

**Agenda**  
**Finance and Administration Committee**  
**West Olive Administration Building – Board Room and YouTube**  
**12220 Fillmore, West Olive, MI 49460**  
**Tuesday, March 5, 2024**  
**10:00 AM**

**Public Comment**

**Approval of Agenda**

**Consent Resolutions:**

1. Approval of Minutes from the [February 6, 2024](#) Finance and Administration Committee Meeting.

**Agenda and Action Requests:**

1. [Statement of Review](#)  
Suggested Motion:  
To approve the Statement of Review.
2. [Accounts Payable for January 29, 2024 through February 23, 2024](#)  
Suggested Motion:  
To approve the general claims in the amount of \$19,109,990.54 as presented by the summary report for January 29, 2024 through February 23, 2024.
3. [Republic Services Contract](#)  
Suggested Motion:  
To approve and forward to the Board of Commissioners a contract with Republic Services.
4. [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.
5. [Veterans Affairs Department Personnel Request](#)  
Suggested Motion:  
To approve and forward to the Board of Commissioners a proposal to add one, 1.0 FTE full-time, benefited Administrative Assistant position at universal paygrade 7 for a total cost of \$97,211.

6. [Environmental Health Personnel Request](#)

Suggested Motion:

To approve and forward to the Board of Commissioners the request from Public Health to add one 1.0 FTE Administrative Assistant II Position at a cost of \$85,602.

7. [FY2024 Budget Adjustments](#)

Suggested Motion:

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

**Committee Reports:**

1. [Treasurer's Financial Month End Update](#); Cheryl Clark
2. [Fiscal Audit of ARPA Funds](#); Karen Karasinski
3. [Department Cost of Service Delivery Metrics](#); Benjamin Wetmore

**Discussion:**

1. Water Resources/Ottawa Conservation District Discussion; Joe Bush

**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 6, 2024

TIME: 10:45 a.m.

PLACE: Fillmore Street Complex

PRESENT: Gretchen Cosby, Roger Belknap, Joe Moss, and Kendra Wenzel. (4)

ABSENT: Rebekah Curran. (1)

SUBJECT: PUBLIC COMMENT

None.

SUBJECT: APPROVAL OF AGENDA

FC 24-008 Motion: To approve the agenda of today.  
Moved by: Belknap UNANIMOUS

SUBJECT: CONSENT RESOLUTIONS

FC 24-009 Motion: To approve the minutes from the January 9, 2024, Finance and Administration  
Committee Meeting.  
Moved by: Wenzel UNANIMOUS

SUBJECT: STATEMENT OF REVIEW

FC 24-010 Motion: To approve the Statement of Review.  
Moved by: Belknap

The motion passed with the following votes: Yeas: Roger Belknap, Joe Moss, Kendra Wenzel, Gretchen Cosby. (4)

SUBJECT: ACCOUNTS PAYABLE FOR DECEMBER 22, 2023 THROUGH JANUARY  
25, 2024

FC 24-011 Motion: To approve the general claims in the amount of \$17,740,481.57 as presented by  
the summary report for December 22, 2023 through January 25, 2024.  
Moved by: Wenzel

The motion passed with the following votes: Yeas: Joe Moss, Kendra Wenzel, Roger Belknap, Gretchen Cosby. (4)

## SUBJECT: QUARTERLY FINANCIAL STATUS REPORT

FC 24-012 Motion: To receive for information the detailed Financial Statements for the General Fund and Mental Health Fund, as well as a higher level summary for the Special Revenue Funds, through the end of the 1st quarter of Fiscal Year 2024.  
Moved by: Moss

The motion passed with the following votes: Yeas: Kendra Wenzel, Joe Moss, Roger Belknap, Gretchen Cosby. (4)

## SUBJECT: 2025 BUDGET CALENDAR

FC 24-013 Motion: To approve and forward to the Board of Commissioners the 2025 Budget Calendar.  
Moved by: Moss UNANIMOUS

## SUBJECT: STRATEGIC PLAN FUNDS REQUEST

FC 24-014 Motion: To approve and forward to the Board of Commissioners a request from Administration to issue an RFP for up to \$100,000 to procure vendor options for the county's strategic plan, with vendor review and approval to be done at the Strategic Planning Committee.  
Moved by: Wenzel

The motion passed with the following votes: Yeas: Roger Belknap, Kendra Wenzel, Joe Moss, Gretchen Cosby. (4)

## SUBJECT: PUBLIC HEALTH FTE REQUEST

FC 24-015 Motion: To approve and forward to the Board of Commissioners the request from Public Health to increase the FTE for a Community Health Nurse from 0.5 FTE to 0.6 FTE at a cost of \$9,130.  
Moved by: Belknap

The motion passed with the following votes: Yeas: Roger Belknap, Joe Moss, Kendra Wenzel, Gretchen Cosby. (4)

## SUBJECT: SEASONAL EMPLOYEE WAGES

FC 24-016 Motion: To approve and forward to the Board of Commissioners the request from Parks to modify the pay rates for seasonal employees and to be annually adjusted by the cost-of-living provided to general Group T employees.  
Moved by: Wenzel

The motion passed with the following votes: Yeas: Roger Belknap, Joe Moss, Kendra Wenzel, Gretchen Cosby. (4)



## SUBJECT: FULL FAITH AND CREDIT PLEDGES FOR DRAIN NOTES AND BONDS

FC 24-017 Motion: To approve and forward to the Board of Commissioners a resolution pledging the county's full faith and credit to a drain note or bonds.  
Moved by: Moss

The motion passed with the following votes: Yeas: Joe Moss, Kendra Wenzel, Roger Belknap, Gretchen Cosby. (4)

## SUBJECT: SHERIFF'S OFFICE VEHICLE UPLIFTING CONTRACT

FC 24-018 Motion: To review and forward to the Board of Commissioners the contract for vehicle uplifting services.  
Moved by: Moss

The motion passed with the following votes: Yeas: Kendra Wenzel, Roger Belknap, Joe Moss, Gretchen Cosby. (4)

## SUBJECT: FISCAL SERVICES INTERNAL AUDIT

FC 24-019 Motion: To direct Fiscal Services, in coordination with the Chair of the Finance and Administration Committee, to conduct an internal audit of ARPA Funds received by Ottawa County. The audit should encompass: use and amount of those funds dispersed, who these funds were given to, and amount of dollars returned from each account. This internal audit should be completed and presented to the Finance and Administration Committee at the March 5, 2024 Committee Meeting.  
Moved by: Belknap

The motion passed with the following votes: Yeas: Roger Belknap, Joe Moss, Kendra Wenzel, Gretchen Cosby. (4)

## SUBJECT: COST OF SERVICE REPORT

FC 24-020 Motion: To direct Administration to work with Department Heads to create and report cost of service metrics for each department program, including number of FTEs, program purpose, number of FTEs budgeted/hired, program volumes, and any other relevant program information and have that information submitted to the Chair of the Finance and Administration Committee by March 5, 2024.  
Moved by: Wenzel UNANIMOUS

## SUBJECT: FY2024 BUDGET ADJUSTMENT

FC 24-021 Motion: To approve and forward to the Board of Commissioners the FY2024 budget adjustments per the attached schedule.  
Moved by: Belknap

The motion passed with the following votes: Yeas: Joe Moss, Kendra Wenzel, Roger Belknap, Gretchen Cosby. (4)

SUBJECT: COMMITTEE REPORTS

1. Treasurer's Financial Month End Update-Cheryl Clark, Ottawa County Treasurer, was unable to attend the meeting but her update is in the packet.

SUBJECT: PUBLIC COMMENT

1. Joe Spaulding-Holland Township
2. Karen Obits-Spring Lake

SUBJECT: ADJOURNMENT

The chairperson called for adjournment at 11:18 a.m.

# Action Request



**Committee:** Finance and Administration Committee

**Meeting Date:** 03/05/2024

**Requesting Department:** Administration

**Submitted By:** Stephanie Roelofs

**Agenda Item:** Statement of Review

## Suggested Motion:

To approve the Statement of Review.

## Summary of Request:

Mileage payments to Commissioners per the Commissioners' Mileage Policy.

## Financial Information:

Total Cost: \$1,638.95	General Fund Cost: \$1,638.95	Included in Budget:	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
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If not included in budget, recommended funding source:

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


**Action is Related to Strategic Plan:**

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

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

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

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

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

County Administrator:

Committee/Governing/Advisory Board Approval Date:

# Commissioner Mileage Voucher

**To:** Roger Bergman

**Date:**

February 29 2024

**Address:**

**Dept:**

10111501 860000

**City:**

**State:**

**Zip:**

Date	Description	Miles	Current Rate	Amount
February 6 2024	CHAMBER EVENT	8.00	\$0.670	\$5.36
February 6 2024	PLANNING & POLICY	28.00	\$0.670	\$18.76
February 13 2024	BOARD OF COMMISSIONER MEETING	28.00	\$0.670	\$18.76
February 22 2024	SPECIAL MEETING	28.00	\$0.670	\$18.76
February 26 2024	SPECIAL MEETING	28.00	\$0.670	\$18.76
February 29 2024	BOARD OF COMMISSIONER MEETING	28.00	\$0.670	\$18.76
	Pick From List		\$0.670	\$0.00
	Pick From List		\$0.670	\$0.00
	Pick From List		\$0.670	\$0.00
	Pick From List		\$0.670	\$0.00
	Pick From List		\$0.670	\$0.00
	Pick From List		\$0.670	\$0.00
	Pick From List		\$0.670	\$0.00
	Pick From List		\$0.670	\$0.00
Total Mileage:		148.00	\$0.670	\$99.16

## Commissioner Mileage Voucher

**To:** Roger Belknap

**Date:**

October 31 2023

**Address:**

**Dept:**

10111501 860000

**City:**

**State:**

**Zip:**

Date	Description	Miles	Current Rate	Amount
October 5 2023	Finance & Admin Committee Meeting - Fillmore Complex	22.00	\$0.655	\$14.41
October 10 2023	Board of Commissioners Meeting - Fillmore Complex	22.00	\$0.655	\$14.41
October 18 2023	West Michigan Shoreline Regional Development Commission - 316 Morris Ave, Suite 340, Muskegon, MI 49443	36.00	\$0.655	\$23.58
October 19 2023	Brownfield Redevelopment Authority - Fillmore Complex	22.00	\$0.655	\$14.41
October 20 2023	Legislative Update Meeting - Fillmore Complex	22.00	\$0.655	\$14.41
October 24 2023	Board of Commissioners Meeting - Fillmore Complex	22.00	\$0.655	\$14.41
October 25 2023	Board of Commissioners Meeting - Fillmore Complex	22.00	\$0.655	\$14.41
October 26 2023	Ottawa County Central Dispatch Authority Policy Board - OCCDA Training Room	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
Total Mileage:		190.00	\$0.655	\$124.45

## Commissioner Mileage Voucher

**To:** Roger Belknap

**Date:**

November 30 2023

**Address:**

**Dept:**

10111501 860000

**City:**

**State:**

**Zip:**

Date	Description	Miles	Current Rate	Amount
November 6 2023	Board of Commissioners Meeting - Fillmore Complex	22.00	\$0.655	\$14.41
November 7 2023	Planning & Policy / Finance & Administration Committee Meetings - Fillmore Complex	22.00	\$0.655	\$14.41
November 8 2023	Groundwater Board - Fillmore Complex	22.00	\$0.655	\$14.41
November 14 2023	Board of Commissioners Meeting - Fillmore Complex	22.00	\$0.655	\$14.41
November 15 2023	West Michigan Shoreline Regional Development Commission - 316 Morris Ave, Muskegon, MI 49440	36.00	\$0.655	\$23.58
November 21 2023	Board of Commissioners Meeting - Fillmore Complex	22.00	\$0.655	\$14.41
November 28 2023	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
Total Mileage:		168.00	\$0.655	\$110.04

# Commissioner Mileage Voucher

**To:** Roger Belknap

**Date:**

December 31 2023

**Address:**

**Dept:**

10111501 860000

City:

**State:**

**Zip:**

Date	Description	Miles	Current Rate	Amount
December 1 2023	Ottawa County Central Dispatch Authority Policy Board - OCCDA Training Room	22.00	\$0.655	\$14.41
December 1 2023	West Michigan Regional Planning Commission - Whitefish Lake Golf Course-Loon's Nest Restaurant 2241 Bass Lake Rd, Pierson, MI	116.00	\$0.655	\$75.98
December 5 2023	Planning & Policy/Finance & Admin/Talent & Recruitment/Health & Human Services/Board of Commissioners Mtgs - Fillmore Complex	22.00	\$0.655	\$14.41
December 8 2023	Board of Commissioners Meeting - Fillmore Complex	22.00	\$0.655	\$14.41
December 12 2023	Board of Commissioners Meeting - Fillmore Complex	22.00	\$0.655	\$14.41
December 20 2023	West Michigan Shoreline Regional Development Commission - 316 Morris Ave, Muskegon, MI 49443	36.00	\$0.655	\$23.58
			\$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:		240.00	\$0.655	\$157.20

## Commissioner Mileage Voucher

<b>To:</b> <u>Roger Belknap</u>	<b>Date:</b>	<u>January 31 2024</u>
<b>Address:</b> _____	<b>Dept:</b>	<u>10111501 860000</u>
<b>City:</b> _____		
<b>State:</b> _____		
<b>Zip:</b> _____		

Date	Description	Miles	Current Rate	Amount
January 2 2024	Board of Commissioners Meeting - Fillmore Complex	22.00	\$0.670	\$14.74
January 9 2024	Planning & Policy / Finance & Administration Committee Mtgs - Fillmore Complex	22.00	\$0.670	\$14.74
January 16 2024	Board of Commissioners Meeting - Fillmore Complex	22.00	\$0.670	\$14.74
January 18 2024	Brownfield Redevelopment Authority & Economic Development Corporation Mtgs - Fillmore Complex	22.00	\$0.670	\$14.74
January 23 2024	Board of Commissioners Strategic Planning Committee - Fillmore Complex	22.00	\$0.670	\$14.74
January 24 2024	Parks and Recreation Commission 20817510 860000	22.00	\$0.670	\$14.74
January 30 2024	Board of Commissioners Meeting - Fillmore Complex	22.00	\$0.670	\$14.74
January 31 2024	Comprehensive Economic Development Strategy Committee (CEDS) - CSFD N 2nd St, Cedar Springs, MI	100.00	\$0.670	\$67.00
	Pick From List		\$0.670	\$0.00
	Pick From List		\$0.670	\$0.00
	Pick From List		\$0.670	\$0.00
	Pick From List		\$0.670	\$0.00
	Pick From List		\$0.670	\$0.00
	Pick From List		\$0.670	\$0.00
	Pick From List		\$0.670	\$0.00
	Pick From List		\$0.670	\$0.00
	Pick From List		\$0.670	\$0.00
<b>Total Mileage:</b>		<b>254.00</b>	<b>\$0.670</b>	<b>\$170.18</b>



## Commissioner Mileage Voucher

<b>To:</b> <u>Gretchen Cosby</u>	<b>Date:</b>	<u>January 1 2024</u>
<b>Address:</b> _____	<b>Dept:</b>	<u>10111501 860000</u>
<b>City:</b> _____		
<b>State:</b> _____		
<b>Zip:</b> _____		

Date	Description	Miles	Current Rate	Amount
January 2 2024	Board of Commissioners Meeting	28.00	\$0.670	\$18.76
January 3 2024	Connect Meeting	28.00	\$0.670	\$18.76
January 4 2024	Talent and Recruitment Committee Meeting	28.00	\$0.670	\$18.76
January 9 2024	Planning and Policy Committee Meeting	28.00	\$0.670	\$18.76
January 16 2024	Board of Commissioners Meeting	28.00	\$0.670	\$18.76
January 18 2024	Constituent Meeting	12.00	\$0.670	\$8.04
January 18 2024	Constituent Meeting	22.00	\$0.670	\$14.74
January 19 2024	Constituent Meeting	5.00	\$0.670	\$3.35
January 22 2024	Macatawa Area Coordinating Council Policy Board (MACC)	11.00	\$0.670	\$7.37
January 22 2024	CMHOC	30.00	\$0.670	\$20.10
January 23 2024	Health and Human Services Committee Meeting	28.00	\$0.670	\$18.76
January 30 2024	Board of Commissioners Meeting	28.00	\$0.670	\$18.76
January 31 2024	Talent and Recruitment Interview Committee Meeting	28.00	\$0.670	\$18.76
	Pick From List	28.00	\$0.670	\$18.76
	Pick From List		\$0.670	\$0.00
	Pick From List		\$0.670	\$0.00
<b>Total Mileage:</b>		<b>332.00</b>	<b>\$0.670</b>	<b>\$222.44</b>

## Commissioner Mileage Voucher

**To:** Gretchen Cosby

**Date:**

February 1 2024

**Address:**

**Dept:**

10111501 860000

**City:**

**State:**

**Zip:**

Date	Description	Miles	Current Rate	Amount
February 1 2024	Lakeshore Advantage Event	32.00	\$0.670	\$21.44
February 2 2024	Talent and Recruitment Interviews	28.00	\$0.670	\$18.76
February 6 2024	Finance and Administration Committee Meeting	28.00	\$0.670	\$18.76
February 7 2024	Meeting with Constituents	18.00	\$0.670	\$12.06
February 8 2024	Meeting with MDHHS	6.00	\$0.670	\$4.02
February 13 2024	Board of Commissioners Meeting	28.00	\$0.670	\$18.76
February 22 2024	Emergency Board of Commissioners Meeting	28.00	\$0.670	\$18.76
February 23 2024	CMHOC	28.00	\$0.670	\$18.76
February 26 2024	Mediation	28.00	\$0.670	\$18.76
February 29 2024	Board of Commissioners Meeting	30.00	\$0.670	\$20.10
			\$0.670	\$0.00
			\$0.670	\$0.00
			\$0.670	\$0.00
	Pick From List		\$0.670	\$0.00
	Pick From List		\$0.670	\$0.00
	Pick From List		\$0.670	\$0.00
Total Mileage:		254.00	\$0.670	\$170.18

# Commissioner Mileage Voucher

To: Lucy Ebel

Date:

December 29 2023

Address:

Dept:

10111501 8600000

City:

State:

Zip:

Date	Description	Miles	Current Rate	Amount
December 5 2023	Planning and Policy Committee Meeting	19.00	\$0.655	\$12.45
December 8 2023	Board of Commissioners Meeting	19.00	\$0.655	\$12.45
December 11 2023	WMAA Meeting	11.00	\$0.655	\$7.21
December 12 2023	Board of Commissioners Meeting	19.00	\$0.655	\$12.45
December 18 2023	CMH Committee - James Street	4.20	\$0.655	\$2.75
			\$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
	Pick From List		\$0.655	\$0.00
	Pick From List		\$0.655	\$0.00
	Pick From List		\$0.655	\$0.00
Total Mileage:		72.20	\$0.655	\$47.29

# Commissioner Mileage Voucher

To: Lucy Ebel

Date:

February 29 2024

Address:

Dept:

10111501 860000

City:

State:

Zip:

Date	Description	Miles	Current Rate	Amount
February 2 2024	Talent and Recruitment Interview Committee Meeting	19.00	\$0.670	\$12.73
February 9,2024	Depart NaCO Confernce	39.00	\$0.670	\$26.13
February 12 2024	Return NaCO Conference	39.00	\$0.670	\$26.13
February 13 2024	BOC Meeting	19.00	\$0.670	\$12.73
February 22 2024	Special BOC Meeting	19.00	\$0.670	\$12.73
February 23 2024	CMH Committee - Fillmore Complex	19.00	\$0.670	\$12.73
February 26 2024	Special BOC Meeting	19.00	\$0.670	\$12.73
February 29 2024	BOC Meeting	19.00	\$0.670	\$12.73
			\$0.670	\$0.00
			\$0.670	\$0.00
			\$0.670	\$0.00
			\$0.670	\$0.00
			\$0.670	\$0.00
			\$0.670	\$0.00
			\$0.670	\$0.00
			\$0.670	\$0.00
			\$0.670	\$0.00
			\$0.670	\$0.00
			\$0.670	\$0.00
Total Mileage:		192.00	\$0.670	\$128.64

# Commissioner Mileage Voucher

To: Joe Moss

Date:

February 29 2024

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

Dept:

10111501 860000

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

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

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

Date	Description	Miles	Current Rate	Amount
February 6, 2024	Policy and Planning Meeting	32.00	\$0.670	\$21.44
February 13, 2024	Board of Commissioners Meeting	32.00	\$0.670	\$21.44
February 22, 2024	Board of Commissioners Special Meeting	26.00	\$0.670	\$17.42
February 23, 2024	Meeting at Fillmore Complex	32.00	\$0.670	\$21.44
February 26, 2024	BOC mediation	26.00	\$0.670	\$17.42
February 27, 2024	Meeting at Fillmore Complex - closing	32.00	\$0.670	\$21.44
February 28, 2024	Meeting at Fillmore Complex - retirement reception	32.00	\$0.670	\$21.44
February 29 2024	Board of Commissioners Meeting	32.00	\$0.670	\$21.44
		0.00	\$0.670	\$0.00
		0.00	\$0.670	\$0.00
		0.00	\$0.670	\$0.00
		0.00	\$0.670	\$0.00
		0.00	\$0.670	\$0.00
		0.00	\$0.670	\$0.00
		0.00	\$0.670	\$0.00
		0.00	\$0.670	\$0.00
		0.00	\$0.670	\$0.00
Total Mileage:		244.00	\$0.670	\$163.48

## Commissioner Mileage Voucher

<b>To:</b> <u>Kendra Wenzel</u>	<b>Date:</b> <u>February 29 2024</u>
<b>Address:</b> _____ <b>City:</b> _____ <b>State:</b> _____ <b>Zip:</b> _____	<b>Dept:</b> <u>10111501 860000</u>

Date	Description	Miles	Current Rate	Amount
February 3 2024	Meeting with Joe	7.00	\$0.670	\$4.69
February 5 2024	Meeting with Gretchen and Constituent @ Russ' in Holland MI	32.00	\$0.670	\$21.44
February 6 2024	Planning and Policy Committee Meeting / Finance & Admin Meeting	32.00	\$0.670	\$21.44
February 9 2024	NACo Trip	7.00	\$0.670	\$4.69
February 12 2024	NACo Trip return	7.00	\$0.670	\$4.69
February 13 2024	Board of Commissioners Meeting	32.00	\$0.670	\$21.44
February 20 2024	Strategic Planning Meeting	32.00	\$0.670	\$21.44
February 22 2024	Board of CommissionersSpecial Meeting	32.00	\$0.670	\$21.44
February 23 2024	Community Mental Health Board Meeting	32.00	\$0.670	\$21.44
February 26 2024	Board of CommissionersSpecial Hearing Meeting	32.00	\$0.670	\$21.44
February 28 2024	Board of Commissioners Meeting	32.00	\$0.670	\$21.44
	Pick From List		\$0.670	\$0.00
	Pick From List		\$0.670	\$0.00
	Pick From List		\$0.670	\$0.00
	Pick From List		\$0.670	\$0.00
	Pick From List		\$0.670	\$0.00
	Pick From List		\$0.670	\$0.00
<b>Total Mileage:</b>		<b>277.00</b>	<b>\$0.670</b>	<b>\$185.59</b>

## Commissioner Mileage Voucher

**To:** Douglas R. Zylstra

**Date:**

February 29 2024

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

**Dept:**

10111501 860000

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

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

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

<i>Date</i>	<i>Description</i>	<i>Miles</i>	<i>Current Rate</i>	<i>Amount</i>
February 13 2024	Board of Commissioners Meeting	30.00	\$0.670	\$20.10
February 26 2024	Mediation	30.00	\$0.670	\$20.10
February 29 2024	Board of Commissioners Meeting	30.00	\$0.670	\$20.10
	Pick From List		\$0.670	\$0.00
	Pick From List		\$0.670	\$0.00
	Pick From List		\$0.670	\$0.00
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	Pick From List		\$0.670	\$0.00
	Pick From List		\$0.670	\$0.00
	Pick From List		\$0.670	\$0.00
	Pick From List		\$0.670	\$0.00
<b>Total Mileage:</b>		<b>90.00</b>	<b>\$0.670</b>	<b>\$60.30</b>

# Action Request



**Committee:** Finance and Administration Committee

**Meeting Date:** 03/05/2024

**Requesting Department:** Fiscal Services

**Submitted By:** Karen Karasinski

**Agenda Item:** Accounts Payable for January 29, 2024 through February 23, 2024.

## Suggested Motion:

To approve the general claims in the amount of \$19,109,990.54 as presented by the summary report for January 29, 2024 through February 23, 2024.

## Summary of Request:

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

## Financial Information:

Total Cost: \$19,109,990.54	General Fund Cost: \$5,692,255.00	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 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:

Board of Commissioners



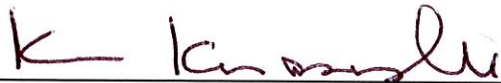
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Summary of Request Continued:

Total CHECKS   EFTs   WIRES	
	Dates: January 29, 2024
	to February 23, 2024
	Total of all funds: \$19,109,990.54

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:

\$19,109,990.54



Karen Karasinski

Fiscal Services Director


2-21-24

Date


We hereby certify that the Board of Commissioners has approved the claims on Tuesday, March 12, 2024

Joe Moss, Chairperson  
Board of Commissioners


Justin Roebuck  
Clerk/Register of Deeds

Total CHECKS   EFTs   WIRES		
	Dates:	January 29, 2024
	to	February 23, 2024
	Total of all funds:	\$19,109,990.54

101	GENERAL FUND	\$	5,692,255.00
222	MENTAL HEALTH FUND	\$	4,011,800.51
681	RETIREMENT BENEFITS FUND	\$	1,495,018.66
703	TAX COLLECTION CUSTODIAL FUND	\$	1,456,994.91
675	EMPLOYEE BENEFITS FUND	\$	1,108,530.39
469	BLDG AUTHORITY CONST PROJ FUND	\$	1,015,011.19
221	HEALTH FUND	\$	981,323.27
664	EQUIPMENT POOL FUND	\$	606,817.47
701	GEN CUSTODIAL FUND	\$	325,049.97
636	INNOVATION AND TECHNOLOGY FUND	\$	285,139.27
223	MENTAL HEALTH MILLAGE FUND	\$	283,186.62
100	GF IMPREST PAYROLL FUND	\$	229,750.35
106	BOARD INITIATIVES FUND	\$	206,320.55
801	DRAINS SPECIAL REV FUND	\$	192,974.64
536	LAND BANK AUTHORITY FUND	\$	154,809.00
677	GENERAL LIABILITY & WC FUND	\$	125,157.01
710	DISTRICT COURT CUSTODIAL FUND	\$	113,583.20
292	CHILD CARE FUND	\$	97,943.46
234	FARMLAND PRESERVATION FUND	\$	94,269.60
218	OTHER GOVERNMENTAL GRANTS FUND	\$	93,256.95
408	PARKS CAPITAL PROJECTS FUND	\$	69,247.98
736	OPEB TRUST FUND	\$	66,027.59
266	SHERIFF CONTRACTS FUND	\$	65,452.39

Total CHECKS   EFTs   WIRES			
	Dates:	January 29, 2024	
	to	February 23, 2024	
	Total of all funds:	\$19,109,990.54	

208	PARKS AND RECREATION FUND	\$	61,836.40
260	PUBLIC DEFENDERS OFFICE FUND	\$	47,953.89
655	TELECOMMUNICATIONS FUND	\$	47,553.54
712	CIRCUIT COURT CUSTODIAL FUND	\$	34,504.04
256	REG OF DEEDS AUTOMATION FUND	\$	30,781.33
676	UNEMPLOYMENT FUND	\$	22,163.75
215	FRIEND OF THE COURT FUND	\$	20,298.15
290	DEPT HLTH HUMAN SERVICES FUND	\$	17,035.64
000	POOLED CASH FUND	\$	14,331.56
228	LANDFILL TIPPING FEES FUND	\$	14,128.37
516	DELINQUENT TAXES FUND	\$	10,405.56
679	LONGTERM DISABILITY FUND	\$	10,045.55
401	CAPITAL PROJECTS FUND	\$	3,612.80
872	INLAND LAKE IMPROVEMENT FUND	\$	2,475.00
709	JUV CRT CUSTODIAL FUND	\$	1,480.05
263	CONCEALED PISTOL LICENSE FUND	\$	955.73
257	EARLY VOTING FUND	\$	509.20
102	STABILIZATION FUND	\$	-
103	CELL TOWERS FUND	\$	-
104	SOLID WASTE CLEAN UP FUND	\$	-
105	DB/DC CONVERSION	\$	-
107	INFRASTRUCTURE FUND	\$	-
151	CEMETERY TRUST FUND	\$	-
201	ROAD COMMISSION FUND	\$	-
243	BROWNFIELD REDVLPMT AUTH FUND	\$	-

Total CHECKS   EFTs   WIRES		
	Dates:	January 29, 2024
	to	February 23, 2024
	Total of all funds:	\$19,109,990.54

244	ECONOMIC DEVELOPMENT CORP FUND	\$	-
255	HOMESTEAD PROPERTY TAX FUND	\$	-
262	FEDERAL FORFEITURE FUND	\$	-
284	OPIOID SETTLEMENT FUND	\$	-
286	AMERICAN RESCUE PLAN ACT FUND	\$	-
301	DEBT SERVICE FUND	\$	-
365	PUBLIC UTILITY BOND & INT FUND	\$	-
369	OC BUILDING AUTH DEBT FUND	\$	-
465	PUBLIC UTILITY CONSTRUCT FUND	\$	-
518	DELINQUENT TAX #2 FUND	\$	-
645	COPIER RPLCMNT FUND	\$	-
680	COMPENSATED ABSENCES FUND	\$	-
711	PROBATE COURT CUSTODIAL FUND	\$	-
714	INMATE CUSTODIAL FUND	\$	-
721	LIBRARY PENAL FINE FUND	\$	-
802	DRAIN REVOLVING FUND	\$	-
804	DRAIN REVOLVING MAINT FUND	\$	-
805	DRAINS CAPITAL PRJT FUND	\$	-
851	DRAINS DEBT SERVICE FUND	\$	-
871	PUBLIC UTLTY MNTCE & OPER FUND	\$	-

**Accounts Payable Vendor Disbursements**  
**January 29 - February 23, 2024**

<b>VENDOR</b>	<b>\$ AMOUNT</b>
STATE OF MICHIGAN	\$ 2,793,865.64
OTTAWA COUNTY ROAD COMMISSION	\$ 2,114,293.47
OTTAWA COUNTY CENTRAL DISPATCH	\$ 2,110,710.83
MUNICIPAL EMPLOYEES RETIREMENT SYSTEM OF MICHIGAN	\$ 1,494,109.85
PRIORITY HEALTH	\$ 1,071,485.27
GRANGER CONSTRUCTION COMPANY	\$ 895,569.93
ENTERPRISE FM TRUST	\$ 534,459.52
HERITAGE H.O.M.E. INC.	\$ 296,285.21
HARBOR HOUSE MINISTRIES	\$ 252,065.97
OTTAWA COUNTY MICHIGAN INSURANCE AUTHORITY	\$ 240,585.52
GOOD SAMARITAN MINISTRIES	\$ 215,749.00
MOKA CORPORATION	\$ 205,630.95
SENTINEL TECHNOLOGIES INC	\$ 183,953.07
HOPE NETWORK BEHAVIORAL HEALTH SERVICES	\$ 171,494.54
HOPE DISCOVERY ABA SERVICES LLC	\$ 169,308.69
GRAND HAVEN AREA PUBLIC SCHOOL	\$ 159,027.20
BEACON SPECIALIZED LIVING SERVICES INC	\$ 153,960.47
BIS DIGITAL INC	\$ 150,807.15
VITALCORE HEALTH STRATEGIES LLC	\$ 150,124.92
LIGHTHOUSE AUTISM CENTER	\$ 150,105.62
REACH FOR RECOVERY INC	\$ 144,244.34
BENJAMIN'S HOPE	\$ 141,841.00
CITY OF GRAND HAVEN	\$ 134,517.99
CITY OF HOLLAND	\$ 128,555.93
PINE REST CHRISTIAN MENTAL HEALTH SERVICES	\$ 127,271.01
FLATROCK MANORS INC	\$ 120,381.84
LIGHTHOUSE INSURANCE GROUP, INC.	\$ 105,644.00
OPENGOV INC	\$ 104,823.00
CITY OF ZEELAND	\$ 102,388.34
SPECIALIZED DEMOLITION INC	\$ 99,745.00
TRANSNATION TITLE AGENCY OF MICHIGAN	\$ 94,069.60
TURNING LEAF RESIDENTIAL REHABILITATION SVCS INC	\$ 90,972.64
HOLLAND COMMUNITY HOSPITAL	\$ 89,990.00
WEST MICHIGAN YACHT SALES	\$ 88,521.29
WESTERN MICHIGAN TREATMENT CENTER	\$ 88,174.65
WAYPOINTS	\$ 81,843.81
COMMUNITY ALLIANCE	\$ 81,302.56
DELTA DENTAL PLAN OF MICHIGAN	\$ 78,362.31
JP MORGAN CHASE **See App. A	\$ 75,762.70
LUTHERAN SOCIAL SERVICES	\$ 75,683.53
BEAR RIVER HEALTH	\$ 75,087.58



<b>VENDOR</b>	<b>\$ AMOUNT</b>
FOREST VIEW HOSPITAL	\$ 70,170.52
EMPLOYEE ASSISTANCE CENTER	\$ 64,875.29
POSITIVE BEHAVIOR SUPPORTS CORPORATION	\$ 61,593.23
PIONEER RESOURCES INC	\$ 58,884.46
GT INDEPENDENCE	\$ 57,328.14
PREFERRED EMPLOYMENT & LIVING SUPPORTS	\$ 52,580.37
CANTEEN SERVICES INC	\$ 51,698.93
OTTAWA ISD, CAREERLINE TECH CENTER,	\$ 49,255.23
MOMENTUM CENTER	\$ 48,466.66
AMANI LLC	\$ 47,868.96
COMMUNITY ACTION HOUSE	\$ 45,114.55
HEWLETT-PACKARD COMPANY	\$ 44,333.50
WEX BANK	\$ 43,476.74
LOCUMTENENS.COM LLC	\$ 43,266.84
ADIA LLC	\$ 42,182.32
BETHANY CHRISTIAN SERVICES OF MICHIGAN	\$ 41,981.64
LAND AND RESOURCE ENGINEERING	\$ 38,840.99
CORNERSTONE AFC LLC	\$ 38,668.84
LANDTECH	\$ 38,130.00
KALLMAN LEGAL GROUP PLLC	\$ 38,002.50
PREIN & NEWHOF	\$ 37,288.05
ZAWADI USA LLC	\$ 37,111.34
HOPE NETWORK REHABILITATION SERVICES	\$ 36,080.28
WEST OTTAWA PUBLIC SCHOOLS	\$ 35,888.01
LA BENEDICTION CO LLC	\$ 35,051.32
ENVIRO CLEAN SERVICES INC	\$ 34,130.41
ROCHELLE RAWLINGS	\$ 33,973.45
INDIAN TRAILS CAMP INC	\$ 33,026.01
NETSMART TECHNOLOGIES INC	\$ 32,010.56
61ST DISTRICT COURT	\$ 31,932.90
METROPOLITAN LIFE INSURANCE COMPANY	\$ 31,519.56
BUILDING MEN FOR LIFE	\$ 30,611.06
EMPLOYEE REIMBURSEMENTS	\$ 30,114.94
KIESLER POLICE SUPPLY INC	\$ 29,900.00
BRIGHTLY SOFTWARE INC	\$ 29,734.40
DEVELOPMENTAL ENHANCEMENT PLC	\$ 29,287.73
HOLLAND LITHO PRINTING SERVICE INC	\$ 28,970.32
DEWPOINT INC	\$ 27,838.00
WEB TECS INC	\$ 27,272.00
ST JOHN'S HEALTH CARE PC	\$ 26,876.40
CHILDREN'S ADVOCACY CENTER	\$ 26,666.68
BUSSCHER DEVELOPMENT INC	\$ 25,954.50
CSM SERENITY	\$ 25,528.39
ELECTION SOURCE	\$ 24,615.75
FIDELITY SECURITY LIFE INSURANCE COMPANY	\$ 24,445.20
LAURA M. ESESE	\$ 24,180.00

VENDOR	\$ AMOUNT
STONECREST CENTER	\$ 23,959.00
ARBOR CIRCLE CORP	\$ 22,854.83
EQUITABLE LEARNING SOLUTIONS	\$ 21,562.82
LEXIPOL LLC	\$ 21,296.59
RTH SERVICES LLC	\$ 21,215.00
SOLID DESIGN SOFTWARE SOLUTION LLC	\$ 21,200.00
CITY OF HUDSONVILLE	\$ 20,952.01
RELIABLE HEATING AND COOLING LLC	\$ 20,552.00
PENDOGANI GL LLC	\$ 19,589.16
SEMCO ENERGY GAS COMPANY	\$ 19,532.29
SEDGWICK CLAIMS MANAGEMENT SERVICES INC	\$ 19,513.01
ACORN HEALTH OF MICHIGAN LLC	\$ 19,142.36
STUART T WILSON CPA PC	\$ 18,340.15
HAVENWYCK HOSPITAL	\$ 18,269.54
CENTRIA HEALTHCARE LLC	\$ 18,167.02
RANDALL G MEYER EXCAVATING	\$ 17,888.63
PITNEY BOWES INC	\$ 17,726.54
A&B EQUIPMENT & SONS INC	\$ 17,592.00
MICHIGAN GAS UTILITIES CORPORATION	\$ 16,723.74
RITE OF PASSAGE INC	\$ 16,495.41
FEENSTRA & ASSOCIATES INC	\$ 16,470.00
STILLSON CTH	\$ 16,403.14
RJ THOMAS MFG CO INC	\$ 16,205.00
REBOUND PHYSICAL AND OCCUPATIONAL THERAPY	\$ 15,494.58
JENISON PUBLIC SCHOOLS	\$ 15,448.82
NEUROPSYCHIATRIC HOSPITAL OF INDIANAPOLIS LLC	\$ 15,000.00
DICKINSON WRIGHT PLLC	\$ 14,903.50
RELIANCE COMMUNITY CARE PARTNERS	\$ 14,828.60
OTTAWA COUNTY INFINISOURCE FLEX	\$ 14,331.56
VONK AFC	\$ 14,279.73
DAVID'S HOUSE MINISTRIES	\$ 13,640.00
FULL CIRCLE CARE LLC	\$ 13,118.16
WEST, A THOMSON REUTERS BUSINESS	\$ 13,089.14
SECOND STORY COUSELING	\$ 13,073.04
A&S CONSTRUCTION OF MUSKEGON	\$ 12,618.59
VERIZON WIRELESS SERVICES	\$ 12,608.65
RESTITUTION	\$ 12,266.57
ENG INC	\$ 11,962.92
MHP - HACKLEY CAMPUS	\$ 11,726.00
SPICER GROUP INC	\$ 11,589.75
PT SOLUTIONS INC	\$ 11,166.40
EXXEL ENGINEERING INC	\$ 10,835.00
HOLLAND ENGINEERING	\$ 10,800.00
AMY JO BRECKON	\$ 10,765.50
FAHEY SCHULTZ BURZYCH RHODES PLC	\$ 10,734.50
LYDIA'S HOUSE	\$ 10,727.86



VENDOR	\$ AMOUNT
HOLLAND BOARD OF PUBLIC WORKS	\$ 10,656.37
REFUNDS	\$ 10,450.43
TRAC	\$ 10,324.75
STRONG AFC	\$ 10,279.29
ENRICHED LIVING	\$ 10,263.48
AT&T CORP	\$ 9,853.65
HOLLAND CHARTER TOWNSHIP	\$ 9,743.02
BRAIN TREE MANAGEMENT INC	\$ 9,702.00
ZEELAND PUBLIC SCHOOLS	\$ 9,638.52
FRITS HARTGERS	\$ 9,193.36
PROTOCOL SERVICES INC	\$ 9,152.16
HANSMA HOME	\$ 9,044.56
ZOOM VIDEO COMMUNICATIONS INC	\$ 8,744.89
CHERI LYNN WYNSMA	\$ 8,534.30
CONSILIUM STAFFING LLC	\$ 8,495.00
SPRING LAKE BOARD OF EDUCATION	\$ 8,222.99
INSIGHT PUBLIC SECTOR INC	\$ 8,126.64
SALE'S HEATING COOLING & REFRIGERATION INC	\$ 8,115.00
MICHIGAN PATHOLOGY SPECIALISTS PC	\$ 8,019.05
HARBOR OAKS HOSPITAL	\$ 8,000.00
HOLLAND DROP IN CENTER	\$ 7,969.47
BENTON'S AFC FACILITY	\$ 7,924.84
HERNANDEZ HOME LLC	\$ 7,896.60
BRADLEY R JOHNSON ATTORNEY AT LAW	\$ 7,869.90
GIDDINGS AFC II	\$ 7,737.91
NATIONAL INSTITUTE	\$ 7,650.00
LAW OFFICE OF JOHN R MORITZ	\$ 7,590.97
RANDY SCHOLMA BUILDER	\$ 7,587.50
ARBOR SOLUTIONS INC	\$ 7,562.50
ADVANTAGE BUSINESS SYSTEMS LLC	\$ 7,490.00
DLZ MICHIGAN INC	\$ 7,474.12
WOODLAND EQUIPMENT	\$ 7,302.01
IMPERIAL DADE	\$ 7,132.59
THERMO FISHER SCIENTIFIC	\$ 6,902.32
SCHIELE AFC	\$ 6,852.86
GRAYSON ENTERPRISE LLC	\$ 6,852.86
VREDEVELD HAEFNER LLC	\$ 6,726.58
FIRESIDE AFC HOME	\$ 6,722.17
NANCI LYNNE LUBINSKI	\$ 6,672.40
GIDDINGS AFC HOMES, LLC	\$ 6,629.04
LINDA S KRAMER	\$ 6,542.86
NEDERVELD ASSOCIATES SURVEYING INC	\$ 6,495.00
SCHEUERLE & ZITTA LLP	\$ 6,266.63
REPUBLIC SERVICES INC	\$ 6,255.37
ON DUTY GEAR LLC	\$ 6,201.05
OUTPOST24 INC	\$ 6,186.71

