



OTTAWA COUNTY WATER RESOURCES COMMISSIONER

Joe Bush

12220 Fillmore Street
West Olive, Michigan 49460

HARLEM DRAIN

NOTICE OF LETTING AND DAY OF REVIEW OF DRAINAGE DISTRICT BOUNDARIES AND REVIEW OF APPORTIONMENTS

NOTICE OF LETTING

DATE: Thursday, November 5, 2020
TIME: 1:30 P.M.
LOCATION: Remote Electronic Access via Zoom
Zoom Link: <https://us02web.zoom.us/j/85192501963>
Meeting ID: 851 9250 1963
Telephone Access: (888) 475-4499
QUESTIONS: (616) 900-9818

The Ottawa County Water Resources Commissioner will meet via remote electronic connection (Zoom) at the above date and time to receive construction bids for the Harlem Drain. Please use the information listed above to access the Zoom meeting. Bids will then be opened and publicly announced.

The Drain will be let in one section as follows, each section having the length, average depth and width as set forth:

Approximately 23,000-feet in length and comprised of open channel with an average depth of 8-feet and an average bottom width of 6-feet. The following items will be required and a contract let for the same.

Open Channel Drain Construction

7,650	LF	Woody Debris Management
12,765	LF	Open Channel Excavation (6-foot Bottom)
2,450	LF	Open Channel Excavation (4-foot Bottom)

Soil Erosion and Sediment Control

22,865	LF	Open Channel Seeding
16,200	SY	Mulch Blanket
900	SY	ArmorFlex Block Mat
830	SY	Riprap

Miscellaneous

1	LS	Mobilization (5% Max.)
1	LS	Traffic Control
1	LS	Utility Coordination
1	EA	Driveway Restoration (Concrete)
6	EA	Driveway Restoration (Gravel)

Enclosed Drain Construction

30	LF	49-inch x 33-inch CMP Arch
350	LF	42-inch CMP Storm Sewer
160	LF	24-inch Storm Sewer

2	EA	24-inch Agridrain Structure
4	EA	4-foot Diameter Manhole

Control Structure Construction

180	VF	HP 14x73 Pile
3,200	SF	PZ 35 Sheet Pile
20	LF	C 15x40 Steel Channel
2	EA	Watch Technologies 120"x72" Self Contained Sluice Gate with Controls
2	EA	Catwalk with Appurtenant Structures
2	EA	Structure Removal

This Notice of Letting, the plans, specifications and bid proposal shall be considered a part of the Contract. The Contract will be let in accordance with the Contract Documents now on file at the Office of the Ottawa County Water Resources Commissioner, 12220 Fillmore Street, West Olive, Michigan 49460, and available to interested parties. Bids will be made and received in accordance with these documents. Bidding Documents, including plans and specifications, may be examined at the following locations:

**Office of the Ottawa County
Water Resources Commissioner
12220 Fillmore Street
West Olive, Michigan 49460**

**Land and Resource Engineering
2121 3 Mile Road
Walker, Michigan 49544**

Contract Documents may be obtained beginning at 1:00 PM local time on Tuesday, October 20, 2020 at the Ottawa County Water Resources Commissioner’s Office: 12220 Fillmore St. #141, West Olive, MI 49460 or the offices of Land and Resource Engineering, 2121 3-Mile Road, Walker, Michigan 49544 (616 301-7888). A non-refundable payment of \$50.00, plus an additional \$10.00 for mailing, payable to Land and Resource Engineering, will be required for hard copies of the Contract Documents.

A mandatory pre-bid conference for the contract will be held on Tuesday, October 27, 2020 at 10:00 a.m. via Zoom. Please use the same access information as provided above for the Bid Opening.

A security deposit in the form of a cashier’s check, money order, certified check or bidders bond shall be submitted with any bids. No cash will be permitted. The security deposits of all unsuccessful bidders shall be returned after the Contract is awarded.

