

Agenda
Finance and Administration Committee
West Olive Administration Building – Board Room and YouTube
12220 Fillmore, West Olive, MI 49460
Tuesday, March 7, 2023
10:00 AM

Public Comment

Approval of Agenda

Consent Resolutions:

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

Agenda and Action Requests:

1. [Statement of Review](#)
Suggested Motion:
To approve the Statement of Review for the month of February 2023.
2. [Accounts Payable for January 27, 2023 through February 24, 2023](#)
Suggested Motion:
To approve the general claims in the amount of \$15,348,523.81 as presented by the summary report for January 27, 2023 through February 24, 2023.
3. [Vehicle Addition](#)
Suggested Motion:
To approve and forward to the Board of Commissioners the request to purchase a Crisis Intervention Team (CIT) vehicle.
4. [Grant for New Environmental Sustainability Center](#)
Suggested Motion:
To approve and forward to the Board of Commissioners a \$1 million grant from the Michigan Department of Environment, Great Lakes, and Energy (EGLE) to build a new recycling center on the Grand Valley State University campus.
5. [Support Services for Avigilon Systems](#)
Suggested Motion:
To approve and forward to the Board of Commissioners the 3-year support agreement with Knight Watch in support of for Ottawa County's Avigilon Systems – Surveillance Video and Door Access.

6. [Michigan Medical Marihuana Operation and Oversight Grant](#)

Suggested Motion:

To approve and forward to the Board of Commissioners the Michigan Medical Marihuana Operation and Oversight Grant agreement with the Michigan Department of Licensing and Regulatory Affairs (LARA).

7. [Parks & Recreation Personnel Requests](#)

Suggested Motion:

To approve and forward to the Board of Commissioners the request from the Ottawa County Parks Department to reclassify the Head Naturalist, Park Naturalist, and Nature Center Secretary positions and add one 1.0 FTE Communications Specialist position at a cost of \$95,180.34 funded by the Parks fund balance for fiscal year 2023.

8. [Strategic Impact Personnel Requests](#)

Suggested Motion:

To approve and forward to the Board of Commissioners a proposal from Strategic Impact to change one, 1.0 FTE full-time, benefited Senior Secretary (Group T) position at universal paygrade 4 to an Administrative Assistant (Unclassified) at universal paygrade 7 for a total cost of \$6,225.

9. [Resolution to Authorize "Qualifying Statements" for Bonding Purposes](#)

Suggested Motion:

To approve and forward to the Board of Commissioners the Resolution to authorize certification of a "Qualifying Statement" for bonding purposes.

10. [FY2023 Budget Adjustments](#)

Suggested Motion:

To approve and forward to the Board of Commissioners the 2023 budget adjustments per the attached schedule.

Committee Reports:

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

2. ARPA

a. [Remaining Funds](#)

b. Next Steps

Public Comment

Adjournment at Call of the Chairperson

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

FINANCE AND ADMINISTRATION COMMITTEE

Proposed Minutes

DATE: February 7, 2023

TIME: 10:00 a.m.

PLACE: Fillmore Street Complex

PRESENT: Gretchen Cosby, Lucy Ebel, Doug Zylstra, Jacob Bonnema, Joe Moss, Rebekah Curran, Sylvia Rhodea, Roger Belknap, Roger Bergman, and Allison Miedema (10)

SUBJECT: PUBLIC COMMENT

1. Elizabeth Butler-Chamber of Commerce

SUBJECT: CONSENT ITEMS

FC 23-011 Motion: To approve the agenda of today and to approve the minutes from the January 17, 2023, Finance and Administration Committee Meeting.
Moved by: Moss UNANIMOUS

SUBJECT: STATEMENT OF REVIEW

FC 23-012 Motion: To approve the Statement of Review for the month of January 2023.
Moved by: Bergman UNANIMOUS

SUBJECT: ACCOUNTS PAYABLE FOR JANUARY 2, 2023 THROUGH JANUARY 26, 2023

FC 23-013 Motion: To approve the general claims in the amount of \$26,311,053.93 as presented by the summary report for January 2, 2023 through January 26, 2023.
Moved by: Bergman UNANIMOUS

SUBJECT: CLEAN SWEEP GRANT AGREEMENT FROM MDARD

FC 23-014 Motion: To approve and forward to the Board of Commissioners the Clean Sweep Grant application from the Michigan Department of Agriculture and Rural Development.
Moved by: Moss UNANIMOUS

SUBJECT: NATIVE LANDSCAPE DESIGN AND SERVICES AGREEMENT

FC 23-015 Motion: To approve and forward to the Board of Commissioners an Agreement with Native Edge LLC for professional design, implementation, and maintenance services to Ottawa County for the native landscape design and services project at a total cost of \$95,000.
Moved by: Bergman UNANIMOUS

SUBJECT: CONTRACT FOR ROOF REPAIRS AT THREE COUNTY BUILDINGS

- FC 23-016 Motion: To approve and forward to the Board of Commissioners the contract with Weatherproofing Technologies Inc. to repair and resurface the roofs as 1111 Fulton Street, DHHS and A buildings at the James Street Campus for a total cost of \$959,820.44.
Moved by: Curran UNANIMOUS

SUBJECT: COMMUNITY HEALTH NEEDS ASSESSMENT CONTRACT

- FC 23-017 Motion: To approve and forward to the Board of Commissioners the 2023 Memorandum of Understanding for the Community Health Needs Assessment contract and funding.
Moved by: Moss UNANIMOUS

SUBJECT: PIONEER RESOURCES TRANSPORTATION CONTRACT

- FC 23-018 Motion: To approve and forward to the Board of Commissioners the Specialized Services Public Transportation Subcontract Agreement with Pioneer Resources.
Moved by: Bergman UNANIMOUS

SUBJECT: MSHDA GRANT FUNDING AMENDMENT

- FC 23-019 Motion: To bundle Action Items #8-10 and to approve and forward to the Board of Commissioners the funding amendment to the Michigan State Housing Development Authority (MSHDA) Rental Assistance and Homeless Solutions grant #HML-2022-Ottawa C-5826-ESF, grant #HML-2020-Ottawa C-5826-C19, and grant #HML-2021-Ottawa C-5826-ESF.
Moved by: Zylstra UNANIMOUS

SUBJECT: COMMUNITY MENTAL HEALTH PERSONNEL REQUEST

- FC 23-020 Motion: To approve and forward to the Board of Commissioners the request from Community Mental Health to add eight full-time new positions and remove two positions at a total cost of \$572,307.20 to be funded by CCBHC grant and Medicaid.
Moved by: Bergman

- FC 23-021 Motion: To postpone the vote on the CMH positions to gain more information.
Moved by: Bonnema

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

Nays: Douglas Zylstra (1)

SUBJECT: INNOVATION AND TECHNOLOGY PERSONNEL REQUEST

FC 23-022 Motion: To approve and forward to the Board of Commissioners the request from IT to add one. 1.0 FTE full-time, benefited Network Administrator position at universal paygrade 15 for a total cost of \$131,738.
Moved by: Belknap UNANIMOUS

SUBJECT: 2024 BUDGET CALENDAR

FC 23-023 Motion: To approve and forward to the Board of Commissioners the 2024 Budget Calendar.
Moved by: Moss UNANIMOUS

SUBJECT: FY2023 BUDGET ADJUSTMENTS

FC 23-024 Motion: To approve and forward to the Board of Commissioners the 2023 budget adjustments per the attached schedule.
Moved by: Bergman UNANIMOUS

SUBJECT: QUARTERLY FINANCIAL STATUS REPORT

FC 23-025 Motion: To receive for information the detailed Financial Statements for the General Fund and Mental Health Fund, as well as a higher-level summary for the Special Revenue Funds, through the end of the 1st quarter of Fiscal Year 2023.
Moved by: Moss UNANIMOUS

SUBJECT: DISCUSSION ITEMS

1. ARPA Project Overview-Paul Sachs went over the ARPA information in the packet.

SUBJECT: ADJOURNMENT

FC 23-026 Motion: To adjourn at 11:43 a.m.
Moved by: Curran UNANIMOUS

Action Request



Committee: Finance and Administration Committee

Meeting Date: 03/07/2023

Requesting Department: Human Resources

Submitted By: Regina MacMillan

Agenda Item: Statement of Review

Suggested Motion:

To approve the Statement of Review for the month of February, 2023.

Summary of Request:

Mileage payments to Commissioners per the Commissioners' Mileage Policy.

Financial Information:

Total Cost: \$408.07	General Fund Cost: \$408.07	Included in Budget:	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
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If not included in budget, recommended funding source:

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


Action is Related to Strategic Plan:

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

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

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

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

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

Committee/Governing/Advisory Board Approval Date:

Commissioner Mileage Voucher

To: _____

Date: February 28 2023

Address: _____

Dept: 10101010 860000 (Unless otherwise noted)

City: _____

State: _____

Zip: _____

Date	Description	Miles	Current Rate	Amount
February 7 2023	Planning and Policy Committee Meeting & Finance Administration Committee Meeting - Fillmore Complex	22.00	\$0.655	\$14.41
February 9 2023	Ottawa County Central Dispatch Authority Policy Committee - Fillmore Complex	22.00	\$0.655	\$14.41
February 15 2023	West Michigan Shoreline Regional Development Commission	38.00	\$0.655	\$24.89
February 16 2023	Board of Commissioners Meeting - Fillmore Complex	22.00	\$0.655	\$14.41
February 21 2023	Health & Human Services & Talent and Recruitment Meeting - Fillmore Complex	22.00	\$0.655	\$14.41
February 28 2024	Board of Commissioners Meeting - Fillmore Complex	22.00	\$0.655	\$14.41
			\$0.655	\$0.00
			\$0.655	\$0.00
			\$0.655	\$0.00
			\$0.655	\$0.00
			\$0.655	\$0.00
			\$0.655	\$0.00
			\$0.655	\$0.00
			\$0.655	\$0.00
			\$0.655	\$0.00
			\$0.655	\$0.00
			\$0.655	\$0.00
			\$0.655	\$0.00
			\$0.655	\$0.00
			\$0.655	\$0.00
Total Mileage:		148.00	\$0.655	\$96.94

Commissioner Mileage Voucher

To: Roger Bergman

Date:

February 28 2023

Address:

Dept:

10101010 860000 (Unless otherwise noted)

City:

State:

Zip:

Date	Description	Miles	Current Rate	Amount
February 7 2023	CHAMBER MEETING	8.00	\$0.655	\$5.24
February 7 2023	PLANNING & POLICY	28.00	\$0.655	\$18.34
February 14 2023	COMMISSION MEETING	28.00	\$0.655	\$18.34
February 17 2023	CHAMBER MEETING	8.00	\$0.655	\$5.24
February 28 2023	COMMISSION MEETING	28.00	\$0.655	\$18.34
	Pick From List		\$0.655	\$0.00
	Pick From List		\$0.655	\$0.00
	Pick From List		\$0.655	\$0.00
	Pick From List		\$0.655	\$0.00
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	Pick From List		\$0.655	\$0.00
	Pick From List		\$0.655	\$0.00
	Pick From List		\$0.655	\$0.00
	Pick From List		\$0.655	\$0.00
	Pick From List		\$0.655	\$0.00
Total Mileage:		100.00	\$0.655	\$65.50

Commissioner Mileage Voucher

To: *Gretchen Cosby*

Date:

January 31 2023

Address:

Dept:

10101010 860000 (Unless otherwise noted)

City:

State:

Zip:

Date	Description	Miles	Current Rate	Amount
February 2 2023	Finance and Administration pre-meeting	23.00	\$0.655	\$15.07
February 16 2023	Board of Commissioners Meeting	23.00	\$0.655	\$15.07
February 21 2023	Health and Human Services Meeting	23.00	\$0.655	\$15.07
February 23 2023	Constituent Meeting	15.00	\$0.655	\$9.83
February 28 2023	Board of Commissioners Meeting	23.00	\$0.655	\$15.07
			\$0.655	\$0.00
			\$0.655	\$0.00
	Pick From List		\$0.655	\$0.00
	Pick From List		\$0.655	\$0.00
	Pick From List		\$0.655	\$0.00
	Pick From List		\$0.655	\$0.00
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	Pick From List		\$0.655	\$0.00
	Pick From List		\$0.655	\$0.00
	Pick From List		\$0.655	\$0.00
Total Mileage:		107.00	\$0.655	\$70.09

Commissioner Mileage Voucher

To: Lucy Ebel

Date:

February 28 2023

Address:

Dept:

10101010 860000 (Unless otherwise noted)

City:

State:

Zip:

Date	Description	Miles	Current Rate	Amount
February 7 2023	Planning and Policy Committee	19.00	\$0.655	\$12.45
February 10 2023	Travel to Gerald Ford Airport	70.00	\$0.655	\$45.85
February 16 2023	Board of Commissioners Meeting	19.00	\$0.655	\$12.45
February 21 2023	Health & Human Services Committee	19.00	\$0.655	\$12.45
February 27 2023	CMHOC Board Meeting	2.00	\$0.655	\$1.31
February 28 2023	Board of Commissioners Meeting	19.00	\$0.655	\$12.45
	Pick From List		\$0.655	\$0.00
	Pick From List		\$0.655	\$0.00
	Pick From List		\$0.655	\$0.00
	Pick From List		\$0.655	\$0.00
	Pick From List		\$0.655	\$0.00
	Pick From List		\$0.655	\$0.00
	Pick From List		\$0.655	\$0.00
	Pick From List		\$0.655	\$0.00
	Pick From List		\$0.655	\$0.00
	Pick From List		\$0.655	\$0.00
	Pick From List		\$0.655	\$0.00
Total Mileage:		148.00	\$0.655	\$96.94

Commissioner Mileage Voucher

To: Douglas R. Zylstra

Date:

Address:

Dept:

10101010 860000 (Unless otherwise noted)

City:

State:

Zip:

Date	Description	Miles	Current Rate	Amount
February 7 2023	Committee Meetings	30.00	\$0.655	\$19.65
February 16 2023	Board of Commissioners Meeting	30.00	\$0.655	\$19.65
February 21 2023	Committee Meetings	30.00	\$0.655	\$19.65
February 28 2023	Board of Commissioners Meeting	30.00	\$0.655	\$19.65
	Pick From List		\$0.655	\$0.00
	Pick From List		\$0.655	\$0.00
	Pick From List		\$0.655	\$0.00
	Pick From List		\$0.655	\$0.00
	Pick From List		\$0.655	\$0.00
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	Pick From List		\$0.655	\$0.00
	Pick From List		\$0.655	\$0.00
	Pick From List		\$0.655	\$0.00
	Pick From List		\$0.655	\$0.00
	Pick From List		\$0.655	\$0.00
	Pick From List		\$0.655	\$0.00
	Pick From List		\$0.655	\$0.00
	Pick From List		\$0.655	\$0.00
	Total Mileage:	120.00	\$0.655	\$78.60

Action Request



Committee: Finance and Administration Committee

Meeting Date: 03/07/2023

Requesting Department: Fiscal Services

Submitted By: Karen Karasinski

Agenda Item: Accounts Payable for January 27, 2023 through February 24, 2023

Suggested Motion:

To approve the general claims in the amount of \$15,348,523.81 as presented by the summary report for January 27, 2023 through February 24, 2023.

Summary of Request:

Approve vendor payments in accordance with the Ottawa County Purchasing Policy.

Financial Information:

Total Cost: \$15,348,523.81	General Fund Cost:	Included in Budget:	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
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If not included in budget, recommended funding source:

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

Action is Related to Strategic Plan:

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

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

Administration:  ☒ Recommended ☐ Not Recommended ☐ Without Recommendation

County Administrator:

Committee/Governing/Advisory Board Approval Date:

Total CHECKS | EFTs | WIRES



Dates: January 27, 2023
to February 24, 2023

I hereby certify that to the best of my knowledge the List of Audit Claims, a summary of which is attached, constitutes all claims received and audited for payment. The amount of claims to be approved totals:

\$15,348,523.81

2,500 INVOICES

15,348,523.81

Karen Karasinski

Fiscal Services Director

2/22/23

Date

We hereby certify that the Board of Commissioners has approved
the claims on Friday, March 17, 2023

Joe Moss, Chairperson
Board of Commissioners

Justin Roebuck
Clerk/Register of Deeds

Total CHECKS | EFTs | WIRES



Dates: January 27, 2023

to February 24, 2023

Total of all funds: \$15,348,523.81

0000	TREASURY FUND	\$13,918.18
1010	GENERAL FUND	\$4,451,021.66
1060	GENERAL FUND CELL TOWERS	\$1,418.53
1070	GENERAL FUND BOARD INITIATIVES	\$50,544.00
2081	PARKS & RECREATION	\$64,865.65
2160	FRIEND OF THE COURT	\$16,232.50
2180	OTHER GOVERNMENTAL GRANTS	\$92,517.38
2210	HEALTH FUND	\$107,079.47
2220	MENTAL HEALTH	\$2,424,168.25
2221	COMMUNITY MENTAL HEALTH MILLAGE	\$111,285.42
2225	SUBSTANCE USE DISORDER	\$333,462.13
2271	GENERAL SOLID WASTE CLEAN-UP	\$0.00
2272	LANDFILL TIPPING FEES	\$29,893.89
2340	FARMLAND PRESERVATION	\$257.32
2444	GENERAL FUND INFRASTRUCTURE	\$0.00
2550	HOMESTEAD PROPERTY TAX	\$0.00
2560	REGISTER OF DEEDS TECHNOLOGY	\$22,458.33
2570	GENERAL FUND STABILIZATION	\$0.00
2600	OFFICE OF PUBLIC DEFENDER	\$39,571.05
2602	WEMET (SEPARATE ENTITY)	\$28,940.97
2620	FEDERAL FOREITURE	\$0.00
2630	SHERIFF GRANTS & CONTRACTS	\$86,097.38
2631	CONCEALED PISTOL LICENSING	\$0.00
2860	AMERICAN RESCUE PLAN ACT	\$0.00
2901	DEPT OF HEALTH & HUMAN SERVICES	\$5,133.88
2920	CHILD CARE FUND	\$82,991.50
2970	GENERAL FUND DB/DC CONVERSION	\$0.00

Total CHECKS | EFTs | WIRES



Dates: January 27, 2023

to February 24, 2023

Total of all funds: \$15,348,523.81

3010	DEBT SERVICE	\$0.00
3690	OCBA-DEBT SERVICE FUND	\$0.00
4020	CAPITAL IMPROVEMENT	\$637,823.84
4690	BUILDING AUTHORITY CAPITAL IMPROVEMENT	\$1,679,785.54
5160	DELINQUENT TAX FUND	\$13,901.69
6360	INNOVATION & TECHNOLOGY	\$123,293.28
6450	DUPLICATING	\$31,255.00
6550	TELECOMMUNICATIONS	\$64,341.05
6641	EQUIPMENT POOL	\$86,175.14
6770	PROTECTED SELF-FUNDED INSURANCE	\$15,837.42
6771	EMPLOYEE BENEFITS	\$85,627.66
6772	PROTECTED SELF-FUNDED UNEMPL INS.	\$6,481.75
6775	LONG-TERM DISABILITY INSURANCE	\$19,906.80
6780	OTTAWA CNTY-INSURANCE AUTHORITY	\$0.00
6810	RETIRMENT BENEFITS	\$1,502,542.41
7010	TRUST & AGENCY	\$2,621,475.12
7015	JUVENILE COURT	\$3,495.47
7040	IMPREST PAYROLL	\$229,465.74
7210	LIBRARY PENAL FINE	\$0.00
7360	OPEB TRUST	\$2,030.99
8010	DRAINS (Component Unit)	\$214,003.85
8011	DRAINS-CAPITAL (Component Unit)	\$0.00
8020	DRAINS-REVOLVING (Component Unit)	\$0.00
8510	DRAINS-DEBT SERVICE (Component Unit)	\$0.00
8725	INLAND LAKE IMPROVEMENT	\$27,475.00
8800	BROWNFIELD REDEVELOPMENT AUTHORITY (Component Unit)	\$21,748.57

Action Request



Committee: Finance and Administration Committee

Meeting Date: 03/07/2023

Requesting Department: Fiscal Services Department

Submitted By: Karen Karasinski

Agenda Item: Vehicle Addition

Suggested Motion:

To approve and forward to the Board of Commissioners the request to purchase a Crisis Intervention Team (CIT) vehicle.

Summary of Request:

The Community Mental Health Crisis Intervention Team is requesting approval to purchase a 2022 Chrysler Pacifica minivan (or equivalent) at an estimated cost of \$28,000 with sufficient tow capacity to pull a trailer (eligible to purchase with grant funds). The Team is regularly traveling throughout the county to provide trainings to large and small groups, public/private safety organizations, and individuals/families needing guidance and support in dealing with crisis situations. The vehicle will pull a trailer holding eleven industrial sized totes of training supplies.

Additionally, this vehicle will be used during a response when a person requires transportation for treatment. Right now, the only vehicles on scene are patrol cars.

No other vehicle in the Community Mental Health fleet has sufficient towing capacity to pull the trailer.

The team activity is funded from a COVID block grant, but the vehicle would be purchased from CMH millage funds through a reallocation from contractual services. No additional appropriation is required.

Financial Information:

Total Cost: \$28,000.00	General Fund Cost: \$0.00	Included in Budget:	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
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If not included in budget, recommended funding source:

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

Action is Related to Strategic Plan:

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

Objective: Goal 4, Objective 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:

Action Request

Electronic Submission – Contract # 1809



Committee: FINANCE AND ADMINISTRATION

Meeting Date: 3/7/2023

Vendor/3rd Party: MICHIGAN DEPT OF ENVIRONMENT, GREAT LAKES AND ENERGY (EGLE)

Requesting Department: PUBLIC HEALTH

Submitted By: KRIS CONRAD

Agenda Item: GRANT FOR NEW ENVIRONMENTAL SUSTAINABILITY CENTER

Suggested Motion:

To approve and forward to the Board of Commissioners a \$1 million grant from the Michigan Department of Environment, Great Lakes, and Energy (EGLE) to build a new recycling center on the Grand Valley State University campus.

Summary of Request:

Ottawa County's Environmental Sustainability Program is developing a new Environmental Sustainability Center that will assist in serving an area that currently doesn't have easy access to services we currently provide as well as a location to grow educational and other sustainability programs that the county may need. The new center would be located in Allendale Charter Township in partnership with Grand Valley State University, one of the county's largest growing populations. This location would be a drop-off location for recycling and hard-to-recycle items for residents, local college, and apartment populations located in this area. This Environmental Sustainability Center would also be the hub of the other 4 centers located throughout the county.

A full page explanation is on page 1 of the attached contract.

Please see Kim Wolters with any questions.

Financial Information:

Total Cost: \$1,000,000.00

General Fund Cost: \$0.00

Included in Budget: Yes

If not included in Budget, recommended funding source:

Action is Related to an Activity Which Is: New Activity

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:

2/24/2023 9:26:19 AM

Committee/Governing/Advisory Board Approval Date: 3/7/2023

Brief Project Description: (100 words)

Ottawa County's Environmental Sustainability Program is developing a new Environmental Sustainability Center that will be more accessible to the under-served population located in the center of Ottawa County. The new center would be located in Allendale Charter Township, one of the county's largest growing populations. This location would be a drop-off location for recycling and hard to recycle items for residents, local college, and apartment populations located in this area. This Environmental Sustainability Center would also be the hub to the other 4 centers located throughout the county.

Concisely explain how your project achieves your focus?

The primary focus of the project is to provide a location to recycle, recycle hard to recycle items, and food waste to a population that currently doesn't have a facility available to them. This area due to growth and college campus has a large multi-family infrastructure/apartment population that does not have readily available recycling and food compost services. This project's goal is to assist with residents' sustainable needs as well as serve as a centralized location for all of our Environmental Sustainability Program efforts. The Environmental Sustainability Program hopes to have this center be a location that may allow for the program to do some more creative recycling efforts like film plastic recycling, mattress, other projects that future partnerships allow.

What items will be purchased with grant funds and what is the intended use?

The grant funds will be used to construct a new Environmental Sustainability Center and all items need to set up this center like pavement, gate/fence, lighting, and equipment. The building and land preparation will be constructed in a sustainable matter and in a way to best collect materials from the residents. Some of the items that will assist in this goal are a bailer, lift jack, and others that will make operations move smoothly.

Describe your service area including geographical reach (counties, municipalities, institutions) and those serviced (number of households, population served, units, serviced or others).

The primary purpose of this project is to address a geographical need. Our current Environmental Sustainability Centers are located in the four corners of Ottawa County. The new center will be located in the center of the county to better serve this population that may not be able to easily have access to one of the other centers. There is a large population of multiple-family resident housing and a college population that are not often seen at our other centers. This new center in Allendale Charter Township will aid us in reaching this region of Ottawa County better. In 2019, there were almost 22,000 residents and Grand Valley State University has about 25,000 enrolled of which a portion lives on campus. This center will be able to assist in providing not only services to these residents and students but also education.

Describe your operation funding sources such as user fees, millage, special assessments, general funds, etc.

The Environmental Sustainability Program is funded primarily through a portion of tipping fees collected at our two local landfills. Other funding at times are grants that have been applied for such as the scrap tire collection grant. These grants allow us to participate in more programs with our current limited budget. Due to the increased cost of recycling, we do charge a small fee on some items dropped off at our centers such as tube TVs, compost, and memberships for residential recycling.



**RECYCLING & ORGANICS INFRASTRUCTURE GRANT AGREEMENT
BETWEEN THE
MICHIGAN DEPARTMENT OF ENVIRONMENT, GREAT LAKES, AND ENERGY
AND OTTAWA COUNTY**

This Grant Agreement ("Agreement") is made between the Michigan Department of Environment, Great Lakes, and Energy (EGLE), Materials Management Division ("State"), and Ottawa County ("Grantee").

The purpose of this Agreement is to provide funding in exchange for work to be performed for the project named below. Legislative appropriation of Funds for grant assistance is set forth in **Public Act No. 0087 of 2021**. This Agreement is subject to the terms and conditions specified herein.

PROJECT INFORMATION:

Project Name: CHARM Project.	Project #:
Amount of grant: \$1,000,000.00	% of grant state 100 / % of grant federal
Amount of match: \$250,000.00 = 20%	PROJECT TOTAL: \$1,250,000.00 (grant plus match)
Start Date (executed by EGLE): _____	End Date: 9/30/2024

GRANTEE CONTACT INFORMATION:

Name/Title: Kim Wolters/Environmental Health Supervisor
Organization: Ottawa County
Address: 12251 James St.
City, State, ZIP: Holland, MI. 49424
Phone Number: 616-494-5569
E-Mail Address: kwolters@miottawa.org
Grantee DUNs/UEI Number (Required for Federal Funding):
SIGMA Vendor Number: CV0048100

STATE'S CONTACT INFORMATION:

Name/Title: Jeff Krcmarik / Recycling Specialist

Division/Bureau/Office: Materials Management Division

Address: 7953 Adobe Road

City, State, ZIP: Kalamazoo, MI. 49009

Phone Number: 269-615-2912

E-Mail Address: krcmarikj@michigan.gov

The individuals signing below certify by their signatures that they are authorized to sign this Agreement on behalf of their agencies and that the parties will fulfill the terms of this Agreement, including any attached appendices, as set forth herein.

FOR THE GRANTEE:



Kimberly Wolters, Environmental Health Supervisor

01/19/2023

Signature

Name/Title

Date

FOR THE STATE:

Elizabeth M. Browne, Director, MMD

Signature

Name/Title *Elg* 01/19/23

Date

Service Agreement between EGLE
And The Ottawa County Department of Public Health
January 2023

SIGNATURE PAGE:

COUNTY OF OTTAWA

By: _____
Joe Moss, Chairperson
Board of Commissioners

Date

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

Date

I. PROJECT SCOPE

This Agreement and its appendices constitute the entire Agreement between the State and the Grantee and may be modified only by written agreement between the State and the Grantee.

(A) The scope of this project is limited to the activities specified in Appendix A and such activities as are authorized by the State under this Agreement. Any change in project scope requires prior written approval in accordance with Section III, Changes, in this Agreement.

(B) By acceptance of this Agreement, the Grantee commits to complete the project identified in Appendix A within the time period allowed for in this Agreement and in accordance with the terms and conditions of this Agreement.

II. AGREEMENT PERIOD

Upon signature by the State, the Agreement shall be effective from the Start Date until the End Date on page 1. The State shall have no responsibility to provide funding to the Grantee for project work performed except between the Start Date and the End Date specified on page 1. Expenditures made by the Grantee prior to the Start Date or after the End Date of this Agreement are not eligible for payment under this Agreement.

III. CHANGES

Any changes to this Agreement other than budget line-item revisions less than 15 percent of the budget line item shall be requested by the Grantee or the State in writing and implemented only upon approval in writing by the State. The State reserves the right to deny requests for changes to the Agreement or to the appendices. No changes can be implemented without approval by the State.

IV. GRANTEE DELIVERABLES AND REPORTING REQUIREMENTS

The Grantee shall submit deliverables and follow reporting requirements specified in Appendix A of this Agreement.

(A) The Grantee must complete and submit quarterly financial and/or progress reports according to a form and format prescribed by the State and must include supporting documentation of eligible project expenses. These reports shall be due according to the following:

Reporting Period	Due Date
January 1 – March 31	April 30
April 1 – June 30	July 31
July 1 – September 30	Before October 15*
October 1 – December 31	January 31

*Due to the State's year-end closing procedures, there will be an accelerated due date for the report covering July 1 – September 30. Advance notification regarding the due date for the quarter ending September 30 will be sent to the Grantee.

If the Grantee is unable to submit a report in early October for the quarter ending September 30, an estimate of expenditures through September 30 must be submitted to allow the State to complete its accounting for that fiscal year.

The forms provided by the State shall be submitted to the State's contact at the address on page 1. All required supporting documentation (invoices, proof of payment, etc.) for expenses must be included with the report.

(B) The Grantee shall provide a final project report in a format prescribed by the State. The Grantee shall submit the final status report, including all supporting documentation for expenses, along with the final project report and any other outstanding products within 30 days from the End Date of the Agreement.

(C) All products shall acknowledge that the project was supported in whole or in part by the EGLE Recycling Program, per the guidelines provided by the program.

(D) If 15 percent (15%) or more of the grant amount is expended in a single quarter, payment requests may be submitted before the quarterly reporting deadline.

V. GRANTEE RESPONSIBILITIES

(A) The Grantee agrees to abide by all applicable local, state, and federal laws, rules, ordinances, and regulations in the performance of this grant.

(B) All local, state, and federal permits, if required, are the responsibility of the Grantee. Award of this grant is not a guarantee of permit approval by the State.

(C) The Grantee shall be solely responsible to pay all applicable taxes and fees, if any, that arise from the Grantee's receipt or execution of this grant.

(D) The Grantee is responsible for the professional quality, technical accuracy, timely completion, and coordination of all designs, drawings, specifications, reports, and other services submitted to the State under this Agreement. The Grantee shall, without additional compensation, correct or revise any errors, omissions, or other deficiencies in drawings, designs, specifications, reports, or other services.

(E) The State's approval of drawings, designs, specifications, reports, and incidental work or materials furnished hereunder shall not in any way relieve the Grantee of responsibility for the technical adequacy of the work. The State's review, approval, acceptance, or payment for any of the services shall not be construed as a waiver of any rights under this Agreement or of any cause of action arising out of the performance of this Agreement.

(F) The Grantee acknowledges that it is a crime to knowingly and willingly file false information with the State for the purpose of obtaining this Agreement or any payment under the Agreement, and that any such filing may subject the Grantee, its agents, and/or employees to criminal and civil prosecution and/or termination of the grant.

VI. USE OF MATERIAL

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

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

VII. ASSIGNABILITY

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

VIII. SUBCONTRACTS

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

IX. NON-DISCRIMINATION

The Grantee shall comply with the Elliott Larsen Civil Rights Act, 1976 PA 453, as amended, MCL 37.2101 *et seq.*, the Persons with Disabilities Civil Rights Act, 1976 PA 220, as amended, MCL 37.1101 *et seq.*, and all other federal, state, and local fair employment practices and equal opportunity laws and covenants that it shall not discriminate against any employee or applicant for employment, to be employed in the performance of this Agreement, with respect to his or her hire, tenure, terms, conditions, or privileges of employment, or any matter directly or indirectly related to employment, because of his or her race, religion, color, national origin, age, sex, height, weight, marital status, or physical or mental disability that is unrelated to the individual's ability to perform the duties of a particular job or position. The Grantee agrees to include in every subcontract entered into for the performance of this Agreement this covenant not to discriminate in employment. A breach of this covenant is a material breach of this Agreement.

X. UNFAIR LABOR PRACTICES

The Grantee shall comply with the Employers Engaging in Unfair Labor Practices Act, 1980 PA 278, as amended, MCL 423.321 *et seq.*

XI. LIABILITY

(A) The Grantee, not the State, is responsible for all liabilities as a result of claims, judgments, or costs arising out of activities to be carried out by the Grantee under this Agreement, if the liability is caused by the Grantee, or any employee or agent of the Grantee acting within the scope of their employment or agency.

(B) Nothing in this Agreement should be construed as a waiver of any governmental immunity by the Grantee, the State, its agencies, or their employees as provided by statute or court decisions.

XII. CONFLICT OF INTEREST

No government employee, or member of the legislative, judicial, or executive branches, or member of the Grantee's Board of Directors, its employees, partner agencies, or their families shall benefit financially from any part of this Agreement.

XIII. ANTI-LOBBYING

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

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

XIV. DEBARMENT AND SUSPENSION

By signing this Agreement, the Grantee certifies that it has checked the federal debarment/suspension list at www.SAM.gov to verify that its agents, and its subcontractors:

- (1) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or the state.
- (2) Have not within a three-year period preceding this Agreement been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction, as defined in 45 CFR 1185; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property.
- (3) Are not presently indicted or otherwise criminally or civilly charged by a government entity (federal, state, or local) with commission of any of the offenses enumerated in subsection (2).