VENDOR	\$ AMOUNT
ERICK NYE FINE ART	\$ 6,153.00
CHARTER COMMUNICATIONS OPERATING LLC	\$ 6,148.57
NEUROBEHAVIORAL HOSPITAL LLC	\$ 6,056.00
OTTAWA COUNTY DEPUTIES ASSOCIATION	\$ 6,041.35
MANDI MARTINI	\$ 5,966.38
BARBIER LAW OFFICES PLC	\$ 5,927.00
GOPHER EXPRESS COURIER SERVICE INC	\$ 5,791.00
CRISTINA R BASMAYOR	\$ 5,767.86
GH PRINTING	\$ 5,654.83
NOAH'S ARK LAWNCARE	\$ 5,560.00
VANVOLKINBURG BUILDERS LLC	\$ 5,448.67
JURORS	\$ 5,389.06
COOPERSVILLE AREA PUBLIC SCHOOLS	\$ 5,329.47
TITLE-CHECK LLC	\$ 5,285.44
LAW OFFICE OF KEVIN B MEGLEY	\$ 5,277.22
FAMILY IDEPENDENCE AGENCY STATE DIS	\$ 5,252.40
HVG MILL PINE ASSOCIATES LLC	\$ 5,179.00
UNDERGROUND SECURITY COMPANY	\$ 5,050.60
TAYLOR OFFICE FURNITURE	\$ 4,983.00
MRG-TRANSLATIONS	\$ 4,956.25
MGT OF AMERICA LLC	\$ 4,956.00
BAY POINTE APARTMENTS	\$ 4,943.00
GEORGETOWN TOWNSHIP	\$ 4,905.42
WILSON & WYNN INTERVENTIONS, PLC	\$ 4,900.00
WESTERN MICHIGAN PATHOLOGY	\$ 4,900.00
TOTAL COURT SERVICES	\$ 4,852.50
THE SALVATION ARMY TURNING POINT PROGRAMS	\$ 4,845.34
CRITICAL SYSTEM SERVICES LLC	\$ 4,826.95
WEST MICHIGAN PSYCHOLOGICAL SERVICE	\$ 4,696.43
VESTIGE GPS	\$ 4,678.44
LAW OFFICES OF RAYMOND A PURDY PLLC	\$ 4,580.04
SPRING LAKE TOWNSHIP	\$ 4,514.78
BRAINS	\$ 4,480.00
MICHAEL A SPOELMAN	\$ 4,416.66
CITY OF FERRYSBURG	\$ 4,319.01
LIFE CHOICE LLC	\$ 4,250.00
CEDAR CREEK I AND CEDAR CREEK II	\$ 4,201.43
IKAZE HOME	\$ 4,201.43
HART INTERCIVIC	\$ 4,118.84
GOVERNMENTAL CONSULTANT SERVICES INC	\$ 4,000.00
DAVID B KORTERING LAW OFFICE	\$ 4,000.00
OFFICE DEPOT BUSINESS SOLUTIONS	\$ 3,885.24
BETHESDA FARM	\$ 3,801.60
EQ THE ENVIRONMENTAL QUALITY COMPANY	\$ 3,799.51
MI REAL ESTATE MANAGEMENT LLC	\$ 3,777.00
GENOA HEALTHCARE LLC	\$ 3,766.08

<b>VENDOR</b>	<b>\$ AMOUNT</b>
SAFE HARBOR CHRISTIAN COMMUNITIES	\$ 3,737.37
ALTERNATIVE AUTO AND ROAD SERVICE	\$ 3,653.00
HORIA NEAGOS ESQ	\$ 3,630.21
CONSUMERS ENERGY COMPANY	\$ 3,590.35
HOPE NETWORK WEST MICHIGAN	\$ 3,559.36
GOODWILL INDUSTRIES OF WEST MICHIGAN INC	\$ 3,547.46
SOCIAL SERVICE RESOURCES LLC	\$ 3,537.24
LAKESHORE PROPERTY MANAGEMENT INC	\$ 3,438.00
AFLAC GROUP INSURANCE	\$ 3,423.09
OTTAWA COUNTY DEPUTY SHERIFF ASSOCIATION	\$ 3,413.02
COMMUNITY LIVING SERVICES INC	\$ 3,410.00
WEST MICHIGAN PROPERTY MANAGEMENT	\$ 3,402.00
FOX COUNSELING SERVICES LLC	\$ 3,357.55
WEST MICHIGAN TOWING	\$ 3,342.72
KHAMMANIVONG ANOUSONE	\$ 3,330.00
CAMP ATTERBURY JOINT MANEUVER TRAINING CENTER	\$ 3,325.10
CORPORATE CASUALS	\$ 3,287.45
CISCO INC	\$ 3,239.59
BS&A SOFTWARE	\$ 3,191.00
BRG MANAGEMENT LLC	\$ 3,188.00
GRANDVILLE PUBLIC SCHOOLS	\$ 3,133.73
ACCELA INC	\$ 3,092.63
THE SMITH LAW FIRM PLLC	\$ 3,066.57
MUSKEGON CONSERVATION DISTRICT	\$ 3,007.20
KAJOVID PROPERTIES LLC	\$ 3,000.00
TEG TIMBERVIEW LLC	\$ 3,000.00
MICHIGAN POLICE EQUIPMENT COMPANY	\$ 2,996.00
HUDSONVILLE PUBLIC SCHOOLS	\$ 2,974.38
THOROUGHbred TECHNOLOGIES INC	\$ 2,973.00
WEST SHORE COUNSELING SERVICES LLC	\$ 2,913.75
TIM'S TOWING	\$ 2,863.00
GRAND RAPIDS COMMUNITY COLLEGE	\$ 2,850.00
STAPLES CONTRACT & COMMERCIAL LLC	\$ 2,849.90
FALCON WOODS	\$ 2,808.00
CITY OF COOPERSVILLE	\$ 2,799.27
COMMUNITY LIVING OPTIONS	\$ 2,722.03
PHARMAScript OF MICHIGAN INC	\$ 2,682.07
ALIEN GEAR HOLSTERS	\$ 2,676.70
HD RECOVERY LLC	\$ 2,601.00
DASCOM AMERICAS SBI LLC	\$ 2,492.50
MEDIATION SERVICES	\$ 2,490.00
COLEMANZ AFC	\$ 2,483.32
PLM LAKE & LAND MANAGEMENT CORP	\$ 2,475.00
WHITE CRANE HOME AFC	\$ 2,460.47
LIAISON LINGUISTICS LLC	\$ 2,416.22
GET R CUT - JB LANDSCAPE SERVICES	\$ 2,400.00

VENDOR	\$ AMOUNT
CRAIG A JENISON	\$ 2,397.47
BRINKS INC	\$ 2,367.70
ALTOGAS INC	\$ 2,365.93
CUNNINGHAM DALMAN PC	\$ 2,355.00
BIZSTREAM	\$ 2,355.00
GRAND HAVEN CHARTER TOWNSHIP	\$ 2,354.77
LANGUAGELINE SOLUTIONS	\$ 2,350.26
PLATINUM LIVING LLC	\$ 2,341.43
SOUTHWEST AFC LLC	\$ 2,341.43
PINE RIDGE ASSISTED LIVING FACILITY	\$ 2,341.43
ORGANICYCLE LLC	\$ 2,340.00
CARLETON EQUIPMENT CO	\$ 2,323.30
AMAZON CAPITAL SERVICES INC	\$ 2,273.33
JOEL ELLIOT SCHOON-TANIS	\$ 2,270.00
BRUMMELS HOME FURNISHINGS	\$ 2,237.00
LEVEL 7 PERSONAL DEVELOPMENT LLC	\$ 2,210.00
PREST & ASSOCIATES LLC	\$ 2,202.00
KUSTOM SIGNALS INC	\$ 2,195.00
HUDSONVILLE TOWING	\$ 2,182.50
CASE MANAGEMENT OF MICHIGAN INC	\$ 2,180.92
ANCHORAGE WEST PROPERTY MANAGEMENT	\$ 2,157.00
KENOWA HILLS PUBLIC SCHOOLS	\$ 2,106.79
LEXISNEXIS RISK DATA MANAGEMENT INC	\$ 2,065.00
D.A. BLODGETT ST JOHNS	\$ 2,008.47
MLIVE MEDIA GROUP	\$ 1,994.15
KERKSTRA PORTABLE RESTROOMS INC	\$ 1,985.00
VICKI M. VARGO	\$ 1,954.00
SHEILA DAY COUNSELING LLC	\$ 1,932.50
TRI-CITY TOWING SERVICE LLC	\$ 1,932.00
VOICES FOR HEALTH INC	\$ 1,885.76
MARTINIZING DELIVERS #941609	\$ 1,848.52
TRU-LINE SURVEYING PC	\$ 1,830.00
PETERSEN RESEARCH CONSULTANTS	\$ 1,800.00
RIVER HAVEN OPERATING COMPANY LLC	\$ 1,798.00
WEDGWOOD CHRISTIAN SERVICES	\$ 1,781.90
HOLLAND TOWING LLC	\$ 1,762.00
DTE ENERGY COMPANY	\$ 1,757.16
CONTRACT LOGIX LLC	\$ 1,720.00
PASSPORT LABS INC	\$ 1,666.67
REVEL	\$ 1,666.67
MCGILLEYS EXCAVATING LLC	\$ 1,650.00
JANUS RX	\$ 1,637.19
GRAINGER	\$ 1,606.96
RIVER CREST SPECIALTY HOSPITAL LLC	\$ 1,600.00
KNIGHT WATCH INC	\$ 1,564.80
ALLBRANDED NORTH AMERICA INC.	\$ 1,559.66

VENDOR	\$ AMOUNT
THE LAW OFFICE OF MARCUS T CHMIEL PLLC	\$ 1,557.38
CAMP SUNSHINE INC	\$ 1,485.00
ROMEYN'S SERVICE INC	\$ 1,477.00
SCHULTZ LAND & WATER CONSULTING INC	\$ 1,462.50
UNIVERSITY TRANSLATORS SERVICES LLC	\$ 1,458.31
SHORELINE SERVICES INC	\$ 1,455.00
TOP TO BOTTOM CLEANING GROUP	\$ 1,454.25
YELLOW LIME CREATIVE	\$ 1,450.00
ENTERPRISE ENVELOPE INC	\$ 1,430.25
UPDOX LLC	\$ 1,405.35
THE PETOSKEY NEWS-REVIEW/THE MONROE NEWS/FLASHES PUBLISHERS/HOLL	\$ 1,400.35
CATALIS COURTS & LAND RECORDS	\$ 1,400.00
EDWARD C SWART	\$ 1,381.45
NATHAN FARRIS	\$ 1,375.00
OTTAWA COUNTY SHERIFF COMMAND OFFICERS ASSOCIATION	\$ 1,370.00
YOUNG MENS CHRISTIAN ASSOCIATION	\$ 1,336.00
MCDONALD PLUMBING	\$ 1,289.00
BARBARA FOLEY	\$ 1,270.64
279 W 30TH, LLC	\$ 1,255.00
WISEMAN ENTERPRISES INC	\$ 1,230.08
SPEEDWAY LLC	\$ 1,216.45
WEST MICHIGAN DOCUMENT SHREDDING LLC	\$ 1,211.50
ZEELAND CHARTER TOWNSHIP	\$ 1,207.68
PHOENIX CREMATORY SERVICE	\$ 1,200.00
RAMON LUNA	\$ 1,173.00
WATKINS PHARMACY & SURGICAL SUPPLY CO	\$ 1,132.80
BONNIE L THORNELL	\$ 1,131.00
FRUITPORT PUBLIC SCHOOLS	\$ 1,130.16
SUNSHINE PROPERTIES	\$ 1,124.00
GRAND HAVEN TRIBUNE	\$ 1,123.82
70X7 LIFE RECOVERY	\$ 1,112.40
E&R DEJONG LLC	\$ 1,084.00
SMART SOURCE OF MICHIGAN LLC	\$ 1,082.14
RONALD UPRIGHT	\$ 1,075.00
ALLENDALE CHARTER TOWNSHIP	\$ 1,055.23
SBC LONG DISTANCE LLC-D/B/A AT&T	\$ 1,052.56
MICHIGAN DISTRICT JUDGES ASSOCIATION	\$ 1,050.00
LIFE THERAPEUTIC SOLUTIONS INC	\$ 1,040.40
SANOFI PASTEUR INC	\$ 1,038.68
APPLIED BEHAVIORAL SCIENCE INSTITUTION LLC	\$ 1,033.10
SERVICEMASTER RESTORATION- BY THE DISASTER RESPONSE EXPERTS	\$ 1,000.00
COOPER DAHL	\$ 990.00
JAMIE PANCY	\$ 972.00
ASSOCIATED LANGUAGE CONSULTANTS	\$ 960.00
DOCTORS BEHAVIORAL HOSPITAL LLC	\$ 952.79
GREGORY S DEMANN	\$ 946.00

VENDOR	\$ AMOUNT
MISS DIG SYSTEMS INC	\$ 940.07
W AND M PROPERTY VENTURES LLC	\$ 937.00
INTERPHASE OFFICE INTERIORS INC	\$ 929.44
CURCIO LAW FIRM PLC	\$ 918.00
WILLIAMSBURG PROPERTY COMPANY	\$ 900.00
DEX YP	\$ 883.37
GRTG	\$ 882.50
WITNESSES	\$ 871.60
LUMIQUICK DIAGNOSTICS	\$ 862.00
WESTERN TEL-COM INC	\$ 860.00
TELE-RAD INC	\$ 857.99
MED-1 HOLLAND LLC	\$ 850.00
STATE BAR OF MICHIGAN	\$ 850.00
SCHOLTEN FANT PC	\$ 845.71
HOSPITAL NETWORK HEALTHCARE SERVICES LLC	\$ 840.00
LIFE EMS INC	\$ 837.09
COMCAST SPOTLIGHT LP	\$ 829.40
HIDDEN DUNES APARTMENT OWNERS II LLC	\$ 825.00
GARY BATTAGLIA	\$ 825.00
ABA GOLDEN STEPS MI LLC	\$ 824.00
GUARDIAN ALLIANCE TECHNOLOGIES INC	\$ 816.00
RAMA PROPERTIES LLC	\$ 806.00
JOSEPH KOZAKIEWICZ	\$ 800.00
ALLISON SELNER	\$ 800.00
WINDEMULLER PROPERTY MANAGEMENT LLC	\$ 797.00
LANDSCAPE DESIGN SERVICES INC	\$ 785.00
COMPASS PROPERTY MANAGEMENT LLC	\$ 776.00
MICHIGAN ASSOCIATION FOR FAMILY COURT	\$ 775.00
DATA WORKS PLUS LLC	\$ 775.00
STEPHEN BOEREMA	\$ 767.00
FIDELITY LANGUAGE RESOURCES LLC	\$ 743.16
SHIRLEE B ACHTERHOF	\$ 741.00
ANSWER UNITED	\$ 737.49
A & R INVESTMENTS LLC	\$ 732.00
RUSS MENCL	\$ 725.00
JUSTICE WORKS LLC	\$ 725.00
PORT SHELDON TOWNSHIP	\$ 724.28
GREATER OTTAWA COUNTY UNITED WAY INC	\$ 724.00
THE DEPOT SENIOR APARTMENTS	\$ 720.00
HOM FLATS AT FELCH STREET	\$ 714.00
TRAPPERS COVE APARTMENT OWNERS LLC	\$ 706.00
LAW OFFICE OF STEPHANIE CARDENAS	\$ 700.00
THE PIONEER GROUP	\$ 696.97
R&S NORTHEAST LLC	\$ 685.89
SPECTRUM HEALTH HOSPITALS	\$ 683.50
GUIDEHOUSE INC	\$ 675.00

<b>VENDOR</b>	<b>\$ AMOUNT</b>
TRADITIONS OF HOLLAND	\$ 665.00
PLUMMER'S DISPOSAL SERVICE INC	\$ 660.00
GH NORTH SHORE APARTMENT OWNERS LLC	\$ 659.00
DAILY LIFE SKILLS INDEPENDENCE HUB LLC	\$ 647.04
JACO CIVIL PROCESS INC	\$ 645.36
SUPERIOR SPORT STORE H	\$ 640.00
RECOVERY ROAD LLC	\$ 639.63
FILADELFO MARTINEZ	\$ 636.00
VILLAGE SELF STORAGE	\$ 627.53
CRAN HILL RANCH	\$ 625.00
WAVELAND PROPERTY MANAGEMENT LLC	\$ 620.00
MIKA MEYERS BECKETT & JONES PLC	\$ 619.50
PARK TOWNSHIP	\$ 604.68
SPARKS BEHAVIORAL SERVICES	\$ 600.00
CORNERSTONE REAL ESTATE MGMT LLC	\$ 597.00
LAW OFFICE OF MARY K GOLDEN	\$ 594.99
ADECCO EMPLOYMENT SERVICES,ADECCO	\$ 587.12
RISEN STUN DYMAMICS LLC	\$ 580.00
INTEGRITY BUSINESS SOLUTIONS	\$ 571.61
COFESSCO FIRE PROTECTION LLC	\$ 565.40
RIVERSIDE INTEGRATED SYSTEMS INC	\$ 540.00
CXTEC INC	\$ 530.13
V QUEST PROPERTIES LLC	\$ 514.00
HENRY SCHEIN INC	\$ 512.18
SHAWN HILLMAN	\$ 500.00
THE ARC MUSKEGON	\$ 500.00
CONTROLNET LLC	\$ 492.00
BLACK RIVER RENTALS	\$ 476.00
PEAK PERFORMERS INC	\$ 464.80
PLANET DDS LLC	\$ 460.58
OTTAWA LIMITED DIVIDEND HOUSING ASSOCIATION	\$ 459.00
HOMETOWN FILTER	\$ 440.63
COPY-TECH INC	\$ 438.50
CHARLES BRYANT COVELLO	\$ 436.00
JUANITA C BRIGGS	\$ 436.00
THE REGENTS OF THE UNIVERSITY OF MICHIGAN	\$ 435.90
VICTORIA A BOUMAN	\$ 419.00
COSTAR REALTY INFORMATION INC	\$ 412.78
CENTRAL TOWING	\$ 411.00
C.G. WITVOET & SONS	\$ 405.00
VIRIDIS DESIGN GROUP	\$ 400.00
KRISTAN A NEWHOUSE	\$ 400.00
TOTAL ACCESS GROUP	\$ 399.00
CALDER CITY TAXI COMPANY	\$ 397.00
ACTION CHEMICAL INC	\$ 396.00
NORTH OTTAWA COMMUNITY HOSPITAL	\$ 385.00

VENDOR	\$ AMOUNT
DITTO TRANSCRIPTS	\$ 384.48
WILLIAM FRANKLIN BRANCH	\$ 371.73
REVUE MAGAZINE	\$ 368.00
GORDON WATER SYSTEMS	\$ 367.61
MIKALAN ROOFING INC	\$ 366.88
LINDE GAS & EQUIPMENT INC	\$ 363.40
REFEREES ASSOCIATION OF MICHIGAN	\$ 360.00
GENEVA CAMP & RETREAT CENTER	\$ 353.75
TRANSUNION RISK AND ALTERNATIVE DATA SOLUTIONS	\$ 351.30
AUTUMN RIDGE STONE & LANDSCAPE SUPPLY INC	\$ 349.00
CATHERINE L CURTIS	\$ 348.00
TRIPLOG INC	\$ 342.00
TALLMADGE CHARTER TOWNSHIP	\$ 332.74
TRAFFIC & SAFETY CONTROL SYSTEMS INC	\$ 320.00
INTERCARE COMMUNITY HEALTH	\$ 309.41
WEST MICHIGAN CRIMINAL JUSTICE TRAINING	\$ 308.74
OTTAWA COUNTY JUVENILE COURT EMPLOYEE	\$ 305.00
COUNTY OF OTTAWA	\$ 301.55
MICHIGAN ASSOCIATION OF COUNTY CLERKS DISTRICT #4	\$ 300.00
MICRGRAPHICS PRINTING INC	\$ 295.00
LAKESHORE NONPROFIT ALLIANCE	\$ 275.00
PRO CARE UNLIMITED INC	\$ 271.70
ISOLVED BENEFIT SERVICES	\$ 265.20
NORTHERN LAKES COMMUNITY MENTAL HEALTH AUTHORITY	\$ 261.00
HERRICK DISTRICT LIBRARY	\$ 259.69
HEMOCUE INC	\$ 258.93
ALCOPRO INC	\$ 250.00
GABRIELA CROESE	\$ 240.00
EMPLOYEE REIMBURSEMENT	\$ 239.42
KERSHAW, VITITOE AND JEDINAK PLC	\$ 220.28
SYMBOLARTS LLC	\$ 220.00
ROBERT L REILMAN PLC	\$ 212.40
ALLEGAN COUNTY DRAIN COMMISSIONER	\$ 209.70
PETER G RAMAH, PLLC, ATTORNEY AT LAW	\$ 200.00
CHANGE HEALTHCARE SOLUTIONS, LLC	\$ 200.00
LAW OFFICES OF BRENT H GREEN PLLC	\$ 200.00
MICHIGAN PROBATE & JUVENILE REGISTERS ASSOCIATION	\$ 200.00
COMMUNITY MENTAL HEALTH ASSOC OF MI	\$ 200.00
WN LAW PLLC	\$ 200.00
JAMESTOWN CHARTER TOWNSHIP	\$ 196.67
MATTHEW BENDER & COMPANY INC	\$ 196.31
QUANTIMETRIX CORPORATION	\$ 193.26
MICHIGAN COUNTY SOCIAL SERVICES ASSOCIATION	\$ 190.00
VILLAGE OF SPRING LAKE	\$ 187.94
MCKESSON MEDICAL SURGICAL	\$ 186.79
TERRY D BLANCHARD	\$ 185.58



VENDOR	\$ AMOUNT
LATIN AMERICANS UNITED FOR PROGRESS INC	\$ 175.00
OTTAWA COUNTY EMPLOYEES ASSOCIATION	\$ 175.00
FIRE PROS LLC	\$ 171.50
PLANTENGA'S CLEANERS	\$ 160.70
DEAF AND HARD OF HEARING SERVICES	\$ 156.00
RONALD FRANTZ	\$ 151.44
CHARLES L CLAPP	\$ 150.00
CDW GOVERNMENT INC	\$ 147.84
COOPERSVILLE AREA DISTRICT LIBRARY	\$ 140.57
MCKESSON MEDICAL-SURGICAL GOVERNMENTAL SOLUTIONS	\$ 140.41
HOLLAND AQUATIC CENTER	\$ 137.10
MICHAEL A. FARAONE, PC	\$ 136.49
OTTAWA CO FOC EMPLOYEES ASSOC	\$ 135.00
ACENTEK	\$ 134.21
LAW OFFICES OF BRADFORD P LYERLA	\$ 127.80
KRYSTAL DIEL	\$ 125.00
GARY A ROSEMA	\$ 120.00
MICHIGAN ASSOCIATION OF REGISTERS OF DEEDS	\$ 115.00
PINE RIDGE BIBLE CAMP	\$ 115.00
LAW OFFICE OF ROMAN J. TYSZKIEWICZ	\$ 114.10
ROBIN'S ROSEBUD TRANSPORTATION	\$ 114.00
CROCKERY TOWNSHIP	\$ 110.06
BENS RUBBER STAMPS & LASER WORKS INC	\$ 104.65
CULLIGAN	\$ 103.30
ROBINSON TOWNSHIP	\$ 98.91
WEST MICHIGAN UNIFORM INC	\$ 90.00
KENT COUNTY DEPARTMENT OF PUBLIC WORKS	\$ 90.00
ALLENDALE PUBLIC SCHOOLS	\$ 89.40
PORT CITY CAB CO	\$ 83.00
TBD SOLUTIONS LLC	\$ 81.25
CRIMINAL DEFENSE ATTORNEYS OF MICHIGAN	\$ 80.00
OTTAWA COUNTY TREASURERS ASSOCIATION	\$ 80.00
GFL ENVIRONMENTAL SERVICES USA INC	\$ 79.17
POLKTON CHARTER TOWNSHIP	\$ 78.09
PURCHASE POWER	\$ 75.82
STEVEN LEO BARNES	\$ 75.00
MACATAWA AREA EXPRESS TRANSPORTATION AUTHORITY	\$ 72.85
PLANET FITNESS	\$ 69.93
NATIONAL ASSOCIATION FOR COURT MANAGEMENT	\$ 67.50
BARBARA LEE VANHORSSSEN	\$ 66.80
NICHOLAS E KNEBL	\$ 65.00
EARTEK SERVICES	\$ 65.00
CHESTER TOWNSHIP	\$ 64.90
TERRY L GOLDBERG	\$ 64.89
MACATAWA PLUMBING INC	\$ 64.00
EDWARD POST	\$ 60.00

<b>VENDOR</b>	<b>\$ AMOUNT</b>
AIRGAS USA LLC	\$ 56.72
BLENDON TOWNSHIP	\$ 55.89
OTTAWA COUNTY BAR ASSOCIATION	\$ 55.00
BROWN & BROWN OF MICHIGAN INC	\$ 55.00
WEST MICHIGAN PROCESS SERVICE	\$ 46.00
ROBERT VANDERZWAAG	\$ 45.36
ERIC JOHNSON	\$ 40.00
ELIZABETH EVE SCHULTZ	\$ 37.50
WRIGHT TOWNSHIP	\$ 35.80
OFFICE MACHINES COMPANY INC	\$ 32.32
AMERICAN GAS & OIL	\$ 32.00
ABSOPURE WATER COMPANY	\$ 31.50
MED-1 LEONARD LLC	\$ 30.00
THE UPS STORE #0925	\$ 29.75
OLIVE TOWNSHIP	\$ 21.67
STATE OF OREGON	\$ 12.50
UNITED PARCEL SERVICE INC	\$ 11.99
CARASOFT TECHNOLOGY CORPORATION	\$ 7.85
<b>Grand Total</b>	<b>\$ 19,109,990.54</b>

**\*\* Appendix A: JP Morgan Chase  
Purchasing Card: December 2023**

<b>VENDOR</b>	<b>\$ AMOUNT</b>
AMAZON	\$ 14,887.91
NATIONAL ASSOCIATION	\$ 5,825.00
WOODLAND COMMERCIAL	\$ 4,190.93
ODP BUSINESS Solutio	\$ 3,211.25
SOCIETY FOR HUMAN RE	\$ 2,717.00
CDW GOVERNMENT INC	\$ 2,635.79
DELL COMPUTER CORP	\$ 1,810.56
TECHSMITH CORPORATIO	\$ 1,702.74
WALMART STORES INC	\$ 1,502.55
TOMMY'S EXPRESS LLC	\$ 1,444.00
BEST BUY	\$ 1,319.45
GFS MKTPLC	\$ 1,200.17
AMERICAN SOCIETY OF	\$ 1,195.00
GRAINGER INC	\$ 983.91
AMERICAN AIRLINES	\$ 931.10
THE HOME DEPOT	\$ 902.04
GRAPHIX SIGNS & EMBR	\$ 896.58
STEWARDSHIP NETWORK	\$ 840.00
MEIJER	\$ 827.46
COMMUNITY ACTION	\$ 735.00
GODADDY.COM	\$ 699.96
TRIGO BREAD COMPANY	\$ 656.25
D BAKER & SON LUMBER	\$ 653.52
IKEA 304167713	\$ 648.96
BOB BARKER COMPANY	\$ 573.34
UNITED AIRLINES	\$ 570.40
LOWE'S HOME CENTERS	\$ 535.71
MICHIGAN STATE	\$ 520.37
KNOX ASSOCIATES INC	\$ 519.00
TELE-RAD INC	\$ 506.80
NATIONAL CENTER FOR	\$ 495.00
SURVEYMONKEY.COM	\$ 468.00
GEMMENS INC	\$ 458.41
SOUTHWEST AIRLINES	\$ 454.95
SECURITY 20/20 INC	\$ 448.00
GANNETT NEWSRPR CN	\$ 446.98
SQ	\$ 444.46
BAM ENTERTAINMENT CT	\$ 444.39
MUSKEGON COUNTY	\$ 435.00
MICHIGAN, STATE OF	\$ 420.17
INTUIT INC	\$ 414.66

VENDOR	\$ AMOUNT
VITALITY MEDICAL INC	\$ 405.09
DELTA	\$ 402.20
LIFELOC TECHNOLOGIES	\$ 370.00
FS *GRLEVELX	\$ 362.87
DOMINO'S 1253	\$ 351.60
LEXISNEXIS	\$ 350.00
SP DOT CARDS	\$ 337.50
ZEELAND HARDWARE ETC	\$ 333.88
LAKESHORE HUMAN RESO	\$ 325.00
PAYPAL	\$ 311.72
DE BRUYN SEED CO INC	\$ 310.39
AMERICAN CORRECTION	\$ 300.00
GREATLAND.COM	\$ 295.58
MENARD INC	\$ 281.89
ELECTION CENTER	\$ 275.00
FTP TODAY	\$ 275.00
NEWSPAPER SERVICES 2	\$ 260.00
HOBBY LOBBY STORES I	\$ 250.00
STAPLES INC	\$ 249.68
AUTOZONE	\$ 248.94
FISH WINDOW CLEANING	\$ 248.00
HAMPTON INN HOTELS	\$ 237.44
COUNTRY INN BY CARLS	\$ 233.44
MEDIC FIRST AID INTL	\$ 227.50
GOTPRINT.COM	\$ 210.85
SHERWIN-WILLIAMS CO	\$ 209.80
MICHIGAN ASSOCIATION	\$ 200.00
MICHIGAN EMERGENCY M	\$ 200.00
CORPSUMMITS	\$ 199.00
CHARTER COMMUNICATIO	\$ 195.26
SCRAPYARD CLIMBING C	\$ 190.00
HARBOR FREIGHT TOOLS	\$ 179.99
THE MANDT SYSTEM INC	\$ 177.00
J.P. COOKE COMPANY	\$ 162.90
ETSY.COM - FOXIBELLE	\$ 159.20
REGENTS OF THE UNIVE	\$ 158.50
JCPENNEY.COM	\$ 153.43
GREENMARK EQUIPMENT	\$ 152.82
EQUIPARTS CORPORATIO	\$ 150.07
GRAND VALLEY STATE	\$ 150.00
THINKIFIC.COM	\$ 149.00
NORTHLAND LANES	\$ 148.00
SOMERSET INN HOTEL	\$ 143.78
GRANDVILLE TRAILER	\$ 143.00
SUPERIOR SPORT STORE	\$ 140.00
CARLETON EQUIPMENT C	\$ 138.74

VENDOR	\$ AMOUNT
CHOW HOUND #9	\$ 135.62
COMFORT CONTROL SUPP	\$ 130.29
MICHIGAN GOVERNMENT	\$ 130.00
SON DANGER ASSESMEN	\$ 125.00
FAMILY FARM AND HOME	\$ 123.73
ADVANCE STORES COMPA	\$ 123.65
GRIFF'S GEORGETOWN	\$ 120.00
FOUNDATION BLDG 005	\$ 114.24
LAMB INDUSTRIAL SUPP	\$ 105.06
SAM'S TOWN HOTEL AND	\$ 101.25
TOUCH OF CLASS AUTO	\$ 100.80
MI ASSOC OF CHIEFS O	\$ 100.00
REALTOR ASSOCIATION/	\$ 99.00
TEDXMACATAWA 204	\$ 97.88
TEDXMACATAWA 205	\$ 97.88
INTEGRITY BUSINESS	\$ 93.08
NATIONAL ECO RESOURC	\$ 90.97
CHAMBER OF COMMERCE	\$ 90.00
TRACTOR SUPPLY	\$ 85.99
APPLIED INDUSTRIAL T	\$ 82.78
CERTIFIED MAIL ENVEL	\$ 82.30
TEDXMACATAWA 202	\$ 81.88
TEDXMACATAWA 201	\$ 81.88
TEDXMACATAWA 203	\$ 81.88
FAMILY FARE	\$ 77.92
MARATHON PETROLEUM C	\$ 77.60
THE WEBSTAURANT STOR	\$ 75.60
LAW ENFORCEMENT RECO	\$ 75.00
MONOPRICE INC	\$ 72.97
ADOBE SYSTEMS INC.	\$ 69.97
FRANKLIN PLANNER	\$ 67.24
BP INVESTORS LLC	\$ 64.50
LITTLE CAESARS 3704-	\$ 63.32
THE UPS STORE #4002	\$ 61.03
VISTAPRINT	\$ 60.99
LANSING COMMUNITY CO	\$ 60.00
FARM & FLEET HOLLAND	\$ 59.98
THE WEEK JUNIOR	\$ 59.95
GLOBAL INDUSTRIAL	\$ 54.74
EASYKEYSCOM INC	\$ 50.67
INTERNATIONAL LAW EN	\$ 50.00
SUPPLYHOUSE.COM	\$ 49.67
GENERAL TRENDS LLC	\$ 45.84
MICHIGAN WEST COAST	\$ 45.00
DISCOUNTCELL INC	\$ 44.96
GRAND HAVEN CITY OF	\$ 42.82

<b>VENDOR</b>	<b>\$ AMOUNT</b>
MANCINO'S OF GRAND H	\$ 41.99
HOLLAND BOARD OF PUB	\$ 40.80
KAAT'S WATER COND	\$ 39.20
MACATAWA AREA EXPRES	\$ 34.50
MPC INVESTMENT LLC	\$ 32.28
RYCENGA BUILDING	\$ 31.66
CLASH GRAPHICS	\$ 29.99
GENUINE PARTS COMPAN	\$ 29.99
RITE AID STORE 1472Q	\$ 28.98
RIVERS ACE - GH	\$ 26.97
MICHAELS	\$ 25.36
ATO SUSHI	\$ 25.14
BLUE SKYS APP	\$ 24.99
ALLENDAL TRUE VALU	\$ 24.11
HOLLAND COMMUNITY	\$ 20.00
MAILCHIMP	\$ 20.00
59TH DISTRICT COURT	\$ 18.80
WALGREENS #3349	\$ 18.75
GRAND RAPIDS CITY OF	\$ 18.00
TRAVRES*HOTEL RESERV	\$ 16.97
GRAND HAVEN CAR LOVE	\$ 16.00
ZOOM VIDEO COMMUNICA	\$ 15.99
TROPHY HOUSE/LINDBAC	\$ 15.00
PIRATE SHIP POSTAGE	\$ 14.50
FACEBOOK	\$ 12.65
ELLIS PARKING	\$ 12.00
CULVERS OF COLUMBUS	\$ 11.33
WEST MICHIGAN POSTAL	\$ 11.26
FASTENAL COMPANY	\$ 10.21
LIBIB.COM	\$ 9.00
NPDB NPDB-HIPDB.HRSA	\$ 7.50
AMAZON WEB SERVICES	\$ 1.00
MAGNUM ELECTRONICS I	\$ (16.19)
HOMWOOD SUITES	\$ (19.26)
58TH DISTRICT COURT	\$ (96.75)
HOLIDAY INNS	\$ (121.78)
<b>Grand Total</b>	<b>\$ 75,762.70</b>

# Action Request

Electronic Submission – Contract # 2207



**Committee: FINANCE AND ADMINISTRATION**

**Meeting Date: 3/5/2024**

**Vendor/3<sup>rd</sup> Party: REPUBLIC SERVICES**

**Requesting Department: PUBLIC HEALTH**

**Submitted By: KRIS CONRAD**

**Agenda Item: REPUBLIC SERVICES CONTRACT**

## Suggested Motion:

To approve and forward to the Board of Commissioners a contract with Republic Services.

## Summary of Request:

To provide recycling and waste services to the four Environmental Sustainability Centers. This a 1-year agreement with optional renewals for 5 years.

It will be for a total of \$45,000 each FY to match what we budget.

## Financial Information:

Total Cost: \$45,000.00

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: Non-Mandated

## Action is Related to Strategic Plan:

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

## Administration:

Recommended by County Administrator:

2/22/2024 3:38:38 PM

Committee/Governing/Advisory Board Approval Date: 3/5/2024





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**OTTAWA COUNTY**  
**CONTRACT FOR WASTE HAULING SERVICES FOR ENVIRONMENTAL HEALTH**

This CONTRACT is made and hereby effective on the 1 day of March, 2024 by and between the County of Ottawa, a municipality in the State of Michigan, (hereinafter, the "County") acting by and through its duly elected Board of Commissioners, (hereinafter the "Board"), and Republic Services (hereinafter, "Contractor"), with a principal place of business at 2471 Wilshire Drive, Jenison, MI 49428.

IT IS HEREBY AGREED AS FOLLOWS:

1. Scope of Work: Contractor agrees to provide the "Services" which as detailed in Exhibit A. It shall be the responsibility of the Contractor to employ and assign to the project adequate personnel and equipment required to undertake and complete the work in a diligent, timely and orderly manner.
2. Compensation: In consideration for the services to be performed by the Contractor, the County agrees to pay Contractor the compensation set forth on Exhibit A. Payment to the Contractor for services will be under the County's terms of Net 30. The pricing will not be adjusted until the optional first renewal date of July 1, 2026. Pricing adjustments are to be made no later than 60 days prior to the end of the contract period. Pricing adjustments will be no greater than 5% increases. Adjustments can only be made on renewal dates and WILL NOT be made in-between a contract term. Price Adjustments will be reflected in an endorsed amendment to the contract. Ottawa County is tax exempt. Michigan Sales and Use Tax Certificate of Exemption is available upon request.
3. Contract Documents: The following documents are the entire Contract between the Contractor and the County. The Contract includes the following documents listed below, which are incorporated herein by reference and are deemed to be part of this Contract as if set forth in full:
  - a) This Contract (including attached exhibits)
  - b) All Provisions required by law to be inserted in this contract whether actually inserted or not.

This contract constitutes the entire understanding between the parties and supersedes all prior agreements, whether written or oral, relating to the subject matter herein.

4. Performance
  - a) Contractor shall perform the work as required by and in accordance with the schedule of time requirements set forth in Exhibit A.
  - b) Failure to complete services as required shall constitute breach of this Contract.
  - c) Contractor shall have five (5) calendar days to cure a breach of this Contract (the "Cure Period"). Failure to cure a breach of this Contract within said Cure Period



shall allow the County to, without further notice to the Contractor, declare this Contract terminated and proceed with the replacement of the Contractor and the County shall be entitled to all remedies available to it at law or in equity.

5. Terms of Contract: The Contract shall commence when signed by both parties and unless terminated earlier in accordance with the terms of this Contract, this Contract period will be from the contract being signed until June 30, 2026. There will also be up-to five (5) optional one-year renewals, if in the interests of both parties.

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

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

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

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

8. Materials: Contractor will furnish all materials, equipment and supplies used to provide the services required by this Contract.
9. Background Checks: (as required by the Facility) Contractor employees are subject to background checks to ensure, at a minimum, that no employee has a felony or domestic violence or other bar-able conviction(s). The background checks for Contractor employees will be conducted by the County prior to the commencement of any on-site work.
10. Compliance with Laws, Ordinances, and Regulations and Procurement of Permits:
  - a) This Contract is governed by the laws of the State of Michigan.
  - b) The Contractor shall at all times comply with all local, state, and federal laws, rules, and regulations applicable to this Contract and the work to be done herewith.

- c) The Contractor shall obtain, and pay thereof, all permits required by any agency or authority having jurisdiction over the work. The Contractor shall provide a copy of any permit to the County within 3 business days of the County's request.
11. Exclusive Contract: This Contract, including exhibits attached hereto, a County Purchase Order, if applicable, is the entire Contract between Contractor and the County for the services as detailed in Exhibit A.
12. Modifying the Contract: This Contract may be modified only by a writing signed by both parties.
13. Record Keeping: The Contractor shall keep all records related to this Contract for the term of the Contract and 3 years thereafter.
14. Dispute: In the event of any conflicts or discrepancies in the wording of any terms, provisions and conditions contained in this Contract, describing Contractor's obligations and responsibilities hereunder, said conflicts and discrepancies shall be resolved by first applying the interpretation of this Contract and its exhibits, attachments, and addendums, then the mutually agreed Contractor's planning documents that affirm the details of the Services to be provided. Any contract or modification of this Contract shall be written and signed by both parties and will supersede any previous written understandings.
- Should any disputes arise with respect to this Contract, Contractor and County agree to act immediately to resolve any such disputes. Pending resolution of such dispute or difference and without prejudice to their rights, both the Contractor and the County shall continue to respect all their obligations and to perform all their duties under this Contract.
15. Jurisdiction and Venue: The parties' consent to the exercise of general personal jurisdiction over it by the Ottawa County Circuit Court. Any action on a controversy that arises under or in association with this Contract shall be brought in the State of Michigan, which both parties agree is a reasonably convenient place for trial of the action. The parties both agree that their consent in accordance with this Section is not obtained by misrepresentation, duress, the abuse of economic power, or other unconscionable means.
16. Indemnification: Contractor agrees to indemnify, defend, and hold harmless the County and its officials, officers, employees, volunteers, and agents from and against any and all liability arising out of or in any way related to Contractor's performance of services under this Contract, including, but not limited to, any and all liability resulting from or arising out of intentional, reckless, or negligent acts or omissions of the Contractor, its employees, agents or subcontractors.
17. Insurance: Contractor agrees to provide proof of the following insurance coverages, as more fully set forth in Exhibit B, entitled Vendor Insurance Requirements: Workers' Compensation; Employers' Liability; Commercial General Liability; Umbrella/Excess Liability; and, if applicable, Automobile, Professional Liability, and Privacy and Security Liability (Cyber Security). Coverage limits are to

be statutory and, if no statute applies, are to be at least \$1,000,000 per occurrence or claim and \$2,000,000 aggregate. These coverages shall protect the Contractor and the County and their respective representatives against any and all claims arising out of or related in any way to the work performed or the products provided.

