

Agenda
Planning and Policy Committee
West Olive Administration Building – Board Room and YouTube
12220 Fillmore Street, West Olive, Michigan 49460
Thursday, August 8, 2024
9:00 AM

Public Comment

Approval of Agenda

Consent Resolutions:

- I. Approval of the minutes from the [July 2, 2024](#) Planning and Policy Committee Meeting

Agenda and Action Requests:

1. [Idema Explorers Trail Easement](#)

Suggested Motion:

To approve acquisition of an easement from the estate of Felix Bernard Pytlinske Jr. for construction of a portion of the Stearns Bayou Segment of the Idema Explorers Trail at a cost of \$15,790.

2. [Purchasing Card Policy](#)

Suggested Motion:

To approve and forward to the Board of Commissioners the revised Purchasing Card Policy for a first reading.

3. [2025 Capital Improvement Plan](#)

Suggested Motion:

To review and approve the 2025-2030 Capital Improvement Plan, and then forward it to the Board of Commissioners for consideration.

Committee Reports:

Public Comment

Adjournment at Call of the Chairperson

PLANNING AND POLICY COMMITTEE

Proposed Minutes

DATE: July 2, 2024

TIME: 9:02 a.m.

PLACE: Fillmore Street Complex

PRESENT: Roger Belknap, Allison Miedema, Chris Kleinjans, and Joe Moss. (4)

ABSENT: Roger Bergman. (1)

SUBJECT: PUBLIC COMMENT

None.

SUBJECT: APPROVAL OF AGENDA

PP 24-029 Motion: To approve the agenda of today.
Moved by: Miedema

UNANIMOUS

SUBJECT: CONSENT RESOLUTIONS

PP 24-030 Motion: To approve the minutes from the June 4, 2024, Planning and Policy Committee Meeting.
Moved by: Moss

UNANIMOUS

SUBJECT: OPERATING BUDGET POLICY

PP 24-031 Motion: To approve and forward to the Board of Commissioners the revised Operating Budget Policy for a first reading.
Moved by: Moss

The motion passed with the following votes: Yeas: Joe Moss, Chris Kleinjans, Allison Miedema, Roger Belknap. (4)

SUBJECT: FUND BALANCE POLICY

PP 24-032 Motion: To approve and forward to the Board of Commissioners the revised Fund Balance Policy for a first reading.
Moved by: Moss

The motion passed with the following votes: Yeas: Roger Belknap, Allison Miedema, Joe Moss, Chris Kleinjans. (4)

SUBJECT: ZEELAND TOWNSHIP TRAIL EASEMENT

PP 24-033 Motion: To approve the granting of an easement to Zeeland Charter Township for construction of a public trail through a portion of the Upper Macatawa Natural Area.
Moved by: Moss

The motion passed with the following votes: Yeas: Allison Miedema, Chris Kleinjans, Joe Moss, Roger Belknap. (4)

SUBJECT: COMMITTEE REPORTS

None.

SUBJECT: PUBLIC COMMENT

David Barnosky – Port Sheldon Township

SUBJECT: ADJOURNMENT

The chairperson called for adjournment at 9:14 a.m.

Action Request

Electronic Submission – Contract # 2379



Committee: PLANNING AND POLICY

Meeting Date: 8/8/2024

Vendor/3rd Party: THE ESTATE OF FELIX BERNARD PYTLINSKE JR.

Requesting Department: PARKS AND RECREATION

Submitted By: CURT TERHAAR

Agenda Item: IDEMA EXPLORERS TRAIL EASEMENT

Suggested Motion:

To approve acquisition of an easement from the estate of Felix Bernard Pytlinske Jr. for construction of a portion of the Stearns Bayou Segment of the Idema Explorers Trail at a cost of \$15,790.

Summary of Request:

As part of continuing efforts to facilitate the construction of a multiuse trail along the Grand River corridor, this easement provides necessary additional property for construction, operation, and maintenance of the trail at the eastern end of the Stearns Bayou bridge on Green Street

Financial Information:

Total Cost: \$15,790.00

General Fund Cost: \$15,790.00

Included in Budget: Yes

If not included in Budget, recommended funding source:

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

Action is Related to Strategic Plan:

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

Administration:

Recommended by County Administrator:

8/1/2024 11:30:10 AM

Committee/Governing/Advisory Board Approval Date: 8/8/2024

TRAILWAY EASEMENT

**14023 Green Street
Stearns Bayou Segment
Non-Motorized Trail Project**

The Estate of Felix Bernard Pytlinske Jr, represented by Fredrick William Ballantine, Jr Personal Representative of the Estate of Felix Bernard Pytlinske, JR (the "Grantor"), is the record title owner of the property commonly known as 14023 Green Street (Tax I.D. No. 70-08-06-100-003), which is more particularly described on the attached **Exhibit A** (the "Premises"). For the consideration of fifteen thousand five hundred dollars (\$15,790), the receipt and sufficiency of which is acknowledged, the Grantor hereby grants, warrants, and conveys to the County of Ottawa, a Michigan public body corporate, acting by and through its Parks & Recreation Commission, which has an address of 12220 Fillmore Street, West Olive, Michigan 49460 (the "County"), a perpetual and permanent easement and right-of-way over and across a portion of the Premises, as more particularly described and depicted on Exhibit A (the "Easement Area") for use as a public trailway for bicycle, pedestrian, and other non-motorized travel, subject to the following terms and conditions.

TERMS AND CONDITIONS

1. The County (which, for purposes of this document, shall be deemed to include the County's agents and assigns) has the right to enter upon the Easement Area and, to the extent necessary, the land immediately adjacent thereto, to construct, install, maintain, repair, replace, inspect, and keep in good working order a trailway for the general public to use for biking, walking and other non-motorized travel (the "Work"). The Work includes the removal of trees, brush, undergrowth and other obstructions situated within the Easement Area which may interfere with the location, construction, maintenance, repair or upkeep of the trailway. Construction may include excavating a foundation for the trailway, construction of retaining walls, bridge abutments, pavement, railings, signs, and other trail system elements.
2. Any Work performed by or on behalf of the County shall be performed (i) in a good and workmanlike manner, (ii) in compliance with all applicable laws, rules, orders, and ordinances, (iii) so as not to unreasonably interfere with the use of the Easement Area or Temporary Easement Area by the Grantor, and (iv) without cost to the Grantor.
3. Upon completion of the initial construction of the trailway, any portions of the Easement Area not improved shall be restored to the same general condition as existed before that Work, to the reasonable satisfaction of the Grantor and without cost to Grantor. Similarly, after completion of original construction, each and every time the County enters the Easement Area for Work, the County shall restore the Easement Area and any other disturbed land to the same general condition as existed before the Work, to the reasonable satisfaction of the Grantor and without cost to Grantor.

