-1 MAGNETIC MIC SINGLE UNIT CONVERSION KIT	35.00		35.00
1	PROTECTIVE BARRIER FABRICATED BARRIER	55.00		55.00
1	0180350A76 BUSHING & CABLE ASSY	28.00		28.00
1	MISC200 MISCELLANEOUS HARDWARE	200.00		200.00
Continued on following page				



QTY	DESCRIPTION	UNIT PRICE	DISC%	TOTAL
1	GRAPHICS REMOVAL GRAPHICS REMOVAL	180.00		180.00
1	100-HOL SALES ORDER INSTALLATION HOLLAND SERVICE	2,600.00		2,600.00
1	GRAPHIX PACKAGE GRAPHIX PACKAGE PRINTS AND INSTALL	580.00		580.00
1	300-HOL EQUIP REMOVAL HOLLAND SERVICE	600.00		600.00
1	PT2185ITU20TM SETINA XFR KIT W/TALL MAN BRKT 2020+ FORD INT UTILITY	385.00		385.00
	***** * PLEASE EMAIL INVOICES TO: *			
	KHANSON@MIOTTAWA.ORG & DVANDERPLOEG@MIOTTAWA.ORG*			
	*****			
	Item summary			11,025.88
	Subtotal			11,025.88
	Inbound Ship			400.00
	Sales Tax			.00
	GRAND TOTAL:			11,425.88



511 E 8TH ST

Holland, MI 49423

(616) 396-3541 Fax: (616) 392-9707

**QUOTATION**

QUOTE NO.: 60836 - 00 EC

DATE: 12/21/23

TERMS: NET 30 DAYS

DELIVERY:

Please reference Quote No. on

Correspondence &amp; purchase orders.

Quote expires: 01/20/2024

10TTSD

TO: OTTAWA COUNTY SHERIFF-ADM.

12220 FILMORE STREET

WEST OLIVE, MI 49460

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BY MITCH KOOYERS 7016

THIS QUOTATION DOES NOT CONSTITUTE A SALES ORDER UNLESS SIGNED BY YOU, OUR CLIENT. SEE TERMS AND CONDITIONS OF SALE ATTACHED.

Accepted

by

P.O. No. \_\_\_\_\_

LEGAL NAME OF PURCHASER

Date \_\_\_\_\_

AUTHORIZED SIGNATURE

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1	C-ARM-108 HAVIS SIDE MOUNT FLIP UP ARM REST	174.30		174.30
1	MMSU-1 MAGNETIC MIC SINGLE UNIT CONVERSION KIT	35.00		35.00
1	PROTECTIVE BARRIER FABRICATED BARRIER	55.00		55.00
1	0180350A76 BUSHING & CABLE ASSY	28.00		28.00
1	MISC200 MISCELLANEOUS HARDWARE	200.00		200.00
1	K9-F28-PT-B K9 HAVIS SYSTEM PRISONER TRANSPORT	4,083.30		4,083.30
Continued on following page				

QTY	DESCRIPTION	UNIT PRICE	DISC%	TOTAL
1	HP52FI20 K9 HOT-N-POP PRO FOR 2020-UP INTERCEPTOR UTILITY & HYBRID	1,499.00		1,499.00
1	HAP-EVS-K ENGINE VIBRATION STALL SENSOR	142.95		142.95
1	GRAPHICS REMOVAL GRAPHICS REMOVAL	180.00		180.00
1	100-HOL SALES ORDER INSTALLATION HOLLAND SERVICE	2,800.00		2,800.00
1	300-HOL EQUIP REMOVAL HOLLAND SERVICE	600.00		600.00
1	GRAPHIX PACKAGE GRAPHIX PACKAGE PRINTS AND INSTALL	620.00		620.00
	* * * * * * PLEASE EMAIL INVOICES TO: * KHANSON@MIOTTAWA.ORG & DVANDERPLOEG@MIOTTAWA.ORG* * * * * *			
		Item summary		16,152.82
		Subtotal		16,152.82
		Inbound Ship		600.00
		GRAND TOTAL:		16,752.82



511 E 8TH ST

Holland, MI 49423

(616) 396-3541 Fax: (616) 392-9707

**QUOTATION**

QUOTE NO.: 60840 - 00 EC

DATE: 12/21/23

TERMS: NET 30 DAYS

DELIVERY:

Please reference Quote No. on

Correspondence &amp; purchase orders.

Quote expires: 01/20/2024

10TTSD

TO: OTTAWA COUNTY SHERIFF-ADM.

12220 FILMORE STREET

WEST OLIVE, MI 49460

WE ARE PLEASED TO QUOTE YOU THE FOLLOWING:

QTY	DESCRIPTION	UNIT PRICE	DISC%	TOTAL
1	C-2410-H HAVIS 24" ENCLOSED CONSOLE 10" HIGH	359.10		359.10
1	C-B68 CONSOLE MOUNTING BRACKET FORD TRANSIT	147.00		147.00
1	EMPS1STS1B 3" MPOWER BLUE LED	75.00		75.00
1	EMPS1STS1R SOS 3" MPOWER RED LED	75.00		75.00
2	EMPS1QMS3J SOS MPOWER QUICK MOUNT LIGHT 8 LED - RED/BLUE	109.50		219.00
1	EMPS2QMS2B SOS mPOWER 4" FASCIA LIGHT W/ QK MNT BLK HSING - BLUE	109.50		109.50
1	EMPS2QMS2R SOS mPOWER 4" FASCIA LIGHT W/ QK MNT BLK HSING - RED	109.50		109.50
Continued on following page				

ORDERS SUBJECT TO SHIPPING &amp; HANDLING AND SALES TAX IF APPLICABLE.

TERMS SUBJECT TO CREDIT REVIEW

\*Orders over \$50,000 may require a 25% down payment to be invoiced at time of order.

\*Unpaid balances over 30 days are subject to 1.5% monthly interest charge (18% annually).

\*Your purchase of MOTOTRBO radios includes a 5 year essential services warranty and software support package.

Additional investment may be required to extend essential service after 5 years.

BY MITCH KOOYERS 7016

THIS QUOTATION DOES NOT CONSTITUTE A SALES ORDER UNLESS SIGNED BY YOU, OUR CLIENT. SEE TERMS AND CONDITIONS OF SALE ATTACHED.

Accepted

by

P.O. No. \_\_\_\_\_

LEGAL NAME OF PURCHASER

Date \_\_\_\_\_

AUTHORIZED SIGNATURE

QTY	DESCRIPTION		UNIT PRICE	DISC%	TOTAL
1	0180350A76	BUSHING & CABLE ASSY	28.00		28.00
1	MISC100	MISCELLANEOUS HARDWARE	100.00		100.00
1	100-HOL	SALES ORDER INSTALLATION HOLLAND SERVICE	900.00		900.00
1	300-HOL	EQUIP REMOVAL HOLLAND SERVICE	150.00		150.00
	*****				
	* PLEASE EMAIL INVOICES TO: *				
	KHANSON@MIOTTAWA.ORG & DVANDERPLOEG@MIOTTAWA.ORG*				
	*****				
			Item summary		2,272.10
			Subtotal		2,272.10
			Inbound Ship		125.00
			GRAND TOTAL:		2,397.10



### **VENDOR INSURANCE REQUIREMENTS/ REQUEST**

Please be advised that before any vendor can begin work in a County facility, or before a purchase order can be processed, if applicable, the County requires that you provide evidence of insurance as follows:

#### COMMERCIAL GENERAL LIABILITY

Each Occurrence	\$1,000,000
Personal & Advertising Injury	\$1,000,000
General Aggregate	\$2,000,000
Products/Completed Operations Aggregate	\$2,000,000

There shall be no Products/Completed Operations or Contractual Liability exclusion.  
The General Aggregate limit shall apply separately per location or project.

#### AUTOMOBILE (if applicable)

Residual Liability Limit	\$1,000,000 Each Accident
Personal Injury Protection	Michigan Statutory
Property Protection	Michigan Statutory

#### PROFESSIONAL LIABILITY (if applicable)

Limit of Liability	\$2,500,000 Aggregate Limit
--------------------	-----------------------------

#### WORKERS' COMPENSATION AND EMPLOYERS' LIABILITY

Workers' Compensation Limits	Michigan Statutory
Employers' Liability Limits	\$500,000 Each Accident
	\$500,000 Each Employee
	\$500,000 Aggregate Injury by Disease

Please provide a **certificate of insurance** detailing your coverage which meets the above requirements. These coverages shall protect the vendor, its employees, agents, representatives, and subcontractors against claims arising out of the work performed or products provided.

These limits may be provided in single layers or by combinations of primary and excess/umbrella policy layers.

**Additional Insured Endorsement** to the Commercial General Liability policy **must accompany the certificate**, OR the **certificate must state** that the General Liability policy includes a blanket additional insured provision on the primary basis for any entity required by contract or agreement to be an additional insured.

Please forward your evidence of insurance to; **OTTAWA COUNTY PURCHASING, 12220 Fillmore St Rm 331, West Olive, MI 49460, [purchasing@miottawa.org](mailto:purchasing@miottawa.org), Fax Number 616-738-4897**





# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
1/24/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b>  LIGHTHOUSE GROUP AN ALERA GRP AGCY LLC 56 GRANDVILLE AVE SW STE 300  GRAND RAPIDS MI 49503	<b>CONTACT NAME:</b> <b>PHONE (A/C, No, Ext):</b> 616-392-6900 <b>FAX (A/C, No):</b> <b>E-MAIL ADDRESS:</b>  <b>INSURER(S) AFFORDING COVERAGE</b> <b>INSURER A:</b> SELECTIVE WAY INSURANCE COMPANY <b>INSURER B:</b> <b>INSURER C:</b> <b>INSURER D:</b> <b>INSURER E:</b> <b>INSURER F:</b>	<b>NAIC #</b> 26301
<b>INSURED</b>  TELERAD INC 511 E 8TH ST  HOLLAND MI 49423-3759		

## COVERAGES

## CERTIFICATE NUMBER:

## REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	<b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER:						EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ \$
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO OWNED <input type="checkbox"/> AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<b>UMBRELLA LIAB</b> <b>EXCESS LIAB</b> <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE  DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
A	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input type="checkbox"/>	N/A	WC 9087171	1/1/2024	1/1/2025	X PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

This Certificate of Liability Insurance was created by Selective on behalf of the agent.

## CERTIFICATE HOLDER

## CANCELLATION

COUNTY OF OTTAWA 12220 FILLMORE STREET  West Olive MI 49460	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE 
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AGENCY CUSTOMER ID: \_\_\_\_\_

LOC #: \_\_\_\_\_



## ADDITIONAL REMARKS SCHEDULE

Page 2 of 2

AGENCY LIGHTHOUSE GROUP AN ALERA GRP AGCY LLC		NAMED INSURED TELERAD INC	
POLICY NUMBER WC 9087171		511 E 8TH ST	
CARRIER SELECTIVE WAY INSURANCE COMPANY	NAIC CODE 26301	HOLLAND MI 49423-3759	EFFECTIVE DATE: 1/1/2024

### ADDITIONAL REMARKS

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,

FORM NUMBER: ACORD 25 FORM TITLE: CERTIFICATE OF LIABILITY INSURANCE

JOB #

JOB LOCATION



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
1/24/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b>  LIGHTHOUSE GROUP AN ALERA GRP AGCY LLC 56 GRANDVILLE AVE SW STE 300  GRAND RAPIDS MI 49503	<b>CONTACT NAME:</b> <b>PHONE (A/C, No, Ext):</b> 616-392-6900 <b>FAX (A/C, No):</b> <b>E-MAIL ADDRESS:</b>  <b>INSURER(S) AFFORDING COVERAGE</b> <b>INSURER A:</b> SELECTIVE INS CO OF AMERICA <b>INSURER B:</b> <b>INSURER C:</b> <b>INSURER D:</b> <b>INSURER E:</b> <b>INSURER F:</b>	<b>NAIC #</b> 12572
<b>INSURED</b>  TELERAD INC, NYKAMP LLC, 511 E 8TH ST  HOLLAND MI 49423-3759		

## COVERAGES

## CERTIFICATE NUMBER:

## REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY	<input checked="" type="checkbox"/>		S 2416548	1/1/2024	1/1/2025	EACH OCCURRENCE \$ 1,000,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1000,000
							MED EXP (Any one person) \$ 15,000
							PERSONAL & ADV INJURY \$ 1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE \$ 2,000,000
	<input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC						PRODUCTS - COMP/OP AGG \$ 2,000,000
	OTHER:						\$
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY	<input checked="" type="checkbox"/>		S 2416548	1/1/2024	1/1/2025	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000
	<input checked="" type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS ONLY						BODILY INJURY (Per person) \$
	<input checked="" type="checkbox"/> HIRED AUTOS ONLY						BODILY INJURY (Per accident) \$
							PROPERTY DAMAGE (Per accident) \$
						\$	
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> EXCESS LIAB	<input checked="" type="checkbox"/>		S 2416548	1/1/2024	1/1/2025	EACH OCCURRENCE \$ 7,000,000
	<input type="checkbox"/> CLAIMS-MADE						AGGREGATE \$ 7,000,000
	DED <input checked="" type="checkbox"/> RETENTION \$ ZERO						\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						PER STATUTE OTH-ER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N	N/A				E.L. EACH ACCIDENT \$
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE \$
							E.L. DISEASE - POLICY LIMIT \$


DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

This Certificate of Liability Insurance was created by Selective on behalf of the agent.

COUNTY OF OTTAWA is included as additional insured with respect to Automobile, General Liability as required by written contract or agreement.

## CERTIFICATE HOLDER

## CANCELLATION

COUNTY OF OTTAWA 12220 FILLMORE STREET  West Olive MI 49460	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE 
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AGENCY CUSTOMER ID: \_\_\_\_\_

LOC #: \_\_\_\_\_



## ADDITIONAL REMARKS SCHEDULE

Page 2 of 2

AGENCY LIGHTHOUSE GROUP AN ALERA GRP AGCY LLC		NAMED INSURED TELERAD INC, NYKAMP LLC, 511 E 8TH ST	
POLICY NUMBER S 2416548		HOLLAND MI 49423-3759	
CARRIER SELECTIVE INS CO OF AMERICA	NAIC CODE 12572	EFFECTIVE DATE: 1/1/2024	

### ADDITIONAL REMARKS

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,

FORM NUMBER: ACORD 25 FORM TITLE: CERTIFICATE OF LIABILITY INSURANCE

JOB #

JOB LOCATION

# Action Request



**Committee:** Finance and Administration Committee

**Meeting Date:** 02/06/2024

**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
--------------------	---------------------------	---------------------	------------------------------	----------------------------------------	------------------------------

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
04-551	Governmental Grants	DSI - Specialized Services	To increase specialized services operating assistance program to amount awarded and appropriate expense. This is an MDOT pass-through program which funds local public transit. Total Grant: \$258,238 FY24	\$ 73,773	\$ 73,773
04-610	Board Initiatives Fund	Board of Commissioners	Correction of carryforward upsent portion of FY23 budget for Guidehouse ARPA Management due to an invoice credit received from vendor after the original approval of carryforward in November		\$ 16,050
04-904	General Fund	Administration	To appropriate expense for the per diem and mileage allowances for non-county members of the Building Authority not previously approved in the adopted budget.	\$	2,350
		Contingency		\$	(2,350)
04-1078	Sheriff Contracts	Sheriff	Local governments are to pay county back for any Start up costs for new Deputies. This adjustment is based on current expenditures.	\$ 32,600	\$ 32,600
04-1099	Concealed Pistol License	Clerk/ROD	To appropriate expense for the replacement of the CPL printer due to unexpected failure. This is a specialized printer for the printing of the licenses that is not part of a replacement plan.		\$ 3,175
04-1107	Health Fund	Public Health	The Michigan Association for Local Public Health (MALPH) has granted each Michigan health dept a set amount of money to provide supportive services to staff to bolster their sense of social and emotional wellbeing. The funds are to be used to address workplace stress and be educational or therapeutic in nature, and may address topics such as teambuilding, dealing with difficulty people and situations, workplace violence mitigation, and resilience.	\$ 2,495	\$ 2,495



# County of Ottawa

## *Office of the Treasurer*

**Amanda Price**  
*County Treasurer*

**Cheryl A. Clark**  
*Chief Deputy Treasurer*

**Mollie L. Bonter**  
*Deputy Treasurer*

---

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

**To: Ottawa County Finance and Administration Committee**

**From: Cheryl Clark, Treasurer**

**Date: January 31, 2024**

**Re: Financial update for month end December 31, 2023**

### **General Fund**

Attached are multiple reports (some of which are graphs) that represent the status of the General Pooled Funds portfolio for Ottawa County as of December 31, 2023.

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

### **Other Post Employee Benefits (OPEB) Trust**

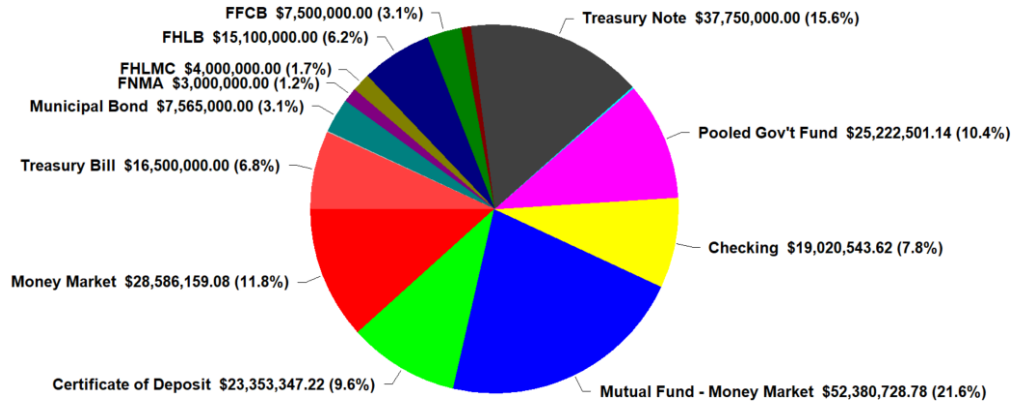
Also attached is the December 31, 2023, Charles Schwab Statement of the County of Ottawa Retiree Health account, along with the Portfolio Asset Allocation sheet outlining the investments in the OPEB account and the account reconciliation worksheet.

I will not be attending the February Finance Committee meeting, as I will be at the Michigan Association of County Treasurer's Conference. I have attached some information from Robinson Capital regarding Short-Term Bond Strategies, which I thought you may be interested in. If you have any questions, please email me at [cclark@miottawa.org](mailto:cclark@miottawa.org) or call me at 616-994-4503.