18. Relationship of Parties: The Contractor is an independent contractor and is not an agent or employee of the County for any purpose including, but not limited to, the ability to bind the County and all labor or employee related matters such as tax withholding/reporting, employee wages or benefits, or workers compensation. This Contract is not intended to create any joint venture or partnership of any kind. The provisions of this Contract are for the benefit of the parties hereto, and not for the benefit of any other person or legal entity.
19. Subcontracts: Contractor may not assign or subcontract any rights or obligations under this contract without the County's prior written approval.
20. Governmental Immunity: The County does not waive its governmental immunity by entering into this Contract, and fully retains all immunities and defenses provided by law with respect to any action based upon or occurring as a result of this Contract.
21. Safety: The Contractor shall at all times observe and comply with all federal, state, local and County facility laws, ordinances, rules, and regulations that may in any manner affect the safety and the conduct of the work. The Contractor shall indemnify and hold the County harmless against any claim or liability arising from the violation of any such provisions.
22. Absence of Waiver: The failure of either party to insist on the performance of any of the terms and conditions of this Contract, or the waiver of any breach of such terms and conditions, shall not be construed as thereafter waiving such terms and conditions, which shall continue and remain in full force and effect as if such forbearance or waiver had occurred.
23. Notices:
  - a) All notices and other communications for the parties may be served, mailed, or delivered at the following addresses:

If to the Contractor:

Attn: Amy Korf TenBarge

Email: AKorf@republicservices.com

If to Ottawa County:

Attn: Kimberly Wolters

Ottawa County Environmental Health

12251 James Street

Holland, MI 49424

Email: kwolters@miottawa.org

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

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

**COUNTY OF OTTAWA**

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

**REPUBLIC SERVICES**

By: Amy Korf TenBarge  
Amy Korf TenBarge  
Account Manager

2/2/24  
Date

## Scope of Work

Ottawa County (County) enters a new contract with Republic Services (Contractor) to continue the Waste Hauling services currently provided by the Contractor. The Contractor is responsible for providing these services to the County at an on-call basis.

### Services Included:

- Trash pick-up at each of the locations mentioned below. The trash receptacles are 8 yd dumpsters. This service is provided on an as-needed basis and the request will be made by Ottawa County.
- Recycling pick-up at each of the locations mentioned below. The recycling receptacles are 30 yd units. This service is provided on an as-needed basis and the request will be made by Ottawa County.

### Locations:

- Coopersville Site – 15600 68<sup>th</sup> Ave. Coopersville, MI 49404
- Grand Haven Site – 16850 Comstock Grand Haven, MI 49417
- Georgetown Site – 6693 Roger Dr. Jenison, MI 49428
- Holland Site – 14053 Quincy St. Holland, MI 49424

### Pricing:

There are three services that will be charged to the County. The fees can be found on the table provided on the next page.

- Haul Fee – this is the base fee for the contractor to send a truck out to the designated location for a recycling pick-up. This fee only applies to a recycling pick-up.
- Trash Pick-Up Fee – This is the fee to empty the trash dumpster at each location. This fee is on a per lift basis.
- Recycle Pick-Up Fee – This is the fee to empty the Recycle receptacle unit. This fee is on a per ton basis.

The pricing will not be adjusted until the optional first renewal date of July 1, 2026. Pricing adjustments are to be made no later than 60 days prior to the end of the contract period. Pricing adjustments will be no greater than 5% increases. Adjustments can only be made on renewal dates and WILL NOT be made in-between a contract term. Price Adjustments will be reflected in an endorsed amendment to the contract. Ottawa County is tax exempt. Michigan Sales and Use Tax Certificate of Exemption is available upon request.

# EXHIBIT A

<u>Site Name</u>	<u>Address</u>	<u>Account Number</u>	<u>Type</u>	<u>Qty</u>	<u>Size</u>	<u>Schedule</u>	<u>Rate (per lift or per ton)</u>	<u>Haul Fee</u>
Coopersville Site	15600 68th Ave. Coopersville, MI 49404	240-208760	Trash	1	8 Yd	On -Call	\$28.08/lift	N/A
Coopersville Site	15600 68th Ave. Coopersville, MI 49404	240-208760	Recycling	1	30 Yd	On -Call	\$83.20/ton	\$187.20
Grand Haven Site	16850 Comstock Dr. Grand Haven, MI 49417	240-214059	Trash	1	8 Yd	On -Call	\$31.20/lift	N/A
Grand Haven Site	16850 Comstock Dr. Grand Haven, MI 49417	240-214059	Recycling	1	30 Yd	On -Call	\$83.20/ton	\$228.80
Georgetown Site	6693 Roger Dr. Jenison, MI 49428	240-214062	Trash	1	8 YD	On -Call	\$26.00/lift	N/A
Georgetown Site	6693 Roger Dr. Jenison, MI 49428	240-214062	Recycling	1	30 Yd	On -Call	\$83.20/ton	\$176.80
Holland Site	14053 Quincy St. Holland, MI 49424	240-256519	Trash	1	8 Yd	On -Call	\$31.20/lift	N/A
Holland Site	14053 Quincy St. Holland, MI 49424	240-256519	Recycling	1	30 Yd	On -Call	\$83.20/ton	\$187.20





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

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

#### COMMERCIAL GENERAL LIABILITY

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

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

#### AUTOMOBILE (if applicable)

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

#### PROFESSIONAL LIABILITY (if applicable)

Limit of Liability	\$2,500,000 Aggregate Limit
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#### WORKERS' COMPENSATION AND EMPLOYERS' LIABILITY

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

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

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

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

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





# CERTIFICATE OF LIABILITY INSURANCE

Page 1 of 2

DATE (MM/DD/YYYY)  
06/30/2023

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).

<b>PRODUCER</b> CANNON COCHRAN MANAGEMENT SERVICES, INC. 17015 NORTH SCOTTSDALE ROAD SCOTTSDALE, AZ 85255	<b>CONTACT NAME:</b>  <b>PHONE (A/C No.Ext):</b> <b>FAX (A/C No.Ext):</b> <b>E-MAIL ADDRESS:</b> certificateteam@ccmsi.com																					
<b>INSURED</b> REPUBLIC SERVICES, INC. 18500 N. ALLIED WAY PHOENIX, AZ 85054	<table border="1"><tr><th colspan="2">INSURER(S) AFFORDING COVERAGE</th><th>NAIC #</th></tr><tr><td>INSURER A:</td><td>ACE American Insurance Co.</td><td>22667</td></tr><tr><td>INSURER B:</td><td>Indemnity Insurance Co. of North America</td><td>43575</td></tr><tr><td>INSURER C:</td><td>Illinois Union Insurance Company</td><td>27960</td></tr><tr><td>INSURER D:</td><td></td><td></td></tr><tr><td>INSURER E:</td><td></td><td></td></tr><tr><td>INSURER F:</td><td></td><td></td></tr></table>	INSURER(S) AFFORDING COVERAGE		NAIC #	INSURER A:	ACE American Insurance Co.	22667	INSURER B:	Indemnity Insurance Co. of North America	43575	INSURER C:	Illinois Union Insurance Company	27960	INSURER D:			INSURER E:			INSURER F:		
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INSURER F:																						

**COVERAGES****CERTIFICATE NUMBER: 2320505****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"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER:			HDO G47334433	06/30/2023	06/30/2024	<table border="1"><tr><td>EACH OCCURRENCE</td><td>\$ 5,000,000</td></tr><tr><td>DAMAGE TO RENTED PREMISES (Ea occurrence)</td><td>\$ 5,000,000</td></tr><tr><td>MED EXP (Any one person)</td><td></td></tr><tr><td>PERSONAL &amp; ADV INJURY</td><td>\$ 5,000,000</td></tr><tr><td>GENERAL AGGREGATE</td><td>\$ 30,000,000</td></tr><tr><td>PRODUCTS -COMP/OP AGG</td><td>\$ 20,000,000</td></tr></table>	EACH OCCURRENCE	\$ 5,000,000	DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 5,000,000	MED EXP (Any one person)		PERSONAL & ADV INJURY	\$ 5,000,000	GENERAL AGGREGATE	\$ 30,000,000	PRODUCTS -COMP/OP AGG	\$ 20,000,000
EACH OCCURRENCE	\$ 5,000,000																		
DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 5,000,000																		
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PERSONAL & ADV INJURY	\$ 5,000,000																		
GENERAL AGGREGATE	\$ 30,000,000																		
PRODUCTS -COMP/OP AGG	\$ 20,000,000																		
A	<b>AUTOMOBILE LIABILITY</b> <input checked="" type="checkbox"/> ANY AUTO <input checked="" type="checkbox"/> OWNED AUTOS <input checked="" type="checkbox"/> SCHEDULED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY  <input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$			ISA H10735786	06/30/2023	06/30/2024	<table border="1"><tr><td>COMBINED SINGLE LIMIT (Ea accident)</td><td>\$ 10,000,000</td></tr><tr><td>BODILY INJURY(Per person)</td><td></td></tr><tr><td>BODILY INJURY (Per accident)</td><td></td></tr><tr><td>PROPERTY DAMAGE (Per accident)</td><td></td></tr></table>	COMBINED SINGLE LIMIT (Ea accident)	\$ 10,000,000	BODILY INJURY(Per person)		BODILY INJURY (Per accident)		PROPERTY DAMAGE (Per accident)					
COMBINED SINGLE LIMIT (Ea accident)	\$ 10,000,000																		
BODILY INJURY(Per person)																			
BODILY INJURY (Per accident)																			
PROPERTY DAMAGE (Per accident)																			
B	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> Y/N N/A ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input checked="" type="checkbox"/> N (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below			WLR C50710397 - AOS WLR C50710324 - OR SCF C5071049A - WI WCU C50710555 - OH XS TNS C66934172 - TX NS/XS	06/30/2023 06/30/2023 06/30/2023 06/30/2023	06/30/2024 06/30/2024 06/30/2024 06/30/2024	<table border="1"><tr><td><input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER</td><td></td></tr><tr><td>E.L. EACH ACCIDENT</td><td>\$ 3,000,000</td></tr><tr><td>E.L. DISEASE -EA EMPLOYEE</td><td>\$ 3,000,000</td></tr><tr><td>E.L. DISEASE -POLICY LIMIT</td><td>\$ 3,000,000</td></tr></table>	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER		E.L. EACH ACCIDENT	\$ 3,000,000	E.L. DISEASE -EA EMPLOYEE	\$ 3,000,000	E.L. DISEASE -POLICY LIMIT	\$ 3,000,000				
<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER																			
E.L. EACH ACCIDENT	\$ 3,000,000																		
E.L. DISEASE -EA EMPLOYEE	\$ 3,000,000																		
E.L. DISEASE -POLICY LIMIT	\$ 3,000,000																		

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

Division Number: 4489 - Named Insured Includes: Allied Waste Systems, Inc. - DbA: Allied Waste Services of Muskegon - Republic Services of Muskegon

**CERTIFICATE HOLDER**OTTAWA COUNTY HEALTH DEPARTMENT  
12251 JAMES STREET  
HOLLAND, MI 49424  
United States**CANCELLATION**

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



# ADDITIONAL REMARKS SCHEDULE

Page 2 of 2

AGENCY		NAMED INSURED	
POLICY NUMBER See First Page		REPUBLIC SERVICES, INC. 18500 N. ALLIED WAY PHOENIX, AZ 85054	
CARRIER See First Page	NAIC CODE	EFFECTIVE DATE:	

**ADDITIONAL REMARKS**

**CERTIFICATE NUMBER: 2320505**

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM.

FORM NUMBER: 25 FORM TITLE: CERTIFICATE OF LIABILITY INSURANCE

The following provisions apply when required by written contract. As used below, the term certificate holder also includes any person or organization that the insured has become obligated to include as a result of an executed contract or agreement.

**GENERAL LIABILITY:**

Certificate holder is Additional Insured including on-going and completed operations when required by written contract.

Coverage is primary and non-contributory when required by written contract.

Waiver of Subrogation in favor of the certificate holder is included when required by written contract.

**AUTO LIABILITY:**

Certificate holder is Additional Insured when required by written contract.

Coverage is primary and non-contributory when required by written contract.

Waiver of Subrogation in favor of the certificate holder is included when required by written contract.

**WORKERS COMPENSATION AND EMPLOYERS LIABILITY:**

Waiver of Subrogation in favor of the certificate holder is included when required by written contract where allowed by state law.

Stop gap coverage for ND and WA is covered under policy no. WLR C50710397 and stop gap coverage for OH is covered under policy no. WCU C50710555, as noted on page 1 of this certificate.

**TEXAS EXCESS INDEMNITY AND EMPLOYERS LIABILITY:**

Insured is a registered non-subscriber to the Texas Workers Compensation Act. Insured has filed an approved Indemnity Plan with the Texas Department of Insurance which offers an alternative in benefits to employees rather than the traditional Workers' Compensation Insurance in Texas. The excess policy (TNS C66934172) shown on this certificate provides excess indemnity and Employers Liability coverage for the approved Indemnity Plan.

Contractual Liability is included in the General Liability and Automobile Liability coverage forms. The General Liability and Automobile Liability policies do not contain endorsements excluding Contractual Liability.

Separation of Insured (Cross Liability) coverage is provided to the Additional Insured, when required by written contract, per the Conditions of the Commercial General Liability Coverage form and the Automobile Liability Coverage form.

# Action Request



**Committee:** Finance and Administration Committee

**Meeting Date:** 03/05/2024

**Requesting Department:** Fiscal Services Department

**Submitted By:** Karen Karasinski

**Agenda Item:** 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.

## Summary of Request:

Pursuant to the requirements of the Uniform Budgeting and Accounting Act, the Chief Financial 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: \$0.00	General Fund Cost: \$0.00	Included in Budget:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A
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If not included in budget, recommended funding source:

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

**Action is Related to Strategic Plan:**

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

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

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

Committee/Governing/Advisory Board Approval Date:

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Summary of Request Continued:

**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 \_\_\_\_\_, 2024 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 Director of Fiscal Services, as Chief Financial 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 Karen Karasinski, Director of Fiscal Services, Michigan, as Chief Financial 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:** 03/05/2024

**Requesting Department:** Administrator's Office

**Submitted By:** Marcie Ver Beek

**Agenda Item:** Veterans Affairs Department Personnel Request

## Suggested Motion:

To approve and forward to the Board of Commissioners a proposal to add one, 1.0 FTE full-time, benefited Administrative Assistant position at universal paygrade 7 for a total cost of \$97,211.

## Summary of Request:

As we continue to build out a new Veterans Affairs department, we must continue to provide service to our Veterans and their Families. We cannot allow a break in service to this very important community. This position will provide much-needed coverage for both the Veterans and the department while simultaneously growing to meet today's and future Department growth. This role will be vital in handling daily operations and will also help to streamline much-needed processes.

## Financial Information:

Total Cost: \$97,211.00	General Fund Cost: \$97,211.00	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 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:** ☐ Recommended ☐ Not Recommended ☐ Without Recommendation  
County Administrator:

Committee/Governing/Advisory Board Approval Date:

2024 Estimated Costs per Deductions  
Employee Costs

VA Administrative Assistant  
Unclassified-Paygrade 7

FTE	Wages	Benefits	TOTAL COST
1.0000	55,007.42	42,203.84	97,211.26





# Administrative Assistant (Veterans Affairs)

Class Code:

OTTAWA COUNTY

Bargaining Unit: Unclassified

## SALARY RANGE

\$24.04 - \$31.25 Hourly  
\$50,000.50 - \$64,991.68 Annually

## JOB DESCRIPTION:

Under the direction of the Director of Veterans Affairs, performs highly responsible clerical, technical, and sub-administrative work for the Department of Veterans Affairs. 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 department purchasing activities, and coordinates a variety of specialized functions, special projects, and events.

## ESSENTIAL JOB FUNCTIONS:

**ESSENTIAL JOB FUNCTIONS:** The essential functions of this position include, but are not limited to, the following:

1. Performs paraprofessional, administrative support to the Director of Veterans Affairs and other professional personnel as assigned.
2. May be responsible for the accounts receivable and accounts payable functions of a department, ordering equipment and materials, tracking requests, and ensuring appropriate documentation.
3. May be responsible for reviewing department budget performance reports for emerging revenue shortfalls and/or expenditure overages, identifying potential issues, and drafting the department budget.
4. 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.
5. Assembles materials and prepares reports of departmental service activities, fiscal status reports, budgets, and other data.
6. May take and transcribe minutes at various meetings. Prepares agenda for various meetings and works with department staff to collect materials and assemble and

- distribute meeting packets.
7. Help Veterans and family members navigate County, State, and Federal resources. Provide scheduling assistance to Veterans by phone, email, chat, or in person.
  8. Provides administrative support to the Veteran Affairs Committee, including but not limited to processing per diem, mileage, organizing special meetings, maintaining the Committee calendar, preparing the Committee agenda, and related functions.
  9. Perform other functions as assigned.

## **REQUIRED 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. Service in the Armed Forces, with a discharge under honorable conditions, preferred. Spouse or family member of an Armed Forces Service member preferred.

## **ADDITIONAL REQUIREMENTS AND INFORMATION:**

### **REQUIRED KNOWLEDGE AND SKILLS:**

1. Thorough working knowledge of office protocols and procedures.
2. Thorough working knowledge of County policies and procedures.
3. Thorough working knowledge of County legislative processes.
4. Excellent customer service skills.
5. Computer literacy, including thorough working knowledge of word processing, spreadsheet, and database management applications software.
6. Excellent oral and written communication skills.
7. Excellent interpersonal and human relations skills.
8. Ability to interact positively and objectively with elected officials, department directors, managers, contractors and consultants, employees, parties with interests in matters involving the County, and members of the public from a wide range of cultural and socio-economic backgrounds and with varying levels of educational attainment and communications skills.


### **Physical REQUIREMENTS:**

Must be able to perform essential job functions with or without reasonable accommodations, including, but not limited to, visual and/or audiological appliances and devices to increase mobility.

### **WORKING CONDITIONS:**

Work is performed in a normal office environment.

## Action Request

 Ottawa County	<b>Committee:</b> Finance and Administration Committee
	<b>Meeting Date:</b> 3/5/2024
	<b>Requesting Department:</b> Public Health
	<b>Submitted By:</b> Marcie Ver Beek
	<b>Agenda Item:</b> Environmental Health Personnel Request

### Suggested Motion:

To approve and forward to the Board of Commissioners the request from Public Health to add one 1.0 FTE Administrative Assistant II position at a cost of \$85,602.

### Summary of Request:

The Environmental Health division has experienced growth due to increased services, legislative changes, and increasing population. The addition of an Administrative Assistant II position will remove some administrative tasks from licensed and specialized staff and provide oversight of clerical staff.

Additional information is attached.

The cost of the position is \$85,602, to be paid by ELPHS funds with no general fund contribution needed. The approval of this action authorizes any fund transfers needed to support this request.

### Financial Information:

Total Cost: \$85,602.00	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:

75% ELPHS Drinking/Wastewater 22129517 & 25% ELPHS Food 22129510

**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.

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

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

Goal 2, Objective 3: Consider initiatives that contribute to the environmental health and sustainability of the County and its' residents.

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

Committee/Governing/Advisory Board Approval Date:

## **Request for Administrative Assistant II (Environmental Health)**

The Environmental Health (EH) division has experienced significant and transformative growth over the years, evolving in response to increasing health and environmental concerns in our community. This growth, characterized by both the expansion of our scope and the diversification of our services, has been a direct result of heightened environmental awareness, legislative changes, and a growing population. Consequently, we have seen a notable increase in public inquiries and a surge in the number of permits and licenses issued annually. Our response to these challenges has included a necessary shift towards digital workflows, enhancing efficiency but also adding complexity requiring specialized administrative skills. This expansion has led to an increased operational workload and the need for a more integrated approach to manage our programs effectively, highlighting the essential need for an Administrative Assistant in our division.

The addition of an Administrative Assistant to the EH division is pivotal for enhancing operational synergy and efficiency. This role will centralize support across all EH programs, fostering a more cohesive and integrated work environment. Importantly, the Administrative Assistant will manage confidential and sensitive data, ensuring compliance with privacy laws and playing a vital role in executive meetings and decision-making processes. This not only enhances collaborative efforts but also frees up supervisors and other senior staff to concentrate on improving their programs and services.

The proposed position of Administrative Assistant is expected to incur a total cost of approximately \$85,602 in wages and benefits (Grade 7, Step 1). The position will be funded through the additional ELPHS funding available in 22129517 Drinking/Wastewater ELPHS (75%) and 22129510 Food ELPHS (25%) that was approved by the Board of Commissioners on November 21, 2023. The State of Michigan has increased our ELPHS funding overall, this funding will be awarded annually.

The addition of an Administrative Assistant to the EH division is a strategic move to enhance our operational capacity and promote synergy. This role is not just a response to our current growth but is pivotal for our continued success, ensuring we effectively meet the evolving needs of our community. By integrating this role into our division, we aim to further our commitment to providing exemplary environmental health services.

## **Position Description**

### **Job Description**

Under the supervision of the Environmental Health Manager, provides administrative and secretarial support for the Environmental Health Team. Provides budget, accounting, records management, and office administration services. Supervises office support employees and plans, delegates, and schedules clerical duties. Develops and implements office operating policies and procedures, administers budgets, and ensures the provision of efficient and effective office support.

### **Essential Job Functions**

The essential functions of this position include, but are not limited to, the following:

1. Provides a variety of administrative and secretarial support services for the department, including serving as back up for all clerical and support staff functions.
2. Administers policies and procedures for; participates in the selection and hiring of; provides training, schedules and work direction for; evaluates the performance of, and fulfills other supervisory functions for the Environmental technical Support Clerk(s) and Environmental Health Clerks.
3. Develops, maintains, modifies and implements office operating policies and procedures, to ensure compliance with accreditation requirements and Minimum Program Requirements for environmental health and public health file maintenance practices and financial recording practices.
4. Provides oversight of basic accounting and financial reporting including cashiering, daily balancing, and payable invoices, and ensures compliance with financial recording practices.
5. Monitors activity for multiple budgets, grants, tracks line item expenditures against authorized and allocated funds, and prepares budget adjustment requests and line-item transfers. Identifies potential issues and projects future year expenditures. Plays a support role in the budget drafting process and produces documentation for budget.
6. Prepares agenda items and minutes and attends meetings held by the various teams within Environmental Health.
7. Maintains the various Environmental Health program software applications, performing routine housekeeping functions, installing upgrades, troubleshooting operating problems, contacting the vendor(s) for assistance when needed.
8. Schedules a variety of meetings, secures meeting sites and ancillary services such as projection equipment, prepares and distributes agendas, and prepares and distributes other participant materials.
9. Prepares a variety of documents, correspondence, contracts, financial reports, and presentation materials for the Manager and other members of the department for meetings, committee presentations, and proposals to Board of Health and Human Services.
10. Works with customers to resolve issues or complaints regarding the quality of service received and/or to respond to service requests requiring a more thorough knowledge of records, fee structures, processes and/or other aspects of the department's operations.
11. Assists 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.
12. Performs other functions as assigned.

**Required Education, Training and Experience**

Associates 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.

### **Additional Requirements and Information**

#### **REQUIRED KNOWLEDGE AND SKILLS:**

1. Good working knowledge of Environmental Health administrative practices and principles.
2. Working knowledge of supervisory practices and principles.
3. Thorough working knowledge of word processing, spreadsheet, desktop publishing, graphics, presentation, and database management applications software.
4. Good working knowledge of fund accounting and budgeting practices and principles.
5. Working knowledge of records management practices and principles.
6. Fast and accurate keyboarding skills.
7. Accurate mathematical skills.
8. Excellent organizational skills and the ability to prioritize the workload.
9. Excellent proofreading skills and attention to detail.
10. Good interpersonal and customer service skills, including good verbal and written communications skills.

#### **PHYSICAL REQUIREMENTS:**

Must be able to perform essential job functions with or without reasonable accommodations, including, but not limited to, visual and/or audiological appliances and devices to increase mobility.

#### **WORKING CONDITIONS:**

Work is performed in a normal office environment. Must be willing and able to work occasional weekend and evening shifts to accommodate public health needs. Position requires occasional field visits to regulated establishments in Ottawa County.

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2024 Estimated Costs per Deductions  
Employee Costs

Public Health-EH Request

				704000		
		FTE	Wages	Benefits	TOTAL COST	
Admin Assistant II	Grade 7	1.0000	47,170.24	38,431.66	85,601.90	

# Action Request



**Committee:** Finance and Administration Committee

**Meeting Date:** 03/05/2024

**Requesting Department:** Fiscal Services

**Submitted By:** Karen Karasinski

**Agenda Item:** FY24 Budget Adjustments

## Suggested Motion:

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

## Summary of Request:

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

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

Compliance with the Ottawa County Operating Budget Policy.

## Financial Information:

Total Cost: \$0.00	General Fund Cost: \$0.00	Included in Budget:	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A
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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
04-1678	Public Defender	Public Defender		
		To recognize revenue and appropriate expenses to match the award amount of the Michigan Indigent Defense grant. Total Grant: \$4,211,278 Grant Period: FY24	\$ 4,940	\$ 4,940
05-442	Governmental Grants	CAA - Local Water Utility Affordability		
		To recognize revenue and appropriate expenses for the new Local Water Utility Affordability Grant. This grant will support the improvement of in-home plumbing and assist residents who face water shut-offs. Total Grant: \$50,000 estimated award Grant Period: FY24	\$ 50,000	\$ 50,000
05-787	Governmental Grants	CAA - Low Income Home Energy Assistance Program		
		To recognize revenue and appropriate expenses for the updated award amount for the Low Income Home Energy Assistance Program. This grant provides weatherization assistance to residents. Total Grant: \$241,400 Grant Period: FY24	\$ 111,015	\$ 111,015
05-1019	Health Fund	Public Health		
		To recognize revenue and appropriate expenses to match the award amount of the Marihuana Operation and Oversight Grant. This grant provides education and outreach in partnerships with the schools and parents as allowed under the Michigan Medical Marihuana Act. Total Grant: \$39,934 Grant Period: FY24	\$ 1,297	\$ 1,297
05-1043	ARPA Fund	Non-Departmental		
		At the end of FY23, there was a budget remaining for the ARPA funded Outdoor Discovery Center (ODC) project. The ODC is utilizing these funds to building new child care centers. This BA is to roll the remaining budget into FY24.	\$ 3,750,000	\$ 3,750,000
05-1056	Health Fund	Public Health		
		To reallocate and rebalance indirect costs to all Public Health program.		\$ (58,478)
05-1171	General Fund	Water Resources		
		To recognize revenue and appropriate expense from contributions for the Water Quality Forum.	\$ 4,000	\$ 4,000
05-1354	General Fund	Circuit Court Clerk/ROD		
		Correction of previously approved budget adjustment 01-833. Approved 4D budget was moved from incorrect Org.		\$ (74,667)
				\$ 74,667

	Fund	Department	Explanation	Revenue	Expense
05-1373	Parks CIP	SOGL Fisheries Habitat Grant	To recognize revenue and appropriate expense to match the award of the SOGL Fisheries Habitat Grant approved by the board B/C 23-150.C Total Grant: \$142,800 Grant Period: FY24	\$ 92,800	\$ 92,800
06-02	General Fund	Corporation Counsel Contingency	To appropriate expense for the retention of services from Guinan Bisonet, PLLC.		\$ 8,000 \$ (8,000)

	Fund	Department	Explanation	Revenue	Expense
6-10	General Fund	Board of Commissioners	Budget amendment to adjust for approved personnel contract changes		\$ 431
		Administrator	beginning Calendar Year 2024 . This included the MERS contribution rate		\$ (25,579)
		Fiscal Services	moving from 6% to 8%. Employees previously matching less than 6%		\$ 13,673
		Clerk/ROD	were moved up which contributed to an increase in employer matching.		\$ (46,624)
		IT	Also, expenses were budgeted for the increase in pay due to the Step 8		\$ (3,987)
		Treasurer	adjustment to certain pay grades.		\$ (20,273)
		Equalization			\$ (1,246)
		Facilities	Additionally, this adjustment contains changes for the difference		\$ (3,323)
		Corporate Counsel	between original budget and actual expenses incurred for the new		\$ (2,710)
		Human Resources	health insurance plans and unemployment.		\$ (20,186)
		Circuit Court			\$ (43,683)
		District Court			\$ (70,203)
		Probate Court			\$ 2,040
		Prosecutor			\$ 17,802
		Sheriff			\$ (314,097)
		Water Resources			\$ (44,643)
		Public Health			\$ (8,751)
		Strategic Impact			\$ (3,474)
		MSU Extension			\$ (82)
		Veterans Affairs			\$ (576)
		Contingency			\$ 6,956
	Parks & Recreation	Parks Department			\$ (33,627)
	Friend of the Court	Clerk/ROD			\$ (24,867)
		Circuit Court		\$ (66,972)	\$ (40,234)
		Sheriff			\$ (1,871)
	Governmental Grants	District Court		\$ 6,956	\$ 6,956
	Public Health	Health Department			\$ (259,433)
	Landfill Tipping	Health Department			\$ 13,279
	ROD Automation	Clerk/ROD			\$ (114)
	Early Voting	Clerk/ROD			\$ (2,989)
	Concealed Pistol License Fund	County Clerk/ROD			\$ 64
	Sheriff Contracts	Sheriff			\$ (80,082)
	Child Care Fund	Circuit Court		\$ (2,425)	\$ (2,425)



# County of Ottawa

## Office of the Treasurer

**Cheryl A Clark**  
*County Treasurer*  
**Jason Kondrat**  
*Chief Deputy Treasurer*  
**Mollie L. Bonter**  
*Deputy Treasurer*

12220 Fillmore Street Room 155 West Olive, MI 49460  
treasurer@miottawa.org

Phone 616-994-4501  
Fax 616-994-4509

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

**From: Cheryl Clark, Treasurer**  
[cclark@miottawa.org](mailto:cclark@miottawa.org)  
**616-994-4503**

**Date: February 29, 2024**

**Re: January 31, 2024 Financial update for**  
**March 5, 2024 Finance & Administration Committee meeting**

### General Fund

Attached are multiple reports (some of which are graphs) that represent the status of the General Pooled Funds portfolio for Ottawa County as of January 31, 2024.

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

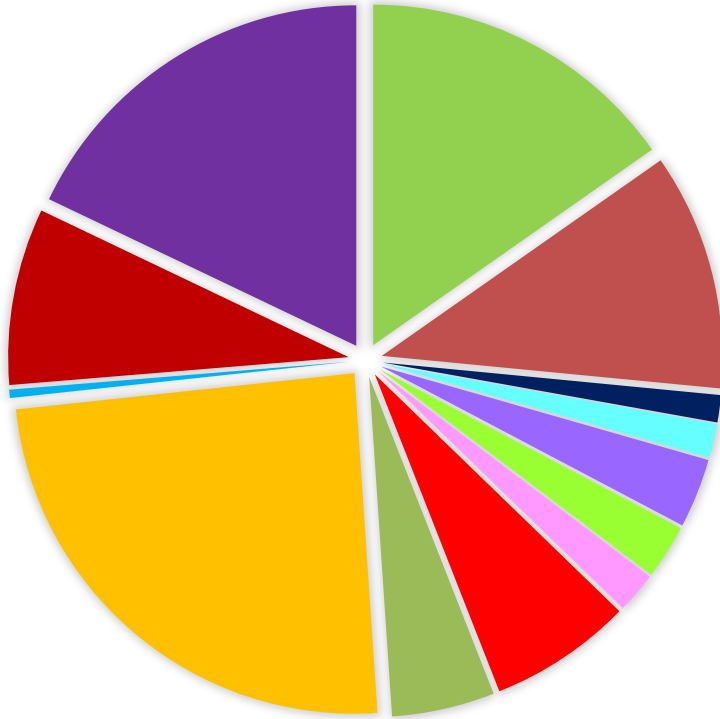
### Other Post Employee Benefits (OPEB) Trust

Also attached is the January 31, 2024, Charles Schwab Statement of the County of Ottawa Retiree Health account, along with the Portfolio Asset Allocation sheet outlining the investments in the OPEB account and the account reconciliation worksheet.

I will be at the March 5<sup>th</sup> meeting to answer any questions you may have.

# Ottawa County General Pooled Funds

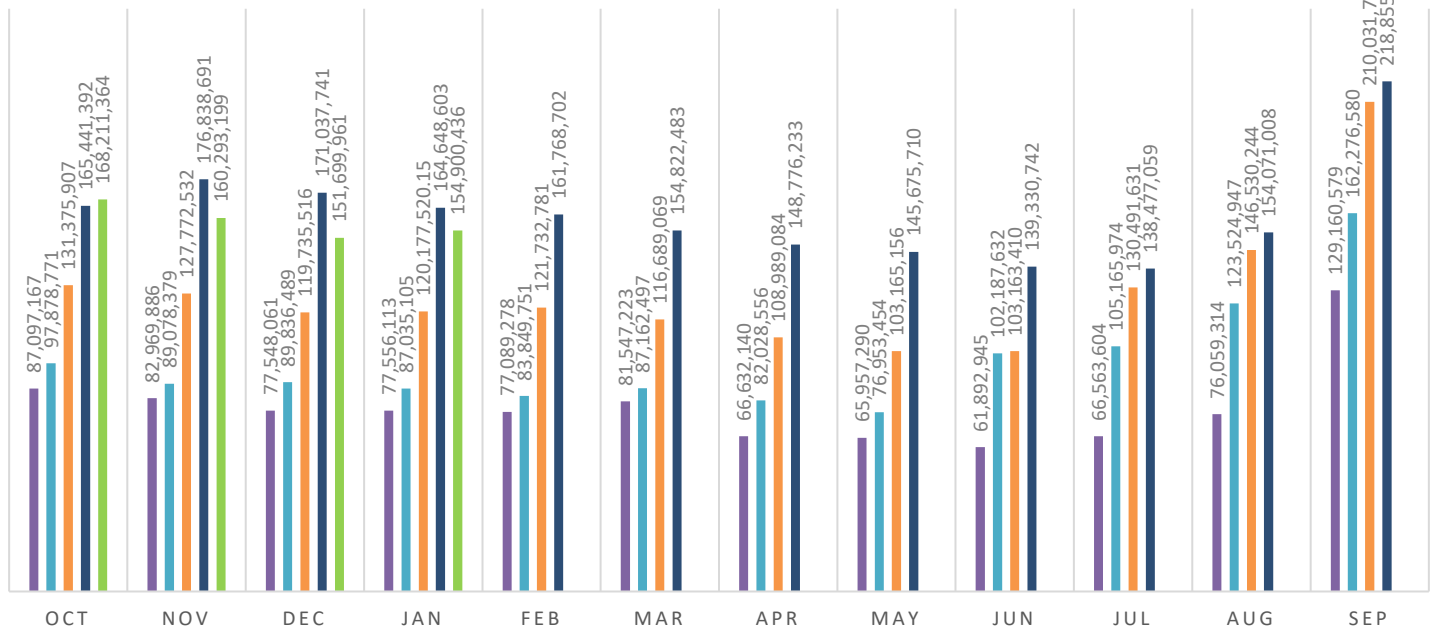
## Open Investments Ending Par Val/Shares \$154,900,435.85



Certificate of Deposit	\$23,646,147.93
Cash/Checking Accounts	\$17,445,747.33
FAMCA	\$2,000,000.00
FFCB	\$2,500,000.00
FHLB	\$5,100,000.00
FHLMC	\$4,000,000.00
FNMA	\$3,000,000.00
Money Market	\$10,527,099.40
Municipal Bond	\$7,565,000.00
Mutual Fund - Money Market	\$37,760,722.64
Pooled Gov't Fund	\$605,718.55
Treasury Bill	\$13,000,000.00
Treasury Note	\$27,750,000.00

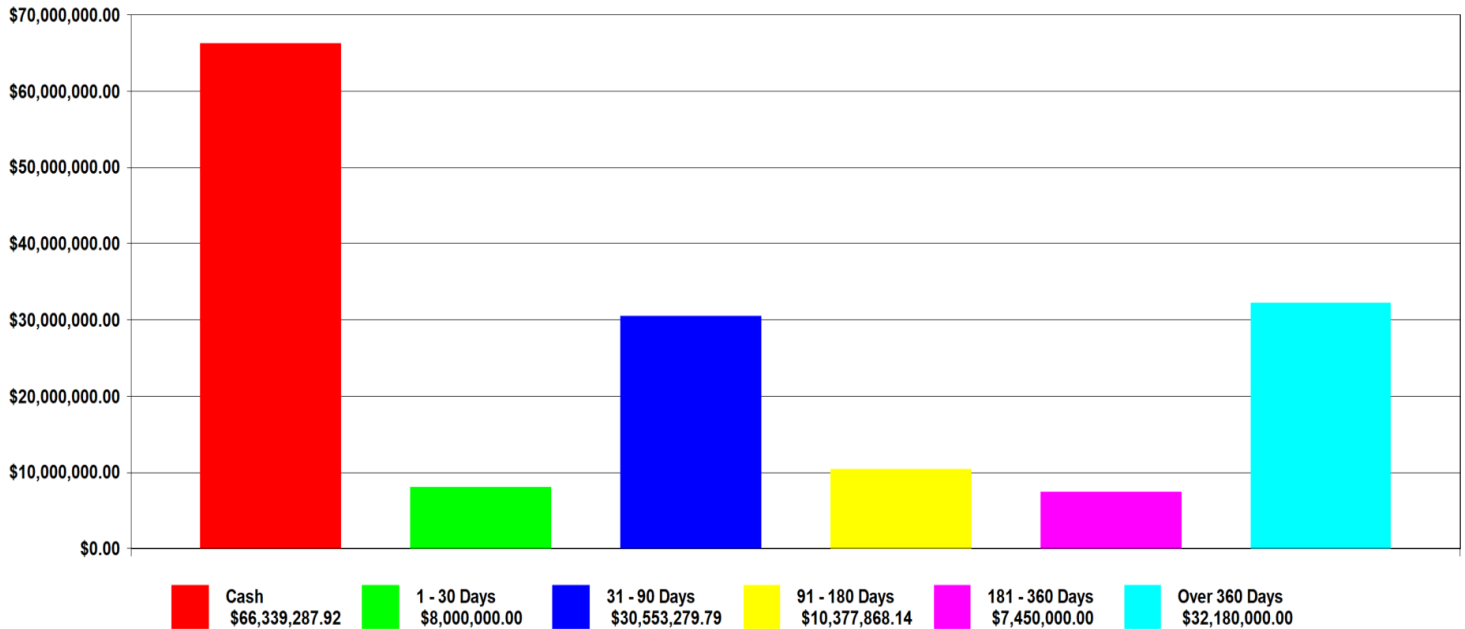
## PAR VALUE HISTORICAL COMPARISON BY MONTH

■ 2020 ■ 2021 ■ 2022 ■ 2023 ■ 2024

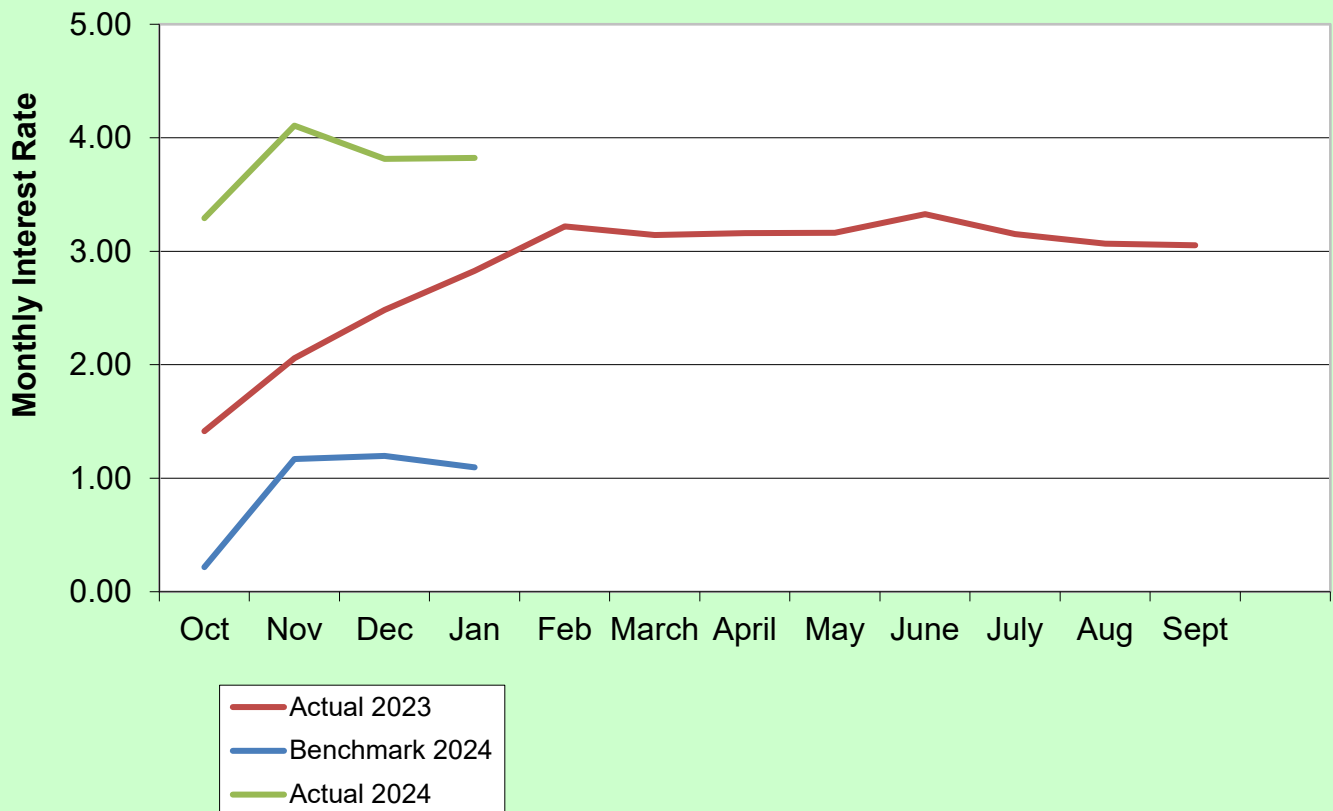


# Ottawa County General Pooled Funds

Inv. Distribution by Maturity (Ending Par Val/Shares): \$154,900,435.85  
01/31/2024



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



Open Investments  
Pooled Cash (incl BA & Flex)  
Effective Interest - Actual Life  
Receipts for Period  
1/31/2024