- (4) Have not within a three-year period preceding this Agreement had one or more public transactions (federal, state, or local) terminated for cause or default.
- (5) Will comply with all applicable requirements of all other state or federal laws, executive orders, regulations, and policies governing this program.

XV. AUDIT AND ACCESS TO RECORDS

The State reserves the right to conduct a programmatic and financial audit of the project, and the State may withhold payment until the audit is satisfactorily completed. The Grantee will be required to maintain all pertinent records and evidence pertaining to this Agreement, including grant and any required matching funds, in accordance with generally accepted accounting principles and other procedures specified by the State. The State or any of its duly authorized representatives must have access, upon reasonable notice, to such books, records, documents, and other evidence for the purpose of inspection, audit, and copying. The Grantee will provide proper facilities for such access and inspection. All records must be maintained for a minimum of [five] years after the final payment has been issued to the Grantee by the State.

XVI. INSURANCE

- (A) The Grantee must maintain insurance or self-insurance that will protect it from claims that may arise from the Grantee's actions under this Agreement.
- (B) The Grantee must comply with applicable workers' compensation laws while engaging in activities authorized under this Agreement.

XVII. OTHER SOURCES OF FUNDING

The Grantee guarantees that any claims for reimbursement made to the State under this Agreement must not be financed by any source other than the State under the terms of this Agreement. If funding is received through any other source, the Grantee agrees to delete from Grantee's billings, or to immediately refund to the State, the total amount representing such duplication of funding.

XVIII. COMPENSATION

- (A) A breakdown of costs allowed under this Agreement is identified in Appendix A. The State will pay the Grantee a total amount not to exceed the amount on page 1 of this Agreement, in accordance with Appendix A, and only for expenses incurred and paid. All other costs necessary to complete the project are the sole responsibility of the Grantee.
- (B) Expenses incurred by the Grantee prior to the Start Date or after the End Date of this Agreement are not allowed under the Agreement, unless otherwise specified in Appendix A.
- (C) The State will approve payment requests after approval of reports and related documentation as required under this Agreement.
- (D) The State reserves the right to request additional information necessary to substantiate payment requests.

(E) Payments under this Agreement may be processed by Electronic Funds Transfer (EFT). The Grantee may register to receive payments by EFT at the SIGMA Vendor Self Service web site (<https://sigma.michigan.gov/webapp/PRDVSS2X1/AltSelfService>).

(F) An amount equal to 5 percent of the grant award will be withheld by the State until the project is completed in accordance with Section XIX, Closeout, and Appendix A.

(G) The Grantee is committed to the match percentage on page 1 of the Agreement, in accordance with Appendix A. The Grantee shall expend all local match committed to the project by the End Date on page 1 of the Agreement.

XIX. CLOSEOUT

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

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

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

XX. CANCELLATION

This Agreement may be canceled by the State, upon 30 days written notice, due to Executive Order, budgetary reduction, other lack of funding, upon request by the Grantee, or upon mutual agreement by the State and Grantee. The State may honor requests for just and equitable compensation to the Grantee for all satisfactory and eligible work completed under this Agreement up until 30 days after written notice, upon which time all outstanding reports and documents are due to the State and the State will no longer be liable to pay the grantee for any further charges to the grant.

XXI. TERMINATION

(A) This Agreement may be terminated by the State as follows.

(1) Upon 30 days written notice to the Grantee:

- a. If the Grantee fails to comply with the terms and conditions of the Agreement, or with the requirements of the authorizing legislation cited on page 1, or the rules promulgated thereunder, or other applicable law or rules.
- b. If the Grantee knowingly and willingly presents false information to the State for the purpose of obtaining this Agreement or any payment under this Agreement.
- c. If the State finds that the Grantee, or any of the Grantee's agents or representatives, offered or gave gratuities, favors, or gifts of monetary value to any official, employee, or agent of the State in an attempt to secure a subcontract or favorable treatment in awarding, amending, or making any determinations related to the performance of this Agreement.

- d. If the Grantee or any subcontractor, manufacturer, or supplier of the Grantee appears in the register of persons engaging in unfair labor practices that is compiled by the Michigan Department of Licensing and Regulatory Affairs or its successor.
- e. During the 30-day written notice period, the State shall withhold payment for any findings under subparagraphs a through d, above and the Grantee will immediately cease charging to the grant and stop earning match for the project (if applicable).

(2) Immediately and without further liability to the State if the Grantee, or any agent of the Grantee, or any agent of any subcontract is:

- a. Convicted of a criminal offense incident to the application for or performance of a State, public, or private contract or subcontract;
- b. Convicted of a criminal offense, including but not limited to any of the following: embezzlement, theft, forgery, bribery, falsification or destruction of records, receiving stolen property, or attempting to influence a public employee to breach the ethical conduct standards for State of Michigan employees;
- c. Convicted under State or federal antitrust statutes; or
- d. Convicted of any other criminal offense that, in the sole discretion of the State, reflects on the Grantee's business integrity.
- e. Added to the federal or state Suspension and Debarment list.

(B) If a grant is terminated, the State reserves the right to require the Grantee to repay all or a portion of funds received under this Agreement.

XXII. IRAN SANCTIONS ACT

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

PROJECT-SPECIFIC REQUIREMENTS – APPENDIX A

GRANT APPLICATION; PROJECT SCOPE

The scope of this project is outlined in the Grantee's approved Fiscal Year 2022 Recycling and Organics Infrastructure Grant Program Proposal, which is included in this Agreement in Appendix B, as well as any subsequent modifications to the original grant proposal as approved by the State. The grantee shall adhere to the budget, tasks, deliverables, and timeline identified in Appendix B.

GRANT REIMBURSEMENT PROCESS

The Grantee is responsible for the payment of all eligible costs necessary to complete the project. The Grantee shall submit reimbursement requests to the State which specify the time period covered by the reimbursement request and the payments made by the Grantee during the time period. Grant reimbursements will be for up to 80 percent of the documented purchase expenditures, not to exceed the awarded grant amount, less a 5 percent retention amount that will be released upon approval of the final report. The final report is due six months after the infrastructure item(s) have been purchased, installed, and/or constructed, but no later than September 29, 2024. Grantees must agree to supply data related to the project for up to five years from the project end date as requested by EGLE.

All grants are paid through a reimbursement process. All grantees will submit proof of payment (i.e., canceled checks, ACH, wire transfer confirmations, bank statements, etc.) and proof of receipt of goods to EGLE proving that the vendor has been paid prior to receiving reimbursement from the grant program. Reimbursement must be requested in conjunction with required, quarterly progress reports. Total payment made to the Grantee by the State shall not exceed the amount identified in this grant agreement. Any costs associated with the project that exceed the awarded grant amount shall be the responsibility of the Grantee. Reimbursement forms will be available on the EGLE's Recycling Program website located at Michigan.gov/MiRecycles.

The Grantee is responsible for ensuring that all partner entities fulfill their commitments under the grant proposal.

The Grantee is responsible for ensuring that all products requiring reimbursement acknowledge that the project was supported in whole or in part by the EGLE Recycling Grant Program.

RECAPTURE

The Grantee is hereby notified and hereby acknowledges that the Grant is subject to recapture and that the Grantee will incur an obligation to repay the Grant (the "Recapture Obligation") immediately, in full, if:

- a. it fails to comply with the entirety of the grantee's grant application attached, including all budget, tasks and timeline;
- b. it sells, exchanges, or disposes of any equipment described in this Agreement without the Grantor's written approval; or
- c. the State of Michigan determines that there has been a default under the Agreement and seeks reimbursement.

In the event that the Grantee becomes liable for a Recapture Obligation, it shall satisfy the Recapture Obligation within the time specified in the written notice thereof to the Grantee by the Grantor. The Grantee's obligation under this sub-section shall survive five years beyond the term of this Agreement.

REPORTING REQUIREMENTS

The Grantee shall comply with all reporting requirements of the State during the Agreement Period. A reporting calendar can be found in Section IV of the boilerplate agreement language.

QUARTERLY REPORTS

The Grantee shall submit the final quarterly status and financial report, including all supporting documentation for expenses, by September 30, 2024.

Quarterly progress and financial reports must be submitted at least every three months during the Agreement Period, even if no funds were expended. Provide the following narrative using the numbers and headings listed below:

I. SUMMARY OF ACTIONS TAKEN DURING THE CURRENT PERIOD

- A. Describe the tasks completed and how project funds were expended during the time period covered by the report. If no funds were expended during the current period, include a statement to that effect, along with an explanation and a description of tasks completed during the period.
- B. If any products were developed during the time period covered by the report, include a copy of the products with the report.

II. SUMMARY OF ACCOMPLISHMENTS DURING THIS PERIOD

- A. Goals and objectives as set forth in the grant application and grant contract. List the project's stated goals and objectives and describe how the project is meeting them.
- B. Additional project accomplishments not included in original project goals and objectives.
- C. Project data: Provide any data collected during the current period, as described in the grant application incorporated with this contract. Attach available documentation which supports the data. If the data provided covers a previous reporting period, specify the dates which the data is from.

III. SUMMARY OF REMAINING ACTIONS TO BE TAKEN

- A. Describe the remaining tasks to be completed and indicate whether or not these tasks will be completed within the approved project schedule. For tasks which will not be completed within the approved project schedule, discuss the reasons for the delay and provide the revised task completion date.

IV. PROBLEMS ENCOUNTERED DURING THIS PERIOD

- A. Identify any problems encountered during the current reporting period and explain how they were resolved. Describe the impact these problems have had or will have on project design, completion, and operations.

If at any time the Grantee becomes aware that any materials collected or processed in association with grant purchases are being disposed, the Grantee must immediately notify EGLE and must document the issue in the next quarterly report. The Grantee must also submit for EGLE review the steps that will be taken to address the issue and the expected timeframe for resolution.

V. ADDITIONAL COMMENTS

- A. Provide any additional comments relevant to the status of the project and its operations.

VI. FINANCIAL DOCUMENTATION

- A. Provide required documentation for funds expended during the reporting period, including proof of payment and proof of receipt of goods.

FINAL PROJECT REPORT

The purpose of the final project report is to provide the State with data on your project and a narrative discussion about your project, including an evaluation of the project to date. The final report is due six months after the infrastructure item(s) have been purchased and/or constructed, but no later than September 29, 2024. Retained funds will be forfeited by the Grantee if the final report is not accepted.

Identify the time period covered by the final project report. Provide the following narrative information using the numbers and headings listed below:

I. PROJECT DESCRIPTION

- A. Provide a description of the project funded.
- i. Provide a 4-5 sentence summary of the project.
 - ii. Include any news articles and/or photographs as appropriate.
 - iii. Include the date project operations began and a discussion of the current status of project operations.
- B. List and explain the steps involved in completing the project, from planning through implementation to ongoing operations. Include the dates of major project activities and events.
- C. List and discuss other entities (e.g., companies, nonprofit groups, local units of government) that played a role in planning and implementing the project and briefly describe their role. Describe any formal agreements that were entered into as a part of project implementation.

II. PROJECT DATA

A. Diversion rate, participation rate, and geographical area.

- i. For the time period covered by this report, provide the quantity of recyclable or organic materials diverted, in tons or cubic yards /time period. Specify which recyclable or organic materials are included in this reported volume. Describe the methods for measuring these quantities.
- ii. Provide diversion rates prior to the grant project, if known.
- iii. For the time period covered by this report, provide information on the number of people and/or number of households/units served by the project. Describe the methods for measuring these numbers.
- iv. Provide information on the number of people and/or number of households/units served prior to the grant project, if known.
- v. For the time period covered by this report, provide information on the geographical area served by the project.
- vi. Provide previous information on the geographical area served by the program prior to the current grant project.

B. Provide the following information for all education and outreach activities related to the grant project, as applicable:

- i. Types of groups (audience) targeted.
- ii. Types of promotional materials developed.
- iii. Methods used to distribute information or materials.
- iv. Planned/future educational efforts.

III. PROJECT COSTS: Provide the following information regarding costs required to implement the project:

- A. Provide the dollar amounts and a description of all program related capital costs which have been incurred during the time period covered by this report. Identify the specific dates these costs were incurred.
- B. For the time period covered by this report, provide the dollar amounts and a description of all additional costs (beyond match) required to complete the project. Identify the specific dates these costs were incurred.
- C. For the time period covered by this report, provide the dollar amount and a description of the costs needed to operate the project.

D. Describe the funding mechanisms utilized to operate and maintain the project activities.

IV. PROJECT EVALUATION

A. Goals and Objectives. Summarize each of the project's goals and objectives as stated in your original proposal. Discuss (in both narrative and numerical terms) how well you are meeting each goal and objective. For each goal or objective that is not being met, discuss why.

- i. If the project goals and objectives have changed from those that were originally established, discuss how and why. Also, discuss how these changes have impacted the final project.
- ii. Recovery/Access/Participation Goals: As a part of the above discussion of project goals and objectives, identify the increase in either volume collected (in tons or cubic yards per year) by material type, or geographical access/population served that the project is currently achieving. If the project is not meeting its goals, provide a discussion on why these goals are not being met. Also, indicate what steps you are taking in order to meet the stated goals in the future, and provide a timeframe for meeting these goals.

B. Discuss any project accomplishments not included in the project's original goals and objectives.

C. Discuss the economic impact the project has had on the local economy. Include information on new jobs created and sustained and any other relevant economic information.

D. List and describe all significant problems encountered during project implementation, including any cost overruns, institutional barriers, local issues, etc. Describe how the problems were addressed and resolved. Describe any impact these problems had in project design, implementation and/or ongoing operations.

E. Describe the most successful components of the project and explain why you think they are successful.

F. Describe the least successful components of the project and explain why you think they are not successful.

G. Lessons Learned. Discuss any conclusions you have made about the technical and economic feasibility of carrying out a similar project. Identify what you would do differently if you were to carry out a similar project, and why.

H. Provide a description of the motivation for pursuing this grant opportunity and how the need for the project was identified.

V. ADDITIONAL COMMENTS

A. Provide any additional information relevant to the status of the project and its operations.

B. Provide a description of opportunities that you may have identified after implementing this grant.

The quarterly and final project report must be signed by the authorized contact person for the project. Indicate any name, address or telephone number changes for the contact person and/or the project.

Submit the quarterly and final project reports to the attention of the State's contact at the following email address:

EGLE-RecyclingGrant@michigan.gov

If you need this information in an alternate format, contact EGLE-Accessibility@Michigan.gov or call 800-662-9278.

EGLE does not discriminate on the basis of race, sex, religion, age, national origin, color, marital status, disability, political beliefs, height, weight, genetic information, or sexual orientation in the administration of any of its programs or activities, and prohibits intimidation and retaliation, as required by applicable laws and regulations. Questions or concerns should be directed to the Nondiscrimination Compliance Coordinator at EGLE-NondiscriminationCC@Michigan.gov or 517-249-0906.

This form and its contents are subject to the Freedom of Information Act and may be released to the public.

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APPENDIX B
WORKPLAN, TIMELINE, BUDGET, APPLICATION

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EGLE Full Proposal: New Environmental Sustainability Center in Allendale Charter Township

Profile

Kimberly Wolters

First Name

Kimberly

Last Name

Wolters

City

Holland

Title

Environmental Health Supervisor (Environmental Sustainability)

Email

kwolters@miottawa.org

Phone Number

6164945569

Address Line 1

12251 James St

Zip Code

49424

State

US-MI

Organization Name:

Ottawa County

Grant Category:

Select which Grant you are applying to:

Recycling Infrastructure

Grant Recipient and Fiduciary Information:

Primary Contact

Return to the main portal page to double check your profile information.

Same as Profile

Is the fiduciary a separate entity than the grant applicant?

No, the primary contact information provided is for the entity applying for the grant and having the fiduciary role.

Please self-identify your organization type:

Non-Profit

Project Information:

Project Title

New Environmental Sustainability Center in Allendale Charter Township

Brief Project Description

NOTE: This concise description will be used in reports and other documentation.

Ottawa County's Environmental Sustainability Program is developing a new Environmental Sustainability Center that will be more accessible to the under-served population located in the center of Ottawa County. The new center would be located in Allendale Charter Township, one of the county's largest growing populations. This location would be a drop-off location for recycling and hard to recycle items for residents, local college, and apartment populations located in this area. This Environmental Sustainability Center would also be the hub of the other 4 centers located throughout the county. This center would also be able to start larger-sized projects.

What is the primary focus of your Recycling Infrastructure project?

Drop off site construction, improvement or equipment, Organics, Public space collection, Multi-Family collection, Other

Other:

To create a "one stop" drop off center and a "hub" to serve larger projects and assist smaller centers that already exist

Concisely explain how your project achieves the selected focus?

If new materials are collected ensure that is described. Please be concise.

The primary focus of the project is to provide a location to recycle, recycle hard to recycle items, and be a food waste compost drop-off location for a population that currently doesn't have a facility available to them. This area due to growth and college campus has a large multi-family infrastructure/apartment population that does not have readily available recycling and food compost services. This project's goal is to assist with residents' sustainable needs as well as serve as a centralized location for all of our Environmental Sustainability Program efforts. The Environmental Sustainability Program hopes to have this center be a location that may allow for the program to do some more creative recycling efforts like film plastic recycling, mattress, and other projects that future partnerships allow.

Funding Needs and budget

What items will be purchased with grant funds and what is the intended use?

The grant funds will be used to construct a new Environmental Sustainability Center and all items need to set up this center like pavement, gate/fence, lighting, and equipment. The building and land preparation will be constructed in a sustainable matter and in a way to best collect materials from the residents. Some of the items that will assist in this goal are a bailer, lift jack, and others that will make operations move smoothly. These funds will increase recycling efforts by assisting us with constructing a new center.

Please provide an itemized list of project expenses and specify in "amount requested" how much grant funding will be used for each budget item. Note, the amount requested for each budget item may be less than the total cost of that budget item or some budget items may not be covered by any grant dollars.

Budget Line Item	Quantity	Unit Price	Amount Requested
Building	1	\$1,000,000	\$800,000
Budget Line Item	Quantity	Unit Price	Amount Requested
Gate/Fence	1	\$60,000	\$48,000
Budget Line Item	Quantity	Unit Price	Amount Requested
Asphalt/Cement	1	\$150,000	\$120,000
Budget Line Item	Quantity	Unit Price	Amount Requested
Exterior lights/cameras	1	\$3,000	\$2,400
Budget Line Item	Quantity	Unit Price	Amount Requested
Equipment	1	\$23,000	\$18,400
Budget Line Item	Quantity	Unit Price	Amount Requested
Well/Septic material Install	1	\$14,000	\$11,200
Total Grant Request:	Total Project Budget:		Match Percent
\$1,000,000.00	\$1,250,000.00		20.0

(+) Add additional Budget items (select the number of additional rows needed):

Add 3 additional rows

For larger projects, please upload a full project budget (any format)

EGLE Budget Form 2022.xlsm

Current Activities and Program Impact

Fill in any applicable fields regarding your current program:

Collection Method:	Collection Frequency:	Volume of Containers:
(curbside, drop-off, single stream, dual stream, source separated, etc.)	(weekly, bi-weekly, etc.)	variety
	twice weekly	

Drop-off, single stream

Current Material List:

Residential Recycling (glass, paper, plastic, cardboard)
Used Oil/Antifreeze
Electronic Waste
Scrap Tires
Household Hazardous Waste
Food Compost

Describe your service area including geographical reach (counties, municipalities, institutions) and those serviced (number of households, population served, units, serviced or others).

The primary purpose of this project is to address a geographical need. Our current Environmental Sustainability Centers are located in the four corners of Ottawa County. The new center will be located in the center of the county to better serve this population that may not be able to easily have access to one of the other centers. There is a large population of multiple-family resident housing and a college population that are not often seen at our other centers. This new center in Allendale Charter Township will aid us in reaching this region of Ottawa County better. In 2019, there were almost 22,000 Allendale residents and Grand Valley State University has about 25,000 enrolled of which a portion lives on campus. This center will be able to assist in providing not only services to these residents and students but also educating them about recycling and other sustainability efforts to further assist in the growth of these efforts.

Where does your material go? Please include the name and location of your processor, broker and/or end market.

- Residential Recycling is collected by Republic Services (Muskegon, MI, and Jenison, MI) that takes it to one of two MRFs (Grand Rapids or their own in Holland, MI).
- Electronic Waste is collected by Valley City out of Grand Rapids, MI.
- Used oil and antifreeze are collected by GFL Environmental out of Comstock Park, MI to be turned into fuel.
- Food Waste is collected by Organicycle out of Grand Rapids, MI.
- Scrap Metal is collected by Padnos out of Holland, MI.
- Scrap Tires are collected by Environmental Rubber Recycling out of Flint, MI

Describe your operation funding sources such as user fees, millage, special assessments, general funds, etc.

The Environmental Sustainability Program is funded primarily through a portion of tipping fees collected at our two local landfills. Other funding at times are grants that have been applied for such as the scrap tire collection grant. These grants allow us to participate in more programs that we may not be able to otherwise. Due to the increased cost of recycling, we do charge a small fee on some items dropped off at our centers such as tube TVs, compost, and memberships for residential recycling.

Describe your existing program partners and/or collaborators:

The Ottawa County Environmental Sustainability Program has been working on growing its partners and collaborators that have an interest in the environment and sustainability practices. Not only do we see our vendors as partners on how best to grow and develop the program but other community groups. These groups not only have an interest in Ottawa County as a community but Michigan as a community. Some community groups that Ottawa County has been collaborating with are the West Michigan Sustainability Form, City of Holland, Michigan Recycling Coalition, Grand Haven Township, Allendale Charter Township, Grand Valley State University, and other local community members that have an interest in the environmental impacts of the program. Ottawa County also collaborates with other groups/municipalities that offer recycling and other environmental programs to help not only to better serve Ottawa County but Michigan as a whole as well.

Check all that apply to your existing recycling education / outreach program:

Website, Traditional media (print, television, radio, outdoor, etc.), Social or digital media (Facebook, Instagram, paid search, etc.), Public-facing database (ReCollect, Waste Wizard, Recycle Coach, etc.)

Describe how this project will show improvement from your current program:

This project will show improvement to the Ottawa County Environmental Sustainability Program by bridging a gap that exists in our community. This project will aid the Environmental Sustainability Program in creating a hub and spoke system for our centers. This new center hub will increase the storage capacity and services that will be able to be provided throughout the county. The smaller centers that may not have the capacity for some projects or storage volume for new projects will be able to still participate and/or allow for the Environmental Sustainability Program to offer a large-scale project at a centralized location in the county reducing the inconvenience to residents. This project will also improve the Environmental Sustainability Program because it will increase the span of our program to a new area and increases the amount of material taken in.

Select which project metrics apply:

Collection Volume, Service Population, Type of Materials

Describe your current program including (if applicable) collection method (curbside, drop-off, single stream, dual stream, source separated, etc.); volume of containers; collection frequency; list of materials collected; geographic area served including population and/or number of household/units serviced (if known); name and location of processor, broker, and/or end market (if known); description of operational funding sources (user fees, millage, special assessments, general funds, etc.); description of existing program partners/collaborators; description of existing recycling education/outreach program

As relevant, please provide metrics for your current collection or processing and expected change with the implementation of this project. Feel free to describe how collection / Processing volume was calculated. (optional)

Current Annual Collection Volume:	Expected Annual Collection Volume:	Unit used:	Annual Increase:
2,393	25,000	Tons	22,607
Current Service Population:	Expected Service Population:	Unit used:	Annual Increase:
75,000	101,000	Service Area Population	26,000

Expected Material List:

Existing programs that will also be offered at the new center: Residential/Campus resident Recycling, scrap metal, used oil/antifreeze, Household Hazardous Waste, residential food waste, scrap tires, and electronic waste

Possible new programs at the new center (or centralized at the new center): Used mattresses, film plastics, and used fabrics

If a drop-off, what is the current geographic area served:**Supporting Data (optional):****Describe how your project will benefit Environmental Justice or underserved and/or vulnerable populations:**

The programs offered at current centers and will be offered at the Allendale Environmental Sustainability Center (ESC) are to provide a valuable resource to all Ottawa County residents. The project of adding a new center is to do this better. They will be a resource to be able to recycle items and/or dispose of items properly so that they can be turned into something else or disposed of safely. No individual that wants to use the program will be turned away. The new ESC project goal is to provide services to more residents, apartment populations, and centralized Ottawa County residents. It is known that this area has many multi-resident and apartment populations that do not have recycling available or a convenient way to recycle hard to recycle items. In a population that is currently believed to be underserved by existing Environmental Sustainability Centers, we intend to better serve them with a new center expanding our resources to this population and all Ottawa County residents.

Briefly Describe any new education efforts that will be undertaken as a result of the grant project.

Type N/A if there are no new education efforts.

The Environmental Sustainability Program will use this new center as an educational location about Ottawa County Environmental Sustainability Program and show what efforts can be done. It is important to incorporate as many sustainable practices in this new center so that when using this center for education they can be seen and taught with visual references and not just in theory or discussion. It will have multiple educational points available that can be taught so that recycling, environmental, and sustainable practices can be taught as a whole. Having a location where not only we can better serve by providing valuable services but as well as education is an objective of the Environmental Sustainability Program, to better serve Ottawa County residents. The partnership with Grand Valley State University will also increase the reach that this center will have to increase education on important topics relating to recycling and sustainable practices with their students.

Describe how your project addresses Greenhouse Gas emissions:

It is unknown at this time, how much Greenhouse Gas emissions this project will reduce. It is believed that encouraging food composting versus landfilling this material will reduce greenhouse gasses. Having residents drive less or have fewer vehicles on the road will also reduce greenhouse gasses with our centers and new center as a "one stop" drop off center would also assist to reduce greenhouse Gases emissions. The Environmental Sustainability Program will try to do as much as possible to reduce its Greenhouse Gas Emissions by providing recycling, using energy-efficient items in the new facility, and possibly installing items that aid in the reduction of greenhouse gases at the new center.

Please upload any supporting data for environmental and climate metrics:

(Optional)

Guidance on measuring environmental outcomes is included in "Measuring Environmental and Economic Impact".

What County or Counties will your project impact?

To select multiple counties hold "Ctrl" and click each county name. To unselect, continue holding "Ctrl" and re-click a highlighted county name

Ottawa County

How would you categorize your geographical impact?

Regional impact refers to if your project impacts multiple counties or areas. County-wide projects should impact the whole county including in large cities and rural areas. Rural would consider any communities not in an urban area.

County-wide

Briefly describe the geographical impact of your project (How will a specific area, region, city, or county be impacted?):

Ottawa County has a population of about 262,000 people. Our current centers had about 17,000 of those residents visit our sites in 2021. We believe that this project will assist in serving far more residents as well as allow us to increase the impact area, program awareness, new programs, and further growth with partners which is believed to increase the impact on our county. The current centers have grown since they have opened and are believed to continue to do so but this project and the impact it will have will expedite that.

Upload any additional supporting data or information regarding this project:

(Optional)

Partnerships and Collaborations

Describe community support and/or partners for the grant project. Describe how/if the funding provided in this grant is leveraging additional investment from partners.

This project has sparked support from Allendale Charter Township and Grand Valley State University as well as our current partners. Both new and existing partners/communities see a need for this program to reach their students and community members. Grand Valley State University has offered its support by providing land for a new center as well as possible other means of support if the grant and project move forward. This project can create new vendor/partner relationships with new possible materials collected, opportunities for public education, and overall community support and growth. We are always looking for ways to bring our programs together with new needed partners and to bridging partner to partner relationships that may not have existed but could have a great impact on the community.

Please upload a letter of support from each of the project partners. Select the number of letters you plan to attach.

You can save this draft to add letters at a later time or once you submit your application edit before the Grant Cycle closing date to attach Letters. If you have more than 10 letters please combine pdfs.

Letter of Support

GVSU letter of suport.pdf

Work Plan and Timeline

Long Term Viability: Describe how the project will be sustained beyond the grant timeline.

The Environmental Sustainability Program will sustain the project beyond the grant through regular funding through a portion of our two landfills and a small fee charged to have a recycling membership at the centers. The county has looked into long term budget need to sustain this site and has decided the funding will be viable. Other possible methods for the future sustainability of this new center and new programs would be to create additional partnerships that may assist in reducing our cost to provide beneficial services or methods to do our programs better to save in cost. Cost evaluation and yearly evaluation of the budget will also aid in sustaining this project beyond the grant.

Provide a brief narrative describing the work plan and timeline:

If the grant is awarded to the Environmental Sustainability Program, this project will get underway as soon as possible. The grant and total project cost will go to the Board of Commissioners for grant, funding, and project approval. During the Board approval, the final contract with EGLE and Grand Valley State University will be completed and at the same time, the project plans will be developed. The building company chosen will work to design a center with sustainability in mind. Public Health, Environmental Sustainability, Allendale, and Grand Valley State University will work closely to create a center that will benefit not only Allendale and Grand Valley State University community but all of Ottawa County. The overall goal is to have this center completed by Spring of 2024 pending construction requirements and grant awarded dated.

Work Plan and Timeline Upload:

EGLE IG timeline.docx

Please attach a descriptive work plan and timeline which includes:

- Identification of the tasks and responsible party for implementation of the project.
- Identification of the tasks and party responsible for preparing quarterly progress reports and the final project report.
- A timeline of activities, showing when each task described will be started and completed.
- Identification of when quarterly milestones will be achieved.

What grant amount is being requested?

Match Percentage

0

Grant Request:

\$0

Closing:

DUNS Number of fiduciary entity

If known, use www.sam.gov to find your DUNS number if you have one. This process is free, but may take 2 business days.

085899011

Federal ID Number of fiduciary entity

Will be required if selected for final review

38-6004883

State Senator

Find your Senator:

<https://www.senate.michigan.gov/fysbyaddress.html>

State Representative

Find your State Representative:

<https://www.house.mi.gov/MHRPublic/frmFindAREp.asp>

(Right click the links to open in new tab, otherwise you may be directed away from this page with changes not saved)

Has the fiduciary entity applied to previous grant cycles with the State of Michigan?

Yes

Select what Grants you have applied to:

NextCycle Michigan MICROS Grant, EGLE E-waste grant

Briefly describe this experience including year of grant cycle and if a grant was received:

What is the status of your project(s)? Have required reports been submitted? Were your needs met by receiving funding?

Ottawa County has applied for the Scrap Tire Clean-up, Electronic Waste Grant, and NextCycle Michigan MICROS Grant. All experiences have been beneficial and aided us in providing a service to our residents. We have been a pilot program with the Scrap Tire Clean-up grant and are learning how to improve this program to continuously provide a tire drop-off location in the best manner possible for our residents. Electronic Waste Grant has assisted us with being able to provide a structure and equipment to be able to continuously collect electronics including CRTs which in the past had not been collected. The NextCycle Market Development Grant has assisted us in growing the Food Compost program by supporting us with outreach material about not just Ottawa's food compost program but also to businesses and those who want to compost at home educational resources.

E-Signature of authorized individual

By typing your name you are signing this application and confirming that all information is accurate to the best of your knowledge.

Kimberly Wolters

Signed Date

04/19/2022

EGLE Full Proposal: Attachments

For larger projects, please upload a full project budget (any format)

EGLE Budget Form 2022.xlsm

Letter of Support

GVSU letter of suport.pdf

Work Plan and Timeline Upload:

EGLE IG timeline.docx

Timeline for New ESC in Allendale

1. Environmental Health Supervisor (Environmental Sustainability) (EHS) to apply for the grant by April 20th, 2022
2. Upon receiving the grant from EGLE, EHS to send Grant and Budget Adjustment to the Board of Commissioners for approval/signatures
3. EHS will send back EGLE Grant Contract by the deadline
4. Ottawa County to start the construction process as soon as possible once the signed contract from EGLE is received
 - a. Work with Ottawa County's purchasing department to find a contractor
 - b. Once a contractor is hired create a construction project timeline created (with this a quarterly milestone timeline clearly outline to be submitted to EGLE)
5. Before construction starts, Ottawa County and Grand Vally State University to have the land agreement legalized and completed
6. Start land preparation once the agreement and contractor are finalized and authorized
7. During the entire Grant Period and construction, EHS/Ottawa County's Purchasing Department to submit quarterly process reports and submittals as outlined in the RFP for the grant
8. Ottawa County's goal is to start construction end of 2022 if possible
9. End major construction aspects by end of the summer of 2023
10. Fall of 2023 will be to complete internal and incomplete construction items
11. Ottawa County's goal is to open a new center by the Spring of 2024
12. EHS to complete final project report and grant submittal to EGLE

Profiles

First Name

Kimberly

Last Name

Wolters

Organization Name:

Ottawa County

Title

Environmental Health Supervisor (Environmental Sustainability)

Email

kwolters@miottawa.org

Phone Number

6164945569

Address Line 1

12251 James St

Address Line 2

Suite 200

City

Holland

State

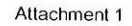
US-MI

Zip Code

49424

Are you building this profile as a partner?

No

Revised 8.12.20

Action Request

Electronic Submission – Contract # 1848



Committee: FINANCE AND ADMINISTRATION

Meeting Date: 3/7/2023

Vendor/3rd Party: KNIGHT WATCH

Requesting Department: INNOVATION & TECHNOLOGY

Submitted By: PAUL KLIMAS

Agenda Item: SUPPORT SERVICES FOR AVIGILON SYSTEMS

Suggested Motion:

To approve and forward to the Board of Commissioners the 3-year support agreement with Knight Watch in support of for Ottawa County's Avigilon Systems – Surveillance Video and Door Access.