# Ottawa County General Pooled Funds

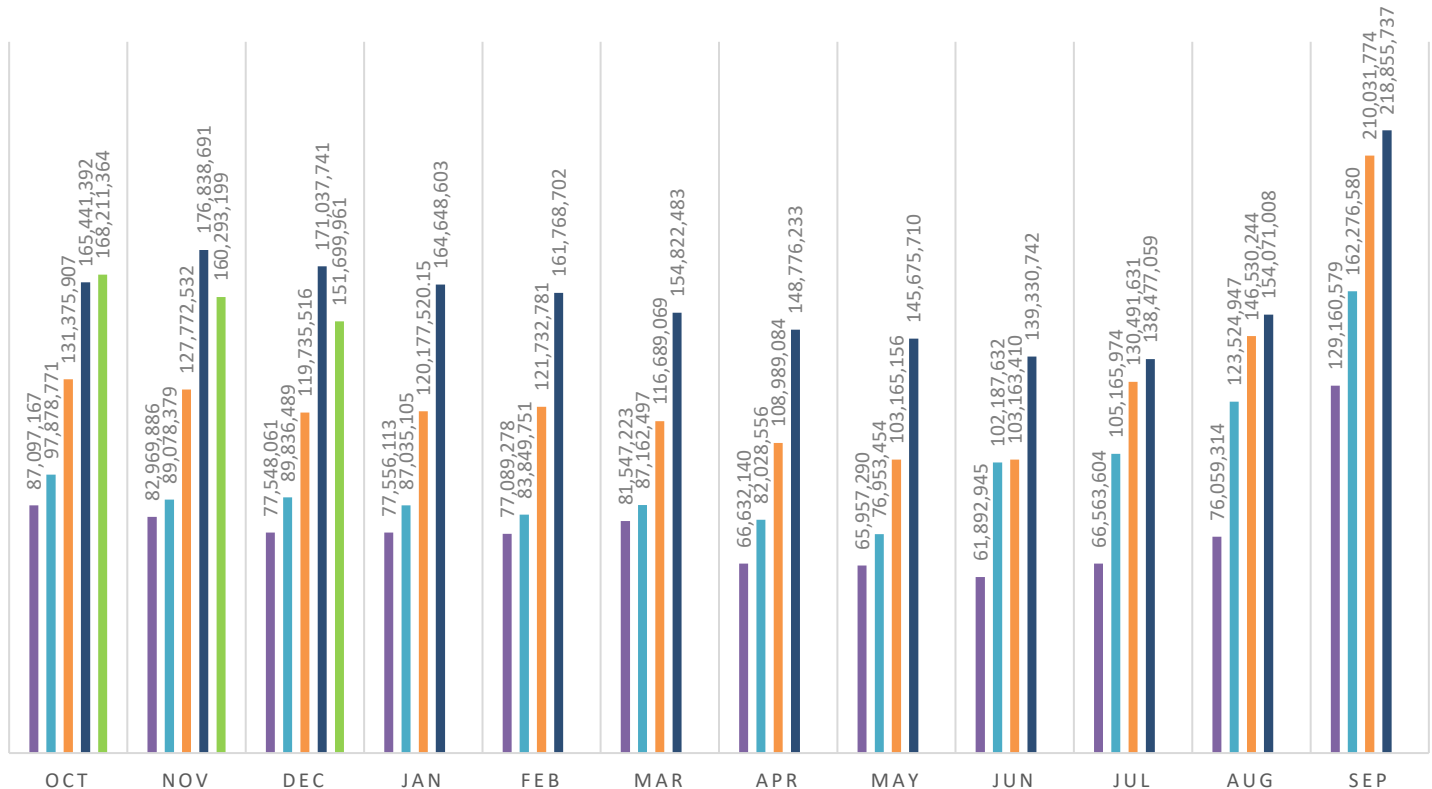
Open Investments (Ending Par Val/Shares): **\$242,400,560.94**  
12/31/2023



Money Market \$28,586,159.08 (11.8%)	Court Accounts-Checking \$376,197.25 (0.2%)	FHLMC \$4,000,000.00 (1.7%)
Certificate of Deposit \$23,353,347.22 (9.6%)	Treasury Note \$37,750,000.00 (15.6%)	FNMA \$3,000,000.00 (1.2%)
Mutual Fund - Money Market \$52,380,728.78 (21.6%)	FAMCA \$2,000,000.00 (0.8%)	Municipal Bond \$7,565,000.00 (3.1%)
Checking \$19,020,543.62 (7.8%)	FFCB \$7,500,000.00 (3.1%)	Petty Cash \$46,083.85 (0.0%)
Pooled Gov't Fund \$25,222,501.14 (10.4%)	FHLB \$15,100,000.00 (6.2%)	Treasury Bill \$16,500,000.00 (6.8%)

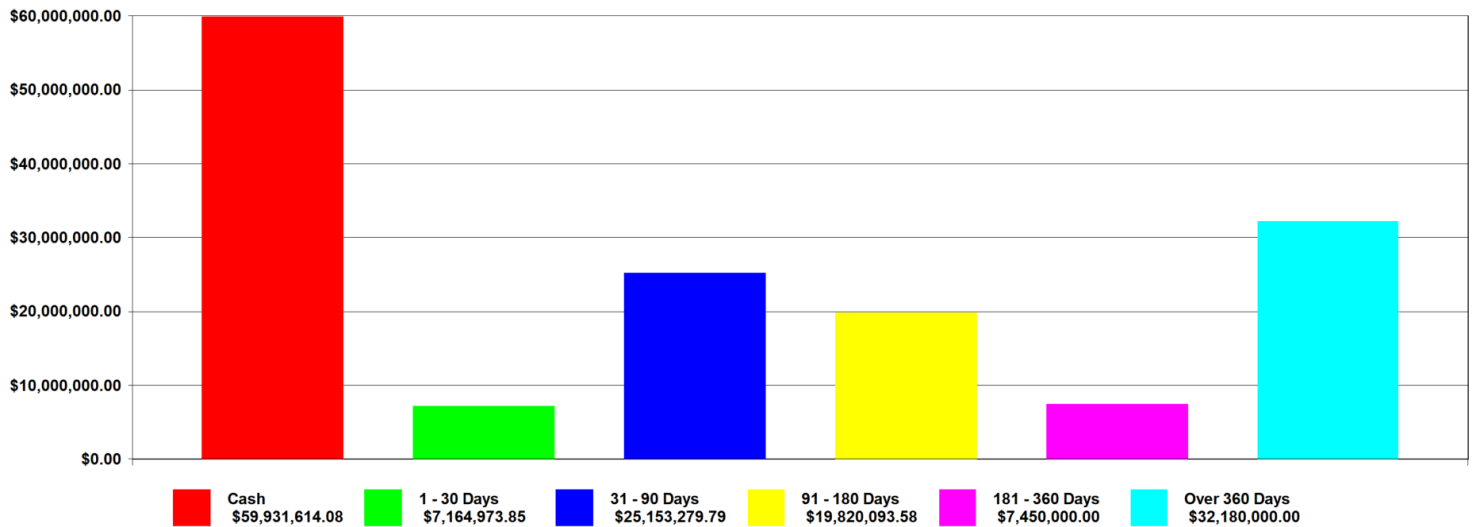
## PAR VALUE HISTORICAL COMPARISON BY MONTH

2020 2021 2022 2023 2024

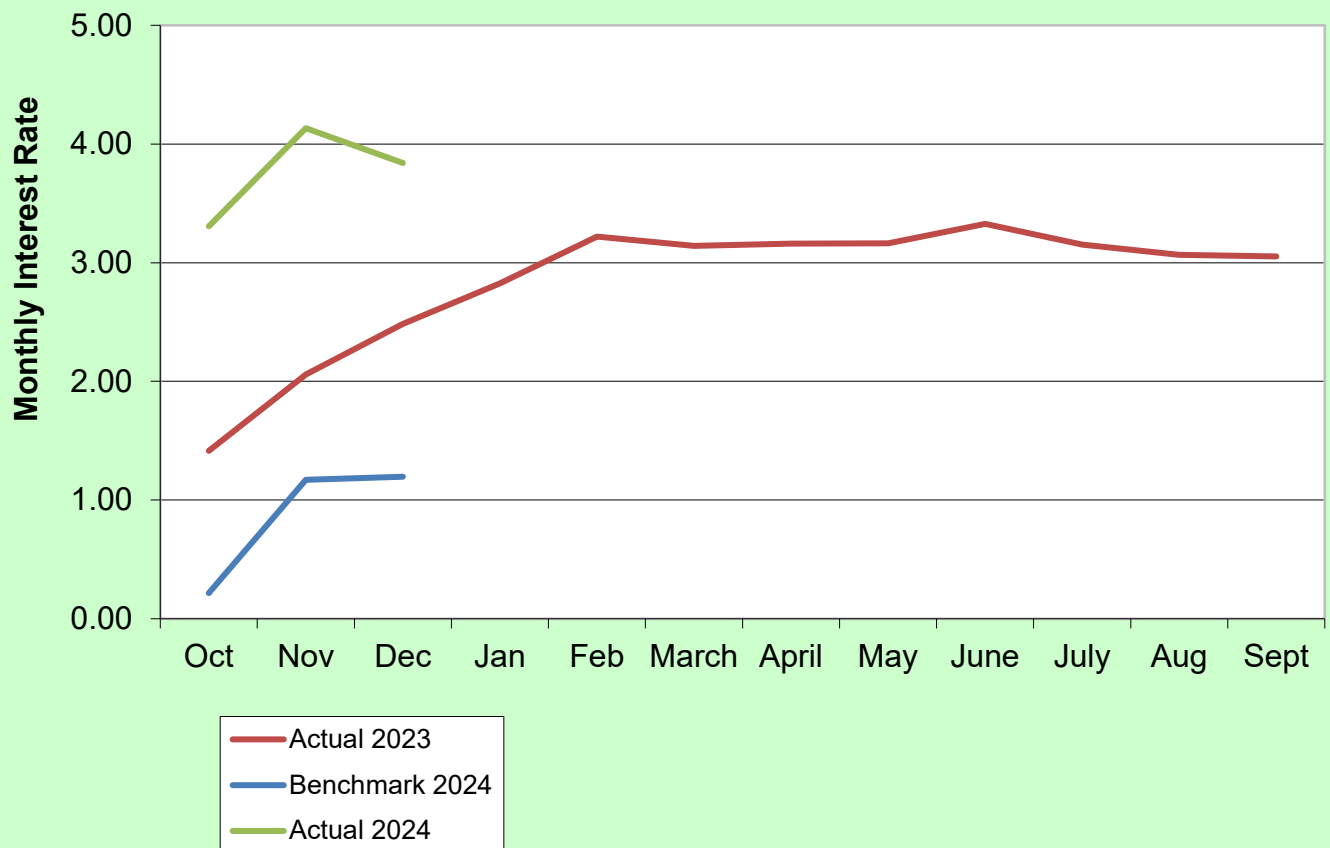


# Ottawa County General Pooled Funds

Inv. Distribution by Maturity (Ending Par Val/Shares): \$151,699,961.30  
12/31/2023



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



Open Investments  
Pooled Cash (incl BA & Flex)  
Effective Interest - Actual Life  
Receipts for Period  
12/31/2023

	CUSIP	Invest Number	Security Description	FASB Class	Purchase Date	Call Date	Purchase Instit	SafeKeep Instit	Issuing Instit	Yield Matur	Yield Call	Original Unit Cost	Original Par Val/Shares	Original Princ/Cost	Orig Prem Discount	Ending Unit Price	Ending Par Val/Shares	Ending Amor Val/Cost	Unamor Prem/Dscnt
Certificate of Deposit		23-0132	C.D. 365 5.40 01/25/2024		09/21/2023	Open	121	None	None	5.4383	5.4383	1.000000	259,371.67	259,371.67	0.00	1.000000	259,371.67	259,371.67	0.00
		23-0133	C.D. 5.40 01/25/2024		09/21/2023	Open	141	None	None	5.4000	5.4000	1.000000	471,125.39	471,125.39	0.00	1.000000	471,125.39	471,125.39	0.00
		23-0134	C.D. 365 5.45 01/25/2024		09/21/2023	Open	124	None	None	5.4500	5.4500	1.000000	696,511.86	696,511.86	0.00	1.000000	696,511.86	696,511.86	0.00
		23-0135	C.D. 365 5.15 01/25/2024		09/21/2023	Open	130	None	None	5.1500	5.1500	1.000000	1,141,365.61	1,141,365.61	0.00	1.000000	1,141,365.61	1,141,365.61	0.00
		23-0136	C.D. 5.12 01/25/2024		09/21/2023	Open	112	None	None	5.1200	5.1200	1.000000	259,951.51	259,951.51	0.00	1.000000	259,951.51	259,951.51	0.00
		23-0137	C.D. 365 5.19 01/25/2024		09/21/2023	Open	138	None	None	5.1900	5.1900	1.000000	418,221.60	418,221.60	0.00	1.000000	418,221.60	418,221.60	0.00
		23-0138	C.D. 365 5.35 01/25/2024		09/21/2023	Open	120	None	None	5.3636	5.3636	1.000000	418,426.21	418,426.21	0.00	1.000000	418,426.21	418,426.21	0.00
		23-0139	C.D. 365 5.40 02/22/2024		09/21/2023	Open	121	None	None	5.4496	5.4496	1.000000	750,000.00	750,000.00	0.00	1.000000	750,000.00	750,000.00	0.00
		23-0140	C.D. 5.40 02/22/2024		09/21/2023	Open	141	None	None	5.4000	5.4000	1.000000	750,000.00	750,000.00	0.00	1.000000	750,000.00	750,000.00	0.00
		23-0141	C.D. 365 5.45 02/22/2024		09/21/2023	Open	124	None	None	5.4500	5.4500	1.000000	650,000.00	650,000.00	0.00	1.000000	650,000.00	650,000.00	0.00
		23-0142	C.D. 5.15 02/22/2024		09/21/2023	Open	130	None	None	5.1500	5.1500	1.000000	250,000.00	250,000.00	0.00	1.000000	250,000.00	250,000.00	0.00
		23-0143	C.D. 5.15 02/22/2024		09/21/2023	Open	112	None	None	5.1500	5.1500	1.000000	250,000.00	250,000.00	0.00	1.000000	250,000.00	250,000.00	0.00
		23-0144	C.D. 365 5.19 02/22/2024		09/21/2023	Open	138	None	None	5.1900	5.1900	1.000000	350,000.00	350,000.00	0.00	1.000000	350,000.00	350,000.00	0.00
		23-0145	C.D. 365 5.35 02/22/2024		09/21/2023	Open	120	None	None	5.3746	5.3746	1.000000	500,000.00	500,000.00	0.00	1.000000	500,000.00	500,000.00	0.00
		24-0001	C.D. 365 5.40 03/21/2024		10/05/2023	Open	121	None	None	5.4552	5.4552	1.000000	520,909.73	520,909.73	0.00	1.000000	520,909.73	520,909.73	0.00
		24-0002	C.D. 5.45 03/21/2024		10/05/2023	Open	141	None	None	5.4500	5.4500	1.000000	782,937.84	782,937.84	0.00	1.000000	782,937.84	782,937.84	0.00
		24-0003	C.D. 365 5.18 03/21/2024		10/05/2023	Open	130	None	None	5.1800	5.1800	1.000000	1,044,572.37	1,044,572.37	0.00	1.000000	1,044,572.37	1,044,572.37	0.00
		24-0004	C.D. 5.17 03/21/2024		10/05/2023	Open	112	None	None	5.1700	5.1700	1.000000	522,079.33	522,079.33	0.00	1.000000	522,079.33	522,079.33	0.00
		24-0005	C.D. 365 5.22 03/21/2024		10/05/2023	Open	138	None	None	5.2200	5.2200	1.000000	782,780.52	782,780.52	0.00	1.000000	782,780.52	782,780.52	0.00
		24-0006	C.D. 365 5.40 04/04/2024		10/06/2023	Open	121	None	None	5.4605	5.4605	1.000000	500,000.00	500,000.00	0.00	1.000000	500,000.00	500,000.00	0.00
		24-0007	C.D. 5.45 04/04/2024		10/06/2023	Open	141	None	None	5.4500	5.4500	1.000000	600,000.00	600,000.00	0.00	1.000000	600,000.00	600,000.00	0.00
		24-0008	C.D. 365 5.36 04/04/2024		10/05/2023	Open	124	None	None	5.3600	5.3600	1.000000	500,000.00	500,000.00	0.00	1.000000	500,000.00	500,000.00	0.00
		24-0009	C.D. 365 5.30 04/04/2024		10/06/2023	Open	130	None	None	5.3000	5.3000	1.000000	350,000.00	350,000.00	0.00	1.000000	350,000.00	350,000.00	0.00
		24-0010	C.D. 5.19 04/04/2024		10/06/2023	Open	112	None	None	5.1900	5.1900	1.000000	250,000.00	250,000.00	0.00	1.000000	250,000.00	250,000.00	0.00
		24-0011	C.D. 365 5.22 04/04/2024		10/06/2023	Open	138	None	None	5.2200	5.2200	1.000000	300,000.00	300,000.00	0.00	1.000000	300,000.00	300,000.00	0.00
		24-0012	C.D. 365 5.50 04/04/2024		10/05/2023	Open	143	None	None	5.5000	5.5000	1.000000	500,000.00	500,000.00	0.00	1.000000	500,000.00	500,000.00	0.00
		24-0013	C.D. 365 5.40 04/04/2024		10/06/2023	Open	120	None	None	5.4358	5.4358	1.000000	500,000.00	500,000.00	0.00	1.000000	500,000.00	500,000.00	0.00
		24-0014	C.D. 365 5.40 04/18/2024		10/06/2023	Open	121	None	None	5.4662	5.4662	1.000000	500,000.00	500,000.00	0.00	1.000000	500,000.00	500,000.00	0.00
		24-0015	C.D. 5.45 04/18/2024		10/06/2023	Open	141	None	None	5.4500	5.4500	1.000000	600,000.00	600,000.00	0.00	1.000000	600,000.00	600,000.00	0.00
		24-0016	C.D. 365 5.36 04/18/2024		10/05/2023	Open	124	None	None	5.3600	5.3600	1.000000	500,000.00	500,000.00	0.00	1.000000	500,000.00	500,000.00	0.00
		24-0017	C.D. 365 5.30 04/18/2024		10/06/2023	Open	130	None	None	5.3000	5.3000	1.000000	350,000.00	350,000.00	0.00	1.000000	350,000.00	350,000.00	0.00
		24-0018	C.D. 5.19 04/18/2024		10/06/2023	Open	112	None	None	5.1900	5.1900	1.000000	250,000.00	250,000.00	0.00	1.000000	250,000.00	250,000.00	0.00
		24-0019	C.D. 365 5.25 04/18/2024		10/06/2023	Open	138	None	None	5.2500	5.2500	1.000000	300,000.00	300,000.00	0.00	1.000000	300,000.00	300,000.00	0.00
		24-0020	C.D. 365 5.50 04/18/2024		10/05/2023	Open	143	None	None	5.5000	5.5000	1.000000	500,000.00	500,000.00	0.00	1.000000	500,000.00	500,000.00	0.00
		24-0021	C.D. 365 5.45 04/18/2024		10/06/2023	Open	120	None	None	5.4922	5.4922	1.000000	500,000.00	500,000.00	0.00	1.000000	500,000.00	500,000.00	0.00
		24-0022	C.D. 365 5.40 04/30/2024		10/06/2023	Open	121	None	None	5.4000	5.4000	1.000000	400,000.00	400,000.00	0.00	1.000000	400,000.00	400,000.00	0.00
		24-0023	C.D. 5.45 04/30/2024		10/06/2023	Open	141	None	None	5.4500	5.4500	1.000000	400,000.00	400,000.00	0.00	1.000000	400,000.00	400,000.00	0.00
		24-0024	C.D. 365 5.36 04/30/2024		10/05/2023	Open	124	None	None	5.3600	5.3600	1.000000	350,000.00	350,000.00	0.00	1.000000	350,000.00	350,000.00	0.00
		24-0025	C.D. 365 5.30 04/30/2024		10/06/2023	Open	130	None	None	5.3000	5.3000	1.000000	250,000.00	250,000.00	0.00	1.000000	250,000.00	250,000.00	0.00
		24-0026	C.D. 365 5.50 04/30/2024		10/05/2023	Open	143	None	None	5.5000	5.5000	1.000000	300,000.00	300,000.00	0.00	1.000000	300,000.00	300,000.00	0.00
		24-0027	C.D. 365 5.45 04/30/2024		10/06/2023	Open	120	None	None	5.4972	5.4972	1.000000	300,000.00	300,000.00	0.00	1.000000	300,000.00	300,000.00	0.00
		24-0030	C.D. 365 5.40 05/02/2024		10/19/2023	Open	121	None	None	5.4666	5.4666	1.000000	858,601.02	858,601.02	0.00	1.000000	858,601.02	858,601.02	0.00
		24-0031	C.D. 5.45 05/02/2024		10/19/2023	Open	141	None	None	5.4500	5.4500	1.000000	707,145.83	707,145.83	0.00	1.000000	707,145.83	707,145.83	0.00
		24-0032	C.D. 365 5.367 05/02/2024		10/19/2023	Open	124	None	None	5.3670	5.3670	1.000000	858,462.89	858,462.89	0.00	1.000000	858,462.89	858,462.89	0.00
		24-0033	C.D. 365 5.40 05/02/2024		10/19/2023	Open	130	None	None	5.4000	5.4000	1.000000	252,369.						