	CUSIP	Invest Number	Security Description	FASB Class	Purchase Date	Call Date	Purchase Instit	SafeKeep Instit	Issuing Instit	Yield Matur	Yield Call	Original Unit Cost	Original Par Val/Shares	Original Princ/Cost	Orig Prem Discount	Ending Unit Price	Ending Par Val/Shares	Ending Amor Val/Cost	Unamor Prem/Dscnt
Certificate of Deposit		23-0139	C.D. 365 5.40 02/22/2024		09/21/2023	Open	121	None	None	5.4496	5.4496	1.000000	750,000.00	750,000.00	0.00	1.000000	750,000.00	750,000.00	0.00
		23-0140	C.D. 5.40 02/22/2024		09/21/2023	Open	141	None	None	5.4000	5.4000	1.000000	750,000.00	750,000.00	0.00	1.000000	750,000.00	750,000.00	0.00
		23-0141	C.D. 365 5.45 02/22/2024		09/21/2023	Open	124	None	None	5.4500	5.4500	1.000000	650,000.00	650,000.00	0.00	1.000000	650,000.00	650,000.00	0.00
		23-0142	C.D. 5.15 02/22/2024		09/21/2023	Open	130	None	None	5.1500	5.1500	1.000000	250,000.00	250,000.00	0.00	1.000000	250,000.00	250,000.00	0.00
		23-0143	C.D. 5.15 02/22/2024		09/21/2023	Open	112	None	None	5.1500	5.1500	1.000000	250,000.00	250,000.00	0.00	1.000000	250,000.00	250,000.00	0.00
		23-0144	C.D. 365 5.19 02/22/2024		09/21/2023	Open	138	None	None	5.1900	5.1900	1.000000	350,000.00	350,000.00	0.00	1.000000	350,000.00	350,000.00	0.00
		23-0145	C.D. 365 5.35 02/22/2024		09/21/2023	Open	120	None	None	5.3746	5.3746	1.000000	500,000.00	500,000.00	0.00	1.000000	500,000.00	500,000.00	0.00
		24-0001	C.D. 365 5.40 03/21/2024		10/05/2023	Open	121	None	None	5.4552	5.4552	1.000000	520,909.73	520,909.73	0.00	1.000000	520,909.73	520,909.73	0.00
		24-0002	C.D. 5.45 03/21/2024		10/05/2023	Open	141	None	None	5.4500	5.4500	1.000000	782,937.84	782,937.84	0.00	1.000000	782,937.84	782,937.84	0.00
		24-0003	C.D. 365 5.18 03/21/2024		10/05/2023	Open	130	None	None	5.1800	5.1800	1.000000	1,044,572.37	1,044,572.37	0.00	1.000000	1,044,572.37	1,044,572.37	0.00
		24-0004	C.D. 5.17 03/21/2024		10/05/2023	Open	112	None	None	5.1700	5.1700	1.000000	522,079.33	522,079.33	0.00	1.000000	522,079.33	522,079.33	0.00
		24-0005	C.D. 365 5.22 03/21/2024		10/05/2023	Open	138	None	None	5.2200	5.2200	1.000000	782,780.52	782,780.52	0.00	1.000000	782,780.52	782,780.52	0.00
		24-0006	C.D. 365 5.40 04/04/2024		10/06/2023	Open	121	None	None	5.4605	5.4605	1.000000	500,000.00	500,000.00	0.00	1.000000	500,000.00	500,000.00	0.00
		24-0007	C.D. 5.45 04/04/2024		10/06/2023	Open	141	None	None	5.4500	5.4500	1.000000	600,000.00	600,000.00	0.00	1.000000	600,000.00	600,000.00	0.00
		24-0008	C.D. 365 5.36 04/04/2024		10/05/2023	Open	124	None	None	5.3600	5.3600	1.000000	500,000.00	500,000.00	0.00	1.000000	500,000.00	500,000.00	0.00
		24-0009	C.D. 365 5.30 04/04/2024		10/06/2023	Open	130	None	None	5.3000	5.3000	1.000000	350,000.00	350,000.00	0.00	1.000000	350,000.00	350,000.00	0.00
		24-0010	C.D. 5.19 04/04/2024		10/06/2023	Open	112	None	None	5.1900	5.1900	1.000000	250,000.00	250,000.00	0.00	1.000000	250,000.00	250,000.00	0.00
		24-0011	C.D. 365 5.22 04/04/2024		10/06/2023	Open	138	None	None	5.2200	5.2200	1.000000	300,000.00	300,000.00	0.00	1.000000	300,000.00	300,000.00	0.00
		24-0012	C.D. 365 5.50 04/04/2024		10/05/2023	Open	143	None	None	5.5000	5.5000	1.000000	500,000.00	500,000.00	0.00	1.000000	500,000.00	500,000.00	0.00
		24-0013	C.D. 365 5.40 04/04/2024		10/06/2023	Open	120	None	None	5.4358	5.4358	1.000000	500,000.00	500,000.00	0.00	1.000000	500,000.00	500,000.00	0.00
		24-0014	C.D. 365 5.40 04/18/2024		10/06/2023	Open	121	None	None	5.4662	5.4662	1.000000	500,000.00	500,000.00	0.00	1.000000	500,000.00	500,000.00	0.00
		24-0015	C.D. 5.45 04/18/2024		10/06/2023	Open	141	None	None	5.4500	5.4500	1.000000	600,000.00	600,000.00	0.00	1.000000	600,000.00	600,000.00	0.00
		24-0016	C.D. 365 5.36 04/18/2024		10/05/2023	Open	124	None	None	5.3600	5.3600	1.000000	500,000.00	500,000.00	0.00	1.000000	500,000.00	500,000.00	0.00
		24-0017	C.D. 365 5.30 04/18/2024		10/06/2023	Open	130	None	None	5.3000	5.3000	1.000000	350,000.00	350,000.00	0.00	1.000000	350,000.00	350,000.00	0.00
		24-0018	C.D. 5.19 04/18/2024		10/06/2023	Open	112	None	None	5.1900	5.1900	1.000000	250,000.00	250,000.00	0.00	1.000000	250,000.00	250,000.00	0.00
		24-0019	C.D. 365 5.25 04/18/2024		10/06/2023	Open	138	None	None	5.2500	5.2500	1.000000	300,000.00	300,000.00	0.00	1.000000	300,000.00	300,000.00	0.00
		24-0020	C.D. 365 5.50 04/18/2024		10/05/2023	Open	143	None	None	5.5000	5.5000	1.000000	500,000.00	500,000.00	0.00	1.000000	500,000.00	500,000.00	0.00
		24-0021	C.D. 365 5.45 04/18/2024		10/06/2023	Open	120	None	None	5.4922	5.4922	1.000000	500,000.00	500,000.00	0.00	1.000000	500,000.00	500,000.00	0.00
		24-0022	C.D. 365 5.40 04/30/2024		10/06/2023	Open	121	None	None	5.4000	5.4000	1.000000	400,000.00	400,000.00	0.00	1.000000	400,000.00	400,000.00	0.00
		24-0023	C.D. 5.45 04/30/2024		10/06/2023	Open	141	None	None	5.4500	5.4500	1.000000	400,000.00	400,000.00	0.00	1.000000	400,000.00	400,000.00	0.00
		24-0024	C.D. 365 5.36 04/30/2024		10/05/2023	Open	124	None	None	5.3600	5.3600	1.000000	350,000.00	350,000.00	0.00	1.000000	350,000.00	350,000.00	0.00
		24-0025	C.D. 365 5.30 04/30/2024		10/06/2023	Open	130	None	None	5.3000	5.3000	1.000000	250,000.00	250,000.00	0.00	1.000000	250,000.00	250,000.00	0.00
		24-0026	C.D. 365 5.50 04/30/2024		10/05/2023	Open	143	None	None	5.5000	5.5000	1.000000	300,000.00	300,000.00	0.00	1.000000	300,000.00	300,000.00	0.00
		24-0027	C.D. 365 5.45 04/30/2024		10/06/2023	Open	120	None	None	5.4972	5.4972	1.000000	300,000.00	300,000.00	0.00	1.000000	300,000.00	300,000.00	0.00
		24-0030	C.D. 365 5.40 05/02/2024		10/19/2023	Open	121	None	None	5.4666	5.4666	1.000000	858,601.02	858,601.02	0.00	1.000000	858,601.02	858,601.02	0.00
		24-0031	C.D. 5.45 05/02/2024		10/19/2023	Open	141	None	None	5.4500	5.4500	1.000000	707,145.83	707,145.83	0.00	1.000000	707,145.83	707,145.83	0.00
		24-0032	C.D. 365 5.367 05/02/2024		10/19/2023	Open	124	None	None	5.3670	5.3670	1.000000	858,462.89	858,462.89	0.00	1.000000	858,462.89	858,462.89	0.00
		24-0033	C.D. 365 5.40 05/02/2024		10/19/2023	Open	130	None	None	5.4000	5.4000	1.000000	252,369.78	252,369.78	0.00	1.000000	252,369.78	252,369.78	0.00
		24-0034	C.D. 365 5.50 05/02/2024		10/19/2023	Open	143	None	None	5.5000	5.5000	1.000000	505,094.44	505,094.44	0.00	1.000000	505,094.44	505,094.44	0.00
		24-0035	C.D. 365 5.199 05/02/2024		10/19/2023	Open	120	None	None	5.2378	5.2378	1.000000	353,419.62	353,419.62	0.00	1.000000	353,419.62	353,419.62	0.00
		24-0038	C.D. 365 5.05 05/16/2024		01/25/2024	Open	121	None	None	5.0786	5.0786	1.000000	264,241.50	264,241.50	0.00	1.000000	264,241.50	264,241.50	0.00
		24-0039	C.D. 5.20 05/16/2024		01/25/2024	Open	141	None	None	5.2000	5.2000	1.000000	480,029.66	480,029.66	0.00	1.000000	480,029.66	480,029.66	0.00
		24-0040	C.D. 5.00 05/16/2024		01/25/2024	Open	130	None	None	5.0282	5.0282	1.000000	1,161,769.46	1,161,769.46	0.00	1.000000	1,161,769.46	1,161,769.46	0.00
		24-0041	C.D. 365 5.16 05/16/2024		01/25/2024	Open	138	None	None	5.1600	5.1600	1.000000	425,714.53	425,714.53	0.00	1.000000	425,714.53	425,714.53	0.00
		24-0042	C.D. 4.94 05/16/2024		01/25/2024	Open	120	None	None	4.9400	4.9400	1.000000	426,019.41	426,019.41	0.00	1.000000	426,019.41	426,019.41	0.00
		24-0043	C.D. 365 5.20 05/16/20																

Open Investments  
Pooled Cash (incl BA & Flex)  
Effective Interest - Actual Life  
Receipts for Period  
1/31/2024

	CUSIP	Invest Number	Security Description	FASB Class	Purchase Date	Call Date	Purchase Institut	SafeKeep Institut	Issuing Institut	Yield Matur	Yield Call	Original Unit Cost	Original Par Val/Shares	Original Princ/Cost	Orig Prem Discount	Ending Unit Price	Ending Par Val/Shares	Ending Amor Val/Cost	Unamor Prem/Dscnt
FFCB	FAMCA Total									3.7202	3.7202	0.990880	2,000,000.00	1,981,760.00	18,240.00	0.990880	2,000,000.00	1,981,760.00	18,240.00
	3133ELNE0	20-0032	FFCB 1.43 02/14/2024		03/13/2020	Open	1001 2002		None	0.7552	0.7552	1.026010	1,000,000.00	1,026,010.00	-26,010.00	1.000243	1,000,000.00	1,000,242.76	-242.76
	3133ENQ29	22-0191	FFCB 4.00 09/29/2027		09/29/2022	Open	1015 2002		1015	4.0357	4.0357	0.998400	1,500,000.00	1,497,600.00	2,400.00	0.998798	1,500,000.00	1,498,196.92	1,803.08
	FFCB Total									2.7198	2.7198	1.009444	2,500,000.00	2,523,610.00	-23,610.00	0.999376	2,500,000.00	2,498,439.68	1,560.32
FHLB	3130ANQ29	21-0153	FHLB 0.50 10/09/2024		09/09/2021	09/09/2022	1015 2002		None	0.5000	0.5000	1.000000	750,000.00	750,000.00	0.00	1.000000	750,000.00	750,000.00	0.00
	3130A4CH3	20-0033	FHLB 2.375 03/14/2025		03/13/2020	Open	1001 2002		None	0.8637	0.8637	1.073840	1,000,000.00	1,073,840.00	-73,840.00	1.016797	1,000,000.00	1,016,797.47	-16,797.47
	313373B68	23-0087	FHLB 4.375 03/13/2026		06/22/2023	Open	1003 2002		None	4.4502	4.4502	0.998030	1,350,000.00	1,347,340.50	2,659.50	0.998497	1,350,000.00	1,347,971.08	2,028.92
	3130ANX39	21-0159	FHLB 0.50 09/30/2026		09/30/2021	09/30/2022	1015 2002		None	1.4362	1.4362	1.000000	1,250,000.00	1,250,000.00	0.00	1.000000	1,250,000.00	1,250,000.00	0.00
	3130AXU63	24-0037	FHLB 4.625 11/17/2026		12/18/2023	Open	1015 2006		1015	4.1850	4.1850	1.011920	750,000.00	758,940.00	-8,940.00	1.011465	750,000.00	758,598.61	-8,598.61
FHLMC	FHLB Total									2.3838	2.3838	1.015710	5,100,000.00	5,180,120.50	-80,120.50	1.004582	5,100,000.00	5,123,367.16	-23,367.16
	3134GWJ64	20-0095	Freddie Mac 0.40 06/10/2024		09/10/2020	09/10/2021	1001 2002		None	0.4000	0.4000	1.000000	1,000,000.00	1,000,000.00	0.00	1.000000	1,000,000.00	1,000,000.00	0.00
	3134GVQQ4	20-0039	FHLMC 0.75 04/30/2025		04/30/2020	04/30/2024	1001 2002		None	0.7500	0.7500	1.000000	1,000,000.00	1,000,000.00	0.00	1.000000	1,000,000.00	1,000,000.00	0.00
	3134GWKZ8	20-0055	FHLMC 0.625 08/18/2025		08/18/2020	08/18/2021	1001 2002		None	0.6250	0.6250	1.000000	1,000,000.00	1,000,000.00	0.00	1.000000	1,000,000.00	1,000,000.00	0.00
FNMA	3137EAXE3	22-0128	FHLMC 0.375 09/23/2025		06/14/2022	Open	1015 2002		None	3.3859	3.3859	0.907400	1,000,000.00	907,400.00	92,600.00	0.952258	1,000,000.00	952,257.63	47,742.37
	FHLMC Total									1.2595	1.2595	0.976850	4,000,000.00	3,907,400.00	92,600.00	0.988064	4,000,000.00	3,952,257.63	47,742.37
	3135G0W66	20-0029	Agency-FNMA 1.625 10/15/2024		01/14/2020	Open	1001 2002		None	1.6508	1.6508	0.998819	1,000,000.00	998,818.82	1,181.18	0.999820	1,000,000.00	999,820.09	179.91
	3135G0K36	22-0189	FNMA 2.125 04/24/2026		09/26/2022	Open	1015 2002		1015	4.1240	4.1240	0.934120	2,000,000.00	1,868,240.00	131,760.00	0.957837	2,000,000.00	1,915,674.41	84,325.59
Money Market	FNMA Total									3.2731	3.2731	0.955686	3,000,000.00	2,867,058.82	132,941.18	0.971832	3,000,000.00	2,915,494.50	84,505.50
	000-008015 ARPA MM	AR-0230	HNB ARPA MM X4879		01/20/2023	Open	101 None		101	4.2500	4.2500	1.000000	30,276,437.41	30,276,437.41	0.00	1.000000	6,088,925.74	6,088,925.74	0.00
	469-008006 FJC MM	AR-0231	HNB FJC MM X4895		02/07/2023	Open	101 None		101	4.2500	4.2500	1.000000	22,184,266.24	22,184,266.24	0.00	1.000000	2,606,831.70	2,606,831.70	0.00
	000-008016 PCB Settlement MM	AR-0232	HNB PCB Settle MM X5140		05/05/2023	Open	101 None		101	4.2500	4.2500	1.000000	6,719,792.00	6,719,792.00	0.00	1.000000	831,341.96	831,341.96	0.00
	234-008008 Farmland Pres-CF	AR-0248	Farmland Pres MM		09/30/2023	Open	3000 None		3000	0.0000	0.0000	1.000000	1,000,000.00	1,000,000.00	0.00	1.000000	1,000,000.00	1,000,000.00	0.00
Municipal Bond	Money Market Total									3.8449	3.8449	1.000000	60,180,495.65	60,180,495.65	0.00	1.000000	10,527,099.40	10,527,099.40	0.00
	790450GU8	20-0053	Muni-St Johns MI Public Schs 0.65 05/01/2024		07/08/2020	Open	1001 2002		None	0.6500	0.6500	1.000000	285,000.00	285,000.00	0.00	1.000000	285,000.00	285,000.00	0.00
	900764SN2	21-0128	Muni-Tuscola Cnty 0.73 09/01/2024		07/14/2021	Open	1010 2002		None	0.7300	0.7300	1.000000	135,000.00	135,000.00	0.00	1.000000	135,000.00	135,000.00	0.00
	129644B33	21-0122	Muni-Calhoun Cnty 0.759 10/01/2024		07/08/2021	Open	1010 2002		None	0.7590	0.7590	1.000000	355,000.00	355,000.00	0.00	1.000000	355,000.00	355,000.00	0.00
	594615HR0	20-0096	Muni-MI State Bldg Auth 0.816 10/15/2024		09/17/2020	Open	1001 2002		None	0.8160	0.8160	1.000000	1,000,000.00	1,000,000.00	0.00	1.000000	1,000,000.00	1,000,000.00	0.00
	849765FQ0	20-0051	Muni-Spring Lake Schls 1.968 11/01/2024		05/11/2020	Open	1001 2002		None	1.0001	1.0001	1.042230	710,000.00	739,983.30	-29,983.30	1.007211	710,000.00	715,120.10	-5,120.10
	849765GP1	21-0107	Muni-Spring Lake Scs 0.60 11/01/2024		06/23/2021	Open	1018 2002		1018	0.4947	0.4947	1.003500	500,000.00	501,750.00	-1,750.00	1.000787	500,000.00	500,393.50	-393.50
	416848WX3	20-0041	Muni-Hartland Schls 2.053 05/01/2025		05/07/2020	Open	1001 2002		None	1.2739	1.2739	1.037500	1,175,000.00	1,219,062.50	-44,062.50	1.009628	1,175,000.00	1,186,312.58	-11,312.58
	790450GV6	20-0054	Muni-St Johns MI Public Schs 0.70 05/01/2025		07/08/2020	Open	1001 2002		None	0.7000	0.7000	1.000000	290,000.00	290,000.00	0.00	1.000000	290,000.00	290,000.00	0.00
	900764SP7	21-0129	Muni-Tuscola Cnty 1.10 09/01/2025		07/14/2021	Open	1010 2002		None	1.1000	1.1000	1.000000	65,000.00	65,000.00	0.00	1.000000	65,000.00	65,000.00	0.00
	272497RF7	23-0083	Muni-E GR Schools 2.284 05/01/2026		05/24/2023	Open	1003 2002		None	4.2596	4.2596	0.946000	710,000.00	671,660.00	38,340.00	0.958061	710,000.00	680,223.25	29,776.75
	955023VD5	23-0084	Muni-W Ottawa Schools 1.305 05/01/2026		05/24/2023	Open	1003 2002		None	4.2089	4.2089	0.920570	1,100,000.00	1,012,627.00	87,373.00	0.938311	1,100,000.00	1,032,142.12	67,857.88
	59465MW68	23-0081	Muni-MI ST HSG DEV 3.116 10/01/2027		05/23/2023	10/01/2025	1003 2002		None	4.0599	4.8113	0.962630	1,010,000.00	972,256.30	37,743.70	0.968150	1,010,000.00	977,831.75	32,168.25
	272497RH3	23-0082	Muni-E GR Schools 2.431 05/01/2028		05/24/2023	Open	1003 2002		None	4.1967	4.1967	0.922000	230,000.00	212,060.00	17,940.00	0.931940	230,000.00	214,346.26	15,653.74
	Mutual Fund - Money Market	Municipal Bond Total									2.1780	2.2767	0.986041	7,565,000.00	7,459,399.10	105,600.90	0.982997	7,565,000.00	7,436,369.56
000-009020 Treas MF-MM #468 GS		AR-0233	HNB MF-MM GS FTOXX		08/24/2023	Open	1500 None		1500	5.9924	5.9924	1.000000	1,000,000.00	1,000,000.00	0.00	1.000000	3,091,700.82	3,091,700.82	0.00
000-009020 Treas MF-MM #504 Inv		AR-0234	HNB MF-MM Invesco AGPXX		08/24/2023	Open	1500 None		1500	6.0223	6.0223	1.000000	1,000,000.00	1,000,000.00	0.00	1.000000	3,092,149.68	3,092,149.68	0.00
469-009020 FJC MF-MM #468 GS		AR-0239	HNB MF-MM GS FTOXX		09/06/2023	Open	1503 None		1503	5.2258	5.2258	1.000000	3,000,000.00	3,000,000.00	0.00	1.000000	2,531,254.59	2,531,254.59	0.00
469-009020 FJC MF-MM #504 Inv		AR-0240	HNB MF-MM Invesco AGPXX		09/06/2023	Open	1503 None		1503	5.2515	5.2515	1.000000	3,000,000.00	3,000,000.00	0.00	1.000000	2,531,523.34	2,531,523.34	0.00
000-009020 ARPA MF-MM #468 GS		AR-0241	HNB MF-MM GS FTOXX		09/21/2023	Open	1052 None		1052	5.2258	5.2258	1.000000	10,000,000.00	10,000,000.00	0.00	1.000000	10,192,222.32	10,192,222.32	0.00
000-009020 ARPA MF-MM #504 Inv																			



Open Investments  
Pooled Cash (incl BA & Flex)  
Effective Interest - Actual Life  
Receipts for Period  
1/31/2024

CUSIP		Invest Number	Security Description	FASB Class	Purchase Date	Call Date	Purchase Instituit	SafeKeep Instituit	Issuing Instituit	Yield Matur	Yield Call	Original Unit Cost	Original Par Val/Shares	Original Princ/Cost	Orig Prem Discount	Ending Unit Price	Ending Par Val/Shares	Ending Amor Val/Cost	Unamor Prem/Dscnt
Treasury Note	Treasury Bill Total									5.5095	5.5095	0.976318	13,000,000.00	12,692,140.24	307,859.76	0.993945	13,000,000.00	12,921,288.42	78,711.58
	91282CBR1	22-0092	Treasury Note 0.25 03/15/2024		03/28/2022	Open	1010 2005		None	2.2508	2.2508	0.961758	10,000,000.00	9,617,578.13	382,421.87	0.997663	10,000,000.00	9,976,627.78	23,372.22
	912828D56	19-0017	Treasury Note 2.375 08/15/2024		02/28/2019	Open	1001 2002		1001	2.5069	2.5069	0.993300	2,000,000.00	1,986,600.00	13,400.00	0.999300	2,000,000.00	1,998,599.68	1,400.32
	912828G38	16-0249	Treasury Note 2.25 11/15/2024		10/17/2016	Open	1001 2002		None	1.6374	1.6374	1.046172	1,000,000.00	1,046,171.88	-46,171.88	1.004760	1,000,000.00	1,004,759.85	-4,759.85
	9128284F4	18-0077	Treasury Note 2.625 03/31/2025		09/24/2018	Open	1018 2002		None	3.0131	3.0131	0.977188	1,000,000.00	977,187.50	22,812.50	0.995606	1,000,000.00	995,606.34	4,393.66
	912828XB1	18-0024	Treasury Note 2.125 05/15/2025		05/03/2018	Open	1018 2002		None	2.9240	2.9240	0.949531	1,000,000.00	949,531.25	50,468.75	0.989996	1,000,000.00	989,995.83	10,004.17
	91282CHD6	24-0036	Treasury Note 4.25 05/31/2025		12/18/2023	Open	1015 2006	1015	4.6275	4.6275	0.994740	250,000.00	248,685.00	1,315.00	0.995180	250,000.00	248,794.92	1,205.08	
	91282CAT8	21-0040	Treasury Note 0.25 10/31/2025		11/02/2020	Open	1001 2002		None	0.3586	0.3586	0.994627	1,000,000.00	994,627.41	5,372.59	0.998113	1,000,000.00	998,112.61	1,887.39
	912828M56	16-0081	Treasury Note 2.25 11/15/2025		03/11/2016	Open	1001 2002		None	1.9028	1.9028	1.030550	1,000,000.00	1,030,550.00	-30,550.00	1.006066	1,000,000.00	1,006,066.21	-6,066.21
	91282CBC4	22-0033	Treasury Note 0.375 12/31/2025		10/15/2021	Open	1015 2002		None	0.9027	0.9027	0.978250	1,000,000.00	978,250.00	21,750.00	0.990019	1,000,000.00	990,018.90	9,981.10
	91282CBW0	23-0016	Treasury Note 0.75 04/30/2026		10/07/2022	Open	1015 2002	1015	4.1732	4.1732	0.887680	1,000,000.00	887,680.00	112,320.00	0.927415	1,000,000.00	927,415.36	72,584.64	
	91282CCJ8	22-0129	Treasury Note 0.875 06/30/2026		06/14/2022	Open	1015 2002		None	3.4322	3.4322	0.904200	1,000,000.00	904,200.00	95,800.00	0.941299	1,000,000.00	941,298.99	58,701.01
	91282CCW9	22-0032	Treasury Note 0.75 08/31/2026		10/15/2021	Open	1015 2002		None	1.0155	1.0155	0.987400	1,000,000.00	987,400.00	12,600.00	0.993264	1,000,000.00	993,264.47	6,735.53
	91282CCZ2	22-0034	Treasury Note 0.875 09/30/2026		10/15/2021	Open	1015 2002		None	1.0301	1.0301	0.992520	1,000,000.00	992,520.00	7,480.00	0.995939	1,000,000.00	995,939.29	4,060.71
	91282CCZ2	22-0035	Treasury Note 0.875 09/30/2026		10/15/2021	Open	1010 2002		None	1.0300	1.0300	0.992525	2,000,000.00	1,985,049.50	14,950.50	0.995942	2,000,000.00	1,991,883.75	8,116.25
	912826Z78	23-0079	Treasury Note 1.50 01/31/2027		05/22/2023	Open	1015 2002		None	3.8201	3.8201	0.920766	1,000,000.00	920,765.62	79,234.38	0.934880	1,000,000.00	934,879.50	65,120.50
	912828V98	22-0190	Treasury Note 2.25 02/15/2027		09/26/2022	Open	1015 2002	1015	4.0450	4.0450	0.928500	1,500,000.00	1,392,750.00	107,250.00	0.949171	1,500,000.00	1,423,757.24	76,242.76	
	912828X88	23-0015	Treasury Note 2.375 05/15/2027		10/07/2022	Open	1015 2002	1015	4.0848	4.0848	0.928850	1,000,000.00	928,850.00	71,150.00	0.947942	1,000,000.00	947,941.50	52,058.50	
Treasury Note Total										2.3270	2.3270	0.966789	27,750,000.00	26,828,396.29	921,603.71	0.986125	27,750,000.00	27,364,962.22	385,037.78
Investment Total										3.6708	3.6757	0.992088	186,442,189.61	184,967,074.56	1,475,115.05	0.995345	154,900,435.85	154,179,375.02	721,060.83

**GASB 31 Compliance**  
**Pooled Cash (incl BA & Flex)**  
Effective Interest - Actual Life  
Receipts for Period  
10/01/2023 - 01/31/2024

	CUSIP	Invest Number	Security Description	Purchase Date	Sale Date	Valuation Method	Yield Earned	Price Source 10/01/2023	Original Princ/Cost	Beginning Unit/Price	Par Value On 10/01/2023	Reported Value 10/01/2023	Purchase Cost	Sales Proceeds	Ending Unit Price	Par Value On 01/31/2024	Price Source 01/31/2024	Reported Value 01/31/2024	Change in Fair Value	Interest	Net Investment Income
Certificate of Deposit		23-0088-01	C.D. 365 5.19 10/05/2023	07/13/2023		10/05/2023	Amort Value	5.2402	Manual	514,737.27	1.000000	514,737.27	514,737.27	0.00	514,737.27	0.000000	-	0.00	0.00	295.60	295.60
		23-0089-01	C.D. 5.15 10/05/2023	07/13/2023		10/05/2023	Amort Value	5.1500	Manual	773,641.25	1.000000	773,641.25	773,641.25	0.00	773,641.25	0.000000	-	0.00	0.00	442.69	442.69
		23-0090-01	C.D. 365 5.20 10/05/2023	07/13/2023		10/05/2023	Amort Value	5.2159	Manual	1,032,182.32	1.000000	1,032,182.32	1,032,182.32	0.00	1,032,182.32	0.000000	-	0.00	0.00	590.00	590.00
		23-0091-01	C.D. 5.00 10/05/2023	07/13/2023		10/05/2023	Amort Value	5.0000	Manual	516,058.65	1.000000	516,058.65	516,058.65	0.00	516,058.65	0.000000	-	0.00	0.00	286.70	286.70
		23-0092-01	C.D. 365 5.11 10/05/2023	07/13/2023		10/05/2023	Amort Value	5.1100	Manual	773,682.02	1.000000	773,682.02	773,682.02	0.00	773,682.02	0.000000	-	0.00	0.00	433.26	433.26
		23-0093-01	C.D. 365 5.19 10/19/2023	07/13/2023		10/19/2023	Amort Value	5.2158	Manual	250,000.00	1.000000	250,000.00	250,000.00	0.00	250,000.00	0.000000	-	0.00	0.00	643.04	643.04
		23-0094-01	C.D. 5.15 10/19/2023	07/13/2023		10/19/2023	Amort Value	5.1500	Manual	250,000.00	1.000000	250,000.00	250,000.00	0.00	250,000.00	0.000000	-	0.00	0.00	643.75	643.75
		23-0095-01	C.D. 365 5.20 10/19/2023	07/13/2023		10/19/2023	Amort Value	5.2255	Manual	250,000.00	1.000000	250,000.00	250,000.00	0.00	250,000.00	0.000000	-	0.00	0.00	644.25	644.25
		23-0096-01	C.D. 365 5.15 10/19/2023	07/13/2023		10/19/2023	Amort Value	5.0636	Manual	250,000.00	1.000000	250,000.00	250,000.00	0.00	250,000.00	0.000000	-	0.00	0.00	624.28	624.28
		23-0098-01	C.D. 365 5.26 10/19/2023	08/10/2023		10/19/2023	Amort Value	5.2960	Manual	850,000.00	1.000000	850,000.00	850,000.00	0.00	850,000.00	0.000000	-	0.00	0.00	2,219.97	2,219.97
		23-0099-01	C.D. 5.25 10/19/2023	08/10/2023		10/19/2023	Amort Value	5.2500	Manual	700,000.00	1.000000	700,000.00	700,000.00	0.00	700,000.00	0.000000	-	0.00	0.00	1,837.50	1,837.50
		23-0100-01	C.D. 365 5.30 10/19/2023	08/10/2023		10/19/2023	Amort Value	5.1915	Manual	850,000.00	1.000000	850,000.00	850,000.00	0.00	850,000.00	0.000000	-	0.00	0.00	2,176.17	2,176.17
		23-0101-01	C.D. 365 5.00 10/19/2023	08/10/2023		10/19/2023	Amort Value	4.9427	Manual	250,000.00	1.000000	250,000.00	250,000.00	0.00	250,000.00	0.000000	-	0.00	0.00	609.37	609.37
		23-0102-01	C.D. 5.24 10/19/2023	08/10/2023		10/19/2023	Amort Value	5.2400	Manual	500,000.00	1.000000	500,000.00	500,000.00	0.00	500,000.00	0.000000	-	0.00	0.00	1,310.00	1,310.00
		23-0103-01	C.D. 365 5.20 10/19/2023	08/10/2023		10/19/2023	Amort Value	5.1133	Manual	350,000.00	1.000000	350,000.00	350,000.00	0.00	350,000.00	0.000000	-	0.00	0.00	882.57	882.57
		23-0108-01	C.D. 5.37 10/31/2023	08/24/2023		10/31/2023	Amort Value	5.3700	Manual	1,046,092.87	1.000000	1,046,092.87	1,046,092.87	0.00	1,046,092.87	0.000000	-	0.00	0.00	4,681.27	4,681.27
		23-0109-01	C.D. 365 5.25 10/31/2023	08/24/2023		10/31/2023	Amort Value	5.2251	Manual	2,460,654.54	1.000000	2,460,654.54	2,460,654.54	0.00	2,460,654.54	0.000000	-	0.00	0.00	10,567.53	10,567.53
		23-0110-01	C.D. 365 5.37 10/31/2023	08/24/2023		10/31/2023	Amort Value	5.3226	Manual	260,735.25	1.000000	260,735.25	260,735.25	0.00	260,735.25	0.000000	-	0.00	0.00	1,140.65	1,140.65
		23-0113-01	C.D. 365 5.35 11/02/2023	08/24/2023		11/02/2023	Amort Value	5.2388	Manual	700,000.00	1.000000	700,000.00	700,000.00	0.00	700,000.00	0.000000	-	0.00	0.00	3,215.04	3,215.04
		23-0114-01	C.D. 365 5.25 11/02/2023	08/24/2023		11/02/2023	Amort Value	5.2660	Manual	250,000.00	1.000000	250,000.00	250,000.00	0.00	250,000.00	0.000000	-	0.00	0.00	1,154.19	1,154.19
		23-0115-01	C.D. 365 5.37 11/02/2023	08/24/2023		11/02/2023	Amort Value	5.3700	Manual	800,000.00	1.000000	800,000.00	800,000.00	0.00	800,000.00	0.000000	-	0.00	0.00	3,766.35	3,766.35
		23-0111-01	C.D. 365 5.37 11/02/2023	08/24/2023		11/02/2023	Amort Value	5.3257	Manual	800,000.00	1.000000	800,000.00	800,000.00	0.00	800,000.00	0.000000	-	0.00	0.00	3,735.31	3,735.31
		23-0112-01	C.D. 5.37 11/02/2023	08/24/2023		11/02/2023	Amort Value	5.3700	Manual	700,000.00	1.000000	700,000.00	700,000.00	0.00	700,000.00	0.000000	-	0.00	0.00	3,341.33	3,341.33
		23-0116-01	C.D. 365 5.25 11/02/2023	08/24/2023		11/02/2023	Amort Value	5.1595	Manual	250,000.00	1.000000	250,000.00	250,000.00	0.00	250,000.00	0.000000	-	0.00	0.00	1,130.85	1,130.85
		23-0117-01	C.D. 365 5.37 11/30/2023	09/07/2023		11/30/2023	Amort Value	5.4015	Manual	900,000.00	1.000000	900,000.00	900,000.00	0.00	900,000.00	0.000000	-	0.00	0.00	7,991.30	7,991.30
		23-0118-01	C.D. 5.40 11/30/2023	09/07/2023		11/30/2023	Amort Value	5.4000	Manual	900,000.00	1.000000	900,000.00	900,000.00	0.00	900,000.00	0.000000	-	0.00	0.00	8,100.00	8,100.00
		23-0119-01	C.D. 365 5.35 11/30/2023	09/07/2023		11/30/2023	Amort Value	5.2050	Manual	700,000.00	1.000000	700,000.00	700,000.00	0.00	700,000.00	0.000000	-	0.00	0.00	5,989.31	5,989.31
		23-0120-01	C.D. 365 5.15 11/30/2023	09/07/2023		11/30/2023	Amort Value	5.1702	Manual	350,000.00	1.000000	350,000.00	350,000.00	0.00	350,000.00	0.000000	-	0.00	0.00	2,974.64	2,974.64
		23-0121-01	C.D. 365 5.18 11/30/2023	09/07/2023		11/30/2023	Amort Value	5.1800	Manual	400,000.00	1.000000	400,000.00	400,000.00	0.00	400,000.00	0.000000	-	0.00	0.00	3,406.03	3,406.03
		23-0122-01	C.D. 365 5.25 11/30/2023	09/07/2023		11/30/2023	Amort Value	5.1591	Manual	250,000.00	1.000000	250,000.00	250,000.00	0.00	250,000.00	0.000000	-	0.00	0.00	2,120.20	2,120.20
		23-0129-01	C.D. 365 5.25 12/28/2023	09/07/2023		12/28/2023	Amort Value	5.1693	Manual	250,000.00	1.000000	250,000.00	250,000.00	0.00	250,000.00	0.000000	-	0.00	0.00	3,115.72	3,115.72
		23-0123-01	C.D. 365 5.37 12/28/2023	09/07/2023		12/28/2023	Amort Value	5.4126	Manual	900,000.00	1.000000	900,000.00	900,000.00	0.00	900,000.00	0.000000	-	0.00	0.00	11,744.61	11,744.61
		23-0125-01	C.D. 365 5.35 12/28/2023	09/07/2023		12/28/2023	Amort Value	5.2250	Manual	500,000.00	1.000000	500,000.00	500,000.00	0.00	500,000.00	0.000000	-	0.00	0.00	6,298.68	6,298.68
		23-0124-01	C.D. 5.40 12/28/2023	09/07/2023		12/28/2023	Amort Value	5.4000	Manual	900,000.00	1.000000	900,000.00	900,000.00	0.00	900,000.00	0.000000	-	0.00	0.00	11,880.00	11,880.00
		23-0127-01	C.D. 5.10 12/28/2023	09/07/2023		12/28/2023	Amort Value	5.1000	Manual	250,000.00	1.000000	250,000.00	250,000.00	0.00	250,000.00	0.000000	-	0.00	0.00	3,116.67	3,116.67
		23-0126-01	C.D. 5.15 12/28/2023	09/07/2023		12/28/2023	Amort Value	5.1094	Manual	250,000.00	1.000000	250,000.00	250,000.00	0.00	250,000.00	0.000000	-	0.00	0.00	3,122.43	3,122.43
		23-0128-01	C.D. 365 5.20 12/28/2023	09/07/2023		12/28/2023	Amort Value	5.2000	Manual	450,000.00	1.000000	450,000.00	450,000.00	0.00	450,000.00	0.000000	-	0.00	0.00	5,641.65	5,641.65
		23-0134-01	C.D. 365 5.319 01/25/2024	09/21/2023		01/25/2024	Amort Value	5.3575	Manual	696,511.86	1.000000	696,511.86	696,511.86	0.00	696,511.86	0.000000	-	0.00	0.00	11,859.27	11,859.27
		23-0135-01	C.D. 365 5.15 01/25/2024	09/21/2023		01/25/2024	Amort														

GASB 31 Compliance  
Pooled Cash (incl BA & Flex)  
Effective Interest - Actual Life  
Receipts for Period  
10/01/2023 - 01/31/2024

