

Agenda
Planning and Policy Committee
West Olive Administration Building – Board Room and YouTube
12220 Fillmore Street, West Olive, Michigan 49460
Tuesday, October 1, 2024
9:00 AM

Public Comment

Approval of Agenda

Consent Resolutions:

- I. Approval of the minutes from the [September 3, 2024](#) Planning and Policy Committee Meeting

Agenda and Action Requests:

- I. [Idema Explorers Trail Easement](#)

Suggested Motion:

To approve the purchase of an easement from the David L. Michalak Trust for construction and operation of the Bass River Segment of the Idema Explorers Trail in the amount of \$12,000.

2. [Bur Oak Landing Powerline Easement](#)

Suggested Motion:

To grant an easement to the Great Lakes Energy Cooperative for construction of underground power lines at the Bur Oak Landing County Open Space site.

3. [Veterans Affairs Committee By-Laws](#)

Suggested Motion:

To review and approve the Veterans Affairs Committee By-Laws and send to the Board of Commissioners for final approval.

Committee Reports:

Public Comment

Adjournment at Call of the Chairperson

PLANNING AND POLICY COMMITTEE

Proposed Minutes

DATE: September 3, 2024

TIME: 9:03 a.m.

PLACE: Fillmore Street Complex

PRESENT: Roger Belknap, Allison Miedema, Chris Kleinjans, Roger Bergman, and Joe Moss. (5)

SUBJECT: PUBLIC COMMENT

1. Rebekah Patrick-Allendale Township

SUBJECT: APPROVAL OF AGENDA

PP 24-039 Motion: To approve the agenda of today.
Moved by: Bergman UNANIMOUS

SUBJECT: CONSENT RESOLUTIONS

PP 24-040 Motion: To approve the minutes from the August 8, 2024, Planning and Policy
Committee Meeting.
Moved by: Moss UNANIMOUS

SUBJECT: VETERANS AFFAIRS BY-LAWS

PP 24-041 Motion: To review and approve the Veterans Affairs Committee By-Laws and forward to
the Board of Commissioners for final approval.
Moved by: Moss

PP 24-042 Motion: To update Section 4 with the following text and send these by-laws back to the
Veterans Affairs Committee for approval:

Section 4: Equal Representation

The OCVAC is committed to equal representation of Ottawa County Veterans' Affairs. Anyone interested in the vision or mission of the OCVAC may present issues to the Committee for consideration.

Moved by: Moss UNANIMOUS

PP 24-043 Motion: To update Section 1: Membership, B (3), to read, "a member of the BOC is
eligible for appointment if he/she is a veteran."
Moved by: Bergman

The motion was withdrawn.

PP 24-044 Motion: To update Section 1: Membership, B (3), to read, "a member of the BOC is eligible for appointment in an advisory capacity if they are not a veteran.
Moved by: Kleinjans FAILED DUE TO NO SUPPORT

SUBJECT: COMMITTEE REPORTS

None.

SUBJECT: PUBLIC COMMENT

1. Dick VanDop-Georgetown Township

SUBJECT: ADJOURNMENT

The chairperson called for adjournment at 9:31 a.m.

Action Request

Electronic Submission – Contract # 2427



Committee: PLANNING AND POLICY

Meeting Date: 10/1/2024

Vendor/3rd Party: DAVID L MICHALAK TRUST

Requesting Department: PARKS AND RECREATION

Submitted By: CURTIS TERHAAR

Agenda Item: IDEMA EXPLORERS TRAIL EASEMENT

Suggested Motion:

To approve the purchase of an easement from the David L. Michalak Trust for construction and operation of the Bass River Segment of the Idema Explorers Trail in the amount of \$12,000.

Summary of Request:

This easement will allow for construction of the proposed trail outside of the road right-of-way, creating a better trail experience and avoiding existing ditch and wetland areas

Financial Information:

Total Cost: \$12,000.00

General Fund Cost: \$12,000.00

Included in Budget: Yes

If not included in Budget, recommended funding source:

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

Action is Related to Strategic Plan:

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

Administration:

Recommended by County Administrator:

9/24/2024 8:45:45 AM

Committee/Governing/Advisory Board Approval Date: 10/1/2024

TRAILWAY EASEMENT

9079 South Cedar Drive Bass River Segment Non-Motorized Trail Project

David L. Michalak, trustee of the David L. Michalak Revocable Trust dated May 25, 2004, resides at and is the record title owner of the property commonly known as 9079 South Cedar Drive (Tax I.D. No. 70-09-18-200-052), which is more particularly described on the attached **Exhibit A** (the "Premises"). For the consideration of twelve thousand dollars (\$12,000), 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 strip of land consisting of the westernmost 30 feet and the southernmost 20 feet of the Premises (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 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 railway.

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

7. The Grantor understands and intends that it will be protected from liability for accidents occurring on or arising from the use of the railway pursuant to MCL 324.73301(2), which as of the date of this Easement provides, in part: "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 railway 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 County agrees to indemnify and hold harmless the Grantor from any and all claims for damage to personal property and injuries or death suffered by persons caused by or arising out of the construction, installation, repair, upkeep or maintenance of the railway over and across the Premises, except for claims for damages allegedly caused by or arising out of the negligent, intentional, or reckless acts or omissions of the Grantor (including the Grantor's heirs, representatives, successors, or assigns) relating in any way to this Easement, the subject railway, or any areas of land adjacent to the subject railway.

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, David L. Michalak, trustee of the David L. Michalak Revocable Trust dated May 25, 2004, signed this document on behalf of the trust.

[Signature on Next Page]

David L. Michalak

David L. Michalak

David L. Michalak, trustee of the David L. Michalak
Revocable Trust dated May 25, 2004

STATE OF MICHIGAN)
 ss.
COUNTY OF OTTAWA)

On September 4, 2024, before me in Ottawa County, Michigan, personally
appeared David L. Michalak, trustee of the David L. Michalak Revocable Trust dated May 25, 2004.

RACHEL SANCHEZ
Notary Public, State of Michigan
County of Muskegon
My Commission Expires 18-Jul-2028
Acting in the County of Ottawa

Rachel Sanchez
Notary Public, Muskegon County, Michigan
Acting in Ottawa County
My commission expires: 7/18/2028

Drafted By:
C. Nicholas Curcio
Curcio Law Firm PLC
16905 Birchview Drive
Nunica, MI 49448

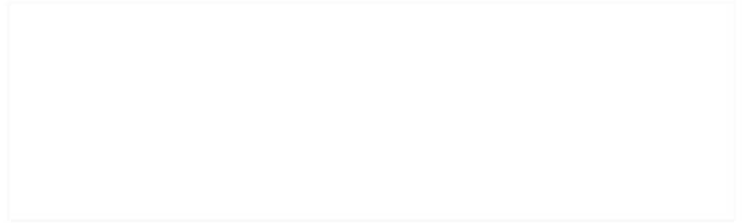
When Recorded Return To:
Grantee

Exhibit A
Description of Premises

Description of Parcel I-2: That part of the NE 1/4 of Section 18, T7N, P14W, Allendale Township, Ottawa County, Michigan, described as: commencing at the North 1/4 corner of said Section; thence S87°11'14"E 775.23 feet along the North line of the NE 1/4 of said Section; thence S10°59'58"W 380.00 feet along the centerline of South Cedar Drive (66 feet wide) to the PLACE OF BEGINNING of this description; thence S79°00'02"E 400.00 feet to Reference Point B; thence S79°00'02"E 422 feet more or less to the center of Bass River; thence Southerly 548 feet more or less along the center of Bass River to a point on the centerline of Bass Drive (66 feet wide); thence N68°32'33"W 50 feet more or less along the centerline of Bass Drive to Reference Point C, said point lies S12°19'22"E 442.82 feet from said Reference Point B; thence N68°32'33"W 585.03 feet along the centerline of Bass Drive; thence N10°59'58"E 300.44 feet along the centerline of South Cedar Drive to the place of beginning.

This parcel contains approximately 6.6 acres including highway right of way and is subject to highway right of way over the westerly and southerly 33 feet thereof.

OTTAWA COUNTY



By: _____
Joe Moss, Chairperson
Board of Commissioners

Date _____

By: _____
Justin F. Roebuck, Clerk/Register

Date _____

Action Request

Electronic Submission – Contract # 2416



Committee: PLANNING AND POLICY

Meeting Date: 10/1/2024

Vendor/3rd Party: GREAT LAKES ENERGY COOPERATIVE

Requesting Department: PARKS AND RECREATION

Submitted By: TERHAAR

Agenda Item: BUR OAK LANDING POWERLINE EASEMENT

Suggested Motion:

To grant an easement to the Great Lakes Energy Cooperative for construction of underground power lines at the Bur Oak Landing County Open Space site.

Summary of Request:

Granting of this easement formalizes terms related to historic overhead power line locations and allows for construction of new underground replacement lines. Underground lines are more desirable in terms of aesthetics and potential disturbance of this mostly natural park property. This easement has been reviewed and approved by parks property legal counsel, Nick Curcio.