Open Investments  
Pooled Cash (incl BA & Flex)  
Effective Interest - Actual Life  
Receipts for Period  
12/31/2023

	CUSIP	Invest Number	Security Description	FASB Class	Purchase Date	Call Date	Purchase Institut	SafeKeep Institut	Issuing Institut	Yield Matur	Yield Call	Original Unit Cost	Original Par Val/Shares	Original Princ/Cost	Orig Prem Discount	Ending Unit Price	Ending Par Val/Shares	Ending Amor Val/Cost	Unamor Prem/Dscnt
FHLMC	3130A4CH3	20-0033	FHLB 2.375 03/14/2025		03/13/2020	Open	1001 2002	None	0.8637	0.8637	1.073840	1,000,000.00	1,073,840.00	-73,840.00	1.018041	1,000,000.00	1,018,040.70	-18,040.70	
	313373B68	23-0087	FHLB 4.375 03/13/2026		06/22/2023	Open	1003 2002	None	4.4502	4.4502	0.998030	1,350,000.00	1,347,340.50	2,659.50	0.998441	1,350,000.00	1,347,895.28	2,104.72	
	3130ANX39	21-0159	FHLB 0.50 09/30/2026		09/30/2021	09/30/2022	1015 2002	None	1.4362	1.4362	1.000000	1,250,000.00	1,250,000.00	0.00	1.000000	1,250,000.00	1,250,000.00	0.00	
	3130AXU63	24-0037	FHLB 4.625 11/17/2026		12/18/2023	Open	1015 2006	1015	4.1850	4.1850	1.011920	750,000.00	758,940.00	-8,940.00	1.011782	750,000.00	758,836.79	-8,836.79	
	FHLB Total								2.3838	2.3838	1.015710	5,100,000.00	5,180,120.50	-80,120.50	1.004857	5,100,000.00	5,124,772.77	-24,772.77	
	3134GJWJ64	20-0095	Freddie Mac 0.40 06/10/2024		09/10/2020	09/10/2021	1001 2002	None	0.4000	0.4000	1.000000	1,000,000.00	1,000,000.00	0.00	1.000000	1,000,000.00	1,000,000.00	0.00	
	3134GVQ04	20-0039	FHLMC 0.75 04/30/2025		04/30/2020	04/30/2024	1001 2002	None	0.7500	0.7500	1.000000	1,000,000.00	1,000,000.00	0.00	1.000000	1,000,000.00	1,000,000.00	0.00	
	3134GKWZ8	20-0055	FHLMC 0.625 08/18/2025		08/18/2020	08/18/2021	1001 2002	None	0.6250	0.6250	1.000000	1,000,000.00	1,000,000.00	0.00	1.000000	1,000,000.00	1,000,000.00	0.00	
	3137EAXE3	22-0128	FHLMC 0.375 09/23/2025		06/14/2022	Open	1015 2002	None	3.3859	3.3859	0.907400	1,000,000.00	907,400.00	92,600.00	0.949912	1,000,000.00	949,911.53	50,088.47	
	FHLMC Total								1.2595	1.2595	0.976850	4,000,000.00	3,907,400.00	92,600.00	0.987478	4,000,000.00	3,949,911.53	50,088.47	
FNMA	3135G0W66	20-0029	Agency-FNMA 1.625 10/15/2024		01/14/2020	Open	1001 2002	None	1.6508	1.6508	0.998819	1,000,000.00	998,818.82	1,181.18	0.999799	1,000,000.00	999,798.96	201.04	
	3135G0K36	22-0189	FNMA 2.125 04/24/2026		09/26/2022	Open	1015 2002	1015	4.1240	4.1240	0.934120	2,000,000.00	1,868,240.00	131,760.00	0.956333	2,000,000.00	1,912,665.96	87,334.04	
	FNMA Total								3.2731	3.2731	0.955686	3,000,000.00	2,867,058.82	132,941.18	0.970822	3,000,000.00	2,912,464.92	87,535.08	
Money Market	000-008015 ARPA MM	AR-0230	HNB ARPA MM X4879		01/20/2023	Open	101 None	101	4.2500	4.2500	1.000000	30,276,437.41	30,276,437.41	0.00	1.000000	6,072,497.97	6,072,497.97	0.00	
	469-008006 FJC MM	AR-0231	HNB FJC MM X4895		02/07/2023	Open	101 None	101	4.2500	4.2500	1.000000	22,184,266.24	22,184,266.24	0.00	1.000000	3,545,300.39	3,545,300.39	0.00	
	000-008016 PCB Settlement MM	AR-0232	HNB PCB Settle MM X5140		05/05/2023	Open	101 None	101	4.2500	4.2500	1.000000	6,719,792.00	6,719,792.00	0.00	1.000000	828,382.06	828,382.06	0.00	
Money Market Total								4.2500	4.2500	1.000000	59,180,495.65	59,180,495.65	0.00	1.000000	10,446,180.42	10,446,180.42	0.00		
Municipal Bond	790450GU8	20-0053	Muni-St Johns MI Public Schs 0.65 05/01/2024		07/08/2020	Open	1001 2002	None	0.6500	0.6500	1.000000	285,000.00	285,000.00	0.00	1.000000	285,000.00	285,000.00	0.00	
	900764SN2	21-0128	Muni-Tuscola Cnty 0.73 09/01/2024		07/14/2021	Open	1010 2002	None	0.7300	0.7300	1.000000	135,000.00	135,000.00	0.00	1.000000	135,000.00	135,000.00	0.00	
	129644B33	21-0122	Muni-Calhoun Cnty 0.759 10/01/2024		07/08/2021	Open	1010 2002	None	0.7590	0.7590	1.000000	355,000.00	355,000.00	0.00	1.000000	355,000.00	355,000.00	0.00	
	594615HR0	20-0096	Muni-MI State Bldg Auth 0.816 10/15/2024		09/17/2020	Open	1001 2002	None	0.8160	0.8160	1.000000	1,000,000.00	1,000,000.00	0.00	1.000000	1,000,000.00	1,000,000.00	0.00	
	849765FQ0	20-0051	Muni-Spring Lake Schls 1.968 11/01/2024		05/11/2020	Open	1001 2002	None	1.0001	1.0001	1.042230	710,000.00	739,983.30	-29,983.30	1.008010	710,000.00	715,687.11	-5,687.11	
	849765GP1	21-0107	Muni-Spring Lake Scs 0.60 11/01/2024		06/23/2021	Open	1018 2002	1018	0.4947	0.4947	1.003500	500,000.00	501,750.00	-1,750.00	1.000874	500,000.00	500,437.15	-437.15	
	416848WX3	20-0041	Muni-Hartland Schls 2.053 05/01/2025		05/07/2020	Open	1001 2002	None	1.2739	1.2739	1.037500	1,175,000.00	1,219,062.50	-44,062.50	1.010265	1,175,000.00	1,187,061.01	-12,061.01	
	790450GV6	20-0054	Muni-St Johns MI Public Schs 0.70 05/01/2025		07/08/2020	Open	1001 2002	None	0.7000	0.7000	1.000000	290,000.00	290,000.00	0.00	1.000000	290,000.00	290,000.00	0.00	
	900764SP7	21-0129	Muni-Tuscola Cnty 1.10 09/01/2025		07/14/2021	Open	1010 2002	None	1.1000	1.1000	1.000000	65,000.00	65,000.00	0.00	1.000000	65,000.00	65,000.00	0.00	
	272497RF7	23-0083	Muni-E GR Schools 2.284 05/01/2026		05/24/2023	Open	1003 2002	None	4.2596	4.2596	0.946000	710,000.00	671,660.00	38,340.00	0.956579	710,000.00	679,171.27	30,828.73	
	955023VD5	23-0084	Muni-W Ottawa Schools 1.305 05/01/2026		05/24/2023	Open	1003 2002	None	4.2089	4.2089	0.920570	1,100,000.00	1,012,627.00	87,373.00	0.936130	1,100,000.00	1,029,743.43	70,256.57	
	59465MW68	23-0081	Muni-MI ST HSG DEV 3.116 10/01/2027		05/23/2023	10/01/2025	1003 2002	None	4.0599	4.8113	0.962630	1,010,000.00	972,256.30	37,743.70	0.967480	1,010,000.00	977,155.27	32,844.73	
	272497RH3	23-0082	Muni-E GR Schools 2.431 05/01/2028		05/24/2023	Open	1003 2002	None	4.1967	4.1967	0.922000	230,000.00	212,060.00	17,940.00	0.930720	230,000.00	214,065.53	15,934.47	
	Municipal Bond Total								2.1780	2.2767	0.986041	7,565,000.00	7,459,399.10	105,600.90	0.982594	7,565,000.00	7,433,320.77	131,679.23	
	Mutual Fund - Money Market	000-009020 Treas MF-MM #468 GS	AR-0233	HNB MF-MM GS FTOXX		08/24/2023	Open	1500 None	1500	5.2400	5.2400	1.000000	1,000,000.00	1,000,000.00	0.00	1.000000	3,076,088.08	3,076,088.08	0.00
000-009020 Treas MF-MM #504 Inv		AR-0234	HNB MF-MM Invesco AGPXX		08/24/2023	Open	1500 None	1500	5.2500	5.2500	1.000000	1,000,000.00	1,000,000.00	0.00	1.000000	3,076,457.05	3,076,457.05	0.00	
469-009020 FJC MF-MM #468 GS		AR-0239	HNB MF-MM GS FTOXX		09/06/2023	Open	1503 None	1503	5.2400	5.2400	1.000000	3,000,000.00	3,000,000.00	0.00	1.000000	2,520,100.04	2,520,100.04	0.00	
469-009020 FJC MF-MM #504 Inv		AR-0240	HNB MF-MM Invesco AGPXX		09/06/2023	Open	1503 None	1503	5.2600	5.2600	1.000000	3,000,000.00	3,000,000.00	0.00	1.000000	2,520,312.99	2,520,312.99	0.00	
000-009020 ARPA MF-MM #468 GS		AR-0241	HNB MF-MM GS FTOXX		09/21/2023	Open	1052 None	1052	5.2373	0.0000	1.000000	10,000,000.00	10,000,000.00	0.00	1.000000	10,147,307.91	10,147,307.91	0.00	
000-009020 ARPA MF-MM #504 Inv		AR-0242	HNB MF-MM Invesco AGPXX		09/21/2023	Open	1052 None	1052	5.2658	0.0000	1.000000	10,000,000.00	10,000,000.00	0.00	1.000000	10,148,010.81	10,148,010.81	0.00	
000-009020 PCB MF-MM #468 GS		AR-0243	HNB MF-MM GS FTOXX		09/06/2023	Open	1504 None	1504	5.2100	5.2100	1.000000	3,000,000.00	3,000,000.00	0.00	1.000000	3,050,705.31	3,050,705.31	0.00	
000-009020 PCB MF-MM #504 Inv		AR-0244	HNB MF-MM Invesco AGPXX		09/06/2023	Open	1504 None	1504	5.2300	5.2300	1.000000	3,000,000.00	3,000,000.00	0.00	1.000000	3,050,943.90	3,050,943.90	0.00	
Mutual Fund - Money Market Total									5.2451	2.4098	1.000000	34,000,000.00	34,000,000.00	0.00	1.000000	37,589,926.09	37,589,926.09	0.00	
Petty Cash	101-004000 GF Petty Cash	AR-0101	Petty Cash - Multiple Depts		08/01/2010	Open	101 None	101	0.0000	0.0000	1.000000	2,000.00	2,000.00	0.00	1.000000	13,686.85	13,686.85	0.00	
	208-004000 Parks Petty Cash	AR-0103	Petty Cash - Parks & Rec		08/01/2010	Open	101 None	101	0.0000	0.0000	1.000000	1,075.00	1,075.00	0.00	1.000000	1,397.00	1,397.00</		

Open Investments  
Pooled Cash (incl BA & Flex)  
Effective Interest - Actual Life  
Receipts for Period  
12/31/2023

CUSIP	Invest Number	Security Description	FASB Class	Purchase Date	Call Date	Purchase Instituit	SafeKeep Instituit	Issuing Instituit	Yield Matur	Yield Call	Original Unit Cost	Original Par Val/Shares	Original Princ/Cost	Orig Prem Discount	Ending Unit Price	Ending Par Val/Shares	Ending Amor Val/Cost	Unamor Prem/Dscnt
91282CBW0	23-0016	Treasury Note 0.75 04/30/2026		10/07/2022	Open	1015	2002	1015	4.1732	4.1732	0.887680	1,000,000.00	887,680.00	112,320.00	0.924786	1,000,000.00	924,786.03	75,213.97
91282CCJ8	22-0129	Treasury Note 0.875 06/30/2026		06/14/2022	Open	1015	2002	None	3.4322	3.4322	0.904200	1,000,000.00	904,200.00	95,800.00	0.939299	1,000,000.00	939,298.79	60,701.21
91282CCW9	22-0032	Treasury Note 0.75 08/31/2026		10/15/2021	Open	1015	2002	None	1.0155	1.0155	0.987400	1,000,000.00	987,400.00	12,600.00	0.993045	1,000,000.00	993,045.13	6,954.87
91282CCZ2	22-0034	Treasury Note 0.875 09/30/2026		10/15/2021	Open	1015	2002	None	1.0301	1.0301	0.992520	1,000,000.00	992,520.00	7,480.00	0.995812	1,000,000.00	995,811.91	4,188.09
91282CCZ2	22-0035	Treasury Note 0.875 09/30/2026		10/15/2021	Open	1010	2002	None	1.0300	1.0300	0.992525	2,000,000.00	1,985,049.50	14,950.50	0.995815	2,000,000.00	1,991,629.15	8,370.85
912828Z78	23-0079	Treasury Note 1.50 01/31/2027		05/22/2023	Open	1015	2002	None	3.8201	3.8201	0.920766	1,000,000.00	920,765.62	79,234.38	0.933166	1,000,000.00	933,165.83	66,834.17
912828V98	22-0190	Treasury Note 2.25 02/15/2027		09/26/2022	Open	1015	2002	1015	4.0450	4.0450	0.928500	1,500,000.00	1,392,750.00	107,250.00	0.947857	1,500,000.00	1,421,785.72	78,214.28
912828X88	23-0015	Treasury Note 2.375 05/15/2027		10/07/2022	Open	1015	2002	1015	4.0848	4.0848	0.928850	1,000,000.00	928,850.00	71,150.00	0.946678	1,000,000.00	946,677.52	53,322.48
Treasury Note Total									2.3264	2.3264	0.966789	27,750,000.00	26,828,396.29	921,603.71	0.985115	27,750,000.00	27,336,938.88	413,061.12
Investment Total									3.8543	3.1554	0.991888	188,649,388.90	187,119,092.15	1,530,296.75	0.994590	151,699,961.30	150,879,306.12	820,655.18

GASB 31 Compliance  
Pooled Cash (incl BA & Flex)  
Effective Interest - Actual Life  
Receipts for Period  
10/01/2023 - 12/31/2023