	CUSIP	Invest Number	Security Description	Purchase Date	Sale Date	Valuation Method	Yield Earned	Price Source 10/01/2023	Original Price/Cost	Beginning Unit Price	Par Value On 10/01/2023	Reported Value 10/01/2023	Purchase Cost	Sales Proceeds	Ending Unit Price	Par Value On 01/31/2024	Price Source 01/31/2024	Reported Value 01/31/2024	Change in Fair Value	Interest	Net Investment Income	
Checking		23-0139	C.D. 365 5.40 02/22/2024	09/21/2023	Open	Amort Value	5.4449	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	13,761.52	13,761.52	
		23-0140	C.D. 5.40 02/22/2024	09/21/2023	Open	Amort Value	5.4000	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	13,837.50	13,837.50	
		23-0141	C.D. 365 5.45 02/22/2024	09/21/2023	Open	Amort Value	5.4500	Manual	650,000.00	1.000000	650,000.00	650,000.00	0.00	0.00	1.000000	650,000.00	Manual	650,000.00	0.00	11,937.74	11,937.74	
		23-0142	C.D. 5.15 02/22/2024	09/21/2023	Open	Amort Value	5.1500	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	4,398.96	4,398.96	
		23-0143	C.D. 5.15 02/22/2024	09/21/2023	Open	Amort Value	5.1500	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	4,398.96	4,398.96	
		23-0144	C.D. 365 5.19 02/22/2024	09/21/2023	Open	Amort Value	5.1900	Manual	350,000.00	1.000000	350,000.00	350,000.00	0.00	0.00	1.000000	350,000.00	Manual	350,000.00	0.00	6,121.36	6,121.36	
		23-0145	C.D. 365 5.35 02/22/2024	09/21/2023	Open	Amort Value	5.2635	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	8,868.60	8,868.60	
			<b>Certificate of Deposit Total</b>				<b>5.3299</b>		<b>49,688,905.95</b>	<b>1.000000</b>	<b>29,542,758.02</b>	<b>29,542,758.02</b>	<b>20,146,147.93</b>	<b>26,042,758.02</b>	<b>1.000000</b>	<b>23,646,147.93</b>		<b>23,646,147.93</b>	<b>0.00</b>	<b>526,445.41</b>	<b>526,445.41</b>	
		000-001010 Hybrid-MS-AP-PR	AR-0123	Hybrid/MS/AP HNB X3705	12/18/2019	Open	Fair Value	0.5839	Manual	1,000,000.00	1.000000	65,548,104.97	65,548,104.97	0.00	49,559,311.45	1.000000	15,988,793.52	Manual	15,988,793.52	0.00	44,992.48	44,992.48
		100-002038 Infinisource Coll	AR-0135	Infinisource Flex Coll X0333	12/11/2013	Open	Fair Value	0.0000	Manual	2,500.00	1.000000	2,376.70	2,376.70	0.00	427.83	1.000000	1,948.87	Manual	1,948.87	0.00	0.00	0.00
		100-001015 Infinisource Flex	AR-0207	Infinisource Flex HNB X6669	06/19/2020	Open	Fair Value	0.0000	Manual	5,321.21	1.000000	75,094.16	75,094.16	0.00	-11,474.77	1.000000	86,568.93	Manual	86,568.93	0.00	0.00	0.00
		701-001052 IOLTA	AR-0222	IOLTA HNB X2995	10/08/2021	Open	Fair Value	0.0000	Manual	75.08	0.000000	0.00	0.00	0.00	-2,500.00	1.000000	2,500.00	Manual	2,500.00	0.00	0.00	0.00
		701-001018 Inmate Trust	AR-0227	Inmate Trust HNB X0285	10/29/2021	Open	Fair Value	0.0000	Manual	30,000.00	1.000000	56,653.85	56,653.85	0.00	33,120.07	1.000000	23,533.78	Manual	23,533.78	0.00	0.00	0.00
		701-001019 Inmate Release	AR-0228	Inmate Rel DC Rapid X9460	10/28/2021	Open	Fair Value	0.0000	Manual	25,000.00	1.000000	29,657.13	29,657.13	0.00	-342.87	1.000000	30,000.00	Manual	30,000.00	0.00	0.00	0.00
		469-001054 Family Justice Cent	AR-0229	FJC HNB X8125	05/03/2022	Open	Fair Value	0.0000	Manual	600,000.00	1.000000	962,929.77	962,929.77	0.00	0.00	1.000000	962,929.77	Manual	962,929.77	0.00	0.00	0.00
			<b>Checking Total</b>				<b>0.5565</b>		<b>1,662,896.29</b>	<b>1.000000</b>	<b>66,674,816.58</b>	<b>66,674,816.58</b>	<b>0.00</b>	<b>49,578,541.71</b>	<b>1.000000</b>	<b>17,096,274.87</b>		<b>17,096,274.87</b>	<b>0.00</b>	<b>44,992.48</b>	<b>44,992.48</b>	
Court Accounts-Checking		000-005010 GHDC	AR-0198	GHDC HNB X7522	09/30/2019	Open	Fair Value	0.0000	Manual	36,133.44	1.000000	20,770.00	20,770.00	0.00	-2,271.00	1.000000	23,041.00	Manual	23,041.00	0.00	0.00	0.00
		000-005010 HODC	AR-0199	HODC HNB X7535	09/30/2019	Open	Fair Value	0.0000	Manual	76,772.33	1.000000	40,940.00	40,940.00	0.00	-40,156.43	1.000000	81,096.43	Manual	81,096.43	0.00	0.00	0.00
		000-005010 HUDC	AR-0200	HUDC HNB X7548	09/30/2019	Open	Fair Value	0.0000	Manual	28,073.00	1.000000	8,985.00	8,985.00	0.00	-12,072.35	1.000000	21,057.35	Manual	21,057.35	0.00	0.00	0.00
		000-005010 FOC	AR-0201	FOC HNB X7551	09/30/2019	Open	Fair Value	0.0000	Manual	7,757.15	1.000000	81.58	81.58	0.00	-7,811.51	1.000000	7,893.09	Manual	7,893.09	0.00	0.00	0.00
		000-005010 LSHC	AR-0202	LSHC HNB X7564	09/30/2019	Open	Fair Value	0.0000	Manual	3,198.27	1.000000	5,000.00	5,000.00	0.00	3,030.00	1.000000	1,970.00	Manual	1,970.00	0.00	0.00	0.00
		000-005010 Clerk	AR-0203	Clerk HNB X7519	09/30/2019	Open	Fair Value	0.0000	Manual	144,748.90	1.000000	243,463.33	243,463.33	0.00	75,132.59	1.000000	168,330.74	Manual	168,330.74	0.00	0.00	0.00
			<b>Court Accounts-Checking Total</b>				<b>0.0000</b>		<b>296,683.09</b>	<b>1.000000</b>	<b>319,239.91</b>	<b>319,239.91</b>	<b>0.00</b>	<b>15,851.30</b>	<b>1.000000</b>	<b>303,388.61</b>		<b>303,388.61</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	
	FAMCA	31422XZP0	22-0130	FAMCA 3.05 06/17/2027	06/17/2022	Open	Fair Value	12.1510	ICE	980,000.00	0.939426	1,000,000.00	939,426.00	0.00	0.00	0.969132	1,000,000.00	ICE	969,132.00	29,706.00	10,166.67	39,872.67
		31422XTZ8	23-0080	FAMCA 4.00 12/16/2026	05/22/2023	Open	Fair Value	11.2138	ICE	1,001,760.00	0.972490	1,000,000.00	972,490.00	0.00	0.00	0.996598	1,000,000.00	ICE	996,598.00	24,108.00	13,333.33	37,441.33
	FFCB			<b>FAMCA Total</b>				<b>11.6783</b>		<b>1,981,760.00</b>	<b>0.955958</b>	<b>2,000,000.00</b>	<b>1,911,916.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.982665</b>	<b>2,000,000.00</b>		<b>1,965,730.00</b>	<b>53,814.00</b>	<b>23,500.00</b>	<b>77,314.00</b>
		3133ENQ29	22-0191	FFCB 0.00 09/29/2027	09/29/2022	Open	Fair Value	13.0125	ICE	1,497,600.00	0.970487	1,500,000.00	1,455,730.50	0.00	0.00	1.000472	1,500,000.00	ICE	1,500,708.00	44,977.50	20,000.00	64,977.50
	FHLB	3133ELNE0	22-0032	FFCB 1.43 02/14/2024	03/13/2020	Open	Fair Value	5.5771	ICE	1,026,010.00	0.984736	1,000,000.00	984,736.00	0.00	0.00	0.998622	1,000,000.00	ICE	998,622.00	13,886.00	4,766.67	18,652.67
				<b>FFCB Total</b>				<b>10.0300</b>		<b>2,523,610.00</b>	<b>0.976187</b>	<b>2,500,000.00</b>	<b>2,440,466.50</b>	<b>0.00</b>	<b>0.00</b>	<b>0.999732</b>	<b>2,500,000.00</b>		<b>2,499,330.00</b>	<b>58,863.50</b>	<b>24,766.67</b>	<b>83,630.17</b>
	FHLB	3130ANQ29	21-0153	FHLB 0.50 10/09/2024	09/09/2021	Open	Fair Value	6.4205	ICE	750,000.00	0.949717	750,000.00	712,287.75	0.00	0.00	0.969452	750,000.00	ICE	727,089.00	14,801.25	1,250.00	16,051.25
		3130ANX39	21-0159	FHLB 0.50 09/30/2026	09/30/2021	Open	Fair Value	10.1464	ICE	1,250,000.00	0.894572	1,250,000.00	1,118,215.00	0.00	0.00	0.925606	1,250,000.00	ICE	1,156,325.00	38,110.00	4,166.67	42,276.67
		313373B68	23-0087	FHLB 4.375 03/13/2026	06/22/2023	Open	Fair Value	9.1299	ICE	1,347,340.50	0.985548	1,350,000.00	1,330,489.80	0.00	0.00	1.001344	1,350,000.00	ICE	1,351,814.40	21,324.60	19,687.50	41,012.10
3130AXU63		24-0037	FHLB 4.625 11/17/2025	12/18/2023	Open	Fair Value	6.6091		758,940.00	0.000000	0.00	0.00	758,940.00	0.00	1.014384	750,000.00	ICE	760,788.00	1,848.00	4,143.23	5,991.23	
3130ACH33		20-0033	FHLB 2.375 03/14/2025	03/13/2020	Open	Fair Value	7.3177	ICE	1,073,840.00	0.958931	1,000,000.00	958,931.00	0.00	0.00	0.975955	1,000,000.00	ICE	975,955.00	17,024.00	7,916.67	24,940.67	
			<b>FHLB Total</b>				<b>8.4190</b>		<b>5,180,120.50</b>	<b>0.947109</b>	<b>4,350,000.00</b>	<b>4,119,923.55</b>	<b>758,940.00</b>	<b>0.00</b>	<b>0.974896</b>	<b>5,100,000.00</b>		<b>4,971,971.40</b>	<b>93,107.85</b>	<b>37,164.07</b>	<b>130,271.92</b>	
FHLMC		3137EAEX3	22-0128	FHLMC 0.375 09/23/2025	06/14/2022	Open	Fair Value	8.3968	ICE	907,400.00	0.911761	1,000,000.00	911,761.00	0.00	0.00	0.936884	1,000,000.00	ICE	968,082.00	25,123.00	1,250.00	26,373.00
		3134GWKZ8	20-0055	FHLMC 0.625 08/18/2025	08/18/2020	Open	Fair Value	7.7611	ICE	1,000,000.00	0.917152	1,000,000.00	917,152.00	0.00	0.00	0.940939	1,000,000.00	ICE	940,939.00	23,787.00	2,083.33	25,870.33
		3134GWJ64	20																			

**GASB 31 Compliance**  
**Pooled Cash (incl BA & Flex)**  
Effective Interest - Actual Life  
Receipts for Period  
10/01/2023 - 01/31/2024

	CUSIP	Invest Number	Security Description	Purchase Date	Sale Date	Valuation Method	Yield Earned	Price Source 10/01/2023	Original Princ/Cost	Beginning Unit Price	Par Value On 10/01/2023	Reported Value 10/01/2023	Purchase Cost	Sales Proceeds	Ending Unit Price	Par Value On 01/31/2024	Price Source 01/31/2024	Reported Value 01/31/2024	Change in Fair Value	Interest	Net Investment Income
Treasury Bill	851-008067 Nunica MM	AR-0186	Nunica X46-0006	03/28/2018	Open	Fair Value	5.6623	Manual	10,534.67	1.000000	316.07	316.07	0.00	-6.07	1.000000	322.14	Manual	322.14	0.00	6.07	6.07
	851-008068 Munn MM	AR-0187	Munn X46-0007	03/23/2018	Open	Fair Value	6.0271	Manual	152,124.52	1.000000	1,404.00	1,404.00	0.00	-28.71	1.000000	1,432.71	Manual	1,432.71	0.00	28.71	28.71
	851-008069 Park West MM	AR-0188	Park West X46-0008	03/28/2018	Open	Fair Value	5.5431	Manual	193,127.12	1.000000	8,316.50	8,316.50	0.00	-156.33	1.000000	8,472.83	Manual	8,472.83	0.00	156.33	156.33
	<b>Pooled Gov't Fund Total</b>						<b>5.5309</b>		<b>1,705,339.65</b>	<b>1.000000</b>	<b>1,364,123.38</b>	<b>1,364,123.38</b>	<b>0.00</b>	<b>758,404.83</b>	<b>1.000000</b>	<b>605,718.55</b>		<b>605,718.55</b>	<b>0.00</b>	<b>16,459.66</b>	<b>16,459.66</b>
	912797FK8	23-0131-01	Treasury Bill 0.00 11/16/2023	09/08/2023	11/16/2023	Amort Value	5.3732	ICE	3,499,571.35	0.993296	3,535,000.00	3,511,301.73	0.00	3,535,000.00	0.000000	-		0.00	23,698.27	0.00	23,698.27
	912797HU4	23-0130-01	Treasury Bill 0.00 12/12/2023	09/08/2023	12/12/2023	Amort Value	5.4634	ICE	3,499,850.29	0.989372	3,549,000.00	3,511,281.97	0.00	3,549,000.00	0.000000	-		0.00	37,718.03	0.00	37,718.03
	912797GC5	23-0147-01	Treasury Bill 0.00 01/11/2024	09/25/2023	01/11/2024	Amort Value	5.4926	ICE	3,444,818.30	0.984893	3,500,000.00	3,447,124.54	0.00	3,500,000.00	0.000000	-		0.00	52,875.46	0.00	52,875.46
	912797GZ4	24-0028	Treasury Bill 0.00 04/04/2024	10/06/2023	Open	Amort Value	5.4502		5,840,400.24	0.000000	0.00	0.00	5,840,400.24	0.00	0.990551	6,000,000.00	ICE	5,943,306.54	102,906.30	0.00	102,906.30
	912797GQ4	24-0029	Treasury Bill 0.00 03/07/2024	10/06/2023	Open	Amort Value	5.4659		3,421,215.00	0.000000	0.00	0.00	3,421,215.00	0.00	0.994763	3,500,000.00	ICE	3,481,669.40	60,454.40	0.00	60,454.40
	912797GM3	23-0146	Treasury Bill 0.00 02/08/2024	09/25/2023	Open	Amort Value	5.4972	ICE	3,430,525.00	0.980789	3,500,000.00	3,432,762.16	0.00	0.00	0.998946	3,500,000.00	ICE	3,496,312.48	63,550.32	0.00	63,550.32
Treasury Note	<b>Treasury Bill Total</b>						<b>5.4642</b>		<b>23,136,380.18</b>	<b>0.987111</b>	<b>14,084,000.00</b>	<b>13,902,470.40</b>	<b>9,261,615.24</b>	<b>10,584,000.00</b>	<b>0.993945</b>	<b>13,000,000.00</b>		<b>12,921,288.42</b>	<b>341,202.78</b>	<b>0.00</b>	<b>341,202.78</b>
	91282CAP6	21-0039-01	Treasury Note 0.125 10/15/2023	11/02/2020	10/15/2023	Fair Value	5.0116	ICE	998,690.62	0.998126	1,000,000.00	998,126.00	0.00	1,000,000.00	0.000000	-		0.00	1,874.00	47.81	1,921.81
	91282BV23	19-0030-01	Treasury Note 2.25 12/31/2023	04/05/2019	12/31/2023	Fair Value	5.4292	ICE	998,056.25	0.992031	1,000,000.00	992,031.00	0.00	1,000,000.00	0.000000	-		0.00	7,969.00	5,563.86	13,532.86
	91282CBC4	22-0033	Treasury Note 0.375 12/31/2025	10/15/2021	Open	Fair Value	8.1123	ICE	978,250.00	0.904023	1,000,000.00	904,023.00	0.00	0.00	0.929766	1,000,000.00	ICE	929,766.00	25,743.00	1,256.98	26,999.98
	91282BD56	19-0017	Treasury Note 2.375 08/15/2024	02/28/2019	Open	Fair Value	5.9451	ICE	1,986,600.00	0.973555	2,000,000.00	1,947,110.00	0.00	0.00	0.985625	2,000,000.00	ICE	1,971,250.00	24,140.00	15,876.36	40,016.36
	91282CCZ2	22-0034	Treasury Note 0.875 09/30/2026	10/15/2021	Open	Fair Value	9.5054	ICE	992,520.00	0.892344	1,000,000.00	892,344.00	0.00	0.00	0.921289	1,000,000.00	ICE	921,289.00	28,945.00	2,940.57	31,885.57
	91282CBW0	23-0016	Treasury Note 0.75 04/30/2026	10/07/2022	Open	Fair Value	9.6031	ICE	887,680.00	0.900820	1,000,000.00	900,820.00	0.00	0.00	0.927930	1,000,000.00	ICE	927,930.00	27,110.00	2,527.62	29,637.62
	91282CCZ2	22-0035	Treasury Note 0.875 09/30/2026	10/15/2021	Open	Fair Value	9.5054	ICE	1,985,049.50	0.892344	2,000,000.00	1,784,688.00	0.00	0.00	0.921289	2,000,000.00	ICE	1,842,578.00	57,890.00	5,881.15	63,771.15
	9128284F4	18-0077	Treasury Note 2.625 03/31/2025	09/24/2018	Open	Fair Value	7.2372	ICE	977,187.50	0.962344	1,000,000.00	962,344.00	0.00	0.00	0.977773	1,000,000.00	ICE	977,773.00	15,429.00	8,821.72	24,250.72
	91282CAT8	21-0040	Treasury Note 0.25 10/31/2025	11/02/2020	Open	Fair Value	7.8607	ICE	994,627.41	0.906758	1,000,000.00	906,758.00	0.00	0.00	0.932344	1,000,000.00	ICE	932,344.00	25,586.00	842.54	26,428.54
	912828X88	23-0015	Treasury Note 2.375 05/15/2027	10/07/2022	Open	Fair Value	11.6228	ICE	928,850.00	0.922188	1,000,000.00	922,188.00	0.00	0.00	0.951094	1,000,000.00	ICE	951,094.00	28,906.00	7,993.50	36,899.50
	91282CHD6	24-0036	Treasury Note 4.25 05/31/2025	12/18/2023	Open	Fair Value	5.7473		248,685.00	0.000000	0.00	0.00	248,685.00	0.00	0.996563	250,000.00	ICE	249,140.75	455.75	1,306.35	1,762.10
	91282BV98	22-0190	Treasury Note 2.25 02/15/2027	09/26/2022	Open	Fair Value	11.0574	ICE	1,392,750.00	0.922773	1,500,000.00	1,384,159.50	0.00	0.00	0.950352	1,500,000.00	ICE	1,425,528.00	41,368.50	11,280.57	52,649.07
	91282CCW9	22-0032	Treasury Note 0.75 08/31/2026	10/15/2021	Open	Fair Value	9.4384	ICE	987,400.00	0.890508	1,000,000.00	890,508.00	0.00	0.00	0.919531	1,000,000.00	ICE	919,531.00	29,023.00	2,534.34	31,557.34
	912828M56	16-0081	Treasury Note 2.25 11/15/2025	03/11/2016	Open	Fair Value	8.2141	ICE	1,030,550.00	0.944844	1,000,000.00	944,844.00	0.00	0.00	0.965156	1,000,000.00	ICE	965,156.00	20,312.00	7,572.79	27,884.79
	912828G38	16-0249	Treasury Note 2.25 11/15/2024	10/17/2016	Open	Fair Value	6.1674	ICE	1,046,171.88	0.966016	1,000,000.00	966,016.00	0.00	0.00	0.979375	1,000,000.00	ICE	979,375.00	13,359.00	7,572.79	20,931.79
	912828XB1	18-0024	Treasury Note 2.125 05/15/2025	05/03/2018	Open	Fair Value	7.5413	ICE	949,531.25	0.952461	1,000,000.00	952,461.00	0.00	0.00	0.970391	1,000,000.00	ICE	970,391.00	17,930.00	7,152.08	25,082.08
	91282CBR1	22-0092	Treasury Note 0.25 03/15/2024	03/28/2022	Open	Fair Value	5.2929	ICE	9,617,578.13	0.977188	10,000,000.00	9,771,880.00	0.00	0.00	0.994003	10,000,000.00	ICE	9,940,030.00	168,150.00	8,447.80	176,597.80
	912828Z78	23-0079	Treasury Note 1.50 01/31/2027	05/22/2023	Open	Fair Value	11.1605	ICE	920,765.62	0.900391	1,000,000.00	900,391.00	0.00	0.00	0.930156	1,000,000.00	ICE	930,156.00	29,765.00	5,014.04	34,779.04
	91282CCJ8	22-0129	Treasury Note 0.875 06/30/2026	06/14/2022	Open	Fair Value	9.6786	ICE	904,200.00	0.899766	1,000,000.00	899,766.00	0.00	0.00	0.927188	1,000,000.00	ICE	927,188.00	27,422.00	2,932.95	30,354.95
	<b>Treasury Note Total</b>						<b>7.4051</b>		<b>28,825,143.16</b>	<b>0.946456</b>	<b>29,500,000.00</b>	<b>27,920,457.50</b>	<b>248,685.00</b>	<b>2,000,000.00</b>	<b>0.964343</b>	<b>27,750,000.00</b>		<b>26,760,519.75</b>	<b>591,377.25</b>	<b>105,565.82</b>	<b>696,943.07</b>
	<b>Investment Total</b>						<b>5.3459</b>		<b>223,725,819.39</b>	<b>0.986128</b>	<b>220,722,858.82</b>	<b>217,660,891.10</b>	<b>30,415,388.17</b>	<b>96,468,570.90</b>	<b>0.988150</b>	<b>154,900,435.85</b>		<b>153,064,848.49</b>	<b>1,457,140.12</b>	<b>1,724,956.39</b>	<b>3,182,096.51</b>

**Inv. Distribution by Maturity**  
**Pooled Cash (incl BA & Flex)**  
 Effective Interest - Actual Life  
 Receipts for Period  
 1/31/2024

	Invest Number	Security Description	CUSIP	SafeKeep Institut	Ending Par Val/Shares	Cash	1 - 30 Days	31 - 90 Days	91 - 180 Days	181 - 360 Days	Over 360 Days
Certificate of Deposit	23-0139	C.D. 365 5.40 02/22/2024		None	750,000.00	0.00	750,000.00	0.00	0.00	0.00	0.00
	23-0140	C.D. 5.40 02/22/2024		None	750,000.00	0.00	750,000.00	0.00	0.00	0.00	0.00
	23-0141	C.D. 365 5.45 02/22/2024		None	650,000.00	0.00	650,000.00	0.00	0.00	0.00	0.00
	23-0142	C.D. 5.15 02/22/2024		None	250,000.00	0.00	250,000.00	0.00	0.00	0.00	0.00
	23-0143	C.D. 5.15 02/22/2024		None	250,000.00	0.00	250,000.00	0.00	0.00	0.00	0.00
	23-0144	C.D. 365 5.19 02/22/2024		None	350,000.00	0.00	350,000.00	0.00	0.00	0.00	0.00
	23-0145	C.D. 365 5.35 02/22/2024		None	500,000.00	0.00	500,000.00	0.00	0.00	0.00	0.00
	24-0001	C.D. 365 5.40 03/21/2024		None	520,909.73	0.00	0.00	520,909.73	0.00	0.00	0.00
	24-0002	C.D. 5.45 03/21/2024		None	782,937.84	0.00	0.00	782,937.84	0.00	0.00	0.00
	24-0003	C.D. 365 5.18 03/21/2024		None	1,044,572.37	0.00	0.00	1,044,572.37	0.00	0.00	0.00
	24-0004	C.D. 5.17 03/21/2024		None	522,079.33	0.00	0.00	522,079.33	0.00	0.00	0.00
	24-0005	C.D. 365 5.22 03/21/2024		None	782,780.52	0.00	0.00	782,780.52	0.00	0.00	0.00
	24-0006	C.D. 365 5.40 04/04/2024		None	500,000.00	0.00	0.00	500,000.00	0.00	0.00	0.00
	24-0007	C.D. 5.45 04/04/2024		None	600,000.00	0.00	0.00	600,000.00	0.00	0.00	0.00
	24-0008	C.D. 365 5.36 04/04/2024		None	500,000.00	0.00	0.00	500,000.00	0.00	0.00	0.00
	24-0009	C.D. 365 5.30 04/04/2024		None	350,000.00	0.00	0.00	350,000.00	0.00	0.00	0.00
	24-0010	C.D. 5.19 04/04/2024		None	250,000.00	0.00	0.00	250,000.00	0.00	0.00	0.00
	24-0011	C.D. 365 5.22 04/04/2024		None	300,000.00	0.00	0.00	300,000.00	0.00	0.00	0.00
	24-0012	C.D. 365 5.50 04/04/2024		None	500,000.00	0.00	0.00	500,000.00	0.00	0.00	0.00
	24-0013	C.D. 365 5.40 04/04/2024		None	500,000.00	0.00	0.00	500,000.00	0.00	0.00	0.00
	24-0014	C.D. 365 5.40 04/18/2024		None	500,000.00	0.00	0.00	500,000.00	0.00	0.00	0.00
	24-0015	C.D. 5.45 04/18/2024		None	600,000.00	0.00	0.00	600,000.00	0.00	0.00	0.00
	24-0016	C.D. 365 5.36 04/18/2024		None	500,000.00	0.00	0.00	500,000.00	0.00	0.00	0.00
	24-0017	C.D. 365 5.30 04/18/2024		None	350,000.00	0.00	0.00	350,000.00	0.00	0.00	0.00
	24-0018	C.D. 5.19 04/18/2024		None	250,000.00	0.00	0.00	250,000.00	0.00	0.00	0.00
	24-0019	C.D. 365 5.25 04/18/2024		None	300,000.00	0.00	0.00	300,000.00	0.00	0.00	0.00
	24-0020	C.D. 365 5.50 04/18/2024		None	500,000.00	0.00	0.00	500,000.00	0.00	0.00	0.00
	24-0021	C.D. 365 5.45 04/18/2024		None	500,000.00	0.00	0.00	500,000.00	0.00	0.00	0.00
	24-0022	C.D. 365 5.40 04/30/2024		None	400,000.00	0.00	0.00	0.00	400,000.00	0.00	0.00
	24-0023	C.D. 5.45 04/30/2024		None	400,000.00	0.00	0.00	400,000.00	0.00	0.00	0.00
	24-0024	C.D. 365 5.36 04/30/2024		None	350,000.00	0.00	0.00	0.00	350,000.00	0.00	0.00
	24-0025	C.D. 365 5.30 04/30/2024		None	250,000.00	0.00	0.00	0.00	250,000.00	0.00	0.00
	24-0026	C.D. 365 5.50 04/30/2024		None	300,000.00	0.00	0.00	0.00	300,000.00	0.00	0.00
	24-0027	C.D. 365 5.45 04/30/2024		None	300,000.00	0.00	0.00	0.00	300,000.00	0.00	0.00
	24-0030	C.D. 365 5.40 05/02/2024		None	858,601.02	0.00	0.00	0.00	858,601.02	0.00	0.00
	24-0031	C.D. 5.45 05/02/2024		None	707,145.83	0.00	0.00	0.00	707,145.83	0.00	0.00
	24-0032	C.D. 365 5.367 05/02/2024		None	858,462.89	0.00	0.00	0.00	858,462.89	0.00	0.00
	24-0033	C.D. 365 5.40 05/02/2024		None	252,369.78	0.00	0.00	0.00	252,369.78	0.00	0.00
	24-0034	C.D. 365 5.50 05/02/2024		None	505,094.44	0.00	0.00	0.00	505,094.44	0.00	0.00
	24-0035	C.D. 365 5.199 05/02/2024		None	353,419.62	0.00	0.00	0.00	353,419.62	0.00	0.00
	24-0038	C.D. 365 5.05 05/16/2024		None	264,241.50	0.00	0.00	0.00	264,241.50	0.00	0.00
	24-0039	C.D. 5.20 05/16/2024		None	480,029.66	0.00	0.00	0.00	480,029.66	0.00	0.00
	24-0040	C.D. 5.00 05/16/2024		None	1,161,769.46	0.00	0.00	0.00	1,161,769.46	0.00	0.00
	24-0041	C.D. 365 5.16 05/16/2024		None	425,714.53	0.00	0.00	0.00	425,714.53	0.00	0.00
	24-0042	C.D. 4.94 05/16/2024		None	426,019.41	0.00	0.00	0.00	426,019.41	0.00	0.00
	24-0043	C.D. 365 5.20 05/16/2024		None	500,000.00	0.00	0.00	0.00	500,000.00	0.00	0.00
	24-0044	C.D. 365 5.25 05/16/2024		None	700,000.00	0.00	0.00	0.00	700,000.00	0.00	0.00
		Certificate of Deposit Total				23,646,147.93	0.00	3,500,000.00	11,053,279.79	9,092,868.14	0.00
Checking	AR-0123	Hybrid/MS/AP HNB X3705	000-001010 Hybrid-MS-AP-PR	None	15,988,793.52	15,988,793.52	0.00	0.00	0.00	0.00	0.00
	AR-0135	Infinisource Flex Coll X0333	100-002038 Infinisource Coll	None	1,948.87	1,948.87	0.00	0.00	0.00	0.00	0.00
	AR-0207	Infinisource Flex HNB X6669	100-001015 Infinisource Flex	None	86,568.93	86,568.93	0.00	0.00	0.00	0.00	0.00
	AR-0222	IOLTA HNB X2995	701-001052 IOLTA	None	2,500.00	2,500.00	0.00	0.00	0.00	0.00	0.00
	AR-0227	Inmate Trust HNB X0285	701-001018 Inmate Trust	None	23,533.78	23,533.78	0.00	0.00	0.00	0.00	0.00
	AR-0228	Inmate Rel DC Rapid X9460	701-001019 Inmate Release	None	30,000.00	30,000.00	0.00	0.00	0.00	0.00	0.00

Inv. Distribution by Maturity  
Pooled Cash (incl BA & Flex)  
Effective Interest - Actual Life  
Receipts for Period  
1/31/2024

	Invest Number	Security Description	CUSIP	SafeKeep Institut	Ending Par Val/Shares	Cash	1 - 30 Days	31 - 90 Days	91 - 180 Days	181 - 360 Days	Over 360 Days
Court Accounts-Checking	AR-0229	FJC HNB X8125	469-001054 Family Justice Cent	None	962,929.77	962,929.77	0.00	0.00	0.00	0.00	0.00
	Checking Total				17,096,274.87	17,096,274.87	0.00	0.00	0.00	0.00	0.00
	AR-0198	GHDC HNB X7522	000-005010 GHDC	None	23,041.00	23,041.00	0.00	0.00	0.00	0.00	0.00
	AR-0199	HODC HNB X7535	000-005010 HODC	None	81,096.43	81,096.43	0.00	0.00	0.00	0.00	0.00
	AR-0200	HUDC HNB X7548	000-005010 HUDC	None	21,057.35	21,057.35	0.00	0.00	0.00	0.00	0.00
	AR-0201	FOC HNB X7551	000-005010 FOC	None	7,893.09	7,893.09	0.00	0.00	0.00	0.00	0.00
	AR-0202	LSHC HNB X7564	000-005010 LSHC	None	1,970.00	1,970.00	0.00	0.00	0.00	0.00	0.00
	AR-0203	Clerk HNB X7519	000-005010 Clerk	None	168,330.74	168,330.74	0.00	0.00	0.00	0.00	0.00
	Court Accounts-Checking Total				303,388.61	303,388.61	0.00	0.00	0.00	0.00	0.00
FAMCA	22-0130	FAMCA 3.05 06/17/2027	31422XZP0	2002	1,000,000.00	0.00	0.00	0.00	0.00	0.00	1,000,000.00
	23-0080	FAMCA 4.00 12/16/2026	31422XT28	2002	1,000,000.00	0.00	0.00	0.00	0.00	0.00	1,000,000.00
	FAMCA Total				2,000,000.00	0.00	0.00	0.00	0.00	0.00	2,000,000.00
FFCB	20-0032	FFCB 1.43 02/14/2024	3133ELNE0	2002	1,000,000.00	0.00	1,000,000.00	0.00	0.00	0.00	0.00
	22-0191	FFCB 4.00 09/29/2027	3133ENQ29	2002	1,500,000.00	0.00	0.00	0.00	0.00	0.00	1,500,000.00
	FFCB Total				2,500,000.00	0.00	1,000,000.00	0.00	0.00	0.00	1,500,000.00
FHLB	20-0033	FHLB 2.375 03/14/2025	3130A4CH3	2002	1,000,000.00	0.00	0.00	0.00	0.00	0.00	1,000,000.00
	21-0153	FHLB 0.50 10/09/2024	3130ANQ29	2002	750,000.00	0.00	0.00	0.00	0.00	750,000.00	0.00
	21-0159	FHLB 0.50 09/30/2026	3130ANX39	2002	1,250,000.00	0.00	0.00	0.00	0.00	0.00	1,250,000.00
	23-0087	FHLB 4.375 03/13/2026	313373B68	2002	1,350,000.00	0.00	0.00	0.00	0.00	0.00	1,350,000.00
	24-0037	FHLB 4.625 11/17/2026	3130AXU63	2006	750,000.00	0.00	0.00	0.00	0.00	0.00	750,000.00
	FHLB Total				5,100,000.00	0.00	0.00	0.00	0.00	750,000.00	4,350,000.00
FHLMC	20-0039	FHLMC 0.75 04/30/2025	3134GVQQ4	2002	1,000,000.00	0.00	0.00	0.00	0.00	0.00	1,000,000.00
	20-0055	FHLMC 0.625 08/18/2025	3134GWKZ8	2002	1,000,000.00	0.00	0.00	0.00	0.00	0.00	1,000,000.00
	20-0095	Freddie Mac 0.40 06/10/2024	3134GWJ64	2002	1,000,000.00	0.00	0.00	0.00	1,000,000.00	0.00	0.00
	22-0128	FHLMC 0.375 09/23/2025	3137EAXE3	2002	1,000,000.00	0.00	0.00	0.00	0.00	0.00	1,000,000.00
	FHLMC Total				4,000,000.00	0.00	0.00	0.00	1,000,000.00	0.00	3,000,000.00
FNMA	20-0029	Agency-FNMA 1.625 10/15/2024	3135G0W66	2002	1,000,000.00	0.00	0.00	0.00	0.00	1,000,000.00	0.00
	22-0189	FNMA 2.125 04/24/2026	3135G0K36	2002	2,000,000.00	0.00	0.00	0.00	0.00	0.00	2,000,000.00
	FNMA Total				3,000,000.00	0.00	0.00	0.00	0.00	1,000,000.00	2,000,000.00
Money Market	AR-0230	HNB ARPA MM X4879	000-008015 ARPA MM	None	6,088,925.74	6,088,925.74	0.00	0.00	0.00	0.00	0.00
	AR-0231	HNB FJC MM X4895	469-008006 FJC MM	None	2,606,831.70	2,606,831.70	0.00	0.00	0.00	0.00	0.00
	AR-0232	HNB PCB Settle MM X5140	000-008016 PCB Settlement MM	None	831,341.96	831,341.96	0.00	0.00	0.00	0.00	0.00
	AR-0248	Farmland Pres MM	234-008008 Farmland Pres-CF	None	1,000,000.00	1,000,000.00	0.00	0.00	0.00	0.00	0.00
	Money Market Total				10,527,099.40	10,527,099.40	0.00	0.00	0.00	0.00	0.00
Municipal Bond	20-0041	Muni-Hartland Schls 2.053 05/01/2025	416848WX3	2002	1,175,000.00	0.00	0.00	0.00	0.00	0.00	1,175,000.00
	20-0051	Muni-Spring Lake Schls 1.968 11/01/2024	849765FQ0	2002	710,000.00	0.00	0.00	0.00	0.00	710,000.00	0.00
	20-0053	Muni-St Johns MI Public Schs 0.65 05/01/2024	790450GU8	2002	285,000.00	0.00	0.00	0.00	285,000.00	0.00	0.00
	20-0054	Muni-St Johns MI Public Schs 0.70 05/01/2025	790450GV6	2002	290,000.00	0.00	0.00	0.00	0.00	0.00	290,000.00
	20-0096	Muni-MI State Bldg Auth 0.816 10/15/2024	594615HR0	2002	1,000,000.00	0.00	0.00	0.00	0.00	1,000,000.00	0.00
	21-0107	Muni-Spring Lake Scls 0.60 11/01/2024	849765GP1	2002	500,000.00	0.00	0.00	0.00	0.00	500,000.00	0.00
	21-0122	Muni-Calhoun Cnty 0.759 10/01/2024	129644B33	2002	355,000.00	0.00	0.00	0.00	0.00	355,000.00	0.00
	21-0128	Muni-Tuscola Cnty 0.73 09/01/2024	900764SN2	2002	135,000.00	0.00	0.00	0.00	0.00	135,000.00	0.00
	21-0129	Muni-Tuscola Cnty 1.10 09/01/2025	900764SP7	2002	65,000.00	0.00	0.00	0.00	0.00	0.00	65,000.00
	23-0081	Muni-MI ST HSG DEV 3.116 10/01/2027	59465MW68	2002	1,010,000.00	0.00	0.00	0.00	0.00	0.00	1,010,000.00
	23-0082	Muni-E GR Schools 2.431 05/01/2028	272497RH3	2002	230,000.00	0.00	0.00	0.00	0.00	0.00	230,000.00
	23-0083	Muni-E GR Schools 2.284 05/01/2026	272497RF7	2002	710,000.00	0.00	0.00	0.00	0.00	0.00	710,000.00
	23-0084	Muni-W Ottawa Schools 1.305 05/01/2026	955023VD5	2002	1,100,000.00	0.00	0.00	0.00	0.00	0.00	1,100,000.00
	Municipal Bond Total				7,565,000.00	0.00	0.00	0.00	285,000.00	2,700,000.00	4,580,000.00
Mutual Fund - Money Market	AR-0233	HNB MF-MM GS FTOXX	000-009020 Treas MF-MM #468 GS	None	3,091,700.82	3,091,700.82	0.00	0.00	0.00	0.00	0.00
	AR-0234	HNB MF-MM Invesco AGPXX	000-009020 Treas MF-MM #504 Inv	None	3,092,149.68	3,092,149.68	0.00	0.00	0.00	0.00	0.00
	AR-0239	HNB MF-MM GS FTOXX	469-009020 FJC MF-MM #468 GS	None	2,531,254.59	2,531,254.59	0.00	0.00	0.00	0.00	0.00
	AR-0240	HNB MF-MM Invesco AGPXX	469-009020 FJC MF-MM #504 Inv	None	2,531,523.34	2,531,523.34	0.00	0.00	0.00	0.00	0.00
	AR-0241	HNB MF-MM GS FTOXX	000-009020 ARPA MF-MM #468 GS	None	10,192,222.32	10,192,222.32	0.00	0.00	0.00	0.00	0.00
	AR-0242	HNB MF-MM Invesco AGPXX	000-009020 ARPA MF-MM #504 Inv	None	10,193,148.96	10,193,148.96	0.00	0.00	0.00	0.00	0.00

**Inv. Distribution by Maturity**  
**Pooled Cash (incl BA & Flex)**  
 Effective Interest - Actual Life  
 Receipts for Period  
 1/31/2024

	<i>Invest Number</i>	<i>Security Description</i>	<i>CUSIP</i>	<i>SafeKeep Institut</i>	<i>Ending Par Val/Shares</i>	<i>Cash</i>	<i>1 - 30 Days</i>	<i>31 - 90 Days</i>	<i>91 - 180 Days</i>	<i>181 - 360 Days</i>	<i>Over 360 Days</i>
Petty Cash	AR-0243	HNB MF-MM GS FTOXX	000-009020 PCB MF-MM #468 GS	None	3,064,208.48	3,064,208.48	0.00	0.00	0.00	0.00	0.00
	AR-0244	HNB MF-MM Invesco AGPXX	000-009020 PCB MF-MM #504 Inv	None	3,064,514.45	3,064,514.45	0.00	0.00	0.00	0.00	0.00
	<b>Mutual Fund - Money Market Total</b>				<b>37,760,722.64</b>	<b>37,760,722.64</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
	AR-0101	Petty Cash - Multiple Depts	101-004000 GF Petty Cash	None	13,686.85	13,686.85	0.00	0.00	0.00	0.00	0.00
	AR-0103	Petty Cash - Parks & Rec	208-004000 Parks Petty Cash	None	1,397.00	1,397.00	0.00	0.00	0.00	0.00	0.00
	AR-0104	Petty Cash - FOC	215-004000 FOC Petty Cash	None	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	AR-0105	Petty Cash - Health	221-004000 Health Petty Cash	None	1,000.00	1,000.00	0.00	0.00	0.00	0.00	0.00
	AR-0106	Petty Cash - CMH	222-004000 CMH Petty Cash	None	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	AR-0107	Petty Cash - Env Health	228-004000 Landfill Petty Cash	None	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	AR-0108	Petty Cash - WEMET	265-004000 WEMET Petty Cash	None	30,000.00	30,000.00	0.00	0.00	0.00	0.00	0.00
	<b>Petty Cash Total</b>				<b>46,083.85</b>	<b>46,083.85</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
Pooled Gov't Fund	AR-0003	GF X46-0001	000-008040 MICLASS GF	None	209,714.19	209,714.19	0.00	0.00	0.00	0.00	0.00
	AR-0004	Library X46-0002	721-008041 MICLASS Lib	None	357,995.14	357,995.14	0.00	0.00	0.00	0.00	0.00
	AR-0184	SLSA C&O X46-0004	872-008065 SLSA C&O MM	None	9,012.29	9,012.29	0.00	0.00	0.00	0.00	0.00
	AR-0185	Lloyds Bayou X46-0005	872-008066 Lloyds Bayou MM	None	18,769.25	18,769.25	0.00	0.00	0.00	0.00	0.00
	AR-0186	Nunica X46-0006	851-008067 Nunica MM	None	322.14	322.14	0.00	0.00	0.00	0.00	0.00
	AR-0187	Munn X46-0007	851-008068 Munn MM	None	1,432.71	1,432.71	0.00	0.00	0.00	0.00	0.00
	AR-0188	Park West X46-0008	851-008069 Park West MM	None	8,472.83	8,472.83	0.00	0.00	0.00	0.00	0.00
	<b>Pooled Gov't Fund Total</b>				<b>605,718.55</b>	<b>605,718.55</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
Treasury Bill	23-0146	Treasury Bill 0.00 02/08/2024	912797GM3	2002	3,500,000.00	0.00	3,500,000.00	0.00	0.00	0.00	0.00
	24-0028	Treasury Bill 0.00 04/04/2024	912797GZ4	2002	6,000,000.00	0.00	0.00	6,000,000.00	0.00	0.00	0.00
	24-0029	Treasury Bill 0.00 03/07/2024	912797GQ4	2002	3,500,000.00	0.00	0.00	3,500,000.00	0.00	0.00	0.00
	<b>Treasury Bill Total</b>				<b>13,000,000.00</b>	<b>0.00</b>	<b>3,500,000.00</b>	<b>9,500,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
Treasury Note	16-0081	Treasury Note 2.25 11/15/2025	912828M56	2002	1,000,000.00	0.00	0.00	0.00	0.00	0.00	1,000,000.00
	16-0249	Treasury Note 2.25 11/15/2024	912828G38	2002	1,000,000.00	0.00	0.00	0.00	0.00	1,000,000.00	0.00
	18-0024	Treasury Note 2.125 05/15/2025	912828XB1	2002	1,000,000.00	0.00	0.00	0.00	0.00	0.00	1,000,000.00
	18-0077	Treasury Note 2.625 03/31/2025	9128284F4	2002	1,000,000.00	0.00	0.00	0.00	0.00	0.00	1,000,000.00
	19-0017	Treasury Note 2.375 08/15/2024	912828D56	2002	2,000,000.00	0.00	0.00	0.00	0.00	2,000,000.00	0.00
	21-0040	Treasury Note 0.25 10/31/2025	91282CAT8	2002	1,000,000.00	0.00	0.00	0.00	0.00	0.00	1,000,000.00
	22-0032	Treasury Note 0.75 08/31/2026	91282CCW9	2002	1,000,000.00	0.00	0.00	0.00	0.00	0.00	1,000,000.00
	22-0033	Treasury Note 0.375 12/31/2025	91282CBC4	2002	1,000,000.00	0.00	0.00	0.00	0.00	0.00	1,000,000.00
	22-0034	Treasury Note 0.875 09/30/2026	91282CCZ2	2002	1,000,000.00	0.00	0.00	0.00	0.00	0.00	1,000,000.00
	22-0035	Treasury Note 0.875 09/30/2026	91282CCZ2	2002	2,000,000.00	0.00	0.00	0.00	0.00	0.00	2,000,000.00
	22-0092	Treasury Note 0.25 03/15/2024	91282CBR1	2005	10,000,000.00	0.00	0.00	10,000,000.00	0.00	0.00	0.00
	22-0129	Treasury Note 0.875 06/30/2026	91282CCJ8	2002	1,000,000.00	0.00	0.00	0.00	0.00	0.00	1,000,000.00
	22-0190	Treasury Note 2.25 02/15/2027	912828V98	2002	1,500,000.00	0.00	0.00	0.00	0.00	0.00	1,500,000.00
	23-0015	Treasury Note 2.375 05/15/2027	912828X88	2002	1,000,000.00	0.00	0.00	0.00	0.00	0.00	1,000,000.00
	23-0016	Treasury Note 0.75 04/30/2026	91282CBW0	2002	1,000,000.00	0.00	0.00	0.00	0.00	0.00	1,000,000.00
	23-0079	Treasury Note 1.50 01/31/2027	912828Z78	2002	1,000,000.00	0.00	0.00	0.00	0.00	0.00	1,000,000.00
	24-0036	Treasury Note 4.25 05/31/2025	91282CHD6	2006	250,000.00	0.00	0.00	0.00	0.00	0.00	250,000.00
	<b>Treasury Note Total</b>				<b>27,750,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>10,000,000.00</b>	<b>0.00</b>	<b>3,000,000.00</b>	<b>14,750,000.00</b>
	<b>Investment Total</b>				<b>154,900,435.85</b>	<b>66,339,287.92</b>	<b>8,000,000.00</b>	<b>30,553,279.79</b>	<b>10,377,868.14</b>	<b>7,450,000.00</b>	<b>32,180,000.00</b>