Financial Information:

Total Cost: \$0.00

General Fund Cost: \$0.00

Included in Budget:

If not included in Budget, recommended funding source:

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

Action is Related to Strategic Plan:

Goal 1: To Maintain and Improve the Strong Financial Position of the County. Goal 4: To Continually Improve the County's Organization and Services.

Administration:

Recommended by County Administrator:

9/16/2024 9:03:58 AM

Committee/Governing/Advisory Board Approval Date: 10/1/2024

EASEMENT

Work Order# 370-01

Town 7 North, Range 14 West, Section 07

Grantor: COUNTY OF OTTAWA, a Michigan public body corporate

Whose address is: **12220 Fillmore St, West Olive, Michigan 49460** for a good and valuable consideration less than \$100.00, state exemption MCL 207.526 Sec. 6 (a) & county exemption MCL 207.505 Sec. 5 (a) the receipt of which is hereby acknowledged, does hereby grant, convey and warrant to Great Lakes Energy Cooperative, a Michigan Non-Profit Corporation, whose addresses are 1323 Boyne Avenue, Boyne City, Michigan, 49712 and One Cooperative Center Drive, Newaygo, Michigan, 49337 (the Grantee), its licensees, lessees, successors and assigns forever, an easement and right to construct and maintain underground electrical distribution and/or underground communication facilities and related underground appurtenances (collectively, the "Electrical Facilities") for the purpose of providing electric and/or communication service to the hereinafter described property. Such Electrical Facilities shall include all necessary wire, cables, trenches, conduits, risers, pedestals, pads, mounts, enclosures and other appurtenances under, upon, and across a portion of the following described property which is owned by the undersigned Grantor and described as being situated in the Township of **Polkton**, County of **Ottawa**, and State of **Michigan**, and all or a part of:

SEE ATTACHED EXHIBIT A FOR LEGAL DESCRIPTION OF THE PROPERTY

The portion of the Property to which this Easement pertains is more specifically described as the area within 15 feet on each side (total of 30 feet) of the centerline shown on the attached Exhibit B (the "Easement Area").

This Easement shall include the full right and authority to the agents or employees of the said Grantee to access the Easement Area for the purpose of inspecting, repairing, maintaining, enlarging, burying, and replacing the Electrical Facilities (the "Work"). The Grantor further consents that the Grantee may perform such Work in, under or upon all such streets, roads or highways abutting the Property to the extent necessary to access the Electrical Facilities. Grantee agrees to make efforts to prevent the spread of invasive species, as described in the guidelines attached as Exhibit C. This Easement also includes the right and authority to access the Easement Area to trim and cut down any and all trees or brush which trees or brush in the opinion of the Grantee interfere

or threaten to interfere with the construction or safe operation and maintenance of Electrical Facilities within the Easement Area.

Any Work performed by or on behalf of the Grantee shall be performed (i) in a good and workmanlike manner, (ii) in compliance with all applicable laws, rules, orders, and ordinances, and (iii) so as not to unreasonably interfere with the use of the Easement Area by Grantor and Grantor's tenants. Upon completion of any Work, the Easement Area shall be restored to the same general condition as it was before that Work without cost to Grantor.

Grantor agrees that no buildings, mobile homes, fixtures or structures, whether occupied or unoccupied will be placed on, under or over the Easement Area. However, Grantor may on giving Grantee not less than a thirty-day written notice demand that Grantee relocate the Electrical Facilities and Grantee shall, within a reasonable time, weather and working conditions permitting, after receiving said notice, relocate its facilities to a different location within the Property approved by Grantor. Grantor shall pay, in advance, all costs in amount, time and manner commensurate with other service charges then in effect and filed with the Michigan Public Service Commission. Grantor further covenants and agrees that if through inadvertence or otherwise, buildings, fixtures or structures are hereafter placed on, under or over the Easement Area, Grantee may relocate its facilities on Grantor's above described Property (in a location acceptable to and approved in advance by Grantor) and Grantor shall pay all costs of relocating said facilities in the manner same as if the relocation were at Grantor's request. If parties cannot agree on a new location for Grantee's facilities, Grantor shall remove all building, fixtures or structures from the Easement Area at Grantor's expense. Grantee agrees to abide by the guidelines and restrictions presented in Exhibit C, attached hereto and made a part of hereof.

The Grantor expressly agrees that non-use, or a limited use of this easement by the Grantee shall not prevent Grantee from the within contemplated use of the fullest extent herein authorized and granted and further agrees to the joint use or occupancy of the Electrical Facilities by any other person, association or corporation for electrical or telephone purposes.

The Grantor retains all other property rights in the Easement Area, including, but not limited to, the right to landscape the Easement Area in a manner that does not inhibit or interfere with access to the Easement Area, nor prevent the safe maintenance of the Electrical Facilities. The Grantor reserves the right to grant easement rights within the Easement Area to others to install and maintain gas, telephone, fiber optic, cable television structures and lines ("Other Utilities"), but any such rights shall be subject to the Grantee's approval as to location and size of the proposed Other Utilities, which approval shall not be unreasonably withheld, conditioned or delayed. All such additional easements shall be subject to the Grantee's prior rights and the owners of any Other Utilities shall be obligated to pay or reimburse the Grantee for any additional expenses the Grantee incurs in performing any Work as a result of such additional easements or the presence of Other Utilities.

As a condition of receiving this Easement, the Grantee shall bury or otherwise remove all of Grantee's existing above-ground electrical facilities on the Property, except for those that exist within the Easement Area on Parcel ID # 70-09-06-400-039. Those existing facilities may remain with a 15 ft easement either side of centerline so long as this Easement is in effect, so long as Grantee maintains them in good and working condition and performs any Work on such facilities consistent with the terms and conditions described above.

This grant is hereby declared binding upon the heirs, representatives, successors, and assigns of the undersigned Grantor. Where applicable, relative words shall be read as either sex, plural or neuter.

(Signature Page to Follow)

COUNTY OF OTTAWA, a Michigan public body corporate

ACKNOWLEDGEMENT

On this _____ day of _____, 20____, a Notary Public in and for said County, personally appeared
by _____, _____ of **COUNTY OF OTTAWA, a**
Michigan public body corporate to me known to be the **person/persons** described in and who executed the
foregoing instrument and who duly acknowledged the same to be **his/her/their** free act and deed.

Printed Name

Notary Public in, _____ County, Michigan
 Acting in _____ County, Michigan
 My Commission expires _____

PLEASE RETURN TO:
Great Lakes Energy
1323 Boyne Avenue
Boyne City, Michigan 49712

EXHIBIT A

Part of the South one-half (S 1/2) of Section 6, and Government Lot 2, and the Northeast 1/4 of Section 7, Town 7 North, Range 14 West, described as commencing at the East 1/4 corner of Section 6, thence North 88°01'20" West 1317.83 feet along the East and West 1/4 line to the center of 90th Avenue, being the East line of the West 1/2 of the Southeast 1/4 of Section 6, thence South 00°27'44" East 2649.67 feet along the East line of the West 1/2 of the Southeast 1/4 of Section 6 to the Southeast corner thereof, thence North 87°59'03" West 620.00 feet along the South line of Section 6, thence South 52°05'27" West 162.00 feet to the point of beginning, thence North 36°13'30" West 1100.00 feet, thence South 52°05'27" West 400.00 feet more or less to the Grand River, thence continue on the same course to the thread of the Grand River, thence Southeasterly 1,100.00 feet more or less along the thread of the Grand River to a point South 52°05'27" West from beginning, thence North 52°05'27" East to a point on the bank of the Grand River, and continue on the same course 400.00 feet more or less to beginning.