Summary of Request:

Innovation and Technology (IT) Department working with Purchasing, Facilities, and the Sheriff's Office, received proposals from 2 vendors to provide countywide technology-support services in support of the County's Avigilon Surveillance and Door Access Systems. This includes technical/professional support services, continued enhancement, and server capital replacement. After evaluating these proposals, the IT Department is recommending that the County enter into a Master Services Agreement with Knight Watch, low bid and best value, for these services for a period of one year with two, one-year renewal options. The annual not-to-exceed cost would be \$296,250 – budgeted and approved by OCIA and CPTED. Initial engagement would include review and refresh of the servers supporting surveillance operations estimated at \$269,450.

Financial Information:

Total Cost: \$296,250.00

General Fund Cost: \$0.00

Included in Budget: Yes

If not included in Budget, recommended funding source:

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

Action is Related to Strategic Plan:

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

Administration:

Recommended by County Administrator:

3/2/2023 5:27:12 PM

Committee/Governing/Advisory Board Approval Date: 3/7/2023

Master Service Agreement

This Master Customer Agreement (this “Agreement”), effective as of 2/1/2023 (the “Effective Date”), is by and between **Knight Watch, Inc.** (“Service Provider”), a Michigan corporation with offices located at 3005 Business One Dr., Kalamazoo, MI 49048 and Ottawa County, a Michigan Government Entity, with offices located in Ottawa County, Michigan (the “Customer”).

Background. Service Provider is a provider of technical services and systems related to access control, video surveillance, HVAC control, energy metering, building management, and wander management. Customer desires to engage Service Provider for such services. Service Provider is willing to perform such services for Customer on the terms and conditions hereof. The parties hereby agree as follows:

1. Definitions.

“Account Manager” has the meaning set forth in Section 3(a)(i).

“Affiliate” of a Person means any other Person that directly or indirectly, through one or more intermediaries, controls, is controlled by, or is under common control with, such Person. The term “control” (including the terms “controlled by” and “under common control with”) means the possession, directly or indirectly, of the power to direct or cause the direction of the management and policies of a Person, whether through the ownership of voting securities, by contract, or otherwise.

“Agreement” has the meaning set forth in the preamble.

“Confidential Information” means all non-public information of or about a party, including but not limited to all non-public information about its business affairs, products or services, Intellectual Property Rights, trade secrets, customers, suppliers, and other sensitive or proprietary information, whether disclosed orally or in written, electronic, or other form or media, and whether or not marked, designated, or otherwise identified as “confidential”. For the avoidance of doubt, all proposals and Statements of Work are Confidential Information. Confidential Information does not include information that: (a) is already known to the Receiving Party without restriction on use or disclosure prior to receipt of such information from the Disclosing Party; (b) is or becomes generally known by the public other than by breach of this Agreement by, or other wrongful act of, the Receiving Party; (c) is developed by the Receiving Party independently of, and without reference to, any Confidential Information of the Disclosing Party; or (d) is received by the Receiving Party from a third party who is not under any obligation to the Disclosing Party to maintain the confidentiality of such information.

“Custom Integration Code” means software (including source code and object code) that connects applications, devices, or information systems for purposes of communication or interoperation.

“Customer” has the meaning set forth in the preamble.

“Customer Equipment” means hardware, software, systems, cabling, equipment, or facilities provided by or on behalf of the Customer and used, directly or indirectly, in the provision of the Services.

“Customer Materials” means documents, data, know-how, methodologies, software, or other materials provided to Service Provider by Customer.

Master Service Agreement

"Deliverables" means work product, documents, and other materials to be delivered to Customer by Service Provider as detailed in a Statement of Work.

"Disclosing Party" means a party that discloses Confidential Information under this Agreement.

"Intellectual Property Rights" means all (a) patents, patent disclosures, and inventions (whether patentable or not), (b) trademarks, service marks, trade dress, trade names, logos, corporate names, and domain names, together with all of the goodwill associated therewith, (c) copyrights and copyrightable works (including computer programs), and rights in data and databases, (d) trade secrets, know-how, and other commercially-advantageous confidential information, and (e) all other intellectual property rights, in each case whether registered or unregistered and including all applications for, and renewals or extensions of, such rights, and all similar or equivalent rights or forms of protection in any part of the world.

"Law" means any statute, ordinance, regulation, code, order, constitution, treaty, common law rule, judgment, decree, requirement, or other rule or law of any federal, state, local, or foreign government (or any political subdivision thereof) or any court, arbitrator, or tribunal of competent jurisdiction.

"Losses" mean all losses, damages, liabilities, deficiencies, actions, judgments, interest, awards, penalties, fines, charges, costs, or expenses of whatever kind, including reasonable attorneys' fees and the cost of enforcing any right to indemnification hereunder and the cost of pursuing any insurance providers.

"Nonconformity" means, with respect to the Services, Deliverables, or systems composed thereof, any failure to conform to relevant specifications, standards, or requirements.

"Person" means an individual, corporation, partnership, joint venture, limited liability company, governmental authority, unincorporated organization, trust, association, or other entity.

"Personnel" means, in relation to a business entity, such entity's owners, directors, employees, contractors, agents, representatives, advisors, and consultants.

"Receiving Party" means a party that receives or acquires Confidential Information directly or indirectly under this Agreement.

"Services" means the work to be performed for the Customer by the Service Provider as detailed in a Statement of Work.

"Service Provider" has the meaning set forth in the preamble.

"Service Provider Equipment" means hardware, software, systems, cabling, equipment, or facilities provided by or on behalf of the Service Provider and used, directly or indirectly, in the provision of the Services.

"Service Provider's Toolkit" means all documents, data, know-how, methodologies, software (including source code, object code, and Custom Integration Code), reports, specifications, and other materials used by the Service Provider in connection with the performance of the Services that is or was developed or acquired by the Service Provider (a) before the Effective Date, (b) after

Master Service Agreement

the Effective Date but outside the scope of this Agreement, or (c) within the scope of this Agreement whenever such material constitutes an enhancement to or modification of Service Provider's Toolkit.

"Statement of Work" (or "SOW") means a document that (a) is signed by the parties, (b) references this Agreement and is subject to its terms, (c) is substantially in the form of Appendix A hereto, (d) details Services and/or Deliverables, related quantities and fees, schedules, prerequisites, assumptions, and specific exclusions, if any.

"Term" means the Initial Term together with all Renewal Terms, as such terms are defined in Section 6.

2. Services.

- a. **Statement of Work.** Service Provider shall provide Services to Customer as detailed in Appendix A (the "Initial Statement of Work", attached hereto and incorporated by this reference) and in any subsequent Statement of Work entered into by the parties pursuant hereto. Each Statement of Work shall include the following information, if applicable:
 - i. a detailed description of the Services and/or Deliverables;
 - ii. the start date;
 - iii. the duration;
 - iv. the names of the Account Manager, Project Manager and any key Personnel;
 - v. the fees to be paid and a schedule for payment;
 - vi. a project plan and schedule of tasks and payments;
 - vii. procedures for final walk-through and Customer sign-off;
 - viii. procedures for ongoing system verification by Customer; and
 - ix. any other terms and conditions agreed upon by the parties, such as assumptions or specific exclusions.

3. Service Provider Duties.

- a. **Communication.** Service Provider will:
 - i. designate an employee with authority to act on behalf of Service Provider who will serve as Customer's primary point of contact for the performance of this Agreement (the "Account Manager"); and
 - ii. respond promptly to any Customer request for information regarding the Services.
- b. **Personnel.** Service Provider will:

Master Service Agreement

- i. conduct a criminal-background check and a driving-record check of prospective employees and verify their right to work in the United States;
 - ii. be responsible for the performance of subcontractors, if any, as if such Persons were Service Provider's own employees; and
 - iii. ensure that subcontractors, if any, are bound by terms of confidentiality no less strict than those hereof; and
 - iv. be responsible for compensation, including, if applicable, the withholding of income taxes, social security taxes, and other payroll taxes, unemployment insurance, workers' compensation insurance payments, and disability benefits.
- c. **Operations.** Service Provider will:
- i. comply with all Applicable Law in relation to the provision of the Services;
 - ii. obtain all licenses and consents necessary for the provision of the Services and Deliverables; and
 - iii. comply and ensure that Service Provider's Personnel comply with all applicable Customer rules and policies, provided that such rules and policies are communicated to the Account Manager in writing.

4. Customer Duties.

- a. **Communication.** Customer will:
- i. designate an employee with authority to act on behalf of Customer to serve as Service Provider's primary point of contact for the performance of this Agreement (the "Customer Contact");
 - ii. respond promptly to any Service Provider request for information, approvals, authorizations, or decisions regarding the Services; and
 - iii. grant Service Provider access to and use of Customer's premises and facilities as needed to perform the Services.
- b. **Operations.** Customer will:
- i. comply with all applicable Law in relation to the use of the Services; and
 - ii. ensure that any Customer Materials to be used in connection with the Services are rightfully owned or properly licensed;
 - iii. ensure that any Customer Equipment to be used in connection with the Services is (A) rightfully owned or properly licensed, (B) in good working order, (C) suitable for the purposes for which it is to be used, and (D) in conformance with all relevant specifications, standards, and requirements;

Master Service Agreement

- iv. operate any equipment installed in connection with the Services in accordance with instructions; and
 - v. refrain from granting system access to third parties without prior authorization from Service Provider.
 - c. **Testing.** The customer will perform periodic, comprehensive tests of system functionality as described in the Statement(s) of Work and report any Nonconformity to the Account Manager if and when discovered (collectively, the "System Testing Requirements"). Any breach of the System Testing Requirements is material. THE SERVICE PROVIDER IS NOT LIABLE FOR NONCONFORMITIES OR CONSEQUENCES THEREOF IF THE CUSTOMER BREACHES THE SYSTEM TESTING REQUIREMENTS.
 - d. **Network Connectivity.** Customer will provide VPN access (or other form of secure connectivity) to system components located on Customer's premises (or other underwise under Customer's control) as needed for Service Provider's performance hereunder.
5. **Change Orders.**
- a. **Estimate.** If a party desires to change any Service or Deliverable, it shall submit details of the requested change to the other party in writing. Service Provider shall, within a reasonable time after receiving a Customer-initiated request, or at the same time that Service Provider initiates such a request, provide Customer with a written estimate of (i) the time required to implement the change, (ii) any additional fees or expenses in connection with the change; and (iii) any effect on project schedules.
 - b. **Prerequisites.** Promptly after Customer's receipt of the written estimate, the parties shall negotiate on the terms of such change. Neither party shall be bound by any change request unless mutually agreed upon in a signed writing in accordance with Section 18(c).
6. **Term and Termination.**
- a. **Initial Term.** This Agreement shall commence on the Effective Date and continue thereafter for a period of Three (3) years (the "Initial Term") unless terminated earlier in accordance with this Section 6. The maximum obligation of the County for services described in this Agreement is limited to the annual not-to-exceed amount of \$296,250.00 unless this Agreement is modified in writing after the County Board of Commissioners has authorized the additional funds for the first year of this contract. The County is not obligated to spend any minimum or maximum obligation authorized under this Agreement.
 - b. **Renewal.** Upon expiration of the Initial Term, this Agreement shall automatically renew for successive one (1) year terms (each, a "Renewal Term") unless either party provides written notice of non-renewal at least 90 days prior to the end of the then-current Term. If a party provides timely notice of nonrenewal, then this Agreement shall terminate on the expiration of the then-current Term, unless terminated earlier in accordance with this Section 6.
 - c. **Termination for Cause.** Either party may terminate this Agreement or any SOW, effective upon written notice to the other party (and, in the case of notice to Service Provider, to the Account Manager in addition to any other designated recipient hereunder) if the other party:

Master Service Agreement

- i. The County may at any time terminate the Agreement by giving written notice via certified mail not less than thirty (30) days prior to the effective Date of its intent to do so. Such termination may be for cause or for the convenience of the County. Materially breaches this Agreement and such breach is remains uncured thirty (30) days after written notice to the breaching party; or
 - ii. becomes insolvent or admits its inability to pay its debts generally as they become due; (A) becomes subject, voluntarily or involuntarily, to any proceeding under any domestic or foreign bankruptcy or insolvency law, which is not fully stayed, dismissed, or vacated within thirty (30) days after filing; (B) is dissolved or liquidated or takes any corporate action for such purpose; (C) makes a general assignment for the benefit of creditors; or (D) has a receiver, trustee, custodian, or similar agent appointed by order of any court of competent jurisdiction to take charge of or sell any material portion of its property or business.
- d. **Effects of Termination.** Upon termination of this Agreement for any reason:
- i. Service Provider shall (A) promptly deliver to Customer all Deliverables (whether complete or incomplete) for which Customer has paid and all Customer Equipment and Customer Materials in Service Provider's possession; (B) remove any Service Provider Equipment located at Customer's premises; and (C) if Customer so requests, provide reasonable cooperation and assistance to Customer, at Customer's expense, in transitioning to a different service provider;
 - ii. Customer shall promptly deliver to Service Provider any Service Provider Equipment loaned to Customer in connection with the Services; and
 - iii. each party shall (A) return to the other party all documents and tangible materials (and any copies) containing, reflecting, incorporating, or based on the other party's Confidential Information, (B) permanently delete all of the other party's Confidential Information from its computer systems.
7. **Survival.** Any rights and obligations which, by their nature, should survive termination of this Agreement, will survive termination, including the rights and obligations set forth in Sections 8, 9, 10, 11, 12, 13, and 15.
8. **Payment.**
- a. **Fees.** Customer shall pay Service Provider's fees for Services and Deliverables as invoiced in accordance with each Statement of Work and any other agreement entered into by the parties in connection herewith. Customer shall pay all undisputed invoice amounts within the Payment Period. All payments shall be made in U.S. dollars by check or wire transfer. Overdue amounts shall accrue interest at 1.5% per month compounded monthly (or at the maximum rate permitted by law, whichever is less). Consultant has the right to suspend work until overdue amounts are paid. Company shall reimburse Consultant for all costs of collection for overdue amounts, including attorney fees, whether or not litigation is commenced.
 - b. **Disputes.** If Customer disputes any invoice item or amount, Customer must notify Service Provider of the details of the dispute within 30 days of invoice date (the "Payment Period"). The parties

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will work together in good faith to resolve any dispute. If an invoice is not disputed within the Payment Period, the invoice is deemed accepted.

- c. **Time and Materials.** Where the Services are provided on a time-and-materials basis:
 - i. fees shall be calculated in accordance with Service Provider's current rates unless expressly set forth otherwise in an applicable Statement of Work;
 - ii. Customer shall pay Service Provider's list price for any materials, machinery, equipment, software, and third-party services (collectively, "Materials") that are specified or referenced in a Statement of Work (including by reference to a proposal); and
 - iii. Service Provider shall issue invoices to Customer monthly in arrears and shall itemize the cost of Materials.
- d. **Fixed Fee.** Where Services are provided on a fixed-fee basis, Service Provider will issue invoices in such amounts and at such times as are set forth in the applicable Statement of Work.
- e. **Expenses.** Customer will reimburse Service Provider for all actual and documented travel and out-of-pocket expenses incurred by Service Provider in connection with the performance of the Services and for which Customer has given prior written consent.
- f. **Increases.** For Services provided on a time-and-materials basis, Service Provider may upon 30-days prior written notice (which may be given by way of a note accompanying an invoice either in physical or electronic form) increase its rates by the rate of inflation as measured by the percent change in the U.S. BLS CPI-U since the last such change or, if no increase has previously been applied, since the Effective Date hereof.
- g. **Taxes.** Customer shall be responsible for all sales, use, and excise taxes, and any other similar taxes, duties, and charges of any kind imposed by any federal, state, or local governmental entity on any amounts payable by Customer hereunder. Any such taxes, duties, and charges currently assessed or which may be assessed in the future, that are applicable to the Services are for the Customer's account, and Customer hereby agrees to pay such taxes; provided, that, in no event shall Customer pay or be responsible for any taxes imposed on, or with respect to, Service Provider's income, revenues, gross receipts, Personnel, or real or personal property or other assets.

9. Intellectual Property.

- a. **Customer Materials.** As between the parties, Customer is and shall remain the sole and exclusive owner of all right, title, and interest in and to Customer Materials, including all Intellectual Property Rights therein. Service Provider shall have no right or license to use any Customer Materials except during the Term of the Agreement to the extent necessary to provide the Services to Customer. All other rights in and to Customer Materials are expressly reserved by Customer.
- b. **Deliverables.** Except as set forth in Section 9(d): Customer is, and shall be, the sole and exclusive owner of all right, title, and interest in and to the Deliverables, including all Intellectual Property Rights therein; Service Provider acknowledges (and will cause Service Provider Personnel to

Master Service Agreement

acknowledge) that with respect to any Deliverables that qualify as “work made for hire” as defined in 17 U.S.C. §101, such Deliverables are hereby deemed a “work made for hire” for Customer; to the extent that any of the Deliverables do not constitute a “work made for hire”, Service Provider hereby irrevocably assigns (and shall cause Service Provider Personnel to irrevocably assign) to Customer, in each case, without additional consideration, all right, title, and interest throughout the universe in and to the Deliverables, including all Intellectual Property Rights therein; Service Provider hereby irrevocably waives (and shall cause Service Provider Personnel to irrevocably waive) to the extent permitted by applicable Law, all claims in any jurisdiction to so-called “moral rights” or “droits moral” with respect to the Deliverables.

- c. **Further Assistance.** Upon Customer’s reasonable request, Service Provider shall take (and shall cause Service Provider Personnel to take) such further actions, including execution and delivery of all appropriate instruments of conveyance, as may be necessary to assist Customer to prosecute, register, perfect, or record its rights in or to any Deliverables.
- d. **Service Provider’s Toolkit.** Notwithstanding any other provisions hereof, Service Provider is and shall remain the sole and exclusive owner of all right, title, and interest in and to Service Provider’s Toolkit, including all Intellectual Property Rights therein. Service Provider hereby grants Customer a limited, irrevocable, perpetual, royalty-free, fully-paid-up, non-transferable (except in accordance with Section 18(f)), non-sublicensable, universe-wide license to use, perform, display, execute, reproduce, distribute, transmit, modify (including by creating derivative works), import, make, have made, sell, offer to sell, and otherwise exploit any component of Service Provider’s Toolkit to the extent incorporated in the Deliverables or otherwise necessary for Customer’s use of the Deliverables. Such license is for Customer’s internal business operations only and not for purposes of competing with Service Provider or aiding others to do so, directly or indirectly. All other rights in and to Service Provider’s Toolkit are reserved by Service Provider.

10. Confidential Information.

- a. **Nondisclosure.** The Receiving Party shall:
 - i. not disclose or otherwise make available Confidential Information of the Disclosing Party to any third party without the Disclosing Party’s prior written consent; provided, however, that the Receiving Party may disclose the Confidential Information of the Disclosing Party to its officers, employees, contractors, and advisors who (A) have a “need to know”, (B) have been apprised of this restriction, and (C) are themselves bound by nondisclosure obligations at least as restrictive as those set forth in this Section 10;
 - ii. use the Confidential Information of the Disclosing Party except solely for the purpose of performing its obligations or exercising its rights hereunder; and
 - iii. immediately notify the Disclosing Party in the event it becomes aware of any loss or disclosure of any of the Disclosing Party’s Confidential Information.
- b. **Procedure for Compelled Disclosure.** If the Receiving Party becomes legally compelled to disclose any Confidential Information, the Receiving Party shall provide: (i) prompt written notice of such requirement so that the Disclosing Party may seek, at its sole cost and expense, a protective order or other remedy; and (ii) reasonable assistance, at the Disclosing Party’s sole cost and expense, in opposing such disclosure or seeking a protective order or other limitations on disclosure. If, after

Master Service Agreement

providing such notice and assistance as required herein, the Receiving Party remains required by Law to disclose any Confidential Information, the Receiving Party shall disclose no more than that portion of the Confidential Information which, on the advice of the Receiving Party's legal counsel, the Receiving Party is legally required to disclose and, upon the Disclosing Party's request, shall use commercially reasonable efforts to obtain assurances from the applicable court or agency that such Confidential Information will be afforded confidential treatment.

- c. **General Knowledge.** Nothing in this Agreement shall prevent either party's Personnel from using any general methodologies or know-how contained in the unaided memory of such Personnel provided that doing so is not a breach of confidentiality and does not infringe the Intellectual Property Rights of the other party.

11. Representations and Warranties.

- a. **Mutual.** Each party represents and warrants to the other that:
 - i. it is duly organized, validly existing, and in good standing as a corporation (or other entity as specified in the first paragraph hereof) under the laws and regulations of its jurisdiction of incorporation or organization;
 - ii. it has full right, power, and authority to enter into this Agreement, to grant the rights and licenses it grants hereunder, and to perform the obligations it undertakes hereby;
 - iii. the execution of this Agreement by its representative whose signature is set forth below has been duly authorized by all necessary corporate action of the party; and
 - iv. when executed and delivered by such party, this Agreement will constitute the legal, valid, and binding obligation of such party, enforceable against such party in accordance with its terms.
- b. **Service Provider.** Service Provider represents and warrants that:
 - i. Service Provider will perform the Services using Personnel of required skill, experience, and qualifications and in a professional and workmanlike manner in accordance with industry standards;
 - ii. upon delivery, the Deliverables will conform in all material respects with the specifications set forth in the applicable Statement(s) of Work;
 - iii. Service Provider will perform the Services in compliance with all applicable Laws; and
 - iv. none of the Services, Deliverables, or Customer's use thereof will infringe any third-party Intellectual Property Rights arising under U.S. Law.
- c. **Customer's Warranties.** Customer represents and warrants that:
 - i. Customer will use the Services in compliance with all applicable Laws; and

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- ii. no Customer Materials, Customer Equipment, or Service Provider's use thereof will infringe any third-party Intellectual Property Rights arising under U.S. Law.
- d. **Exclusive Remedy.** In the event of Service Provider's breach of its warranties under Sections 11(b)(i) and 11(b)(ii), Customer's sole and exclusive remedy (and Service Provider's sole and exclusive obligation and liability) and shall be for Service Provider to use commercially-reasonable efforts to cure such breach; provided, however, that if Service Provider does not cure such breach within 30 days of Customer's notice thereof, Customer may, at its option, terminate the applicable Statement of Work or this Agreement in conformance with Section 6(c) and, thereafter, receive a refund of any payments for the nonconforming Service(s) or Deliverable(s) dating from Customer's notice thereof, provided that Customer's notice of such breach was given with 30 days of the provision of the nonconforming Service or within 90 days of delivery of the nonconforming Deliverable.
- e. **Scope.** Service Provider's warranties under Sections 11(b)(i) and 11(b)(ii) shall not take effect until after final walk-through and Customer sign-off, as defined in the applicable Statement of Work.
- f. **Disclaimer.** EXCEPT FOR THE EXPRESS WARRANTIES SET FORTH HEREIN, (A) EACH PARTY HEREBY DISCLAIMS ALL WARRANTIES (EXPRESS, IMPLIED, STATUTORY, OR OTHERWISE) AND (B) SERVICE PROVIDER SPECIFICALLY DISCLAIMS ALL IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE. IN PARTICULAR BUT WITHOUT LIMITATION, SERVICE PROVIDER DISCLAIMS ALL RESPONSIBILITY AND LIABILITY FOR THIRD-PARTY SOFTWARE BUGS AND DEFECTS; MANUFACTUROR'S WARRANTY SHALL BE CUSTOMER'S SOLE REMEDY IN THE EVENT OF SAME.

12. Indemnification.

- a. **Mutual.** Each party (the "Indemnitor") shall indemnify the other party and its owners, officers, directors, employees, agents, representatives, successors, and permitted assigns (each, a "Related Person") from any final judgment in a third-party suit, action, or proceeding arising out damage to any real or tangible personal property or the bodily injury or death of any person to the extent proximately caused, in each case, by the intentional, fraudulent, or grossly-negligent act or omission of the Indemnitor or its Personnel.
- b. **By Service Provider.** Service Provider shall defend, indemnify, and hold harmless Customer and its Related Persons from and against any claim that the Services or Deliverables or Customer's receipt or use thereof in accordance herewith infringes any Intellectual Property Right of a third party.
- c. **By Customer.** Customer shall defend, indemnify, and hold harmless Service Provider and its Related Persons from and against any claim that Customer Materials or Customer Equipment or Service Provider's receipt or use thereof in accordance herewith infringes any Intellectual Property Right of a third party.
- d. **Procedure.** The party seeking indemnification hereunder shall promptly notify the indemnifying party of any matter for which indemnification will be sought and cooperate with the indemnifying party at the indemnifying party's sole cost and expense. The indemnifying party shall immediately take control of the defense and investigation of such matter and shall employ counsel of its choice to handle and defend the same, at the indemnifying party's sole cost and expense. The

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indemnifying party shall not settle any such matter in a manner that adversely affects the rights of the indemnified party without the indemnified party's prior written consent, which shall not be unreasonably withheld or delayed. The indemnified party's failure to perform any obligations under this Section 12(d) shall not relieve the indemnifying party of its obligations under this Section 12 except to the extent that the indemnifying party can demonstrate that it has been materially prejudiced as a result of such failure. The indemnified party may participate in and observe the proceedings at its own cost and expense.

13. **Limitation of Liability.** NOTWITHSTANDING ANY OTHER PROVISION HEREOF, NEITHER PARTY IS RESPONSIBLE OR LIABLE FOR ANY DELAY, FAILURE, OR LOSS TO THE EXTENT CAUSED BY THE OTHER PARTY OR THE OTHER PARTY'S PERSONNEL. IN NO EVENT WILL EITHER PARTY BE LIABLE FOR ANY LOSS OF USE, LOSS OF REVENUE, LOSS OF PROFIT, LOSS OF DATA, LOSSES OR DELAYS DUE TO THIRD-PARTY SOFTWARE BUGS AND DEFECTS, OR FOR ANY CONSEQUENTIAL, INCIDENTAL, INDIRECT, EXEMPLARY, SPECIAL, OR PUNITIVE DAMAGES WHETHER ARISING OUT OF BREACH OF CONTRACT, TORT (INCLUDING NEGLIGENCE), OR OTHERWISE, REGARDLESS OF WHETHER SUCH DAMAGE WAS FORESEEABLE AND WHETHER OR NOT SUCH PARTY HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. IN NO EVENT WILL EITHER PARTY'S LIABILITY IN CONNECTION WITH THIS AGREEMENT, WHETHER FOR BREACH OF CONTRACT, TORT (INCLUDING NEGLIGENCE), OR OTHERWISE, EXCEED THE AGGREGATE AMOUNTS PAID OR PAYABLE TO THE SERVICE PROVIDER PURSUANT TO THE APPLICABLE STATEMENT OF WORK IN THE 12-MONTH PERIOD PRECEDING THE EVENT GIVING RISE TO THE CLAIM.

14. Insurance.

a. **Types and Amounts.** At all times during the Term, Service Provider shall maintain, at its sole cost and expense, at least the following types and amounts of insurance coverage:

i. Commercial General Liability with limits no less than \$1,000,000 per occurrence and \$2,000,000 in the aggregate, which policy will include contractual liability coverage insuring the activities of Service Provider under this Agreement;

ii. Worker's Compensation with limits no less than the minimum amount required by applicable law;

iii. Commercial Automobile Liability with limits no less than \$1,000,000, combined single limit; and

b. **Rating.** All insurance policies required pursuant to this Section 14 shall be issued by insurance companies with a Best's Rating of no less than AAA.

c. **Documentation.** Upon Customer's written request, Service Provider shall provide Customer with copies of the certificates of insurance and policy endorsements for all insurance coverage required by this Section 14.

15. **Non-Solicitation.** During the Term and for 12 months thereafter, neither party shall, directly or indirectly, in any manner solicit, induce for employment, or hire any person who performed any work under this Agreement who is then in the employ of or under contract with the other party. A general advertisement or notice of a job listing or opening or other similar general publication of a job search

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or availability to fill employment positions, including on the internet, shall not be construed as a solicitation or inducement for the purposes of this Section 15. If either party breaches this Section 15, the breaching party shall, on demand, pay to the non-breaching party a sum equal to one year's basic salary or the annual fee that was payable by the claiming party to that employee, worker, or independent contractor plus the recruitment costs incurred by the non-breaching party in replacing such person.

16. **Non-Exclusivity.** The Service Provider retains the right to perform the same or similar type of services for third parties during the Term of this Agreement.

17. **Force Majeure.**

- a. **Events.** No party shall be liable or responsible to the other party, or be deemed to have defaulted under or breached this Agreement, for any failure or delay in fulfilling or performing any term of this Agreement (except for any obligations to make payments to the other party hereunder), when and to the extent such failure or delay is caused by or results from acts beyond the impacted party's ("Impacted Party") reasonable control, including without limitation (i) acts of God; (ii) flood, fire, earthquake, epidemic, or explosion; (iii) war, invasion, hostilities (whether war is declared or not), terrorist threats or acts, riot, or other civil unrest; (iv) government order, law, or actions; (v) embargoes or blockades in effect on or after the Date of this Agreement; (vi) national or regional emergency; (vii) strikes, labor stoppages or slowdowns, or other industrial disturbances; (viii) breakdowns of telecommunication, internet, or cloud-computing infrastructure; (ix) third-party software bugs and defects; (x) power outages or shortages; and (xi) other events beyond the reasonable control of the Impacted Party (collectively, "Force Majeure Events").
- b. **Response.** A party affected by a Force Majeure Event shall (i) use diligent efforts to end the resulting failure or delay and ensure the effects of such event are minimized and (ii) resume performance of its obligations as soon as reasonably possible after the removal of the cause.

18. **Miscellaneous.**

- a. **Relationship of the Parties.** The relationship between the parties is that of independent contractors. Nothing contained in this Agreement shall be construed as creating any agency, partnership, joint venture, or other form of joint enterprise, employment, or fiduciary relationship between the parties, and neither party shall have authority to contract for or bind the other party in any manner whatsoever.
- b. **Publicity.** Neither party shall issue or release any announcement, statement, press release, or other publicity or marketing materials relating to this Agreement, or otherwise use the other party's trademarks, service marks, trade names, logos, symbols, or brand names, in each case, without the prior written consent of the other party, which shall not be unreasonably withheld or delayed. Each party hereby consents to the use of its name and logo on the other party's website to indicate that it is a customer of the other party.
- c. **Notice.** Unless otherwise expressly permitted hereby, all notices shall be in writing and shall be deemed to have been given (a) when delivered by hand (with written confirmation of receipt); (b) when received by the addressee if sent by a nationally recognized overnight courier (receipt requested); or (d) on the third day after the Date mailed, by certified or registered mail, return

Master Service Agreement

receipt requested, postage prepaid. Such communications must be sent to the respective parties at the addresses indicated below (or at such other address for a party as shall be specified in a notice given in accordance with this Section 18(c).

If to Service Provider: 3005 Business One Drive, Kalamazoo, MI, 49048

[Email: dcobb@knightwatch.net]

Attention: Darren Cobb COO

If to Customer: 12220 Fillmore St., West Olive, Michigan 49460

[Email: pklimas@miottawa.org]

Attention: [Paul Klimas Innovation and Technology Director]

- d. **Interpretation.** For purposes of this Agreement, the words "include," "includes," and "including" shall be deemed to be followed by the words "without limitation"; the word "or" is not exclusive; and the words "herein," "hereof," "hereby," "hereto," and "hereunder" refer to this Agreement as a whole. Unless the context otherwise requires, references herein to Sections, Schedules, Appendices, and Statements of Work refer to the sections, schedules, appendices, and Statements of Work attached to this Agreement; references to an agreement, instrument, or other document means such Agreement, instrument, or other document as amended, supplemented, and modified from time to time to the extent permitted by the provisions thereof; and references to a statute means such statute as amended from time to time and includes any successor legislation thereto and any regulations promulgated thereunder. This Agreement shall be construed without regard to any presumption or rule requiring construction or interpretation against the party drafting an instrument or causing any instrument to be drafted. The Schedules, Appendices, and Statements of Work referred to herein shall be construed with, and as an integral part of, this Agreement to the same extent as if they were set forth verbatim herein. The headings in this Agreement are for reference only and shall not affect the interpretation of this Agreement.
- e. **Entire Agreement.** This Agreement, together with all Schedules, Appendices, and Statements of Work and any other documents incorporated herein by reference, constitutes the sole and entire Agreement of the parties to this Agreement with respect to the subject matter contained herein, and supersedes all prior and contemporaneous understandings and agreements, both written and oral, with respect to such subject matter. In the event of any conflict between the terms and provisions of this Agreement and those of any Schedule, Appendix or Statement of Work, the following order of precedence shall govern: first, the applicable Statement of Work; second, this Agreement, exclusive of its Appendices and Schedules; and third, the Appendices and Schedules hereof, if any.
- f. **Assignment.** Neither party may assign or transfer this Agreement without the prior written consent of the other party, which consent shall not be unreasonably withheld or delayed; provided, that, upon prior written notice to the other party, either party may assign the Agreement to an Affiliate of such party or to a successor of all or substantially all of the assets of such party through merger, reorganization, consolidation, or acquisition. No assignment shall relieve the assigning party of any of its obligations hereunder. Any attempted assignment or transfer in violation of the foregoing shall be null and void. This Agreement shall be binding upon and shall inure to the benefit of the parties hereto and their respective successors and permitted assigns.