# Earnings and Yields Summary

## Pooled Cash (incl BA & Flex)

Effective Interest - Actual Life

Receipts for Period

10/01/2023 - 01/31/2024

Security Description		10/01/2023 10/31/2023	11/01/2023 11/30/2023	12/01/2023 12/31/2023	01/01/2024 01/31/2024	10/01/2023 01/31/2024
Combined Port	Certificate of Deposit	165,827.7000	133,682.2600	120,295.2000	106,640.2900	526,445.4500
	Checking	29,731.4300	15,261.0500	0.0000	0.0000	44,992.4800
	Court Accounts-Checking	0.0000	0.0000	0.0000	0.0000	0.0000
	FAMCA	6,154.5300	6,154.5400	6,156.7500	6,159.3200	24,625.1400
	FFCB	5,669.4500	5,669.4500	5,669.4500	5,669.4500	22,677.8000
	FHLB	7,087.7800	7,087.7900	8,237.1800	9,740.2300	32,152.9800
	FHLMC	4,137.7600	4,137.7600	4,137.7600	4,137.7600	16,551.0400
	FNMA	7,878.7300	7,925.4000	7,925.4000	7,925.4000	31,654.9300
	Money Market	44,002.9500	39,454.2100	37,879.6500	34,616.5600	155,953.3700
	Municipal Bonds	13,418.8100	13,479.3900	13,479.3900	13,479.3900	53,856.9800
	Mutual Fund - Money Market	222,564.5800	161,360.4600	166,914.8800	170,796.5500	721,636.4700
	Petty Cash	0.0000	0.0000	0.0000	0.0000	0.0000
	Pooled Gov't Funds	6,637.8400	4,481.5000	2,549.2800	2,791.0400	16,459.6600
	Treasury Bill	98,963.3400	95,890.5200	81,274.5500	65,074.3600	341,202.7700
	Treasury Note	54,560.1100	52,887.1600	55,088.1600	53,827.3600	216,362.7900
	<b>Port Total</b>	<b>666,635.0100</b>	<b>547,471.4900</b>	<b>509,607.6500</b>	<b>480,857.7100</b>	<b>2,204,571.8600</b>
Combined Port	Certificate of Deposit	5.3037	5.3342	5.3473	5.3459	5.3299
	Checking	0.5471	2.3481	0.0000	0.0000	0.5565
	Court Accounts-Checking	0.0000	0.0000	0.0000	0.0000	0.0000
	FAMCA	3.7197	3.7197	3.7196	3.7195	3.7196
	FFCB	2.7198	2.7198	2.7198	2.7198	2.7198
	FHLB	1.9463	1.9463	2.1036	2.2788	2.0779
	FHLMC	1.2595	1.2595	1.2595	1.2595	1.2595
	FNMA	3.2691	3.2731	3.2731	3.2731	3.2721
	Money Market	3.9278	3.9043	3.8802	3.8497	3.8928
	Municipal Bonds	2.1688	2.1780	2.1780	2.1780	2.1757
	Mutual Fund - Money Market	5.2505	5.2683	5.2508	5.3645	5.2811
	Petty Cash	0.0000	0.0000	0.0000	0.0000	0.0000
	Pooled Gov't Funds	5.5006	5.5566	5.5468	5.5481	5.5309
	Treasury Bill	5.3839	5.4551	5.5064	5.5508	5.4642
	Treasury Note	2.2607	2.2994	2.3109	2.3258	2.2989
	<b>Port Total</b>	<b>3.2914</b>	<b>4.1069</b>	<b>3.8143</b>	<b>3.8225</b>	<b>3.7037</b>



# Ottawa County, Michigan - OPEB Section 115 Trust

## CAP TRUST (CHARLES SCHWAB)

January 31, 2024

### PORTFOLIO ASSET ALLOCATION FROM MONTHLY STATEMENT

Asset	Market Value at 10/1/2023		Market Values at 1/31/2024	
	Dollar Amount	Percentage	Dollar Amount	Percentage
Fixed Income (Bonds)	\$2,993,286.92	50.17%	\$3,191,442.78	49.01%
Equity Funds	\$2,962,698.32	49.66%	\$3,319,407.57	50.97%
Sweep Account-Cash	\$10,034.48	0.17%	\$1,558.45	0.02%
<b>TOTAL PORTFOLIO</b>	<b>\$5,966,019.72</b>	<b>100.00%</b>	<b>\$6,512,408.80</b>	<b>100.00%</b>

### PORTFOLIO ASSET ALLOCATION PARAMETERS

	<u>Current</u>		<u>Target</u>
Fixed Income (Bonds)	49.01%	Fixed Income (Bonds)	50.00%
Equity Funds	50.97%	Equity Funds	49.50%
Sweep Account-Cash	0.02%	Sweep Account-Cash	0.50%
	100.00%		100.00%

### TRANSACTIONS IMPACTING MARKET VALUE

### MONTH TO DATE IMPACT

Munis & Charles Schwab Stmt Prior Month End Bal	\$6,500,570.53
Receipts	\$0.00
Disbursements	\$0.00
<b>1/31/2024 Munis Balance</b>	<b>\$6,500,570.53</b>

### CAP TRUST (CHARLES SCHWAB) TRANSACTIONS

Deposits	\$0.00
Dividends and Interest	\$9,890.79
<u>Admin Expenses:</u>	
Qtr CAP TRUST	\$0.00
Reinvested Shares	(\$9,890.79)
Change in Value of Investments	\$11,838.27
\$242,276.38 Unrealized Gain or (Loss)-current month	
\$240,328.90 Unrealized Gain or (Loss)-prior month	
\$9,890.20 Cash Dividends-current month	
\$0.00 Gain or (Loss) on Investments Sold-This Period	
\$492,495.48 Total	
<b>1/31/2024 Charles Schwab Stmt Balance</b>	<b>\$6,512,408.80</b>

**Total Investment Change \$11,838.27**  
*(not including receipts/disbursements in top half)*

Total Change in Account Value Charles Schwab Stmt	\$11,838.27
Subtract Receipts/Add Disbursements in top half	\$0.00
<b>Investment Change not incl Receipts/Disbursements</b>	<b>\$11,838.27</b>



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

Account Number  
**8632-9283**

Statement Period  
**January 1-31, 2024**

## Your Retirement Plan Provider

CHARLES SCHWAB TRUST BANK  
211 MAIN ST FL 14  
SAN FRANCISCO CA 94105-1965  
1 (877) 319-2782

*The custodian of your brokerage account is: Charles Schwab & Co., Inc.*  
For questions about this statement, please contact your Retirement Plan Provider.

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



Schwab One® Trust Account of  
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Account Number  
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**January 1-31, 2024**

## Terms and Conditions

This Account statement is furnished solely by Charles Schwab & Co., Inc. ("Schwab") for your Schwab PCRA™ ("Account") at Schwab. Schwab is a registered broker-dealer and, provides brokerage and custody services for your Account. Schwab is a wholly owned subsidiary of The Charles Schwab Corporation. Other wholly owned subsidiaries of The Charles Schwab Corporation include the following Schwab "Affiliates": Charles Schwab Investment Management, Inc. ("CSIM"); Charles Schwab Investment Advisory, Inc. ("CSIA"); Schwab Wealth Advisory, Inc. ("SWAI"); Schwab Retirement Plan Services, Inc.; and Charles Schwab Bank. CSIA, CSIM, and SWAI provide investment advisory services. Schwab Retirement Plan Services, Inc. provides recordkeeping and related services with respect to retirement and other benefit plans. Charles Schwab Bank provides trust and custody services with respect to retirement and other benefit plans.

This Account statement may identify an independent retirement plan service provider or "Advisor." The independent retirement plan service provider or Advisor may provide services with respect to your Account, but is not affiliated with Schwab. The independent retirement plan service provider or Advisor is independently owned and operated and are not Schwab Affiliates. Schwab maintains agreements with certain independent retirement plan service providers and Advisors under which Schwab may provide such companies with services related to your Account. However, Schwab neither endorses nor recommends any particular independent retirement plan service provider or Advisor or investment strategy and has no responsibility to monitor trading by any independent retirement plan service provider or Advisor on your Account.

### GENERAL INFORMATION AND KEY TERMS:

If you receive any other communication from any source other than Schwab, or other authorized affiliate of Schwab which purports to represent your holdings at Schwab, you should verify its content with this statement.

**AIP (Automatic Investment Plan) Customers:** Schwab receives remuneration in connection with certain transactions effected through Schwab. If you participate in a systematic investment program through Schwab, the additional information normally detailed on a trade confirmation will be provided upon request.

**Average Daily Balance:** Average daily composite of all cash balances that earn interest and all loans from Schwab that are charged interest. Interest cycles may differ from statement cycles.

**Bank Sweep Feature and Bank Sweep for Benefit Plans Features:** Schwab acts as your agent and custodian in establishing and maintaining your Bank Sweep and Bank Sweep for Benefit Plans features as Schwab Cash Features for your PCRA account. Deposit accounts constitute direct obligations of banks affiliated with Schwab and are not obligations of Schwab. Deposit Accounts are insured by the FDIC within applicable limits. The balance in the bank deposit accounts can be withdrawn on your order and the proceeds returned to your securities account or remitted to you as provided in your Account Agreement. For information on FDIC insurance

and its limits, as well as other important disclosures about the Bank Sweep feature, please refer to the Cash Features Disclosure Statement available online or from a Schwab representative.

**Cash:** Any Free Credit Balance owed by us to you payable upon demand which, although accounted for on our books of record, is not segregated and may be used in the conduct of this firm's business.

**Credit Interest:** If, on any given day, the interest that Schwab calculates for your Account is less than \$.005, you will not earn any interest on that day.

**Dividend Reinvestment Customers:** Dividend reinvestment transactions are effected by Schwab acting as a principal for its own Account, except for the reinvestment of Schwab dividends, for which an independent broker-dealer acts as the buying agent. The time of these transactions, the exchange upon which these transactions occur, and the name of the person from whom the security is purchased will be furnished upon written request.

**Estimated Annual Income:** Estimated annual income is derived from information provided by outside parties. Schwab cannot guarantee the accuracy of such information. Since the interest and dividends are subject to change at any time, they should not be relied upon exclusively for making investment decisions.

**Fees and Charges:** Includes Margin Interest, Retirement Plan Service Provider fees, and Management Fees that may be charged during the statement period. Contact your Retirement Plan Service Provider and/or your Investment Advisor if you have questions about his or her fees.

**Interest:** For the Bank Sweep and Bank Sweep for Benefit Plans features, interest is paid for a period that differs from the Statement Period. Balances include interest paid as indicated on your statement by Schwab or one or more of its affiliated banks. These balances do not include interest that may have accrued during the Statement Period after interest is paid. The interest paid may include interest that accrued in the prior Statement Period. For the Bank Sweep feature, interest accrues daily from the 16th day of the prior month and is credited/posted on the first business day after the 15th of the current month. If, on any given day, the interest that Schwab calculates for the Free Credit Balances in the Bank Sweep feature in your brokerage account is less than \$.005, you will not accrue any interest on that day. For balances held at banks affiliated with Schwab in the Bank Sweep and Bank Sweep for Benefit Plans features, interest will accrue even if the amount is less than \$.005, but interest will not be credited if less than \$.005.

**Market Price:** The most recent price evaluation available to Schwab on the last business day of the statement period, normally the last trade price or bid as of market close. Unpriced securities denote that no market evaluation update is currently available. Price evaluations are obtained from outside parties. Schwab shall have no responsibility for the accuracy or timeliness of any such valuations. Asset Not Held at

Schwab are not held in your Account or covered by the Account's SIPC account protection and are not otherwise in Schwab's custody and are being provided as a courtesy to you. Information on Assets Not Held at Schwab or the accuracy, completeness or timeliness of the information about Assets Not Held at Schwab, whether provided by you or otherwise. Descriptions of Assets Not Held at Schwab may be abbreviated or truncated. Some securities, especially thinly traded equities in the OTC market or foreign markets, may not report the most current price and are indicated as Stale Priced. Certain Limited Partnerships (direct participation programs) and unlisted Real Estate Investment Trust (REIT) securities, for which you may see a value on your monthly Account statement that reflects issuer's appraised estimated value, are not listed on a national securities exchange, and are generally illiquid. Even if you are able to sell such securities, the price received may be less than the per share appraised estimated value provided in the account statement.

**Market Value:** The Market Value is computed by multiplying the Market Price by the Quantity of Shares. This is the dollar value of your present holdings in your specified Schwab Account or a summary of the Market Value summed over multiple Accounts.

**Non-Publicly Traded Securities:** All assets shown on this statement, other than certain direct investments which may be held by a third party, are held in your Account. Values of certain Non-Publicly Traded Securities may be furnished by a third party as provided by Schwab's Account Agreement. Schwab shall have no responsibility for the accuracy or timeliness of such valuations. The Securities Investor Protection Corporation (SIPC) does not cover many limited partnership interests.

**Option Customers:** Be aware of the following: (1) Commissions and other charges related to the execution of option transactions are included in confirmations of such transactions furnished to you at the time such transactions occur and are made available promptly upon request. (2) You should advise us promptly of any material changes in your investment objectives or financial situation. (3) Exercise assignment notices for option contracts are allocated among customer short positions pursuant to an automated procedure which randomly selects from among all customer short option positions those contracts which are subject to exercise, including positions established on the day of assignment. (4) Realized gain/loss of underlying securities is adjusted to reflect the premiums of assigned or exercised options. Please consult your tax advisor or IRS publication 550, Investment Income and Expenses, for additional information on Options.

**Rate Summary:** The yield information for Sweep Funds is the current 7-day yield as of the statement period. Yields vary. Schwab and the Sweep Fund investment advisor may be voluntarily reducing a portion of a Sweep Fund's expenses. Without these reductions, yields would have been lower.



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

Account Number  
**8632-9283**

Statement Period  
**January 1-31, 2024**

## Terms and Conditions (continued)

**Restricted Securities:** See your Account Agreement for information regarding your responsibilities concerning the sale or control of restricted securities.

**Schwab Sweep Money Funds:** Includes the primary money market funds into which Free Credit Balances may be automatically invested pursuant to your Account Agreement. Schwab or an affiliate acts and receives compensation as the Investment Advisor, Shareholder Service Agent and Distributor for the Schwab Sweep Money Funds. The amount of such compensation is disclosed in the prospectus. The yield information for Schwab Sweep Money Funds is the current 7-day yield as of the statement period. Yields vary. If, on any given day, the accrued daily dividend for your selected sweep money fund as calculated for your account is less than 1/2 of: 1 cent (\$0.005), your account will not earn a dividend for that day. In addition, if you do not accrue at least 1 daily dividend of \$0.01 during a pay period, you will not receive a money market dividend for that period. Schwab and the Schwab Sweep Money Funds investment advisor may be voluntarily reducing a portion of a Schwab Sweep Money Fund's expenses. Without these reductions, yields would have been lower.

**Securities Products and Services:** Securities products and services are offered by Charles Schwab & Co., Inc., **Member SIPC**. Securities products and services, including unswept intraday funds and net credit balances held in brokerage accounts are not deposits or other or other obligations of, or guaranteed by, any bank, are not FDIC insured, and subject to investment risk and may lose value. SIPC does not cover balances held at banks affiliated with Schwab in the Bank Sweep and Bank Sweep for Benefit Plans features.

**Short Positions:** Securities sold short will be identified with an "S" in Investment Detail. The market value of these securities will be expressed as a debit and will be netted against any long positions in Total Account Value.

**Sweep Funds:** Includes the primary funds into which free credit balances may be automatically invested pursuant to your Account Agreement.

**Yield to Maturity:** This is the actual average annual return on a note if held to maturity.

**Gain (or Loss):** Unrealized Gain or (Loss) and Realized Gain or (Loss) sections ("Gain/Loss Section(s)") contain a gain or a loss summary of your Account. This information has been provided on this statement at the request of your Advisor. This information is not a solicitation or a recommendation to buy or sell. It may, however, be helpful for investment and tax planning strategies. **Schwab does not provide tax advice and encourages you to consult with your tax professional. Please view the Cost Basis Disclosure Statement for additional information on how gain (or loss) is calculated and how Schwab reports adjusted cost basis information to the IRS.**

**Accrued Income:** Accrued Income is the sum of the total accrued interest and/or accrued dividends on positions held in your Account, but the interest and/or dividends have not been received into your account. Schwab makes no representation that the amounts shown (or any other amount) will be received. Accrued amounts are not covered by SIPC account protection until actually received and held in the Account.

**IN CASE OF QUESTIONS:** If you are a participant with a Schwab Personal Choice Retirement Account® (PCRA) and you have questions about this statement, or specific Schwab Account transactions, contact the dedicated **Schwab PCRA Call Center at 1-888-393-PCRA (7272)**. If you are a Plan Trustee or Sponsor, please contact your Retirement Plan Service Provider shown on the cover page of this statement.

**IN CASE OF ERRORS OR DISCREPANCIES IN BROKERAGE TRANSACTIONS:** If you find an error or discrepancy relating to your brokerage activity (other than an electronic funds transfer), you must notify us promptly, but no later than 10 days after this statement is sent or made available to you. If this statement shows that we have mailed or delivered security certificate(s) that you have not received, you should notify Schwab immediately. Any oral communications should be reconfirmed in writing to further protect your rights, including rights under the Securities Investor Protection Act (SIPA). If you do not so notify us, you agree that the statement activity and Account balance are correct for all purposes with respect to those brokerage transactions.

**IN CASE OF COMPLAINTS:** If you have a complaint regarding your Schwab statement, products or services, please call the Charles Schwab & Co., Inc. **Client Advocacy Hotline at 1-800-468-3774** or write to Attention: Client Advocacy Team, 211 Main St., M/S: PHXPEAK-2K489, San Francisco, CA 94105.

**Address Changes:** If you fail to notify Schwab in writing of any change of address or phone number, you may not receive important notifications about your Account, and trading or other restrictions might be placed on your Account.

**Wire Transfers and Check Transactions:** If, upon prompt examination, you find that your records and ours disagree, or if you suspect that a wire transfer is unauthorized, a check or endorsement is altered or forged, or checks are missing or stolen, call us immediately at the Schwab Customer Service number listed on the front of this statement. If you do not so notify us in writing promptly, but in no event later than 10 days after we send or make available your statement to you, you agree that the statement activity and Account balance are correct for all purposes with respect to those transactions. You agree to cooperate with us in the investigation of your claim, including giving us an affidavit containing whatever reasonable information we require concerning your Account, the wire or check transaction, and the circumstances surrounding the loss. You agree that we have a reasonable period of time to investigate the facts and circumstances surrounding any claimed loss, and that we have no obligation to provisionally credit your Account.

**Additional Information:** We are required by law to report to the Internal Revenue Service certain adjusted cost basis information (if applicable) and plan disbursements issued at the client's direction during the calendar year. Schwab or an affiliate acts as the Investment Advisor, Shareholder Service Agent and Distributor for the Schwab Money Funds. Schwab or an affiliate is compensated by the Schwab Money Funds for acting in each of these capacities other than as Distributor. The amount of such compensation is disclosed in the prospectus. For accounts managed by CSIA or CSIM you are charged an asset-based fee which is described in the relevant disclosure brochure. Additional information will be provided upon written request. A financial statement for your inspection is available at Schwab's offices or a copy will be mailed to you upon written request. Any third-party trademarks appearing herein are the property of their respective owners. Schwab and its affiliated banks are subsidiaries of The Charles Schwab Corporation.

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(0822-20UL)



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

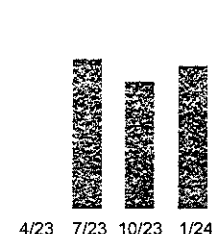
Account Number  
**8632-9283**

Statement Period  
**January 1-31, 2024**

**Account Value as of 01/31/2024: \$ 6,512,408.80**

### Change in Account Value

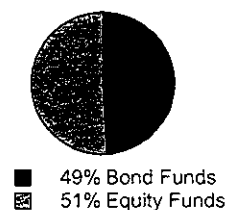
	This Period	Year to Date	Account Value [in Thousands]
<b>Starting Value</b>	<b>\$ 6,500,570.53</b>	<b>\$ 6,500,570.53</b>	
Credits	9,890.79	9,890.79	9000
Debits	0.00	0.00	7500
Transfer of Securities (In/Out)	0.00	0.00	6000
Income Reinvested	(9,890.20)	(9,890.20)	4500
Change in Value of Investments	11,837.68	11,837.68	3000
<b>Ending Value on 01/31/2024</b>	<b>\$ 6,512,408.80</b>	<b>\$ 6,512,408.80</b>	1500
<b>Total Change in Account Value</b>	<b>\$ 11,838.27</b>	<b>\$ 11,838.27</b>	0



### Asset Composition

	Market Value	% of Account Assets
Bank Sweep <sup>A,B</sup>	\$ 1,558.45	<1%
Bond Funds	3,191,442.78	49%
Equity Funds	3,319,407.57	51%
<b>Total Assets Long</b>	<b>\$ 6,512,408.80</b>	
<b>Total Account Value</b>	<b>\$ 6,512,408.80</b>	<b>100%</b>

### Overview





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

Account Number  
**8632-9283**

Statement Period  
**January 1-31, 2024**

Gain or (Loss) on Investments Sold

Unrealized Gain or (Loss)

## Gain or (Loss) Summary

This Period

### All Investments

\$0.00

\$242,276.38

*Values may not reflect all of your gains/losses. Cost basis may change and be adjusted in certain cases. Statement information should not be used for tax preparation, instead refer to official tax documents. For additional gain or (loss) information refer to Terms and Conditions.*

## Income Summary

This Period

Year To Date

Bank Sweep Interest	0.59
Cash Dividends	9,890.20
<b>Total Income</b>	<b>9,890.79</b>

0.59
9,890.20
<b>9,890.79</b>

## Cash Transactions Summary

This Period

Year to Date

<b>Starting Cash *</b>	<b>\$ 1,557.86</b>	<b>\$ 1,557.86</b>
Deposits and other Cash Credits	0.00	0.00
Investments Sold	0.00	0.00
Dividends and Interest	9,890.79	9,890.79
Withdrawals and other Debits	0.00	0.00
Investments Purchased	(9,890.20)	(9,890.20)
Fees and Charges	0.00	0.00
<b>Total Cash Transaction Detail</b>	<b>0.59</b>	<b>0.59</b>
<b>Ending Cash *</b>	<b>\$ 1,558.45</b>	<b>\$ 1,558.45</b>

\*Cash (includes any cash debit balance) held in your account plus the value of any cash invested in a sweep money fund.



Schwab One® Trust Account of  
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## Investment Detail - Bank Sweep

Bank Sweep	Starting Balance	Ending Balance	% of Account Assets
CHARLES SCHWAB BANK	1,557.86	1,558.45	<1%
<b>Total Bank Sweep <sup>A,B</sup></b>	<b>1,557.86</b>	<b>1,558.45</b>	<b>&lt;1%</b>
<b>Total Bank Sweep</b>		<b>1,558.45</b>	<b>&lt;1%</b>

## Investment Detail - Mutual Funds

Bond Funds	Quantity	Market Price	Market Value	Cost Basis	Unrealized Gain or (Loss)	% of Account Assets
ALLSPRING CORE BOND INST <sup>◊</sup> SYMBOL: MBFIX	143,442.9160	11.14000	1,597,954.08	1,587,140.22	10,813.86	25%
FIDELITY U.S. BOND INDEX <sup>◊</sup> SYMBOL: FXNAX	153,367.5360	10.39000	1,593,488.70	1,574,640.65	18,848.05	24%
<b>Total Bond Funds</b>	<b>296,810.4520</b>		<b>3,191,442.78</b>	<b>3,161,780.87</b>	<b>29,661.91</b>	<b>49%</b>
Equity Funds	Quantity	Market Price	Market Value	Cost Basis	Unrealized Gain or (Loss)	% of Account Assets
AMERICAN FUNDS EUROPACIF <sup>◊</sup> IC GROWTH F3 SYMBOL: FEUPX	10,270.3540	54.71000	561,891.07	557,922.03	3,969.04	9%
FIDELITY INTERNATIONAL I <sup>◊</sup> NDEX SYMBOL: FSPSX	11,805.6910	47.18000	556,992.50	537,340.73	19,651.77	9%

Schwab has provided accurate gain and loss information wherever possible for most investments. Cost basis data may be incomplete or unavailable for some of your holdings. Please see "Endnotes for Your Account" section for an explanation of the endnote codes and symbols on this statement.



Schwab One® Trust Account of  
**CHARLES SCHWAB TRUST BANK CUST**  
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**January 1-31, 2024**

**Investment Detail - Mutual Funds (continued)**

Equity Funds (continued)	Quantity	Market Price	Market Value	Cost Basis	Unrealized Gain or (Loss)	% of Account Assets
<b>FIDELITY 500 INDEX</b> ◊ SYMBOL: FXAIX	4,845.1090	168.27000	815,286.49	725,329.75	89,956.74	13%
<b>JPMORGAN LARGE CAP GROWT</b> ◊ H I SYMBOL: SEEGX	5,106.1380	62.74000	320,359.10	269,297.92	51,061.18	5%
<b>MFS MID CAP GROWTH R6</b> ◊ SYMBOL: OTCKX	9,313.1600	29.54000	275,110.75	248,018.77	27,091.98	4%
<b>MFS MID CAP VALUE R6</b> ◊ SYMBOL: MVCKX	8,667.5860	30.29000	262,541.18	253,344.50	9,196.68	4%
<b>MFS VALUE R6</b> ◊ SYMBOL: MEIKX	6,193.8140	47.51000	294,268.10	291,078.17	3,189.93	5%
<b>SCHWAB SMALL CAP INDEX</b> ◊ SYMBOL: SWSSX	7,454.6680	31.25000	232,958.38	224,461.23	8,497.15	4%
<b>Total Equity Funds</b>	<b>63,656.5200</b>		<b>3,319,407.57</b>	<b>3,106,793.10</b>	<b>212,614.47</b>	<b>51%</b>
<b>Total Mutual Funds</b>	<b>360,466.9720</b>		<b>6,510,850.35</b>	<b>6,268,573.97</b>	<b>242,276.38</b>	<b>100%</b>
<b>Total Investment Detail</b>						<b>6,512,408.80</b>
<b>Total Account Value</b>						<b>6,512,408.80</b>
<b>Total Cost Basis</b>						<b>6,268,573.97</b>

Schwab has provided accurate gain and loss information wherever possible for most investments. Cost basis data may be incomplete or unavailable for some of your holdings. Please see "Endnotes for Your Account" section for an explanation of the endnote codes and symbols on this statement.





Schwab One® Trust Account of  
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**January 1-31, 2024**

## Transaction Detail - Purchases & Sales

### Bond Funds Activity

Settle Date	Trade Dat	Transaction	Description	Quantity	Unit Price	Charges and Interest	Total Amount
01/31/24	01/31/24	Reinvested Shares	ALLSPRING CORE BOND INST: MBFIX	503.8380	11.1400	0.00	(5,612.76)
01/31/24	01/31/24	Reinvested Shares	FIDELITY U.S. BOND INDEX: FXNAX	411.6880	10.3900	0.00	(4,277.44)
<b>Total Bond Funds Activity</b>							<b>(9,890.20)</b>
<b>Total Purchases &amp; Sales</b>							<b>(9,890.20)</b>

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

Transaction Process		Activity	Description	Credit/(Debit)
Date	Date			
01/15/24	01/16/24	Bank Interest <sup>A,B</sup>	BANK INT 121623-011524: SCHWAB BANK	0.59
01/31/24	01/31/24	Div For Reinvest	ALLSPRING CORE BOND INST: MBFIX	5,612.76
01/31/24	01/31/24	Div For Reinvest	FIDELITY U.S. BOND INDEX: FXNAX	4,277.44
<b>Total Dividends &amp; Interest</b>				<b>9,890.79</b>
<b>Total Transaction Detail</b>				<b>0.59</b>



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

Account Number  
**8632-9283**

Statement Period  
**January 1-31, 2024**

### Bank Sweep for Benefit Plans Activity

Transaction Date	Transaction	Description	Withdrawal	Deposit	Balance <sup>A,B</sup>
<b>Opening Balance <sup>A,B</sup></b>					<b>1,557.86</b>
01/15/24	Interest Paid <sup>A,B</sup>	BANK INTEREST - CHARLES SCHWAB BANK		0.59	1,558.45
<b>Total Activity</b>			<b>0.00</b>	<b>0.59</b>	
<b>Ending Balance <sup>A,B</sup></b>					<b>1,558.45</b>

Bank Sweep for Benefit Plans: Interest Rate as of 01/31/24 was 0.45%.<sup>B</sup>

### Endnotes For Your Account

#### Symbol Endnote Legend

- ◊ Dividends paid on this security will be automatically reinvested.
- A** Bank Sweep deposits are held at FDIC-insured bank(s) ("Banks") that are affiliated with Charles Schwab & Co., Inc.
- B** For Bank Sweep and Bank Sweep for Benefit Plans features, interest is paid for a period that differs from the Statement Period. Balances include interest paid as indicated on your statement by Schwab or one or more of its affiliated banks. These balances do not include interest that may have accrued during the Statement Period after interest is paid. The interest paid may include interest that accrued in the prior Statement Period.



# ARPA Funds Fiscal Audit

March 5, 2024

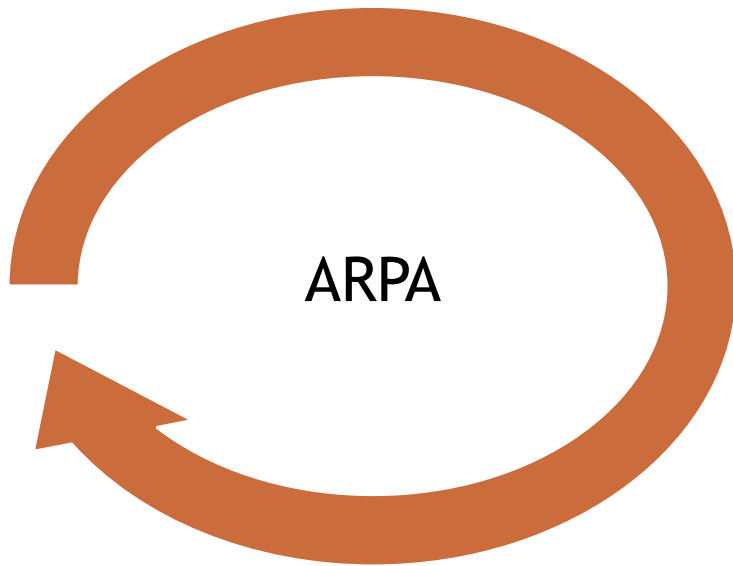


# Agenda

- ▶ Timeline and key dates
- ▶ Terms & What They Mean
  - ▶ American Rescue Plan
  - ▶ State and local Fiscal Recovery Funds
  - ▶ Board Initiatives
- ▶ Summary of Expenditures
- ▶ Available Dollars

## 2021

- ▶ March - American Rescue Plan Act was signed into law
- ▶ April - Department of Treasury issued Interim Final Rule
- ▶ May - Under the Act, Ottawa County applied for the State and Local Fiscal Recovery Funds (SLFRF)
- ▶ June -
  - ▶ First of two payments received - \$28,342,278
  - ▶ Board of Commissioners created ARPA Task Force
  - ▶ Department of Treasury issued Compliance and Reporting Guidance
- ▶ July - ARPA Taskforce started to meet monthly




## Eligible Categories:

- Public Health
- Negative Economic Impact
- Services to Disproportionately Impacted Communities
- Premium Pay
- Infrastructure
- **Revenue Replacement**
- Administration/Other

A thick orange circular arrow graphic, with the arrowhead pointing towards the bottom left.

State & Local  
Fiscal  
Recovery  
Funds  
\$56.7m

► **Revenue Replacement:**

- Must follow Federal Guidelines
  - Must be expended or committed by 12/31/24
  - Expenses submitted to Department of Treasury
  - Included in the Single Audit
- 
- A decorative graphic on the right side of the slide consisting of several overlapping, semi-transparent green triangles and polygons of various shades, creating a modern, abstract background.

# Revenue Replacement

**2021** (continued)

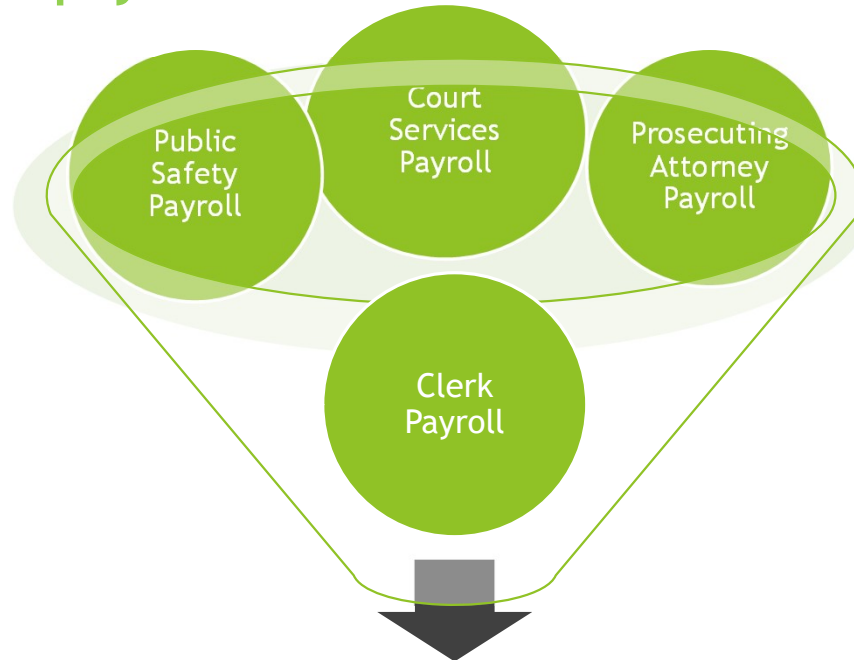
August - Fiscal Services calculated amount of grant funds eligible for revenue replacement for calendar year 2020 and estimated future years.

Calendar Year	Actual Amount
2020	\$19,030,058
2021	\$20,712,572
2022	**\$9,351,926
<b>Total</b>	<b>\$49,094,556</b>

\*\* Limited



## Revenue replacement grant funds pay for direct services to residents



### Budgetary Savings for Taskforce Projects

1. Reduced risk of grant finding & potential payback
2. Board determines how funds can be spent by approving contracts that establish reporting requirements, timeline, and metrics
3. Budgetary savings set aside and accounted for separately

## 2022

- ▶ January -
  - ▶ Board approved 1<sup>st</sup> State & Local Fiscal Recovery Fund project
  - ▶ Department of Treasury issued Final Rule
- ▶ May - Board approved 4 more State & Local Fiscal Recovery Fund projects

## 2023

- ▶ May - Board approved the final State & Local Fiscal Recovery Fund projects



Revenue  
Replacement

# State and Local Fiscal Recovery Funds (SLFRF) Projects 2/28/24

Project Name	Budget	Actual	Balance
Public Safety	35,752,570	\$35,752,570	0
Court Services	\$8,923,910	\$8,923,910	0
Prosecuting Attorney	\$2,946,358	\$2,946,358	0
Clerk Services	\$1,561,718	\$1,561,718	0
Revenue Replacement, Subtotal	\$49,184,556	\$49,184,556	0
Outdoor Discovery Center Network - Child Care Capital Infrastructure	\$7,500,000	\$3,750,000	\$3,750,000
Total	\$56,684,556	\$52,934,556	\$3,750,000

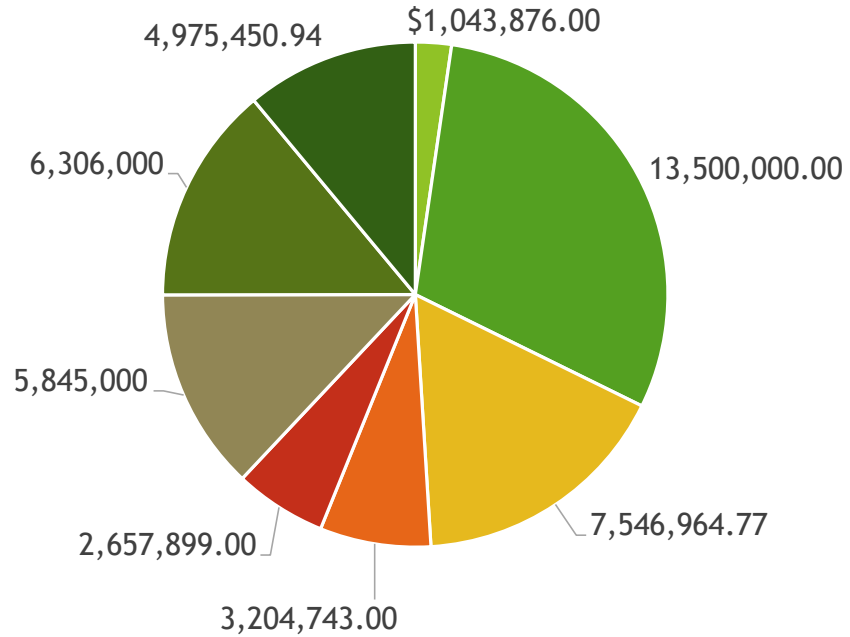
## 2022

- ▶ June - Board approves 3 advisory agreements
  - ▶ Lakeshore Advantage
  - ▶ Greater Ottawa County United Way & Housing Next
  - ▶ Greater Ottawa County & Care Ottawa County
- ▶ July - Second payment received - \$28,342,278
- ▶ August -
  - ▶ Results of Public Survey regarding needs in the community were presented to the Board
- ▶ November
  - ▶ Finance Committee approved ARPA Taskforce Projects
  - ▶ Board approved ARPA Taskforce Projects

## Current Projects, By Category

Category	Budget
Administrative	\$ 1,043,876.00
Affordable Housing	13,500,000.00
Broadband	7,546,964.77
Social/Human	3,204,743.00
County Initiatives	2,657,899.00
Capital (County)	5,845,000.00
Capital (Parks)	6,306,000.00
Payroll	4,975,450.94
Available, 2/29/24	4,104,622.29
Total Budgetary Savings for Board Initiatives	\$ 49,184,556.00

## Current Projects – By Category



- Administrative
- Affordable Housing
- Broadband
- Social/Human
- County Initiatives
- Capital (County)
- Capital (Parks)
- Payroll

## Where Did the Available Balance Come From?

Project	Approved Amount	Returned
Never Committed		\$ 145,700.23
Dwelling Place	\$ 2,000,000.00	2,000,000.00
Employee Payment (inflation)	5,186,079.00	602,968.06
Medicaid Cost-Base Reimbursement	1,507,178.00	1,355,954.00
Total		\$ 4,104,622.29

QUESTIONS?