CUSIP	Invest Number	Security Description	Purchase Date	Sale Date	Valuation Method	Yield Earned	Price Source 10/01/2023	Original Princ/Cost	Beginning Unit Price	Par Value On 10/01/2023	Reported Value 10/01/2023	Purchase Cost	Sales Proceeds	Ending Unit Price	Par Value On 12/31/2023	Price Source 12/31/2023	Reported Value 12/31/2023	Change in Fair Value	Interest	Net Investment Income
Certificate of Deposit	23-0088-01	C.D. 365 5.19 10/05/2023	07/13/2023	10/05/2023	Amort Value	5.2402	Manual	514,737.27	1.000000	514,737.27	514,737.27	0.00	514,737.27	0.000000	0.00		0.00	0.00	295.60	295.60
	23-0089-01	C.D. 5.15 10/05/2023	07/13/2023	10/05/2023	Amort Value	5.1500	Manual	773,641.25	1.000000	773,641.25	773,641.25	0.00	773,641.25	0.000000	0.00		0.00	0.00	442.69	442.69
	23-0090-01	C.D. 365 5.20 10/05/2023	07/13/2023	10/05/2023	Amort Value	5.2159	Manual	1,032,182.32	1.000000	1,032,182.32	1,032,182.32	0.00	1,032,182.32	0.000000	0.00		0.00	0.00	590.00	590.00
	23-0091-01	C.D. 5.00 10/05/2023	07/13/2023	10/05/2023	Amort Value	5.0000	Manual	516,058.65	1.000000	516,058.65	516,058.65	0.00	516,058.65	0.000000	0.00		0.00	0.00	286.70	286.70
	23-0092-01	C.D. 365 5.11 10/05/2023	07/13/2023	10/05/2023	Amort Value	5.1100	Manual	773,682.02	1.000000	773,682.02	773,682.02	0.00	773,682.02	0.000000	0.00		0.00	0.00	433.26	433.26
	23-0093-01	C.D. 365 5.19 10/19/2023	07/13/2023	10/19/2023	Amort Value	5.2158	Manual	250,000.00	1.000000	250,000.00	250,000.00	0.00	250,000.00	0.000000	0.00		0.00	0.00	643.04	643.04
	23-0094-01	C.D. 5.15 10/19/2023	07/13/2023	10/19/2023	Amort Value	5.1500	Manual	250,000.00	1.000000	250,000.00	250,000.00	0.00	250,000.00	0.000000	0.00		0.00	0.00	643.75	643.75
	23-0095-01	C.D. 365 5.20 10/19/2023	07/13/2023	10/19/2023	Amort Value	5.2255	Manual	250,000.00	1.000000	250,000.00	250,000.00	0.00	250,000.00	0.000000	0.00		0.00	0.00	644.25	644.25
	23-0096-01	C.D. 365 5.15 10/19/2023	07/13/2023	10/19/2023	Amort Value	5.0636	Manual	250,000.00	1.000000	250,000.00	250,000.00	0.00	250,000.00	0.000000	0.00		0.00	0.00	624.28	624.28
	23-0098-01	C.D. 365 5.26 10/19/2023	08/10/2023	10/19/2023	Amort Value	5.2960	Manual	850,000.00	1.000000	850,000.00	850,000.00	0.00	850,000.00	0.000000	0.00		0.00	0.00	2,219.97	2,219.97
	23-0099-01	C.D. 5.25 10/19/2023	08/10/2023	10/19/2023	Amort Value	5.2500	Manual	700,000.00	1.000000	700,000.00	700,000.00	0.00	700,000.00	0.000000	0.00		0.00	0.00	1,837.50	1,837.50
	23-0100-01	C.D. 365 5.30 10/19/2023	08/10/2023	10/19/2023	Amort Value	5.1915	Manual	850,000.00	1.000000	850,000.00	850,000.00	0.00	850,000.00	0.000000	0.00		0.00	0.00	2,176.17	2,176.17
	23-0101-01	C.D. 365 5.00 10/19/2023	08/10/2023	10/19/2023	Amort Value	4.9427	Manual	250,000.00	1.000000	250,000.00	250,000.00	0.00	250,000.00	0.000000	0.00		0.00	0.00	609.37	609.37
	23-0102-01	C.D. 5.24 10/19/2023	08/10/2023	10/19/2023	Amort Value	5.2400	Manual	500,000.00	1.000000	500,000.00	500,000.00	0.00	500,000.00	0.000000	0.00		0.00	0.00	1,310.00	1,310.00
	23-0103-01	C.D. 365 5.20 10/19/2023	08/10/2023	10/19/2023	Amort Value	5.1133	Manual	350,000.00	1.000000	350,000.00	350,000.00	0.00	350,000.00	0.000000	0.00		0.00	0.00	882.57	882.57
	23-0108-01	C.D. 5.37 10/31/2023	08/24/2023	10/31/2023	Amort Value	5.3700	Manual	1,046,092.87	1.000000	1,046,092.87	1,046,092.87	0.00	1,046,092.87	0.000000	0.00		0.00	0.00	4,681.27	4,681.27
	23-0109-01	C.D. 365 5.25 10/31/2023	08/24/2023	10/31/2023	Amort Value	5.2251	Manual	2,460,654.54	1.000000	2,460,654.54	2,460,654.54	0.00	2,460,654.54	0.000000	0.00		0.00	0.00	10,567.53	10,567.53
	23-0110-01	C.D. 365 5.37 10/31/2023	08/24/2023	10/31/2023	Amort Value	5.3226	Manual	260,735.25	1.000000	260,735.25	260,735.25	0.00	260,735.25	0.000000	0.00		0.00	0.00	1,140.65	1,140.65
	23-0113-01	C.D. 365 5.35 11/02/2023	08/24/2023	11/02/2023	Amort Value	5.2388	Manual	700,000.00	1.000000	700,000.00	700,000.00	0.00	700,000.00	0.000000	0.00		0.00	0.00	3,215.04	3,215.04
	23-0114-01	C.D. 365 5.25 11/02/2023	08/24/2023	11/02/2023	Amort Value	5.2660	Manual	250,000.00	1.000000	250,000.00	250,000.00	0.00	250,000.00	0.000000	0.00		0.00	0.00	1,154.19	1,154.19
	23-0115-01	C.D. 365 5.37 11/02/2023	08/24/2023	11/02/2023	Amort Value	5.3700	Manual	800,000.00	1.000000	800,000.00	800,000.00	0.00	800,000.00	0.000000	0.00		0.00	0.00	3,766.35	3,766.35
	23-0111-01	C.D. 365 5.37 11/02/2023	08/24/2023	11/02/2023	Amort Value	5.3257	Manual	800,000.00	1.000000	800,000.00	800,000.00	0.00	800,000.00	0.000000	0.00		0.00	0.00	3,735.31	3,735.31
	23-0112-01	C.D. 5.37 11/02/2023	08/24/2023	11/02/2023	Amort Value	5.3700	Manual	700,000.00	1.000000	700,000.00	700,000.00	0.00	700,000.00	0.000000	0.00		0.00	0.00	3,341.33	3,341.33
	23-0116-01	C.D. 365 5.25 11/02/2023	08/24/2023	11/02/2023	Amort Value	5.1595	Manual	250,000.00	1.000000	250,000.00	250,000.00	0.00	250,000.00	0.000000	0.00		0.00	0.00	1,130.85	1,130.85
	23-0117-01	C.D. 365 5.37 11/30/2023	09/07/2023	11/30/2023	Amort Value	5.4015	Manual	900,000.00	1.000000	900,000.00	900,000.00	0.00	900,000.00	0.000000	0.00		0.00	0.00	7,991.30	7,991.30
	23-0118-01	C.D. 5.40 11/30/2023	09/07/2023	11/30/2023	Amort Value	5.4000	Manual	900,000.00	1.000000	900,000.00	900,000.00	0.00	900,000.00	0.000000	0.00		0.00	0.00	8,100.00	8,100.00
	23-0119-01	C.D. 365 5.35 11/30/2023	09/07/2023	11/30/2023	Amort Value	5.2050	Manual	700,000.00	1.000000	700,000.00	700,000.00	0.00	700,000.00	0.000000	0.00		0.00	0.00	5,989.31	5,989.31
	23-0120-01	C.D. 365 5.15 11/30/2023	09/07/2023	11/30/2023	Amort Value	5.1702	Manual	350,000.00	1.000000	350,000.00	350,000.00	0.00	350,000.00	0.000000	0.00		0.00	0.00	2,974.64	2,974.64
	23-0121-01	C.D. 365 5.18 11/30/2023	09/07/2023	11/30/2023	Amort Value	5.1800	Manual	400,000.00	1.000000	400,000.00	400,000.00	0.00	400,000.00	0.000000	0.00		0.00	0.00	3,406.03	3,406.03
	23-0122-01	C.D. 365 5.25 11/30/2023	09/07/2023	11/30/2023	Amort Value	5.1591	Manual	250,000.00	1.000000	250,000.00	250,000.00	0.00	250,000.00	0.000000	0.00		0.00	0.00	2,120.20	2,120.20
	23-0129-01	C.D. 365 5.25 12/28/2023	09/07/2023	12/28/2023	Amort Value	5.1693	Manual	250,000.00	1.000000	250,000.00	250,000.00	0.00	250,000.00	0.000000	0.00		0.00	0.00	3,115.72	3,115.72
	23-0123-01	C.D. 365 5.37 12/28/2023	09/07/2023	12/28/2023	Amort Value	5.4126	Manual	900,000.00	1.000000	900,000.00	900,000.00	0.00	900,000.00	0.000000	0.00		0.00	0.00	11,744.61	11,744.61
	23-0125-01	C.D. 365 5.35 12/28/2023	09/07/2023	12/28/2023	Amort Value	5.2250	Manual	500,000.00	1.000000	500,000.00	500,000.00	0.00	500,000.00	0.000000	0.00		0.00	0.00	6,298.68	6,298.68
	23-0124-01	C.D. 5.40 12/28/2023	09/07/2023	12/28/2023	Amort Value	5.4000	Manual	900,000.00	1.000000	900,000.00	900,000.00	0.00	900,000.00	0.000000	0.00		0.00	0.00	11,880.00	11,880.00
	23-0127-01	C.D. 5.10 12/28/2023	09/07/2023	12/28/2023	Amort Value	5.1000	Manual	250,000.00	1.000000	250,000.00	250,000.00	0.00	250,000.00	0.000000	0.00		0.00	0.00	3,116.67	3,116.67
	23-0126-01	C.D. 5.15 12/28/2023	09/07/2023	12/28/2023	Amort Value	5.1094	Manual	250,000.00	1.000000	250,000.00	250,000.00	0.00	250,000.00	0.000000	0.00		0.00	0.00	3,122.43	3,122.43
	23-0128-01	C.D. 365 5.20 12/28/2023	09/07/2023	12/28/2023	Amort Value	5.2000	Manual	450,000.00	1.000000	450,000.00	450,000.00	0.00	450,000.00	0.000000	0.00		0.00	0.00	5,641.65	5,641.65
	23-0132	C.D. 365 5.40 01/25/2024	09/21/2023	Open	Amort Value	5.4327	Manual	259,371.67	1.000000	259,371.67	259,371.67	0.00	0.00	1.000000	259,371.67	Manual	259,371.67	0.00	3,551.64	3,551.64
	23-0133	C.D. 5.40 01/25/2024	09/21/2023	Open	Am															



GASB 31 Compliance  
Pooled Cash (incl BA & Flex)  
Effective Interest - Actual Life  
Receipts for Period  
10/01/2023 - 12/31/2023

	CUSIP	Invest Number	Security Description	Purchase Date	Sale Date	Valuation Method	Yield Earned	Price Source 10/01/2023	Original Princ/Cost	Beginning Unit Price	Par Value On 10/01/2023	Reported Value 10/01/2023	Purchase Cost	Sales Proceeds	Ending Unit Price	Par Value On 12/31/2023	Price Source 12/31/2023	Reported Value 12/31/2023	Change in Fair Value	Interest	Net Investment Income
	Certificate of Deposit Total																				
Checking	000-001010 Hybrid-MS-AP-PR	AR-0123	Hybrid,MS,AP HNB X3705	12/18/2019	Open	Fair Value	0.6558	Manual	1,000,000.00	1.000000	65,548,104.97	65,548,104.97	0.00	55,780,492.22	1.000000	23,353,347.22	Manual	9,767,612.75	0.00	44,992.48	44,992.48
	100-002038 Infinsource Coll	AR-0135	InfinsourceFlexColl X0333	12/11/2013	Open	Fair Value	0.0000	Manual	2,500.00	1.000000	2,376.70	2,376.70	0.00	1,916.33	1.000000	460.37	Manual	460.37	0.00	0.00	0.00
	100-0001015 Infinsource Flex	AR-0207	InfinsourceFlexHNB 0X6669	06/19/2020	Open	Fair Value	0.0000	Manual	5,321.21	1.000000	75,094.16	75,094.16	0.00	-37,102.53	1.000000	112,196.69	Manual	112,196.69	0.00	0.00	0.00
	701-001052 IOLTA	AR-0222	IOLTA HNB X2995	10/08/2021	Open	Fair Value	0.0000	Manual	75.08	0.000000	0.00	0.00	0.00	0.00	0.000000	0.00	Manual	0.00	0.00	0.00	0.00
	701-001018 Inmate Trust	AR-0227	Inmate Trust HNB X0285	10/29/2021	Open	Fair Value	0.0000	Manual	30,000.00	1.000000	56,653.85	56,653.85	0.00	19,487.05	1.000000	37,166.80	Manual	37,166.80	0.00	0.00	0.00
	701-001019 Inmate Release	AR-0228	Inmate Rel DC Rapid X9460	10/28/2021	Open	Fair Value	0.0000	Manual	25,000.00	1.000000	29,657.13	29,657.13	0.00	-62.53	1.000000	29,719.66	Manual	29,719.66	0.00	0.00	0.00
	469-001054 Family Justice Cent	AR-0229	FJC HNB X8125	05/03/2022	Open	Fair Value	0.0000	Manual	600,000.00	1.000000	962,929.77	962,929.77	0.00	0.00	1.000000	962,929.77	Manual	962,929.77	0.00	0.00	0.00
Checking Total																					
							6.6299		1,662,896.29	1.000000	66,674,816.58	66,674,816.58	0.00	55,764,730.54	1.000000	10,910,086.04		10,910,086.04	0.00	44,992.48	44,992.48
Court Accounts-Checking	000-0005010 GHDC	AR-0198	GHDC-HNB X7522	09/30/2019	Open	Fair Value	0.0000	Manual	36,133.44	1.000000	20,770.00	20,770.00	0.00	-6,550.00	1.000000	27,320.00	Manual	27,320.00	0.00	0.00	0.00
	000-0005010 HODC	AR-0199	HODC-HNB X7535	09/30/2019	Open	Fair Value	0.0000	Manual	76,772.33	1.000000	40,940.00	40,940.00	0.00	-40,365.43	1.000000	81,305.43	Manual	81,305.43	0.00	0.00	0.00
	000-0005010 HUDC	AR-0200	HUDC-HNB X7548	09/30/2019	Open	Fair Value	0.0000	Manual	28,073.00	1.000000	8,985.00	8,985.00	0.00	-7,179.00	1.000000	16,164.00	Manual	16,164.00	0.00	0.00	0.00
	000-0005010 FOC	AR-0201	FOC-HNB X7551	09/30/2019	Open	Fair Value	0.0000	Manual	7,757.15	1.000000	81.58	81.58	0.00	-9,969.00	1.000000	10,050.58	Manual	10,050.58	0.00	0.00	0.00
	000-0005010 LSHC	AR-0202	LSHC-HNB X7564	09/30/2019	Open	Fair Value	0.0000	Manual	3,198.27	1.000000	5,000.00	5,000.00	0.00	4,482.50	1.000000	517.50	Manual	517.50	0.00	0.00	0.00
	000-0005010 Clerk	AR-0203	Clerk-HNB X7519	09/30/2019	Open	Fair Value	0.0000	Manual	144,748.90	1.000000	243,463.33	243,463.33	0.00	2,623.59	1.000000	240,839.74	Manual	240,839.74	0.00	0.00	0.00
	Court Accounts-Checking Total																				
							0.0000		296,683.09	1.000000	319,239.91	319,239.91	0.00	-56,957.34	1.000000	376,197.25		376,197.25	0.00	0.00	0.00
FAMCA	31422XZP0	22-0130	FAMCA 3.05 06/17/2027	06/17/2022	Open	Fair Value	14.5846	ICE	980,000.00	0.939426	1,000,000.00	939,426.00	0.00	0.00	0.967680	1,000,000.00	ICE	967,680.00	28,254.00	7,625.00	35,879.00
	31422XTX28	23-0080	FAMCA 4.00 12/16/2026	05/22/2023	Open	Fair Value	13.9499	ICE	1,001,760.00	0.972490	1,000,000.00	972,490.00	0.00	0.00	0.996285	1,000,000.00	ICE	996,285.00	23,795.00	10,000.00	33,795.00
FAMCA Total																					
							14.0349		1,981,760.00	0.955958	2,000,000.00	1,911,916.00	0.00	0.00	0.981983	2,000,000.00		1,963,965.00	52,049.00	17,625.00	69,674.00
FFCB	3133ELNE0	20-0032	FFCB 1.43 02/14/2024	03/13/2020	Open	Fair Value	5.6131	ICE	1,026,010.00	0.984736	1,000,000.00	984,736.00	0.00	0.00	0.995241	1,000,000.00	ICE	995,241.00	10,505.00	3,575.00	14,080.00
	3133ENQ29	22-0191	FFCB 4.00 09/29/2027	09/29/2022	Open	Fair Value	15.2835	ICE	1,497,600.00	0.970487	1,500,000.00	1,455,730.50	0.00	0.00	0.998646	1,500,000.00	ICE	1,497,969.00	42,238.50	15,000.00	57,238.50
FFCB Total																					
							11.4046		2,523,610.00	0.976187	2,500,000.00	2,440,466.50	0.00	0.00	0.997284	2,500,000.00		2,493,210.00	52,743.50	18,575.00	71,138.50
FHLB	3130A4CH3	20-0033	FHLB 2.375 03/14/2025	03/13/2020	Open	Fair Value	8.3255	ICE	1,073,840.00	0.958931	1,000,000.00	968,931.00	0.00	0.00	0.974275	1,000,000.00	ICE	974,275.00	15,344.00	5,937.50	21,281.50
	3130ANQ29	21-0153	FHLB 0.50 10/09/2024	09/09/2021	Open	Fair Value	6.9432	ICE	750,000.00	0.949717	750,000.00	712,287.75	0.00	0.00	0.965825	750,000.00	ICE	724,368.75	12,081.00	937.50	13,018.50
	3130ANX39	21-0159	FHLB 0.50 09/30/2026	09/30/2021	Open	Fair Value	11.9772	ICE	1,250,000.00	0.894572	1,250,000.00	1,118,215.00	0.00	0.00	0.922015	1,250,000.00	ICE	1,152,518.75	34,303.75	3,125.00	37,428.75
	313373B68	23-0087	FHLB 4.375 03/13/2026	06/22/2023	Open	Fair Value	11.0637	ICE	1,347,340.50	0.985548	1,350,000.00	1,330,489.80	0.00	0.00	1.002221	1,350,000.00	ICE	1,352,998.35	22,508.55	14,765.63	37,274.18
	3130AXU63	24-0037	FHLB 4.625 11/17/2026	12/18/2023	Open	Fair Value	10.5883	ICE	758,940.00	0.000000	0.00	0.00	758,940.00	0.00	1,014119	750,000.00	ICE	1,649,255	1,649,255	2,901.85	
FHLB Total																					
							9.9921		5,180,120.50	0.947109	4,350,000.00	4,119,923.55	758,940.00	0.00	0.973480	5,100,000.00		4,964,750.10	85,886.55	26,018.23	111,904.78
FHLMC	3134GWKZ8	20-0055	FHLMC 0.625 08/18/2025	08/18/2020	Open	Fair Value	10.0614	ICE	1,000,000.00	0.917152	1,000,000.00	917,152.00	0.00	0.00	0.940743	1,000,000.00	ICE	940,743.00	23,591.00	1,562.50	25,153.50
	3134GWJ64	20-0095	Freddie Mac 0.40 06/10/2024	09/10/2020	Open	Fair Value	5.9164	ICE	1,000,000.00	0.964757	1,000,000.00	964,757.00	0.00	0.00	0.978548	1,000,000.00	ICE	978,548.00	13,791.00	1,000.00	14,791.00
	3137EAXJ3	22-0128	FHLMC 0.375 09/23/2025	06/14/2022	Open	Fair Value	9.5535	ICE	907,400.00	0.911761	1,000,000.00	911,761.00	0.00	0.00	0.933328	1,000,000.00	ICE	933,328.00	21,567.00	937.50	22,504.50
	3134GVOQ4	20-0039	FHLMC 0.75 04/30/2025	04/30/2020	Open	Fair Value	10.4084	ICE	1,000,000.00	0.929603	1,000,000.00	929,603.00	0.00	0.00	0.953749	1,000,000.00	ICE	953,749.00	24,146.00	1,875.00	26,021.00
FHLMC Total																					
							8.7966		3,907,400.00	0.930818	4,000,000.00	3,723,273.00	0.00	0.00	0.951592	4,000,000.00		3,806,368.00	83,095.00	5,375.00	88,470.00
FNMA	3135GOW66	20-0029	Agency-FNMA 1.625 10/15/2024	01/14/2020	Open	Fair Value	6.8457	ICE	998,818.82	0.961473	1,000,000.00	961,473.00	0.00	0.00	0.974520	1,000,000.00	ICE	974,520.00	13,047.00	4,062.50	17,109.50
	3135GQK36	22-0189	FNMA 2.125 04/24/2026	09/26/2022	Open	Fair Value	11.8225	ICE	1,868,240.00	0.932718	2,000,000.00	1,865,436.00	0.00	0.00	0.955505	2,000,000.00	ICE	1,911,010.00	45,574.00	10,625.00	56,199.00
FNMA Total																					
							10.1075		2,867,058.82	0.942303	3,000,000.00	2,826,909.00	0.00	0.00	0.961843	3,000,000.00		2,885,530.00	58,621.00	14,687.50	73,308.50
Money Market	000-008015 ARPA MM	AR-0230	HNB ARPA MM X4879	01/20/2023	Open	Fair Value	4.2500	Manual	30,276,437.41	1.000000	6,646,188.14	6,646,188.14	0.00	573,690.17	1.000000	6,072,497.97	Manual	6,072,497.97	0.00	67,245.61	67,245.61
	469-008006 FJC MM	AR-0231	HNB FJC MM X4895	02/07/2023	Open	Fair Value	4.2500	Manual	22,184,266.24	1.000000	4,945,887.81	4,945,887.81	0.00	1,400,587.42	1.000000	3,545,300.39	Manual	3,545,300.39	0.00	45,279.95	45,279.95
	000-008016 PCB Settlement MM	AR-0232	HNB PCB Settle MM X5140	05/05/2023	Open	Fair Value	4.2500	Manual	6,719,792.00	1.000000	819,636.81	819,636.81									