The Contract will be awarded to the lowest responsive and responsible bidder giving adequate security for the performance of the work and meeting all conditions represented in the Instructions to Bidders. The Contract completion date and the terms of payment will be announced at the time of letting. If no satisfactory bids are received, we reserve the right to reject any and all bids and to adjourn to a time and location as we shall announce.

DAY OF REVIEW OF APPORTIONMENTS & DRAINAGE DISTRICT BOUNDARIES

DATE: Tuesday, November 24, 2020
TIME: 9:00 A.M. – 5:00 P.M.
LOCATION: Remote Electronic Access (Via Zoom)
QUESTIONS: (616) 900-9818

The Day of Review is an opportunity to review the Harlem Drain Drainage District boundaries and apportionment of benefit with the Water Resources Commissioner or a staff member. A map depicting the proposed Drainage District boundary revisions can be found enclosed with this notice and on the Water Resources Commissioner’s website at: www.miottawa.org/Departments/Drain.

The Day of Review is being held via remote electronic access in accordance with the provisions of the Open Meetings Act due to the ongoing COVID-19 public health emergency.

YOU ARE NOT REQUIRED TO ATTEND THE DAY OF REVIEW. Prior to the Day of Review, you may contact the Water Resources Commissioner’s Office at (616) 900-9818 or visit its website at www.miottawa.org/Departments/Drain to get information about Drainage District boundaries and your apportionment and assessment.

A general description of the lands by section number proposed to be added or deleted from the Drainage District as recommended by a licensed professional engineer or surveyor for the Drain is as follows:

Drain	Municipalities	Portions of Sections Added	Portions of Sections Removed
Harlem Drain	Port Sheldon Township	25, 35-36	24-25, 36
	Park Township	2-3, 10, 14, 23-25	2-3, 10-11, 14, 24
	Holland Charter Township	5, 8, 17-19, 30	8, 18-19
	Olive Township	19-21, 28 & 33	21, 28, 32-33

The following is a description of the several tracts or parcels of lands constituting the Special Assessment Districts of the Drain, as well as a list of any county, township, city, village to be assessed at large:

Port Sheldon Township – T6N R16W

Sections 24-25, 35-36

Park Township – T5N R16W

Sections 1-3, 10-14, 23-25

Holland Charter Township – T5N R15W

Sections 5-8, 17-19, 30

Olive Township – T6N R15W

Sections 19-21, 28-33

Ottawa County for benefits to county roads.

Electronic participation will be conducted through Zoom. The Day of Review may be accessed through any device supporting the Zoom app, which includes many computers, laptops, smartphones. Users on a computer or laptop will be given the option to join the meeting through a web browser without downloading the Zoom app. Additionally, individuals may call into the Day of Review by telephone.

Prior to the Day of Review:

- **Website.** Please visit the Water Resources Commissioner’s website at www.miottawa.org/Departments/Drain for more information regarding the Day of Review, including a map of the proposed Drainage District boundary revisions and proposed apportionment roll.
- **Email.** If you would like to ask questions about your property or proposed apportionment prior to the Day of Review, please email waterresourcescommissioner@miottawa.org and we will provide you information through email.
- **Telephone.** If you wish to speak with a staff member of the Water Resources Commissioner’s Office about your property or the proposed apportionment, please call (616) 900-9818.
- **Zoom.** We recommend downloading the Zoom app to your device prior to the Day of Review to ensure there is time to obtain technical advice if needed.
- **Special Access.** Persons with disabilities needing accommodations for effective participation in the Day of Review should contact the Water Resources Commissioner’s Office at the number noted above (voice) or through the Michigan Relay Center at 7-1-1 (TDD) at least 24 hours in advance of the Day of Review to request mobility, visual, hearing or other assistance.

On the Day of Review:

- The Water Resources Commissioner, engineers and/or other staff members will be available to assist individuals throughout the day and make revisions where necessary. There is no need to schedule an appointment for a specific time on the Day of Review.
- To participate electronically through Zoom, you can access the Day of Review through the following link: <https://us02web.zoom.us/j/85192501963>
- For participation on Zoom via telephone, please call: (888) 475-4499.
- If prompted, the Zoom Meeting ID/Password is 851 9250 1963
- Once individuals have joined the Day of Review electronically, the Water Resources Commissioner will provide further information about procedures for participation.
- The computation of costs for the Drain will also be available at the Day of Review and will be on the Water Resources Commissioner's Office website. Drain assessments are collected in the same manner as property taxes and will appear on your winter tax bill. If drain assessments are being collected for more than one (1) year, you may pay the assessment in full with any interest to date at any time and avoid further interest charges.