Commonly known as Parcel ID # 70-09-06-400-016

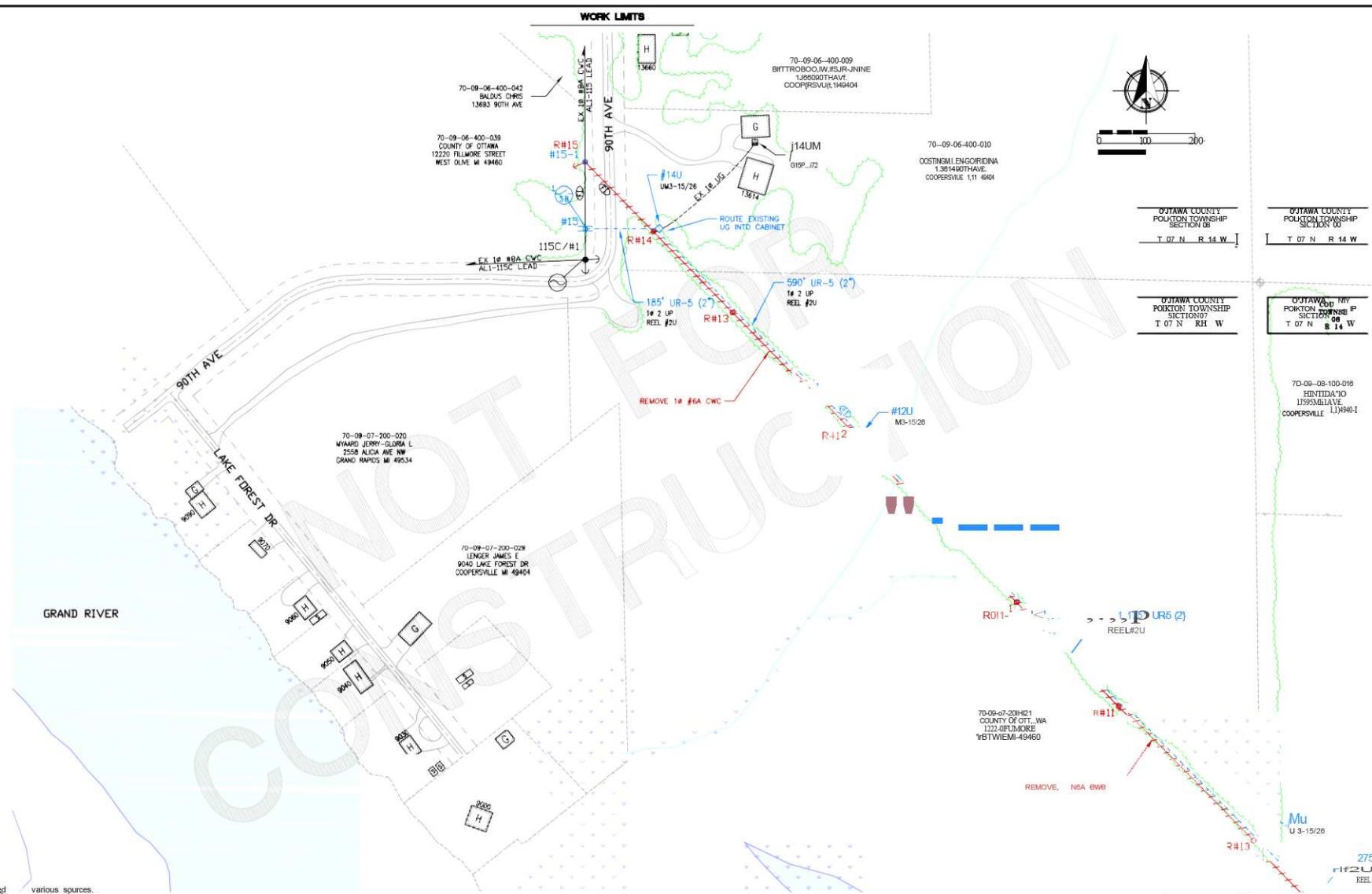
Part of Sections 6 and 7, Town 7 North, Range 14 West, described as: Commencing at the East 1/4 corner of said Section 6; thence North 88°01'20" West, 1317.83 feet along the East and West 1/4 line of said Section 6 to the East line of the Southwest 1/4 of the Southeast 1/4 of said Section 6; thence South 00°27'44" East, 2367.63 feet along said East line to the Point of Beginning of this description; thence continuing along said East line South 00°27'44" East, 282.04 feet; thence North 87°59'03" West, 620.00 feet; thence South 52°05'27" West, 162.00 feet; thence North 36°13'30" West, 1296.50 feet; thence North 53°32'24" East, 606.97 feet; thence South 42°20'02" East, 549.60 feet; thence South 39°05'52" East, 215.51 feet; thence South 47°32'01" East, 701.02 feet to the Point of Beginning.

Commonly known as Parcel ID # 70-09-06-400-039

That part of Government Lot Five (5) of Section 7, Town 7 North, Range 14 West, described as beginning at the Northeast corner of said Section 7, thence Southerly along the East line of said Section 7, 3100.00 feet more or less to the shore of the Grand River, being Point A, thence recommencing at the point of beginning, thence North 87°59'03" West along the North line of said Section 7, 1405.53 feet, thence South 00°27'44" East 351.04 feet, thence North 52°42'00" East 124.83 feet, thence South 00°27'44" East 732.18 feet, thence South 52°42'00" West 278.34 feet, thence North 42°42'00" West 15.11 feet, thence South 52°42'00" West 160.00 feet more or less to the shore of the Grand River, thence Southeasterly along the shore of the Grand River 2500.00 feet more or less to Point A. Including all lands between the Northwesterly and Southeasterly boundary lines to the thread of the Grand River

Commonly known as Parcel ID # 70-09-07-200-021 & 70-09-07-200-002

EXHIBIT B



REFER TO SHEET #1 Copyright © 2023 GRP Engineering, Inc.

#37 0-01 ALLENDALE AL1-115

CLIENT
GREAT LAKES ENERGY

LOCATION #10U TO POLE #15-1

GRP
Engineering, Inc. GRAND RAPIDS, MI, 616-942-7183 / PETOSKEY, MI, 231-439-9683

DATE: 05-22-2023

ISSUE: OWNER REVIEW

BY: KMW	# APP: MPM
WORK ORDER:	3 ¹⁰⁰ 125

PROJECT NO.	22-1384.01
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DRAWING:

2

EXHIBIT C

INVASIVE SPECIES DECONTAMINATION GUIDELINES

Invasive species are harmful to the environment, the economy and to human health. Preventing new introductions and limiting the dispersal of existing invasive species is the most effective approach to management. Decontamination is the process of cleaning and disinfecting gear and equipment with the intent of removing any attached aquatic invasive species (AIS) or terrestrial invasive species (TIS).

DECONTAMINATION: All persons conducting commercial business on state land are required to follow the decontamination guidelines outlined within this document. At a minimum, Permittee, Permittee employees and volunteers should do the following:

Inspect and remove debris: Visually examine the equipment and remove any attached plant fragments, dirt/mud, seeds, or invertebrates. This could be done by simply picking the items off or using a brush or broom. If this is being done prior to leaving a site, the materials could be left on-site; however, if this step is at different location (e.g., a field office), the materials should be bagged and disposed of in the trash.

Drain, rinse with potable water, and dry: When using boats and other aquatic equipment, drain all water from the motor, live well, bilge, and transom wells, rinse with potable water, and dry the equipment (either air dry or use a towel). See *Fisheries Order 245.16 - Fish Disease Control* for more information [Fisheries Order 245.16 April 18 2016.docx \(michigan.gov\)](#).

If the gear, equipment, or clothing were unable to be cleaned well using the basic steps above, Permittee should consider doing the following additional decontamination steps, particularly if one of the following applies:

- ❖ They are in contact with multiple waterbodies or field sites in a week and invasive species are either known to be present or are observed in at least one of those locations, or
- ❖ They are in contact with pristine/isolated locations which may contain rare, threatened, or endangered species.

Additional Decontamination options:

Pressure wash: See page 7 of this document for a location map of heated pressure washing facilities in Michigan.

Treat with chemical solutions: Spray or soak the equipment in a chemical solution (Table 4) to disinfect the gear. When using chemicals, the safety protocols listed on the label must be followed. Staff should avoid inhaling the fumes or coming into physical contact with the chemicals, and appropriate personal protective equipment should be worn (e.g., goggles, gloves, aprons, etc.).

Flush the motor of an aquatic vessel: Use either Virkon Aquatic or bleach, using the guidance presented in Table 4.

DECONTAMINATION GEAR SUGGESTED: The Permittee may find it helpful to create decontamination kits. Kits would provide basic decontamination supplies in one place and could include the following:

- Boot brushes
- 5-gallon buckets
- Sponges
- Spray bottles
- Thermometer
- Adhesive rollers
- Brooms and brushes
- Shovels
- Vacuum
- Pressure washer (hot or cold water)
- Air compressor
- Chemicals
- Leaf blowers
- Personal protective equipment (e.g., goggles, gloves, and apron)

THINGS TO KEEP IN MIND: There are simple steps that can be taken to reduce the risk of spreading invasive species, including:

1. Knowing where invasive species are located and your level of risk in transporting or spreading them. Visit areas without invasive species first, gradually moving to areas that are infested (i.e., work from the lowest risk sites to the highest risk sites; work upstream first then downstream).
2. Using the simplest gear as possible when working in an infested area. For example, if staff are working in an aquatic environment, they should consider using waders or boots that are one-piece, rubber, and non-felt soled.
3. Inspecting gear and equipment between work sites. When possible, perform the decontamination step on-site.
4. Performing work duties when the invasive species are at the lowest risk of being spread. For example, avoid working in areas when invasive plants are at seed.
5. Using well-traveled paths or roadways when moving between locations and avoiding infested areas.
6. Considering alternatives to moving equipment between field sites, such as having dedicated equipment that will remain on-site in important natural areas or those with rare or endangered species.
7. Monitoring the invasive species community over time, including differences in distribution.
8. Drying aquatic equipment for five days before moving to a new site.