	CUSIP	Invest Number	Security Description	Purchase Date	Sale Date	Valuation Method	Yield Earned	Price Source 10/01/2023	Original Princ/Cost	Beginning Unit Price	Par Value On 10/01/2023	Reported Value 10/01/2023	Purchase Cost	Sales Proceeds	Ending Unit Price	Par Value On 12/31/2023	Price Source 12/31/2023	Reported Value 12/31/2023	Change in Fair Value	Interest	Net Investment
																					Income
Treasury Note	912797GM3	23-0146	Treasury Bill 0.00 02/08/2024	09/25/2023	Open	Amort Value	5.4717	ICE	3,430,525.00	0.980789	3,500,000.00	3,432,762.16	0.00	0.00	0.994307	3,500,000.00	ICE	3,480,074.98	47,312.82	0.00	47,312.82
	912797GC5	23-0147	Treasury Bill 0.00 01/11/2024	09/25/2023	Open	Amort Value	5.4844	ICE	3,444,818.30	0.984893	3,500,000.00	3,447,124.54	0.00	0.00	0.998498	3,500,000.00	ICE	3,494,744.52	47,619.98	0.00	47,619.98
	Treasury Bill Total						5.4442		23,136,380.18	0.987111	14,084,000.00	13,902,470.40	9,261,615.24	7,084,000.00	0.991286	15,500,000.00		16,356,214.06	276,128.42	0.00	276,128.42
	91282CAP6	21-0039-01	Treasury Note 0.125 10/15/2023	11/02/2020	10/15/2023	Fair Value	5.0116	ICE	998,690.62	0.998126	1,000,000.00	998,126.00	0.00	1,000,000.00	0.000000	0.00		0.00	1,874.00	47.81	1,921.81
	912828V23	19-0030-01	Treasury Note 1.25 12/31/2023	04/05/2019	12/31/2023	Fair Value	5.4292	ICE	998,056.25	0.992031	1,000,000.00	992,031.00	0.00	1,000,000.00	0.000000	0.00		0.00	7,969.00	5,563.86	13,532.86
	912829CB4	22-0033	Treasury Note 0.375 12/31/2025	10/01/2021	Open	Fair Value	9.5154	ICE	978,250.00	0.904023	1,000,000.00	904,023.00	0.00	0.00	0.926758	1,000,000.00	ICE	926,758.00	27,735.00	937.61	23,672.61
	912828DS6	19-0017	Treasury Note 2.375 08/15/2024	02/28/2019	Open	Fair Value	6.3777	ICE	1,986,600.00	0.973555	2,000,000.00	1,947,110.00	0.00	0.00	0.983672	2,000,000.00	ICE	1,967,344.00	20,234.00	11,875.00	32,109.00
	912828G38	16-0249	Treasury Note 2.25 11/15/2024	10/17/2016	Open	Fair Value	6.7957	ICE	1,046,171.88	0.966016	1,000,000.00	966,016.00	0.00	0.00	0.977617	1,000,000.00	ICE	977,617.00	11,601.00	5,656.58	17,257.58
	91282CCZ2	22-0035	Treasury Note 0.875 09/30/2026	10/15/2021	Open	Fair Value	11.2922	ICE	1,985,049.50	0.892344	2,000,000.00	1,784,688.00	0.00	0.00	0.918477	2,000,000.00	ICE	1,836,954.00	52,266.00	4,398.91	56,664.91
	91282CBR1	22-0062	Treasury Note 0.25 03/15/2024	03/28/2022	Open	Fair Value	5.4026	ICE	9,617,578.13	0.977188	10,000,000.00	9,771,880.00	0.00	0.00	0.990309	10,000,000.00	ICE	9,900,390.00	128,510.00	6,318.68	134,828.68
	912828XB1	18-0024	Treasury Note 2.125 05/15/2025	05/03/2018	Open	Fair Value	8.4323	ICE	949,531.25	0.952461	1,000,000.00	952,461.00	0.00	0.00	0.968086	1,000,000.00	ICE	968,086.00	15,625.00	5,342.33	20,967.33
	91282CCJ8	22-0129	Treasury Note 0.875 06/30/2026	06/14/2022	Open	Fair Value	11.6090	ICE	904,200.00	0.899766	1,000,000.00	899,766.00	0.00	0.00	0.924727	1,000,000.00	ICE	924,727.00	24,961.00	2,187.76	27,148.76
	91282CAT8	21-0040	Treasury Note 0.25 10/31/2025	11/02/2020	Open	Fair Value	9.0424	ICE	904,627.41	0.906758	1,000,000.00	906,758.00	0.00	0.00	0.928867	1,000,000.00	ICE	928,867.00	22,109.00	629.62	22,738.62
	912828Z78	23-0079	Treasury Note 1.50 01/31/2027	05/22/2023	Open	Fair Value	13.5589	ICE	920,765.62	0.900391	1,000,000.00	900,391.00	0.00	0.00	0.928242	1,000,000.00	ICE	928,242.00	27,851.00	31,601.00	31,601.00
	91282CCZ2	22-0034	Treasury Note 0.875 09/30/2026	10/15/2021	Open	Fair Value	11.2922	ICE	992,520.00	0.892344	1,000,000.00	892,344.00	0.00	0.00	0.918477	1,000,000.00	ICE	918,487.00	26,133.00	2,199.45	28,332.45
	91282CHD6	24-0036	Treasury Note 0.25 03/15/2025	12/18/2023	Open	Fair Value	8.4228		248,685.00	0.000000	0.00	0.00	248,685.00	0.00	0.996328	250,000.00	ICE	249,082.00	397.00	406.42	803.42
	912828M56	16-0081	Treasury Note 2.25 11/15/2025	03/11/2016	Open	Fair Value	9.4254	ICE	1,030,550.00	0.944844	1,000,000.00	944,844.00	0.00	0.00	0.963125	1,000,000.00	ICE	963,125.00	18,281.00	5,656.58	23,937.58
	91282CCV9	22-0032	Treasury Note 0.75 08/31/2026	10/15/2021	Open	Fair Value	11.2701	ICE	987,400.00	0.890508	1,000,000.00	890,508.00	0.00	0.00	0.916797	1,000,000.00	ICE	916,797.00	26,289.00	1,895.60	28,184.60
	912828V98	22-0190	Treasury Note 0.25 02/15/2027	09/26/2022	Open	Fair Value	13.5406		1,392,750.00	0.922773	1,500,000.00	1,384,159.50	0.00	0.00	0.949297	1,500,000.00	ICE	1,423,945.50	39,786.00	8,437.50	48,223.50
	9128284F4	18-0077	Treasury Note 2.625 03/31/2025	09/24/2018	Open	Fair Value	8.2122	ICE	977,187.50	0.962344	1,000,000.00	962,344.00	0.00	0.00	0.976328	1,000,000.00	ICE	976,328.00	13,984.00	6,598.36	20,582.36
	912828X88	23-0015	Treasury Note 2.375 05/15/2027	10/07/2022	Open	Fair Value	14.1580	ICE	928,850.00	0.922188	1,000,000.00	922,188.00	0.00	0.00	0.949805	1,000,000.00	ICE	949,805.00	27,617.00	5,970.83	33,587.83
	91282CBW0	23-0016	Treasury Note 0.75 04/30/2026	10/07/2022	Open	Fair Value	11.3760	ICE	887,680.00	0.900820	1,000,000.00	900,820.00	0.00	0.00	0.925156	1,000,000.00	ICE	925,156.00	24,336.00	1,888.88	26,224.88
Treasury Note Total							8.3457		28,825,143.16	0.946456	29,500,000.00	27,920,457.50	248,685.00	2,000,000.00	0.961503	27,750,000.00		26,681,700.50	512,558.00	79,761.78	592,319.78
Investment Total							5.5849		218,768,044.83	0.986064	219,722,858.82	216,660,891.10	26,457,613.61	94,711,270.89	0.986622	169,659,961.30		149,670,516.66	1,263,284.84	1,344,424.09	2,607,708.93
													LESS CDS		(23,353,347.22)						
													LESS CHECKING		(10,910,086.04)						
													LESS COURT ACCOUNTS CHECKING		(376,197.25)						
													LESS MONEY MARKET		(10,446,180.42)						
													LESS MUTUAL FUND - MONEY MARKET		(37,589,926.09)						
													LESS PETTY CASH		(46,083.85)						
													LESS POOLED GOV'T FUND		(563,140.43)						
													TOTAL		68,415,000.00		Matches Huntington Trust Holdings Report				

Asset Detail	Account: XXXXX2445 - COUNTY OF OTTAWA	As of Date: December 31 2023			
Position Type: settlementType	Holdings Report				
CUSIP	SECURITYDESCRIPTION	UNITS	TAXCOST	MARKETVALUE	UNREALIZEDGAINLOSS
	<b>CASH AND EQUIVALENTS</b>				
912797GC5	TREASURY BILL 0% 01/11/2024	3,500,000.00	3,444,818.30	3,495,419.20	50,600.90
912797GM3	TREASURY BILL 0% 02/08/2024	3,500,000.00	3,430,525.00	3,481,024.75	50,499.75
912797GQ4	TREASURY BILL 0% 03/07/2024	3,500,000.00	3,241,215.00	3,467,107.35	225,892.35
912797GZ4	TREASURY BILL 0% 04/04/2024	6,000,000.00	5,840,400.24	5,919,322.80	78,922.56
	<b>TOTAL FOR CASH AND EQUIVALENTS</b>		<b>15,956,958.54</b>	<b>16,362,874.10</b>	<b>405,915.56</b>
	<b>FIXED INCOME</b>				
129644B33	CALHOUN CNTY MI TXBL LTGO .759% 10/01/2024	355,000.00	355,000.00	344,229.30	(10,770.70)
272497RF7	EAST GRAND RAPIDS MI PUBLIC SCH DIST REF TXBL SER B UTGO EHN: Q-SBLF 2.284% 05/01/2026	710,000.00	672,696.05	674,968.60	2,272.55
272497RH3	EAST GRAND RAPIDS MI PUBLIC SCH DIST REF TXBL SER B UTGO EHN: Q-SBLF 2.431% 05/01/2028	230,000.00	212,417.22	211,997.90	(419.32)
3130A4CH3	FHLB 2.375% 03/14/2025	1,000,000.00	1,073,840.00	974,005.00	(99,835.00)
3130ANQ29	FHLB .5% 10/09/2024-2022	750,000.00	750,000.00	724,756.50	(25,243.50)
3130ANX39	FHLB SERIES 0000 V/R 1% 09/30/2026-2022	1,250,000.00	1,250,000.00	1,149,393.75	(100,606.25)
313373B68	FHLB 4.375% 03/13/2026	1,350,000.00	1,350,000.00	1,353,715.20	3,715.20
3133ELNE0	FFCB 1.43% 02/14/2024	1,000,000.00	1,026,010.00	995,252.00	(30,758.00)
3133ENQ29	FFCB 4% 09/29/2027	1,500,000.00	1,497,600.00	1,500,426.00	2,826.00
3134GVQQ4	FHLMC SERIES 0000 .75% 04/30/2025-2021	1,000,000.00	1,000,000.00	949,718.00	(50,282.00)
3134GWI64	FHLMC .4% 06/10/2024-2021	1,000,000.00	1,000,000.00	978,977.00	(21,023.00)
3134GWKZ8	FHLMC .625% 08/18/2025-2021	1,000,000.00	1,000,000.00	939,211.00	(60,789.00)
3135G0K36	FNMA 2.125% 04/24/2026	2,000,000.00	1,886,184.44	1,908,586.00	22,401.56
3135G0W66	FNMA 1.625% 10/15/2024	1,000,000.00	998,818.82	974,914.00	(23,904.82)
3137EAEX3	FHLMC .375% 09/23/2025	1,000,000.00	908,243.75	934,148.00	25,904.25
31422XT28	FARMER MAC 4% 12/16/2026	1,000,000.00	1,019,093.33	995,843.00	(23,250.33)
31422XZP0	FARMER MAC 3.05% 06/17/2027	1,000,000.00	980,000.00	967,068.00	(12,932.00)
416848WX3	HARTLAND MI TXBL REF UTGO EHN: Q-SBLF 2.053% 05/01/2025	1,175,000.00	1,219,062.50	1,134,027.75	(85,034.75)
594615HR0	MICHIGAN ST TXBL REF SER II .816% 10/15/2024	1,000,000.00	1,000,000.00	966,670.00	(33,330.00)
59465MW68	MICHIGAN ST HSG DEV AUTH RENTAL HSG REVENUE TXBL REF SER B 3.116% 10/01/2027-2025	1,010,000.00	976,802.20	972,256.30	(4,545.90)
790450GU8	ST JOHNS MI PUBLIC SCHS TXBL REF UTGO .65% 05/01/2024	285,000.00	285,000.00	280,619.55	(4,380.45)
790450GV6	ST JOHNS MI PUBLIC SCHS TXBL REF UTGO EHN: Q-SBLF .7% 05/01/2025	290,000.00	290,000.00	275,476.80	(14,523.20)
849765FQ0	SPRING LAKE MI PUBLIC SCHS TXBL REF UTGO EHN: Q-SBLF 1.968% 11/01/2024	710,000.00	739,983.30	690,510.50	(49,472.80)
849765GP1	SPRING LAKE MI PUBLIC SCHS TXBL REF UTGO EHN: Q-SBLF .6% 11/01/2024	500,000.00	501,750.00	481,555.00	(20,195.00)
900764SN2	TUSCOLA CNTY MI TXBL REF LTGO EHN: AGM .73% 09/01/2024	135,000.00	135,000.00	130,847.40	(4,152.60)
900764SP7	TUSCOLA CNTY MI TXBL REF LTGO EHN: AGM 1.1% 09/01/2025	65,000.00	65,000.00	61,149.40	(3,850.60)
9128284F4	US TREASURY N/B 2.625% 03/31/2025	1,000,000.00	977,187.50	976,250.00	(937.50)
912828D56	US TREASURY N/B 2.375% 08/15/2024	2,000,000.00	1,986,600.00	1,966,875.00	(19,725.00)
912828G38	US TREASURY N/B 2.25% 11/15/2024	1,000,000.00	1,046,171.88	977,343.80	(68,828.08)
912828M56	US TREASURY N/B 2.25% 11/15/2025	1,000,000.00	1,030,550.00	963,125.00	(67,425.00)
912828V23	US TREASURY N/B 2.25% 12/31/2023	1,000,000.00	998,056.25	1,000,000.00	1,943.75
912828V98	US TREASURY N/B 2.25% 02/15/2027	1,500,000.00	1,396,601.90	1,424,062.50	27,460.60
912828X88	US TREASURY N/B 2.375% 05/15/2027	1,000,000.00	932,208.02	949,843.80	17,635.78
912828XB1	US TREASURY N/B 2.125% 05/15/2025	1,000,000.00	949,531.30	967,968.80	18,437.50
912828Z78	US TREASURY N/B 1.5% 01/31/2027	1,000,000.00	925,365.07	928,437.50	3,072.43
91282CAT8	US TREASURY N/B .25% 10/31/2025	1,000,000.00	994,627.41	928,906.20	(65,721.21)
91282CBC4	US TREASURY N/B .375% 12/31/2025	1,000,000.00	979,340.35	926,875.00	(52,465.35)
91282CBW0	US TREASURY N/B .75% 04/30/2026	1,000,000.00	890,940.87	925,156.20	34,215.33
91282CCJ8	US TREASURY N/B .875% 06/30/2026	1,000,000.00	908,243.75	924,843.80	16,600.05
91282CCW9	US TREASURY N/B .75% 08/31/2026	1,000,000.00	988,332.32	917,031.20	(71,301.12)
91282CCZ2	US TREASURY N/B .875% 09/30/2026	3,000,000.00	2,977,930.08	2,756,250.00	(221,680.08)
955023VD5	WEST OTTAWA MI PUB SCH DIST TXBL REF UTGO EHN: Q-SBLF 1.305% 05/01/2026	1,100,000.00	1,013,544.13	1,027,378.00	13,833.87
	<b>TOTAL FOR FIXED INCOME</b>		<b>41,187,732.44</b>	<b>40,130,668.75</b>	<b>(1,057,063.69)</b>
	<b>TOTAL FOR ALL ASSETS</b>		<b>57,144,690.98</b>	<b>56,493,542.85</b>	<b>(651,148.13)</b>