4. The general public shall have the right to use the trailway for the recreational purposes described herein. Further, the trailway may be used for ingress and egress by the County or any emergency service agency to provide, without limitation, access for fire and police vehicles, ambulances and rescue vehicles, and other lawful governmental or private emergency services.

5. The Grantor shall not construct any building, structure or improvement in the Easement Area without first obtaining the written consent of the County, and shall not impede the access or use of anyone on the trailway.

6. The Grantor hereby releases any and all claims to damage arising from or incidental to the exercise of any of the foregoing powers, except as above provided.

7. The Grantor understands and intends that it will be protected from liability for accidents occurring on or arising from the use of the trailway pursuant to MCL 324.73301(2), which as of the date of this Easement provides: "A cause of action does not arise for injuries to a person who is on the land of another without paying to the owner, tenant, or lessee of the land a valuable consideration for the purpose of entering or exiting from or using a Michigan trailway as designated under part 721 or other public trail, with or without permission, against the owner, tenant, or lessee of the land unless the injuries were caused by the gross negligence or willful and wanton misconduct of the owner, tenant, or lessee."

8. The Grantee shall obtain and maintain, at its own expense, general liability insurance for the Easement Area with coverage in an amount not less than \$1,000,000 per occurrence. This insurance shall cover any claims, damages, or injuries arising from the use of the trailway. Additionally, the Grantee must indemnify, defend, and hold harmless the Grantor, its successors, and assigns from and against any and all claims, demands, liabilities, damages, losses, costs, and expenses, including reasonable attorneys' fees, arising out of or related to the the construction of the trailway on the easement area and public's use of the Easement Area, except to the extent such claims arise out of the gross negligence or willful misconduct of the Grantor.

9. This instrument shall run with the land and be binding upon and inure to the benefit of the parties and their representatives, successors and assigns. If the Burdened Property is subdivided or split and results in additional parcels, then any additional owners of such new parcels will hold title to such parcels subject to the terms of the Easement.

10. Non-use or limited use of the Easement shall not prevent the County or its successors or assigns from later use of the same to the fullest extent authorized in this Indenture.

11. The Easement may be amended, altered, modified, or terminated by, and only by, the mutual written agreement of all parties, or their respective successors or assigns.

12. If any term, covenant, or condition of the Easement is determined to be invalid or unenforceable, all other terms, covenants, and conditions shall remain in effect to the fullest extent permitted by law.

IN WITNESS WHEREOF, Fredrick William Ballantine, Jr, Personal Representative of the Estate of Felix Bernard Pytlinske, has executed this Trailway Easement on behalf of the Estate.

[Signature on Next Page]

EASEMENT SKETCH

70-08-06-100-003

EXHIBIT "A"

PART OF 70-08-06-100-003

SUBJECT PARCEL (TAX DESCRIPTION)

ALL THAT PART OF THE NORTHWEST FRACTIONAL 1/4 OF SECTION 6, T7N, R15W, ROBINSON TOWNSHIP, OTTAWA COUNTY, MICHIGAN, DESCRIBED AS: COMMENCING AT THE WATERS EDGE AT THE CENTER OF HIGHWAY AT THE NORTHEASTERLY END OF THE STERNS BAYOU BRIDGE; THENCE NORTHEASTERLY ALONG THE CENTERLINE OF SAID HIGHWAY TO THE NORTH-SOUTH 1/4 LINE OF SAID SECTION; THENCE NORTH ON SAID 1/4 LINE TO THE NORTH LINE OF SAID SECTION; THENCE WEST ON SAID NORTH LINE OF SECTION TO THE CENTERLINE OF CLARKS CHANNEL (SO CALLED); THENCE SOUTHWESTERLY ALONG SAID CENTERLINE TO ITS INTERSECTION WITH THE CENTERLINE OF CHANNEL LEADING INTO STEARNS BAYOU; THENCE NORTHEASTERLY TO THE POINT OF BEGINNING.