Table 1: Summary of decontamination options to help minimize the transfer of invasive species. Perform all steps in the lower risk categories first, then perform the decontamination steps in the higher risk categories (e.g., High Risk: Perform steps in the Low and Medium Risk Categories first).

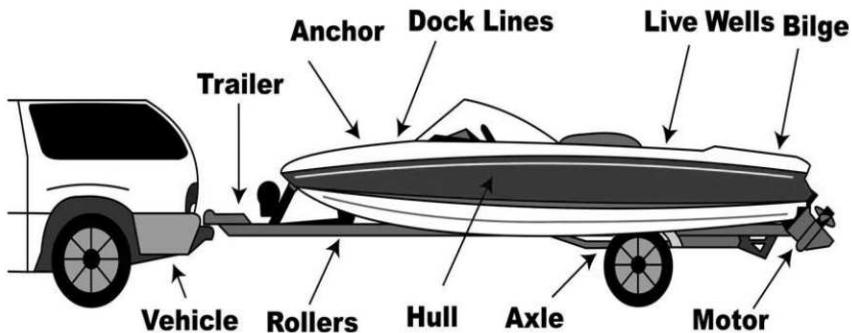
Equipment	Low	Medium Options (pick one). Rinse after all.	High
Boats, trailers, and motors	Inspect, clean, drain, rinse, and dry	<ul style="list-style-type: none"> Bleach: ½ cup [4 oz] bleach to 5 gallons of water or 120 mL bleach to 19 liters of water Virkon Aquatic for 20 minutes (20 g/L) Hot water pressure: 140°F/60°C for 10 second contact time 	Motor flush: 140°F for 5 minutes and an exiting temperature 120°F/49°C OR ambient temperature for 10 minutes
Sampling gear (e.g., nets and other equipment that have direct contact with water)	Inspect, clean, rinse, and dry	<ul style="list-style-type: none"> Bleach: ½ cup [4 oz] bleach to 5 gallons of water or 120 mL bleach to 19 liters of water Then use 100% vinegar for 20 minutes to dissolve any veliger shells Virkon Aquatic for 20 minutes (20 g/L) Hot water pressure: 140°F/60°C for 10 second contact time; dry ≥5 days in sun 	Use alternative gear that has not been deployed in infested water within the past 5 days
Waders, boots, and other field equipment	Inspect, clean, rinse, and dry	<ul style="list-style-type: none"> Laundry clothing and footwear Disinfect other equipment Bleach: ½ cup [4 oz] bleach to 5 gallons of water or 120 mL bleach to 19 liters of water Virkon Aquatic for 20 minutes (20 g/L) Formula 409 for 10 minutes for New Zealand mudsnails 	Heat and dry: household steamer or pressure wash; dry ≥5 days
Sensitive equipment (e.g., sondes, hydrolabs, and dataloggers)	Inspect, clean, and sanitize every time it has been exposed to water; follow manufacturer's directions		
Vehicles	Inspect and clean interior and exterior	<ul style="list-style-type: none"> Clean with water using pressure washer Take vehicle through carwash with undercarriage flush 	
Heavy equipment (e.g., mowers, dozers, loaders, and dump trucks)	Inspect and clean interior and exterior	<ul style="list-style-type: none"> Compressed air, then high pressure washer, rinse, and dry; run fans in reverse if possible to clean air intakes 	
Portable pumps (any equipment that draws water from a water body)	Inspect and clean exterior surfaces	<ul style="list-style-type: none"> Flush, clean, rinse, and dry For small portable pumps, flush with either Virkon Aquatic (20 g/L) for 20 minutes or with a bleach solution (½ cup [4 oz] bleach to 5 gallons of water or 120 mL bleach to 19 liters of water for 20 minutes 	
Diving equipment (e.g., wet suit, snorkel, fins, and buoyancy compensator)	Inspect, clean, drain, rinse, and dry	<ul style="list-style-type: none"> Salt solution: ½ cup salt per gallon of water for 30 minutes Hot water: >120°F/49°C for 30 minutes <p>After treatment, completely dry if possible</p>	

Table 2: The basic steps should be followed whenever gear or equipment is moved between field sites. Follow the extra steps when the gear or equipment is not adequately cleaned by the basic steps, when working in invasive species-infested areas, or when working in areas with rare/threatened/endangered species.

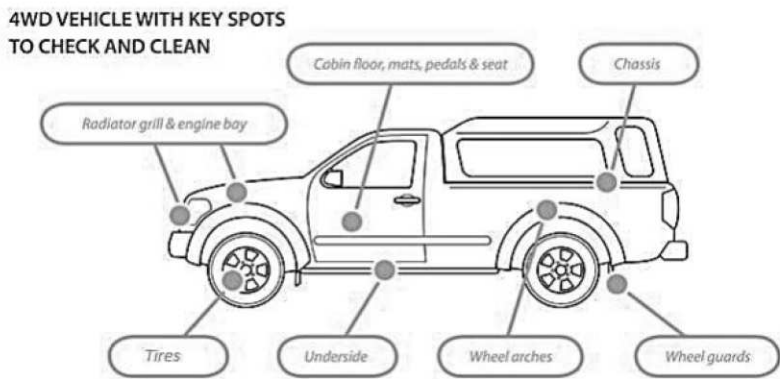
Equipment	Decontamination Method
Clothing	Basic step: Inspect and remove debris with an adhesive roller or brush Extra step: Wash, rinse, and dry between uses, if necessary
Waders and boots	Basic step: Inspect and remove debris with a brush Basic step: Rinse with potable water and let dry Extra step: Treat with Virkon Aquatic (SEE TABLE 4)
Vehicles	Basic step: Inspect and remove debris from interior and exterior with a broom, brush, or vacuum Extra step: Use a car wash or pressure wash, if needed
Heavy equipment	Basic step: Inspect and remove debris with a broom or brush Basic step: Run fans in reverse, if possible, to clean air intakes Extra step: Use an air compressor / leaf blower / pressure washer to remove debris, if needed
Mowers	Basic step: Inspect and remove debris with a broom or brush Extra step: Use an air compressor / leaf blower / pressure washer to remove debris, if needed
Handheld tools (i.e. chainsaw, weed whip, etc.)	Basic step: Inspect and remove debris with a broom or brush Extra step: Use an air compressor / leaf blower to remove debris, if needed
Non-motorized watercraft	Basic step: Inspect and remove debris from interior and exterior with a broom or brush Basic step: Rinse with potable water and air or towel dry Extra step: Treat with chemical solutions (SEE TABLE 4) or hot pressure washer
Boats, motors, and trailers	Basic step: Inspect and remove debris with a broom or brush Basic step: Drain, rinse with potable water, and dry Extra step: Flush the motor, if necessary Extra step: Pressure wash with hot water, if available
Aquatic gear (i.e. pumps, nets, etc.)	Basic step: Inspect and remove debris with a brush Basic step: Drain, rinse with potable water, and dry Extra step: Pressure wash with hot water or treat with chemical solution (SEE TABLE 4), if necessary
*Always follow manufacturer's directions when disinfecting equipment.	

Table 3. Below are three schematics, showing examples of locations to check when decontaminating.

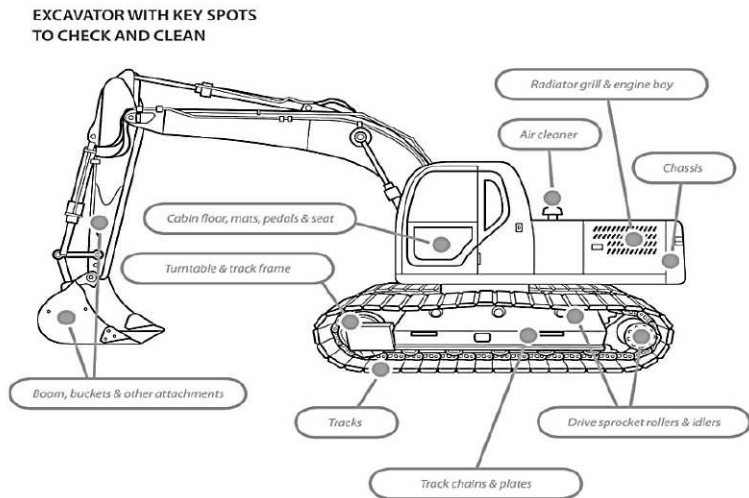
A: Key areas on boats and trailers to inspect for plants, animals, mud, and water.
 Diagram from the California Department of Fish and Wildlife.



B: Key areas to inspect and clean on vehicles.
 Diagram from the Ontario Invasive Plant Council.



C: Key areas to check and clean on large equipment.
 Diagram from the Ontario Invasive Plant Council.



OTHER RESOURCES:

For information about invasive species in Michigan, visit www.michigan.gov/invasives.
 For information about where invasive species have been found in Michigan, visit the Midwest Invasive Species Information Network (MISIN) at www.misin.msu.edu. MISIN also has training modules under the “Explore” tab about how to distinguish invasive species from native species.