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- g. **No Third-Party Beneficiaries.** This Agreement is for the sole benefit of the parties hereto and their respective successors and permitted assigns and nothing herein, express or implied, is intended to or shall confer upon any other Person any legal or equitable right, benefit, or remedy of any nature whatsoever, under or by reason of this Agreement.
- h. **Modifications.** This Agreement may be amended, modified, or supplemented only by an agreement in writing signed by each party hereto. No waiver by any party of any of the provisions hereof shall be effective unless explicitly set forth in writing and signed by the party so waiving. Except as otherwise set forth in this Agreement, no failure to exercise, or delay in exercising, any rights, remedy, power, or privilege arising from this Agreement shall operate or be construed as a waiver thereof; nor shall any single or partial exercise of any right, remedy, power, or privilege hereunder preclude any other or further exercise thereof or the exercise of any other right, remedy, power, or privilege.
- i. **Severability.** If any term or provision of this Agreement is invalid, illegal, or unenforceable in any jurisdiction, such invalidity, illegality, or unenforceability shall not affect any other term or provision of this Agreement or invalidate or render unenforceable such Term or provision in any other jurisdiction. Upon such determination that any term or other provision is invalid, illegal, or unenforceable, the parties hereto shall negotiate in good faith to modify this Agreement so as to effect the original intent of the parties as closely as possible in a mutually acceptable manner in order that the transactions contemplated hereby be consummated as originally contemplated to the greatest extent possible.
- j. **Governing Law.** This Agreement shall be governed by and construed in accordance with the internal laws of the State of Michigan without giving effect to any choice or conflict of law provision or rule (whether of the State of Michigan or any other jurisdiction) that would cause the application of Laws of any jurisdiction other than those of the State of Michigan. Any legal suit, action, or proceeding arising out of or related to this Agreement or the Services provided hereunder shall be instituted exclusively in the federal courts of the United States or the courts of the State of Michigan in each case located in the city of Kalamazoo and County of Kalamazoo, and each party irrevocably submits to the exclusive jurisdiction of such courts in any such suit, action, or proceeding. Service of process, summons, notice, or other document by mail to such party's address set forth herein shall be effective service of process for any suit, action, or other proceeding brought in any such court.
- k. **Injunctive Relief.** Each party acknowledges that the other party's breach hereof may cause the non-breaching party irreparable damages, for which an award of damages would not be adequate compensation and agrees that, in the event of such breach or threatened breach, the non-breaching party will be entitled to seek equitable relief, including a restraining order, injunctive relief, specific performance, and any other relief that may be available from any court, in addition to any other remedy to which the non-breaching party may be entitled at law or in equity. Such remedies shall not be deemed to be exclusive but shall be in addition to all other remedies available at law or in equity, subject to any express exclusions or limitations in this Agreement to the contrary.
- l. **Manner of Execution.** This Agreement may be executed in counterparts, each of which shall be deemed an original, but all of which together shall be deemed to be one and the same Agreement. A signed copy of this Agreement delivered by email or other means of electronic transmission

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shall be deemed to have the same legal effect as delivery of an original signed copy of this Agreement.

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EXHIBIT A

Statement of Work

Hourly Rates

- Standard Service Rates:\$170 per hour
 - Monday-Friday 8 am - 5:00 pm
 - Travel Fee of \$70 for all service requests when KWI is dispatched
 - After-hours Emergency Rates: \$385 for the first hour, \$275 per hour after the first hour.
 - Monday-Friday 5:00 pm - 8 am
 - Saturday-Sunday
 - Travel Fee of \$70 for all service requests when KWI is dispatched
- * Rates are subject to change annually with notification to Ottawa County

How to Contact Knight Watch for Service

If you have a service request during regular business hours, 8 am - 5 pm Monday-Friday you have a few different options to place a service request:

1. Email: service@knightwatch.net
2. Call: 616-235-2100 x1054
3. Visit our website at www.knightwatch.net and click "Submit a Ticket" at the bottom of the page to submit a request via web form.

Knight Watch will require the following information to place service request:

1. Name and phone number of main POC
2. Site Address where service is needed
3. Level of service needed
 - a. Is this a standard request that can wait for our team?
 - b. Is this something that needs emergency same-day response service from our team?

Security Camera Replacements

Knight Watch will provide a 37% MSRP Discount for Avigilon Cameras and Accessories only during the contracted time. This excludes labor and cabling fixed rates as we will charge our standard labor rates.

As part of this MSA, Knight Watch will provide Smart Assurance Plan Care packages for the Avigilon ACC System, including upgrades during our contracted time as part of this agreement (programming and updates only). Knight Watch will invoice the county for the physical cost of the ACC Smart Assurance Licenses annually, separate from the MSA Agreement.

Door Access Card Readers Replacements

Knight Watch will provide a 35% MSRP Discount for Avigilon HID Card Readers during the contracted time. This excludes life safety power supplies, cabling, boards, and labor rates.

HID BLE Credentials/Tokens

Knight Watch can provide 100 HID Credentials/tokens for your Avigilon System. The cost for these cards is \$700 annually. The BLE Credentials/tokens will be administered from HID Partner Portal by Ottawa County.

EXHIBIT B

Exhibit B, which is attached to this page, is the Knight Watch Response to RFP 23-11, including attachments, which describe the equipment and services that are the subject of this Agreement. Exhibit B is fully integrated into this Agreement, despite the pagination end below.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the Date first above written.

KNIGHT WATCH, INC.

OTTAWA COUNTY

Amber R Weeks

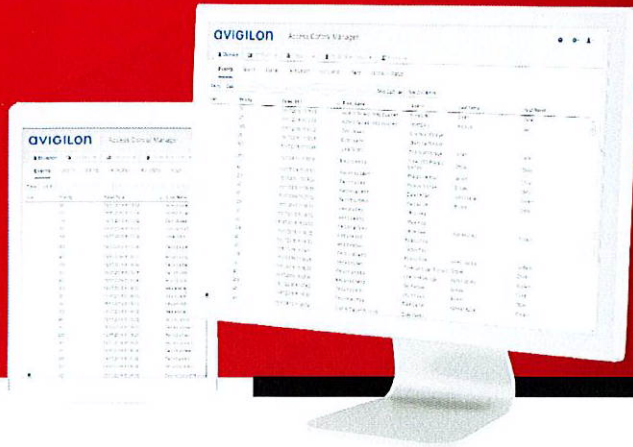
Digitally signed by Amber R Weeks
DN: cn=Amber R Weeks, o=Knight Watch Inc., ou=Knight Watch Inc., email=amr@knightwatch.com, c=US
Reason: I am approving this document
Contact Info: Amber Weeks
Date: 2023.06.21 15:58:36 -0500

Amber R. Weeks

Joe Moss, Chairperson
Board of Commissioners

Justin R. Roebuck, County Clerk

KNIGHT WATCH®



KALAMAZOO

3005 Business One Drive
Kalamazoo, MI 49048

GRAND RAPIDS

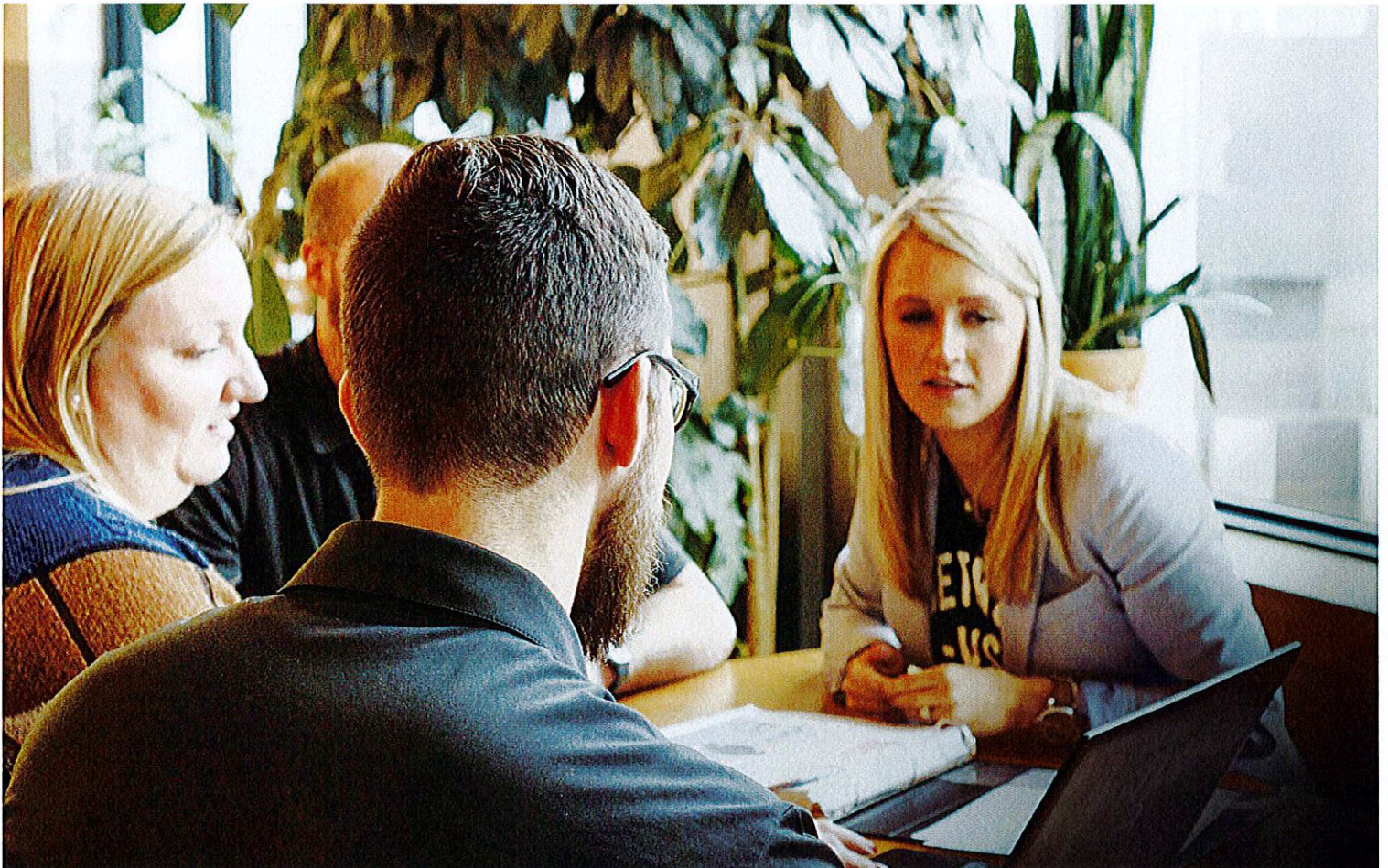
859 W River Center Drive NE
Comstock Park, MI 49321

LANSING

15559 Old U.S. 27
Lansing, MI 48906

TROY

1260 Rankin Drive, Suite G
Troy, MI 48083



RFP 23-11 SUPPORT SERVICES FOR AVIGILON



ATTACHMENT A – COVER SHEET FOR PROPOSAL

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

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

09

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

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

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

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

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

The vendor must affect and maintain any and all insurance coverage, including, but not limited to, Worker's Compensation, Employer's Liability and General, Contractual and Professional Liability, to



RFP 23-11
ATTACHMENTS A-C (REQUIRED)

support such financial obligations. A certificate of insurance detailing insurance coverages may be requested. The certificate must indicate that insurers will provide to the County written notice thirty (30) days prior to terminating any insurance policy.

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

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

Company Name: Knight Watch Inc.

Contact Name and Title: Amber Weeks

Mailing Address: 859 West River Center Drive, Comstock Park, MI 49321

City, State and Zip Code: Comstock Park, MI 49321

Phone Number: 616-235-2100 ext. 1108 Fax Number: _____

Email Address: aweeks@knightwatch.net

Website: www.knightwatch.net

Federal Employer Identification Number: EIN# 38-3210518

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

BY: **Amber R Weeks**
(Signature of Authorized Representative)

Digitally signed by Amber R Weeks
DN: cn=US, e=aweeks@knightwatch.net, o=Knight Watch Inc., ou=Global Business Development
Reason: I am approving this document
Contact Info: Amber Weeks
Date: 2023.01.06 10:22:35-0500

1/6/2023
Date

(Printed Name and Title of Authorized Representative)

ATTACHMENT B – VENDOR REFERENCES

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

Reference 1			
Customer Name	CITY OF WYOMING	Contact Person	TROY RINKS - FACILITIES
Contact Number	616-292-8977	Contact Email	troy.rinks@wyomingmi.gov
Project Description	Knight Watch handles the City's Access Control and Video systems.		

Reference 2			
Customer Name	CITY OF WYOMING	Contact Person	Todd Curran - IT Supervisor
Contact Number	616-530-7221	Contact Email	todd.curran@wyomingmi.gov
Project Description	Knight Watch handles the City's Access Control and Video systems.		

Reference 3			
Customer Name	Spectrum Health	Contact Person	Luke Thomas
Contact Number	616-391-0543	Contact Email	Luke.Thomas@spectrumhealth.com
Project Description	Knight Watch handles all of Spectrum Health's Security, both Video and Access Control.		

ATTACHMENT C

COMPANY HISTORY

Knight Watch is a global technology solution and products provider with extensive teams of engineers, project managers, and IT staff across cloud, security, and data center infrastructure to help you accelerate your business through secure technology transformation.

Knight Watch was founded in 1993 by two brothers from Michigan, Eric, and Aaron Lindsley. With four office locations and headquartered in Kalamazoo, Knight Watch is scaled to handle the most complex projects while making your business thrive.

We use our years of experience in technology and engineering to help you achieve the outcomes you need to grow. To put it simply, "we make enterprise buildings safe, comfortable, and energy efficient."

By the numbers:

- Four Offices in Michigan (Kalamazoo, Grand Rapids, Lansing, Troy)
- Over 110 Employees
- More than 70 technical resources (Engineers, Programmers, Software Development, Field Team)
- Deployments in all 50 states and over 45 countries
- 3 Dedicated divisions of the company (Security, HVAC Controls/Building Automation, Fire)
- Achieving over \$35 Million in sales in 2022
- An EOS-run company since 2018

Knight Watch is licensed in the State of Michigan for the following:

- Michigan Electrical N607716
- Michigan Security Alarm N05006
- Michigan Fire Alarm N648210
- Michigan Fire Alarm Specialty Technician N648217

TRUSTED PARTNER



As your trusted partner, we're experts in all things Avigilon and beyond. Knight Watch will continue to provide the County with the best support as our team is familiar with the County's Avigilon System and Security Protocols.

EXPERIENCE

Knight Watch is an Elite Plus Partner with Avigilon. We specialize in Avigilon Access Control and Avigilon Video solutions with a fully certified team for all things Motorola. We have a team of developers and programmers ready to assist with unique integrations. In addition to our product knowledge, we have our in-house electricians to offer you a partner who can provide turnkey solutions and system management for Ottawa County.

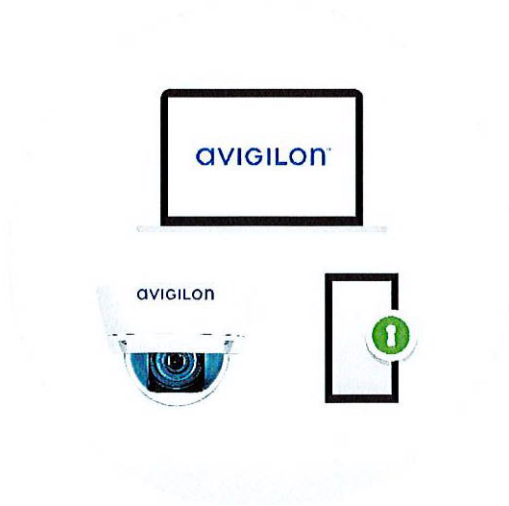


Knight Watch understands Ottawa County's existing Avigilon Video System – campus wide. The original sales engineer and previous account manager for the video system design are part of the KWI Team. With this knowledge, we will provide the best service possible to Ottawa County both now and moving forward with our system knowledge specific to your system on top of our Knowledge of Avigilon.

Knight Watch is upgrading the County's Access Control Platform and converting from DSX to Avigilon ACM. As part of this upgrade, the new secured access points added to your system will include a three-year warranty covered by Knight Watch for all new hardware and equipment.

We are familiar and understand your access control system from camera call-ups to PLC control integrations. We have serviced your Access Control System since initially partnering together in 2019. We will continue to provide the best service possible to Ottawa County, now and moving forward, with our understanding of your system needs, our vast security expertise, and experience with Avigilon.

Knight Watch has worked with the County during the design process of the new Family Court Facility being constructed. We assisted with months of planning as we truly care about our partnership with the County and are here to support you in any way possible. We have provided a design-build specific to the County's needs for a new Avigilon Access Control System (PLC Integration) and Avigilon Video Systems.



PROPOSAL PLAN

Knight Watch has broken down each Option A-E as requested by the RFP.

Base Proposal	EST011412 Ottawa CO	Server Replacement – ITEMIZED PROPOSAL ON ADDITIONAL PAGE	\$269,450.99
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Add On 1A	EST011728 Ottawa CO	Server Replacement plus SFP+ Modules ITEMIZED PROPOSAL ON ADDITIONAL PAGE	\$3,354.93
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Option B	Upgrade Avigilon Software		No Charge
Knight Watch has included three (3) years of Avigilon Upgrades at no additional cost.			

Option C	Security Camera Replacement	As Needed	
Knight Watch will provide a 37% MSRP discount for Avigilon Cameras and accessories only to the County during the contracted time. This excludes labor and cabling.			

Option D	Door Access Card Reader Replacement	As Needed	
Knight Watch will provide 35% off MSRP for Avigilon HID Card Readers during the contracted time. This excludes life safety power supplies, cabling, boards, and labor.			

Option 1E Avigilon Smart Assurance Plan 3-year	
Knight Watch will provide 509 cameras as part of base bid (\$48.33 for an ACC Smart Assurance 3-year License each)	\$24,599.97
83 ACC Smart Assurance 3-year License (\$48.33 each)	\$4,011.39
Total for 592 3-year Smart Assurance Licenses	\$28,611.36

Option 2E Avigilon Smart Assurance Plan 5-year	
Knight Watch will provide 509 cameras as part of base bid (\$74.35 for an ACC Smart Assurance 5-year License each)	\$37,844.15
83 ACC Smart Assurance 5-year License (\$74.35 each)	\$6,171.05
Total for 592 5-year Smart Assurance Licenses	\$44,015.20

**Knight Watch has included an additional 83 Avigilon Smart Assurance Plan licenses for Family Court Cameras that were not previously included in the RFP counts.*

MAINTENANCE PACKAGES

We pride ourselves in providing quick response times from our team and assistance with a resolution. We offer service 365 days a year, 24-hours a day, seven days a week. Our team can help coordinate remote access during regular business hours or an on-site visit.

Ottawa County can request service with any of our locations via the online service ticketing portal, phone, or email. For after-hours requests, please call our main line for the after-hours service phone number, and you will be put in contact with our on-call service technician.

Knight Watch has included eight (8) hours per year to complete physical upgrades to your servers. This will ensure your system is running on the correct software and firmware update version across the entire Avigilon System as part of our 3-year agreement.

Knight Watch can also provide a more in-depth service level agreement to cover all existing field components and service levels with a complete preventative maintenance plan. With our plans, we offer four tiers of support:

- Silver Program
- Gold Program
- Gold + Program
- Platinum Program

We would be happy to discuss a service level agreement to support the County and create a preventative maintenance program. However, we will need much more information to determine your goals and an outcome that would be beneficial to meet your needs. We would love the opportunity to discuss it with the County.

ADDITIONAL SERVICES, FEATURES, FUNCTIONALITY

Knight Watch currently handles all of the County's Access Control needs. We are in the process of converting your existing DSX System to Avigilon ACM. While completing the system integrations within your ACM Software, we are going the extra step to ingrate cameras, intercoms, jail guard tours, duress alarms, and door controls with the new system. The new secured access points (door hardware, panels, etc.) installed under this project are already covered by a three-year warranty provided by KWI.

We have worked with the County to upgrade your Grand Haven Courthouse PLC Controls. We have worked side by side for the new Family Court Design and planning stages throughout the process to be your dedicated security consultant.

Knight Watch is here to manage your systems daily and plan for future system growth. We also specialize in Fire Alarms, Power Metering, etc. We would love to continue having collaboration meetings to discuss different integration methods that may be beneficial to the County's individual needs.

PROPOSAL PRICING

Hourly Rates

- Project Manager: \$122.08 per hour*
- Engineering: \$122.08 per hour*
- Installation: \$137.34 per hour *
- TPM|Programmer: \$161.76 per hour*
- Standard Service Rates: \$170 per hour
- After-hours Emergency Rates: \$385.00 for the first hour, \$275 per hour after the first hour.

Rates vary annually

Travel Fee: \$70* Rates vary annually

**For this project only*

Equipment and Other Materials

- EST011412 has itemized extended pricing for the base bid.
- EST011728 has itemized extended pricing for the addition of SFP+ Modules that we recommend being added to the servers.

OTHER INFORMATION

Knight Watch has experience delivering system integration projects across the country and around the globe. Our partner network enables us to scale quickly regardless of project size or install location.

Knight Watch holds certifications across multiple manufacturers and partners:

- | | | |
|-----------------------------|-----------------------------|------------------------------|
| • Axis Certification | • Kaba KeyScan Aurora | • Lenel Enterprise Certified |
| • Avigilon ACC Certified | • Certified | • Facility Commander |
| • Avigilon ACM Certified | • Verint OpCenter Certified | • Certified |
| • OSHA 10 Certified | • Verint EDGEVR | • Automatic System |
| • NICET Level IV Certified- | • Certification | • Certified |
| Fire Alarm Systems | • ExacqVision Certified | • AnyVision Certified |
| • Arial Lift Certified | • Lenel Core Certified | • Linux Certified |
| • Software House Certified | • Lenel Advanced Certified | • Full Stack Development |

Knight Watch presents our comprehensive team with over 25 years of local and global experience. We are a global technology solution and products provider with extensive teams of engineers, project managers, and IT staff across cloud, security, and data center infrastructure to help you accelerate your business through secure technology transformation.

We are passionate about making your business thrive. We use our years of experience in technology and engineering to help you achieve the outcomes you need to grow.

We have assigned the following dedicated team members to your account:



Amber Weeks
Global Business
Development Director



Ryan Bailey
Vice President of Sales



Shaun Purvis
Sales Engineer
Manager



Andy Pullen
Sales Engineer



Logan Ball
Project Manager



Charles Smiley (Corey)
Internal IT -
Programmer



Theodore King
Senior Field Technician



Kelly Klem
Director of Service

Our client references and testimonials can attest to our excellent sales, service, and support. Here are some of our local and national accounts.



Knight Watch is dedicated to servicing the County and continuing our partnership since 2019. We look forward to the opportunity to working together and helping you thrive while keeping your staff and facilities safe and protected.

For any questions, please contact Amber Weeks, Global Business Development Director at 616.808.0145 or aweeks@knightwatch.net.



Proposal#EST011412

Proposal Date: 1/6/2023

Customer: OTTAWA COUNTY
Project: OTTC - A. Avigilon Server Replacement
Work Site: base bid
12220 FILMORE ST
WEST OLIVE, MI 49460

Prepared By: Amber Weeks
Bill To: OTTAWA COUNTY
12220 FILMORE ST
WEST OLIVE, MI 49460

Dear Ottawa County,

Knight Watch is pleased to present a formal proposal for Option A – Avigilon Sever Replacement, excluding SFP + Modules. Knight Watch has reviewed your existing server infrastructure and designed a plan to replace your existing servers with new, more powerful Avigilon servers and additional server space to meet your system expansion needs moving forward. We have included a total of six servers. We have included a five-year and four-hour mission-critical warranty with onsite parts delivery service through our manufacturer partner.

Below you will find a detailed breakdown of materials and total project pricing for your review:

Quantity	Description	Unit Price	Extended Price
2.00	NVR5 PRM 96TB 2U Rack Mnt; WS19 NA	\$28,187.30	\$56,374.60
1.00	Avigilon NVR5 128TB Video Management System Server, 2U, Rack Mount, SVR 2019	\$37,192.33	\$37,192.33
3.00	NVR5 PRM 192TB 2U Rack Mnt; WS19 NA	\$55,983.61	\$167,950.83
1.00		\$0.00	\$0.00
1.00	Misc handling and Shipping	\$1,327.08	\$1,327.08
1.00	Engineering	\$122.08	\$122.08
5.00	Project Management	\$122.08	\$610.40
14.50	Installation	\$137.34	\$1,991.43
24.00	Programming	\$161.76	\$3,882.24

Sincerely,

Amber Weeks

Subtotal	\$269,450.99
Tax	\$0.00
Total	\$269,450.99

Acceptance by you as the owner or authorized representative and subsequent approval by our authorized representative will be required to validate this agreement.

Customer Signature: _____

Date: ____/____/____



Proposal#EST011728

Proposal Date: 1/6/2023

Customer: OTTAWA COUNTY
Project: OTTC - A. Avigilon Server Replacement
Work Site: - SFP MODULES ADD ON
12220 FILMORE ST
WEST OLIVE, MI 49460

Prepared By: Amber Weeks
Bill To: OTTAWA COUNTY
12220 FILMORE ST
WEST OLIVE, MI 49460

Dear Ottawa County,

Knight Watch is pleased to present a formal proposal for Option A add-on for recommended SFP+ Transceivers. Knight Watch has reviewed your existing server infrastructure and designed a plan to replace your existing servers with new, more powerful Avigilon servers and additional server space to meet your system expansion needs moving forward (these are included in EST011412). We have included six servers, and we recommend adding the SFP+ modules. Below you will find a detailed breakdown of materials and the total add-on price for your review:

Quantity	Item Number	Description	Unit Price	Extended Price
12.00	CCTV AVI NVR5-SFPPLUS-SR-A	SFP+ TransceiversforShortRange(Multi-mode) onserverside,NVR516-224TB	\$253.49	\$3,041.88
1.00	KIT-KIT PROJECT CCTV		\$0.00	\$0.00
1.00	KWI CCTV MATERIALS	Misc handling and Shipping	\$26.16	\$26.16
0.50	SFL ENGINEERING	Engineering	\$122.08	\$61.04
0.50	SFL PROJECT MANAGEMENT	Project Management	\$122.08	\$61.04
1.20	ACL INSTALLATION	Installation	\$137.34	\$164.81
0.00	ACL PROGRAMMING	Programming	\$161.76	\$0.00

Sincerely,

Amber Weeks

Subtotal	\$3,354.93
Tax	\$0.00
Total	\$3,354.93

Acceptance by you as the owner or authorized representative and subsequent approval by our authorized representative will be required to validate this agreement.

Customer Signature: _____

Date: ____/____/____



Ottawa County

Where You Belong®

Request for Proposal 23-11

IT Support Services for Avigilon

The County of Ottawa, on behalf of the Innovation and Technology Department, is requesting proposals from experienced and qualified vendors to provide professional support services for our Avigilon network video management software, surveillance cameras, and door access control products. It is the County's intention to award a professional services contract for an initial three-year term with an option to renew for up to two (2) additional 12-month terms, if mutually agreed upon by both parties.

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

RFP Issue Date:	Friday, December 2, 2022
Questions Deadline:	Wednesday, December 14, 2022
Addendum Issuance:	Monday, December 19, 2022
RFP Deadline:	Friday, January 6, 2023 @ 2:00PM ET
Evaluation Timeline*:	Friday, January 13, 2023
Intent to Award*:	Wednesday, January 18, 2023
Contract Start*:	Wednesday, March 1, 2023

*Estimated

RFP Administrator: Jon Marin, Procurement Specialist 616-738-4860,
purchasing.rfp@miottawa.org

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

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Section 1: Information Summary

General Information:

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

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

Proposal Submission:

Proposals must be received **by 2:00PM ET on Friday, January 6, 2023**. Proposals received after this time will not be considered. Proposals may be withdrawn at any time prior to the scheduled proposal deadline. Proposals must be firm and may not be withdrawn for a minimum period of 90 calendar days after the RFP Deadline.

Proposals should be concise and complete, covering all items identified, emphasizing an understanding of the project and the resources to perform the intended work. Proposals will be reviewed to determine if submission requirements are met. Proposals that do not comply with submittal instructions established in this document and/or that do not include the required information may be rejected as non-responsive. Vendor assumes responsibility for meeting the submission requirements and addressing all necessary technical and operational issues to meet the project objectives.

All proposals must include completed, signed copies of all required attachments. Vendor assumes all risks associated with electronic submission (including possible technical issues).

Attachments must be filled out in full and signed by an authorized Company representative.

Proposal Response:

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

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

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

Respondents will submit an electronic response (preferably single-file PDF format) by e-mail to: purchasing.rfp@miottawa.org with subject line of: "RFP 23-11 Support Services for Avigilon" The County can receive email attachments up to 25 megabytes. Proposal documents larger than 20 megabytes should be sent in multiple emails with subject line of: "RFP 23-11 Support Services for Avigilon – 1 of 2", etcetera. It will be the Proposers' responsibility to ensure that their proposal have been appropriately delivered and received.

Modification:

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

Questions:

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

Section 2: Background Information

County Information:

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

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

Ottawa County has been named the fastest growing population in the state. Between 2010 and 2019 there was a 10.63% increase in population. The estimated population in the County in 2019 was 291,830. This significant population growth is expected to continue in the years ahead.

Current Environment:

Ottawa County currently operates a variety of Avigilon products, including cameras, video management software, and door access control points. The County currently operates 509 cameras (with various model numbers) that are connected to six NVR4X recording servers spread over four locations throughout the County. The servers are running Avigilon Control Center (version 7.12.2.46) and are custom-configured by previous vendor. The County also operates 349 door access points, which is expected to grow to 506 door access points, which is supported by VM servers.

Section 3: Scope of Work

The County of Ottawa, on behalf of the Innovation and Technology Department, is requesting proposals from experienced and qualified vendors to provide professional support services for our Avigilon network video management software, surveillance cameras, and door access control products. It is the County's intention to award a professional services contract for an initial three-year term with an option to renew for up to two (2) additional 12-month terms, if mutually agreed upon by both parties. Vendors should demonstrate their ability to provide all the following:

A. Avigilon Server Replacement

Ottawa County currently uses custom configured Avigilon servers that need to be replaced.

B. Upgrade of Avigilon Software

Currently running version 7.12.2.46

C. Replacement of Security Cameras as Needed

With option to purchase extra units for precautionary measures.

D. Replacement of Door Access Card Readers as Needed

With option to purchase extra units for precautionary measures.

E. Avigilon Smart Assurance Plan

To provide multi-year upgrade plans to the Avigilon Control Center video management software.

F. Proposal Pricing

Proposals should itemize pricing for each service/product. County of Ottawa is tax exempt. Michigan Sales and Use Tax Certificate of Exemption are available upon request.

Section 4: Proposal Selection and Award Process

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

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

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

- Experience and Qualifications
- Proposal Response/Statement of Understanding
- Comparable Projects
- Customer References
- Cost and Fees Proposed

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

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

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

Section 5: Contract Terms, Procedures and Use

It is the County's intention to award a professional services contract for an initial three-year term with an option to renew for up to two (2) additional 12-month terms, if mutually agreed upon by both parties.

This contract will not be enforced until both parties have agreed and signed as accepted. The Vendor must execute and perform said Agreement.

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

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

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

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

Section 6: RFP Terms and Conditions

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

Cancellation of RFP:

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

Confidentiality:

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

Incurred Expenses:

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

Independent Contractor:

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

Laws:

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

Ownership of Data:

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

Proposal Acceptance, Rejection, and Withdrawal:

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

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

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

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

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

Retained Rights:

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

Subcontractors:

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

Section 7: General Terms and Conditions

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

Conflict of Interest:

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

Debarment and Suspension:

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

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

Default

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

Equal Employment and Opportunity:

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

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

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

Force Majeure:

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

Insurance:

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

Iran Linked Business:

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

Material Safety Data Sheets:

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

Payment Terms:

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

Right to Audit:

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

Safety:

All Contractors and Subcontractors performing services for the County are required to and will comply with all Occupational Safety and Health Administration (OSHA), State and County Safety and Occupational Health Standards and any other applicable rules and regulations. Also, all Contractors and Subcontractors will be

held responsible for the safety of their employees and any unsafe acts or conditions that may cause injury or damage to any persons or property within and around work site area under this Contract.

Tax Exempt Entity:

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

Warranty:

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



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

1/11/2023

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

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

PRODUCER Gibson Insurance Agency Inc 202 South Michigan St., Suite 1400 South Bend IN 46601		CONTACT NAME: Danielle Hunt PHONE (A/C, No, Ext): 574-245-3552 E-MAIL ADDRESS: dhunt@thegibsonedge.com		FAX (A/C, No): 574-236-6399
		INSURER(S) AFFORDING COVERAGE		NAIC #
		INSURER A: Hartford Fire Insurance Company		19682
		INSURER B: Hartford Insurance Company of the Midwest		37478
		INSURER C: Hartford Casualty Insurance Company		29424
		INSURER D: SummitPoint Insurance Company		15136
		INSURER E:		
		INSURER F:		

COVERAGES

CERTIFICATE NUMBER: 1337131495

REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> XCU <input checked="" type="checkbox"/> Contractual Liab GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER:			36UENOZ3451	1/1/2023	1/1/2024	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
B	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			36UENOZ3452	1/1/2023	1/1/2024	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
C	<input type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 10,000			36HHUOZ3409	1/1/2023	1/1/2024	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000 \$
D	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N	N/A	WCS3006795	1/1/2023	1/1/2024	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

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

CERTIFICATE HOLDER

CANCELLATION

OTTAWA COUNTY FACILITIES
 12220 FILLMORE ST RM 160
 West Olive MI 494608986
 USA

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Gibson Insurance Agency

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Action Request

Electronic Submission – Contract # 1833



Committee: FINANCE AND ADMINISTRATION

Meeting Date: 3/7/2023

Vendor/3rd Party: MICHIGAN DEPT OF LICENSING AND REGULATORY AFFAIRS (LARA)

Requesting Department: PUBLIC HEALTH

Submitted By: KRIS CONRAD

Agenda Item: MICHIGAN MEDICAL MARIHUANA OPERATION AND OVERSIGHT GRANT

Suggested Motion:

To approve and forward to the Board of Commissioners the Michigan Medical Marihuana Operation and Oversight Grant agreement with the Michigan Department of Licensing and Regulatory Affairs (LARA).