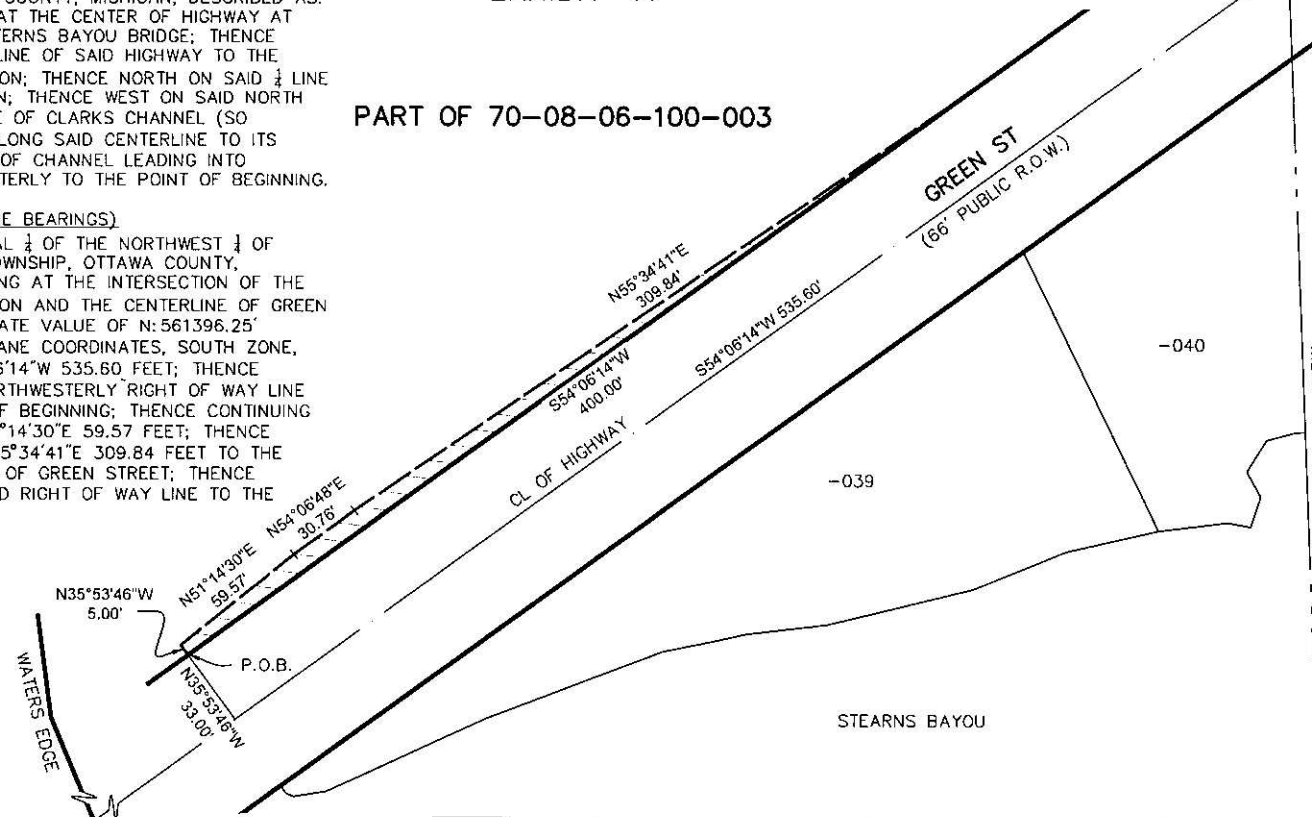
EASEMENT DESCRIPTION (STATE PLANE BEARINGS)

PART OF THE NORTHWEST FRACTIONAL 1/4 OF THE NORTHWEST 1/4 OF SECTION 6, T7N, R15W, ROBINSON TOWNSHIP, OTTAWA COUNTY, MICHIGAN, DESCRIBED AS: COMMENCING AT THE INTERSECTION OF THE NORTH-SOUTH 1/4 LINE OF SAID SECTION AND THE CENTERLINE OF GREEN STREET, SAID POINT HAS A COORDINATE VALUE OF N:561396.25' E:12650448.54' (MICHIGAN STATE PLANE COORDINATES, SOUTH ZONE, INTERNATIONAL FEET) THENCE S54°06'14"W 535.60 FEET; THENCE N35°53'46"W 33.00 FEET TO THE NORTHWESTERLY RIGHT OF WAY LINE OF GREEN STREET AND THE POINT OF BEGINNING; THENCE CONTINUING N35°53'46"W 5.00 FEET; THENCE N51°14'30"E 59.57 FEET; THENCE N54°06'48"E 30.76 FEET; THENCE N55°34'41"E 309.84 FEET TO THE NORTHWESTERLY RIGHT OF WAY LINE OF GREEN STREET; THENCE S54°06'14"W 400.00 FEET ALONG SAID RIGHT OF WAY LINE TO THE POINT OF BEGINNING. (±1850 SQUARE FEET)

P.O.C.
N: 561396.25'
E: 12650448.54'



SCALE : 1" = 60'
0' 30' 60'



WATERS EDGE, CENTER OF HIGHWAY,
NE END OF STERNS BAYOU BRIDGE

Prein & Newhof
Engineers • Surveyors • Environmental • Laboratory

3355 Evergreen Drive NE t. (616) 364-8491
Grand Rapids, MI 49525 f. (616) 364-6955
www.preinnewhof.com info@preinnewhof.com

CLIENT:
OTTAWA COUNTY
PARKS AND RECREATION
12220 FILMORE ST.
WEST OLIVE, MI 49460

LOCATED IN : SECTION 6
TOWN 7 NORTH, RANGE 15 WEST
ROBINSON TOWNSHIP,
OTTAWA COUNTY, MICHIGAN

Date : 05/29/2024 PAGE
Project No. 2210209 1 OF 1

Action Request



| | | |
|-------------------------------|-------------------------------|--------------------------|
| Committee: | Planning and Policy Committee | <input type="checkbox"/> |
| Meeting Date: | 08/08/2024 | |
| Requesting Department: | Fiscal Services Department | |
| Submitted By: | Karen Karasinski | <input type="checkbox"/> |
| Agenda Item: | Purchasing Card Policy | |

Suggested Motion:

To approve and forward to the Board of Commissioners the revised Purchasing Card Policy for a first reading.

Summary of Request:

As part of our ongoing policy review and in response to feedback we are recommending to create a second tier with a lower purchasing limit for cardholders with lower spending needs, clarify that changes to purchase general or professional services or not allowable, updating notification of employee transfers and departure language.

Financial Information:

| | | | | | |
|-------------|--------------------|---------------------|------------------------------|-----------------------------|---|
| Total Cost: | General Fund Cost: | Included in Budget: | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input checked="" 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 4: To Continually Improve the County's Organization and Services.

Objective: Goal 4, Objective 1: Conduct activities and maintain systems to continuously improve to gain efficiencies and improve effectiveness.

Administration: Recommended Not Recommended Without Recommendation
County Administrator:

Committee/Governing/Advisory Board Approval Date:



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PURCHASING CARD POLICY

I. POLICY

A policy to define, authorize and regulate the use of purchasing cards, and to establish procedures for utilizing purchasing cards for appropriate expenses in the conduct of official County of Ottawa business.

The purchasing card provides the County of Ottawa organization with an alternate method to purchase goods and services. The purchasing card is a tool that reduces transaction costs, facilitates timely acquisition of materials and supplies, automates data flow for electronic commerce and accounting purposes, and offers flexible controls to help ensure proper usage.