Asset Detail	Account:XXXXXX3532 - OTTAWA - ARPA	As of Date: December 31 2023			
Position Type: settlementType	Holdings Report				
CUSIP	SECURITYDESCRIPTION	UNITS	TAXCOST	MARKETVALUE	UNREALIZEDGAINLOSS
	FIXED INCOME				
91282CBR1	US TREASURY N/B .25% 03/15/2024	10,000,000.00	9,617,578.13	9,900,000.00	282,421.87
	TOTAL FOR FIXED INCOME		9,617,578.13	9,900,000.00	282,421.87
	TOTAL FOR ALL ASSETS		9,617,578.13	9,900,000.00	282,421.87
		68,415,000.00	TOTAL COUNTY OF OTTAWA & ARPA HOLDINGS		

Inv. Distribution by Maturity  
Pooled Cash (incl BA & Flex)  
Effective Interest - Actual Life  
Receipts for Period  
12/31/2023

	Invest Number	Security Description	CUSIP	SafeKeep Institut	Ending Par Val/Shares	Cash	1 - 30 Days	31 - 90 Days	91 - 180 Days	181 - 360 Days	Over 360 Days
Certificate of Deposit	23-0132	C.D. 365 5.40 01/25/2024		None	259,371.67	0.00	259,371.67	0.00	0.00	0.00	0.00
	23-0133	C.D. 5.40 01/25/2024		None	471,125.39	0.00	471,125.39	0.00	0.00	0.00	0.00
	23-0134	C.D. 365 5.45 01/25/2024		None	696,511.86	0.00	696,511.86	0.00	0.00	0.00	0.00
	23-0135	C.D. 365 5.15 01/25/2024		None	1,141,365.61	0.00	1,141,365.61	0.00	0.00	0.00	0.00
	23-0136	C.D. 5.12 01/25/2024		None	259,951.51	0.00	259,951.51	0.00	0.00	0.00	0.00
	23-0137	C.D. 365 5.19 01/25/2024		None	418,221.60	0.00	418,221.60	0.00	0.00	0.00	0.00
	23-0138	C.D. 365 5.35 01/25/2024		None	418,426.21	0.00	418,426.21	0.00	0.00	0.00	0.00
	23-0139	C.D. 365 5.40 02/22/2024		None	750,000.00	0.00	0.00	750,000.00	0.00	0.00	0.00
	23-0140	C.D. 5.40 02/22/2024		None	750,000.00	0.00	0.00	750,000.00	0.00	0.00	0.00
	23-0141	C.D. 365 5.45 02/22/2024		None	650,000.00	0.00	0.00	650,000.00	0.00	0.00	0.00
	23-0142	C.D. 5.15 02/22/2024		None	250,000.00	0.00	0.00	250,000.00	0.00	0.00	0.00
	23-0143	C.D. 5.15 02/22/2024		None	250,000.00	0.00	0.00	250,000.00	0.00	0.00	0.00
	23-0144	C.D. 365 5.19 02/22/2024		None	350,000.00	0.00	0.00	350,000.00	0.00	0.00	0.00
	23-0145	C.D. 365 5.35 02/22/2024		None	500,000.00	0.00	0.00	500,000.00	0.00	0.00	0.00
	24-0001	C.D. 365 5.40 03/21/2024		None	520,909.73	0.00	0.00	520,909.73	0.00	0.00	0.00
	24-0002	C.D. 5.45 03/21/2024		None	782,937.84	0.00	0.00	782,937.84	0.00	0.00	0.00
	24-0003	C.D. 365 5.18 03/21/2024		None	1,044,572.37	0.00	0.00	1,044,572.37	0.00	0.00	0.00
	24-0004	C.D. 5.17 03/21/2024		None	522,079.33	0.00	0.00	522,079.33	0.00	0.00	0.00
	24-0005	C.D. 365 5.22 03/21/2024		None	782,780.52	0.00	0.00	782,780.52	0.00	0.00	0.00
	24-0006	C.D. 365 5.40 04/04/2024		None	500,000.00	0.00	0.00	0.00	500,000.00	0.00	0.00
	24-0007	C.D. 5.45 04/04/2024		None	600,000.00	0.00	0.00	0.00	600,000.00	0.00	0.00
	24-0008	C.D. 365 5.36 04/04/2024		None	500,000.00	0.00	0.00	0.00	500,000.00	0.00	0.00
	24-0009	C.D. 365 5.30 04/04/2024		None	350,000.00	0.00	0.00	0.00	350,000.00	0.00	0.00
	24-0010	C.D. 5.19 04/04/2024		None	250,000.00	0.00	0.00	0.00	250,000.00	0.00	0.00
	24-0011	C.D. 365 5.22 04/04/2024		None	300,000.00	0.00	0.00	0.00	300,000.00	0.00	0.00
	24-0012	C.D. 365 5.50 04/04/2024		None	500,000.00	0.00	0.00	0.00	500,000.00	0.00	0.00
	24-0013	C.D. 365 5.40 04/04/2024		None	500,000.00	0.00	0.00	0.00	500,000.00	0.00	0.00
	24-0014	C.D. 365 5.40 04/18/2024		None	500,000.00	0.00	0.00	0.00	500,000.00	0.00	0.00
	24-0015	C.D. 5.45 04/18/2024		None	600,000.00	0.00	0.00	0.00	600,000.00	0.00	0.00
	24-0016	C.D. 365 5.36 04/18/2024		None	500,000.00	0.00	0.00	0.00	500,000.00	0.00	0.00
	24-0017	C.D. 365 5.30 04/18/2024		None	350,000.00	0.00	0.00	0.00	350,000.00	0.00	0.00
	24-0018	C.D. 5.19 04/18/2024		None	250,000.00	0.00	0.00	0.00	250,000.00	0.00	0.00
	24-0019	C.D. 365 5.25 04/18/2024		None	300,000.00	0.00	0.00	0.00	300,000.00	0.00	0.00
	24-0020	C.D. 365 5.50 04/18/2024		None	500,000.00	0.00	0.00	0.00	500,000.00	0.00	0.00
	24-0021	C.D. 365 5.45 04/18/2024		None	500,000.00	0.00	0.00	0.00	500,000.00	0.00	0.00
	24-0022	C.D. 365 5.40 04/30/2024		None	400,000.00	0.00	0.00	0.00	400,000.00	0.00	0.00
	24-0023	C.D. 5.45 04/30/2024		None	400,000.00	0.00	0.00	0.00	400,000.00	0.00	0.00
	24-0024	C.D. 365 5.36 04/30/2024		None	350,000.00	0.00	0.00	0.00	350,000.00	0.00	0.00
	24-0025	C.D. 365 5.30 04/30/2024		None	250,000.00	0.00	0.00	0.00	250,000.00	0.00	0.00
	24-0026	C.D. 365 5.50 04/30/2024		None	300,000.00	0.00	0.00	0.00	300,000.00	0.00	0.00
	24-0027	C.D. 365 5.45 04/30/2024		None	300,000.00	0.00	0.00	0.00	300,000.00	0.00	0.00
	24-0030	C.D. 365 5.40 05/02/2024		None	858,601.02	0.00	0.00	0.00	858,601.02	0.00	0.00
	24-0031	C.D. 5.45 05/02/2024		None	707,145.83	0.00	0.00	0.00	707,145.83	0.00	0.00
	24-0032	C.D. 365 5.367 05/02/2024		None	858,462.89	0.00	0.00	0.00	858,462.89	0.00	0.00
	24-0033	C.D. 365 5.40 05/02/2024		None	252,369.78	0.00	0.00	0.00	252,369.78	0.00	0.00
	24-0034	C.D. 365 5.50 05/02/2024		None	505,094.44	0.00	0.00	0.00	505,094.44	0.00	0.00
	24-0035	C.D. 365 5.199 05/02/2024		None	353,419.62	0.00	0.00	0.00	353,419.62	0.00	0.00
	Certificate of Deposit Total				23,353,347.22	0.00	3,664,973.85	7,153,279.79	12,535,093.58	0.00	0.00
Checking	AR-0123	Hybrid,MS,AP HNB X3705	000-001010 Hybrid-MS-AP-PR	None	9,767,612.75	9,767,612.75	0.00	0.00	0.00	0.00	0.00
	AR-0135	InfinisourceFlexColl X0333	100-002038 Infinisource Coll	None	460.37	460.37	0.00	0.00	0.00	0.00	0.00
	AR-0207	InfinisourceFlexHNB X6669	100-001015 Infinisource Flex	None	112,196.69	112,196.69	0.00	0.00	0.00	0.00	0.00
	AR-0222	IOLTA HNB X2995	701-001052 IOLTA	None	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	AR-0227	Inmate Trust HNB X0285	701-001018 Inmate Trust	None	37,166.80	37,166.80	0.00	0.00	0.00	0.00	0.00
	AR-0228	Inmate Rel DC Rapid X9460	701-001019 Inmate Release	None	29,719.66	29,719.66	0.00	0.00	0.00	0.00	0.00
	AR-0229	FJC HNB X8125	469-001054 Family Justice Cent	None	962,929.77	962,929.77	0.00	0.00	0.00	0.00	0.00
	Checking Total				10,910,086.04	10,910,086.04	0.00	0.00	0.00	0.00	0.00
Court Accounts-Checking	AR-0198	GHDC-HNB X7522	000-005010 GHDC	None	27,320.00	27,320.00	0.00	0.00	0.00	0.00	0.00

Inv. Distribution by Maturity  
Pooled Cash (incl BA & Flex)  
Effective Interest - Actual Life  
Receipts for Period  
12/31/2023

	Invest Number	Security Description	CUSIP	SafeKeep Institut	Ending Par Val/Shares	Cash	1 - 30 Days	31 - 90 Days	91 - 180 Days	181 - 360 Days	Over 360 Days
FAMCA	AR-0199	HODC-HNB X7535	000-005010 HODC	None	81,305.43	81,305.43	0.00	0.00	0.00	0.00	0.00
	AR-0200	HUDC-HNB X7548	000-005010 HUDC	None	16,164.00	16,164.00	0.00	0.00	0.00	0.00	0.00
	AR-0201	FOC-HNB X7551	000-005010 FOC	None	10,050.58	10,050.58	0.00	0.00	0.00	0.00	0.00
	AR-0202	LSHC-HNB X7564	000-005010 LSHC	None	517.50	517.50	0.00	0.00	0.00	0.00	0.00
	AR-0203	Clerk-HNB X7519	000-005010 Clerk	None	240,839.74	240,839.74	0.00	0.00	0.00	0.00	0.00
	Court Accounts-Checking Total					376,197.25	376,197.25	0.00	0.00	0.00	0.00
	22-0130	FAMCA 3.05 06/17/2027	31422XZP0	2002	1,000,000.00	0.00	0.00	0.00	0.00	0.00	1,000,000.00
	23-0080	FAMCA 4.00 12/16/2026	31422XT28	2002	1,000,000.00	0.00	0.00	0.00	0.00	0.00	1,000,000.00
	FAMCA Total					2,000,000.00	0.00	0.00	0.00	0.00	2,000,000.00
	20-0032	FFCB 1.43 02/14/2024	3133ELNE0	2002	1,000,000.00	0.00	0.00	1,000,000.00	0.00	0.00	0.00
FFCB	22-0191	FFCB 4.00 09/29/2027	3133ENQ29	2002	1,500,000.00	0.00	0.00	0.00	0.00	0.00	1,500,000.00
FFCB Total					2,500,000.00	0.00	0.00	1,000,000.00	0.00	0.00	1,500,000.00
FHLB	20-0033	FHLB 2.375 03/14/2025	3130A4CH3	2002	1,000,000.00	0.00	0.00	0.00	0.00	0.00	1,000,000.00
	21-0153	FHLB 0.50 10/09/2024	3130ANQ29	2002	750,000.00	0.00	0.00	0.00	0.00	750,000.00	0.00
	21-0159	FHLB 0.50 09/30/2026	3130ANX39	2002	1,250,000.00	0.00	0.00	0.00	0.00	0.00	1,250,000.00
	23-0087	FHLB 4.375 03/13/2026	313373B68	2002	1,350,000.00	0.00	0.00	0.00	0.00	0.00	1,350,000.00
	24-0037	FHLB 4.625 11/17/2026	3130AXU63	2006	750,000.00	0.00	0.00	0.00	0.00	0.00	750,000.00
FHLB Total					5,100,000.00	0.00	0.00	0.00	0.00	750,000.00	4,350,000.00
FHLMC	20-0039	FHLMC 0.75 04/30/2025	3134GVQQ4	2002	1,000,000.00	0.00	0.00	0.00	0.00	0.00	1,000,000.00
	20-0055	FHLMC 0.625 08/18/2025	3134GWKZ8	2002	1,000,000.00	0.00	0.00	0.00	0.00	0.00	1,000,000.00
	20-0095	Freddie Mac 0.40 06/10/2024	3134GWJ64	2002	1,000,000.00	0.00	0.00	0.00	1,000,000.00	0.00	0.00
	22-0128	FHLMC 0.375 09/23/2025	3137EAXE3	2002	1,000,000.00	0.00	0.00	0.00	0.00	0.00	1,000,000.00
	FHLMC Total					4,000,000.00	0.00	0.00	0.00	1,000,000.00	3,000,000.00
FNMA	20-0029	Agency-FNMA 1.625 10/15/2024	3135G0W66	2002	1,000,000.00	0.00	0.00	0.00	0.00	1,000,000.00	0.00
	22-0189	FNMA 2.125 04/24/2026	3135G0K36	2002	2,000,000.00	0.00	0.00	0.00	0.00	0.00	2,000,000.00
	FNMA Total					3,000,000.00	0.00	0.00	0.00	1,000,000.00	2,000,000.00
Money Market	AR-0230	HNB ARPA MM X4879	000-008015 ARPA MM	None	6,072,497.97	6,072,497.97	0.00	0.00	0.00	0.00	0.00
	AR-0231	HNB FJC MM X4895	469-008006 FJC MM	None	3,545,300.39	3,545,300.39	0.00	0.00	0.00	0.00	0.00
	AR-0232	HNB PCB Settle MM X5140	000-008016 PCB Settlement MM	None	828,382.06	828,382.06	0.00	0.00	0.00	0.00	0.00
Money Market Total					10,446,180.42	10,446,180.42	0.00	0.00	0.00	0.00	0.00
Municipal Bond	20-0041	Muni-Hartland Schls 2.053 05/01/2025	416848WX3	2002	1,175,000.00	0.00	0.00	0.00	0.00	0.00	1,175,000.00
	20-0051	Muni-Spring Lake Schls 1.968 11/01/2024	849765FQ0	2002	710,000.00	0.00	0.00	0.00	0.00	710,000.00	0.00
	20-0053	Muni-St Johns MI Public Schs 0.65 05/01/2024	790450GU8	2002	285,000.00	0.00	0.00	0.00	285,000.00	0.00	0.00
	20-0054	Muni-St Johns MI Public Schs 0.70 05/01/2025	790450GV6	2002	290,000.00	0.00	0.00	0.00	0.00	0.00	290,000.00
	20-0096	Muni-MI State Bldg Auth 0.816 10/15/2024	594615HR0	2002	1,000,000.00	0.00	0.00	0.00	0.00	1,000,000.00	0.00
	21-0107	Muni-Spring Lake Scs 0.60 11/01/2024	849765GP1	2002	500,000.00	0.00	0.00	0.00	0.00	500,000.00	0.00
	21-0122	Muni-Calhoun Cnty 0.759 10/01/2024	129644B33	2002	355,000.00	0.00	0.00	0.00	0.00	355,000.00	0.00
	21-0128	Muni-Tuscola Cnty 0.73 09/01/2024	900764SN2	2002	135,000.00	0.00	0.00	0.00	0.00	135,000.00	0.00
	21-0129	Muni-Tuscola Cnty 1.10 09/01/2025	900764SP7	2002	65,000.00	0.00	0.00	0.00	0.00	0.00	65,000.00
	23-0081	Muni-MI ST HSG DEV 3.116 10/01/2027	59465MW68	2002	1,010,000.00	0.00	0.00	0.00	0.00	0.00	1,010,000.00
	23-0082	Muni-E GR Schools 2.431 05/01/2028	272497RH3	2002	230,000.00	0.00	0.00	0.00	0.00	0.00	230,000.00
	23-0083	Muni-E GR Schools 2.284 05/01/2026	272497RF7	2002	710,000.00	0.00	0.00	0.00	0.00	0.00	710,000.00
	23-0084	Muni-W Ottawa Schools 1.305 05/01/2026	955023VD5	2002	1,100,000.00	0.00	0.00	0.00	0.00	0.00	1,100,000.00
	Municipal Bond Total					7,565,000.00	0.00	0.00	0.00	285,000.00	2,700,000.00
						4,580,000.00					
Mutual Fund - Money Market	AR-0233	HNB MF-MM GS FTOXX	000-009020 Treas MF-MM #468 GS	None	3,076,088.08	3,076,088.08	0.00	0.00	0.00	0.00	0.00
	AR-0234	HNB MF-MM Invesco AGPXX	000-009020 Treas MF-MM #504 Inv	None	3,076,457.05	3,076,457.05	0.00	0.00	0.00	0.00	0.00
	AR-0239	HNB MF-MM GS FTOXX	469-009020 FJC MF-MM #468 GS	None	2,520,100.04	2,520,100.04	0.00	0.00	0.00	0.00	0.00
	AR-0240	HNB MF-MM Invesco AGPXX	469-009020 FJC MF-MM #504 Inv	None	2,520,312.99	2,520,312.99	0.00	0.00	0.00	0.00	0.00
	AR-0241	HNB MF-MM GS FTOXX	000-009020 ARPA MF-MM #468 GS	None	10,147,307.91	10,147,307.91	0.00	0.00	0.00	0.00	0.00
	AR-0242	HNB MF-MM Invesco AGPXX	000-009020 ARPA MF-MM #504 Inv	None	10,148,010.81	10,148,010.81	0.00	0.00	0.00	0.00	0.00
	AR-0243	HNB MF-MM GS FTOXX	000-009020 PCB MF-MM #468 GS	None	3,050,705.31	3,050,705.31	0.00	0.00	0.00	0.00	0.00
	AR-0244	HNB MF-MM Invesco AGPXX	000-009020 PCB MF-MM #504 Inv	None	3,050,943.90	3,050,943.90	0.00	0.00	0.00	0.00	0.00
Mutual Fund - Money Market Total					37,589,926.09	37,589,926.09	0.00	0.00	0.00	0.00	0.00
Petty Cash	AR-0101	Petty Cash - Multiple Depts	101-004000 GF Petty Cash	None	13,686.85	13,686.85	0.00	0.00	0.00	0.00	0.00
	AR-0103	Petty Cash - Parks & Rec	208-004000 Parks Petty Cash	None	1,397.00	1,397.00	0.00	0.00	0.00	0.00	0.00
	AR-0104	Petty Cash - FOC	215-004000 FOC Petty Cash	None	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	AR-0105	Petty Cash - Health	221-004000 Health Petty Cash	None	1,000.00	1,000.00	0.00	0.00	0.00	0.00	0.00