Summary of Request:

Grant funds will be used to educate health care providers, students, school staff, parents, school resource officers, those in recovery from substance use disorder, and the public on issues related to medical cannabis. Healthcare providers will receive information regarding the risks of using cannabis when pregnant and/or breastfeeding and the impact that cannabis use can have on youth/adolescent brain development as well as common signs of cannabis abuse.

We will provide community members with access to lock bags through retailers and health care providers and awareness through advertisements and prevention campaigns. New lock bags will be purchased and funded through this grant as well as a Covid Block Grant, and funding through Veterans Affairs. Additionally, advertisement for the lock it up/safe homes campaign, and youth cannabis use prevention will be promoted with these funds. OCDPH will continue to collaborate with regional partners to develop common messaging about cannabis that will be distributed through various mechanisms. OCDPH is working specifically with the Ottawa County Suicide Prevention Coalition, Ottawa Substance Abuse Prevention (OSAP) coalitions including CRAVE (Cannabis Reduction and preVention Education) and the OSAP Steering Committee (social media, billboards, ads, etc).

OCDPH is also working cross-jurisdictionally with Muskegon, Kent, and Allegan County to spread the messages regarding Safe Homes and locking up cannabis in the home. Please contact Amy Sheele for more details.

In the Fiscal Year 2023 budget, this grant was estimated to be \$37,148; a budget adjustment is on the March 2023 agenda to increase the grant to the approved amount.

Financial Information:

Total Cost: \$38,637.00

General Fund Cost: \$0.00

Included in Budget: Yes

If not included in Budget, recommended funding source:

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

Action is Related to Strategic Plan:

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

Administration:

Recommended by County Administrator:

2/24/2023 3:30:03 PM

Committee/Governing/Advisory Board Approval Date: 3/7/2023

GRANT NO. 2023 MOOG OTTAWA COUNTY

GRANT BETWEEN
THE STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
AND
OTTAWA COUNTY

GRANTEE/ADDRESS:

Allie Selner
12251 James Street
Suite 100
616-393-5734

GRANT ADMINISTRATOR/ADDRESS:

David Harns
Cannabis Regulatory Agency – Public Relations
Department of Licensing and Regulatory Affairs
2407 N. Grand River Avenue
P.O. Box 30205
Lansing, MI 48909
Office Number: 517-243-5469
Email: CRA-MOOG@michigan.gov

GRANT PERIOD:

From January 1, 2023 to September 15, 2023

TOTAL AUTHORIZED BUDGET: \$38,637

Federal Contribution: \$
State Contribution: \$38,637
Local Contribution: \$
Other Contributions: \$

SIGMA Vendor I.D.: CV0048100
SIGMA Payment Address Code: 014

ACCOUNTING DETAIL: Accounting Template No.: 6411113T025

GRANT

This is Grant 2023 MOOG OTTAWA COUNTY between the Department of Licensing and Regulatory Affairs (Grantor), and Allie Selner (Grantee), subject to terms and conditions of this grant agreement (Agreement).

1.0 Statement of Purpose

The Michigan Medical Marihuana Operation and Oversight Grant to Counties is provided for in the Michigan Medical Marihuana Act, MCL 333.26421 et seq. The purpose of the Grant is to provide funding to counties to be used for education, communication, and outreach regarding the Michigan Medical Marihuana Act.

1.1 Statement of Work

The Grantee agrees to undertake, perform, and complete the services that are more specifically described in the Grantee's Proposal, Attachment A.

1.2 Detailed Budget

- A. This Agreement does not commit the State of Michigan (State) or the Department of Licensing and Regulatory Affairs (LARA) to approve requests for additional funds at any time.
- B. If applicable, travel expenses will not be reimbursed at rates greater than the State Travel Rates, Attachment C, without the prior written consent of the Grant Administrator.
- C. Attachment B is the Budget. The Grantee agrees that all funds shown in the Budget are to be spent as detailed in the Budget.

Changes in the Budget of less than 5% of the total line item amount, or \$2,000 (whichever is greater) do not require prior written approval, but Grantee must provide a revised budget to the Grant Administrator for approval.

Cumulative changes in the Budget equal to or greater than 5% of the total line item amount, or \$2,000 (whichever is greater), will be allowed only upon prior review and written approval by the Grant Administrator. A formal grant amendment must be signed by the Michigan Marijuana Regulatory Agency (Grantor) and the Grantee.

1.3 Payment Schedule

The maximum amount of grant assistance offered is \$38,637. Progress payments up to a total of 85% of the Total Authorized Budget may be made upon submission of a Grantee request indicating grant funds received to date, project expenditures to date (supported with computer

printouts of accounts, general ledger sheets, balance sheets, etc.), and objectives completed to date. Backup documentation such as computer printouts of accounts, ledger sheets, check copies, etc. shall be maintained for audit purposes in order to comply with this Agreement. The payment of the final 15% of the grant amount shall be made after completion of the project and after the Grant Administrator has received and approved a final report, if applicable. The final payment is also contingent upon the submission of a final invoice that includes expenditures of grant funds reported by line item and compared to the approved Budget.

Public Act 279 of 1984 states that the state shall take all steps necessary to assure that payment for goods or services, is mailed within 45 days after receipt of the goods or services, a complete invoice for goods or services, or a complete contract for goods or services, whichever is later.

1.4 Monitoring and Reporting Program Performance

- A. Monitoring. The Grantee shall monitor performance to assure that time schedules are being met and projected work by time period is being accomplished.
- B. Quarterly Reports. The Grantee shall submit to the Grant Administrator quarterly performance reports that briefly present the following information:
 - 1. Percent of completion of the project objectives. This should include a brief outline of the work accomplished during the reporting period and the work to be completed during the subsequent reporting period.
 - 2. A breakdown of the expenses that occurred within the reporting period along with supporting documentation that the expenses to be reimbursed were incurred by the county department.
 - 3. Brief description of problems or delays, real or anticipated, which should be brought to the attention of the Grant Administrator.
 - 4. Statement concerning any significant deviation from previously agreed-upon Statement of Work.
 - 5. The quarterly reports are due on **July 17, 2023** and **September 15, 2023**. Further, the Department of Licensing and Regulatory Affairs has provided a Financial Status Report form that is to be completed with each report submission.
- C. A Final Report is required. The Grantee will do the following:
 - 1. The Grantee shall submit 1 final electronic copy of the report to the Grant Administrator no later than **September 15, 2023**.
 - 2. The final report will include the following information:
 - a. A summary of the project implementation plan and any deviations from the original project as proposed.

- b. Accomplishments and problems experienced while carrying out the project activities.
 - c. Coordinated efforts with other organizations to complete the project.
 - d. Impacts, anticipated and unanticipated, experienced as a result of the project implementation.
 - e. Financial expenditures of grant money and other contributions to the project, in-kind and/or direct funding.
 - f. Any experience in applying the project products and anticipated “next steps”.
 - g. Actual Budget expenditures compared to the Budget in this Agreement. Include the basis or reason for any discrepancies.
3. The final report may be combined with the September 15, 2023 report provided that it includes all of the data requested in Sections 1.4(B) and 1.4 (C).

PART II - GENERAL PROVISIONS

2.1 Project Changes

Grantee must obtain prior written approval for project changes from the Grant Administrator. **See Section 1.2, Detailed Budget.**

2.2 Delegation

Grantee may not delegate any of its obligations under the Grant without the prior written approval of the State. Grantee must notify the State at least 90 calendar days before the proposed delegation, and provide the State any information it requests to determine whether the delegation is in its best interest. If approved, Grantee must: (a) be the sole point of contact regarding all contractual project matters, including payment and charges for all Grant Activities; (b) make all payments to the subgrantee; and (c) incorporate the terms and conditions contained in this Grant in any subgrant with a subgrantee. Grantee remains responsible for the completion of the Grant Activities, compliance with the terms of this Grant, and the acts and omissions of the subgrantee. The State, in its sole discretion, may require the replacement of any subgrantee.

2.3 Project Income

To the extent that it can be determined that interest was earned on advances of funds, such interest shall be remitted to the Grantor. All other program income shall either be added to the project budget and used to further eligible program objectives or deducted from the total program budget for the purpose of determining the amount of reimbursable costs. The final determination shall be made by the Grant Administrator.

2.4 Share-in-savings

The Grantor expects to share in any cost savings realized by the Grantee. Therefore, final Grantee reimbursement will be based on actual expenditures. Exceptions to this requirement must be approved in writing by the Grant Administrator.

2.5 Order of Spending

Unless otherwise required, Grantee shall expend funds in the following order: (1) private or local funds, (2) federal funds, and (3) state funds. Grantee is responsible for securing any required matching funds from sources other than the State.

2.6 Purchase of Equipment

The purchase of equipment not specifically listed in the Budget, Attachment B, must have prior written approval of the Grant Administrator. Equipment is defined as non-expendable personal property having a useful life of more than one year. Such equipment shall be retained by the Grantee unless otherwise specified at the time of approval.

2.7 Accounting

The Grantee shall adhere to the Generally Accepted Accounting Principles and shall maintain records which will allow, at a minimum, for the comparison of actual outlays with budgeted amounts. The Grantee's overall financial management system must ensure effective control over and accountability for all funds received. Accounting records must be supported by source documentation including, but not limited to, balance sheets, general ledgers, time sheets and invoices. The expenditure of state funds shall be reported by line item and compared to the Budget.

2.8 Records Maintenance, Inspection, Examination, and Audit

The State or its designee may audit Grantee to verify compliance with this Grant. Grantee must retain, and provide to the State or its designee upon request, all financial and accounting records related to the Grant through the term of the Grant and for 7 years after the latter of termination, expiration, or final payment under this Grant or any extension ("Audit Period"). If an audit, litigation, or other action involving the records is initiated before the end of the Audit Period, Grantee must retain the records until all issues are resolved.

Within 10 calendar days of providing notice, the State and its authorized representatives or designees have the right to enter and inspect Grantee's premises or any other places where Grant Activities are being performed, and examine, copy, and audit all records related to this Grant. Grantee must cooperate and provide reasonable assistance. If any financial errors are revealed, the amount in error must be reflected as a credit or debit on subsequent invoices until the amount is paid or refunded. Any remaining balance at the end of the Grant must be paid or refunded within 45 calendar days.

This Section applies to Grantee, any parent, affiliate, or subsidiary organization of Grantee, and any subgrantee that performs Grant Activities in connection with this Grant.

If the Grantee is a governmental or non-profit organization and expends the minimum level specified in OMB Uniform Guidance (\$750,000 as of December 26, 2013) or more in total federal funds in its fiscal year, then Grantee is required to submit an Audit Report to the Federal Audit Clearinghouse (FAC) as required in 200.36.

2.9 Competitive Bidding

The Grantee agrees that all procurement transactions involving the use of state funds shall be conducted in a manner that provides maximum open and free competition. When competitive selection is not feasible or practical, the Grantee agrees to obtain the written approval of the Grant Administrator before making a sole source selection. Sole source contracts should be negotiated to the extent that such negotiation is possible.

3.0 Liability

The State is not liable for any costs incurred by the Grantee before the start date or after the end date of this Agreement. Liability of the State is limited to the terms and conditions of this Agreement and the grant amount.

3.1 Intellectual Property

Unless otherwise required by law, all intellectual property developed using funds from this Agreement, including copyright, patent, trademark and trade secret, shall belong to the Grantee.

3.2 Safety

The Grantee, and all subgrantees are responsible for insuring that all precautions are exercised at all times for the protection of persons and property. Safety provisions of all Applicable Laws and building and construction codes shall be observed. The Grantee, and every subgrantee are responsible for compliance with all federal, state and local laws and regulations in any manner affecting the work or performance of this Agreement and shall at all times carefully observe and comply with all rules, ordinances, and regulations. The Grantee, and all subgrantees shall secure all necessary certificates and permits from municipal or other public authorities as may be required in connection with the performance of this Agreement.

3.3 General Indemnification

Inasmuch as each party to this grant is a governmental entity of the State of Michigan, each party to this grant must seek its own legal representation and bear its own costs; including judgments, in any litigation which may arise from the performance of this grant. It is specifically understood and agreed that neither party will indemnify the other party in such litigation.

3.4 Termination

A. Termination for Cause

The State may terminate this Grant for cause, in whole or in part, if Grantee, as determined by the State: (a) endangers the value, integrity, or security of any location, data, or personnel; (b) becomes insolvent, petitions for bankruptcy court proceedings, or has an involuntary bankruptcy proceeding filed against it by any creditor; (c) engages in any conduct that may expose the State to liability; (d) breaches any of its material duties or obligations; or (e) fails to cure a breach within the time stated in a notice of breach. Any reference to specific breaches being material breaches within this Grant will not be construed to mean that other breaches are not material.

If the State terminates this Grant under this Section, the State will issue a termination notice specifying whether Grantee must: (a) cease performance

immediately, or (b) continue to perform for a specified period. If it is later determined that Grantee was not in breach of the Grant, the termination will be deemed to have been a Termination for Convenience, effective as of the same date, and the rights and obligations of the parties will be limited to those provided in Subsection B, Termination for Convenience.

The State will only pay for amounts due to Grantee for Grant Activities accepted by the State on or before the date of termination, subject to the State's right to set off any amounts owed by the Grantee for the State's reasonable costs in terminating this Grant. The Grantee must pay all reasonable costs incurred by the State in terminating this Grant for cause, including administrative costs, attorneys' fees, court costs, transition costs, and any costs the State incurs to procure the Grant Activities from other sources.

B. Termination for Convenience

The State may immediately terminate this Grant in whole or in part without penalty and for any reason, including but not limited to, appropriation or budget shortfalls. If the State terminates this Grant for convenience, the State will pay all reasonable costs, as determined by the State, for State approved Grant Responsibilities.

3.5 Conflicts and Ethics

Grantee will uphold high ethical standards and is prohibited from: (a) holding or acquiring an interest that would conflict with this Grant; (b) doing anything that creates an appearance of impropriety with respect to the award or performance of the Grant; (c) attempting to influence or appearing to influence any State employee by the direct or indirect offer of anything of value; or (d) paying or agreeing to pay any person, other than employees and consultants working for Grantee, any consideration contingent upon the award of the Grant. Grantee must immediately notify the State of any violation or potential violation of these standards. This Section applies to Grantee, any parent, affiliate, or subsidiary organization of Grantee, and any subgrantee that performs Grant Activities in connection with this Grant.

3.6 Non-Discrimination

Under the Elliott-Larsen Civil Rights Act, 1976 PA 453, MCL 37.2101, et seq., and the Persons with Disabilities Civil Rights Act, 1976 PA 220, MCL 37.1101, et seq., Grantee and its subgrantees agree not to discriminate against an employee or applicant for employment with respect to hire, tenure, terms, conditions, or privileges of employment, or a matter directly or indirectly related to employment, because of race, color, religion, national origin, age, sex, height, weight, marital status, partisan considerations, or a disability or genetic information that is unrelated to the person's ability to perform the duties of a particular job or position. Breach of this covenant is a material breach of this Grant.

3.7 Unfair Labor Practices

Under MCL 423.324, the State may void any Grant with a Grantee or subgrantee who appears on the Unfair Labor Practice register compiled under MCL 423.322.

3.8 Force Majeure

Neither party will be in breach of this Grant because of any failure arising from any disaster or acts of god that are beyond their control and without their fault or negligence. Each party will use commercially reasonable efforts to resume performance. Grantee will not be relieved of a breach or delay caused by its subgrantees. If immediate performance is necessary to ensure public health and safety, the State may immediately Grant with a third party.

3.9 Media Releases

News releases (including promotional literature and commercial advertisements) pertaining to the Grant or project to which it relates must not be made without prior written State approval, and then only in accordance with the explicit written instructions of the State.

4.0 Website Incorporation

The State is not bound by any content on Grantee's website unless expressly incorporated directly into this Grant.

4.1 Certification Regarding Debarment

The Grantee certifies, by signature to this Agreement, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this Agreement by any federal or State department or agency. If the Grantee is unable to certify to any portion of this statement, the Grantee shall attach an explanation to this Agreement.

4.2 Illegal Influence

The Grantee certifies, to the best of his or her knowledge and belief that:

- A. No federal appropriated funds have been paid nor will be paid, by or on behalf of the Grantee, to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan or cooperative agreement.

- B. If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this grant, the Grantee shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- C. The Grantee shall require that the language of this certification be included in the award documents for all grants or subcontracts and that all subrecipients shall certify and disclose accordingly.

The State has relied upon this certification as a material representation. Submission of this certification is a prerequisite for entering into this Agreement imposed by 31 USC § 1352. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

The Grantee certifies, to the best of his or her knowledge and belief that no state funds have been paid nor will be paid, by or on behalf of the Grantee, to any person for influencing or attempting to influence an officer or employee of any State agency, a member of the Legislature, or an employee of a member of the Legislature in connection with the awarding of any state contract, the making of any state grant, the making of any state loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any state contract, grant, loan or cooperative agreement.

4.3 Governing Law

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

4.4 Compliance with Laws

Grantee must comply with all federal, state and local laws, rules and regulations.

4.5 Disclosure of Litigation, or Other Proceeding

Grantee must notify the State within 14 calendar days of receiving notice of any litigation, investigation, arbitration, or other proceeding (collectively, "Proceeding") involving Grantee, a subgrantee, or an officer or director of Grantee or subgrantee, that arises during the term of the Grant, including: (a) a criminal Proceeding; (b) a parole or probation Proceeding; (c) a Proceeding under the Sarbanes-Oxley Act; (d) a civil Proceeding involving: (1) a claim that might reasonably be expected to adversely affect Grantee's viability or financial stability; or (2)

a governmental or public entity's claim or written allegation of fraud; or (e) a Proceeding involving any license that Grantee is required to possess in order to perform under this Grant.

4.6 Assignment

Grantee may not assign this Grant to any other party without the prior approval of the State. Upon notice to Grantee, the State, in its sole discretion, may assign in whole or in part, its rights or responsibilities under this Grant to any other party. If the State determines that a novation of the Grant to a third party is necessary, Grantee will agree to the novation, provide all necessary documentation and signatures, and continue to perform, with the third party, its obligations under the Grant.

4.7 Entire Grant and Modification

This Grant is the entire agreement and replaces all previous agreements between the parties for the Grant Activities. This Grant may not be amended except by signed agreement between the parties.

4.8 Grantee Relationship

Grantee assumes all rights, obligations and liabilities set forth in this Grant. Grantee, its employees, and agents will not be considered employees of the State. No partnership or joint venture relationship is created by virtue of this Grant. Grantee, and not the State, is responsible for the payment of wages, benefits and taxes of Grantee's employees and any subgrantees. Prior performance does not modify Grantee's status as an independent Grantee.

4.9 Dispute Resolution

The parties will endeavor to resolve any Grant dispute in accordance with this provision. The dispute will be referred to the parties' respective Grant Administrators or Program Managers. Such referral must include a description of the issues and all supporting documentation. The parties must submit the dispute to a senior executive if unable to resolve the dispute within 15 business days. The parties will continue performing while a dispute is being resolved, unless the dispute precludes performance. A dispute involving payment does not preclude performance.

Litigation to resolve the dispute will not be instituted until after the dispute has been elevated to the parties' senior executive and either concludes that resolution is unlikely, or fails to respond within 15 business days. The parties are not prohibited from instituting formal proceedings: (a) to avoid the expiration of statute of limitations period; (b) to preserve a superior position with respect to creditors; or (c) where a party makes a determination that a temporary restraining order or other injunctive relief is the only adequate remedy. This Section does not limit the State's right to terminate the Grant.

5.0 Severability

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

5.1 Waiver

Failure to enforce any provision of this Grant will not constitute a waiver.

SIGNATURES APPEAR ON THE FOLLOWING PAGE

5.2 Signatories

The signatories warrant that they are empowered to enter into this Agreement and agree to be bound by it.

E-SIGNED by Anshu Varma
on 2023-02-14 16:27:18 EST

2023-02-14 16:27:18 UTC

Anshu Varma, Division Director
Procurement & Administration Division
Bureau of Finance and Administrative Services
Department of Licensing and Regulatory Affairs
State of Michigan

Date

Allie Selner
Grant Administrator
Ottawa County


Date

GRANT NO. 2023 MOOG OTTAWA COUNTY

Agreement between LARA
And The Ottawa County Department of Public Health

SIGNATURE PAGE:

COUNTY OF OTTAWA

By: 
Adeline Hambley
Health Officer

2/15/23
Date

By: _____
Joe Moss, Chairperson
Board of Commissioners

Date

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

Date

Department of Licensing and Regulatory Affairs
Cannabis Regulatory Agency

Marihuana Operation and Oversight Grants

2023 Grant Application

Authority: Michigan Medical Marihuana Act
2008 IL 1, Section 6(l), MCL 333.26426

This application must be submitted via email to CRA-MOOG@michigan.gov
at the Cannabis Regulatory Agency on or before January 1, 2023.

Section I: Grant Applicant Information

Ottawa County
Applicant (County Name)
vs CV0048100 014
SIGMA Vendor Customer ID No. Mail Code

Section II: Grant Administrator Information

Allie Selner
Name
12251 James St. Suite 100, Holland, MI 49424
Address Suite/Room City State Zip Code
(616) 393-5784 aselner@miottawa.org
Area Code/Telephone Number Email Address

Section III: Description of Grant Program

Funds must be used for education, communication, and outreach regarding Michigan Medical Marihuana Act, 2008 IL 1, MCL 333.26421 to 333.26430 and the Michigan Regulation and Taxation of Marihuana Act, 2018, IL 1, MCL 333.27951 to 333.27967. On county letterhead, submit your proposal that includes the items listed below:

- Describe the project(s) for which funds are requested with an implementation plan.
- Explain how funds will be used to coordinate efforts with other agencies, if applicable.
- Describe the impact these funds will have on the community and what you hope to accomplish.
- Explain how these funds will be combined with other funding to complete the project, if necessary.
- Explain anticipated outcomes that will result from this grant.
- Submit a detailed budget showing how the requested funds will be expended.

Section IV: Certification

I certify and agree to report how the grant was expended and to provide a report to the Department of Licensing and Regulatory Affairs, Cannabis Regulatory Agency, no later than September 15, 2023. Due to the requirements LARA must abide by the September 15th due date will be strictly enforced. By signing below, I also agree to meet and follow the statutory provisions in which this program was established pursuant to Section 901 of 2022 PA 166.

AR Selner 12/29/22
Signature of County Grant Administrator (Original Signature Required) Date
Title of County Grant Administrator Health Educator Telephone: (616) 393-5784

Contact Information for Person Submitting Application

Name: Allie Selner Email Address: aselner@miottawa.org Telephone: (616) 393-5784





Department of Licensing and Regulatory Affairs
Bureau of Marihuana Regulation
Michigan Medical Marihuana Program
P.O. Box 30083
Lansing, MI 48909

Our goal at Ottawa County Department of Public Health (OCDPH) is to educate and provide support to our community and provide the resources so that they can make responsible choices regarding their health. We strive to work collectively with our community to protect and promote health.

The purpose of this letter is to outline the proposed project, the implementation, and the financial estimate for consideration of funding through the 2023 Michigan Medical Marihuana Operation and Oversight Grant.

Proposed plan summary: Grant funds will be used to educate health care providers, students, school staff, parents, school resource officers, those in recovery from substance use disorder, and the public on issues related to medical cannabis. Healthcare providers will receive information regarding the risks of using cannabis when pregnant and/or breastfeeding and the impact that cannabis use can have on youth/adolescent brain development as well as common signs of cannabis abuse. We will provide community members with access to lock bags through retailers and health care providers and awareness through advertisements and prevention campaigns. New lock bags will be purchased and funded through this grant as well as a Covid Block Grant, and funding through Veterans Affairs. Additionally, advertisement for the lock it up/safe homes campaign, and youth cannabis use prevention will be promoted with these funds. OCDPH will continue to collaborate with regional partners to develop common messaging about cannabis that will be distributed through various mechanisms. OCDPH is working specifically with the Ottawa County Suicide Prevention Coalition, Ottawa Substance Abuse Prevention (OSAP) coalitions including CRAVE (Cannabis Reduction and preVENTion Education) and the OSAP Steering Committee (social media, billboards, ads, etc). OCDPH is also working cross-jurisdictionally with Muskegon, Kent, and Allegan County to spread the messages regarding Safe Homes and locking up cannabis in the home.

Scope/Impact: Educational videos and materials will be offered to healthcare providers in Ottawa County regarding cannabis use during pregnancy and breastfeeding. The educational materials will be open to all Ottawa County healthcare providers, however, providers with higher numbers of interactions with patients who are pregnant, or breastfeeding will be heavily targeted. An example of these targeted providers would be OBGYN's, nurses, midwives, lactation consultants, and doulas.

In addition to healthcare provider education, student and parent education will also be intended through collaboration with Ottawa County Public Schools and working with the Lock It Up/Safe Homes campaign to provide parents and students the resources and educational information



when a child is found to be at high risk for cannabis use. School Resource Officers will be educated through attendance of the Northwest Alcohol and Substance Abuse Conference to be able to bring more information regarding cannabis abuse back to their schools. When a student is suspended for substance use, a parent meeting will take place where they will be informed on the risks of having such substances in the home and be given a lock bag. The goal of the education trainings will be to provide parents with resources and information on how they can best educate their children/students with evidence-based data on topics including, but not limited to; drug interactions, cannabis' effects on various health conditions, and how to talk to their children about cannabis use. Local schools have also informed us that they are collecting cannabis and THC through vape pens and vape devices. These vape devices are often thrown in a drawer or bucket which can be dangerous as the devices contain lithium batteries which can be unstable. This funding would be utilized, along with funding from the CRAVE subcommittee to purchase fire safe locked containers for schools to properly dispose of vape devices before being disposed of by the local environmental health specialists.

Those in recovery from abuse will also be supported through the Recovery Fest, this allows a supportive environment for these individuals to intend on holding their sobriety from any substances, including cannabis use. Social marketing will be targeted at the general population for cannabis use prevention. Target age range for this proposal would be age 12-65 years old to address both prevention of substance abuse and responsible use of prescription medical cannabis.

Project Implementation:

1. Collaborate with county partners to plan, implement, and evaluate educational information for health care providers in Ottawa County. Topics will include recognition of cannabis abuse, cannabis use and pregnancy/breastfeeding, the impact of cannabis on the developing brain in youth and adolescents, and the effects cannabis may have on mental health. A portion of the funding will be used to work with CRAVE to push out consistent messaging on these topics from multiple sources throughout the county.
2. A social marketing campaign focusing on safe storage through the purchasing of lock bags and advertisements, targeting parents and other caregivers. This will be continued in Ottawa County and expanded into other local counties. OCDPH will collaborate with regional partners to develop consistent messaging throughout the region. The campaign previously only targeted cannabis use, but with the increase in research of substance use being tied to mental health crisis', the campaign is being expanded to target high risk populations in both categories. OCDPH will also be working with OSAP and CRAVE on this project.
3. Collaborate with local schools and the Environmental Health Department within Ottawa County to purchase and distribute safe storage locked containers that can hold vape devices confiscated from students in the school. These storage containers will be fire-safe and locked so students are not able to access the devices once confiscated.
4. In collaboration with funding provided by the Lakeshore Regional Entity, a total of three individuals will attend the Northwest Alcohol and Substance Abuse Conference to learn more about cannabis abuse. With key topics from the event being "Vape Pens, Marijuana Concentrates, Pharmaceutical Drug Abuse (Adult & Teen), Teen Impaired Driving



Prevention Programs, and Parenting and Educator Programs,” this will be a great opportunity for these providers to expand their knowledge on cannabis prevention and youth development in these areas. The three individuals will be a combination of School Resource Officers and Prevention Providers in Ottawa County.

5. In collaboration with regional partners, and CRAVE and OSAP, provide funding for advertisements and campaign messages regarding the prevention of underage cannabis use and locking up medical cannabis that may be in the home to protect youth. Funding will also be used to spread these messages at the Ottawa County Recovery Fest. This event is a great place for anyone in recovery from substance abuse and will encourage other treatments besides medical cannabis use for pain management, insomnia, and mental illness.

Budget:

Revenue

- Amount of funding authorized: \$38,637
- Amount of funding requested: \$38,637

Expenses

1. Lock bags/materials for Lock It Up/Safe Homes campaign: \$15,000
2. Vape storage boxes for Ottawa County Schools: \$5,000
3. Pregnancy and Cannabis Education: \$5,000
4. Advertisements and Campaigns: \$5,637
5. Materials for Recovery Fest: \$4,000
6. CRAVE Projects promoting Cannabis Prevention: \$2,000
7. NW Alcohol and Substance Abuse Conference: \$2,000

Anticipated Outcomes:

1. Increased knowledge among health care providers of the potential harms associated with use of cannabis by youth, adolescents, parents, and pregnant women.
2. Increased knowledge among students regarding cannabis risks and prevention of underage youth.
3. Reduced youth access to cannabis through the promotion of lock bags and education through the safe homes campaign.
4. Increased perception of harm with the misuse and abuse of medical cannabis.

Questions regarding this proposal should be directed to the undersigned at aselner@miottawa.org or (616)393-5734.

Thank you,



miOttawa Department of
Public Health

Allie Selner
Substance Use Disorder Prevention
Health Educator
Ottawa County Department of Public Health
12251 James Street
Holland, MI 49424

Lisa Stefanovsky, M.Ed.
Health Officer

Gwen Unzicker, M.D.
Medical Director

<p align="center">DEPARTMENT OF TECHNOLOGY, MANAGEMENT & BUDGET, VEHICLE AND TRAVEL SERVICES SCHEDULE OF TRAVEL RATES FOR CLASSIFIED AND UNCLASSIFIED EMPLOYEES Effective October 1, 2022</p>
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MICHIGAN SELECT CITIES*

	Individual	Group Meeting (pre-arranged and approved)
Lodging**	\$85.00	
Breakfast	\$11.75	\$14.75
Lunch	\$11.75	\$14.75
Dinner	\$28.00	\$31.00

MICHIGAN IN-STATE ALL OTHER

	Individual	Group Meeting (pre-arranged and approved)
Lodging**	\$85.00	
Breakfast	\$9.75	\$12.75
Lunch	\$9.75	\$12.75
Dinner	\$22.00	\$25.00
Lodging	\$51.00	
Breakfast	\$9.75	
Lunch	\$9.75	
Dinner	\$22.00	
Per Diem Total	\$92.50	

OUT-OF-STATE SELECT CITIES*

	Individual	Group Meeting (pre-arranged and approved)
Lodging**	Contact Conlin Travel	
Breakfast	\$15.00	\$18.00
Lunch	\$15.00	\$18.00
Dinner	\$29.00	\$32.00

OUT-OF-STATE ALL OTHER

	Individual	Group Meeting (pre-arranged and approved)
Lodging**	Contact Conlin Travel	
Breakfast	\$11.75	\$14.75
Lunch	\$11.75	\$14.75
Dinner	\$27.00	\$30.00
Lodging	\$51.00	
Breakfast	\$11.75	
Lunch	\$11.75	
Dinner	\$27.00	
Per Diem Total	\$101.50	

Incidental Costs Per Day (with overnight stay) \$5.00

Mileage Rates	Current
Premium Rate	\$0.625 per mile
Standard Rate	\$0.440 per mile

* See Select Cities Listing

** Lodging available at State rate, or call Conlin Travel at 877-654-2179 or www.somtravel.com

SELECT CITY LIST
SCHEDULE OF TRAVEL RATES FOR CLASSIFIED AND UNCLASSIFIED EMPLOYEES
Effective October 1, 2022

Michigan Select Cities/Counties		
	CITIES	COUNTIES
	Ann Arbor, Auburn Hills, Beaver Island, Detroit, Grand Rapids, Holland, Leland, Mackinac Island, Petoskey, Pontiac, South Haven, Traverse City	Grand Traverse, Oakland, Wayne
Out of State Select Cities/Counties		
STATE	CITIES	COUNTIES
Alaska	All locations	
Arizona	Phoenix, Scottsdale, Sedona	
California	Arcata, Edwards AFB, Eureka, Los Angeles, Mammoth Lakes, McKinleyville, Mill Valley, Monterey, Novato, Palm Springs, San Diego, San Francisco, San Rafael, Santa Barbara, Santa Monica, South Lake Tahoe, Truckee, Yosemite National Park	Los Angeles, Mendocino, Orange, Ventura
Colorado	Aspen, Breckenridge, Grand Lake, Silverthorne, Steamboat Springs, Telluride, Vail	
Connecticut	Bridgeport, Danbury	
District of Columbia	Washington DC (See also Maryland & Virginia)	
Florida	Boca Raton, Delray Beach, Fort Lauderdale, Jupiter, Key West, Miami	
Georgia	Brunswick, Jekyll Island	
Hawaii	All locations	
Idaho	Ketchum, Sun Valley	
Illinois	Chicago	Cook, Lake
Kentucky	Kenton	
Louisiana	New Orleans	
Maine	Bar Harbor, Kennebunk, Kittery, Rockport, Sandford	
Maryland	Baltimore City, Ocean City	Montgomery, Prince George
Massachusetts	Boston, Burlington, Cambridge, Martha's Vineyard, Woburn	Suffolk
Minnesota	Duluth, Minneapolis, St. Paul	Hennepin, Ramsey
Nevada	Las Vegas	
New Mexico	Santa Fe	
New York	Bronx, Brooklyn, Lake Placid, Manhattan, Melville, New Rochelle, Queens, Riverhead, Ronkonkoma, Staten Island, Tarrytown, White Plains	Suffolk
Ohio	Cincinnati	
Pennsylvania	Pittsburgh	Bucks
Puerto Rico	All locations	
Rhode Island	Bristol, Jamestown, Middletown, Newport, Providence	Newport
Texas	Austin, Dallas, Houston, L.B. Johnson Space Center	
Utah	Park City	Summit
Vermont	Manchester, Montpelier, Stowe	Lamoille
Virginia	Alexandria, Fairfax, Falls Church	Arlington, Fairfax
Washington	Port Angeles, Port Townsend, Seattle	
Wyoming	Jackson, Pinedale	

Action Request



Committee: Finance and Administration Committee

Meeting Date: 03/07/2023

Requesting Department: Parks and Recreation

Submitted By: Marcie Ver Beek

Agenda Item: Parks & Recreation Personnel Requests

Suggested Motion:

To approve and forward to the Board of Commissioners the request from the Ottawa County Parks Department to reclassify the Head Naturalist, Park Naturalist, and Nature Center Secretary positions and add one 1.0 FTE Communications Specialist position at a cost of \$95,180.34 funded by the Parks fund balance for fiscal year 2023.