This policy is not intended to replace or eliminate the current Purchasing Policy, but rather complement the existing processes. Good record keeping is essential to ensure the success of the program.

II. STATUTORY REFERENCES

MCL 46.11 (l); (m)

III. COUNTY LEGISLATIVE OR HISTORICAL REFERENCES

The original Board policy on this subject matter was adopted on April 12, 2011

Board of Commissioners Policy Adoption Date and Resolution Number: June 13, 2017; B/C 17-118

Board of Commissioners Review Date and Resolution Number: December 13, 2022; B/C 22-284

Date of Last Committee Review: Planning and Policy Committee; November 15, 2022

Review by Internal Policy Review Team: October 13, 2022

Related Policies: Travel and Mileage



Ottawa County

IV. PROCEDURE

A. Use of Purchasing Card

1. Purchasing cards may be used only by an employee for the purchase of budgeted goods or services for official County of Ottawa business in accordance with the provisions of this policy and within spending limitations authorized for each employee.
2. Purchases may-shall not be divided into several transactions in order to avoid compliance with the purchasing policy.
3. Purchase card transactions are intended to be a one-time "in the moment" purchase. Unless approved by the Purchasing Manager or Fiscal Services Director, Purchasing cards may-cannot be used for:

- a. Gift Cards/Gift Certificates
- b. ATM Transactions/Cash Advances
- a-c. Monthly and Quarterly reoccurring purchases (e.g., subscriptions)
- d. Products where pricing is under contract (e.g., furniture)
- e. General Services (e.g., inspections)
- f. Professional Services (e.g., consulting, legal)
- g. Copiers, Printers, and Multi-Function Printers
- h. Meals eligible for a per-diem allowance
- b-i. Alcohol
- e-j. Invoices
- k. Personal Use

d. Any items that are disallowed in other County policies are also prohibited for purchase using the Purchasing card, unless otherwise specified in writing by the Purchasing Manager or Fiscal Services Director.

4. Standard Limits:Purchase Card Not-to-Exceed Thresholds:

- a. Employees will be placed into tiers based on their previous fiscal year purchase card spending history. Any recommended adjustments to tier placement will be communicated to Department Officials (Head of Department/Agency or Elected Official) during the annual review of purchase cards. Department Officials will have the opportunity to collaborate with Fiscal Services regarding any concerns pertaining to the proposed adjustments.
- b. Department Officials will remain at the higher tier limit regardless of

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Ottawa County

spending history.

c. Lower Tier Limit

- Single Purchase Limit: \$750.00
- Daily Purchase Limit: \$1,500.00
- Monthly Purchase Limit: \$3,000.00

d. Higher Tier Limit

- Single Purchase Limit: \$2,500.00
- Daily Purchase Limit: \$4,000.00
- Monthly Purchase Limit: \$7,500.00

4. _____

~~a. Single Purchase Limit: \$1,499.00, without an existing purchase order~~

~~b. Daily Purchase Limit: \$4,000.00~~

~~c. Monthly Purchase Limit: \$7,500.00~~

~~d. Fiscal Services, in conjunction with the Department Official, will determine authorized limits.~~

B. Requesting, Transferring, Returning, Reporting Lost or Stolen Card

1. Requesting a Purchasing Card

- A Department Official may request a County purchasing card for employee use by submitting a Purchasing Card Request Form to the Fiscal Services Department.
- The Fiscal Services Department is responsible for administration of the program, the issuance and distribution of purchasing cards, accounting, monitoring, and general overview of the purchasing card policy.
- The purchasing card is issued in the employee's name. By accepting the purchasing card, the employee assumes responsibility for the card and associated transactions. The purchasing card is not transferable and may not be used by anyone other than the Cardholder.
- Although the purchasing card lists an employee's name, the card will have no impact on the employee's personal credit.

2. Transferring to another Department and Separation of Employment

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- a. The current Department Official shall notify Fiscal Services by emailing purchasing@miottawa.org that the employee will be transferring to another department.
- b. The employee must return the purchasing card upon transfer to another department unless written approval is submitted to the Fiscal Services Department from the new Department Official.
- c. The employee must return the purchasing card upon separation from the County. The card should be returned to the Fiscal Services Department located at: 12220 Fillmore, Room 331, West Olive, MI 49460.
- d. Fiscal Services will deactivate the card upon notification.

3. Reporting a Lost or Stolen Card

- a. If a purchasing card is lost or stolen, the employee must immediately contact JPMorgan Chase Bank at 800-316-6056. The employee must also notify the Fiscal Services Department.
- b. Fiscal Services and/or JPMorgan Chase will immediately deactivate the purchasing card and request a new card be issued.
- c. The employee is responsible for reviewing and reconciling the account detail of the deactivated purchasing card, as well as the account detail for the new purchasing card.

C. Employee Responsibilities

1. The employee shall enter into an agreement with the County, for the use and care of the purchasing card. The purchasing card is not to be used by anyone else.
2. The County is tax exempt and generally does not pay Michigan sales tax. Before making a purchase, the employee shall inform the vendor that the purchase is tax exempt and that Michigan sales tax shall be excluded from the transaction. The County Tax ID number is embossed on the purchasing card, and most vendors will accept this as evidence of non-taxable status. The employee, with assistance from Fiscal Services, is responsible to complete any tax verification paperwork required by the vendor in order for the purchase to be tax exempt.
3. If a purchase includes sales tax that the County is exempt from paying, the employee is responsible to obtain a refund (credit). Sales tax that the County is exempt from paying is an inappropriate use of the procurement card.
4. The employee using the purchasing card must submit documentation detailing the goods or services purchased.



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- a. Itemized receipt of the goods or services purchased.
 - b. The cost of the goods or services.
 - c. Date of purchase.
 - d. The official County business for which purchases were made.
5. All documentation must be submitted by the employee with the monthly statement to the Department Official or Designee for approval.
6. Each employee is responsible for safeguarding the account number. Improperly disclosing the purchasing card number in any written form including fax or email is strictly prohibited by JP Morgan Chase and the County.

D. Department Officials Responsibilities

1. Determine Authorize employees request for the use of County purchasing card and execution of the Purchasing Card Request Form.