Table 4: Please reference this table when chemical use is critical to help stop the spread of invasive species. Chemical treatments are only recommended when working in aquatic environments. Always refer to the manufacturer's directions for additional guidance.

The primary chemical recommended to decontaminate equipment is chlorine bleach (5.25% solution; ½ cup [4 fluid ounces] of bleach to 5 gallons of water).

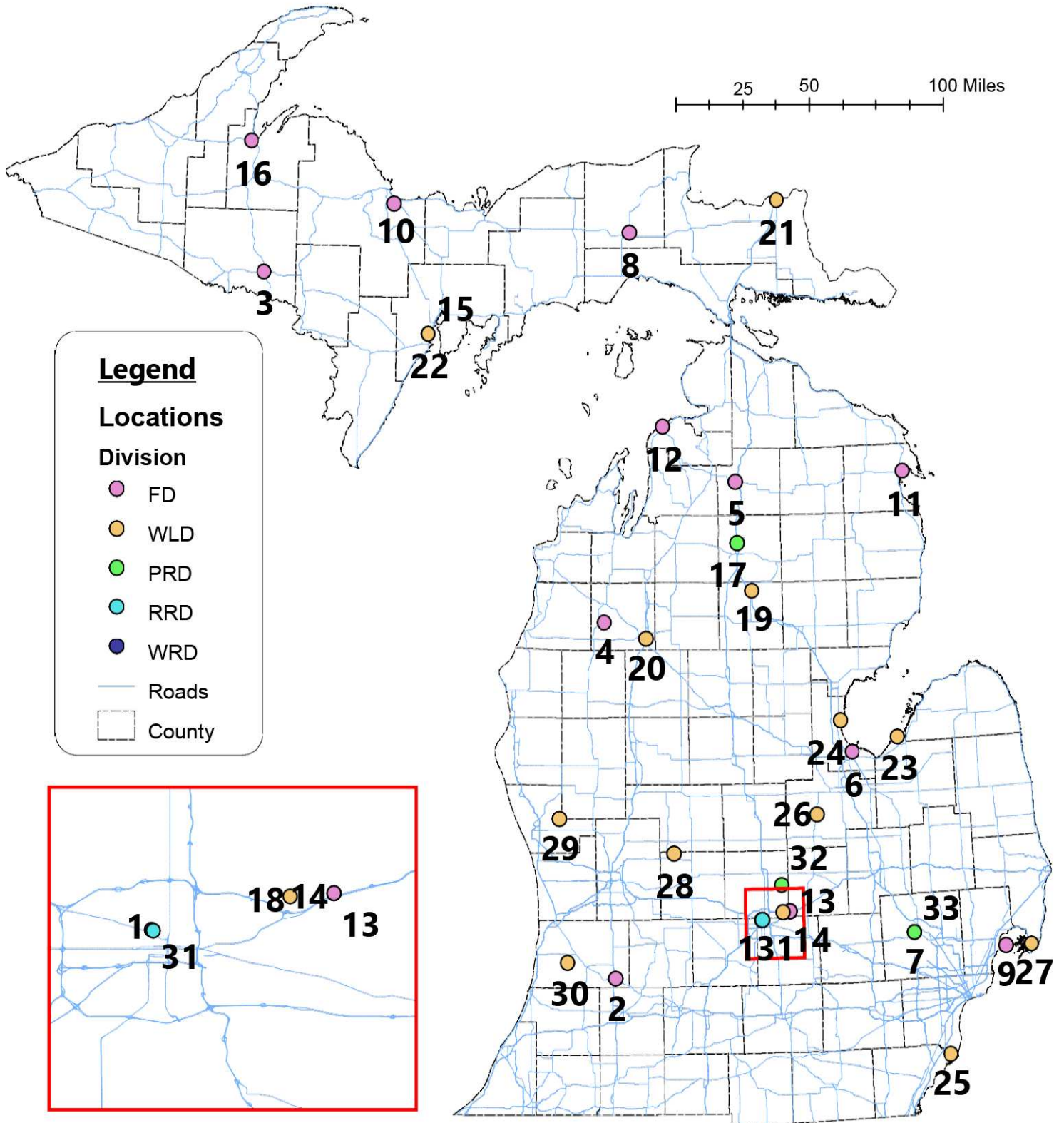
- Apply by spraying or using a sponge to thoroughly expose the surface to the bleach solution. Contact time should be at least 10 minutes. **Rinse well with tap water afterwards.**
 - Chlorine bleach degrades over time and its effectiveness as a disinfecting agent diminishes. A bottle should only be used for two months after opening. Diluted bleach should be used within 24 hours.
 - Dispose of unused bleach and diluted bleach solutions in the sanitary sewer.
- ❖ If staff are concerned about bleach residue on equipment, it is recommended to do a follow-up rinse using sodium thiosulfate (CAS Reg. No. 10102-17-7), which can be purchased by most chemical supply companies, such as Fisher Scientific (www.fishersci.com). This will neutralize the chlorine in the bleach and reduce both damage to the equipment and effects to fish or invertebrates. **Caution should be taken to not mix chlorine bleach with other chemicals. After using bleach, rinse well with water and then apply additional chemicals.** The recommended thiosulfate solution is 3 grams of sodium thiosulfate per gallon of water.
- Apply by spraying or using a sponge to thoroughly expose the surface to the solution. Contact time should be at least 10 minutes. **Rinse with tap water afterwards.**
 - Store crystals in a tightly sealed container in a cool, dry area. The degradability of the solution is not established.
 - Dispose of small amounts of unused sodium thiosulfate solution in the sanitary sewer in a safe manner and in accordance with local/national regulations.
- ❖ If staff are working in aquatic environments that are known to have bacterial or viral pathogens in them, it is highly recommended to do a follow-up treatment using Virkon Aquatic®. This is a contact disinfectant in the hydrogen peroxide family and can be purchased online from multiple vendors, such as Fisher Scientific (www.fishersci.com). It is 99.9% biodegradable and is not corrosive at the working dilution. It is labeled for use as a bactericide/viricide, so do not depend on its use for other invasive species. Prepare Virkon Aquatic by mixing 20 grams with one liter of water.
- Expose equipment to the solution for at least 20 minutes.
 - Use Virkon Aquatic within 7 days postmixing because the product degrades.
 - Dispose of unused solutions in the sanitary sewer.

Special Notes

Note 1: New Zealand mudsnails have recently been detected in inland waters of Michigan. If field work is being done in infested waters, use the Virkon Aquatic protocol above.

Note 2: To dissolve the shells of zebra and quagga mussels, expose the equipment to 100% white distilled vinegar for 20 minutes or a salt solution (1/2 cup salt per gallon of water) for 30 minutes.

State Owned Heated Pressure Washer Locations



See next page for details.