Summary of Request:

To meet goals set by the Ottawa County Parks and Recreation Commission, it is requested to:

1. Reclassify the Head Naturalist position from a Group T, pay grade 9, to a Program Supervisor, Unclassified, pay grade 9.
2. Reclassify the Park Naturalist position from a Group T, pay grade 8, to a Program Supervisor, Unclassified, pay grade 9.
3. Reclassify the Nature Education Center Secretary from a Group T, pay grade 2, to a Secretary, Group T, pay grade 3.
4. To add a 1.0 FTE Communications Specialist, Group T, pay grade 8.

Attached is a detailed memo with further information. This is approved by the Parks Commission.

Financial Information:

Total Cost: \$95,180.84	General Fund Cost: \$0.00	Included in Budget:	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A
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If not included in budget, recommended funding source:

This motion authorizes an appropriation of Parks fund balance for the FY23 cost of the reorganization

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

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

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

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

Goal 3, Objective 2: Maximize communication with citizens.

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

Committee/Governing/Advisory Board Approval Date:



MEMORANDUM

To: John Gibbs, County Administrator; Marcie VerBeek, Human Resources Director;
Karen Karasinski, Fiscal Services Director
From: Jason Shamblin, Parks Commission Director
Date: January 26, 2023
RE: Ottawa County Parks Commission Staffing Realignment

The Ottawa County Parks and Recreation Commission (OCPRC) was established in 1987 by the Ottawa County Board of Commissioners. OCPRC's expressed goal for the park system is to provide the highest quality recreational experience possible through creative park design, high quality programs, and by implementing exacting standards for parks maintenance and facility construction. This goal has been pursued through the diligent efforts of park staff in all aspects of park planning, administration, programming, and park maintenance and operations.

The basic structure for park operations was established in 1990. In 2019 the organization experienced a leadership change when the first Director retired after 32 years. 2020 Census data shows that Ottawa County has been and continues to be the fastest growing county in the state.

In light of the increased use of the Parks as a result of Covid-19 pandemic and in preparation for their first department-wide Strategic Master Plan, OCPRC sought a consultant to assess the current staffing and organizational structure of the department.

To that end, a request for proposals was published seeking a consultant to perform an assessment of current staffing and organizational structure. Although several proposals were received, the only proposal offering a comprehensive staffing analysis was more than \$30,000 over budget.

As a result, hiring a consultant was tabled as similar information can be gathered during the upcoming strategic plan. In the meantime, staff have conducted an internal survey and the Parks Management team, which includes representatives from all division analyzed the current staffing levels and structure.

Additionally, in recent weeks the Head Naturalist resigned, providing an opportunity to evaluate the current structure of the Community Engagement Division to better serve the residents of Ottawa County now and in the future. Staff have been collaborating with Human Resources Staff to work the proposed realignment.

Proposed Realignment of Community Engagement Staff

1. Head Naturalist

Current status: Vacant, Unclassified, Exempt, Pay Grade 9

Recommended changes: Rename Program Supervisor; update job description

2. Park Naturalist

Current Status: Group T, Pay Grade 8

Recommended changes: Change to Unclassified-Exempt, change to Pay Grade 9; rename Program Supervisor; update job description.

Additional details:

- The recommendation to change this position to a Grade 9 serves to remove unnecessary hierarchy between full-time program staff who are responsible for similar levels of program administration, planning, and teaching. Additionally, this position regularly works evenings and weekends which is much simpler to accomplish when the position is classified as an exempt position.
- One Program Supervisor will be primarily focused on public program and community engagement. The other Program Supervisor will be primarily focused on private and curriculum-based programs.

3. Nature Center Secretary

Current Status: Group T, Pay Grade 2

Recommended changes: Change to Pay Grade 3; rename Secretary and reassign to work under the Administrative Assistant.

Additional details:

- The internal staffing analysis concluded that use of administrative staff could be more strategic to maximize efficiencies. The recommendation to reassign this position under the Administrative Assistant allows for additional cross-training opportunities among the administrative staff, so each staff member has the training needed to support a variety of internal divisions.
- The recommendation to change this position to a Grade 3 will align similar administrative roles within the organization.

4. Communications Specialist

Current Status: Vacant, Unclassified, Exempt, Pay Grade 9; unfunded

Recommended changes: Change to Pay Grade 8; update job description; appropriate funding from the Parks Fund balance.

Additional details:

- The Communications Specialist position was created/filled in January 2015 and became vacant in October 2021. It was not filled at that time in anticipation of the staffing study.
- After the staffing study was tabled, the internal staffing analysis concluded there is an urgent need to fill this position.
- This Communications Specialist position is recommended to be lowered to a Grade 8 from a Grade 9 as the employee previously in this position moved into a new role (Coordinator of Community Engagement) and will serve as the supervisor for the Communication Specialist and is overseeing communication-related work under the umbrella of Community Engagement.
- Communications Specialist will provide the day-to-day media support and execution (graphic design, video editing, copywriting, social media, e-mail marketing, preparation of press materials) for department-wide initiatives.

Proposed Motion: To approve the Parks Commission's proposal to change one, 1.0 FTE full-time, benefited Head Naturalist position at universal paygrade 9 to a Program Supervisor at universal paygrade 9; 1.0 FTE full-time, benefited Naturalist position at universal paygrade 8 to a Program Supervisor at universal paygrade 9; 1.0 FTE full-time, benefited Nature Center Secretary position at universal paygrade 2 to a Secretary at universal paygrade 3; 1.0 FTE full-time, benefited Communications Specialist position at universal paygrade 9 to a Communications Specialist at universal paygrade 8 for a total FY23 cost of \$68,872.08.

PARKS PROPOSED REORG 2023

				704000	721000			
			FTE	Wages	Longevity	TOTAL	Benefits	TOTAL COST
Upgrade	Park Naturalist	Group T, grade 8	1.0000	65,604.76		65,604.76	45,576.04	111,180.80
	Program Supervisor	Unclass, grade 9	1.0000	67,654.34		67,654.34	46,403.81	114,058.15
							COST:	2,877.35
Upgrade	Nature Ed Secretary	Group T, grade 2	1.0000	43,704.70		43,704.70	37,446.87	81,151.57
	Secretary	Group T, grade 3	1.0000	45,007.30		45,007.30	37,930.39	82,937.69
							COST:	1,786.12
Upgrade	Head Naturalist	Group T, grade 9	1.0000	54,101.32		54,101.32	41,306.04	95,407.36
	Program Supervisor	Unclass, grade 9	1.0000	54,101.32		54,101.32	41,359.60	95,460.92
							COST:	53.56
Add	Communications Spe	Group T, grade 8	1.0000	50,459.24		50,459.24	40,004.07	90,463.31
							COST:	90,463.31
							TOTAL COST:	95,180.34

Action Request

Electronic Submission – Resolution #: 1841



Committee: FINANCE AND ADMINISTRATION

Meeting Date: 3/7/2023

Requesting Department: FISCAL SERVICES

Submitted By: KAREN KARASINSKI

Agenda Item: RESOLUTION TO AUTHORIZE "QUALIFYING STATEMENTS" FOR BONDING

Suggested Motion:

To approve and forward to the Board of Commissioners the Resolution to authorize certification of a "Qualifying Statement" for bonding purposes.

Summary of Request:

Pursuant to the requirements of the Uniform Budgeting and Accounting Act, the Chief Administrative Officer of the County must certify and file a "qualifying statement" with the Michigan Department of Treasury. This qualifies the County to issue securities.

Financial Information:

Total Cost: **N/A**

General Fund Cost: **N/A**

Included in Budget: **N/A**

If not included in Budget, recommended funding source:

N/A

Action is Related to an Activity Which Is: Mandated

Action is Related to Strategic Plan:

Goal:

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

Administration:

Recommended by County Administrator:

3/2/2023 5:29:01 PM

Committee/Governing/Advisory Board Approval Date:

COUNTY OF OTTAWA

STATE OF MICHIGAN

At a regular meeting of the Board of Commissioners of the County of Ottawa, Michigan, held at the Fillmore Street Complex in the Township of Olive, Michigan on the __ day of _____, 2023 at _____ o'clock p.m. local time.

PRESENT: Commissioners: _____

ABSENT: Commissioners: _____

It was moved by Commissioner _____ and supported by Commissioner _____ that the following Resolution be adopted:

WHEREAS, the Ottawa County Board of Commissioners is required, by the Revised Municipal Finance Act, Act 34 of the Public Acts of 2001, as amended, MCL 141.2101 et seq., to authorize the County Administrator, as Chief Administrative Officer of Ottawa County pursuant to the requirements of the Uniform Budgeting and Accounting Act, Act 2 of the Public Acts of 1968, as amended, MCL 141.421 et seq., to certify and file a “qualifying statement” with the Michigan Department of Treasury, as provided for in Section 303 of Act 34, MCL 141.2303, so that Ottawa County will be qualified to issue securities;

NOW THEREFORE BE IT RESOLVED, that John Gibbs, County Administrator of Ottawa County, Michigan, as Chief Administrative Officer of Ottawa County under the provisions of the Uniform Budgeting and Accounting Act, Act 2 of the Public Acts of 1968, as

amended, MCL 141.421 et seq., is hereby authorized to certify and file a “qualifying statement” with the Michigan Department of Treasury so that Ottawa County may issue securities under the laws of the State of Michigan and Act 34 of the Public Acts of 2001, as amended, MCL 141.2101 et seq.; and,

BE IT FURTHER RESOLVED, that all resolutions and parts of resolutions insofar as they conflict with this Resolution are hereby repealed.

YEAS: Commissioners: _____

NAYS: Commissioners: _____

ABSTENTIONS: Commissioners: _____

RESOLUTION ADOPTED.

Chairperson, Ottawa County
Board of Commissioners

Ottawa County Clerk/Register

Action Request



Committee: Finance and Administration Committee

Meeting Date: 03/07/2023

Requesting Department: Human Resources

Submitted By: Marcie Ver Beek

Agenda Item: Strategic Impact Personnel Request

Suggested Motion:

To approve and forward to the Board of Commissioners a proposal to change one, 1.0 FTE full-time, benefited Senior Secretary (Group T) position at universal paygrade 4 to a Administrative Assistant (Unclassified) at universal paygrade 7 for a total cost of \$6,225.

Summary of Request:

The Senior Secretary position has taken on many responsibilities with the newly established county boards (i.e. County Housing Commission, County Groundwater Board, JH Campbell Plant Closure Planning Committee). This position is now serving as financial administrative support for already established county boards (i.e. Agricultural Preservation Board and Brownfield Redevelopment Authority) and also assuming the responsibility for the administration of the specialized services grant pass-through program for the County which helps to support public transportation needs for seniors and persons with disabilities. With the additions of the new boards and the higher level of responsibility needed to perform these roles, we are requesting to upgrade the current position to an Administrative Assistant to provide these services.

Financial Information:

Total Cost: \$6,225.00	General Fund Cost: \$6,225.00	Included in Budget:	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A
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If not included in budget, recommended funding source:

The reorganization can be funded with budgetary savings and no additional appropriation is required

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

Action is Related to Strategic Plan:

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

Objective:

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

Administration:

County Administrator:

☒ Recommended

☐ Not Recommended

☐ Without Recommendation

Committee/Governing/Advisory Board Approval Date:



COUNTY OF OTTAWA

New Position Request Form

Please print form and return to the Human Resources Department

DEPARTMENT: Strategic Impact DATE REQUESTED: 1/31/2023

POSITION TITLE: Administrative Assistant ORG CODE: 7211

DATE NEEDED: _____

CHECK ONE: ☒ Full-Time Benefitted

☐ Part-Time Benefitted

☐ New Position → Number of hours per week requested: _____

☐ Expansion of Existing Hours → From: _____ To: _____ hrs/week

☐ Non-Benefitted, Temporary → Duration of Temporary Position: _____

☐ New Position → Number of hours per week requested: _____

☐ Expansion of Existing Hours - please refer to the attached schedule to make this request

GENERAL INFORMATION: Unclassified

1. Bargaining Unit/Benefit Group: _____

2. Pay Grade: 7

3. Does a current job description exist? ☐ Yes ☒ No

If no, please attach a one-page, proposed job description and a description of anticipated duties to this form.

4. Justification for establishing this additional position. Please explain rationale for requesting this position including background for this position, additional workload in department that needs to be covered, where is the additional funding for this position coming from, as well as the impact to the department. Please limit your response to a maximum of one page, double spaced.

see attached

COST INFORMATION:

Additional source of revenue (in percentage) to support this position. _____

Provide the revenue line to be amended if this position is approved: _____

Estimated salary cost (including for the budget year: 54255) (department to request amount from H/R)



COUNTY OF OTTAWA

New Position Request Form

Please print form and return to the Human Resources Department

Estimated fringe benefit cost for the budget year: \$42663 (department to request amount from H/R)

List all additional items associated with this position, including equipment, office modifications, vehicle costs, etc. List as follows: Item description, cost estimate, and justification for additional equipment.

No additional equipment costs

Additional information:

- **For all approved positions:** the costs associated with this position (revenue, salary, fringe benefits, & equipment) will be entered by Fiscal Services into your budget if the position is approved. The department will not be responsible for this portion of the budget entry.
- Please include all position information on this form and attachments (as noted above). The justification that you submit for this position request should be well thought out and articulated in a way that the committee members who may not be familiar with day to day activities of your area can understand the information you provide. **Please remember to keep the justification to a maximum of one page.**

SIGNED:  _____

DATE: 1/31/2023

BUDGET DATA: _____

CONTROL #: _____

Administrative Assistant-Strategic Impact

Position Description:

Under the direction of the Strategic Impact director, performs highly responsible clerical, technical and sub-administrative work for the Department of Strategic Impact. Responsible for complex administrative functions requiring detailed knowledge of specialized departmental operations, rules, and technical and administrative procedures. Reviews and analyzes budget performance reports, drafts the budget for designated funds/activities, creates and maintains specialized databases, coordinates purchasing activities, and coordinating a variety of specialized functions and special projects.

Education, Training, and Experience:

Associate degree in business administration, accounting, or related area preferred, combined with four (4) years of progressively responsible office management, accounting, secretarial, or related administrative experience; or an equivalent combination of education and experience.

Essential Job Functions:

1. Performs paraprofessional tasks peculiar to the office of assignment in support of the Director and other professional personnel as assigned.
2. May be responsible for the department's accounts payable functions of a department, ordering equipment and materials, tracking requests, and ensuring appropriate documentation.
3. May be responsible for reviewing department's budget performance reports for emerging revenues shortfalls and/or expenditure overages and identifies potential issues.
4. Assists with drafting the department's budget for designated funds and developing appropriate supportive documentation and justification for the budget.
5. May devise and develop office forms and procedures. Creates and maintains databases and produces a variety of reports related to departmental activities. Creates, formats, and edits documents.
6. Applies basic accounting principles in developing and maintaining spreadsheets applications for a variety of County functions.
7. Receives mail and telephone calls, handling certain matters directly or referring more complex ones to appropriate employee or official.
8. Performs one or more phases of a department's work requiring knowledge of complex rules and regulations or the handling of difficult procedures.
9. Serves as back up for clerical and administrative support staff needs.
10. Assembles materials and prepares reports of departmental service activities, fiscal status reports, budgets, and other data.
11. May take and transcribe minutes at various board or committee meetings. Prepares agenda for various meetings and works with staff and others to collect materials for board and committee meetings and assembles and distribute meeting packets. Distributes agendas/packets and places on County website.
12. Responsible for departmental contacts with other governmental agencies to exchange information on matters of mutual interest.
13. Following Board and Committee meetings, follows-up on agenda items, such as placing on agenda of another committee, referring information to legal counsel, preparing documents for signature, or other action. May assist in researching issues by calling other counties or agencies and collecting and compiling information.
14. Assists staff with special projects by making calls, collecting, and compiling information, checking on various potential sources of information, and providing related support assistance. Works with Department Heads and staff to obtain needed information.
15. Performs other functions as assigned.

2023 Estimated Costs per Deductions
Employee Costs

Senior Secretary to Administrative Assistant
Group T Paygrade 4 to Unclassified Paygrade 7

FTE	Wages	TOTAL	Benefits	TOTAL COST
1.0000	50,037.00	50,037.00	40,656.62	90,693.62

FTE	Wages	TOTAL	Benefits	TOTAL COST
1.0000	54,255.00	54,255.00	42,663.69	96,918.69

Cost: 6,225.07

Action Request

Electronic Submission – Resolution #: 1841



Committee: FINANCE AND ADMINISTRATION

Meeting Date: 3/7/2023

Requesting Department: FISCAL SERVICES

Submitted By: KAREN KARASINSKI

Agenda Item: RESOLUTION TO AUTHORIZE "QUALIFYING STATEMENTS" FOR BONDING

Suggested Motion:

To approve and forward to the Board of Commissioners the Resolution to authorize certification of a "Qualifying Statement" for bonding purposes.

Summary of Request:

Pursuant to the requirements of the Uniform Budgeting and Accounting Act, the Chief Administrative Officer of the County must certify and file a "qualifying statement" with the Michigan Department of Treasury. This qualifies the County to issue securities.

Financial Information:

Total Cost: **N/A**

General Fund Cost: **N/A**

Included in Budget: **N/A**

If not included in Budget, recommended funding source:

N/A

Action is Related to an Activity Which Is: Mandated

Action is Related to Strategic Plan:

Goal:

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

Administration:

Recommended by County Administrator:

3/2/2023 5:29:01 PM

Committee/Governing/Advisory Board Approval Date:

COUNTY OF OTTAWA

STATE OF MICHIGAN

At a regular meeting of the Board of Commissioners of the County of Ottawa, Michigan, held at the Fillmore Street Complex in the Township of Olive, Michigan on the __ day of _____, 2023 at _____ o'clock p.m. local time.

PRESENT: Commissioners: _____

ABSENT: Commissioners: _____

It was moved by Commissioner _____ and supported by Commissioner _____ that the following Resolution be adopted:

WHEREAS, the Ottawa County Board of Commissioners is required, by the Revised Municipal Finance Act, Act 34 of the Public Acts of 2001, as amended, MCL 141.2101 et seq., to authorize the County Administrator, as Chief Administrative Officer of Ottawa County pursuant to the requirements of the Uniform Budgeting and Accounting Act, Act 2 of the Public Acts of 1968, as amended, MCL 141.421 et seq., to certify and file a "qualifying statement" with the Michigan Department of Treasury, as provided for in Section 303 of Act 34, MCL 141.2303, so that Ottawa County will be qualified to issue securities;

NOW THEREFORE BE IT RESOLVED, that John Gibbs, County Administrator of Ottawa County, Michigan, as Chief Administrative Officer of Ottawa County under the provisions of the Uniform Budgeting and Accounting Act, Act 2 of the Public Acts of 1968, as

amended, MCL 141.421 et seq., is hereby authorized to certify and file a “qualifying statement” with the Michigan Department of Treasury so that Ottawa County may issue securities under the laws of the State of Michigan and Act 34 of the Public Acts of 2001, as amended, MCL 141.2101 et seq.; and,

BE IT FURTHER RESOLVED, that all resolutions and parts of resolutions insofar as they conflict with this Resolution are hereby repealed.

YEAS: Commissioners: _____

NAYS: Commissioners: _____

ABSTENTIONS: Commissioners: _____

RESOLUTION ADOPTED.

Chairperson, Ottawa County
Board of Commissioners

Ottawa County Clerk/Register

Action Request



Committee: Finance and Administration Committee

Meeting Date: 03/07/2023

Requesting Department: Fiscal Services

Submitted By: Karen Karasinski

Agenda Item: FY23 Budget Adjustments

Suggested Motion:

To approve and forward to the Board of Commissioners 2023 budget adjustments per the attached schedule.

Summary of Request:

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

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

Compliance with the Ottawa County Operating Budget Policy.

Financial Information:

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

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

Action is Related to Strategic Plan:

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

Objective:

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

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

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

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

Committee/Governing/Advisory Board Approval Date:

Fund		Department	Explanation	Revenue	Expense
4-1550	Governmental Grants	Energy Assistance Grant	The State awarded Community Action Agency an additional \$5,449 towards the Department of Energy Weatherization grant, for a total grant amount of \$341,816. The grant money is used to weatherize homes of lower income customers and promote energy efficiency.	\$ 5,449	\$ 5,449
5-147	Governmental Grants	Reach and Resiliency	Community Action Agency was awarded a new \$25,000 Reach and Resiliency Grant by the Michigan Department of Education. CAA is intending to use funds to pay for food delivery service to deliver food provided by the Emergency Food Assistance Program.	\$ 25,000	\$ 25,000
5-220	Governmental Grants	Low Income Home Energy Assistance Program	Community Action Agency was awarded an additional \$15,000 for the LIHEAP (Low Income Home Energy Assistance Program) grant. The grant provides weatherization assistance to low-income residents of Ottawa County.	\$ 15,000	\$ 15,000
5-643	General Fund	Sheriff	Recognize a donation and appropriate funding for Sheriff's Shop-with-a-Cop Program. This program works with local schools and provides an opportunity for children who are economically challenged to spend an afternoon holiday shopping with an Ottawa County Public Safety Officer.	\$ 5,000	\$ 5,000
5-974	Public Health	Health Department	Decrease FY23 State grant award for Tuberculosis Control to match actual award amount. Original budget forecast was greater than award amount. Total grant award is \$1,337.	\$ (1,836)	\$ (1,836)
5-1023	Substance Use Disorder	ARPA Prevention & Treatment Services	Appropriate funding for grant award from Lakeshore Regional Entity for the prevention and treatment of substance abuse. Funds can be used to pay for staff time, indirect costs, mileage, phone and office supplies.	\$ 200,000	\$ 200,000

Fund		Department	Explanation	Revenue	Expense
5-1161	Community Mental Health Millage	Diversion Intervention Boundary Spanners	Appropriate funding for State grant award for Diversion and Intervention services. The funding will be used for salaries and wages associated with the diversion program. This program diverts individuals with behavioral health conditions or intellectual/development disabilities at multiple points across the criminal justice system. Support for these individuals will direct them to necessary services and treatments.	\$ 216,332	\$ 216,332
5-1198	Community Mental Health Millage	MHGB Covid	Increase in FY23 State grant award for Mental Health COVID Supplemental Services to actual award amount. This is grant has been extended from March 2023 to September 2023. The funding provides training to local first responders and other community stakeholders as part of the Crisis Intervention Team (CIT).	\$ 52,233	\$ 52,233
5-1426	Public Health	Health Department	Increase in FY23 State grant award for Medical Marihuana Operation & Oversight. Original budget forecast was less than actual award amount. The funding for this grant is to be used for education, communication, and outreach regarding the Michigan Medical Marihuana Act.	\$ 1,489	\$ 1,489
5-1440	Farmland Preservation	Farmland Preservation	Carry forwrd an appropriate for (3) previously approved purchase agreements with Jongerkrig (BC22-244), Holstege (BC21-279), and Veldheer Farms (BC22-245) for a conservation easements. The funding source for this purchase is comprised of grant awards and land donations totaling \$1,135,600. The additional expense related to closing costs of \$68,00 will be covered by fund balance (donations collected in prior years).	\$ 1,135,600	\$ 1,203,600
5-1598	General Fund General Fund	Facilities Contingency	Appropriate funding for increase in housekeeping contract with Environmental Services. The increase in contract price will be offset by a combination of Facilities budgetary savings in other expense accounts and increasing their rent revenue. The result is a reduction to contingency of \$112,797.	\$ 80,840	\$ 193,637 \$ (112,797)



County of Ottawa

Office of the Treasurer

Amanda Price
County Treasurer

Cheryl A. Clark
Chief Deputy Treasurer

Mollie L. Bonter
Deputy Treasurer

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

Report to: Ottawa County Finance and Administration Committee

From: Amanda Price, Treasurer

Date: February 21, 2023

Re: Financial Update for month end January 31, 2023

General Fund

Attached are multiple reports (some include graphs) which represent the status of the General Fund Portfolio for Ottawa County as of January 31, 2023. As depicted in the graphs and verified by the Report, the asset distribution of the General Pooled Funds by type and percentages meet the requirements of the County's Investment Policy.

Other Post Employee Benefits (OPEB)

The January 2023 Statement from Greenleaf Trust along with an Asset Allocation Cover sheet on the investments in Ottawa County's OPEB Trust are attached.

As you know, the date of the Finance committee meeting was moved to the first Tuesday of the month. It is not possible to compile month end information in time for the Finance Committee reports. Therefore, the reports you will receive will be one month later.

I will be at the March Finance Committee meeting so I will be available to answer any questions. If you have any questions in the meantime, please contact me at aprice@miottawa.org or 616-994-4505 if you have any questions related to this material or the Treasurer's Office.

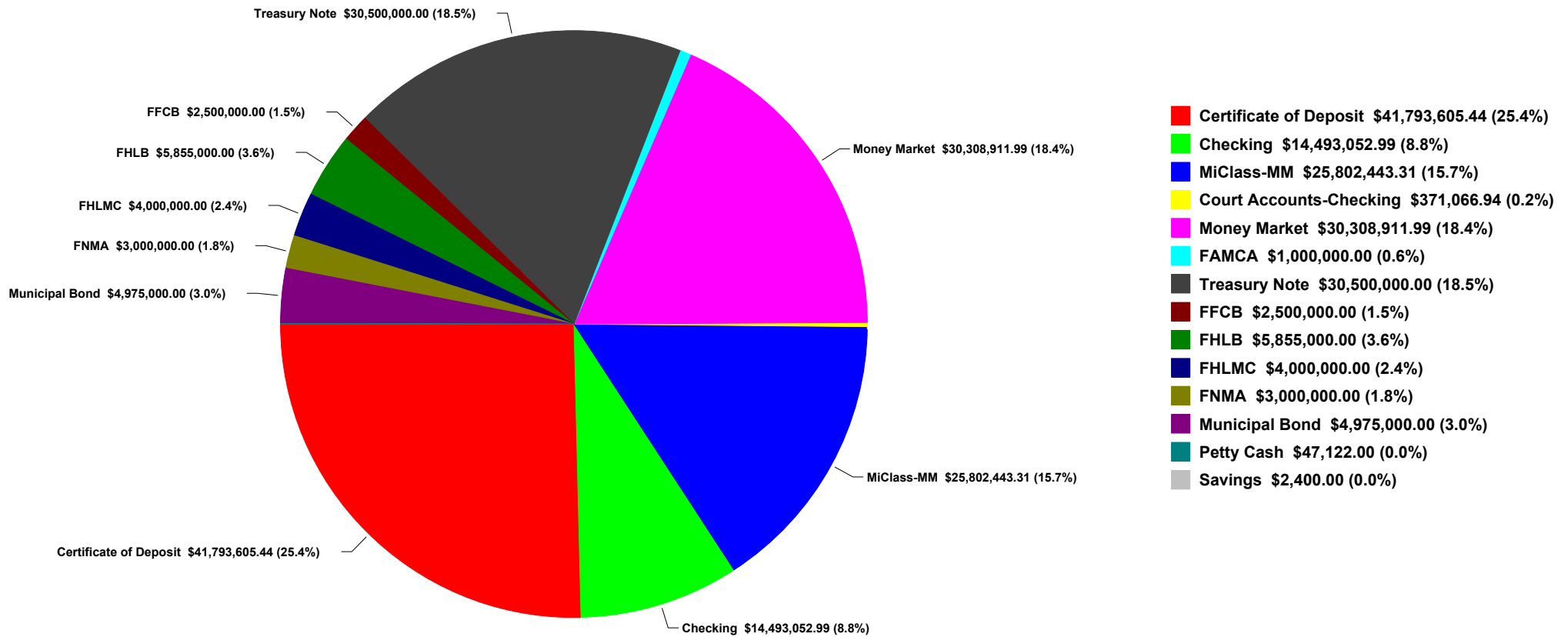
Open Investments

Ottawa County Treasurer

Effective Interest - Actual Life
Receipts for Period
01/31/23

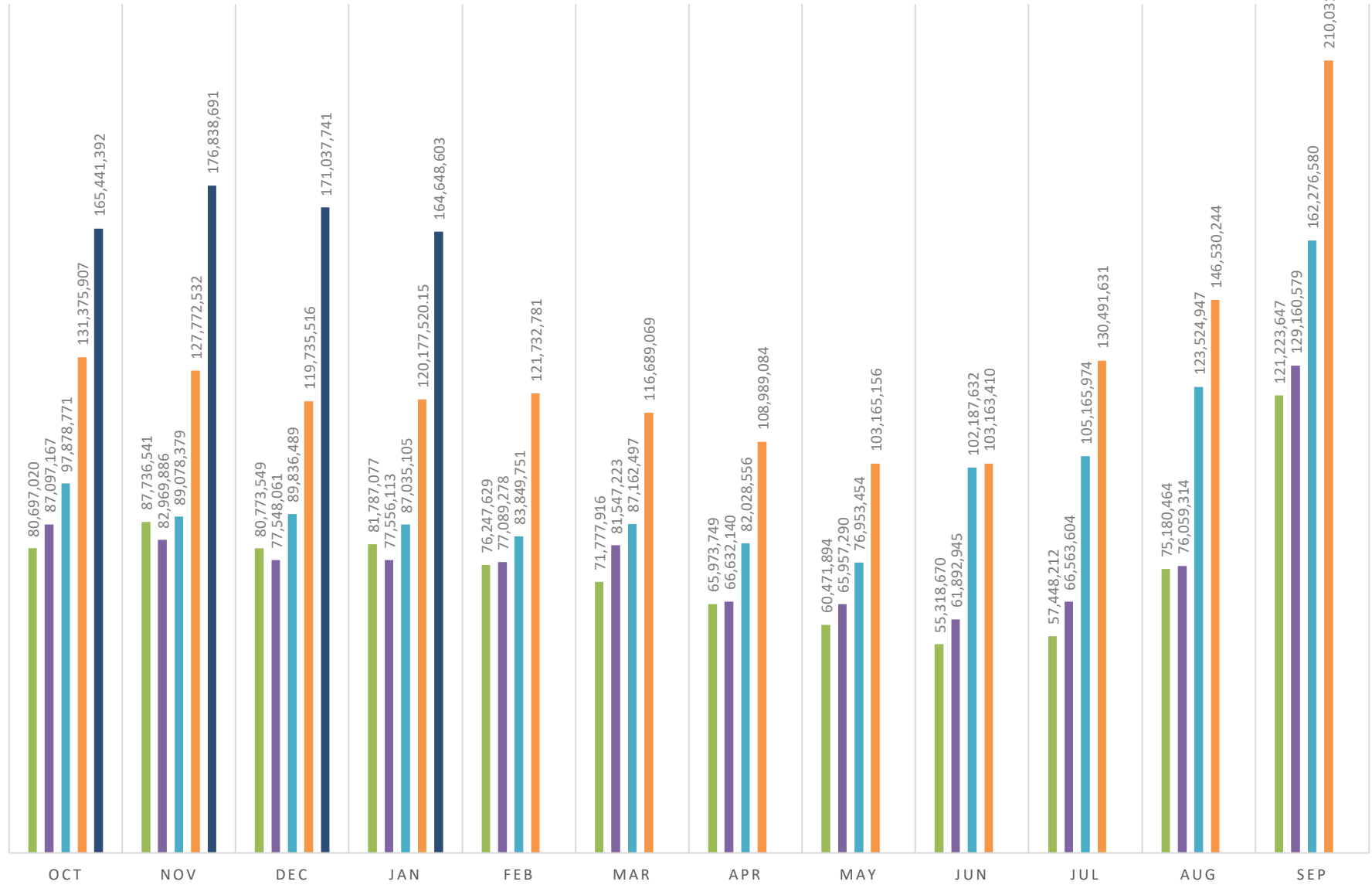
Run Date: 02/21/23
Run Time: 15:22:01
Page 4 of 4