1.2. For new cardholders, determine employee's starting tier limit. After their first year of card usage, the tier limit may be adjusted per policy.

2.3. Complete a security access IT Form to allow employees to review, code, and submit the purchasing card transactions in Munis.

3.4. Personally, or individual designated to, review purchasing card activity must attend training on the program.

4.5. Personally, or have a Designee review, and authorize all necessary documentation submitted by the employee using a County purchasing card including:

- a. Itemized receipt of the goods or services purchased.
- b. The cost of the goods or services.
- c. Date of purchase.
- d. The official County business for which purchases were made.

5.6. Provide follow-up information in response to Fiscal Service inquiries regarding compliance to the policy.

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7. Immediately notify Fiscal Services or the designated Program Administrator of any fraudulent or irresponsible use of a purchasing card.

6. ~~In the event that an employee transfers out of their original Department, promptly email Fiscal Services informing them of the change.~~

8. ~~In the event of an employee's separation of employment, promptly email Fiscal Services informing them of the change.~~

7-9. Initiated by Fiscal Services, annually review purchasing card holders within your ~~D~~department to ~~en~~assure no changes are required. If changes are required, please notify Fiscal Services outlining the changes in detail.

E. Unauthorized or Improper Use

1. Fiscal Services may terminate a purchasing card without notice to the Department Official for any reason including, but not limited to, the following:
 - a. The purchasing card policies and procedures are not followed.
 - b. If the purchasing card was not used for a period greater than 12 calendar months.
 - c. If the employee does not reimburse the County for personal or ineligible expenses.
 - d. If the employee repeatedly tries to exceed the allowable per purchase limit or the specified purchase frequency.
 - e. If the employee fails to submit the required back-up receipts and documents and statement by the designated time.
 - f. If there is concern that the card has been compromised, in any way.
2. An employee who engages in an unauthorized or improper use of a County purchasing card will be subject to disciplinary measures, up to and including termination, and may be subject to civil/criminal prosecution consistent with applicable laws.
3. An employee found to have inappropriately used the purchasing card will be required to reimburse the County for all costs associated with such improper use.
4. If an employee believes the purchasing card may have been used for a personal or otherwise ineligible expense, the employee should report the incident to their Department Official immediately.

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Ottawa County

V. REVIEW PERIOD

The Internal Policy Review Committee will review this Policy at least once every two years and will make recommendations for changes to the Planning & Policy Committee.

Action Request



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|---|
| Committee: Planning and Policy Committee |
| Meeting Date: 08/08/2024 |
| Requesting Department: Administration, Fiscal Services, Facilities, IT, & Strategic Impact |
| Submitted By: Karen Karasinski |
| Agenda Item: 2025 Capital Improvement Plan |

Suggested Motion:

To review and approve the 2025-2030 Capital Improvement Plan, and then forward it to the Board of Commissioners for consideration.

Summary of Request:

Pursuant to the County's Capital Planning Policy, a CIP committee comprised of the Deputy County Administrator, Fiscal Services Director, Facilities Director, IT Director and Strategic Impact Director, have met on several occasions to review and prioritize the various departmental requests from capital projects over the next 5 fiscal years.

For reference, capital projects are defined as acquisition, expansion, or major rehabilitation of County assets that generally exceed \$50,000 and will be capitalized and depreciated over their useful life.

While the Committee continues to work toward established goals, a lot has been accomplished in the current year and the 2025-2030 Capital Improvement Plan is the roadmap for the County.

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 |
|--------------------|---------------------------|---------------------|------------------------------|-----------------------------|---|

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:

Summary of Request Continued:

**County of Ottawa
Capital Improvement Plan
Fiscal Years 2025-2030**

| Project Name | Funding Source | Current Approved | Actuals Spent as of 06/20/24 | Encumbrances as of 06/20/24 | Unencumbered Balance as of 06/20/24 | 2025 | 2026 | 2027 | 2028 | 2029 | 2030 & Beyond |
|--|----------------|------------------|------------------------------|-----------------------------|-------------------------------------|-----------|---------|-----------|---------|-----------|---------------|
| Facilities | | | | | | | | | | | |
| Capital Maintenance of Buildings - Exterior | | | | | | | | | | | |
| Building B Reclad | OCIA | 1,600,000 | 1,597,933 | - | 2,067 | | | | | | |
| James St DHHS Exterior Paint | 401 | 75,000 | - | - | 75,000 | | | | | | |
| Building A Façade | 401 | 85,000 | - | - | 85,000 | | | | | | |
| Exterior Caulk - Grand Haven | 401 | | | | | 250,000 | | | | | |
| Capital Maintenance of Buildings - Interior | | | | | | | | | | | |
| Holland Courthouse Carpet | 401 | | | | | 60,000 | | | | | |
| Grand Haven Courthouse Carpet | 401 | | | | | 80,000 | | | | | |
| Exterior Hardscape (Pavement, Sidewalks & Outdoor Structures) | | | | | | | | | | | |
| Pavement Upgrade - Grand Haven Courthouse | 401 | 726,000 | - | - | 726,000 | | | | | | |
| Pavement Upgrade - Fillmore Jail Phase 2 | 401 | 200,000 | - | - | 200,000 | 100,000 | | | | | |
| Pavement Upgrade - Fillmore C-wing | 401 | 350,000 | - | - | 350,000 | (100,000) | | | | | |
| Pavement Upgrade - James Street | 401 | | | | | 703,000 | | | | | |
| Countywide Parking Lot Maintenance | 401 | | | | | 50,000 | 50,000 | 50,000 | 50,000 | 50,000 | 50,000 |
| James Street Walking Surfaces | 401 | | | | | 60,000 | | | | | |
| Pavement Upgrade - Fillmore Admin & Jail | 401 | | | | | | | | 900,000 | | |
| Roofs | | | | | | | | | | | |
| Fillmore Admin Bldg. Roof | 401 | 100,000 | - | - | 25,088 | | | | | 1,500,000 | |
| James Street - DHHS Bldg. Roof | 401 | 350,000 | 199,924 | - | 103,342 | | 174,000 | | | | |
| Holland District Court Roof | 401 | | | | | | | 1,400,000 | | | |
| James Street - Bldg. C Roof Replacement | 401 | | | | | | | | 200,000 | | |
| ADA Updates | | | | | | | | | | | |
| James Street - Bldg A ADA Updates | 401 | 175,000 | - | 11,667 | 163,333 | | | | | | |
| James Street - Bldg B ADA Updates | 401 | 175,000 | - | 11,667 | 163,333 | | | | | | |
| James Street - Bldg C ADA Updates | 401 | 496,143 | - | 11,667 | 484,476 | | | | | | |
| Systems - Electrical | | | | | | | | | | | |
| Jail Emergency Generator Replacement | 401 | | | | | | | | 69,000 | | |
| Systems - Elevators | | | | | | | | | | | |
| Grand Haven Court Elevator Replacement | 401 | | | | | 198,020 | - | 225,100 | 465,600 | | |
| Holland Court Elevator Replacement | 401 | | | | | | 232,780 | 465,560 | | | |
| Elevator Replacement Administration | 401 | | | | | | 244,650 | | 232,800 | | |
| Elevator Replacment - James Bldg D | 401 | | | | | | | 251,150 | | | |