ID	Department	Division	Facility	Address	Contact	Phone	Latitude	Longitude	Hours
1	DEQ	WRD	Filley Street Equipment/support Facility	815 Filley Street Lansing, MI 48906	Mike Baldock	517-327-2630	42.761764	-84.56373	8:30 am - 4:00 pm
2	DNR	FD	Plainwell	621 N. 10th Street Plainwell, MI 49080	Ed Pearce	269-685-6851 ext 107	42.465562	-85.642034	6:00 am - 5:00 pm
3	DNR	FD	Crystal Falls	1420 US 2 West Crystal Falls, MI 49920	Mark Mylchreest	906-875-6622 Cell 906-458-2112	46.098373	-88.360564	6:00 am - 4:30 pm CST M,T,W,TH
4	DNR	FD	Harrietta	6801 W. 30 Road Harrietta, MI 49638	Bob Kerry	231-389-2551	44.308848	-85.717001	8:00 am - 4:30 pm
5	DNR	FD	Gaylord	1732 West M-32	Patrick Van Daele	989-732-3541 x5470	45.028909	-84.710526	7:00 am - 5:00 pm
6	DNR	FD	Bay City	Gaylord, MI 49735 1700 Marquette Street Bay City, Chris Schelb MI 48706		989-684-7892	43.618856	-83.868128	7:30 am - 4:00pm
7	DNR	FD	Waterford	7806 Gale Road	Todd Somers	248-666-8463	42.676156	-83.439637	8:00 am - 4:30 pm
8	DNR	FD	Newberry	Waterford, MI 48327 5100 M123 Newberry, MI	Shawn Sapp or Carl Christiansen	906-293-5131	46.323319	-85.509683	7:00 - 3:30 pm
9	DNR	FD	Mt. Clemens	33135 S River Road Harrison Twp, 48045	Brad Utrup	586-465-4771 ext 25	42.592727	-82.772184	8:00 am - 4:30pm M-F
10	DNR	FD	Marquette	488 Cherry Creek Marquette, MI 49855	Road Ed Baker	906-249-1611 ext 309	46.468393	-87.357942	7:30 am - 4:00 pm may vary
11	DNR	FD	Alpena	160 E. Fletcher Alpena, MI 49707	Bill Wellenkamp	989-356-3232	45.063856	-83.428899	8:00 am - 5:00 pm M-F
12	DNR	FD	Charlevoix	96 Grant Street Charlevoix, MI 49720	Dave Clapp	231-547-2914 ext 237	45.319261	-85.26397	7:00 am - 5:00 pm
13	DNR	FD	IFR	9870 Stoll Road Haslett, MI 48840	Kevin Wehrly	734-663-3554 ext 12055	42.8028861	-84.350272	Variable. Not accessible
14	DNR	FD	Rose Lake	9870 Stoll Road Haslett, MI 48840	Seth Herbst	517-284-5841	42.8028861	-84.350272	Variable
15	DNR	FD	Escanaba	6833 Hwy 2, 41 &M-35 Gladstone, MI 49837	Darren Kramer	906-786-2351	45.797526	-87.076063	8:00 am - 4:00 pm EST M-F
16	DNR	FD	Baraga	427 US 41 North Baraga, MI 49908	George Madison	906-353-6651	46.773795	-88.489695	8:00 am - 4:00 pm EST M-F
17	DNR	PRD	Grayling Field Office	1955 Hartwick Pines Grayling, MI 49738	Rd. Josh Pellow	989-348-6371 ext 7491	44.713536	-84.702475	7:00 am - 5:30 pm M-TH, call ahead
18	DNR	WLD	Rose Lake Field Office (equipment garages)	8237 Stoll Rd East Lansing, MI 48823	Chad Krumnauer	517-641-4092	42.798909	-84.39471	8:00 am - 4:00 pm, call ahead
19	DNR	WLD	Roscommon Customer Service Center	8717 N. Roscommon Roscommon, MI 48653	Road Jeff Autenrieth	989-275-5151 ext 2722032	44.462597	-84.601372	8:00 am - 4:00 pm, call ahead
20	DNR	WLD	Cadillac Customer Service Center	8015 Mackinaw Trail Cadillac, MI 49601	Vernon Richardson	231-775-9727 ext 6031	44.222519	-85.40244	8:00 am - 4:00 pm, call ahead
21	DNR	WLD	Sault Ste. Marie Field Office	2001 Ashmun Street Sault Ste. Marie, MI 49783 6833	David Jentoft	906-635-5281 ext 4	46.481544	-84.353294	8:00 am - 4:30 pm, call ahead
22	DNR	WLD	Escanaba Field Office	Hwy. 2, 41 and M-35 Gladstone, MI 49837	Colter Lubben	906-786-2351	45.79728	-87.076039	8:00 am - 4:30 pm, call ahead
23	DNR	WLD	Fish Point Wildlife Area	7750 Ringle Rd Unionville, MI 48767	Pat Brickel	231-394-0633	43.689616	-83.526175	7:00 am - 3:30 pm M-F, call ahead
24	DNR	WLD	Nayanquing Point Wildlife Area	1570 Tower Beach Pinconning, MI 48650	Road Brandy Dybas-Berger	989-697-5101	43.783784	-83.946576	8:00 am - 4:30 pm M-F, call ahead
25	DNR	WLD	Pointe Mouillee State Game Area	37205 Mouillee Road Rockwood, MI 48173	Zach Cooley	734-379-9692	43.039309	-83.199722	8:00 am - 4:30 pm M-F, call ahead
26	DNR	WLD	Shiawassee River State Game Area	225 E. Spruce Street St. Charles, MI 48655	Vic Weigold	989-865-6211	43.300291	-84.140819	7:00 am - 5:00 pm M-TH
27	DNR	WLD	St. Clair Flats Wildlife Area Field Office	1803 Krispin Rd Harsens Islasnd, MI 48028	John Darling	810-748-9504	42.587612	-82.588702	7:00 am - 11:00 am F, call ahead 7:00 am - 3:30 pm M-F, call ahead
		WLD	Paris Office	22250 Northland Drive Paris, MI 49338		231-465-4188	43.789818	-85.501255	8:00 am - 3:30 pm, call ahead

28	DNR				James Miller				
29	DNR	WLD	Muskegon State Game Area	7600 E. Messinger Road Twin Lake, MI 49475	Greg Hochstetler	231-788-5055	43.292722	-86.05706	8:00 am - 4:00 pm, call ahead
30		WLD	Allegan State Game Area Field Office	4590 118th Ave., Route 3 Allegan, MI 49010	Keith Kluting	269-673-2430	42.549349	-85.994587	8:00 am - 4:00 pm, call ahead
31	DEQ	RRD	Filley Street Equipment/support Facility	635 Filley Street Lansing, MI 48906	Pete Shirey	517-335-6415	42.760995	-84.561395	
32	DNR	PRD	Sleepy Hollow State Park	7835 E. Price Road Laingsburg, MI 48848	Tim Machowicz	517-651-6217	43.942185	-84.404093	8:00 am - 4:00 pm, call ahead
33	DNR	PRD	Pontiac Lake Recreation Area	7800 Gale Rd Waterford, MI 48327	Tom Bissett	248-666-1020	42.679238	-83.441271	8:00 am - 4:00 pm, call ahead

INVASIVE SPECIES ADDITIONAL INFORMATION

Where can I find out more about invasive species in Michigan?

Visit www.michigan.gov/invasives.

- Click on the “Species Profiles and Reporting Information” tab on the left to find out more about the state’s priority species.
- Identification guides are available under the “Education and Outreach” tab.

Visit www.misin.msu.edu.

- Click on the “Explore” tab on the top, then browse through the “Species Information” and “Training Modules” sections.

How should I report any invasive species I find?

Visit www.misin.msu.edu.

- Click on the “Report” tab on the top. Select the species you have found and complete the reporting information (you will need an account to do this).

What are some simple steps I can take that will have an impact?

1. Know where invasive species are located and your risk in spreading them. Visit areas without invasive species first, gradually moving to areas that are infested.
2. Use the simplest gear as possible when working in an infested area. For example, if you are working in an aquatic environment, use waders or boots that are one-piece.
3. Inspect equipment, vehicles, and footwear between work sites. When possible, do decontamination on-site. Clean your gear, drain water from boats and motors, and let equipment dry for five days.
4. Perform work duties when invasive species are at the lowest risk of being spread. For example, avoid working in areas when invasive plants are at seed.
5. Use well-traveled paths or roadways when moving between locations and avoid infested areas.

How can I get updates from the Michigan Invasive Species Program?

Sign up for emails! Visit www.michigan.gov/invasives and click on the red envelope on the homepage to subscribe to the program’s listserv.

How can I find out more about Cooperative Invasive Species Management Areas (CISMAs)?

Visit www.michiganinvasives.org to find the contact information for your local CISMA.

Action Request



Committee: Planning and Policy Committee

Meeting Date: 10/01/2024

Requesting Department: Veterans Affairs

Submitted By: Jason Schenkel

Agenda Item: Veterans Affairs Committee By-Laws

Suggested Motion:

To review and approve the Veterans Affairs Committee By-Laws and send to the Board of Commissioners for final approval.

Summary of Request:

The Veterans Affairs Committee has adopted official by-laws to operate under MCL Act 192 of 1953. Attached is the By-Laws and MCL Act 192 of 1953. OCDVA Committee request approval from the Board of Commissioners. By-Laws have been reviewed and approved by legal.

Financial Information:

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

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

Action is Related to Strategic Plan:

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

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

Objective: Goal 2, Objective 1: Consider initiatives that contribute to the economic health and sustainability of the County and its' residents.

Goal 3, Objective 2: Maximize communication with citizens.

Administration:

County Administrator:

☒ Recommended

☐ Not Recommended

☐ Without Recommendation

Committee/Governing/Advisory Board Approval Date:



Ottawa County
Department of Veterans' Affairs
Veterans' Affairs Committee By-Laws

PREAMBLE

The Ottawa County Department of Veterans' Affairs, created under Public Act 192 of 1953, MCL 35.621 - 35.624, as prescribed with certain powers and duties, is adopting the following By-Laws for the Ottawa County Veterans' Affairs Committee:

ARTICLE I - THE ORGANIZATION

Section 1: Name

The name of the Committee is the Ottawa County-Veterans' Affairs Committee, hereafter referred to as the "OCVAC" or the "Committee".

Section 2: Legal Status

The OCVAC is an advisory committee to the Ottawa County Department of Veterans' Affairs, hereinafter referred to as the "DVA" or the "Department", and the Ottawa County Board of Commissioners, hereinafter referred to as the "Board" or "BOC".

Section 3: Statement of Purpose

The OCVAC's mission is to provide advisory recommendations regarding veterans' affairs matters to the Board, and to review and approve requests brought to the Committee through the Veterans' Relief Fund, Public Act 214 of 1899, MCL 35.21 – 35.27 and other funds, to provide relief outside of the soldiers' home for honorably discharged indigent soldiers, sailors, marines, nurses and members of women's auxiliaries and the indigent wives, widows and minor children of such indigent or deceased soldiers, sailors, marines, nurses and members of women's auxiliaries.