# County of Ottawa

## Board Initiatives

2/29/2024

Budgetary Savings from ARPA Projects

49,184,556.00

			Bucket	Date Approved	Project Amount	Paid	Encumbered	Balance
1	Bucket Manager Contracts	Administrative	6/28/2022	213,688.00	213,688.00			-
2	Guidehouse Contract	Administrative	11/22/2022	830,188.00	37,473.00	42,523.00	750,192.00	
3	Dwelling Place	Affordable Housing	8/23/2022	-				-
4	Samaritas	Affordable Housing	8/23/2022	1,500,000.00	313,511.00	1,186,489.00		-
5	Eviction Diversion	Affordable Housing	8/23/2022	2,000,000.00	1,400,000.00	600,000.00		-
6	Affordable Housing Revolving Loan Fund	Affordable Housing	11/22/2022	10,000,000.00	10,000,000.00			-
7	Broadband Reserve	Broadband	12/12/2023	7,500,000.00	-	-	7,500,000.00	
8	Graybar Contract	Broadband	8/23/2022	46,964.77	46,964.77			-
9	James St. DHHS Building Roof (CF2315)	Capital (County)	11/22/2022	350,000.00	199,924.34	-	150,075.66	
10	Sheriff's Shooting Range HVAC (CF2316)	Capital (County)	11/22/2022	395,000.00	-	-	395,000.00	
11	BOC Electronic Roll Call (CT2303)	Capital (County)	11/22/2022	100,000.00	59,094.00	12,522.00	28,384.00	
12	Capital Improvement Plan	Capital (County)	9/26/2023	5,000,000.00	-	-	5,000,000.00	
13	Ottawa Sands (1) (CP2208)	Capital (Parks)	11/22/2022	3,400,000.00	3,400,000.00	-		-
14	Idema Explorer Trail (2) (CP2206)	Capital (Parks)	11/22/2022	2,000,000.00	149,049.00	254,329.00	1,596,622.00	
15	Middle Macatawa Trail System (3) (CP2307)	Capital (Parks)	11/22/2022	906,000.00	1,326.00	314.00	904,360.00	
16	Youth Center Youth & Parent Portal (10122504 808000)	County Inititatives	11/22/2022	20,000.00	20,000.00			-
17	Medicaid Cost-Base Reimb.	County Inititatives	11/22/2022	151,224.00	73,983.00	-	77,241.00	
18	Accelerating Farmland Protection	County Inititatives	11/22/2022	1,000,000.00	-		1,000,000.00	
19	Victim's Assistance Fund	County Inititatives	11/22/2022	1,000,000.00	-		1,000,000.00	
20	Local Food Rescue	County Inititatives	11/22/2022	486,675.00	341,435.00	145,240.00		-
21	Loyalty Payment, Spring 2022	County Payroll	2/22/2022	392,340.00	392,340.00			-
22	Inflation-Impact Pymt, Oct. 2022	County Payroll	10/25/2022	4,583,110.94	4,583,110.94			(0.00)
23	Mental Health Professionals	Social/Human	11/22/2022	1,000,000.00	120,000.00	360,000.00	520,000.00	
24	GRCC	Social/Human	11/22/2022	506,493.00	172,972.00	333,521.00		-
25	LAUP Business Stabilization	Social/Human	11/22/2022	799,000.00	345,000.00	454,000.00		-
26	Children's Advocacy Center	Social/Human	11/22/2022	211,750.00	74,250.00	137,500.00		-
27	Reach for Recovery	Social/Human	11/22/2022	337,500.00	200,000.00	137,500.00		-
28	GRCC Cert Program-MOKA	Social/Human	11/22/2022	87,492.25	7,090.25	80,402.00		-
29	GRCC Cert Program-Benjamin's Hope	Social/Human	11/22/2022	55,919.75	8,207.75	47,712.00		-
30	GRCC Cert Program-Heritage House	Social/Human	11/22/2022	103,294.00	8,697.00	94,597.00		-
31	GRCC Certification Program-Harbor House	Social/Human	11/22/2022	103,294.00	11,593.00	91,701.00		-
Projects Approved Nov, 2022					45,079,933.71	22,179,709.05	3,935,827.00	18,921,874.66
Balance Remaining					4,104,622.29			

# **County Metrics Report**

March 5, 2024

Deputy County Administrator

Benjamin Wetmore

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# **Circuit Court**

## Susan Franklin

Judicial Branch – Circuit Court					
Program	Current Number of FTEs	Number of FTEs budgeted	Program Purpose	Program Volumes	Any Other Relevant Program Information
[Juvenile Services]  Juvenile Community Justice	0		To provide community-based support and programming for court involved youth typically in need of foster care placement through Bethany Christian Services	Typically between 4-6 participants at any given time	Funded through the Child Care Fund (75/25 state and county split). A per diem is paid to Bethany Christian Services when a youth is placed in foster care and/or case supervision
[Juvenile Services]  Family Support Program	2.0 Juvenile Court Officers, 2.0 Treatment Specialists, and 2.0 Group Leaders		To provide community-based support and programming for those court involved youth and their families who are high on the Youth Level of Service Inventory, high in family conflict, and at risk of being placed outside the home	Typically between 12-16 participants at any given time (2 teams)	Funded through the Child Care Fund (75/25 state and county and state split)
[Juvenile Services]  RISE Treatment Program	FTEs are assigned based on therapy, group and detention programming needs		To provide residential treatment care for those youth who are considered high risk to reoffend.	Typically between 8-16 participants at any given time.	Funded through the Child Care Fund (50/50 county and state split) and out of county bed rental contracts (per diem charged)
[Juvenile Services]  Juvenile Justice Institute	0  (we utilize a vendor to provide educational services)	0	To provide an alternative education setting for court involved youth who are expelled, long term suspended, or experience chronic behavior issues.	Typically between 10-20 participants at any given time.	Entirely funded through state and federal education money.
[Trial Division]  Recovery Court	1.75	2	To promote recovery from substance abuse and reduce criminal activity	Typically between 60-70 participants at any given time	Entirely grant funded since its inception in 2005. No general fund dollars used.
[Friend of the Court]  Title IV-D Cooperative Reimbursement	40	40	To initiate and carry out proceedings to enforce child support payment orders, and to establish and maintain support orders regarding custody, parenting time, health care coverage and other relevant child support topics	Total caseload is reported on billings every month and varies 11,000-12,500 cases (one case includes parties, specifically parents/3rd party/MDHHS, and children).	FOC services are mostly grant funded (State/Federal grants) and partially general fund. Also, incentives are earned based on Federal Performance measures including "cost effectiveness." The FOC maximizes the amount of incentives earned each year.

We will be providing you with additional information in our Annual Report and presentation in May. In the meantime, you can see more information on our performance measures here. Additionally, the cost per case in the Circuit Court has been determined to be as follows:

Appeals: \$915.00  
 Criminal: \$1,595.00  
 Civil: \$1,562.00  
 Recovery Court: \$7,000.00

I would note again that Recovery Court is entirely grant funded.

# **Communications Department**

Shannon Felgner

Communication Metrics													Related Goal	Fiscal Year End		Change from 2022					
Month ending	10/31/2022	11/30/2022	12/31/2022	1/31/2023	2/28/2023	3/31/2023	4/30/2023	5/30/2023	6/30/2023	7/31/2023	8/31/2023	9/30/2023		Cost: \$37,267.42	2.7 cents per engagement						
Subscribers	138,457	134,015	131,050	128,281	127,815	127,261	127,666	130,103	129,926	129,258	129,811	129,874	BA	129,874	Subscribers	% Decrease					
Total Monthly eComs Sent	81	115	113	82	89	95	100	100	104	109	110	108	T	1,206	Total Coms Sent		2022				
Engagement Rate (%)	67.9	66.7	67.8	75.6	77.3	75.5	73.4	68.5	69.9	66.6	69.2	65.4	CE	70.3	Average Engagement Rate		Government Median: 59%				
Total Unique Reach/Engaged	96,929	118,959	132,343	138,090	98,913	189,065	66,726	81,089	116,137	105,529	138,554	93,511	CE	1,375,845	Total Unique Opens		Source:Granicus Digital Communications Benchmark Report				
Facebook.com/OttawaCounty																					
Total Likes (aka Followers)	16,250	16,326	16,837	17,192	17,250	17,310	17,495	17,530	17,600	17,670	17,704	17,800	BA	17800	Likes/Followers	% Increase	Cost of social engagement: Est 120,000 (staff and tools)				
Post frequency <sup>1</sup>	21	26	34	28	17	41	32	31	33	23	29	33	T	348	Total Posts		43 cents per social engagement				
Total Unique Reach <sup>1</sup>	92,601	100,367	344,805	303,486	121,920	104,587	407,229	226,898	174,401	119,698	141,988	145,852	BA	2,283,832	Total Unique Reach						
Total Impressions <sup>1</sup>	92,968	116,979	369,777	350,819	108,102	153,214	462,687	265,504	216,190	144,621	202,149	215,193	BA	2,698,203	Total Impressions						
Public Engagement	1,459	2,571	9,717	14,095	10,599	10,971	22,703	14,764	19,199	12,050	9,734	21,767	E	149,629	Total Engagement						
Twitter.com/miOttawa																					
Twitter Followers <sup>1</sup>	2,950	2,939	2,946	3,123	3,165	3,161	3,182	3,215	3,245	3,246	3,203	3,323	BA	3,323	Followers	% Increase					
Tweet Frequency	11	21	27	24	20	30	25	35	43	24	36	28	T	324	Total Tweets						
Total Impressions	2,225	9,717	8,623	19,454	11,252	7,488	7,820	9,989	10,680	6,141	11,227	17,054	BA	121,670	Total Impressions						
Total Engagement	84	441	256	1,958	406	444	368	274	319	148	285	657	E	5,640	Total Engagement						
LinkedIn.com/Ottawa																					
LinkedIn Followers <sup>1</sup>	1,869	1,920	1,956	1,989	2,016	2,053	2,083	2,121	2,153	2,159	2,185	2,200	BA	2,200	Followers	% Increase					
Post frequency <sup>1</sup>	3	3	-	7	4	9	7	7	3	6	5	3	T	57	Total Posts						
Total Impressions	1,335	1,099	349	4,299	1,856	2,170	1,876	1,931	2,686	2,062	1,250	1,569	BA	22,482	Total Impressions						
Total Engagement <sup>1</sup>	213	24	7	367	143	229	115	44	225	49	16	63	E	1,495	Total Engagement						
Instagram.com/OttawaCountyMI																					
Instagram Followers <sup>1</sup>	2,554	2,573	2,591	2,629	2,645	2,661	2,665	2,679	2,701	2,724	2,733	2,746	BA	2,746	Total Followers	% Increase					
Post frequency <sup>1</sup>	8	11	14	12	11	20	20	22	20	15	23	21	T	197	Total Posts						
Total Unique Reach <sup>1</sup>	2,909	4,417	8,373	8,310	5,677	9,386	11,076	8,742	9,094	5,510	8,150	7,961	BA	89,605	Total Unique Reach						
Total Impressions <sup>1</sup>	3,123	4,775	9,045	9,517	5,892	10,361	11,978	9,283	9,820	6,917	11,364	11,107	BA	103,182	Total Impressions						
Total Engagement	76	128	320	218	125	217	446	280	383	167	234	174	E	2,768	Total Engagement						
The Ottawa Way Newsletter																					
Total Delivered January 2023	114,060												BA, T	Cost: \$56,467.66	43 cents per newsletter, delivered.						
Total Delivered 2023	114,857												BA, T	Postage Cost \$42,163.76							
You Tube Meetings																					
Full Board Meeting Views**	484	635	628	22,212	7,580	6,586	4,616	10,125	6,272	3,583	4,297	11,919	T	78,937	Total Views	% Increase					
H&HS Subcommittee Meeting Views***	44	54	286	1,895	1,020	1,158	1,196	-	1,607	424	-	1,535	T	9,219	Total Views						
P&P Subcommittee Meeting Views***	64	74	98	872	814	694	755	-	547	336	859	1,359	T	6,472	Total Views						
T&R Subcommittee Meeting Views***	-	-	72	826	731	540	-	-	589	-	796	429	T	3,983	Total Views						
F&A Subcommittee Meeting Views***	145	155	96	708	1,160	888	663	678	1,294	1,107	2,846	5,435	T	15,175	Total Views						
Board Rules Subcommittee Meeting Views***	-	-	-	-	-	1,298	-	-	-	-	-	-	T	1,298	Total Views						
Welcome Mailer																					
Number sent	333	233	201	0	0	0	28	425	170	178	91	120	BA	1,779	Total Sent	76 cents per card, delivered					
														Postage	\$1,067.40						
														Cards/Env	\$284.64						

# **Community Action Agency**

Jennifer Brozowski



<b>*OCCAA</b>					
Program	Current Number of FTEs	Number of FTEs budgeted	Program Purpose	Program Volumes	Any Other Relevant Program Information
Utility Assistance	.7	.7	To provide income eligible residents with financial assistance for past due utility bills.	105 households	This program has multiple funding sources. Some are local grants/partnerships, one is a federal grant, and Walk for Warmth fundraiser is also a funding source.
Weatherization Assistance	4.2	4.2	To provide income-qualifying households with energy-savings measures through the home.	10 households completed (27 homes in progress)	
**Housing Quality Standards	.1	.1	To provide an inspection to ensure rental units are up Housing Quality Standards per HUD.	47 households	
**Home Energy 101	.1	.1	To provide energy education to Holland Board of Public Works customers.	21 households	
Community Services Block Grant	2.0	2.0	This is an administrative	N/A	No direct assistance is provided by this grant. 42% of this grant is used to cover

			grant that supports projects that address needs of lower income individuals.		administrative needs and is paid directly to the County. This includes HR, administrator, legal, IT support and so on. The other 58% is to cover salary not covered by other grants, training costs, supplies, etc.
Emergency Solutions Grant	.1	.1	Assists people with regaining stability in permanent housing	N/A	OCCAA does not provide any direct services with this grant. OCCAA is responsible for administrative portion of this grant.
Commodity Supplemental Food Program	.1	.1	To provide income-qualifying adults ages 60 and over with supplemental food	Approximately 375 people bi-monthly	
The Emergency Food Assistance Program	.5	.5	Provides food to help supplement a household's food budget.	Approximately 3,872 quarterly	
Walk for Warmth	.01	.01	Provides funding for utility assistance for individuals that are ineligible for other funding sources.	Event planning	A very small amount of money is used for planning the event. No other funding source may be used to plan this.
Home Rehab	.09	.09	Provides income-qualifying	1	Program is self-funding, meaning loans that are repaid fund future projects.

			households emergency home repairs that present a health and safety risk to the home.		
SEMCO Full Pay Program	.02	.02	Provides furnaces to income- qualifying SEMCO customers through rebates	4 households	

\*Numbers provided are for FY 24, starting October 1, 2023, ending September 30, 2024.

\*\*Indicates Fee for service program.

Each program/funding source has complexities and nuances. I am happy to meet in person to discuss these at any time. It is difficult to provide only a snapshot of our work in this format.

OCCAA does not receive any County funding. Our budget is solely dependent on grants and fundraised dollars.

# **Community Mental Health**

Lynne Doyle

COMMUNITY MENTAL HEALTH						
Program	Current Number of FTEs	Vacancies As of 2/15/24 - currently posted	Number of FTEs budgeted	Program Purpose	Program Volumes	Any Other Relevant Program Information
MENTALLY ILL ADULT SERVICES	57.75	2	57.75	Provides and coordinates CMH services for adults with severe mental illness	average 682 active clients/month, 5,819 units of service/month, 100+ 24/7 Crisis Screenings, Assessments and Response for all populations, determining eligibility and monitoring medicaid covered services in the community, private homes, group homes and specialized settings in and out of County, 6 state/federal grants providing programming and services	Medicaid, State GF, Mental Health Millage and Fed/State/Local grants funded
FAMILY SERVICES	35	1	35	Provides and coordinates CMH services for infants/children/youth with severe emotional disturbances and intellectual/developmental disabilities	average 421 active clients/month, 3,674 units of service/month. Coordinate CMH authorized services of 100+ staff at provider organizations, Children's Mobile Crisis, 3 state/federal grants providing programming and services	Medicaid, State GF, Mental Health Millage and Fed/State/Local grants funded
SUBSTANCE USE SERVICES	8	0	8	Provides and coordinates substance use treatment	average 425 active clients/month, authorizing and determining eligibility and medical necessity for 4,998 units of service/month, Monitor and manage SUD provider network of 15+ contracted providers, 5 state/federal grants providing programming and services,	Medicaid, State GF, Mental Health Millage and Fed/State/Local grants funded
INTELLECTUALLY/DEVELOPMENTALLY DISABLED ADULT SERVICES	32.75	4	32.75	Provides and coordinates CMH services for adults with intellectual/developmental disabilities	average 648 clients/month, 17,759 units of service/month, authorizing, determining eligibility and monitoring medicaid covered services in the community, private homes, group homes and specialized settings in and out of County, manage and monitor 320+ beds in a variety of settings	Medicaid, State GF, Mental Health Millage and Fed/State/Local grants funded
ACCESS	10	0	10	Provides CMH eligibility determinations for new CMH service requests	50+ monthly client appointments for eligibility assessments, provide navigation and short term outpatient services to 1400+ people annually, 300+ calls per month requesting services/information	Medicaid, State GF, Mental Health Millage and Fed/State/Local grants funded
INTEGRATED CARE/COMMUNITY DEVELOPMENT	10.5	1	10.5	Provides and coordinates community health workers, community development programs, mental health millage, grants management, and Customer Service functions and activities	24 active Local/Fed/State grants, 2 newsletters published monthly, 2 social media accounts, customer service/front desk, 100+ monthly CHW encounters, 22 monthly community groups,	Medicaid, State GF, Mental Health Millage and Fed/State/Local grants funded
ADMINISTRATION - IT, Quality Improvement, Utilization Management, Contracts, Leadership	17	0	17	Management and oversight of CMH operations	115+ mandated reports (ranging from simple to very complex, for example one report takes 40+ hours per quarter to complete), 40+ local/regional/State workgroups, 180+ active contracts, 9+ audits/external reviews, semi-annual performance improvement plan, 10 IT data systems, 17 software/applications, manage/support 800+ EMR users, utilization management	Medicaid, State GF, and Fed/State/Local grants funded
<b>Total</b>	<b>171</b>	<b>8</b>	<b>171</b>			

# **District Court**

## Lori Catalino

### 58th District Court

Program	Current Number of FTE's	Number of FTE's Budgeted	Program Purpose	Program Volumes	Any Other Relevant Program Information
District Court	43.8	43.8	Receive and process all civil infraction, misdemeanor and felonies through bind over, general civil cases under \$25,000, small claims and summary proceeding cases. This includes case processing, case management and enforcement oversight from filing with the court to post disposition. Functions include issuing notices/orders, monitoring compliance/enforcing orders, conducting hearings/trials, collecting and disseminating court ordered monetary assessments and reporting to various local, state and federal agencies. District Court also performs marriages.	<p>5 year average of annual caseload: 45,286 filings and 41,705 dispositions.</p> <p>Case clearance rates and case age fall within Michigan Supreme Court's required and recommended guidelines.</p> <p>5 year average annual revenue received for is \$6.3 million.</p> <p>Annually perform an average of 500 weddings.</p>	Mandated constitutional and statutory functions.
District Court Probation	13.135	13.135	Supervision designed to enhance public safety by enforcing court orders while holding offenders accountable by utilizing services and resources in the community.	5-year average of caseload: 1,426 sentenced to probation / 1,499 pre-sentence investigations conducted / 39,089 drug tests processed / 9,207 Field checks conducted / 9 Domestic Violence Status Review Hearings	Mandated constitutional and statutory functions.
Sobriety Treatment Program	2.175	2.175	A program for individuals with multiple drunk driving convictions that provides assistance to maintain an alcohol/drug free lifestyle, with supervision, court appearances, and treatment.	5-year average caseload: 59 new enrollments / 86 screenings conducted / 3,447 contacts / 26 Status Review Hearings	52% grant funded and 27% program revenue evidence based necessary but not mandated program resulting in lower recidivism rates
Section 1090 Mental Health Court	1	1	A program for individuals with mental health and substance use disorders that provides assistance to maintain an alcohol/drug free lifestyle, with supervision, court appearances, and treatment.	5-year average caseload: 18 new enrollments / 99 screenings conducted / 566 contacts / 26 Status Review Hearings	100% grant funded evidence based necessary but not mandated program resulting in lower recidivism rates
Community Corrections Services	6.12	6.12	Services and programs developed to improve prison and jail commitment rates by targeting criminogenic needs that lead to recidivism.	5-year average caseload: 2118 bond risk assessments / 617 electronic monitoring enrollments / 486 pre-trial supervision enrollments / 86 Cognitive Behavioral Class enrollments / 172 in jail assessments	Mandated statutory function. 23% grant funded and 10% service fee funded.
Community Service/Jail Alternative Work Service	1.6	1.9	Programs utilized as an alternative to incarceration for non-violent felons and misdemeanants, resulting in more effective use of the County jail space.	<p>Nearly 14,600 hours completed in 2023 benefitting our community a total labor value of nearly \$147,500.</p> <p>5-year average caseload: 282 new community service enrollments and 11,324 hours of community service processed by staff / 389 new JAWS enrollments and 4,484 hours supervised by staff.</p>	Discretionary but necessary benefit to our community when defendants cannot pay court ordered assessments. It also saves jails days which not only gives back to/enriches our community but also reduces tax payer costs of jail housing. The Community Service and JAWS programs are designed to reduce jail sanctions for non-violent offenders. The 389 JAWS enrollments alone, eliminated 1167 days of jail.

# **Equalization**

Brian Busscher



Equalization					
Program	Current Number of FTEs	Number of FTEs budgeted	Program Purpose	Program Volumes	Any Other Relevant Program Information
Equalization	11.1575	11.1575	Satisfy MCL 211.34 Equalization requirements	EQ budget as % of GF	See below
Assessing	4.9309	4.9309	Contracted Assessing Services	Parcels per FTE	See below
	16.0884				

**Equalization Note:**

County Equalization departments across the state are varied in their staffing levels due to how they contract for services or handle them in-house. For example, Ottawa County handles all our functions in-house, but a county of similar size may contract out portions of its equalization services. As a result, Parcels per FTE is not an appropriate program volume whereas if we look at the cost of providing that service per total General Fund, the correlation becomes clear. An alternative of EQ/budget per parcel was also considered but a simple parcel count does not take into account the complexity of the particular county as well as the General Fund does.

# **Fiscal Services**

Karen Karasinski

## Fiscal Services (13), Continued

### Personnel

Position Title	2022 # of Positions	2023 # of Positions	2024 # of Positions
Account Clerk II	2.00	-	-
Account Clerk	-	2.00	2.00
Accountant I	1.00	1.00	1.00
Accountant II	-	-	-
Accounting Manager	0.60	0.60	0.60
Accountant III	-	-	-
Accounts Payable Supervisor	1.00	1.00	1.00
Administrative Assistant	-	-	-
Administrative Assistant/Buyer	3.00	-	-
Assistant Fiscal Services Director	0.80	0.80	0.80
Buyer/Procurement Specialist	-	3.00	3.00
Budget/Audit Analyst	4.35	5.35	4.35
Budget Manager	-	-	1.00
Financial Systems Coordinator	-	-	1.00
Fiscal Services Director	0.50	0.50	0.50
Local Unit Financial Liaison	1.00	1.00	1.00
Purchasing Manager	1.00	1.00	1.00
<b>Personnel Total</b>	<b>15.25</b>	<b>16.25</b>	<b>17.25</b>

### Primary Goals and Objectives

#### **County Goal: Maintain and improve the strong financial position of the County**

##### **Department Goal 1: Provide superior financial management and reporting services to the County**

- Objective 1)* Compile and distribute the County's annual Budget Book
- Objective 2)* Compile and distribute the County's Comprehensive Annual Financial Report
- Objective 3)* Ensure secured grants are used to their fullest potential for the County
- Objective 4)* Utilize the rebate rewards of the County's P-Card

#### **County Goal: Continually improve the County's organization and services**

##### **Department Goal 2: Continually improve the efficiency of the Department's organization and services**

- Objective 1)* Train department on the lean (Kata) mindset and practices
- Objective 2)* Implement lean (Kata) projects

Department of Fiscal Services

Fiscal Services						
Program	Number of FTEs	Vacancies As of 2/15/24	Number of FTEs budgeted	Program Purpose	Program Volumes	Any Other Relevant Program Information
Department Administration	4		4			
CMH Financial Management	2		2	Manage MH fund, MH Millage Fund, CMH financial operations		
PH Financial Management	1		1			
Local Unit Liason	1		1	Contract services to local units	2 units contract w/County	100% cost recovery
Eligibility and Billing (CMH)	4		4	Client insurance eligibility, medical billing, revenue cycle	4,700+ servs billed/mo.	1,300+ patient verifications/mo.
Medical Billing/Collections (PH)	1		1	Meical billing		
Centralized Billing	1		1	Countywide general billing		
CMH Financial Support	2		2	Financial Support to CMH	24+ FSRs, 130+ PO, 170+ staff	Grants, General Ledger, Budget, Audit, Reconciliations
Public Health Financial Support	1		1	Financial Support to PH		Grants, General Ledger, Budget, Audit, Reconciliations
OCIA Financial Suyppport	0.65		0.65	Financial Support to Insurance Authority		Grants, General Ledger, Budget, Audit, Reconciliations
Centralized Financial Support	6.35	2 (posted - interviewing)	6.35	Financial Support to Departments, Courts & Elected Officals		Grants, General Ledger, Budget, Audit, Reconciliations
Centralized Procurement	4		4	Centralized procurement of goods and services		
CMH Payables	4		4	MH Claims processing, EMR/provider network portal	150K+ units processed/mo.	
Accounts Payable	2	1 (posted - interviewing)	2	Centralized payment to vendors		
<b>Total</b>	<b>34</b>	<b>3</b>	<b>34</b>			

# **Human Resources**

Marcie VerBeek

Human Resources					
Program	Current Number of FTEs	Number of FTEs budgeted	Program Purpose	Program Volumes	Any Other Relevant Program Information
Administration, performance mgt, employment law	1.5	2	Legal compliance, strategic direction, performance management	1363 employees	
Benefits, leave management	2	2	Employee acquisition and retention using benefits, leave management, plan administration, employee education, legal compliance	1363 employees	
Payroll	2.5	2.5	Bi-weekly payroll, deductions, pay schedules, reporting, legal compliance, payroll maintenance,	1363 employees	
Data/KPIs	0.5	0.5	KPI tracking, data reporting	1363 employees	
Talent Acquisition	3.5	3.5	Recruitment, hiring, candidate assessment, legal compliance	1363 employees	
Talent Development	1.5	1.5	Educate and develop employees	1363 employees	
Labor Relations	0.5	1	CBA & manual administration, grievances, negotiations	1363 employees	
TOTAL	12	13			

# **Innovation and Technology**

Paul Klimas

## Cost of Service: Technology and Innovation

Technology and Innovation					
Program	Current Number of FTEs	Number of FTEs budgeted	Program Purpose	Program Volumes	Any Other Relevant Program Information
Data Center Operations	3.45	3.45	Support of all servers, backup, and DR.	441 Servers	See Below
Network Services	1.45	1.45	Support of all digital networking Countywide, Wan/Lan/DMZ.	1281 Components	See Below
Telecommunications Services	1.1	1.1	Support of all telephony operations including IP Phone and Cell Phone support.	1891 Phones 471 Cell Phones	See Below
Desktop Support Services	6	6	Support of all office automation computing devices.	1359 Users 1481 Devices	See Below
Enterprise Applications Support	7	7	Support of all shared application frameworks i.e. Tyler/Munis, Onbase, SQL Server, Websites		See Below
GIS Administration	4	4	Support of GIS Services		See Below
IT Administration	2	2	IT Administration		See Below

**Supporting Documents:** Service Level Agreements which detail services provided by Data Center Services, Network and Telecommunications Services, Desktop Support, and Enterprise Software Support and GIS Services may be found on the County's IT Intranet SharePoint site ([here](#)) under Budget/FY25.



Budget numbers presented are referenced in detail in our proposed FY25 Budget, which can be found on the County's IT Intranet SharePoint site. We used proposed FY25 budget to reflect expenses going forward – resulting from the removal of AS400 operations, transition to Microsoft 365 licensing and software subscriptions recently engaged.

Dashboard referencing current support activities may be found on the County's IT Intranet SharePoint site ([here](#)).

**Comparable** in this report uses Computer Economics (CE) – Avasant LLC, IT Spending and Staffing Benchmarks 2023/2024, City and County Subsector Benchmarks. The County falls in the Median (Midpoint) reference for all metrics, based on Organizational Revenues and Number of Employees. This report can be found on the County's IT Intranet site.

- Percentage of Gross Revenues (IT/County): 3.4% (6.9% with capital) and \$5.9M Operational Budget (CE 6.5% and \$5.9M total IT budget)
- Spending Per User \$4,891 (CE \$5,003)

## Service Breakdown

### Data Center Services (3.45 FTE - \$434,275)

Total Cost (\$1,169,190) includes all general data center operational costs.

- Cost of Associated Software/Hardware Maintenance: \$263,130
- Number of FOIA (Supported by 14% of 1 FTE)
- Number of Servers: 441 (County cost per server \$2,651, Market \$2,394)

### Network Services (1.45 FTE – \$208,185)

Total Cost (\$1,074,463) include all network software/hardware maintenance and Security operational costs.

- Number of Network Components: 1281
- Cost of Associated Software/Hardware Maintenance: \$348,144.
- Cost of Security (\$278,072 support of approximately 24% of an FTE)
- Cost per Network User: \$790.62 (CE \$652)

### Telecommunications Support (1.1 FTE – \$151,899)

Total Cost (\$936,821) includes all telecommunications software/hardware maintenance and operational costs.

- Number of Phones and Cell Phones: 1891 and 471 Cell.
- Cost of Associated Software/Hardware Maintenance: \$146,178.

### Desktop Support (6 FTE – 5 Technicians/1 Manager, Cost \$937,992)

Total Cost (\$1,339,461) includes all expenses to support desktop computing, Audio/Video, and Desktop Microsoft desktop computing software (O365).

- Number of Devices/PCs 1481.

- Number of Computing Devices: Ratio of Technician to PC, 195-to-1 (CE 263-to-1)
- Number of Users, 1359 Users, Cost per User \$986.62 (CE \$1,007)
- Cost of Associated Software Maintenance: \$387,456.

Enterprise Application Support (7 FTE – 6 Application Specialists/1 Manager, Cost \$841,452)

Total Cost (\$1,685,117) includes all expenses to support shared applications including Tyler/Munis, Onbase, SQL Server, Website Services, etc.

- Cost of Associated Software/Hardware Maintenance: \$843,665.

GIS Support (4 FTE - \$526,964)

Total Cost (\$629,025) includes all expenses to operate and support GIS Services.

- Software Maintenance: \$67,109.

IT Administration (2 FTE – Cost \$232,917)

Total Cost (\$287,975) includes all training and miscellaneous expenses otherwise share by other the other IT services. Includes IT Director and Secretary.

#### **Breakdown IT Budget**

- Percentage of Budget: Software Maintenance: 27%
- Percentage of Staffing and Contact Augmentation: 45%
- Percentage of Overhead (Conference, Training, etc.): 1%

#### **Service Requests**

	Calendar Year				
	2023	2022	2021	2020	2019
Total Service Requests	6778	9084	9909	11617	7738
Desktop Support Services	3870	6364	6858	8112	3906
Enterprise Applications Support	1581	1446	1516	1852	2277
GIS Administration	6	7	16	17	25
Network Services	1209	1070	1252	1351	1128
Telecommunication Services	112	197	267	285	402
Met Resolution Time SLA	96.7%	98.2%	94.9%	96.8%	95.6%
Met Response Time SLA	99.2%	99.8%	99.8%	98.4%	98.9%
First Call Resolution Rate	34%	38%	55%	65%	32%

# **MSU Extension**

M. Scott Korpak

## MSU Extension in Ottawa County: Department Metrics

Michigan State University Extension in Ottawa County: <b>Positions Paid for by Ottawa County</b>					
Program	Current Number of FTEs	Number of FTEs budgeted	Program Purpose	Program Volumes	Any Other Relevant Program Information
MSU Extension	1.48 FTE Clerical	1.48 FTE Clerical	Clerical Support	See Below	MSU Extension Clerical Staff are Employees of Ottawa County.
MSU Extension	0 FTE Interviews for both positions is currently underway.	-1.0 FTE 4-II Program Coordinator -0.5 FTE 4-II Program Instructor -.25 FTE 4-II Supervisor	Youth Development	See Below	-Interviews are underway for both positions. -The .5 FTE Program Instructor is a shared position with Kent County. -A 4-II Supervising Educator is serving as the interim 4-II Project Coordinator
MSU Extension	-.55 FTE Blueberry Educator -.50 FTE Agribusiness Educator	1.05 FTE Agricultural Educators	Direct Support to Agriculture in Ottawa County	See Below	MSU Extension Agricultural Educators are employed by MSUE and are partially funded by Ottawa County as detailed in the MOA.
		<b>Total: 4.28 FTE</b>			

Michigan State University Extension in Ottawa County: <b>Positions NOT Paid for By Ottawa County</b>					
Program	Current Number of FTEs	Number of FTEs budgeted	Program Purpose	Program Volumes	Any Other Relevant Program Information
MSU Extension	-.45 FTE Blueberry Educator -.50 FTE Agribusiness Educator	0 FTE Cost to Ottawa County	Direct Support of the Agricultural Economy in Ottawa County	See Below	MSU Extension Agricultural Educators are employed by MSUE and are <i>partially</i> funded by Ottawa County as stated in the MOA.

MSU Extension	1.0 FTE Dairy Herd Educator	0 FTE Cost to Ottawa County	Direct Support of the 39 Dairy Farms in Ottawa County	See Below	Provide Dairy farmers with accurate information about dairy farming practices.
MSU Extension	2.0 FTE Michigan Sea Grant	0 FTE Cost to Ottawa County	Direct Support for the health of the Great Lakes and southern Lake Michigan	See Below	Michigan State University Extension helps people improve their lives through an educational process that applies knowledge to critical issues, needs and opportunities.
MSU Extension	2.0 FTE Community Nutrition Instructors	0 FTE Cost to Ottawa County	Supplemental Nutrition Assistance Program ( <a href="#">SNAP</a> )	See Below	SNAP is federally funded. MSU Extension is the USDA grant administrator for SNAP.
MSU Extension	0.5 FTE Health and Nutrition Educator	0 FTE Cost to Ottawa County	Courses taught on a variety of topics. Such as aging, Diabetes, and Mental Health First Aid	See Below	MSU Extension Food and Health Website is linked <a href="#">here</a> .
MSU Extension	0.5 FTE SNAP Benefits for Veterans	0 FTE Cost to Ottawa County	Food Assistance for Veterans	See Below	<a href="#">SNAP Outreach for Veterans</a>
MSU Extension	1.0 Christmas Tree Educator	0 FTE Cost to Ottawa County	Direct Support for Christmas Tree Producers	See Below	Michigan State University Extension helps people improve their lives through an educational process that applies knowledge to critical issues, needs and opportunities.
MSU Extension	1.0 West Michigan Nursery & Greenhouse Educator	0 FTE Cost to Ottawa County	Direct Support for Nurseries & Greenhouses	See Below	Ottawa County has <b>97</b> Greenhouse Businesses
MSU Extension	1.0 Community Food Systems	0 FTE Cost to Ottawa County	Support for local farmers	See Below	Michigan State University Extension helps people improve their lives through an educational process that applies knowledge to critical issues, needs and opportunities.
	<b>TOTAL: 9.95 FTE</b>				



## **MSU Extension – Program Purpose**

Michigan State University Extension helps people improve their lives through an educational process that applies knowledge to critical issues, needs and opportunities.

## **Program Volume Description: Clerical Support for MSU Extension**

Clerical functions include the following:

- Assisting County residents in accessing MSU Extension resources by office visit, telephone, and email.
- Maintaining Facebook pages and the MSU Extension District 7 Instagram Account.
- Sales of soil test kits and other MSU Extension resources.
- Managing MSU Extension events, such as 4-H, Pesticide Application Courses, and MSU Extension Educator sessions.
- Ordering supplies
- Support Staff Duties (copy, scan, print, mail, schedule conference rooms, place work orders, proof-reading, laminating, flyer creation, Canva creation, add/edit/delete from MSU Extension website, make signs for training/meetings and place around building, data entry, training/meeting registration help, update spreadsheets, update forms, research, maintain/update listservs, survey compilation, etc.)
- 4-H support (review/approve enrollments, assign back numbers, process monthly club bank statements, check out equipment).
- Pressure Canner Gauge Testing
- Budget prep/submission
- Maintain Calendars
- Meeting agendas and minutes
- Payroll
- Account Balancing/audits (monthly & bi-monthly)

## **Program Volume Metrics: Clerical Support for MSU Extension**

A literature review of peer reviewed journals and published research studies on evaluating clerical staff did not reveal a means for using volume (as defined as an amount or quantity of something) to determine a rating. The number of phone calls and emails clerical staff receive is related to the knowledge and usefulness of the organization's website. The number of documents processed is related to the systems that the organization uses, and if those systems are paper based or digital.

Clerical staff are evaluated using the following areas which directly apply to their job description. Volume is a consideration in some of these areas, but it is not the only one.

Task Completion Rate	Accuracy Rate	Response Time
Meeting Preparation Efficiency	Calendar Management	Social Media Management
Document Management	Expense Management	Workload Management
Professional Development		

Please let me know if there are supporting numbers that you want us to begin tracking for future reporting.

### Program Volume Description: MSU Extension 4-H in Ottawa County

- “4-H grows from the farms to the towns, and from the suburbs to the cities. Anywhere curiosity roams and confidence thrives. Anywhere technology can be advanced and achievement is valued. Anywhere positive change is possible and giving back moves communities forward. After all, true leaders aren’t born; they’re grown!” [\(4-H \(msu.edu\)\)](#)
- “Ottawa County 4-H offers a variety of program opportunities for youth. Project resources allow individuals to not only learn about the different program areas; but provide a location to find various forms/documents that are required to participate in different aspects of the county 4-H program, such as entering projects in a 4-H class at a fair.” [4-H Project Resources - Ottawa County \(msu.edu\)](#)
- 4-H Spin Club opportunities

### Program Volume Metrics: MSU Extension 4-H in Ottawa County

- There are 426 students that participate in a 4-H club in Ottawa County
- There are 98 volunteers that lead and support Ottawa County 4-H clubs.
- There are 13 Primary 4-H clubs in Ottawa County

#### Ottawa County 4-H Clubs

Animal Evaluation	Beef	Birds and Poultry	Cats
Dairy Cattle	Dogs	Goats	Horse & Pony
Rabbits/Cavies	Sheep	Swine	Expressive Art
Shooting Sports: Archery			



Clubs meet once or twice per month, and the average meeting length is two hours. Student attendance at each meeting averages around 70%. Leader attendance is almost 100%. Leaders spend around 9 hours preparing and leading each 4-H club. Using these numbers, we can say the following about 4-H in Ottawa County:

- 13 clubs meeting an average of 1.5 times per month for 11 months = **215 meetings per year**
- 215 meetings times 2 hours = **430 hours of direct instruction in 4-H club meetings**
- 298 4-H students (70% of 426 total) attend an average of 1.5 meetings per month that is two hours in length = **894 hours per month and 9,834 hours per year of student learning** in 4-H clubs in Ottawa County.
- 98 volunteers with each spending an average of 9 hours each month preparing for club meetings, or facilitating club meetings = **882 volunteer hours per month and 9,702 volunteer hours per year.**

Eleven months were used because one month of the year includes one of the three fairs in Ottawa County. Most 4-H clubs are associated with a fair, and the amount of time that students and volunteers dedicate during fair week can easily reach 40-50 hours.

## MSU Extension Agricultural Educators in Ottawa County

- Small Fruit Educator, Dr. Carlos Salazar Garcia.
  - [Michigan Fruit Management Guide 2024](#)
  - [Blueberries \(msu.edu\)](#)
  - MSU Extension educator Carlos Garcia-Salazar led the creation and implementation of a Spanish-language curriculum to bring resources to minority blueberry farmers. ([MSU College of Agriculture and Natural Resources](#))
- Agribusiness Educator, M. Charles Gould
  - Charles Gould provides relevant expertise in the areas of renewable energy and energy conservation to Michigan farmers and agribusinesses that help them be sustainable now and into the future. He has expertise in dual-use land management and conservation practices for solar projects, bioenergy crop production, small anaerobic digesters, and on-farm energy conservation measures. He also has manure management expertise, having worked with farmers in getting the greatest value from manure in cropping systems and value-added opportunities like compost production.
- Dairy Herd Educator, Martin J. Mangual
  - Martin J. Mangual earned his Bachelor's in Biology from the University of Puerto Rico Cayey Campus where he also worked on his family's farm - igniting his passion for animal science. He then earned a Master's in animal science with a concentration in dairy nutrition from MSU. Mangual worked as a research assistant during his graduate studies and was involved with teaching guest lectures on animal nutrition, dairy nutrition and dairy feed management courses. He says being a dairy educator with MSU Extension allows



him to be involved with producers in the field and gives him the opportunity to inform communities about the importance of agriculture in their daily lives and provide them with accurate information about dairy farming practices.

## **Program Volume Metrics: MSU Extension Agricultural Educators in Ottawa County**

### ***Projects, Initiatives and Ongoing Educational Efforts***

- **Conservation Reserve Enhancement Program (CREP)** grant in Michigan. Key focus areas in the grant are the development of training and materials for conservation partners, technicians, and landowners.
- **Michigan Manure Hauler Certification** Program provides a way for farms and commercial manure applicators to demonstrate manure application proficiency. The goals of the certification are to prevent manure application problems before they occur, increase nutrient management plan implementation, improve understanding of manure application, increase responsible manure application, protect property and water.
- **Developing Biochar Extension** and Demonstration Programming for Michigan's Plant Industries. This project will address three key challenges that currently hinder development of a viable role for biochar in cropping systems, namely lack of access to relevant information, lack of transparency in biochar marketing, and weak connections across the full range of biochar stakeholder groups (agricultural producers, bioenergy facilities, individual corporations, and entrepreneurs). Deliverables will be a website, needs assessment, fact sheets, field days, workshops, and webinars.
- **Grazing Sheep in Solar Projects.** Ground-mounted photovoltaics are expanding in size and number in Michigan, and the most desirable sites for solar projects are often already in cropland. Solar grazing:
  - keeps farmland in production.
  - allows farmers to increase and diversify revenues.
  - contributes meat and wool to regional markets.
  - reduces or eliminates the need for mowing at solar sites, thus reducing greenhouse gas emissions and maintenance costs.
- **Pollinator Habitat Development in Solar Projects.** The Farmland and Open Space Preservation Program or Public Act 116 (PA 116) preserves farmland from being developed for nonagricultural uses. Participating landowners may be entitled to receive a Michigan income tax credit for property tax more than 3.5 percent of total household income and exemption from some special assessments. The Michigan Department of Agriculture and Rural Development (MDARD) has determined that the placement of structures for commercial solar energy generation on property enrolled in PA 116 is consistent with farming operations and is consistent with the purposes of the statute (MCL 324.36101; 324.36104 and 324.36104(a)) when seven specific conditions are met. One of those seven conditions is the site must be designed and established to achieve a score of at least 76 on the Michigan Pollinator Habitat Planning Scorecard for Solar Sites.

- **Agrivoltaics in Solar Projects.** An agrivoltaics system combines raising crops for food, fiber, or fuel, and generating electricity within the solar project area to maximize land use.
- **Improving Production Efficiency in Fruit Crops.** For Michigan growers to *remain competitive* on national and international scales, the industry needs to lead in cutting edge technology and horticultural modernization that provides profitable yields. To do so requires the development and testing of new genetic materials (*accessions*) and varieties; new production systems and technologies in horticulture; *protected agriculture*; pruning and training; nutrition; irrigation; renovation/ establishment/ replant; plant growth regulators (PGRs); rootstocks/NC140 regional research; pollination strategies; cover crops; evaluating economic assessment for production efficiency; precision agriculture; monitoring and testing; technology (robotics); Integrated Pest Management and crop loss assessment; Enviroweather; fruit maturity; post-harvest fruit quality; and soil health.
- **Integrated Pest Management.** Focus areas include weed management; disease management; insect management; pesticide efficacies (E154); pollinator stewardship; vertebrate management; resistance management; nematode management; invasive pests; IR-4 Program, developing pest predictive models; Enviroweather; reduced risk management (i.e., biologicals, biological control); pesticide safety; production system effects on insect and bird pests; and diagnostics.
- **Biological Control of the Blueberry Fruit Worm Complex and *Drosophila Suzuki* (Matsumura) with the Egg Parasitoid.** Before the arrival of the spotted wing *Drosophila* (SWD) in 2010, Michigan's blueberry IPM program was a sustainable system with no more than 5 insecticide applications per season against the fruit worm complex, blueberry maggot and Japanese beetle. After the SWD arrival, insecticide applications increased more than 10 per season; and pest management expenses increased from \$75 to \$456/acre in 2014 (MSU Extension 2016). In 2023, Michigan's Blueberry Commission established "Pest biology and control management programs for invasive and problematic pests" as main R&E priority, fruit worms and SWD included. In 2023, the blueberry industry will face significant challenges due to a petition to revoke the tolerances for Imidan and Malathion in blueberries, two key insecticides that control fruit worms and SWD.
- **Managing Milk Quality, Udder Health, and Parlors.** Evaluate milking practices and protocols of dairy farm operations. Respond to stakeholder requests with problem identification & recommendations.
- **On-Farm Feed Program Evaluations.** Thorough evaluation of multiple aspects of a feeding program. A report including evaluation, benchmarking, and recommendations for improvements is discussed at a meeting with the farm.
- **Feeder School Program.** A specific training designed for dairy feeders. The curriculum focuses on Feed ingredient evaluation, Mixing procedures, Safety, and basic troubleshooting of a feeding program.