Inv. Distribution by Maturity  
Pooled Cash (incl BA & Flex)  
Effective Interest - Actual Life  
Receipts for Period  
12/31/2023

	Invest Number	Security Description	CUSIP	SafeKeep Institut	Ending Par Val/Shares	Cash	1 - 30 Days	31 - 90 Days	91 - 180 Days	181 - 360 Days	Over 360 Days
Pooled Gov't Fund	AR-0106	Petty Cash - CMH	222-004000 CMH Petty Cash	None	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	AR-0107	Petty Cash - Env Health	228-004000 Landfill Petty Cash	None	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	AR-0108	Petty Cash - WEMET	265-004000 WEMET Petty Cash	None	30,000.00	30,000.00	0.00	0.00	0.00	0.00	0.00
	Petty Cash Total				46,083.85	46,083.85	0.00	0.00	0.00	0.00	0.00
	AR-0003	GF X46-0001	000-008040 MICLASS GF	None	208,733.28	208,733.28	0.00	0.00	0.00	0.00	0.00
	AR-0004	Library X46-0002	721-008041 MICLASS Lib	None	316,575.78	316,575.78	0.00	0.00	0.00	0.00	0.00
	AR-0184	SLSA C&O X46-0004	872-008065 SLSA C&O MM	None	8,970.15	8,970.15	0.00	0.00	0.00	0.00	0.00
	AR-0185	Lloyds Bayou X46-0005	872-008066 Lloyds Bayou MM	None	18,681.47	18,681.47	0.00	0.00	0.00	0.00	0.00
	AR-0186	Nunica X46-0006	851-008067 Nunica MM	None	320.60	320.60	0.00	0.00	0.00	0.00	0.00
	AR-0187	Munn X46-0007	851-008068 Munn MM	None	1,425.94	1,425.94	0.00	0.00	0.00	0.00	0.00
Treasury Bill	AR-0188	Park West X46-0008	851-008069 Park West MM	None	8,433.21	8,433.21	0.00	0.00	0.00	0.00	0.00
	Pooled Gov't Fund Total				563,140.43	563,140.43	0.00	0.00	0.00	0.00	0.00
	23-0146	Treasury Bill 0.00 02/08/2024	912797GM3	2002	3,500,000.00	0.00	0.00	3,500,000.00	0.00	0.00	0.00
	23-0147	Treasury Bill 0.00 01/11/2024	912797GC5	2002	3,500,000.00	0.00	3,500,000.00	0.00	0.00	0.00	0.00
	24-0028	Treasury Bill 0.00 04/04/2024	912797GZ4	2002	6,000,000.00	0.00	0.00	0.00	6,000,000.00	0.00	0.00
Treasury Note	24-0029	Treasury Bill 0.00 03/07/2024	912797GQ4	2002	3,500,000.00	0.00	0.00	3,500,000.00	0.00	0.00	0.00
	Treasury Bill Total				16,500,000.00	0.00	3,500,000.00	7,000,000.00	6,000,000.00	0.00	0.00
	16-0081	Treasury Note 2.25 11/15/2025	912828M56	2002	1,000,000.00	0.00	0.00	0.00	0.00	0.00	1,000,000.00
	16-0249	Treasury Note 2.25 11/15/2024	912828G38	2002	1,000,000.00	0.00	0.00	0.00	0.00	1,000,000.00	0.00
	18-0024	Treasury Note 2.125 05/15/2025	912828XB1	2002	1,000,000.00	0.00	0.00	0.00	0.00	0.00	1,000,000.00
	18-0077	Treasury Note 2.625 03/31/2025	9128284F4	2002	1,000,000.00	0.00	0.00	0.00	0.00	0.00	1,000,000.00
	19-0017	Treasury Note 2.375 08/15/2024	912828D56	2002	2,000,000.00	0.00	0.00	0.00	0.00	2,000,000.00	0.00
	21-0040	Treasury Note 0.25 10/31/2025	91282CAT8	2002	1,000,000.00	0.00	0.00	0.00	0.00	0.00	1,000,000.00
	22-0032	Treasury Note 0.75 08/31/2026	91282CCW9	2002	1,000,000.00	0.00	0.00	0.00	0.00	0.00	1,000,000.00
	22-0033	Treasury Note 0.375 12/31/2025	91282CBC4	2002	1,000,000.00	0.00	0.00	0.00	0.00	0.00	1,000,000.00
	22-0034	Treasury Note 0.875 09/30/2026	91282CCZ2	2002	1,000,000.00	0.00	0.00	0.00	0.00	0.00	1,000,000.00
	22-0035	Treasury Note 0.875 09/30/2026	91282CCZ2	2002	2,000,000.00	0.00	0.00	0.00	0.00	0.00	2,000,000.00
	22-0092	Treasury Note 0.25 03/15/2024	91282CBR1	2005	10,000,000.00	0.00	0.00	10,000,000.00	0.00	0.00	0.00
	22-0129	Treasury Note 0.875 06/30/2026	91282CCJ8	2002	1,000,000.00	0.00	0.00	0.00	0.00	0.00	1,000,000.00
	22-0190	Treasury Note 2.25 02/15/2027	912828V98	2002	1,500,000.00	0.00	0.00	0.00	0.00	0.00	1,500,000.00
	23-0015	Treasury Note 2.375 05/15/2027	912828X88	2002	1,000,000.00	0.00	0.00	0.00	0.00	0.00	1,000,000.00
	23-0016	Treasury Note 0.75 04/30/2026	91282CBW0	2002	1,000,000.00	0.00	0.00	0.00	0.00	0.00	1,000,000.00
	23-0079	Treasury Note 1.50 01/31/2027	912828Z78	2002	1,000,000.00	0.00	0.00	0.00	0.00	0.00	1,000,000.00
	24-0036	Treasury Note 4.25 05/31/2025	91282CHD6	2006	250,000.00	0.00	0.00	0.00	0.00	0.00	250,000.00
	Treasury Note Total				27,750,000.00	0.00	0.00	10,000,000.00	0.00	3,000,000.00	14,750,000.00
	Investment Total				151,699,961.30	59,931,614.08	7,164,973.85	25,153,279.79	19,820,093.58	7,450,000.00	32,180,000.00

**Earnings and Yields Summary****Pooled Cash (incl BA & Flex)**

Effective Interest - Actual Life

Receipts for Period

10/01/2023 - 12/31/2023

	<b>Security Description</b>	<b>10/01/2023 10/31/2023</b>	<b>11/01/2023 11/30/2023</b>	<b>12/01/2023 12/31/2023</b>	<b>10/01/2023 12/31/2023</b>
Combined Port	Certificate o	166,066.4400	133,720.7900	120,464.7000	420,251.9300
	Checking	29,731.4300	15,261.0500	0.0000	44,992.4800
	Court Account	0.0000	0.0000	0.0000	0.0000
	FAMCA	6,154.5300	6,154.5400	6,156.7500	18,465.8200
	FFCB	5,669.4500	5,669.4500	5,669.4500	17,008.3500
	FHLB	7,087.7800	7,087.7900	8,237.1800	22,412.7500
	FHLMC	4,137.7700	4,137.7600	4,137.7600	12,413.2900
	FNMA	7,878.7300	7,925.4000	7,925.4000	23,729.5300
	Money Market	44,002.9500	39,454.2100	37,879.6500	121,336.8100
	Municipal Bon	13,418.8100	13,479.3900	13,479.3900	40,377.5900
	Mutual Fund -	222,564.5800	161,360.4600	166,914.8800	550,839.9200
	Petty Cash	0.0000	0.0000	0.0000	0.0000
	Pooled Gov't	6,637.8400	4,481.5000	2,549.2800	13,668.6200
	Treasury Bill	98,963.3500	95,890.5200	81,274.5500	276,128.4200
	Treasury Note	54,560.1100	52,887.1600	55,088.1500	162,535.4200
	<b>Port Total</b>	<b>666,873.7700</b>	<b>547,510.0200</b>	<b>509,777.1400</b>	<b>1,724,160.9300</b>
Combined Port	Certificate o	5.3091	5.3395	5.3517	5.3309
	Checking	0.5471	2.3482	0.0000	0.6299
	Court Account	0.0000	0.0000	0.0000	0.0000
	FAMCA	3.7197	3.7197	3.7196	3.7197
	FFCB	2.7198	2.7198	2.7198	2.7198
	FHLB	1.9463	1.9463	2.1036	2.0013
	FHLMC	1.2595	1.2595	1.2595	1.2595
	FNMA	3.2691	3.2731	3.2731	3.2717
	Money Market	4.2500	4.2500	4.2500	4.2500
	Municipal Bon	2.1688	2.1780	2.1780	2.1750
	Mutual Fund -	5.2508	5.2687	5.2515	5.2563
	Petty Cash	0.0000	0.0000	0.0000	0.0000
	Pooled Gov't	5.5006	5.5566	5.5468	5.5275
	Treasury Bill	5.3839	5.4551	5.5064	5.4442
	Treasury Note	2.2607	2.2994	2.3109	2.2901
	<b>Port Total</b>	<b>3.3063</b>	<b>4.1333</b>	<b>3.8398</b>	<b>3.6926</b>



# Ottawa County, Michigan - OPEB Section 115 Trust

## CAP TRUST (CHARLES SCHWAB)

December 31, 2023

### PORTFOLIO ASSET ALLOCATION FROM MONTHLY STATEMENT

Asset	Market Value at 10/1/2023		Market Values at 12/31/2023	
	Dollar Amount	Percentage	Dollar Amount	Percentage
Fixed Income (Bonds)	\$2,993,286.92	50.17%	\$3,194,817.77	49.15%
Equity Funds	\$2,962,698.32	49.66%	\$3,304,194.90	50.83%
Sweep Account-Cash	\$10,034.48	0.17%	\$1,557.86	0.02%
<b>TOTAL PORTFOLIO</b>	<b>\$5,966,019.72</b>	<b>100.00%</b>	<b>\$6,500,570.53</b>	<b>100.00%</b>

### PORTFOLIO ASSET ALLOCATION PARAMETERS

	<u>Current</u>		<u>Target</u>
Fixed Income (Bonds)	49.15%	Fixed Income (Bonds)	50.00%
Equity Funds	50.83%	Equity Funds	49.50%
Sweep Account-Cash	0.02%	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	\$6,211,835.18
Receipts	\$0.00
Disbursements	\$0.00
<b>12/31/2023 Munis Balance</b>	<b>\$6,211,835.18</b>

### CAP TRUST (CHARLES SCHWAB) TRANSACTIONS

Deposits	\$0.00
Dividends and Interest	\$79,062.70
Admin Expenses:	
Qtr CAP TRUST	\$0.00
Reinvested Shares	(\$79,062.13)
Change in Value of Investments	\$288,734.78
\$240,328.90 Unrealized Gain or (Loss)-current month	
\$30,656.25 Unrealized Gain or (Loss)-prior month	
\$46,802.23 Cash Dividends-current month	
\$32,259.90 Gain or (Loss) on Investments Sold-This Period	
\$350,047.28 Total	
<b>12/31/2023 Charles Schwab Stmt Balance</b>	<b>\$6,500,570.53</b>

**Total Investment Change \$288,735.35**  
(not including receipts/disbursements in top half)

Total Change in Account Value Charles Schwab Stmt	\$288,735.35
Subtract Receipts/Add Disbursements in top half	\$0.00
<b>Investment Change not incl Receipts/Disbursements</b>	<b>\$288,735.35</b>



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

Account Number  
8632-9283

Statement Period  
December 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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CHARLES SCHWAB TRUST BANK CUST  
COUNTY OF OTTAWA RETIREE HLTH  
12220 FILLMORE ST ROOM 331  
WEST OLIVE MI 49460

## 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.



Schwab One® Trust Account of  
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COUNTY OF OTTAWA RETIREE HLTH**

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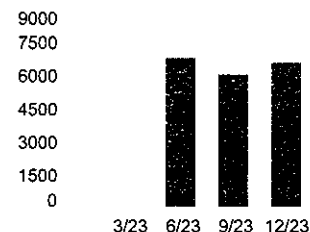
Schwab One® Trust Account of  
**CHARLES SCHWAB TRUST BANK CUST**  
**COUNTY OF OTTAWA RETIREE HLTH**

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**8632-9283**

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**December 1-31, 2023**

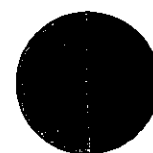
**Account Value as of 12/31/2023:\$ 6,500,570.53**

Change in Account Value	This Period	Year to Date	Account Value [in Thousands]
Starting Value	\$ 6,211,835.18	\$ 0.00	
Credits	79,062.70	6,790,191.26	
Debits	0.00	(514,579.91)	
Transfer of Securities (In/Out)	0.00	0.00	
Income Reinvested	(79,062.13)	(144,753.49)	
Change in Value of Investments	288,734.78	369,712.67	
Ending Value on 12/31/2023	\$ 6,500,570.53	\$ 6,500,570.53	
Total Change in Account Value	\$ 288,735.35	\$ 6,500,570.53	



Asset Composition	Market Value	% of Account Assets
Bank Sweep <sup>A,B</sup>	\$ 1,557.86	<1%
Bond Funds	3,194,817.77	49%
Equity Funds	3,304,194.90	51%
Total Assets Long	\$ 6,500,570.53	
Total Account Value	\$ 6,500,570.53	100%

Overview



■ 49% Bond Funds  
■ 51% Equity Funds



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Gain or (Loss) on Investments Sold		Unrealized Gain or (Loss)
This Period		
<b>Gain or (Loss) Summary</b>		
<b>All Investments</b>	<b>\$0.00</b>	<b>\$240,328.90</b>

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	0.57	293.70
Cash Dividends	46,802.23	112,493.59
Total Capital Gains Distributions	32,259.90	32,259.90
<b>Total Income</b>	<b>79,062.70</b>	<b>145,047.19</b>

Cash Transactions Summary	This Period	Year to Date
<b>Starting Cash*</b>	<b>\$ 1,557.29</b>	<b>\$ 0.00</b>
Deposits and other Cash Credits	0.00	6,645,144.07
Investments Sold	0.00	481,000.00
Dividends and Interest	79,062.70	145,047.19
Withdrawals and other Debits	0.00	(514,579.91)
Investments Purchased	(79,062.13)	(6,755,053.49)
Fees and Charges	0.00	0.00
<b>Total Cash Transaction Detail</b>	<b>0.57</b>	<b>1,557.86</b>
<b>Ending Cash*</b>	<b>\$ 1,557.86</b>	<b>\$ 1,557.86</b>

\*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  
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## Investment Detail - Bank Sweep

Bank Sweep	Starting Balance	Ending Balance	% of Account Assets
CHARLES SCHWAB BANK	1,557.29	1,557.86	<1%
<b>Total Bank Sweep <sup>A,B</sup></b>	<b>1,557.29</b>	<b>1,557.86</b>	<b>&lt;1%</b>
<hr/>			
<b>Total Bank Sweep</b>		<b>1,557.86</b>	<b>&lt;1%</b>

## Investment Detail - Mutual Funds

Bond Funds	Quantity	Market Price	Market Value	Cost Basis	Unrealized Gain or (Loss)	% of Account Assets
ALLSPRING CORE BOND INST <sup>o</sup> SYMBOL: MBFIX	142,939.0780	11.19000	1,599,488.28	1,581,527.46	17,960.82	25%
FIDELITY US BOND INDEX <sup>o</sup> SYMBOL: FXNAX	152,955.8480	10.43000	1,595,329.49	1,570,363.21	24,966.28	25%
<b>Total Bond Funds</b>	<b>295,894.9260</b>		<b>3,194,817.77</b>	<b>3,151,890.67</b>	<b>42,927.10</b>	<b>49%</b>
<hr/>						
Equity Funds	Quantity	Market Price	Market Value	Cost Basis	Unrealized Gain or (Loss)	% of Account Assets
AMERICAN FUNDS EUROPACIF <sup>o</sup> IC GROWTH F3 SYMBOL: FEUPX	10,270.3540	54.76000	562,404.59	557,922.03	4,482.56	9%
FIDELITY INTERNATIONAL I <sup>o</sup> NDEX SYMBOL: FSPSX	11,805.6910	47.35000	558,999.47	537,340.73	21,658.74	9%

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.