After the Day of Review:

You may appeal the Water Resources Commissioner's decision to revise the district boundaries to the Ottawa County Circuit Court within ten (10) days, and you may also appeal the determination of apportionments to the Ottawa County Probate Court within ten (10) days.

HARLEM DRAIN DRAINAGE DISTRICT

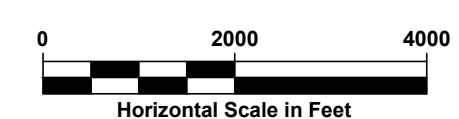
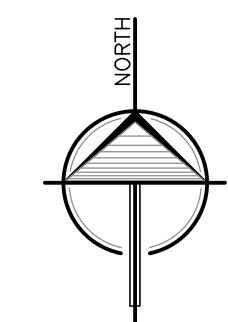
SECTIONS 19 - 21 & 28 - 33
T6N R15W
OLIVE TOWNSHIP, OTTAWA COUNTY
&
SECTIONS 1 - 3, 10 - 14 & 23 - 25
T5N R16W
PARK TOWNSHIP, OTTAWA COUNTY
&
SECTIONS 24, 25, 35 & 36
T6N R16W
PORT SHELDON TOWNSHIP, OTTAWA COUNTY
&
SECTIONS 5 - 8, 17 - 19 & 30
T5N R15W
HOLLAND TOWNSHIP, OTTAWA COUNTY