Section 4: Equal Representation

The OCVAC is committed to equal representation of Ottawa County Veterans' Affairs. Anyone interested in the vision or mission of the OCVAC may present issues to the Committee for consideration.

ARTICLE II - MEMBERSHIP

Section 1: Membership

A. Membership in the OCVAC shall consist of:

- 3-7 members, appointed by the BOC who:
 - Are appointed by the Board, with appointment being on the recommendation of the posts/chapters of each chartered veterans' organization service in the County;
 - Must have served honorably on active duty in the United States Armed Forces;
 - Shall be residents of Ottawa County; and
 - Have demonstrated knowledge, skills, and experience in public service, business, or finance.

B. Committee members appointed under this subsection shall include the following:

- 1) At least one (1) member representing a congressionally chartered veterans' service organization, such as the American Legion, within the County;
- 2) At least one (1) independent member who may or may not be a member of a congressionally chartered veterans' service organization within the County; and
- 3) Notwithstanding the provisions of any law to the contrary, a member of the BOC is eligible for appointment.

Section 2: Term of Office

Members of OCVAC shall be appointed for a term of four (4) years each. Terms for members first appointed shall be staggered so that no more than two (2) vacancies are scheduled to occur in a single year.

Section 3: Vacancies and Resignations

Vacancies shall be filled in the same manner as the original appointments for the unexpired terms (by the BOC, with appointments being on the recommendation of the posts of each chartered veterans' service organization in the County). A member may resign by written notice to the BOC. The resignation will be effective upon its receipt by the BOC, or a subsequent time as set forth in the notice of resignation. When a vacancy occurs, the BOC shall provide notice of that vacancy to one (1) or more newspapers within the County and to veteran service organizations within the County.

ARTICLE III - MEETINGS

Section 1: Regular Meetings

Regular meetings of the members will be held monthly at a place and time determined by the Committee. The Department staff will record and maintain the minutes of each meeting for the Committee.

The OCVAC shall establish an annual calendar for regular meetings at its annual meeting. This calendar will be affirmed by a vote of the OCVAC and distributed/published.

Section 2: Special Meetings

Special meetings of the OCVAC may be called by the Chair or Vice Chair at the direction of a majority of members, County Administrator, or as otherwise determined by law. Any request for a meeting by members must state the purpose or purposes of the proposed special meeting.

Section 3: Notice of Meetings

Written notices containing time and place of all meetings of the OCVAC will be given either personally, by e-mail, or through miottawa.org public calendar to each member not less than seven days before a regular meeting and not less than two days before a special meeting, and notices of meetings shall be in accordance with the requirements of the Open Meetings Act. The notice of a regular meeting does not need to state the purpose or purposes of the meetings or the business to be transacted. In reference to any meeting, no notice of a recessed meeting must be given if the time and place to which the meeting is recessed is announced at the meeting. At the recessed meeting, the only business that may be transacted is business which might have been transacted at the original meeting.

Section 4: Annual Meeting

The OCVAC shall host an Annual Meeting every January, or in another month designated by the Committee, upon a majority vote of those members in attendance when the vote is called.

Section 5: Quorum and Voting

A simple majority of the OCVAC members will constitute a quorum at any meeting. The vote of a majority of the members present at a meeting at which a quorum is present shall constitute an action of the OCVAC. If at any meeting the members in attendance comprise less than a quorum, then a majority of those present may recess the meeting until a quorum has been obtained.

Section 6: Conduct of Meetings

Meetings of the OCVAC will be presided over by the Chair, or in his/her absence, the Vice Chair. Meetings will be held in accordance with Roberts Rules of Order.

Section 7: Compensation

With prior approval by the OCVAC, Committee members are authorized to incur such expense as shall be necessary while performing duties for the OCVAC. The members of the Committee shall be entitled to receive per diem and mileage for attending meetings.

ARTICLE IV - OFFICERS

Section 1: Election or Appointment

The OCVAC will elect a Chair, Vice Chair, and Secretary, hereinafter referred to as the “Officer” or as a collective, the “Officers”, at the current year annual meeting by a simple majority vote with nominations from the floor.

Section 2: Term of Office

The term of office for all Officers will commence upon their election or appointment and will continue until the next annual meeting of the OCVAC and until their respective successors are chosen or until their resignation.

Section 3: Resignation

An Officer may resign by written notice to the OCVAC. The resignation will be effective upon its receipt by the OCVAC or at a subsequent time specified in the notice of the resignation.

Section 4: Chairperson or Chair

The Chairperson will preside over meetings of the OCVAC and will notify the Ottawa County Board of Commissioners of all resolutions of the Committee and may appoint subcommittees as provided below.

Section 5: Vice Chairperson or Vice Chair

The Vice Chairperson will, in the absence or disability of the Chairperson, serve as acting Chairperson.

Section 6: Secretary

The Secretary will be responsible for recording and maintaining the minutes of each meeting and for other administrative duties as assigned by the Chairperson.

Section 7: Term Limits for Chairperson and Vice Chairperson

The Chairperson may be elected to the position of Chairperson for a maximum of two consecutive years. The Vice-Chairperson may also only be elected to the position of Vice-Chairperson for a maximum of two consecutive years.

ARTICLE V - COMMITTEES

Section 1: Ad-Hoc Committees

Ad-Hoc Committees may be formed to respond to veteran-related subjects of interest in the County.

ARTICLE VI - INDEMNIFICATION

Section 1: Indemnification

The Ottawa County Board of Commissioners will, to the extent permitted by law, indemnify members against expenses (including attorney fees, judgments, fines, and amounts paid in settlement actually and reasonably incurred by them in connection with any actions or suits brought or threatened against them), but only insofar as such expenses resulted from the person's involvement with OCVAC.

Section 2: Rights to Continue

This indemnification will continue to a person who has ceased to be a member or Officer of OCVAC. Indemnification may continue as to a person who has ceased to be a volunteer, employee, or agent of OCVAC.

ARTICLE VII - MISCELLANEOUS

Section 1: Effective Date

These By-Laws shall take effect when approved by a majority of the total membership of the OCVAC and approved by the BOC. By-Laws may be modified in the same manner.

Section 2: Duration

The OCVAC shall continue indefinitely unless terminated by action of the Board.

Section 3: Communications

The OCVAC serves as an advisory committee to the BOC. The BOC provides instruction to the County Administrator; the County Administrator, in turn, directs the Director of the DVA; and the Director of the DVA reports to the County Administrator and informs the OCVAC. The Communications Flow chart is below for reference.

Certification

The Secretary of the Ottawa County Veterans' Affairs Committee hereby represents and affirms that on the [insert date], the within By-Laws were approved by a majority of the members of the Ottawa County Veterans' Affairs Committee. The undersigned furthermore certifies that these By-Laws were approved by the County Board of Commissioners on the [insert date] under motion [insert motion number].

[Insert Name Here], Acting Secretary

Ottawa County Veterans' Affairs

Committee [Date]

[Insert Name Here], Chairman

Ottawa County Board of Commissioners

[Date]

COUNTY DEPARTMENT OF VETERANS' AFFAIRS
Act 192 of 1953

AN ACT to create a county department of veterans' affairs in certain counties, and to prescribe its powers and duties; to create the county veteran service fund and to provide for contributions to and expenditures from that fund; and to transfer the powers and duties of the soldiers' relief commission in those counties.

History: 1953, Act 192, Eff. Oct. 2, 1953;—Am. 2018, Act 210, Eff. Sept. 24, 2018.

The People of the State of Michigan enact:

35.621 County department of veterans' affairs; creation; administration; committee; appointment, qualifications, and terms of members; vacancies.

Sec. 1. (1) The county board of commissioners may create a county department of veterans' affairs. The county department of veterans' affairs shall be under the administration of a committee of 3 to 7 veterans, appointed by the county board of commissioners. Members appointed to the committee shall be residents of the county who have served honorably on active duty in the United States Armed Forces.

(2) Committee members appointed under subsection (1) shall include the following:

(a) At least 1 member representing a congressionally chartered veterans' organization within the county, to be appointed upon the recommendation of the posts of each chartered veterans' organization within the county.

(b) At least 1 independent member who may or may not be a member of a congressionally chartered veterans' organization within the county.

(3) Each committee member appointed under this section shall have demonstrated knowledge, skills, and experience in public service, business, or finance.

(4) If an opening on a committee of veterans occurs, the county board of commissioners shall provide notice of that opening to 1 or more newspapers within the county and to veteran service organizations within the county.

(5) Notwithstanding the provisions of any law to the contrary, a member of the county board of commissioners of a county is eligible for appointment under this section.

(6) Committee members appointed by the county board of commissioners under this section shall be appointed for a term of 4 years each. However, the terms for committee members first appointed shall be staggered so that not more than 2 vacancies are scheduled to occur in a single year. Vacancies shall be filled in the same manner as original appointments for the unexpired terms.