**County of Ottawa
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|---|----------------|------------------|------------------------------|-----------------------------|-------------------------------------|-----------|-----------|-----------|-----------|-----------|---------------|
| Systems - HVAC | | | | | | | | | | | |
| Sheriff Shooting Range HVAC | 106 | 395,000 | - | - | 395,000 | | | | | | |
| Building Automation System Replacement | 401 | 1,525,000 | - | - | 1,525,000 | 600,000 | 600,000 | 500,000 | 400,000 | | |
| Holland Air Handling Units | 401 | 180,000 | - | - | 151,400 | 90,000 | | | | | |
| Jail Air Handling Units | 401 | 700,000 | - | - | 700,000 | 400,000 | 400,000 | 400,000 | 400,000 | | |
| Jail Makeup Air Units | 401 | 80,000 | - | - | 80,000 | 27,000 | | | | | |
| Cooling Tower Replacement James St. - Bldg. A | 401 | 100,000 | - | - | 90,900 | 30,000 | | | | | |
| Cooling Tower Replacement James St. - Bldg. B | 401 | 80,000 | - | - | 70,900 | 50,000 | | | | | |
| Jail Exhaust Hood Replacement | 401 | 150,000 | - | - | 150,000 | | | | | | |
| Sheriff's Shooting Range | 401 | | | | | | | 900,000 | | | |
| DHHS Air Handling Units Replacement | 401 | | | | | | | | 76,950 | | |
| DHHS Supply Fan Replacement | 401 | | | | | | | | 54,000 | | |
| Systems - Safety & Security | | | | | | | | | | | |
| Storage Barn Fire Suppression | 401 | 375,000 | - | - | 375,000 | | | | | | |
| Jail Interior Door Scanners | 401 | 300,000 | - | - | 300,000 | | | | | | |
| Fire Systems & Panels | 401 | 255,000 | 4,578 | 78,689 | 171,733 | | | | | | |
| Remodeling (Wall Coverings, Floor Coverings & FFE) | | | | | | | | | | | |
| Fillmore Carpet Replacement | 401 | 150,000 | 147,896 | 823 | 1,281 | | | | | | |
| Sheriff's Record Area Remodel | 401 | 190,000 | - | - | 190,000 | | | | | | |
| Hudsonville Restroom Renovations | 401 | 79,000 | - | 8,250 | 70,750 | | | | | | |
| Building C Clinic Remodel | 401 | - | - | - | - | | | | | | |
| Building A CMH Office Renovation | 401 | 363,500 | 338,531 | 3,410 | 21,559 | | | | | | |
| Mental Health Pod | 401 | 100,000 | 7,163 | 14,637 | 78,200 | | | | | 3,615,600 | |
| Probate Court GHCH Relocation | 401 | 72,520 | - | - | 72,520 | | | | | | |
| Countywide Remodeling Plan | 401 | | | | | 600,000 | 600,000 | 600,000 | 600,000 | 600,000 | |
| Space Management (Building Construction & Expansion) | | | | | | | | | | | |
| Family Justice Center | Building Auth | 32,000,000 | 27,120,449 | 3,964,763 | 914,788 | | | | | | |
| Storage Garage | 401 | | | | | | | | | | |
| Exterior Signage Update | 401 | | | | | 170,000 | | | | | |
| Detective Bureau Building Expansion | 401 | | | | | | | | | | |
| Facilities Workshop | 401 | | | | | | | | | | |
| | Subtotal | 41,427,163 | 29,416,473 | 4,105,572 | 7,736,672 | 3,368,020 | 2,301,430 | 4,791,810 | 3,448,350 | 5,765,600 | 50,000 |

The departments have submitted a number of projects for FY26 and onward. The funds for these requests is not shown individually until we do a review of the cost, feasibility and potential alternatives.