DRAINAGE DISTRICT INFORMATION:
DRAINAGE DISTRICT AREA: 11,237.18 ACRES
DRAIN LENGTH: 8.79 MILES

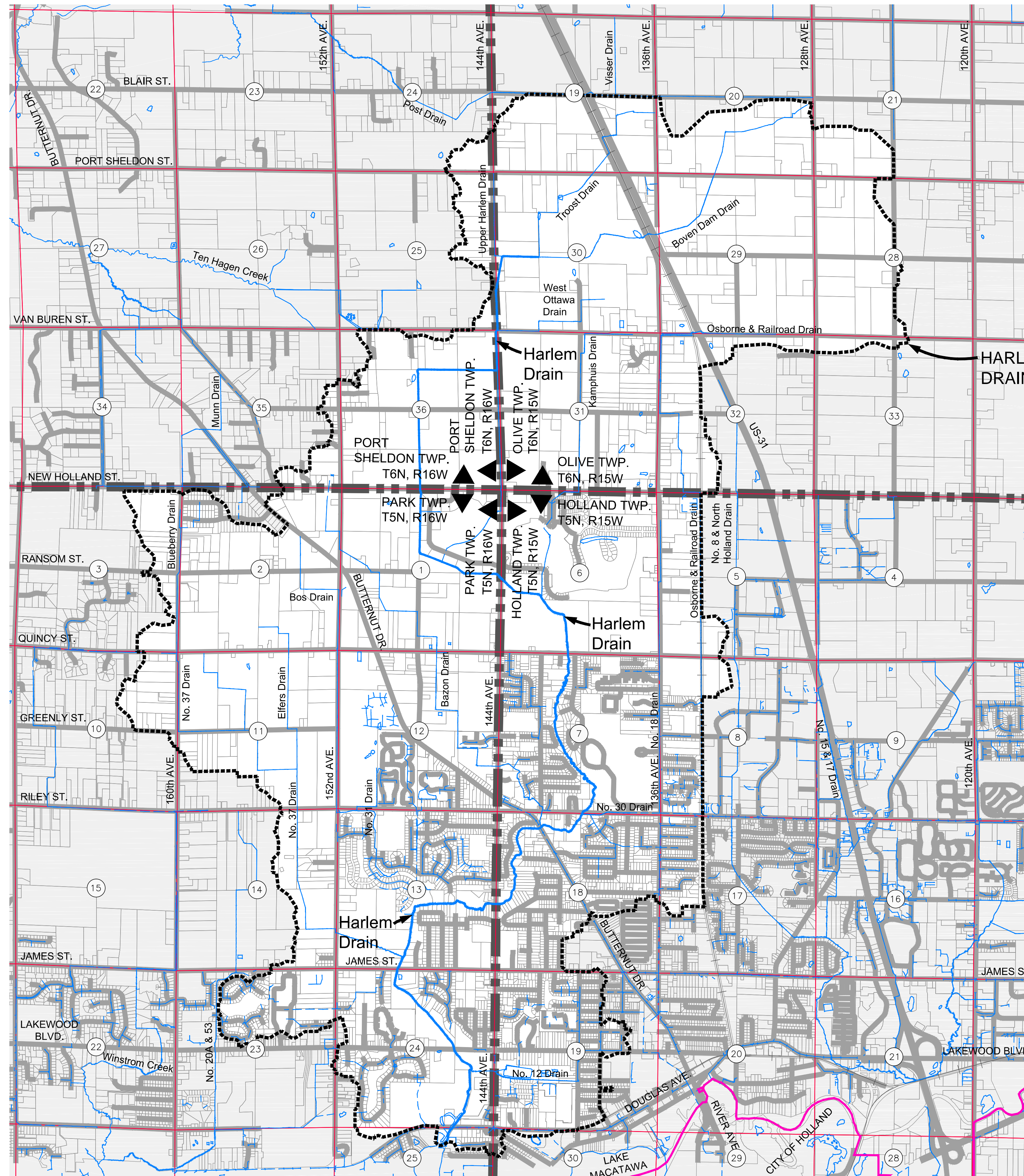
LEGEND

- DRAIN ALIGNMENT (OPEN CHANNEL)
- DRAIN ALIGNMENT (ENCLOSED)
- DRAINAGE DISTRICT BOUNDARY
- CITY/VILLAGE LIMITS
- PARCEL LINES
- ROADS
- SECTION LINES
- TOWNSHIP LINE
- COUNTY LINE
- SECTION NUMBERS



DRAINAGE DISTRICT MAP EXHIBIT B-2

	2121 3 Mile Rd. NW Walker, MI 49544 Ph: 616-301-7888 www.LREMI.com	PROJECT#: 18-072
		DRAWN BY: KJB
		DATE: SEPT. 29, 2020
		QA/QC: NDJ



Sept. 30, 2020 - 7:00am to 3:00pm (18-072) Drainage District Map (Exhibit B-2) - 11,237.18 Acres, 8.79 Miles

FAQs

Joe Bush
Ottawa County
Water Resources Commissioner



FREQUENTLY ASKED QUESTIONS

Day of Review of Drainage District Boundaries and Review of Apportionments

What is a Drainage District?

A drainage district is the land area that benefits from the drain. The drainage district makes up the watershed that contributes water to the drain. The public entities and properties within the drainage district pay for maintenance and improvement of the drain.

What is a Day of Review of District Boundaries?

The Michigan Legislature passed a law in 2013 to allow revisions to historical drainage district boundaries that require updating as recommended by a licensed engineer.

Property owners can review changes with the Drain Office staff during the Day of Review. The proposed boundary revisions can be found on the map on the reverse side of the notice and in more detail at the Water Resources Commissioner's website at: www.miottawa.org/Departments/Drain

Why are the boundaries being revised?

Revisions are recommended because the historic drainage district boundaries no longer accurately reflect the current watershed of the drain.

What is a Day of Review of Apportionments?

A Day of Review of Apportionments provides an opportunity for property owners to review the percent of benefit of the drain assigned to properties and public entities. The apportionments of benefit to properties are based on acreage, land use, and other factors. The apportionments determine the assessment amount for each property and public entity for costs of construction or maintenance.

Why are the apportionments being revised?