Showing Ending Par Val/Shares: \$164,648,602.67



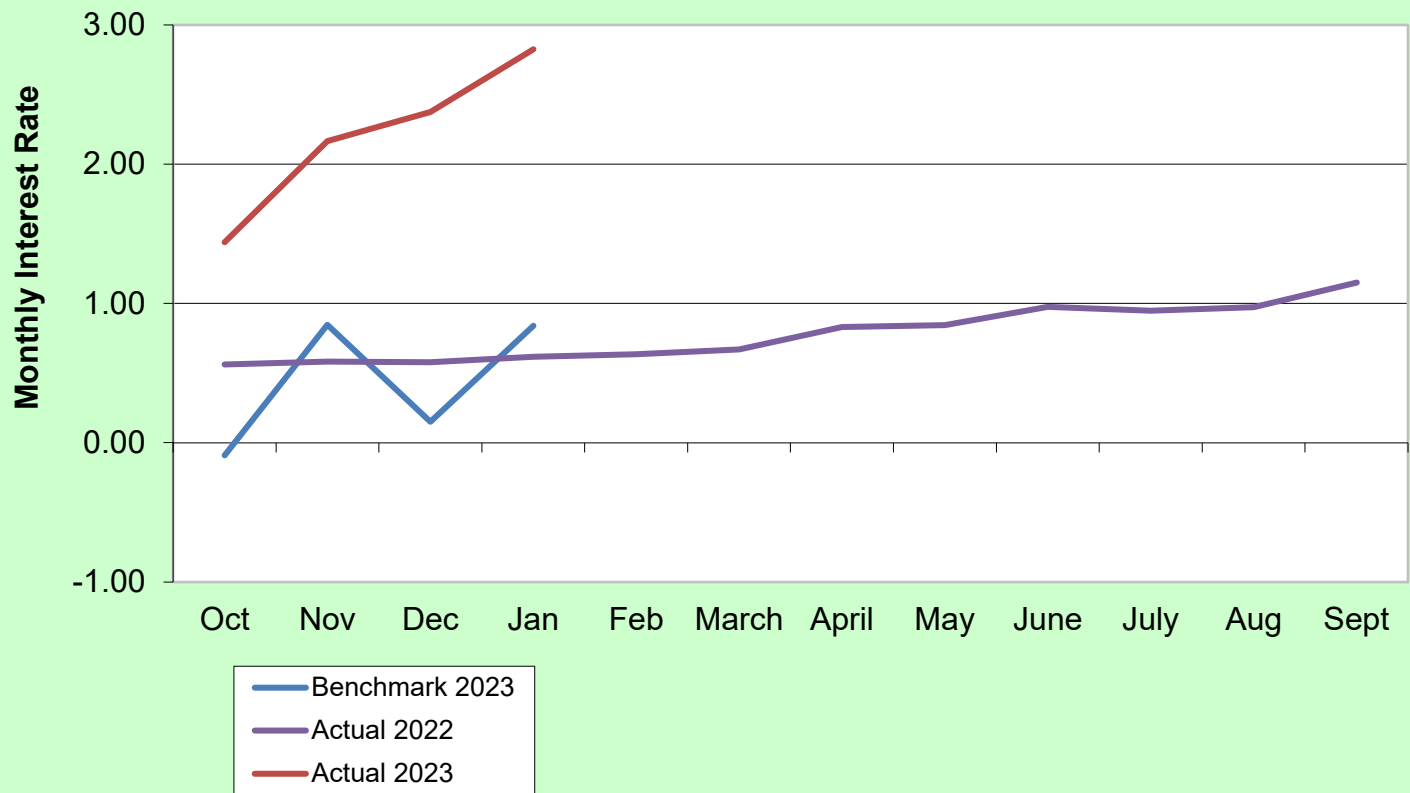
HISTORICAL COMPARISON BY MONTH

2019 2020 2021 2022 2023



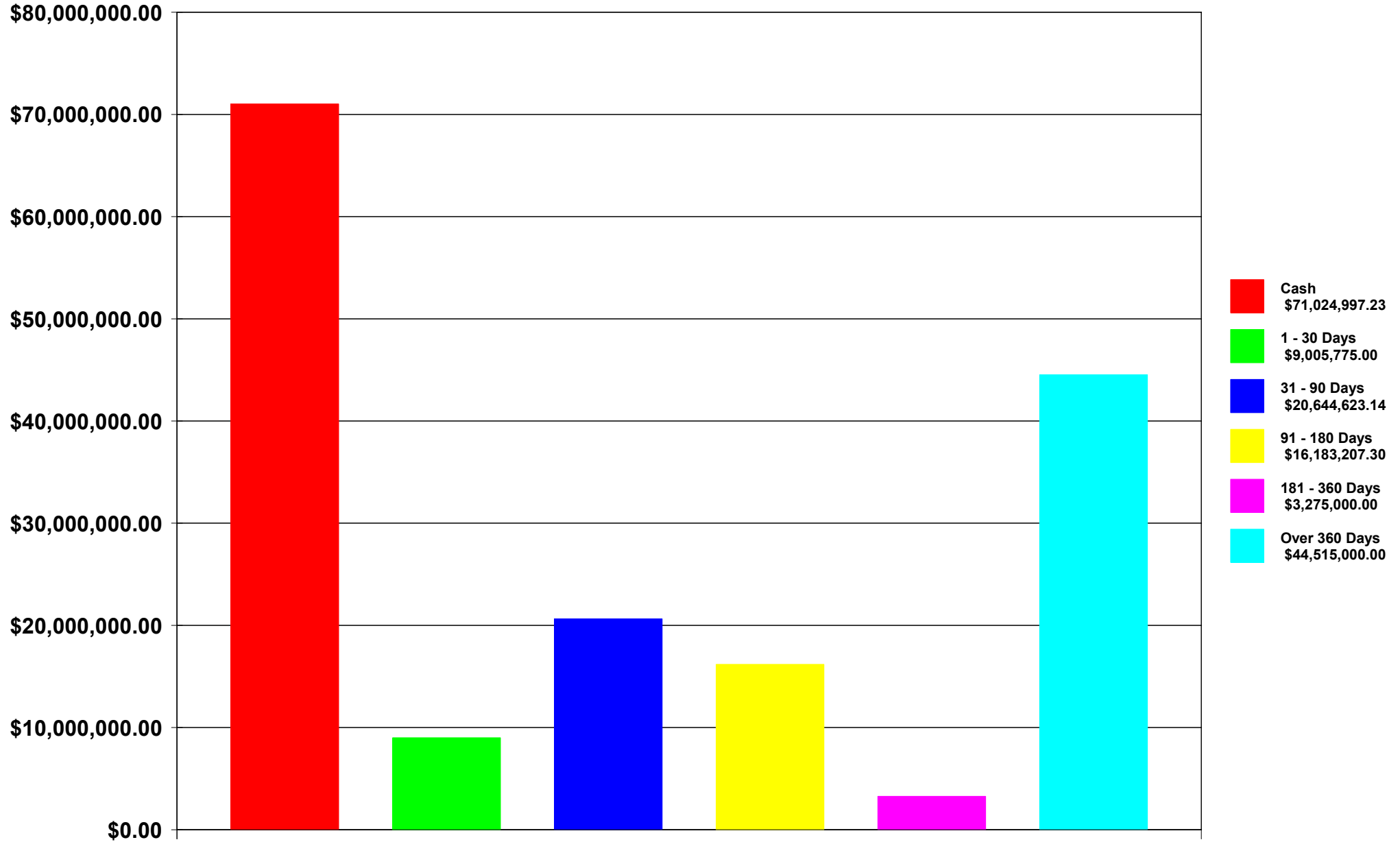
General Fund Monthly Interest Yield

(before Unrealized Capital Gain/Loss)



Inv. Distribution by Maturity
Ottawa County Treasurer
Effective Interest - Actual Life
Receipts for Period
01/31/23

Showing Ending Par Val/Shares: \$164,648,602.67



GASB 31 Compliance

Ottawa County Treasurer

Run Date: 02/21/23
Run Time: 16:17:22
Page 1 of 3

Effective Interest - Actual Life

Receipts for Period

10/01/22 - 01/31/23

CUSIP	Invest Number	Security Description	Purchase Date	Sale Date	Valuation Method	Yield Earned	Price Source 10/01/22	Original Princ/Cost	Beginning Unit Price	Par Value On 10/01/22	Reported Value 10/01/22	Purchase Cost	Sales Proceeds	Ending Unit Price	Par Value On 01/31/23	Price Source 01/31/23	Reported Value 01/31/23	Change in Fair Value	Interest	Net Investment Income
Certificate of Deposit																				
	22-0117-01	C.D. 365 0.75 10/06/22	05/05/22	10/06/22	Amort Value	0.7521	Manual	875,000.00	1.000000	875,000.00	875,000.00	0.00	875,000.00	0.000000	0.00		0.00	0.00	90.15	90.15
	22-0118-01	C.D. 0.95 10/06/22	05/05/22	10/06/22	Amort Value	0.9500	Manual	875,000.00	1.000000	875,000.00	875,000.00	0.00	875,000.00	0.000000	0.00		0.00	0.00	115.45	115.45
	22-0119-01	C.D. 1.35 10/06/22	05/05/22	10/06/22	Amort Value	1.3500	Manual	1,000,000.00	1.000000	1,000,000.00	1,000,000.00	0.00	1,000,000.00	0.000000	0.00		0.00	0.00	187.50	187.50
	22-0120-01	C.D. 365 0.75 10/06/22	05/05/22	10/06/22	Amort Value	0.7509	Manual	875,000.00	1.000000	875,000.00	875,000.00	0.00	875,000.00	0.000000	0.00		0.00	0.00	90.01	90.01
	22-0121-01	C.D. 365 0.74 10/06/22	05/05/22	10/06/22	Amort Value	0.7400	Manual	875,000.00	1.000000	875,000.00	875,000.00	0.00	875,000.00	0.000000	0.00		0.00	0.00	88.70	88.70
	22-0132-01	C.D. 365 1.50 10/20/22	06/16/22	10/20/22	Amort Value	1.5063	Manual	500,383.68	1.000000	500,383.68	500,383.68	0.00	500,383.68	0.000000	0.00		0.00	0.00	392.35	392.35
	22-0133-01	C.D. 365 1.50 10/20/22	06/16/22	10/20/22	Amort Value	1.5063	Manual	500,383.68	1.000000	500,383.68	500,383.68	0.00	500,383.68	0.000000	0.00		0.00	0.00	392.35	392.35
	22-0134-01	C.D. 365 1.40 10/20/22	06/16/22	10/20/22	Amort Value	1.3925	Manual	626,728.14	1.000000	626,728.14	626,728.14	0.00	626,728.14	0.000000	0.00		0.00	0.00	454.31	454.31
	22-0135-01	C.D. 365 1.40 10/20/22	06/16/22	10/20/22	Amort Value	1.3925	Manual	626,728.14	1.000000	626,728.14	626,728.14	0.00	626,728.14	0.000000	0.00		0.00	0.00	454.31	454.31
	22-0136-01	C.D. 365 1.40 10/20/22	06/16/22	10/20/22	Amort Value	1.3925	Manual	626,728.14	1.000000	626,728.14	626,728.14	0.00	626,728.14	0.000000	0.00		0.00	0.00	454.31	454.31
	22-0137-01	C.D. 365 1.40 10/20/22	06/16/22	10/20/22	Amort Value	1.3925	Manual	626,728.14	1.000000	626,728.14	626,728.14	0.00	626,728.14	0.000000	0.00		0.00	0.00	454.31	454.31
	22-0131-01	C.D. 1.60 10/31/22	06/30/22	10/31/22	Amort Value	1.6000	Manual	3,504,287.50	1.000000	3,504,287.50	3,504,287.50	0.00	3,504,287.50	0.000000	0.00		0.00	0.00	4,672.38	4,672.38
	22-0143-01	C.D. 365 2.50 10/31/22	08/11/22	10/31/22	Amort Value	2.4764	Manual	1,500,000.00	1.000000	1,500,000.00	1,500,000.00	0.00	1,500,000.00	0.000000	0.00		0.00	0.00	3,053.15	3,053.15
	22-0139-01	C.D. 2.25 11/03/22	07/28/22	11/03/22	Amort Value	2.2500	Manual	1,002,073.31	1.000000	1,002,073.31	1,002,073.31	0.00	1,002,073.31	0.000000	0.00		0.00	0.00	2,066.78	2,066.78
	22-0140-01	C.D. 365 2.00 11/03/22	07/28/22	11/03/22	Amort Value	1.9833	Manual	2,360,657.56	1.000000	2,360,657.56	2,360,657.56	0.00	2,360,657.56	0.000000	0.00		0.00	0.00	4,232.86	4,232.86
	22-0141-01	C.D. 365 2.01 11/03/22	07/28/22	11/03/22	Amort Value	2.0138	Manual	250,000.00	1.000000	250,000.00	250,000.00	0.00	250,000.00	0.000000	0.00		0.00	0.00	455.18	455.18
	22-0142-01	C.D. 365 2.50 11/17/22	08/11/22	11/17/22	Amort Value	2.4754	Manual	3,505,372.92	1.000000	3,505,372.92	3,505,372.92	0.00	3,505,372.92	0.000000	0.00		0.00	0.00	11,173.56	11,173.56
	22-0144-01	C.D. 365 2.25 12/01/22	08/25/22	12/01/22	Amort Value	2.2548	Manual	1,255,621.10	1.000000	1,255,621.10	1,255,621.10	0.00	1,255,621.10	0.000000	0.00		0.00	0.00	4,731.58	4,731.58
	22-0145-01	C.D. 2.55 12/01/22	08/25/22	12/01/22	Amort Value	2.5500	Manual	451,120.00	1.000000	451,120.00	451,120.00	0.00	451,120.00	0.000000	0.00		0.00	0.00	1,949.21	1,949.21
	22-0146-01	C.D. 2.10 12/01/22	08/25/22	12/01/22	Amort Value	2.1000	Manual	1,003,111.11	1.000000	1,003,111.11	1,003,111.11	0.00	1,003,111.11	0.000000	0.00		0.00	0.00	3,569.40	3,569.40
	22-0147-01	C.D. 365 2.50 12/01/22	08/25/22	12/01/22	Amort Value	2.4754	Manual	400,921.32	1.000000	400,921.32	400,921.32	0.00	400,921.32	0.000000	0.00		0.00	0.00	1,658.63	1,658.63
	22-0148-01	C.D. 365 2.46 12/01/22	08/25/22	12/01/22	Amort Value	2.4600	Manual	400,908.28	1.000000	400,908.28	400,908.28	0.00	400,908.28	0.000000	0.00		0.00	0.00	1,648.23	1,648.23
	22-0149-01	C.D. 365 2.50 12/15/22	09/08/22	12/15/22	Amort Value	2.5060	Manual	704,439.94	1.000000	704,439.94	704,439.94	0.00	704,439.94	0.000000	0.00		0.00	0.00	3,627.36	3,627.36
	22-0150-01	C.D. 2.55 12/15/22	09/08/22	12/15/22	Amort Value	2.5500	Manual	1,404,439.34	1.000000	1,404,439.34	1,404,439.34	0.00	1,404,439.34	0.000000	0.00		0.00	0.00	7,461.08	7,461.08
	22-0151-01	C.D. 365 2.75 12/15/22	09/08/22	12/15/22	Amort Value	2.7270	Manual	706,406.96	1.000000	706,406.96	706,406.96	0.00	706,406.96	0.000000	0.00		0.00	0.00	3,958.34	3,958.34
	22-0152-01	C.D. 2.50 12/15/22	09/08/22	12/15/22	Amort Value	2.5000	Manual	501,361.11	1.000000	501,361.11	501,361.11	0.00	501,361.11	0.000000	0.00		0.00	0.00	2,611.26	2,611.26
	22-0153-01	C.D. 365 2.50 12/15/22	09/08/22	12/15/22	Amort Value	2.4754	Manual	704,051.41	1.000000	704,051.41	704,051.41	0.00	704,051.41	0.000000	0.00		0.00	0.00	3,581.17	3,581.17
	22-0154-01	C.D. 2.55 12/27/22	09/08/22	12/27/22	Amort Value	2.5500	Manual	500,000.00	1.000000	500,000.00	500,000.00	0.00	500,000.00	0.000000	0.00		0.00	0.00	3,081.25	3,081.25
	22-0155-01	C.D. 365 2.75 12/27/22	09/08/22	12/27/22	Amort Value	2.7283	Manual	500,000.00	1.000000	500,000.00	500,000.00	0.00	500,000.00	0.000000	0.00		0.00	0.00	3,251.51	3,251.51
	22-0159-01	C.D. 365 2.50 12/29/22	09/08/22	12/29/22	Amort Value	2.5072	Manual	1,500,000.00	1.000000	1,500,000.00	1,500,000.00	0.00	1,500,000.00	0.000000	0.00		0.00	0.00	9,170.04	9,170.04
	22-0160-01	C.D. 365 2.50 12/29/22	09/08/22	12/29/22	Amort Value	2.4770	Manual	1,000,000.00	1.000000	1,000,000.00	1,000,000.00	0.00	1,000,000.00	0.000000	0.00		0.00	0.00	6,039.77	6,039.77
	22-0161-01	C.D. 365 2.68 12/29/22	09/08/22	12/29/22	Amort Value	2.6800	Manual	1,000,000.00	1.000000	1,000,000.00	1,000,000.00	0.00	1,000,000.00	0.000000	0.00		0.00	0.00	6,534.80	6,534.80
	22-0162-01	C.D. 365 2.75 01/12/23	09/08/22	01/12/23	Amort Value	2.7503	Manual	1,000,000.00	1.000000	1,000,000.00	1,000,000.00	0.00	1,000,000.00	0.000000	0.00		0.00	0.00	7,761.16	7,761.16
	22-0163-01	C.D. 365 2.68 01/12/23	09/08/22	01/12/23	Amort Value	2.6800	Manual	2,500,000.00	1.000000	2,500,000.00	2,500,000.00	0.00	2,500,000.00	0.000000	0.00		0.00	0.00	18,906.86	18,906.86
	22-0174-01	C.D. 365 2.75 01/26/23	09/22/22	01/26/23	Amort Value	2.7601	Manual	626,800.00	1.000000	626,800.00	626,800.00	0.00	626,800.00	0.000000	0.00		0.00	0.00	5,545.54	5,545.54
	22-0175-01	C.D. 2.85 01/26/23	09/22/22	01/26/23	Amort Value	2.8500	Manual	627,065.97	1.000000	627,065.97	627,065.97	0.00	627,065.97	0.000000	0.00		0.00	0.00	5,808.21	5,808.21
	22-0176-01	C.D. 2.95 01/26/23	09/22/22	01/26/23	Amort Value	2.9500	Manual	1,004,666.67	1.000000	1,004,666.67	1,004,666.67	0.00	1,004,666.67	0.000000	0.00		0.00	0.00	9,632.24	9,632.24
	22-0177-01	C.D. 365 2.50 01/26/23	09/22/22																	

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Effective Interest - Actual Life
Receipts for Period
10/01/22 - 01/31/23

CUSIP	Invest Number	Security Description	Purchase Date	Sale Date	Valuation Method	Yield Earned	Price Source 10/01/22	Original Princ/Cost	Beginning Unit Price	Par Value On 10/01/22	Reported Value 10/01/22	Purchase Cost	Sales Proceeds	Ending Unit Price	Par Value On 01/31/23	Price Source 01/31/23	Reported Value 01/31/23	Change in Fair Value	Interest	Net Investment Income
	23-0040	C.D. 4.60 06/01/23	12/15/22	Open	Amort Value	4.6000		504,773.15	0.000000	0.00	0.00	504,773.15	0.00	1.000000	504,773.15	Manual	504,773.15	0.00	3,095.94	3,095.94
	23-0041	C.D. 3.65 4.15 06/01/23	12/15/22	Open	Amort Value	4.1500		708,730.80	0.000000	0.00	0.00	708,730.80	0.00	1.000000	708,730.80	Manual	708,730.80	0.00	3,867.92	3,867.92
	23-0042	C.D. 3.65 4.51 06/15/23	01/12/23	Open	Amort Value	4.5071		523,128.78	0.000000	0.00	0.00	523,128.78	0.00	1.000000	523,128.78	Manual	523,128.78	0.00	1,291.94	1,291.94
	23-0043	C.D. 3.65 4.61 06/15/23	01/12/23	Open	Amort Value	4.6100		1,009,494.23	0.000000	0.00	0.00	1,009,494.23	0.00	1.000000	1,009,494.23	Manual	1,009,494.23	0.00	2,550.01	2,550.01
	23-0044	C.D. 3.65 4.61 06/15/23	01/12/23	Open	Amort Value	4.6100		1,000,000.00	0.000000	0.00	0.00	1,000,000.00	0.00	1.000000	1,000,000.00	Manual	1,000,000.00	0.00	2,526.03	2,526.03
	23-0045	C.D. 4.61 06/15/23	01/12/23	Open	Amort Value	4.6100		1,000,000.00	0.000000	0.00	0.00	1,000,000.00	0.00	1.000000	1,000,000.00	Manual	1,000,000.00	0.00	2,561.11	2,561.11
	22-0184	C.D. 3.65 2.75 02/23/23	09/22/22	Open	Amort Value	2.7500	Manual	500,000.00	1.000000	500,000.00	500,000.00	0.00	0.00	1.000000	500,000.00	Manual	500,000.00	0.00	4,633.56	4,633.56
	22-0179	C.D. 3.65 2.75 02/09/23	09/22/22	Open	Amort Value	2.7500	Manual	750,000.00	1.000000	750,000.00	750,000.00	0.00	0.00	1.000000	750,000.00	Manual	750,000.00	0.00	6,950.34	6,950.34
	22-0180	C.D. 3.65 3.15 02/09/23	09/22/22	Open	Amort Value	3.1500	Manual	1,000,000.00	1.000000	1,000,000.00	1,000,000.00	0.00	0.00	1.000000	1,000,000.00	Manual	1,000,000.00	0.00	10,615.07	10,615.07
	22-0181	C.D. 2.95 02/09/23	09/22/22	Open	Amort Value	2.9500	Manual	250,000.00	1.000000	250,000.00	250,000.00	0.00	0.00	1.000000	250,000.00	Manual	250,000.00	0.00	2,519.79	2,519.79
	22-0182	C.D. 3.65 2.50 02/09/23	09/22/22	Open	Amort Value	2.5000	Manual	750,000.00	1.000000	750,000.00	750,000.00	0.00	0.00	1.000000	750,000.00	Manual	750,000.00	0.00	6,318.49	6,318.49
	22-0183	C.D. 3.65 3.05 02/09/23	09/22/22	Open	Amort Value	3.0500	Manual	750,000.00	1.000000	750,000.00	750,000.00	0.00	0.00	1.000000	750,000.00	Manual	750,000.00	0.00	7,708.56	7,708.56
	Certificate of Deposit Total Checking						3.1002		80,968,163.84	1.000000	46,174,558.40	46,174,558.40	34,793,605.44	39,174,558.40	1.000000	41,793,605.44		41,793,605.44	(0.00)	496,273.32
0000-001010 Hybrid-MS-AP-PR	AR-0123	Hybrid,MS,AP HNB 01153523705	12/18/19	Open	Fair Value	0.4970	Manual	1,000,000.00	1.000000	60,258,886.80	60,258,886.80	0.00	46,870,859.99	1.000000	13,388,026.81	Manual	13,388,026.81	0.00	41,449.24	41,449.24
7040-001007 Infinisource Flex	AR-0207	InfinisourceFlexHNB 01153546669	06/19/20	Open	Fair Value	0.0000	Manual	5,321.21	1.000000	66,770.58	66,770.58	0.00	(13,743.02)	1.000000	80,513.60	Manual	80,513.60	0.00	0.00	0.00
7010-001052 IOLTA	AR-0222	IOLTA HNB 01153582995	10/08/21	Open	Fair Value	0.0000	Manual	75.08	0.000000	0.00	0.00	0.00	(1,200.00)	1.000000	1,200.00	Manual	1,200.00	0.00	0.00	0.00
0000-001053 Am Rescue Plan Act	AR-0224	Am Rescue Plan HNB 01153557373	06/01/21	Open	Fair Value	1.3722	Manual	28,342,278.00	1.000000	41,738,178.15	41,738,178.15	0.00	41,738,178.15	0.000000	0.00	Manual	0.00	0.00	155,695.30	155,695.30
7010-001018 Inmate Trust	AR-0227	Inmate Trust HNB 01153580285	10/29/21	Open	Fair Value	0.0000	Manual	30,000.00	1.000000	29,256.03	29,256.03	0.00	(1,862.97)	1.000000	31,119.00	Manual	31,119.00	0.00	0.00	0.00
7010-001019 Inmate Release	AR-0228	Inmate Rel DC Rapid 3001049460	10/28/21	Open	Fair Value	0.0000	Manual	25,000.00	1.000000	29,464.70	29,464.70	0.00	(313.61)	1.000000	29,778.31	Manual	29,778.31	0.00	0.00	0.00
4690-001054 Family Justice Cent	AR-0229	FJC HNB 01153598125	05/03/22	Open	Fair Value	1.7444	Manual	600,000.00	1.000000	26,978,687.99	26,978,687.99	0.00	26,016,272.72	1.000000	962,415.27	Manual	962,415.27	0.00	82,193.21	82,193.21
Checking Total						1.1427		30,002,674.29	1.000000	129,101,244.25	129,101,244.25	0.00	114,608,191.26	1.000000	14,493,052.99		14,493,052.99	0.00	279,337.75	279,337.75
Court Accounts-Checking																				
0000-007001 GHDC	AR-0198	GHDC-HNB 01153557522	09/30/19	Open	Fair Value	0.0000	Manual	36,133.44	1.000000	19,515.00	19,515.00	0.00	(21,098.00)	1.000000	40,613.00	Manual	40,613.00	0.00	0.00	0.00
0000-007001 HODC	AR-0199	HODC-HNB 01153557535	09/30/19	Open	Fair Value	0.0000	Manual	76,772.33	1.000000	89,478.00	89,478.00	0.00	11,463.06	1.000000	78,014.94	Manual	78,014.94	0.00	0.00	0.00
0000-007001 HUDC	AR-0200	HUDC-HNB 01153557548	09/30/19	Open	Fair Value	0.0000	Manual	28,073.00	1.000000	20,616.00	20,616.00	0.00	(4,221.00)	1.000000	24,837.00	Manual	24,837.00	0.00	0.00	0.00
0000-007001 FOC	AR-0201	FOC-HNB 01153557551	09/30/19	Open	Fair Value	0.0000	Manual	7,757.15	1.000000	81.58	81.58	0.00	(4,007.00)	1.000000	4,088.58	Manual	4,088.58	(0.00)	0.00	(0.00)
0000-007001 LSHC	AR-0202	LSHC-HNB 01153557564	09/30/19	Open	Fair Value	0.0000	Manual	3,198.27	1.000000	5,000.00	5,000.00	0.00	4,535.99	1.000000	464.01	Manual	464.01	0.00	0.00	0.00
0000-007001 Clerk	AR-0203	Clerk-HNB 01153557519	09/30/19	Open	Fair Value	0.0000	Manual	144,748.90	1.000000	179,938.00	179,938.00	0.00	(43,111.41)	1.000000	223,049.41	Manual	223,049.41	0.00	0.00	0.00
Court Accounts-Checking Total						0.0000		296,683.09	1.000000	314,628.58	314,628.58	0.00	(56,438.36)	1.000000	371,066.94		371,066.94	0.00	0.00	0.00
FAMCA																				
31422XZP0	22-0130	FAMCA 3.05 06/17/27	06/17/22	Open	Fair Value	9.1741	FTI	980,000.00	0.955525	1,000,000.00	955,525.00	0.00	0.00	0.975327	1,000,000.00	FTI	975,327.00	19,802.00	10,166.67	29,968.67
FAMCA Total						9.1741		980,000.00	0.955525	1,000,000.00	955,525.00	0.00	0.00	0.975327	1,000,000.00		975,327.00	19,802.00	10,166.67	29,968.67
FFCB																				
3133ENQZ9	22-0191	FFCB 4.00 09/29/27	09/29/22	Open	Fair Value	8.3559	FTI	1,497,600.00	0.994487	1,500,000.00	1,491,730.50	0.00	0.00	1.008962	1,500,000.00	FTI	1,513,443.00	21,712.50	20,000.00	41,712.50
3133ELNE0	20-0032	FFCB 1.43 02/14/24	03/13/20	Open	Fair Value	2.9629	FTI	1,026,010.00	0.961848	1,000,000.00	961,848.00	0.00	0.00	0.967057	1,000,000.00	FTI	967,057.00	5,209.00	4,766.67	9,975.67
FFCB Total						6.1837		2,523,610.00	0.981431	2,500,000.00	2,453,578.50	0.00	0.00	0.992200	2,500,000.00		2,480,500.00	26,921.50	24,766.67	51,688.17
FHLB																				
3130ANQZ9	21-0153	FHLB 0.50 10/09/24	09/09/21	Open	Fair Value	4.3838	FTI	750,000.00	0.921607	750,000.00	691,205.25	0.00	0.00	0.934553	750,000.00	FTI	700,914.75	9,709.50	1,250.00	10,959.50
3130ANX39	21-0159	FHLB 0.50 09/30/26	09/30/21	Open	Fair Value	7.8810	FTI	1,250,000.00	0.878186	1,250,000.00	1,097,732.50	0.00	0.00	0.901956	1,250,000.00	FTI	1,127,445.00	29,712.50	3,125.00	32,837.50
313382AX1	20-0031	FHLB 2.125 03/10/23	03/13/20	Open	Fair Value	3.9227	FTI	1,562,280.00	0.991414	1,500,000.00	1,487,121.00	0.00	0.00	0.997498	1,500,000.00	FTI	1,496,247.00	9,126.00	10,625.00	19,751.00
31304AC4H3	20-0033	FHLB 2.375 03/14/25	03/13/20	Open	Fair Value	4.2108	FTI	1,073,840.00	0.955494	1,000,000.00	955,494.00	0.00	0.00	0.962137	1,000,000.00	FTI	962,137.00	6,643.00	7,916.67	14,569.67
3133834G3	19-0053	FHLB 2.125 06/09/23	06/11/19	Open	Fair Value	3.8514	FTI	1,364,064.95	0.985250	1,355,000.00	1,335,013.75	0.00	0.00	0.991022	1,355,000.00	FTI	1,342,834.81	7,821.06	9,597.92	17,418.98
FHLB Total						4.8535		6,000,184.95	0.950737	5,855,000.00	5,566,566.50	0.00	0.00	0.961499	5,855,000.00		5,629,578.56	63,012.06	32,514.59	95,526.65
FHLMC																				
3137EAEX3	22-0218	FHLMC 0.375 09/23/25	06/14/22	Open	Fair Value	6.3267	FTI	907,400.00	0.891856	1,000,000.00	891,856.00	0.00	0.00	0.909898	1,000,000.00	FTI	909,898.00	18,042.00	1,250.00	19,292.00
3134GWKZ8	20-0055	FHLMC 0.625 08/18/25	08/18/20	Open	Fair Value	6.3121	FTI	1,000,000.00	0.895428	1,000,000.00	895,428.00	0.00	0.00	0.914385	1,000,000.00	FTI	914,385.00	18,957.00	2,083.33	21,040.33
3134GWJ64	20-0095	Freddie Mac 0.40 06/10/24	09/10/20	Open	Fair Value	6.3217	FTI	1,000,000.00	0											