Schwab One® Trust Account of  
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**Investment Detail - Mutual Funds (continued)**

Equity Funds (continued)	Quantity	Market Price	Market Value	Cost Basis	Unrealized Gain or (Loss)	% of Account Assets
<b>FIDELITY 500 INDEX</b> ° SYMBOL: FXAIX	4,845.1090	165.49000	801,817.09	725,329.75	76,487.34	12%
<b>JPMORGAN LARGE CAP GROWT</b> ° H I SYMBOL: SEEGX	5,106.1380	60.14000	307,083.14	269,297.92	37,785.22	5%
<b>MFS MID CAP GROWTH R6</b> ° SYMBOL: OTCKX	9,313.1600	29.22000	272,130.54	248,018.77	24,111.77	4%
<b>MFS MID CAP VALUE R6</b> ° SYMBOL: MVCKX	8,667.5860	30.79000	266,874.97	253,344.50	13,530.47	4%
<b>MFS VALUE R6</b> ° SYMBOL: MEIKX	6,193.8140	47.23000	292,533.84	291,078.17	1,455.67	5%
<b>SCHWAB SMALL CAP INDEX</b> ° SYMBOL: SWSSX	7,454.6680	32.51000	242,351.26	224,461.23	17,890.03	4%
<b>Total Equity Funds</b>	<b>63,656.5200</b>		<b>3,304,194.90</b>	<b>3,106,793.10</b>	<b>197,401.80</b>	<b>51%</b>
<b>Total Mutual Funds</b>	<b>359,551.4460</b>		<b>6,499,012.67</b>	<b>6,258,683.77</b>	<b>240,328.90</b>	<b>100%</b>

**Total Investment Detail** **6,500,570.53**

**Total Account Value** **6,500,570.53**

**Total Cost Basis** **6,258,683.77**



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

Account Number  
**8632-9283**

Statement Period  
**December 1-31, 2023**

## Transaction Detail - Purchases & Sales

### Bond Funds Activity

Settle Date	Trade Dat	Transaction	Description	Quantity	Unit Price	Charges and Interest	Total Amount
12/29/23	12/29/23	Reinvested Shares	ALLSPRING CORE BOND INST: MBFIX	507.2410	11.1900	0.00	(5,676.03)
12/29/23	12/29/23	Reinvested Shares	FIDELITY US BOND INDEX: FXNAX	403.8670	10.4300	0.00	(4,212.33)
<b>Total Bond Funds Activity</b>							<b>(9,888.36)</b>

### Equity Funds Activity

Settle Date	Trade Dat	Transaction	Description	Quantity	Unit Price	Charges and Interest	Total Amount
12/08/23	12/08/23	Reinvested Shares	FIDELITY INTERNATIONAL I NDEX: FSPSX	334.5440	45.3300	0.00	(15,164.86)
12/08/23	12/08/23	Reinvested Shares	SCHWAB SMALL CAP INDEX: SWSSX	118.1350	30.1200	0.00	(3,558.22)
12/12/23	12/12/23	Reinvested Shares	MFS MID CAP VALUE R6: MVCKX	139.6530	29.4800	0.00	(4,116.97)
12/12/23	12/12/23	Reinvested Shares	MFS MID CAP VALUE R6: MVCKX	123.3710	29.4800	0.00	(3,636.99)
12/14/23	12/14/23	Reinvested Shares	AMERICAN FUNDS EUROPACIF IC GROWTH F3: FEUPX	194.9310	53.8100	0.00	(10,489.23)

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.



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

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December 1-31, 2023

## Transaction Detail - Purchases & Sales (continued)

### Equity Funds Activity (continued)

Settle Date	Trade Dat	Transaction	Description	Quantity	Unit Price	Charges and Interest	Total Amount
12/14/23	12/14/23	Reinvested Shares	AMERICAN FUNDS EUROPACIF IC GROWTH F3: FEUPX	164.9660	53.8100	0.00	(8,876.80)
12/14/23	12/14/23	Reinvested Shares	MFS VALUE R6: MEIKX	387.8860	46.7500	0.00	(18,133.68)
12/14/23	12/14/23	Reinvested Shares	MFS VALUE R6: MEIKX	1.9270	46.7500	0.00	(90.09)
12/14/23	12/14/23	Reinvested Shares	MFS VALUE R6: MEIKX	28.7230	46.7500	0.00	(1,342.81)
12/15/23	12/15/23	Reinvested Shares	FIDELITY 500 INDEX: FXAIX	20.6940	163.6600	0.00	(3,386.74)
12/20/23	12/20/23	Reinvested Shares	JPMORGAN LARGE CAP GROWT H I: SEEGX	6.3550	59.3800	0.00	(377.38)
<b>Total Equity Funds Activity</b>							<b>(69,173.77)</b>
<b>Total Purchases &amp; Sales</b>							<b>(79,062.13)</b>



Schwab One® Trust Account of  
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**COUNTY OF OTTAWA RETIREE HLTH**

Account Number  
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Statement Period  
**December 1-31, 2023**

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

Transaction Process		Activity	Description	Credit/(Debit)
Date	Date			
12/08/23	12/08/23	Div For Reinvest	FIDELITY INTERNATIONAL I: FSPSX	15,164.86
12/08/23	12/08/23	Div For Reinvest	SCHWAB SMALL CAP INDEX: SWSSX	3,558.22
12/12/23	12/12/23	LT Cap Gain Rein	MFS MID CAP VALUE R6: MVCKX	3,636.99
12/12/23	12/12/23	Div For Reinvest	MFS MID CAP VALUE R6: MVCKX	4,116.97
12/14/23	12/14/23	LT Cap Gain Rein	AMERICAN FUNDS EUROPACIF: FEUPX	10,489.23
12/14/23	12/14/23	Div For Reinvest	AMERICAN FUNDS EUROPACIF: FEUPX	8,876.80
12/14/23	12/14/23	LT Cap Gain Rein	MFS VALUE R6: MEIKX	18,133.68
12/14/23	12/14/23	Div For Reinvest	MFS VALUE R6: MEIKX	1,342.81
12/14/23	12/14/23	Sttm Cap Gn Rein	MFS VALUE R6: MEIKX	90.09
12/15/23	12/15/23	Div For Reinvest	FIDELITY 500 INDEX: FXAIX	3,386.74
12/15/23	12/18/23	Bank Interest <sup>A,B</sup>	BANK INT 111623-121523: SCHWAB BANK	0.57
12/20/23	12/20/23	Div For Reinvest	JPMORGAN LARGE CAP GROWT: SEEGX	377.38
12/29/23	12/29/23	Div For Reinvest	ALLSPRING CORE BOND INST: MBFIX	5,676.03
12/29/23	12/29/23	Div For Reinvest	FIDELITY US BOND INDEX: FXNAX	4,212.33
<b>Total Dividends &amp; Interest</b>				<b>79,062.70</b>
<b>Total Transaction Detail</b>				<b>0.57</b>

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Schwab One® Trust Account of  
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Account Number  
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Statement Period  
**December 1-31, 2023**

### Bank Sweep for Benefit Plans Activity

Transaction		Description	Withdrawal	Deposit	Balance <sup>A,B</sup>
Date	Transaction				
<b>Opening Balance</b> <sup>A,B</sup>					<b>1,557.29</b>
12/15/23	Interest Paid <sup>A,B</sup>	BANK INTEREST - CHARLES SCHWAB BANK		0.57	1,557.86
<b>Total Activity</b>			<b>0.00</b>	<b>0.57</b>	
<b>Ending Balance</b> <sup>A,B</sup>					<b>1,557.86</b>

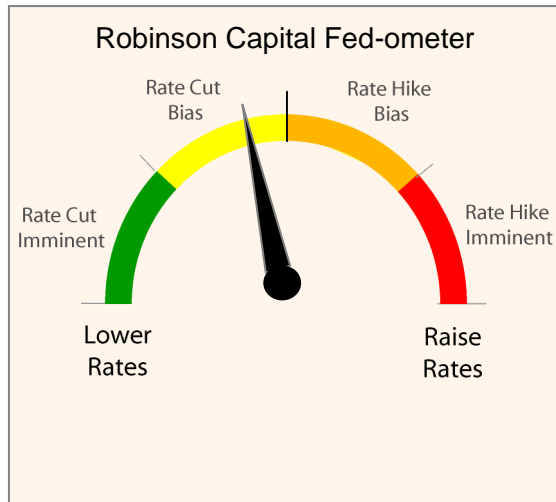
*Bank Sweep for Benefit Plans: Interest Rate as of 12/29/23 was 0.45%.<sup>B</sup>*

### Endnotes For Your Account

#### Symbol Endnote Legend

- ◇ 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.

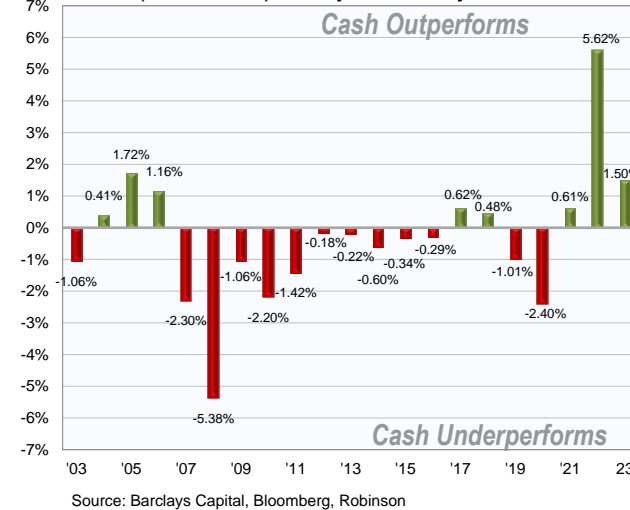
## Federal Reserve Stance



In December, the Federal Reserve decided to leave interest rates unchanged at 5.50%. However, the Fed's interest rate projections overshadowed the decision itself. The Fed surprised markets when their consensus interest rate prediction for 2024 involved 3 rate cuts - a significant change from previous statements. In response, investors quickly bought bonds to lock-in interest rates and the 2-Year Treasury yield fell nearly 0.50%. The market viewed the December meeting as confirmation that rate hikes are done and that a cut in rates may occur soon.

## Performance

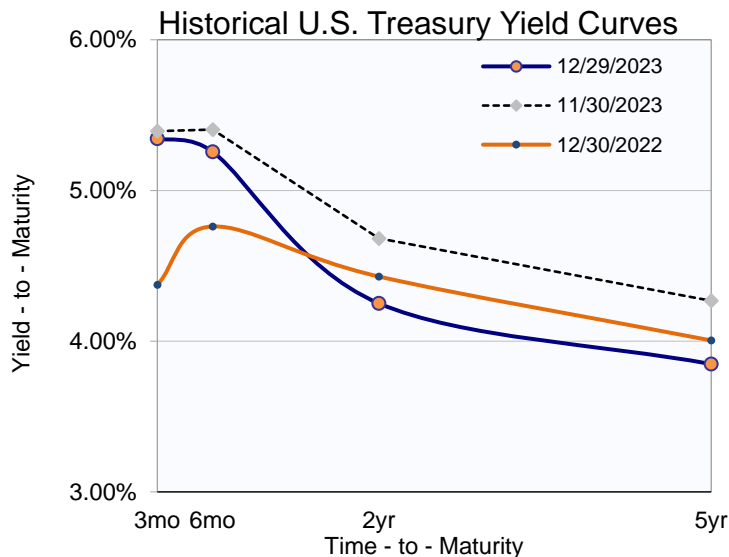
### Cash (3mo T-Bill) vs. 2yr Treasury



For the third year in a row, cash outperformed the 2-Year Treasury.

	Returns	
	December	1yr
3mT-Bill	0.47%	5.15%
2y Tsy	1.13%	3.65%

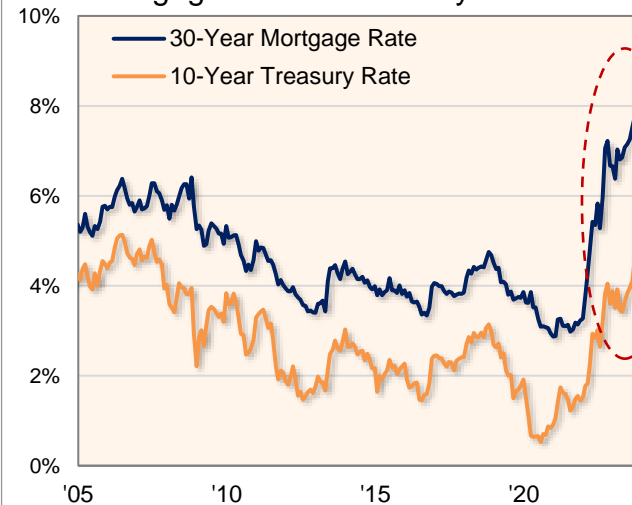
## Yield Curve



Interest rates rallied enough in December that rates longer than 2 Years actually ended the year below where they started!

## Graph of the Month

### Mortgage Rate vs Treasury Rate



Mortgage rates are primarily based off the 10-Year Treasury. Homeowners will pay a higher rate than the 10-Year Treasury due to the mortgage's characteristics and riskiness. Even with the decrease in 10-Year yields, lenders are still demanding a historically high spread ("premium") above the 10-Year Treasury from homebuyers.

## Economic Comments

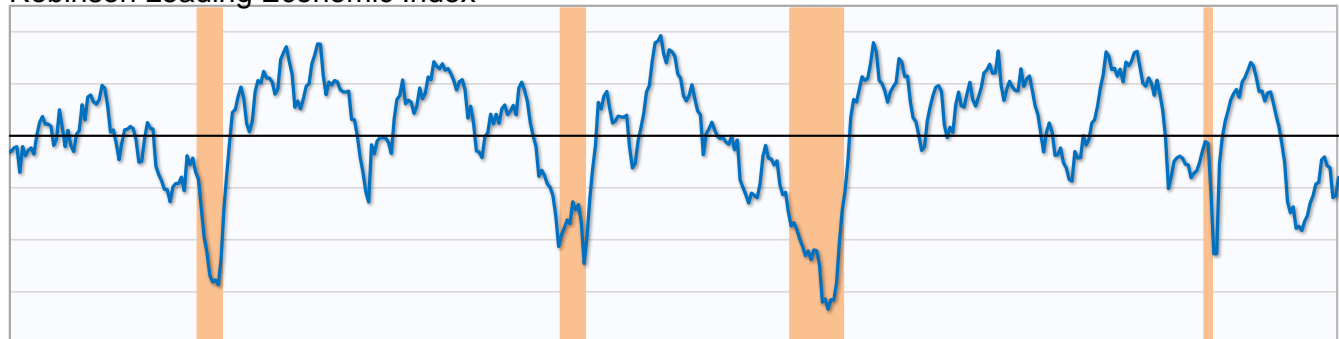
- Market Review:** The Robinson Leading Economic Index ticked up in December but remains in contraction territory and has been there for the last 19 months. Historically, the only other times the index has been this low for this long, has been during recessionary periods.
- Inflation:** While we have continuously highlighted disinflationary trends in the economy, recent small business surveys caught our attention. Small business accounts for 44% of U.S. economic activity and over the last 2-3 quarters, small businesses have reported increased plans for compensation expenses and prices charged (see bottom left). This is a reversal to the decline seen after the post-COVID peaks and each data series now sits at decade highs.
- Employment:** In the aftermath of COVID, many economic data points have receded to near their pre-COVID levels (ex: inflation, savings rate, job quit rates). One area of the economy that has not fully recovered to pre-COVID trend levels is the total labor force (employed workers). While many jobs have been added back since 2020, the total number of workers still sits 3.5% below the trajectory before COVID (see bottom right). With historically low unemployment rates and elevated job openings, this paints a picture of a broad labor shortage that has been a catalyst for recent large wage increases. Since the current demand for labor (business formation and growth) exceeds the supply of labor, the question is how much of a demand reduction (economic slowdown) is required to bring the labor market back into balance.

### Robinson Leading Economic Index



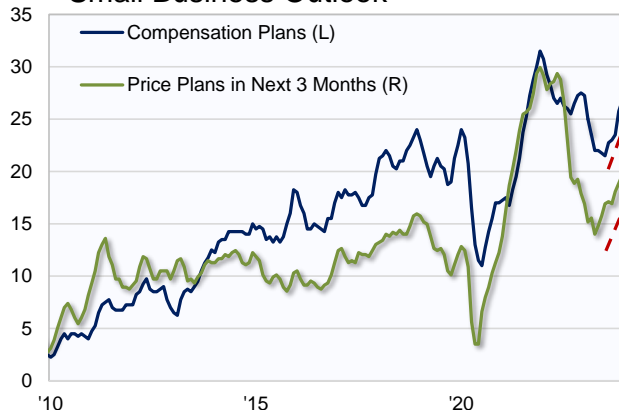
Source: Bloomberg, Robinson

### Robinson Leading Economic Index



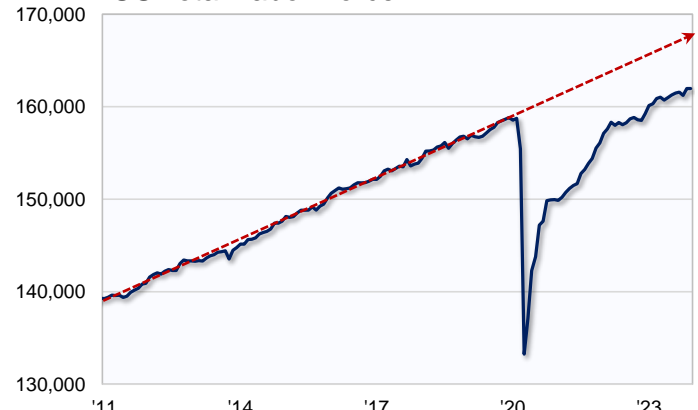
Source: Bloomberg, Robinson

### Small Business Outlook



Source: Bloomberg, NFIB, Robinson

### US Total Labor Force



Source: Bloomberg, Bureau of Labor Statistics, Robinson

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