The apportionments are being revised to more accurately reflect the percentage of benefit that each property and public entity receives from the drain.

If a parcel is on the outer boundary of a drainage district, only that portion of the parcel within the drainage district will be assessed.

Why did I receive a notice?

Notices went out to the public entities and the following property owners:

- ***Properties being added to the Drainage District.*** The properties were not previously in the drainage district, but the engineers determined that the properties are within the drain's watershed.
- ***Properties being removed from the Drainage District.*** The properties were previously in the drainage district, but the engineers determined that the properties are not in the drain's watershed.
- ***Properties currently in the Drainage District and proposed to remain in the Drainage District.*** There is no change in terms of boundaries for these properties.

When do I receive my drain assessment?

Drain assessments are included on your Winter Tax bill and are only levied when costs are incurred for the drain. Assessment amounts vary from year to year.

What is my assessment amount?

Estimated assessment amounts are available at the Day of Review, online at www.miottawa.org/Departments/Drain, or by calling (616) 900-9818

Do I have to attend/participate in the Day of Review?

You are not required to attend the Day of Review.

How can I get more information?

Visit the Water Resources Commissioner's website at www.miottawa.org/Departments/Drain or call (616) 900-9818.



Why is the Day of Review being held electronically?

The Day of Review is being held electronically to follow federal and state recommendations related to the ongoing COVID-19 public health emergency and provide you with a socially-distant option for participating. It is being held in compliance with the Michigan Open Meetings Act.

What is Zoom?

Zoom is a video conferencing service that allows for virtual meetings, either by video, audio-only, or both. Zoom meetings can be accessed through the Zoom app, an internet browser, or by telephone.

How do I download the Zoom app on my device?

You will be prompted to download the app when you enter the meeting link from your notice into a web browser on your computer or device. You can also download the app as follows:

- **Computer.** The computer/laptop app is available for download at zoom.us/download. Select the download for "Zoom Client for Meetings."
- **Smartphone, tablet, and other app-based devices.** Search for "Zoom" in the app store for your device or go to zoom.us/download and select the appropriate link under "Zoom Mobile Apps."

How do I access the Day of Review on Zoom?

- **By App.** Enter the meeting link from your Notice into a web browser. Permission will be requested to open the app on your device. Alternatively, you can open the app, select "Join," enter the Meeting ID from your Notice, and press the "Join" button.
- **By Web Browser on Computer/Laptop.** Go to zoom.us/join, enter the Meeting ID, and select "Join." For further information about accessing from a web browser, please visit <https://support.zoom.us/hc/en-us/articles/201362593-Launching-Zoom-from-a-web-browser>.

- **By Telephone.** Dial the number provided on your Notice. If requested, enter the Meeting ID from your Notice.

How do I participate during the Day of Review on Zoom?

Once you have entered the Zoom meeting, you will be automatically placed on "mute." The Water Resources Commissioner and meeting host will give further information about how to participate and when public comment is permitted. You are requested to remain "muted" until called on for comment.

How do I indicate I want to comment?

You can indicate that you would like to comment or ask a question by virtually "raising your hand," at which point a hand icon will appear next to your name for the meeting host to see. To "raise your hand":

- **Computer.** Select the icon labeled "Participants" at the bottom of your screen. This will pull up a participant list on the right side of your screen. At the bottom of the participant list, select the "Raise Hand" button. Once called on to speak, select the "Unmute" button on your screen.
- **Smartphone, tablet, and other app-based devices.** Select the "Raise Hand" button at the bottom of your screen. If "Raise Hand" is not present, select the "More" button to reveal more controls. Once called on to speak, select the "Audio" or "Unmute" button on your screen.
- **Telephone.** Dial *9 to "Raise Hand." Once called on to speak, dial *6 to unmute your line.

What if I have difficulty accessing the Day of Review electronically?

Please call the Water Resources Commissioner's Office at (616) 900-9818. Every effort will be made to help ensure your participation.

Can I submit questions or comments prior to the Day of Review ?

Questions and comments prior to the meeting can be submitted as instructed in your Notice or by calling (616) 900-9818.