**County of Ottawa
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Fiscal Years 2025-2030**

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|---|----------------|------------------|------------------------------|-----------------------------|-------------------------------------|---------|---------|---------|-----------|---------|---------------|
| CPTED | | | | | | | | | | | |
| Avigilon NVR Card Access System | OCIA | 1,017,500 | 890,697 | 60,928 | 65,875 | | | | | | |
| Courthouse Security Stations | OCIA | 240,000 | - | - | 240,000 | | 603,000 | 414,000 | 805,000 | | |
| CPTED Committee Project Funding | OCIA | 458,982 | - | - | 458,982 | | | | | | |
| Camera Project | OCIA | 190,821 | 190,779 | - | 42 | | | | | | |
| Radio Project | OCIA | 10,000 | 2,530 | - | 7,470 | | | | | | |
| Facilities Duress Buttons | OCIA | 8,000 | 7,256 | - | 744 | | | | | | |
| Evidence Garage Cameras | OCIA | 10,500 | 10,151 | - | 349 | | | | | | |
| PA System - Holland | OCIA | 20,000 | - | 18,830 | 1,170 | | | | | | |
| Subtotal | | 1,955,803 | 1,101,412 | 79,758 | 774,633 | - | 603,000 | 414,000 | 805,000 | - | - |
| Information Technology | | | | | | | | | | | |
| Public Safety Digital Media | OCIA | 1,045,000 | - | - | 1,045,000 | | | | | | |
| Jail Tracker JMS (CMS) | 401 | 464,835 | 328,362 | - | 136,473 | | | | | | |
| DC Probation AS400 Replacement (CMS) | 401 | 545,750 | 75,125 | 470,625 | - | | | | | | |
| DC Probation Smartbench Integration (CMS) | 401 | 50,000 | - | - | 50,000 | | | | | | |
| District Court Integration (CMS) | 401 | 396,000 | 2,899 | - | 393,101 | | | | | | |
| Probate Court PSC to TCS integrations (CMS) | 401 | 55,000 | - | - | 55,000 | | | | | | |
| Courtroom Presentation Software - Wolfvision (CMS) | 401 | 100,322 | 82,838 | - | 17,485 | | | | | | |
| Prosecutor's Office Webtechs Scheduling Calendar | 401 | 85,800 | 78,000 | - | 7,800 | | | | | | |
| Circuit Court AS400 replacement (CMS) | 401 | 617,304 | - | - | 617,304 | | | | | | |
| Board Of Commissioners Electronic Roll Call | 106 | 100,000 | 59,094 | 12,523 | 28,384 | | | | | | |
| AV - Fillmore Conference Rooms | Tech Reserves | 75,000 | 56,230 | 18,743 | 26 | | | | | | |
| Prosecutor's office AS400 Replacement (CMS) | 401 | 494,000 | - | - | 494,000 | | | | | | |
| GIS Oblique & Orthophoto Imagery/LIDAR Update | 401 | 866,243 | 751,564 | - | 114,678 | 112,200 | 112,200 | 112,200 | 112,200 | 112,200 | 675,150 |
| Information Technology - Continued | | | | | | | | | | | |
| Production Storage and Server | 401 | 1,276,476 | - | - | 1,276,476 | | | | | | |
| Time & Attendance Software | 401 | 150,000 | 98,334 | - | 103,256 | | | | | | |
| Network Switch Refresh | 655 | | | | | 488,057 | | | | | |
| Router & Voice Gateway Replacement | 401 | | | | | 134,665 | | | | | |
| Fillmore Main Conference Room AV Refresh | 401 | | | | | 103,200 | | | | | |
| DC Courtroom Technology | 401 | | | | | | 300,000 | 200,000 | 200,000 | | |
| Circuit Court: Ottawa County Courthouse Recording System Update | 401 | | | | | | | | 400,000 | | |
| Disaster Recovery & Offsite Storage Refresh | 401 | | | | | | 62,170 | | | | |
| Internet Edge Refresh | 401 | | | | | | | 155,300 | | | |
| Wireless Controller Refresh | 401 | | | | | | | 30,000 | | | |
| Network Edge Switch Refresh | 401 | | | | | | | | 703,700 | | |
| Election Equipment | 401 | | | | | | | | 1,550,000 | | |
| Subtotal | | 6,321,730 | 1,532,445 | 501,891 | 4,338,984 | 838,122 | 474,370 | 497,500 | 2,965,900 | 112,200 | 675,150 |

**County of Ottawa
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|---|----------------|------------------|------------------------------|-----------------------------|-------------------------------------|------------------|----------|----------------|---------------|---------------|---------------|
| Department of Strategic Impact | | | | | | | | | | | |
| Spoonville Trail - Phase II | Multiple | 3,380,534 | 1,090,911 | 185,207 | 2,104,415 | | | | | | |
| Sustainable Water Landscaping & Education | 401 | 95,000 | 95,000 | - | - | | | | | | |
| Cell Tower Construction | 401 | 200,000 | - | - | 200,000 | (200,000) | | | | | |
| Sustainable Landscaping (James & Hudsonville) | 401 | | | | | | | 335,404 | 15,250 | 15,250 | |
| Subtotal | | 3,675,534 | 1,185,911 | 185,207 | 2,304,415 | (200,000) | - | 335,404 | 15,250 | 15,250 | - |