History: 1953, Act 192, Eff. Oct. 2, 1953;—Am. 1958, Act 156, Eff. Sept. 13, 1958;—Am. 1968, Act 204, Imd. Eff. June 24, 1968;—Am. 1973, Act 153, Imd. Eff. Dec. 6, 1973;—Am. 1996, Act 108, Imd. Eff. Mar. 5, 1996;—Am. 2004, Act 11, Imd. Eff. Feb. 26, 2004;—Am. 2012, Act 235, Imd. Eff. June 29, 2012;—Am. 2016, Act 420, Eff. Apr. 4, 2017.

35.622 Soldiers' relief commission; abolition, transfer of powers and duties to county department of veterans' affairs.

Sec. 2. In any county in which the board of supervisors adopts the provisions of this act, section 2 of the act creating the soldiers' relief commission created under the provisions of Act No. 214 of the Public Acts of 1899, as amended, being section 35.22 of the Compiled Laws of 1948, is hereby declared to be inoperative and the powers and duties of commission are hereby transferred to the county department of veterans' affairs created under the provisions of this act, and wherever soldiers' relief commission is used in Act No. 214 of the Public Acts of 1899, as amended, and Act No. 235 of the Public Acts of 1911, as amended, being sections 35.801 to 35.804 of the Compiled Laws of 1948, it shall mean the county department of veterans' affairs herein created.

History: 1953, Act 192, Eff. Oct. 2, 1953;—Am. 1958, Act 156, Eff. Sept. 13, 1958.

35.623 Administrative committee of county department; selection of officers, expenses; veterans' service officer, appointment; offices.

Sec. 3. The committee shall select a chairman and a secretary. The committee is authorized to incur such expense as shall be necessary in carrying out the provisions of this act within the budget set up by the board of supervisors. The members of the committee shall be entitled to receive the same per diem and mileage in attending meetings as members of the board of supervisors. The committee shall appoint a veterans' service officer and such other employees as shall be necessary from time to time to carry out the provisions of this act. In the selection of the veterans' service officer hereby authorized, the committee shall consult with and request the assistance of any association or council of organized veterans in such county, and any

recommendation from such association or council of veterans as to the personnel to be appointed by said committee under the provisions of this act, while not binding on said committee, shall be given the greatest consideration. The board of supervisors shall furnish, equip and maintain reasonably adequate office facilities for the county department of veterans' affairs.

History: 1953, Act 192, Eff. Oct. 2, 1953.

35.623a County veteran service fund; creation; grant program; veteran service operations; eligibility; exemption; audit; retroactive applicability.

Sec. 3a. (1) The county veteran service fund is created within the state treasury.

(2) The state treasurer may receive money or other assets from any source for deposit into the fund. The state treasurer shall direct the investment of the fund. The state treasurer shall credit to the fund interest and earnings from fund investments.

(3) Money in the fund at the close of the fiscal year remains in the fund and does not lapse to the general fund.

(4) The Michigan veterans affairs agency is the administrator of the fund for auditing purposes.

(5) Money in the fund may be used to cover necessary administrative and implementation costs incurred by the Michigan veterans affairs agency, as specifically appropriated from the fund.

(6) The Michigan veterans affairs agency shall create and operate a grant program that provides grants to counties for allowable expenditures related to county veteran service operations. The Michigan veterans affairs agency shall make grants from the fund, upon appropriation, to each county that enters into a grant agreement with the Michigan veterans affairs agency and meets the conditions listed in subsection (8) for the sole use of supporting allowable expenditures made by the county's veteran service operations. A grant must be disbursed within 60 days after the date that the Michigan veterans affairs agency receives a completed and signed grant agreement from the county requesting the grant. The total disbursement for each grant must be determined by combining the following amounts:

(a) Except as otherwise provided in this subdivision, a base amount of \$50,000.00. In a fiscal year when money in the fund is insufficient to support the \$50,000.00 base amount, an amount equal to and not to exceed the total amount appropriated to the fund for the fiscal year beginning October 1 divided by 83. A disbursement under this subdivision must be used for 1 of the following purposes:

(i) Establishing new capacity and capabilities for a county to provide veteran service operations.

(ii) Enhancing and increasing existing veteran service operations through local county offices.

(b) A per capita amount according to the number of veterans residing in each county to support allowable expenditures related to county veteran service operations. The amount in this subdivision must be determined by dividing the amount remaining in the fund after accounting for all disbursements under subdivision (a) by the total number of veterans residing in this state and multiplying the resulting dollar amount by the number of veterans residing in the county receiving the grant. Population figures for veterans residing in this state and in each county of this state must be obtained from the most recent Geographic Distribution of VA Expenditures (GDX) Report published by the United States Department of Veterans Affairs.

(7) If the amount remaining in the fund after accounting for all disbursements under subsection (6)(a) is less than the amount obtained by multiplying \$1,000.00 by the number of counties receiving grants, the Michigan veterans affairs agency shall not perform a calculation under subsection (6)(b) and shall not disburse the portion of grant funds described under that subsection.

(8) Except as otherwise provided in subsection (10), to be eligible to receive a grant under subsection (6) in the fiscal year ending September 30, 2021, and each fiscal year thereafter, by no later than September 30 of each year a county must satisfy all of the following as certified in a form and manner prescribed by the Michigan veterans affairs agency:

(a) For the fiscal year ending September 30, 2021 and each fiscal year thereafter, maintain at least 70% of the total county funding for veteran service operations for the fiscal year immediately preceding October 1, 2018. If a county reduces the level of county funding for veteran service operations below 70% of the total county funding for veteran service operations for the fiscal year immediately preceding October 1, 2018, the county shall not utilize grant funding awarded under subsection (6) to supplant those reductions.

(b) Demonstrate an effort to achieve both of the following:

(i) Establish remote access to the United States Department of Veterans Affairs computing systems.

(ii) Require county veteran service officers to obtain a PIV card.

(c) Submit quarterly reports to the Michigan veterans affairs agency in accordance with the reporting requirements determined by that agency.

(d) Provide no less than 20 hours per week toward veteran service operations. Upon request, the Michigan veterans affairs agency may grant an exemption from this requirement. In determining whether or not to grant

an exemption under this subdivision, the Michigan veterans affairs agency shall consider necessary information and factors, including, but not limited to, the total veteran population of a county and any existing agreements that promote coordination of services between counties.

(e) Submit financial reports to the Michigan veterans affairs agency on a regular basis, as determined by that agency, demonstrating that the county expended the grant funds received under subsection (6) directly and solely for allowable expenditures related to county veteran service operations during the period of the report.

(9) If the Michigan veterans affairs agency determines, by audit or otherwise, that a county expended the grant funds received under subsection (6) for purposes other than for allowable expenditures related to county veteran service operations, the Michigan veterans affairs agency shall notify the county of its findings and recover any misused grant funds before issuing any new grants to the county.

(10) Retroactive to the fiscal year ending September 30, 2020, and for the fiscal years ending September 30, 2021 and September 30, 2022, the Michigan veterans affairs agency may suspend the requirements in subsection (8) to allow a county to utilize available money in a county veteran service fund for the purposes of forming an emergent need relief program to provide direct financial assistance through its veteran service operations in the county. In establishing an emergent need relief program, the Michigan veterans affairs agency and counties shall ensure all other available resources are applied before awarding assistance under this program.

(11) As used in this section:

(a) "Accredited veteran service officer" means an individual who has met the qualifications for accreditation under 38 USC 5904 and 38 CFR 14.629.

(b) "Allowable expenditures" means those expenditures determined by the Michigan veterans affairs agency to be necessary and proper to support veteran service operations in this state.

(c) "County veteran service fund" or "fund" means the fund created in subsection (1).

(d) "PIV card" means a personal identity verification card issued by the United States Department of Veterans Affairs.

(e) "Veteran service operations" means assistance and programming of any kind to meet the needs of veterans in this state. Veteran service operations include, but are not limited to, providing assistance, programming, and services for the purpose of assisting veterans in this state and providing advice, advocacy, and assistance to veterans, servicemembers, dependents, or survivors by an accredited veteran service officer to obtain United States Department of Veterans Affairs health, financial, or memorial benefits for which they are eligible.

History: Add. 2018, Act 210, Eff. Sept. 24, 2018;—Am. 2018, Act 514, Imd. Eff. Dec. 28, 2018;—Am. 2021, Act 34, Imd. Eff. June 24, 2021;—Am. 2022, Act 233, Imd. Eff. Dec. 13, 2022.

35.624 County department; powers and duties.

Sec. 4. The county department of veterans' affairs shall perform such duties and exercise such powers as shall be necessary in carrying out the provisions of this act and any and all other benefits to which veterans may be entitled as prescribed by the county department of veterans' affairs.

History: 1953, Act 192, Eff. Oct. 2, 1953.