GASB 31 Compliance Ottawa County Treasurer

Effective Interest - Actual Life

Receipts for Period

10/01/22 - 01/31/23

CUSIP	Invest Number	Security Description	Purchase Date	Sale Date	Valuation Method	Yield Earned	Price Source 10/01/22	Original Princ/Cost	Beginning Unit Price	Par Value On 10/01/22	Reported Value 10/01/22	Purchase Cost	Sales Proceeds	Ending Unit Price	Par Value On 01/31/23	Price Source 01/31/23	Reported Value 01/31/23	Change in Fair Value	Interest	Net Investment Income
594615HR0	20-0096	Muni-MI State Bldg Auth 0.816 10/15/24	09/17/20	Open	Fair Value	5.4165	FTI	1,000,000.00	0.924426	1,000,000.00	924,426.00	0.00	0.00	0.939761	1,000,000.00	FTI	939,761.00	15,335.00	2,720.00	18,055.00
59447TA60	21-0003	Muni-Mi St Fin Auth Revenue 0.487 10/01/23	10/15/20	Open	Fair Value	2.0704	FTI	<u>275,000.00</u>	0.965558	<u>275,000.00</u>	<u>265,528.45</u>	0.00	<u>0.00</u>	0.970836	<u>275,000.00</u>	FTI	<u>266,979.90</u>	<u>1,451.45</u>	<u>446.42</u>	<u>1,897.87</u>
Municipal Bond Total						4.7904		6,340,795.80	0.948465	6,265,000.00	5,942,133.16	0.00	1,290,000.00	0.947217	4,975,000.00		4,712,405.87	60,272.71	19,963.27	80,235.98
Petty Cash																				
2081-004000 Parks Petty Cash	AR-0103	Petty Cash - Parks & Rec	08/01/10	Open	Fair Value	0.0000	Manual	1,075.00	1.000000	955.00	955.00	0.00	(395.00)	1.000000	1,350.00	Manual	1,350.00	0.00	0.00	0.00
2160-004000 FOC Petty Cash	AR-0104	Petty Cash - FOC	08/01/10	Open	Fair Value	0.0000	Manual	250.00	1.000000	250.00	250.00	0.00	0.00	1.000000	250.00	Manual	250.00	0.00	0.00	0.00
2210-004000 Health Petty Cash	AR-0105	Petty Cash - Health	08/01/10	Open	Fair Value	0.0000	Manual	1,462.00	1.000000	1,050.00	1,050.00	0.00	0.00	1.000000	1,050.00	Manual	1,050.00	0.00	0.00	0.00
2220-004000 CMH Petty Cash	AR-0106	Petty Cash - CMH	08/01/10	Open	Fair Value	0.0000	Manual	640.00	1.000000	100.00	100.00	0.00	0.00	1.000000	100.00	Manual	100.00	0.00	0.00	0.00
2272-004000 Landfill Petty Cash	AR-0107	Petty Cash - Env Health	08/01/10	Open	Fair Value	0.0000	Manual	200.00	1.000000	200.00	200.00	0.00	0.00	1.000000	200.00	Manual	200.00	0.00	0.00	0.00
2602-004000 WEMET Petty Cash	AR-0108	Petty Cash - WEMET	08/01/10	Open	Fair Value	0.0000	Manual	30,000.00	1.000000	30,000.00	30,000.00	0.00	0.00	1.000000	30,000.00	Manual	30,000.00	0.00	0.00	0.00
1010-004000 GF Petty Cash	AR-0101	Petty Cash - Multiple Depts	08/01/10	Open	Fair Value	<u>0.0000</u>	Manual	<u>2,000.00</u>	<u>1.000000</u>	<u>12,972.00</u>	<u>12,972.00</u>	<u>0.00</u>	<u>(1,200.00)</u>	<u>1.000000</u>	<u>14,172.00</u>	Manual	<u>14,172.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Petty Cash Total						0.0000		35,627.00	1.000000	45,527.00	45,527.00	0.00	(1,595.00)	1.000000	47,122.00		47,122.00	0.00	0.00	0.00
Savings																				
7040-002038 Infinisource Coll	AR-0135	Infinisource Flex Collateral	12/11/13	Open	Fair Value	<u>0.0000</u>	Manual	<u>2,500.00</u>	<u>1.000000</u>	<u>2,428.00</u>	<u>2,428.00</u>	<u>0.00</u>	<u>28.00</u>	<u>1.000000</u>	<u>2,400.00</u>	Manual	<u>2,400.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Savings Total						0.0000		2,500.00	1.000000	2,428.00	2,428.00	0.00	28.00	1.000000	2,400.00		2,400.00	0.00	0.00	0.00
Treasury Bill																				
912796R27	22-0091-01	Treasury Bill 0.00 12/29/22	03/28/22	12/29/22	Amort Value	<u>1.1701</u>	FTI	<u>4,956,070.00</u>	<u>0.997164</u>	<u>5,000,000.00</u>	<u>4,985,818.01</u>	<u>0.00</u>	<u>5,000,000.00</u>	<u>0.000000</u>	<u>0.00</u>		<u>0.00</u>	<u>14,181.99</u>	<u>0.00</u>	<u>14,181.99</u>
Treasury Bill Total						1.1701		4,956,070.00	0.997164	5,000,000.00	4,985,818.01	0.00	5,000,000.00	0.000000	0.00		0.00	14,181.99	0.00	14,181.99
Treasury Note																				
91282CCW9	22-0032	Treasury Note 0.75 08/31/26	10/15/21	Open	Fair Value	7.5698	FTI	987,400.00	0.876992	1,000,000.00	876,992.00	0.00	0.00	0.899688	1,000,000.00	FTI	899,688.00	22,696.00	2,548.34	25,244.34
91282CBC4	22-0033	Treasury Note 0.375 12/31/25	10/15/21	Open	Fair Value	6.8807	FTI	978,250.00	0.884258	1,000,000.00	884,258.00	0.00	0.00	0.905781	1,000,000.00	FTI	905,781.00	21,523.00	1,258.80	22,781.80
912828X88	23-0015	Treasury Note 2.375 05/15/27	10/07/22	Open	Fair Value	9.1592		928,850.00	0.000000	0.00	0.00	928,850.00	0.00	0.948516	1,000,000.00	FTI	948,516.00	19,666.00	7,634.38	27,300.38
91282CCZ2	22-0034	Treasury Note 0.875 09/30/26	10/15/21	Open	Fair Value	7.5301	FTI	992,520.00	0.879727	1,000,000.00	879,727.00	0.00	0.00	0.901992	1,000,000.00	FTI	901,992.00	22,265.00	2,956.73	25,221.73
912828T26	19-0069	Treasury Note 1.375 09/30/23	08/26/19	Open	Fair Value	3.1995	FTI	999,058.31	0.971719	1,000,000.00	971,719.00	0.00	0.00	0.977852	1,000,000.00	FTI	977,852.00	6,133.00	4,646.29	10,779.29
91282CCJ8	22-0129	Treasury Note 0.875 06/30/26	06/14/22	Open	Fair Value	8.2102	FTI	904,200.00	0.885313	1,000,000.00	885,313.00	0.00	0.00	0.907500	1,000,000.00	FTI	907,500.00	22,187.00	2,937.20	25,124.20
91282CAP6	21-0039	Treasury Note 0.125 10/15/23	11/02/20	Open	Fair Value	3.1289	FTI	998,690.62	0.957891	1,000,000.00	957,891.00	0.00	0.00	0.968008	1,000,000.00	FTI	968,008.00	10,117.00	422.12	10,539.12
912828UN8	13-0098	Treasury Note 2.00 02/15/23	07/01/13	Open	Fair Value	3.5655	FTI	961,962.50	0.993711	1,000,000.00	993,711.00	0.00	0.00	0.999015	1,000,000.00	FTI	999,015.00	5,304.00	6,684.78	11,988.78
91282CAT8	21-0040	Treasury Note 0.25 10/31/25	11/02/20	Open	Fair Value	6.1021	FTI	994,627.00	0.885586	1,000,000.00	885,586.00	0.00	0.00	0.905234	1,000,000.00	FTI	905,234.00	19,648.00	846.07	20,494.07
91282CBW0	23-0016	Treasury Note 0.75 04/30/26	10/07/22	Open	Fair Value	7.6230		887,680.00	0.000000	0.00	0.00	887,680.00	0.00	0.906992	1,000,000.00	FTI	906,992.00	19,312.00	2,415.93	21,727.93
912828G38	16-0249	Treasury Note 2.25 11/15/24	10/17/16	Open	Fair Value	3.8737	FTI	1,046,171.88	0.959219	1,000,000.00	959,219.00	0.00	0.00	0.964844	1,000,000.00	FTI	964,844.00	5,625.00	7,599.43	13,224.43
91282CCZ2	22-0035	Treasury Note 0.875 09/30/26	10/15/21	Open	Fair Value	7.5301	FTI	1,985,049.50	0.879727	2,000,000.00	1,759,454.00	0.00	0.00	0.901992	2,000,000.00	FTI	1,803,984.00	44,530.00	5,913.46	50,443.46
912828XB1	18-0024	Treasury Note 2.125 05/15/25	05/03/18	Open	Fair Value	5.3338	FTI	949,531.25	0.947227	1,000,000.00	947,227.00	0.00	0.00	0.957656	1,000,000.00	FTI	957,656.00	10,429.00	7,177.24	17,606.24
9128284F4	18-0077	Treasury Note 2.625 03/31/25	09/24/18	Open	Fair Value	5.1376	FTI	977,187.50	0.961484	1,000,000.00	961,484.00	0.00	0.00	0.969766	1,000,000.00	FTI	969,766.00	8,282.00	8,870.19	17,152.19
91282CBR1	22-0092	Treasury Note 0.25 03/15/24	03/28/22	Open	Fair Value	3.0063	FTI	9,617,578.13	0.943008	10,000,000.00	9,430,080.00	0.00	0.00	0.951992	10,000,000.00	FTI	9,519,920.00	89,840.00	8,494.48	98,334.48
912828D56	19-0017	Treasury Note 2.375 08/15/24	02/28/19	Open	Fair Value	3.3494	FTI	1,986,600.00	0.965664	2,000,000.00	1,931,328.00	0.00	0.00	0.968984	2,000,000.00	FTI	1,937,968.00	6,640.00	15,876.36	22,516.36
912828V23	19-0030	Treasury Note 2.25 12/31/23	04/05/19	Open	Fair Value	2.8456	FTI	998,056.25	0.975391	1,000,000.00	975,391.00	0.00	0.00	0.977422	1,000,000.00	FTI	977,422.00	2,031.00	7,552.81	9,583.81
912828V98	22-0190	Treasury Note 2.25 02/15/27	09/26/22	Open	Fair Value	9.4820	FTI	1,392,750.00	0.924297	1,500,000.00	1,386,445.50	0.00	0.00	0.946445	1,500,000.00	FTI	1,419,667.50	33,222.00	11,280.57	44,502.57
912828M56	16-0081	Treasury Note 2.25 11/15/25	03/11/16	Open	Fair Value	<u>6.6126</u>	FTI	<u>1,030,550.00</u>	<u>0.941680</u>	<u>1,000,000.00</u>	<u>941,680.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.956602</u>	<u>1,000,000.00</u>	FTI	<u>956,602.00</u>	<u>14,922.00</u>	<u>7,599.43</u>	<u>22,521.43</u>
Treasury Note Total						4.9711		29,616,713.35	0.934298	28,500,000.00	26,627,505.50	1,816,530.00	0.00	0.945194	30,500,000.00		28,828,407.50	384,372.00	112,714.61	497,086.61
Investment Total						2.9751		222,481,758.20	0.986706	237,052,477.63	233,901,129.30	88,886,572.85	161,473,917.81	0.983861	164,648,602.67		161,991,340.60	677,556.26	1,264,781.36	1,942,337.62

Ottawa County, Michigan - OPEB Section 115 Trust

Greenleaf Trust

Portfolio Asset Allocation

From Monthly Statement

January 31, 2023

Asset	<u>Market Values at 10/1/2022</u>		<u>Market Values at 1/31/2023</u>		<u>Transactions</u>	<u>Year to Date</u>
	Dollar Amount	Percentage	Dollar Amount	Percentage	<u>Impacting</u> <u>Market Value</u>	<u>Impact</u>
		0.00%		0.00%	Contributions	\$0.00
		0.00%		0.00%	Payments	
Exchange Traded Fds- Equity	\$2,489,663.70	42.79%	\$2,911,387.65	44.89%	Disbursements	\$0.00
		0.00%		0.00%	Withdrawals & Distributions	\$0.00
Mutual Fund - Equity	\$1,219,500.84	20.96%	\$1,395,011.01	21.51%	Management Fees	(\$4,422.34)
		0.00%		0.00%	Investment Income	\$2,268.73
Mutual Fund Equity - International	\$72,522.81	1.25%	\$86,354.15	1.33%		
		0.00%		0.00%	Investment Change (+/-)	\$310,264.61
		0.00%		0.00%		
		0.00%		0.00%	MTD fee or income increase/decrease	\$308,111.00
Corporate Bonds	\$746,826.18	12.84%	\$684,700.81	10.56%		
		0.00%		0.00%		
		0.00%		0.00%		
		0.00%		0.00%		
		0.00%		0.00%		
		0.00%		0.00%		
Mutual Fund - Fixed Income	\$101,463.68	1.74%	\$101,078.21	1.56%		
		0.00%		0.00%		
US Government Notes & Bonds	\$1,147,697.13	19.73%	\$1,169,275.75	18.03%		
		0.00%		0.00%		
		0.00%		0.00%		
		0.00%		0.00%		
		0.00%		0.00%		
		0.00%		0.00%		
Money Market Funds - Taxable	40610.51	0.70%	\$138,316.79	2.13%		
		0.00%		0.00%		
		0.00%		0.00%		
TOTAL PORTFOLIO	\$5,818,284.85	100.00%	\$6,486,124.37	100.00%	YTD Market Value Change	\$667,839.52

PORTFOLIO ASSET ALLOCATION PARAMETERS

	Current	Target
Equities	67.73%	65%
Total Fixed Income	30.14%	30%
Cash & Equivalents	2.13%	5%
	100%	100%

Co of Ottawa Retiree Hlth Ins Sec 115 Tr

Account Number: 62380025

January 1, 2023 Through January 31, 2023

County of Ottawa Section 115 Trust

Attn: Amanda Price, Trustee

12220 Filmore St Room 155

West Olive, MI 49460

Trust Relationship Officer Melinda P Shull

Wealth Management Advisor James N Botsko

January 01, 2023 through January 31, 2023

Account Name : Co of Ottawa Retiree Hlth Ins Sec 115 Tr

Account No : 62380025

January 01, 2023 through January 31, 2023

Account Name : Co of Ottawa Retiree Hlth Ins Sec 115 Tr

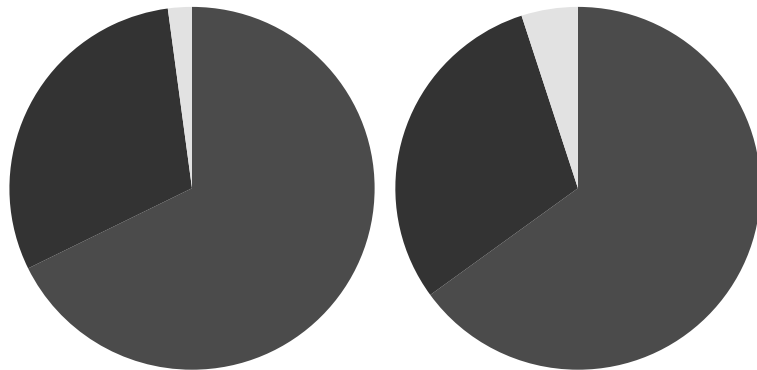
Account No : 62380025

Account Summary

Portfolio Summary

Actual

Target



Equity - 67.73%

Fixed - 30.14%

Cash Equiv - 2.13%

Equity - 65.00%

Fixed - 30.00%

Cash Equiv - 5.00%

	Market Value	Percent	Estimated	Current
	Current Date	Of Total	Ann Income	Yield
Total Account	6,486,124.37	100.00	126,854.21	1.96
Equity	4,392,752.81	67.73	72,664.35	1.65
Fixed	1,955,054.77	30.14	48,560.37	2.48
Cash Equiv	138,316.79	2.13	5,629.49	4.07
Net Cash	0.00			

Activity Summary

Current Period

Year To Date

01/01/2023-01/31/2023

01/01/2023-01/31/2023

Beginning Market Value	\$ 6,178,013.37	\$ 6,178,013.37
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Contributions

Cash Deposits	0.00	0.00
Asset Deposits	0.00	0.00
Total Contributions	0.00	0.00

Withdrawals

Cash Disbursements	0.00	0.00
Asset Withdrawals	0.00	0.00
Management Fees	-4,422.34	-4,422.34
Total Withdrawals	-4,422.34	-4,422.34

Investment Income

Tax Free Interest	0.00	0.00
Taxable Interest	2,031.26	2,031.26
Dividends	237.47	237.47
Return of Capital	0.00	0.00
Other	0.00	0.00
Total Investment Income	2,268.73	2,268.73

Investment Change	310,264.61	310,264.61
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Ending Market Value	\$ 6,486,124.37	\$ 6,486,124.37
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January 01, 2023 through January 31, 2023

Account Name : Co of Ottawa Retiree Hlth Ins Sec 115 Tr

Account No : 62380025

Portfolio Holdings

Description								
Cusip	Ticker	Price	Quantity	Market Value/ Estimated Inc	Cost Basis	Unrealized Gain/Loss	Current Yield	Percent Of Acct
<u>Equities</u>								
<u>Exchange Traded Fds-Equity</u>								
iShares Core MSCI EAFE ETF 46432F842	IEFA	67.07	1,910.000	128,103.70 3,183.03	114,101.27	14,002.43	2.48	1.98
iShares Core S&P 500 Index 464287200	IVV	408.31	2,355.000	961,570.05 15,056.24	645,846.56	315,723.49	1.57	14.83
iShares Core S&P Midcap 400 Index 464287507	IJH	264.29	959.000	253,454.11 3,781.31	158,480.25	94,973.86	1.49	3.91
iShares Core S&P Smallcap 600 Index 464287804	IJR	103.64	973.000	100,841.72 1,302.01	65,205.79	35,635.93	1.29	1.55
iShares MSCI EAFE ETF 464287465	EFA	71.55	3,745.000	267,954.75 6,613.66	241,679.77	26,274.98	2.47	4.13
Ishares MSCI EAFE Value ETF 464288877	EFV	49.64	3,430.000	170,265.20 6,565.68	160,819.21	9,445.99	3.86	2.63
Vanguard Growth MFC 922908736	VUG	235.24	2,107.000	495,650.68 3,158.60	83,868.65	411,782.03	0.64	7.64
Vanguard Index Trust Value MFC 922908744	VTV	144.28	3,698.000	533,547.44 13,062.08	144,062.43	389,485.01	2.45	8.23

January 01, 2023 through January 31, 2023

Account Name : Co of Ottawa Retiree Hlth Ins Sec 115 Tr

Account No : 62380025

Portfolio Holdings

Description		Price	Quantity	Market Value/	Cost	Unrealized	Current	Percent
Cusip	Ticker			Estimated Inc	Basis	Gain/Loss	Yield	Of Acct
Exchange Traded Fds-Equity Subtotal				2,911,387.65	1,614,063.93	1,297,323.72	1.81	44.90
				52,722.61				
<u>Mutual Fund-Equity</u>								
Hartford Dividend and Growth Fund F		30.27	6,253.118	189,281.88	171,502.94	17,778.94	2.40	2.92
41664T669	HDGFX			4,551.97				
Sterling Capital Equity Income Fund CI I		26.40	7,114.948	187,834.63	104,249.19	83,585.44	1.59	2.90
85917L684	BEGIX			2,982.02				
Touchstone Sands Capital Select Gr Instl		10.96	11,301.707	123,866.71	123,749.49	117.22	0.00	1.91
89155T524	CISGX			0.00				
Vanguard 500 Index Admiral Share		376.35	1,907.499	717,887.25	380,000.00	337,887.25	1.58	11.07
922908710	VFIAX			11,354.77				
William Blair Large Cap Gr-R6		19.01	9,265.678	176,140.54	178,557.94	(2,417.40)	0.15	2.72
969251636	LCGJX			272.87				
Mutual Fund-Equity Subtotal				1,395,011.01	958,059.56	436,951.45	1.37	21.52
				19,161.63				
<u>Mutual Fund-Equity-Intl</u>								
Delaware Emerging Markets R6		18.93	2,281.033	43,179.95	29,650.83	13,529.12	1.81	0.67
245914510	DEMZX			780.11				

January 01, 2023 through January 31, 2023

Account Name : Co of Ottawa Retiree Hlth Ins Sec 115 Tr

Account No : 62380025

Portfolio Holdings

Description						Market Value/	Cost	Unrealized	Current	Percent
Cusip	Ticker			Price	Quantity	Estimated Inc	Basis	Gain/Loss	Yield	Of Acct
Matthews Pacific Tiger Fund Cl I				22.04	1,958.902	43,174.20	39,103.83	4,070.37	0.00	0.67
577130834	MIPTX					0.00				
Mutual Fund-Equity-Intl Subtotal						86,354.15	68,754.66	17,599.49	0.90	1.34
						780.11				
Equities Subtotal						4,392,752.81	2,640,878.15	1,751,874.66	1.65	67.76
						72,664.35				
<u>Fixed Income</u>										
<u>Corporate Bonds</u>										
McDonalds Corp 3.3500% 04/01		3.350%	04/01/2023	99.82	25,000.000	24,953.93	25,037.89	(83.96)	3.36	0.38
58013MFE9	MCD33523					837.50				
Apple Inc		2.400%	05/03/2023	99.44	25,000.000	24,859.56	24,580.25	279.31	2.41	0.38
037833AK6	AAP2423					600.00				
Oracle Corp		3.625%	07/15/2023	99.42	25,000.000	24,854.12	25,029.21	(175.09)	3.65	0.38
68389XAS4	ORCL23					906.25				
Bristol Myers Squibb Co		3.250%	11/01/2023	98.93	25,000.000	24,732.86	25,102.28	(369.42)	3.29	0.38
110122AW8	BMY3223					812.50				
Union Pac Corp		3.750%	03/15/2024	98.80	25,000.000	24,700.27	25,034.13	(333.86)	3.80	0.38
907818DV7	UNP24					937.50				

January 01, 2023 through January 31, 2023

Account Name : Co of Ottawa Retiree Hlth Ins Sec 115 Tr

Account No : 62380025

Portfolio Holdings

Description										
Cusip	Ticker			Price	Quantity	Market Value/ Estimated Inc	Cost Basis	Unrealized Gain/Loss	Current Yield	Percent Of Acct
Parker-Hannifin Corp 701094AM6	PH24A	2.700%	06/14/2024	97.11	25,000.000	24,277.21 675.00	25,742.43	(1,465.22)	2.78	0.37
PPG Inds Inc 693506BQ9	PPG24	2.400%	08/15/2024	96.49	25,000.000	24,122.53 600.00	25,213.47	(1,090.94)	2.49	0.37
Wells Fargo Co Mtn Be 94974BGA2	WFC24	3.300%	09/09/2024	97.54	25,000.000	24,383.82 825.00	26,263.00	(1,879.18)	3.38	0.38
Paypal Holdings Inc 70450YAC7	2 PYPL24	2.400%	10/01/2024	96.46	25,000.000	24,115.86 600.00	25,185.89	(1,070.03)	2.49	0.37
D R Horton Inc 23331ABM0	DHI24	2.500%	10/15/2024	96.14	25,000.000	24,035.71 625.00	25,766.32	(1,730.61)	2.60	0.37
Abbvie Inc 00287YBZ1	ABBV24A	2.600%	11/21/2024	96.30	25,000.000	24,074.49 650.00	25,869.97	(1,795.48)	2.70	0.37
Republic Serv Inc 760759AQ3	RSG25	3.200%	03/15/2025	96.54	25,000.000	24,135.57 800.00	24,824.75	(689.18)	3.31	0.37
DTE Energy Co 233331BG1	DTE25A	1.050%	06/01/2025	91.53	25,000.000	22,882.12 262.50	25,068.46	(2,186.34)	1.15	0.35
Netapp Inc 64110DAL8	NTAP18752	1.875%	06/22/2025	92.91	25,000.000	23,228.33 468.75	25,535.02	(2,306.69)	2.02	0.36

January 01, 2023 through January 31, 2023

Account Name : Co of Ottawa Retiree Hlth Ins Sec 115 Tr

Account No : 62380025

Portfolio Holdings

Description										
Cusip	Ticker			Price	Quantity	Market Value/ Estimated Inc	Cost Basis	Unrealized Gain/Loss	Current Yield	Percent Of Acct
Intuit 46124HAB2	INTU9525	0.950%	07/15/2025	91.83	25,000.000	22,957.02 237.50	25,150.09	(2,193.07)	1.03	0.35
American Tower Corp 03027XBB5	AMT25D	1.300%	09/15/2025	90.92	25,000.000	22,728.82 325.00	25,078.44	(2,349.62)	1.43	0.35
Verizon Communications Inc 92343VFS8	VZ25B	0.850%	11/20/2025	90.39	25,000.000	22,597.36 212.50	24,810.75	(2,213.39)	0.94	0.35
Bank New York Mellon Corp 06406RAQ0	BK7526	0.750%	01/28/2026	90.09	25,000.000	22,521.39 187.50	24,992.75	(2,471.36)	0.83	0.35
Unitedhealth Group Inc 91324PCV2	UNH26	3.100%	03/15/2026	96.49	25,000.000	24,122.37 775.00	24,050.00	72.37	3.21	0.37
AT&T Inc 00206RML3	T26F	1.700%	03/25/2026	91.59	25,000.000	22,897.47 425.00	25,286.85	(2,389.38)	1.86	0.35
General Mtrs Finl Co Inc 37045XDK9	GM/26C	1.500%	06/10/2026	88.80	25,000.000	22,200.07 375.00	24,941.50	(2,741.43)	1.69	0.34
Starbucks Corp 855244AK5	SBUX24526	2.450%	06/15/2026	93.77	25,000.000	23,443.30 612.50	26,272.84	(2,829.54)	2.61	0.36
Hershey Co 427866AX6	HSY26	2.300%	08/15/2026	92.93	25,000.000	23,232.82 575.00	25,929.68	(2,696.86)	2.47	0.36

January 01, 2023 through January 31, 2023

Account Name : Co of Ottawa Retiree Hlth Ins Sec 115 Tr

Account No : 62380025

Portfolio Holdings

Description										
Cusip	Ticker			Price	Quantity	Market Value/ Estimated Inc	Cost Basis	Unrealized Gain/Loss	Current Yield	Percent Of Acct
Goldman Sachs Group Inc 38145GAH3	GS26P	3.500%	11/16/2026	95.91	25,000.000	23,978.28 875.00	27,005.03	(3,026.75)	3.65	0.37
Amgen Inc 031162CT5	AMGN2227	2.200%	02/21/2027	91.63	25,000.000	22,908.02 550.00	25,733.27	(2,825.25)	2.40	0.35
Amazon Com Inc 023135CF1	AMZN3327	3.300%	04/13/2027	96.56	25,000.000	24,140.21 825.00	25,140.70	(1,000.49)	3.42	0.37
Costco Corp 22160KAN5	COST27	1.3750% 06/ 1.375%	06/20/2027	89.33	25,000.000	22,332.04 343.75	25,340.44	(3,008.40)	1.54	0.34
Visa Inc 92826CAP7	V27B	0.750%	08/15/2027	87.14	25,000.000	21,785.61 187.50	24,799.00	(3,013.39)	0.86	0.34
Packaging Corp America 695156AT6	3 PKG27	3.400%	12/15/2027	94.00	25,000.000	23,499.65 850.00	26,190.10	(2,690.45)	3.62	0.36
Corporate Bonds Subtotal						684,700.81 16,956.25	734,974.51	(50,273.70)	2.48	10.52
<u>Mutual Fund-Fixed Income</u>										
Vanguard S/T Inflation Protected Sec Admiral 922020706	VTAPX			23.60	4,282.975	101,078.21 6,841.62	104,636.20	(3,557.99)	6.77	1.56

January 01, 2023 through January 31, 2023

Account Name : Co of Ottawa Retiree Hlth Ins Sec 115 Tr

Account No : 62380025

Portfolio Holdings

Description						Market Value/	Cost	Unrealized	Current	Percent
Cusip	Ticker			Price	Quantity	Estimated Inc	Basis	Gain/Loss	Yield	Of Acct
Mutual Fund-Fixed Income Subtotal						101,078.21	104,636.20	(3,557.99)	6.77	1.56
						6,841.62				
U S Government Notes & Bonds										
United States Treas Nts		1.375%	08/31/2023	98.10	75,000.000	73,573.28	74,968.73	(1,395.45)	1.40	1.13
9128282D1	UST1323					1,031.25				
United States Treas Nts		2.125%	11/30/2023	97.85	25,000.000	24,461.93	24,876.95	(415.02)	2.17	0.38
912828U57	USTN2123					531.25				
United States Treas Nts		2.250%	12/31/2023	97.74	50,000.000	48,871.10	50,019.55	(1,148.45)	2.30	0.75
912828V23	USTN2223					1,125.00				
United States Treas Nts		2.125%	02/29/2024	97.25	25,000.000	24,311.53	25,072.52	(760.99)	2.19	0.37
912828W48	USTN2124					531.25				
United States Treas Nts		2.000%	05/31/2024	96.61	50,000.000	48,304.70	47,888.67	416.03	2.07	0.74
912828XT2	USTN2024b					1,000.00				
United States Treas Nts		2.375%	08/15/2024	96.86	50,000.000	48,431.65	49,388.04	(956.39)	2.45	0.75
912828D56	UST2324					1,187.50				
United States Treas Nts		2.000%	02/15/2025	95.71	75,000.000	71,783.18	75,398.68	(3,615.50)	2.09	1.11
912828J27	UST2025					1,500.00				

January 01, 2023 through January 31, 2023

Account Name : Co of Ottawa Retiree Hlth Ins Sec 115 Tr

Account No : 62380025

Portfolio Holdings

Description										
Cusip	Ticker			Price	Quantity	Market Value/ Estimated Inc	Cost Basis	Unrealized Gain/Loss	Current Yield	Percent Of Acct
United States Treas Nts 912828M56	USTN2225	2.250%	11/15/2025	95.55	115,000.000	109,883.42 2,587.50	114,200.74	(4,317.32)	2.35	1.69
United States Treas Nts 912828U24	UST226	2.000%	11/15/2026	93.71	170,000.000	159,315.16 3,400.00	165,532.85	(6,217.69)	2.13	2.46
United States Treas Nts 9128283F5	UST225127	2.250%	11/15/2027	93.80	175,000.000	164,158.23 3,937.50	182,463.90	(18,305.67)	2.40	2.53
United States Treas Nts 91282CBZ3	USTN12528	1.250%	04/30/2028	88.64	100,000.000	88,644.50 1,250.00	99,570.31	(10,925.81)	1.41	1.37
United States Treas Nts 91282CEM9	USTN28429	2.875%	04/30/2029	95.80	110,000.000	105,385.17 3,162.50	108,730.86	(3,345.69)	3.00	1.62
United States Treas Nts 912828YB0	UST162529	1.625%	08/15/2029	88.88	55,000.000	48,883.40 893.75	55,615.80	(6,732.40)	1.83	0.75
United States Treas Nts 912828Z94	USTN1530	1.500%	02/15/2030	87.58	175,000.000	153,268.50 2,625.00	165,285.15	(12,016.65)	1.71	2.36
U S Government Notes & Bonds Subtotal						1,169,275.75 24,762.50	1,239,012.75	(69,737.00)	2.12	18.01
Fixed Income Subtotal						1,955,054.77 48,560.37	2,078,623.46	(123,568.69)	2.48	30.09

Cash Equivalents

January 01, 2023 through January 31, 2023

Account Name : Co of Ottawa Retiree Hlth Ins Sec 115 Tr

Account No : 62380025

Portfolio Holdings

Description				Market Value/	Cost	Unrealized	Current	Percent
Cusip	Ticker	Price	Quantity	Estimated Inc	Basis	Gain/Loss	Yield	Of Acct
<u>Money Market Funds-Taxable</u>								
Northern Institutional Treasury Portfolio 665279808	NITXX	1.00	138,316.790	138,316.79 5,629.49	138,316.79	0.00	4.07	2.13
Money Market Funds-Taxable Subtotal				138,316.79 5,629.49	138,316.79	0.00	4.07	2.13
Cash Equivalents Subtotal				138,316.79 5,629.49	138,316.79	0.00	4.07	2.13
Cash Summary								
Principal				-397,018.38	-397,018.38			
Income				397,018.38	397,018.38			
Invested Income				0.00	0.00			
* * Grand Total * *				6,486,124.37 126,854.21	4,857,818.40	1,628,305.97	1.96	

LT Gain/Loss Fiscal YTD: 0.00

ST Gain/Loss Fiscal YTD: 0.00

January 01, 2023 through January 31, 2023

Account Name : Co of Ottawa Retiree Hlth Ins Sec 115 Tr

Account No : 62380025

Account Transactions

Date	Type	Description	Amount
		Starting Balance :	\$0.00
01/03/2023	Daily Factor - Dividend	Northern Institutional Treasury Portfolio Dividend From 12/01/2022 To 12/31/2022	237.47
01/04/2023	Interest	United States Treas Nts 2.2500% 12/31/23	562.50
01/05/2023	Amortization - Adjust Cost on Taxlots	-8.40 Of United States Treas Nts 2.2500% 12/31/23 [Bond Prem Amort]	
01/11/2023	Interest	Bank of America Corp 3.3 01/11/23	412.50
01/11/2023	Amortization - Adjust Cost on Taxlots	-352.69 Of Bank of America Corp 3.3 01/11/23 [Bond Prem Amort]	
01/12/2023	Maturity	Bank of America Corp 3.3 01/11/23 25000 PV	25,000.00
01/17/2023	Interest	Oracle Corp 3.625% 07/15/23	453.13
01/17/2023	Interest	Intuit 0.9500% 07/15/25	118.75
01/17/2023	Amortization - Adjust Cost on Taxlots	-44.86 Of Oracle Corp 3.625% 07/15/23 [Bond Prem Amort]	
01/17/2023	Amortization - Adjust Cost on Taxlots	-29.70 Of Intuit 0.9500% 07/15/25 [Bond Prem Amort]	
01/23/2023	Interest	Morgan Stanley 3.1250% 01/23/23	390.63

January 01, 2023 through January 31, 2023

Account Name : Co of Ottawa Retiree Hlth Ins Sec 115 Tr

Account No : 62380025

Account Transactions

Date	Type	Description	Amount
01/23/2023	Amortization - Adjust Cost on Taxlots	-320.75 Of Morgan Stanley 3.1250% 01/23/23 [Bond Prem Amort]	
01/23/2023	Maturity	Morgan Stanley 3.1250% 01/23/23 25000 PV	25,000.00
01/24/2023	Market Fee	Market Value: 6,178,013.37	-4,422.34
01/30/2023	Interest	Bank New York Mellon Corp 01/28/26	93.75
		Net Cash Management	-47,846.39
		Ending Balance :	\$ 0.00



ARPA Allocation

as of November 22, 2022

\$56,684,656



Business Stabilization

GRCC MI Reconnect | \$506,493
LAUP Workforce Development | \$799,000
*BizStream Academy | \$0
*Earn & Learn Career Fair | \$0
Guidehouse Consulting Contract | \$80,188
Bucket Manager Contract | \$68,688

TOTAL | \$1,454,369

*Project deemed ineligible

Bucket Manager

Lakeshore Advantage | Jennifer Owens



Affordable Housing

Dwelling Place | \$2,000,000
Samaritas | \$1,500,000
Revolving Loan Fund | \$10,000,000
Bucket Manager Contract | \$100,000

TOTAL | \$13,600,000

Bucket Manager

Greater Ottawa County United Way - Housing
Next | Ryan Kilpatrick



County Initiatives

Healthy Food Access | \$486,675
Crime Victim Fund | \$1,000,000
Electronic Roll Call | \$100,000
Farmland Protection | \$1,000,000
Medicaid Reimbursement | \$1,507,178
County Parks Initiatives (3) | \$6,306,000
Shooting Range HVAC | \$395,000
DHHS Roof | \$350,000
20th Circuit Court Portal | \$20,000
Inflation Relief Payment | \$4,583,111
Loyalty Payment | \$392,340
Eviction Prevention | \$2,000,000
Allocated CIP Reserve | \$5,000,000

TOTAL | \$23,140,304



Broadband Initiative

Graybar | \$46,965
Allocated Reserve | \$7,500,000

TOTAL | \$7,546,965



Social/Human Services

Reach for Recovery | \$337,500
Children's Advocacy Center | \$211,750
GRCC Direct Care Certification | \$350,000
Childcare Centers | \$7,500,000
Mental Health Professionals | \$1,000,000
Guidehouse Consulting Contract | \$750,000
Bucket Manager Contract | \$45,000

TOTAL | \$10,194,250

Bucket Manager

Greater Ottawa County United Way - Care
Ottawa County | Randy Kortering



Remaining ARPA Funds

\$748,778