Parks & Recreation

| | | | | | | | | | | | |
|--|-----------|-----------|-----------|-----------|-----------|-----------|-----------|---------|--|--|--|
| Paw Paw Park Renovations | 408 | 29,501 | 535 | - | 28,966 | | | | | | |
| Bend Expansion Phase 3 Acquisition (GR Gravel) | Multiple | 1,030,000 | 45,734 | 373,532 | 610,734 | | | | | | |
| Grand River Paving Reconstruction | 408 | 110,000 | - | 25,000 | 85,000 | | | | | | |
| Idema Explorers Trail - Jenison Mill Segment | Multiple | 1,489,188 | 1,323,734 | - | 165,454 | | | | | | |
| Pigeon Creek Lodge Renovations | 408 | 38,023 | 15,986 | - | 12,637 | | | | | | |
| Kirk Park Reconstruction | Multiple | 722,811 | 389,667 | 303,779 | 29,365 | | | | | | |
| Tunnel Deck & Stairway Reconstruction | Multiple | 112,000 | - | - | 112,000 | | | | | | |
| Riverside Renovations | 408 | 64,000 | 16,391 | - | 47,609 | | | | | | |
| Idema Explorers Trail - GH Segment | Multiple | 200,000 | - | - | 200,000 | | | | | | |
| Idema Explorers Trail - Ravines Connector | Multiple | 1,454,600 | 1,290,175 | - | 164,425 | | | | | | |
| Idema Explorers Trail - Stearns Connector | Multiple | 5,717,251 | 238,893 | 1,304,258 | 4,174,099 | | | | | | |
| Grant Ravines Treehouse | Donations | 341,834 | 341,763 | - | 71 | | | | | | |
| Grose Park Maintenance Building Rebuild | Insurance | 110,000 | 101,889 | - | 8,111 | | | | | | |
| Ottawa Sands Phase 1 Improvements | Donations | 6,645,656 | 4,707,251 | 1,494,376 | 444,029 | | | | | | |
| Ottawa Sands Restroom | Multiple | 585,000 | 270,722 | 274,446 | 39,832 | | | | | | |
| Ottawa Sands Lake Loop | Multiple | 891,844 | 634,236 | 154,690 | 102,918 | | | | | | |
| Rosy Mound Expansion | Multiple | 4,702,700 | 28,914 | 5,996 | 4,667,790 | | | | | | |
| Adams Street Landing Linkage (40 Acres) | 408 | 100,000 | - | - | 100,000 | | | | | | |
| Ottawa Sands Wetland Restoration | Multiple | 589,621 | 450,534 | 39,838 | 99,248 | | | | | | |
| Middle Macatawa Improvements | 106 | 906,000 | 1,448 | 78,997 | 825,555 | | | | | | |
| Avigilon NVR Card Access System | OCIA | 326,200 | 289,495 | 3,765 | 32,940 | | | | | | |
| Idema Explorers Trail - Bass River West Ph 2 | Multiple | 2,760,814 | 87,018 | 4,498 | 2,659,298 | | | | | | |
| Repair/Rplc RM & KP Stairs/Boardwk | 408 | 187,000 | 40,600 | - | 146,400 | | | | | | |
| GrandRiver Grnwy-Coastal Resilience | 408 | 275,000 | - | 275,000 | - | | | | | | |
| Grose Park Playground Renovation | 408 | | | | | 107,000 | | | | | |
| Kirk Park Dune Stairs and Overlook | Multiple | | | | | 140,000 | | | | | |
| Paw Paw Macatawa Greenway Trail | Multiple | | | | | | 1,000,000 | | | | |
| Idema Explorers Trail - Bass River Central | Multiple | | | | | | 2,202,092 | | | | |
| Idema Explorers Trail - Eastmanville Connector | Multiple | 50,000 | 19,933 | 12,947 | 13,431 | 1,453,198 | | | | | |
| Idema Explorers Trail - Allendale Segment | Multiple | 50,000 | 108 | 142 | 750 | | 1,887,052 | | | | |
| Bend Area Phase 4 Acquisition (Huizenga) | Multiple | | | | | | | 578,800 | | | |

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|--|----------------|-------------------|------------------------------|-----------------------------|-------------------------------------|------------------|------------------|-------------------|------------------|------------------|----------------|
| | | | | | | | | | | | |
| Parks & Recreation - Continued | | | | | | | | | | | |
| Idema Explorers Trail - Bend Phase 1 | Multiple | | | | | | | 484,932 | | | |
| Idema Explorers Trail - Bend Phase 2 | Multiple | | | | | | | | 822,188 | | |
| HOB Cottage Area Improvements | 408 | | | | | | 339,000 | | | | |
| Kirk Park Pavement Reconstruction | 408 | | | | | | 310,000 | | | | |
| Idema Explorers Trail - Amenities (Wayfinding) | Multiple | | | | | | | 310,000 | | | |
| Idema Explorers Trail - Bend Phase 3 | Multiple | | | | | | | 596,730 | | | |
| Idema Explorers Trail - Bass River East | Multiple | | | | | | | 1,193,942 | | | |
| Eastmanville Bayou Paving | 408 | | | | | | 5,200 | | | | |
| Connor Bayour Renovations | 408 | | | | | | | 70,821 | | | |
| Paw Paw Park Renovations | 408 | | | | | | | 103,785 | | | |
| North Beach Park Renovations Runnel Park Renovations | Multiple | | | | | | | 495,886 | | | |
| Tunnel Park Renovations | 408 | | | | | | | 434,499 | | | |
| HOB - Holland Harbor Renovations | 408 | | | | | | | 55,982 | | | |
| Rosy Mound Renovations | Multiple | | | | | | | | 947,503 | | |
| Grand River Park Renovations | 408 | | | | | | | | 117,308 | | |
| Pine Bend Renovations | 408 | | | | | | | | 33,016 | | |
| Grose Park Renovations | 408 | | | | | | | | 341,276 | | |
| Riley Trails Paving | 408 | | | | | | | | 3,199 | | |
| Hemlock Crossing Renovations | Multiple | | | | | | | | | 1,125,974 | |
| HOB Renovations | 408 | | | | | | | | | 328,725 | |
| Hager Park Renovations | 408 | | | | | | | | | 220,053 | |
| Parks Maintenance Projects | 408 | 659,953 | 172,999 | 13,682 | 473,271 | 358,350 | 55,500 | 55,500 | | | |
| Subtotal | | 30,148,995 | 10,468,027 | 4,364,946 | 15,243,932 | 2,058,548 | 5,798,844 | 4,380,877 | 2,264,490 | 1,674,752 | - |
| Grand Total | | 83,529,224 | 43,704,269 | 9,237,373 | 30,398,636 | 6,064,690 | 9,177,644 | 10,419,591 | 9,498,990 | 7,567,802 | 725,150 |

Project Funding Sources

| | | | | | | | | | | | |
|--------------------------------------|--|--|--|--|--|------------------|------------------|-------------------|------------------|------------------|----------------|
| Tech Reserve | | | | | | - | - | - | - | - | - |
| (655) Telecommunications Fund | | | | | | 488,057 | - | - | - | - | - |
| Parks Millage | | | | | | 960,350 | 1,023,096 | 1,371,057 | 1,048,802 | 1,274,752 | - |
| Parks Capital Project Donations | | | | | | 728,198 | 1,420,000 | 1,270,578 | 815,688 | - | - |
| Parks Capital Project Federal Grants | | | | | | - | 1,153,656 | - | - | - | - |
| Parks Capital Project State Grants | | | | | | 370,000 | 2,202,092 | 1,739,242 | 400,000 | 400,000 | - |
| (401) Capital Project Fund | | | | | | 3,518,085 | 2,775,800 | 5,624,714 | 6,429,500 | 5,893,050 | 725,150 |
| (OCIA) Insurance Authority | | | | | | - | 603,000 | 414,000 | 805,000 | - | - |
| Total Funding | | | | | | 6,064,690 | 9,177,644 | 10,419,591 | 9,498,990 | 7,567,802 | 725,150 |