### ***Programs, Residents and Hours of Programming***

- **Animal Agriculture** in Ottawa County in 2023 provided **48** programs with **246** Ottawa County residents which totaled an estimated **1,639** hours of programming.



- **Agriculture and Agribusiness Environment** provided 16 programs with 361 Ottawa County residents which totaled an estimated 1,783 hours of programming.
- **Fruit Crops** provided 24 programs with 474 Ottawa County residents which totaled an estimated 2,560 hours of programming.
- **Totals** for those three areas: 88 Programs, 1,081 Ottawa County residents, and 5,982 hours of programming.

## Program Descriptions for the Other MSU Extension Educators and Instructors Housed in the MSU Extension Office in Ottawa County

- **Michigan Sea Grant:** Michigan Sea Grant is a cooperative program of the University of Michigan, Michigan State University, and the National Oceanic and Atmospheric Administration. We fund research, education, and outreach projects designed to foster science-based decisions about the use and conservation of Great Lakes resources.
- **Supplemental Nutrition Assistance Program** (Fully funded by the Federal Government): SNAP provides food benefits to low-income families to supplement their grocery budget so they can afford nutritious food essential to health and well-being. Classes/resources to both youth and seniors.
- **MSU Extension SNAP Benefits for Veterans:** MSU Extension provides veterans with programs and services that support personal and financial wellness. Whether you're currently serving, were recently discharged, or served decades ago, MSU Extension wants to support the success of you, your family, and your business.
- **Nursery and Greenhouse Owners and Operators:** Program initiatives include lighting for efficient production of greenhouse crops, biological control in greenhouses, promoting pollinators, and marketing of ornamental plants.
- **Christmas Tree Farmers:** MSU Extension's programming for Christmas tree growers utilizes field educators, campus-based specialists and researchers to provide educational programming.
- **Community Food Systems:** Supports the development of community food systems in Michigan by providing resources and programs to develop local food policy councils, farm-to-institutional purchasing, good hubs, and farmers markets.

# **Department of Parks & Recreation**

Jason Shamblin

## PARKS RECREATION

### Benefitted Staff

Program	Current Number of Benefitted FTE	Seasonal Hours	Total # of FTE Budgeted	Program Purpose	Program Volumes	Other Relevant Program Information
Administrative	3.75	0	3.75	Directs and supports the operation and maintenance, planning and development, community engagement, fund development, and natural resource management of all parks and open spaces. Supports the Parks Commission	# of Calls; supported 60 programs; 6,500+ - emails, 191 facility reservations 10/23 - 1/24; 1609 MVP sold 10/23 - 2/28/24	# calls per month 875 x 2 months 1,750 - # of emails per month 1,625 x 4
Community Engagement	5	9438	9.54	Oversees the development and management a wide variety of educational programs, special events, programming and operations of the nature education center. Coordinates communication strategies, marketing and public relations promoting the utilization of Ottawa Count Parks facilities and services for the community.	Facebook followers - 17,276; Insta followers - 4,076; FB Post engagement - 39,543; Insta posts - 53; E-coms - 20; Press Articles - 24; Avg Open Rate - 5%; NEC Visitors - 12,773 visitors; 60 public programs/events with 568 participants; 18 private programs with 191 participants; 12 school programs with 631 students	
Fund Development	1	0	1	Focusing on long-term, reliable funding from philanthropic resources to support major opportunities for expansion and development of recreational land along four key natural "greenway" corridors.	2023 #'s = Park Sustainers Club - 26% increase; Parks for Life Commitments - 8; Donor Retention = 46%; Memorial benches = 16 Donors = 586 - 24% increase	
Natural Resource Management	2	4400	4.12	Oversees the development and implementation of natural resource management plans for the overall protection, stewardship and restoration of natural resources under the control of the Ottawa County Parks and Recreation Commission.	acres effectively invasive free - 1,164, number of species treated - 35, number of properties managed for biodiversity - 39, acres managed - 3,673 7,400 acres managed, 49 properties; Park visitation #sTBD; 3 - regional trails - 123 miles of trail, 31 miles of paved trails	
Park Operations	10	56667	37.24	Manages the operation and maintenance of County parks and open spaces, including managing activities of employees engaged in cleaning & maintaining park grounds, facilities and equipment.	191 facility reservations 10/23 - 1/24 1609 MVP sold 10/23 - 2/28/24	
Planning and Development	2	0	2	Oversees park planning and implements short and long-term plans for the expansion and improvement of park lands, facilities and programs to meet current and future community needs.	34 #projects, 9 - # of Grants. \$26,285,650 - in CIP	
<b>Grand Total</b>	<b>23.75</b>	<b>70505</b>	<b>57.65</b>			

### Non-Benefitted Seasonal Staff

Program	Seasonal Hours	FTE *	Program Purpose	Program Volumes	Other Relevant Program Information **
East Parks Operations	9,900	4.76	Park Operations (See above)		17
Lakeshore Parks Operations	15,610	7.50	Park Operations		25
Marina Operations	2,250	1.08	Park Operations		3
Nature Education Center	9,438	4.54	Park Operations		5
North Parks Operations	7,250	3.49	Park Operations		9
Natural Resource Management	4,400	2.12	Park Operations		4
Ottawa Sands Park Operations	4,000	1.92	Park Operations		4
Pigeon Creek Winter Operations	2,238	1.08	Park Operations		2
Parks Operation Center	12,119	5.83	Park Operations		15
South Parks Operations	3,300	1.59	Park Operations		6
<b>Grand Total</b>	<b>70,505</b>	<b>33.90</b>			<b>90</b>

\* Based upon 2080 hours = 1 FTE

\*\* Number of FY24 budgeted positions

<b>57.65</b>	<b>Benefitted plus Seasonal Positions</b>
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# **Office of the Public Defender**

Nichole Derks





## BUDGET

Average expense per case is \$1,121 overall.

\$950,779.61 = local share from Ottawa Co. General Fund (\$4.41 annually per adult in OC); state grant \$4,211,278.17 - primary expense is salary and benefits

FY 23 total expense for Ottawa County is \$4,628,783.17  
average of peers is \$5.7 million



## PEOPLE AND CASES

28 Current FTEs  
29 Budgeted FTEs

22 jury trials in 2023  
5 bench trials in 2023

58 max life penalty cases; 1354 felonies; 2777 misdemeanors



## PEERS

10 out of 14 counties in the Western Michigan Region have an Office of the Public Defender rather than maintaining a roster of attorneys to do the work required by law



## PROGRAM VOLUMES

4,128 cases in 2023.  
Typically handle ~4000 cases per year; PLUS  
**OPD attorneys are available for every person appearing in Court for the first time regardless of financial ability to pay**



## PURPOSE

By law, the County must provide legal services to indigent adults in accordance with standards promulgated by LARA. The County enters into a contractual relationship to provide these services and receives grant funding annually to maintain services. Quarterly reports are filed regarding the program

## Office of the Public Defender

service required by U.S. Const. amend. VI and MCL 780.981 et al.

legal team providing quality representation to adults charged with crimes in Ottawa Co. courts who cannot afford an attorney

**Dept. of Public Health**  
Adeline Hambley



DRAFT						
Ottawa County Department of Public Health						
Division	Program	2024 Current Number of FTEs	2024 Number of FTEs Budgeted	Program Purpose	Program Volumes Fiscal Year 2023	Any Other Relevant Program Information
Environmental Health	DHS, Pigeons, Disinfectant, Rabies (509)	0.05	0.05	Inspect daycares and other various EH activities	61 inspections at Daycares, Adult Care, Assisted Living, Foster, or other MDHHS related	MDHHS contracted & funded. Mandated services such as Pigeon Race Permits as required in Michigan Law. (Act 51 of 1974)
Environmental Health	Food Safety (510)	8.35	8.35	Inspect 1,000+ licensed food service establishments for roughly 300,000 residents and all visitors (the public). This helps ensure the public health is adequately protected from foodborne related illnesses	2,319 inspections 12 Plans for compliance reviewed 201 Complaints investigated 3,145 violations cited	ELPHS ORG. Program is part of MHA Local Public Health accreditation. Accreditation standards required. Funding subject to MOE. Act 92 of 2000 (Michigan Food Law)
Environmental Health	Type II (511)	1.05	1.05	Conduct inspections of non-community public water supplies to protect 300,000 residents and all visitors to Ottawa County that may visit these public locations	250 compliance with all applicable laws and regulations for 206 non-community public water supplies (Type II)	EGLE contracted & funded. Mandated services, MPRs required Act 399 of 1976 (Michigan Safe Drinking Water Act)
Environmental Health	Real Estate (513)	3.7	3.7	Conduct inspections of onsite sewage treatment systems and on-site water supplies at time of sale. This serves all members of the public that live in the area of each home, ensuring human waste is properly treated and the ground water is adequately protected from contamination. Also protects home buyers from costly repairs and possible unexpected public health nuisances upon purchasing a home	819 time of sale inspections completed	Ottawa County Ordinance and ELPHS funding as program identifies failing septic systems which must be reported to EGLE under accreditation requirements
Environmental Health	EH Admin (515)	1.3	1.3	This is indirect administrative expense for EH, includes some clerical support and management positions within the division	Indirect Expense, no volumes to measure	Indirect program support expense
Environmental Health	Ticks and Mosquitoes (516) CONTRA	0.03	0.49	Program is designed to serve and protect all residents and visitors (the public) by collecting data on the prevalence of certain vectors that carry pathogens	61 vector surveillance devices deployed for mosquitoes. Also conducted multiple tick drags for same purpose	MDHHS contract & funding with minimum performance requirements
Environmental Health	Well & Septic (517)	8.2	8.2	Ensures well and septic systems are constructed in compliance with code requirements. By properly installing septic systems the public is protected from various pathogens of concern that could negatively impact their health	542 Well Permits-Finals Inspections 1,150 Septic Permits-Final Inspections	ELPHS ORG. Program is part of MHA Local Public Health accreditation. Accreditation standards required. Funding subject to MOE. Part 127 of Act 368 of 1976 (Michigan Public Health Code). Includes PFAS Contra in # FTE Budgeted
Environmental Health	Public Beaches (562) CONTRA	0.1	0.49	Collects data on the sanitation of our public beaches which helps ensure all residents and guests (the public) that visit our beaches maintain their health while bathing in Ottawa County	225 E. coli water samples collected at 5 public beaches and run in EH laboratory	EGLE contract & funding
Environmental Health	Campgrounds (569)	0.21	0.21	Ensure compliance of our campgrounds with state laws. This helps ensure all residents and guests (the public) that visit our campgrounds maintain their health while camping in Ottawa County	21 licensed campgrounds inspected	EGLE contract & funding. Mandated services, MPRs required Part 125 of Act 368 of 1976
Environmental Health	Pools (590)	0.55	0.55	Ensure compliance of our public swimming pools with state laws. This helps ensure all residents and guests (the public) that visit swimming pools maintain their health while swimming in Ottawa County	198 licensed public swimming pools inspected	EGLE contract & funded. Mandated services, MPRs required Part 125 of Act 368 of 1976
Environmental Health	Body Art (591)	0.05	0.05	Ensure compliance of our body art establishments with state laws. This program serves all residents and guests (the public) that receive a tattoo or body piercing and helps ensure they do not have their health negatively impacted	25 licensed body art establishments inspected	Mandated services, MPRs required Body Art Facility Inspections & Licensing Section 13101-13111 Public Health Code, PA 375 of 2010
Environmental Health	Sustainability (228-29587)	4.35	4.83	Provides 4 centers that assist all residents of Ottawa County properly dispose of household hazardous waste and provides an opportunity for recycling through a membership. Diversion of waste from our limited landfill space and keeping hazardous wastes out of households is good for public health	21,941 residents assisted 657,560 pounds of materials collected and diverted from landfills	Ottawa County Solid Waste Mgmt Plan
Health Planning & Promotion	Miles of Smiles (534)	2.6	2.6	The MOS mobile unit provides on-site preventive and restorative dental services for financially qualifying uninsured and Medicaid insured Ottawa County residents. Services are provided at schools, Head Start Centers, Ottawa County Department of Public Health clinics, migrant camps and sites for dentally underserved children and adults	888 encounters	General fund, Delta Dental Grant, Insurance, Donations
Health Planning & Promotion	SEAL Michigan (532)	0.4	0.4	The program provides no cost dental sealants to families, alongside offering oral health education and resources for establishing a dental home. The SEAL Michigan program increases access to dental sealants by providing sealants within a school	2,219 sealants were placed and 335 fluoride applications were provided among 412 patients seen 3,053 students received oral health education	MDHHS contract & funding with minimum performance requirements
Health Planning & Promotion	Kindergarten Oral Health Assessment (535)	0.4	0.4	To improve school readiness and success, identify children with unmet dental needs, and refer them for treatment. The goal of the KOHA program is to guarantee every first-year student receives a free dental screening before starting the school year	493 assessments completed	MDHHS contract & funding with minimum performance requirements
Health Planning & Promotion	Health Education -- Nutrition/Wellness/Disease Prevention (546)	2.2	2.2	To engage and empower individuals and communities to choose healthy behaviors and make changes that reduce the risk of developing chronic diseases and other morbidities. Health Education program staff serve as health strategists who use local assessment data and other vital statistics to identify troubling trends and pressing concerns, as well as community strengths, to address health needs. The health educators who form partnerships with others in the community to develop data-driven initiatives for a healthier Ottawa County	800 migrant farmworkers and families reached through food distribution on site 350 low-income seniors participated in Senior Project Fresh 480 Real Food Can Connect Us participants, 7,500 Ottawa Food resource guides distributed Over 100 community members educated through interactive cooking demonstrations and nutrition education Interacted with over 1,000 families at community events, providing recipes, nutrition education, and resource awareness 120 families served through Holland Middle School Greenhouse partnership with Ottawa Food 5,407 community members reached at community outreach events Partnered with 95 local organizations to implement the Wear One Campaign The numbers below represent pounds of food and not families served but show the impact of Ottawa Food in FY23 • over 1 million pounds of rescued food through Lakeshore Food Rescue and distributed to pantries throughout the county • 22,000 pounds of produce/food gleaned from farmers market in GH, SL, and Holland distributed to area food pantries • 4,000 pounds of produce purchased from local farmers to be distributed through food pantries across the county from grant funding • 3,759 pounds of produce donated through the Produce Donation Program at Farmers Markets and distributed to local food pantries • 769 pounds of fruit donated through Pick for Pantries	Contributes toward meeting the defined responsibilities of local county health departments, including the requirement for health education and nutrition services. General fund contribution. Staff FTE complete work for grant funding received specific for outreach activities (salary/admin OH not charged in 2024)
Health Planning & Promotion	Health Education -- Cross Jurisdictional Sharing Grant (519)	0.36	0.36	To continue cross jurisdiction initiatives aimed to facilitate the exploration and implementation of service sharing arrangements, and/or collaborations in the operation of Local Health Departments (LHD) roles and functions	Partnered to train 3,500 individuals in HeartSafe Community hands-only CPR 120 Poverty Simulation participants 725 Step It Up! program participants Promoted the 988 Suicide & Crisis Lifeline through online advertising to approximately 477,000 users, with more than 4,300 clicking the link for more information	MDHHS contract & funding with minimum performance requirements
Health Planning & Promotion	Health Education -- Substance Use Disorder Prevention (537)	1.02	1.02	To reduce and prevent the negative impacts of substance use	50 StRE Talk participants 6,000 students reached at GVSU 226 individuals trained in TIPS, 75 vendors received in-person education, 159 compliance checks completed, 128 SureScans completed, 30 participants in retailer education 82 Prime for Life participants 6500 lock tags distributed with educational information 128 SYNAR checks, 109 rape education referrals	LRL contract & funding with minimum performance requirements (PA2 Prevention Funding)
Health Planning & Promotion	Health Education -- Environmental Health/ELPHS (510)	0.6	0.6	To improve outreach and education efforts related to food safety	Position does not have metrics for 2023 as this position was first funded by EH ELPHS in 2024	ELPHS ORG. Program is part of MHA Local Public Health accreditation. Accreditation standards required. Funding subject to MOE. Act 92 of 2000 (Michigan Food Law)
Community Health	Vision (520)	3.125	3.125	To confirm children can see, to find possible vision problems in children, and to get them connected with medical care if they need it. The Local Health Department (LHD) must offer vision screening for children ages 0-21 and is required to screen preschool age (3-5), upon kindergarten entry, and in grades 1, 3, 5, 7 & 9	19,200 vision screenings 1,664 referrals for vision follow-up care	ELPHS ORG. Program is part of MHA Local Public Health accreditation. Accreditation standards required. Funding subject to MOE. Local public health is committed to screening all Ottawa County children for hearing and vision to ensure they have the skills necessary to learn and succeed in school and throughout life
Community Health	Hearing (521)	3.125	3.125	To confirm children can hear, to find possible hearing problems in children, and to get them connected with medical care if they need it. LHD must offer hearing screening for children ages 0-21 and is required to screen preschool age (3-5), upon kindergarten entry, and in grades K, 2, & 4	11,679 hearing screenings 305 referrals for hearing follow-up care	Hearing and Vision Programs work with all nine school districts in Ottawa County and provide screening in over 120 schools. In addition, 38 Hearing & Vision clinics were held in FY 2023
Community Health	Pathways (525)	8.1	8.1	Community program designed to help people access community services to improve their health and decrease unnecessary hospitalizations and emergency department visits. Offers Community Health Workers (CHW) who will help identify individual needs and goals, and serve as a link to health and social services	240 pathways opened 161 pathways completed 5689 contacts (1232 in person, 2752 phone, 1705 other) totaling 112,548 minutes 148 new enrollees, 353 referrals, 146 discharged	These do not include CMH CHWs program numbers Funding from CMH millage transfer, Medicaid/Priority Health fees, & partner contracts



LHS	Leisure Hospitality
MDHHS	Michigan Department of Health and Human Services
MJE	Minimum Maintenance of Effort
MOS	Miles of Smiles
MPP	Minimum Program Requirement
NIMS	National Incident Management System
NP	Nurse Practitioner
ORC	A fiscal shorthand term for a program cost center
Pathways	Ottawa Pathways to Better Health (Community Health Worker program)
PHED	Public Health Emergency Preparedness
SEMHA	Southeastern Michigan Health Association
STD	Sexually Transmitted Disease
STI	Sexually Transmitted Infection
SYNAR	Unscheduled compliance audits of vendors that sell tobacco products (aimed at decreasing youth access to tobacco)
Type II	A non community water supply that provides water from an on site well to 25 or more parcels at least 60 days a year, or has more than one connection
<b>Method #</b>	
<b>Explanation of Method</b>	
1	2024 Current FTEs - As of end of February 2024
2	2024 Budgeted FTEs - As of end of February 2024 (excludes positions that were recently backed out by HRIS)
3	Managers and Administration FTE is included as it's row for FTE illustration purposes. Actual budget allocation for Managers and Administration FTE is spread across programs and budget orgs, and may vary by program. This is especially true for Community Health
4	Environmental Health - Onsite volume metrics are based on the past 12 months (March 2023 - February 2024). Environmental Health - Food volume metrics are based on FY23
5	Position Control references are from reports pulled MUNS 2/29/24 - positions included in the FY24 budget approved by the Board of Commissioners (as well as those filled)
6	Program volumes generally as of 2023 fiscal year
<b>Limitation #</b>	
<b>Explanation of Limitation</b>	
1	Neither a specific time period nor date was defined by County Administration for FTE and program volume measures
2	Public Health programs provide a broad array of services to a diverse client base. Volumes of work for selected businesses may underestimate the full scope of work completed
3	Fund bases not specified by County Administration - unknown if only General Fund FTEs and programs should be included or if grant-funded FTEs and programs should also be included
4	Manager and Administration FTE are spread across programs. For illustration purposes Managers and Administration FTE are included as unique rows (rather than being spread across programs)
5	Ottawa County Administration Overhead is calculated via the Cost Allocation Plan (CAP). This cost is for the infrastructure and support programs provided by Ottawa County and is spread across programs. The CAP is not represented in the data
6	Differences between budgeted positions in this sheet and Position Control reports may be due to rounding and/or continuous changes to Position Control and/or non-benefitted staff members working less hours than are represented in Position Control

# **Dept. of Strategic Impact**

## Paul Sachs



Department of Strategic Impact (March 2024 - DRAFT)

Programs/Projects/Initiatives	Current FTEs*												Program Purpose	Program Volumes (2023 Overview)
	Director	Administrative Assistant	Economic Development Coordinator	Land Use Coordinator	Special Projects Coordinator	Land Use Planner (1)	Land Use Planner (2)	Data and Research Analyst	Project Support Specialist	Farmland Preservation Analyst	Intern**	Total		
Economic Development														
Brownfield Redevelopment Authority	0.02	0.10	0.25	0.00	0.00	0.00	0.00	0.00	0.10	0.00	0.00	0.47	Statutorily authorized; catalyzes property redevelopment by mitigating costs associated with real or perceived contamination	Five 2023 EPA grant and BIP projects are estimated to create 60 jobs and \$18.3M in new investment
Economic Development Corporation	0.02	0.01	0.03	0.00	0.00	0.00	0.00	0.00	0.05	0.00	0.00	0.11	Statutorily authorized; uses limited obligation bonds to reduce capital costs for eligible projects	No projects closed in 2023. 2022 project created 128 senior living units, will create 48 jobs, and \$80M investment
Land Bank Authority	0.02	0.00	0.10	0.00	0.00	0.00	0.00	0.00	0.01	0.00	0.00	0.13	Statutorily authorized; provide staff/resource support to County Treasurer to maximize use of LBA	Four Blight Eliminator Program projects started in 2023, none completed, outcomes to be reported in 2024
Property Assessed Clean Energy	0.02	0.01	0.05	0.00	0.00	0.00	0.00	0.00	0.01	0.00	0.00	0.09	Statutorily authorized; supports use of renewable energy and energy efficient practices for new and/or rehabilitated building projects	One project closed in Holland Twp in 2023; estimated 25 year savings of \$2.3M in energy costs, 11.2M gallons of water, and 11.4M kWh of electricity
Broadband Committee	0.15	0.10	0.00	0.10	0.05	0.00	0.10	0.00	0.05	0.00	0.00	0.55	Implementing \$26M investment (state, private, county) in new 21st Century fiber optics infrastructure countywide	Coordination and oversight of 400+ miles of new in-ground fiber infrastructure to be deployed countywide over next 2-5 years
Land Use Strategy														
Housing Commission	0.20	0.10	0.00	0.01	0.00	0.20	0.00	0.00	0.05	0.00	0.00	0.56	Statutorily authorized; increasing housing opportunities for residents in conjunction with local government and multi-sector partners	Monitoring \$10M County investment in RLF for housing development; planning new housing initiatives for 2024 collaboration with private-sector and local government
Groundwater Board	0.20	0.20	0.02	0.70	0.00	0.30	0.50	0.00	0.20	0.00	0.00	2.12	To ensure residents maintain permanent, sustained access to clean water. Accomplishing this through exhaustive research, advocacy, and implementation of mitigation strategies to address groundwater depletion and degradation.	Extensive scientific, complex, and critical initiatives all ongoing; continuing to administer \$1.1M state appropriation to advance hydrogeologic understanding countywide. Established working partnerships with numerous sectors (e.g. realtors, well drillers, K-12 schools, universities, farmers, local government, businesses and more)
Agricultural Preservation Board	0.05	0.15	0.35	0.02	0.00	0.00	0.05	0.00	0.15	0.50	0.00	1.27	Statutorily authorized; protects prime, productive farmland from development	No easements closed in 2023 (typically takes 2-5 years from easement signing to closing); five easements in process encompassing 396 acres valued at \$3.3M
Remuneration Program	0.02	0.05	0.00	0.02	0.00	0.00	0.20	0.00	0.00	0.00	0.00	0.29	Statutorily mandated program; Maintains and enhances accuracy of private and public property bounds	Maintain and verify approximately 250 Public Land Survey System monuments per year. In 2023, received over \$91k in 2023 from SoM to administer program, and \$175k was received from LARA as part of the \$1.7M reimbursement owed to the County for proactively initiating the program.
Local Coordination	0.20	0.20	0.20	0.15	0.05	0.50	0.15	0.00	0.13	0.00	0.00	1.58	Ensuring the County grows in a fiscally and responsible resource-management manner by supporting local units of government in deploying coordinated, effective land use and economic strategies	Broad scale of work and support provided to local and regional efforts, including: regional non-motorized connectivity, land use visioning, renaissance zones, community development efforts, and renewable energy development and planning.
Performance Improvement														
Data Collection/Reporting	0.02	0.08	0.00	0.00	0.15	0.00	0.00	0.25	0.10	0.00	0.185	0.79	Statutorily mandated; compile and maintain a bevy of relevant data pertaining to county's overall economy and quality of life. Includes building permits, unemployment, population, housing, and a multi-faceted County Dashboard.	Routine maintenance of 13 datasets; 8 special requests for data per year
Program Evaluation/Organization Analysis	0.08	0.00	0.00	0.00	0.75	0.00	0.00	0.75	0.15	0.00	0.00	1.73	Maximize and ensure the effective use of public tax dollars through data-driven statistical assessments and evidence-based strategic planning to improve the outcomes and efficiency of programs and services	Completed/initiated 14 evaluations and consultations for various county departments and external entities; \$19,020 in fee-for-service revenue received from external entities for analytical services
Total FTE Count:	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	0.50	0.185	9.685		

\* Current FTEs match Budgeted FTEs (i.e., no open positions) with the exception of an as-needed Intern position, and the time spent per program for each FTE varies day-to-day based on ever-changing priorities and/or programmatic obligations

\*\* Intern position provides 384 total hours of departmental support as needed - hired Intern in 2023

# **Dept. of Veterans Affairs**

Jason Schenkel

Ottawa County Department of Veterans Affairs (OCDVA)					
Program	Current Number of FTEs	Number of FTEs budgeted	Program Purpose	Program Volumes	Any Other Relevant Resources
County Veterans Affairs	0.5	0.5	Satisfy County Department of Veterans Affairs Act 192 of 1953 (MCL 35)	VA budget as % of GF	See below
Veteran Service Officers	0.25	0.25	Satisfy County Department of Veterans Affairs Act 192 of 1953 (MCL 35)	Appointments made VS. Appointments Conducted YTD	See Below
Michigan Veterans Trust Fund	0.25	0.25	Administer The State of Michigan Veterans Trust Fund Act 9 of 1946 (MCL)	YTD Cases Vs. YTD Monies Spent by State of Michigan	See below
	1	1			

**County Veterans Affairs Note:**

County Veterans Affairs currently administers three County Resources. 1. We provide application, approval, and administrative oversight of the Ottawa County Veterans Burial Allowance (Act 235 of 1911, MCL 35) which is funded by the County General Fund. 2. We provide application, approval, and administrative oversight of the Ottawa County Department of Veteran Affairs Committee Fund (OCDVA Policy #1) which is funded by our County General Fund. 3. We provide application, approval, and administrative oversight of Medical Transportation services (Contractual Transportation provided by Hope Network) which is funded by the CVSF grant from the State of Michigan.

**Veterans Service Officers Note:**

Currently, our Veteran Service Officers (VSOs) are provided to us by the VFW, American Legion and the Vietnam Veterans of America. We provide these three VSOs with office space and administrative support. We provide appointment scheduling, email, and phone support to this group.

**MVTF Note:**

Michigan Veteran Trust Fund is a state fund to support qualified Veterans and families with emergent funding needs. This fund is approved by a committee selected by the state. Ottawa County Department of Veterans Affairs is responsible for assisting qualified Veterans with the application process and presenting these cases to the committee. We are responsible for the administration and conducting the committee meetings.

**Assessing Notes**

A common Program volume in the Assessing profession is parcels per FTE. The International Association of Assessing Officers publishes this information in various journals and some other state's standards were also available for the

# **Water Resource Commissioner**

Joe Bush



**Cost of Service: Office of the Water Resources Commissioner**

**Mission:** *To protect surface water and the environment by providing storm water management through flood control measures, the development review process, soil erosion control and water quality programs.*

The Water Resources Commissioner and his staff are responsible for construction, operation, and maintenance of over 1,000 storm water management systems, "County Drains" in Ottawa County. These systems are designed to provide storm water management, drainage, flood prevention and stream protection for urban and agricultural lands. A County Drain may be an open ditch, stream, or underground pipe, retention pond or swale that conveys storm water.

Routine maintenance of County Drains is necessary from time to time to ensure their proper function. The Water Resources Commissioner may in any one year, expend up to \$5,000.00 per mile, per drain for maintenance and repair. Major projects are initiated through a petition process. Either property owners or a local municipality can petition the Water Resources Commissioner. To recover costs expended for a project, Special Assessments are levied against private properties, local municipalities, the County and the County Road Commission, railroads and state highways benefited by the construction and/or maintenance.

Office of the Water Resources Commissioner					
Program	Current Number of FTEs	Number of FTEs budgeted	Program Purpose	Program Volumes	Budget Allocated
MS4	1	1	Section 4.	~8105 catch basins ~292 Ponds ~678 Outfalls	\$101,883.00
Soil Erosion & Sedimentation Control Act	2.1	2.1	Section 5.	~600 permits	\$213,954.30
Drains Petitions Maintenance Encroachments/Easements	2.3	2.3	Section 1.	~996 of Drains ~34 Maintenance projects ~25 Petition projects ~35 encroachments	\$234,330.90
GIS	1	1	Section 3.		\$101,883.00

draft

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<b>Project Developments</b>	1	1	<b>Section 6.</b>	~89 developments	\$101,883.00
<b>Assessments</b>	1	1	<b>Section 2.</b>	~31 municipalities ~5 197 ~400 Assessments	\$101,883.00
<b>Financials</b>	1.1	1.1	<b>Section 7.</b>		\$112,071.30
<b>Administration</b>	1.5	1.5	<b>Section 8.</b>		\$254,707.50
<b>Totals</b>	11	11			

**Non personnel budgeted items**

STIPENDS	\$300.00
SUPPLIES: OFFICE	\$5,750.00
POSTAGE	\$5,400.00
SUPPLIES: IT OPERATING	\$600.00
PROF SERVICES BANK FEES	\$1,500.00
PROF SERVICES AUDIT	\$4,700.00
MEMBERSHIP/DUES/LICENSING	\$15,350.00
ALLOCATED COST IT ADMIN	\$43,690.00
SERVICE CONTRACT	\$67,000.00
TELEPHONE	\$10,551.00
TRAVEL MILEAGE	\$2,000.00
VEHICLE FUEL	\$12,500.00
VEHICLE REPAIRS & MAINT	\$5,000.00
VEHICLE INSURANCE	\$9,864.00
PRINTING & BINDING	\$1,300.00
EQUIPMENT POOL RENT	\$50,656.00
CONFERENCE & TRAINING REG FEE	\$6,480.00

THE DRAIN CODE OF 1956 Act 40 of 1956 AN ACT to codify the laws relating to the laying out of drainage districts, the consolidation of drainage districts, the construction and maintenance of drains, sewers, pumping equipment, bridges, culverts, fords, and the structures and mechanical devices to properly purify the flow of drains; to provide for flood control projects; to provide for water management, water management districts, and

subdistricts, and for flood control and drainage projects within drainage districts; to provide for the assessment and collection of taxes; to provide for the investment of funds; to provide for the deposit of funds for future maintenance of drains; to authorize public corporations to impose taxes for the payment of assessments in anticipation of which bonds are issued; to provide for the issuance of bonds by drainage districts and for the pledge of the full faith and credit of counties for payment of the bonds; to authorize counties to impose taxes when necessary to pay principal and interest on bonds for which full faith and credit is pledged; to validate certain acts and bonds; and to prescribe penalties.

### **The Many Roles of a Drain Commissioner**

The Drain Code establishes the office of the Drain Commissioner. The Drain Commissioner has jurisdiction over county drains and drainage districts created under the Drain Code, including the maintenance of those drains and districts and construction of improvement projects. Construction, maintenance, or improvements to a drain cost money. The Code allows Drain Commissioners to pay for the costs incurred by levying special assessments on the drainage district. The drainage district generally comprises the “watershed” of the drain. Drain Commissioners act as agents for drainage districts. Each drainage district is a separate corporate entity, with the ability to borrow money, enter into contracts, and acquire property by eminent domain.

If the drainage district covers more than one county, the Drain Commissioner from each county serves on an inter-county drainage board, and a designee of the Michigan Department of Agriculture and Rural Development serves as the drainage board chairperson. This drainage board assumes the same duties as a Drain Commissioner does for county drains.

### **The Drain Commissioner serves several other statutory roles:**

- The Drain Commissioner is often the delegated authority under Part 307 (Inland Lake Levels) of NREPA responsible for maintaining lake levels and levying special assessments for costs involved.
- The Drain Commissioner is a member of lake improvement boards established under Part 309 (Inland Lake Improvements) of NREPA, along with appointed county commissioners, a representative from a local unit of government, and a lake owner representative.
- The Drain Commissioner is the only statutory member of the Department of Public Works Board. The remaining members are appointed by the county board of commissioners and serve three-year terms. Department of Public Works activities may include lake improvements, water, sanitary sewer, waste management, and erosion control.
- The Drain Commissioner is a statutory member of the County Parks and Recreation Commission. This Commission is charged with studying county park and recreation



facilities, assessing the county's needs in this area, and adopting plans to acquire property in furtherance of those needs.

- Many Drain Commissioners are appointed as the County Enforcing Agency under Part 91 of NREPA (Soil Erosion and Sedimentation Control). The County Enforcing Agent is responsible for the administration and enforcement of Part 91 of NREPA, and may charge fees, review plans, and issue permits.

Drain Commissioners have different titles in some counties. For instance, in Macomb and Saginaw Counties, the Public Works Commissioner performs the duties of the Drain Commissioner. But in Calhoun, Cass, Oakland, Ottawa and Washtenaw Counties, the duties of the Drain Commissioner are performed by the Water Resources Commissioner. Regardless of the label, each commissioner has that authority provided by the Drain Code.

## **Program Purposes**

### **Section 1. Drains**

#### **THE DRAIN CODE OF 1956 Act 40 of 1956**

**280.2 Drains; location, establishment, construction, maintenance, and improvements; petition. Sec. 2. Drains including branches may be located, established, constructed and maintained, and existing drains, creeks, rivers and watercourses and their branches, or tributaries whether located, established and constructed by a county drain commissioner or drainage board or by a city, village or township, may be cleaned out, straightened, widened, deepened, extended, consolidated, relocated, tiled, connected and relocated along a highway, or there may be provided for the same structures or mechanical devices that will properly purify or improve the flow of the drain or pumping equipment necessary to assist or relieve the flow of the drain, or 1 or more branches may be added thereto, by petition under the provisions of this act, whenever the same shall be conducive to the public health, convenience and welfare.**

### **Petitions**

- How do drainage improvement projects proceed? First, a petition is filed with the Drain Commissioner. Petitions can be filed by property owners, municipalities, the county, the road commission, or MDOT. Specific petition requirements depend on whether it is for a new drain, maintenance, or improvement of an existing drain, or for an intercounty drain.
- After a petition is filed, the Drain Commissioner appoints a Board of Determination, made up of three property owners who own property in the county, but not in any municipalities in the drainage district. The Board holds a public hearing and determines whether the drain or maintenance and improvement of the drain is necessary for public health, safety, or welfare. The Board also determines whether the municipalities in the drainage district are liable for an assessment at-large.

- If the Board of Determination determines necessity, a property owner has 10 days to challenge the determination in circuit court. Townships (and other municipalities in the drainage district) have 20 days after notification of the determination of necessity to appeal the decision in probate court. If the necessity is not challenged, there is no other remedy under the Drain Code to “stop” a drain project if the proper procedures have been followed.
- Next, the Drain Commissioner determines the scope of the project, at which point the project is engineered and plans and specifications are prepared. Once the scope is determined, the Drain Commissioner issues a Final Order of Determination, and determines the route and course of the drain and the drainage district boundaries.
- After signing the Final Order of Determination, the Drain Commissioner gives notice for the receiving of bids to construct, repair, or improve the drain. The Drain Commissioner also gives notice to all property owners and municipalities in the drainage district, and publishes notice of the project in a newspaper of general circulation.
- Once bids are received and costs are calculated, the Drain Commissioner holds a Day of Review, a public meeting to hear objections to the project, including the apportionment of benefits and assessment of project costs. The Drain Commissioner can make revisions based on these objections. A Day of Review must be held not less than five or more than 30 days after the bids for the project are received. Property owners and municipalities have only 10 days after the Day of Review to appeal the apportionment or assessment to the probate court. This apportionment percentage will be used for future maintenance projects until a new Day of Review is held for the drain.

To pay for the projects, drain assessments are placed on the winter tax roll and collected by the local municipality.

- Any person may request a petition. The petition is prepared by the Drain Commissioner’s Office and is written to include activities such as cleaning out, relocating, widening, deepening, straightening, tiling, extending, or relocating along a highway; and the petition must be notarized after the circulation is completed. The petition must contain a minimum of five signatures within the drainage district. Signature requirements accompany the petition. Municipalities can also petition for work.
- The Office of Water Resources prepares the forms required to petition for drain improvements, and to organize and administer the legal process for petitions.

## **Maintenance**

- Maintenance costs are under \$5,000 a mile. Drain Commissioners may expend up to \$5,000 per mile of established drain each year for maintenance purposes without a petition. Additional costs can be incurred for the purposes of inspection of the drains.



- A Township resolution allows the Drain Commissioner to exceed the maintenance expenditure limitation. Maintenance in excess of \$5,000 per mile can be performed with a resolution from each municipality affected by more than 20% of the cost. Township resolutions may be specific as to the dollar amount for the expenditure, may be for more than one year, or may delineate the work above the maintenance amount that is approved. The resolution language is normally agreed upon based on the relationship with the township and the Drain Commissioner.
- The work is performed under an agreement. Certain work can be performed by agreement in instances where an entity agrees to pay for improvements. Examples include relocating or enclosing drains to allow for development of a parcel. New drains can also be established through agreements where the developer voluntarily agrees to the establishment of a drain and a special assessment district on the property.
  - The Office of Water Resources locates and inspects County and non-county drains to identify and remedy obstructions, damage, deterioration, and other sources of drain failure. Coordinates repair, replacement, and modification of existing drains, and represents the county's interests in the construction of new drains. Assists in fulfilling the county's mandated obligations under the provisions of the Michigan Drain Code (PA 40 of 1956) and the implementation and enforcement of the federal Soil Erosion and Sedimentation Control Act, Part 91 of P.A. 451, 1994 as amended.

## **Encroachment/Easements**

### **THE DRAIN CODE OF 1956 Act 40 of 1956**

#### **280.6 Drains; public easements and rights of way; use; release, notice, protest.**

All established drains regularly located and established in pursuance of law existing at the time of location and establishment and visibly in existence, which were established as drains, and all drains visibly in existence in written drain easements or rights of way on file in the office of the commissioner, shall be deemed public drains located in public easements or rights of way which are valid and binding against any owners of any property interest who became or hereafter become such owners after the location and establishment of the drain or the existence of the drain became visible or the written drain easement or right of way was executed, and the commissioner or drainage board may use, enter upon and preserve such easement or right of way for maintenance of the visible drain and any other lawful activity with respect to the same not requiring a larger or different easement or right of way and may exercise any rights granted in the written easement or right of way on file in the office of the commissioner. Easements or rights of way, or portions of easements or rights of way, no longer necessary for drainage purposes may be conveyed or released to the fee owners by the commissioner or drainage board on behalf of the drainage district. The drain commissioner or drainage board shall give at least 30 days' notice of the intention to release the excess easements by publishing a notice in a newspaper of general circulation in the county or a newspaper of general circulation where the

drainage district boundaries are located. This notice shall give a general description of the excess easements to be released and the date any taxpayers may appear to protest said release. After said date if no protests are received, the drain commissioner or drainage board may release said excess easements or portions thereof not necessary for drainage purposes. The Office of Water Resources reviews the application and plans, visiting the site, and working with legal for a description.

## **Section 2. Assessments**

County drainage districts are separate public corporations with their own financial function. Each drainage district is supported by drain assessments that cover the cost of maintaining the drainage system. County drains are not maintained by Ottawa County general fund taxes. An assessment has two parts: 1) the total cost of the current project multiplied by 2), the apportionment, or proportion, assigned to the party based on benefit.

Drain assessments are based on an apportionment of benefit. This means that the Drain Commissioner gives each property and governmental entity a percentage of the benefit of a drain or drain project. The assessment levied is the percentage multiplied by the project cost (with applicable interest). The apportionment must always equal 100%, such that if the Drain Commissioner reduces someone's percentage, someone else's must increase to reach 100%.

## **Section 3. GIS**

Under general supervision of the Water Resources Commissioner, creates and maintains the drain layer data of the County Geographic Information System (GIS). Delineates drainage district boundaries for assessment purposes. Assists with the management of County drain projects, processes, and programs. Prepares reports and documentation for a variety of projects as assigned. Serves as a liaison between engineering consultants, municipalities, and GIS staff.

## **Section 4. MS4**

The goal of the Municipal Separate Storm Sewer System (MS4) program is to reduce the discharge of pollutants to surface waters of the State. An MS4 is a system of drainage (including roads, storm drains, pipes, and ditches, etc.) that is not a combined sewer or part of a sewage treatment plant. During wet weather, pollutants are transported through MS4s to local water bodies.

Storm water discharges from a regulated MS4 to a surface water of the State in an urbanized area are subject to regulation under the National Pollutant Discharge Elimination System. MS4 permittees generally include the following municipal entities: cities, townships, villages, county



agencies, universities, and school districts. The Department completed maps to identify MS4s located in an urbanized area that may require coverage under an MS4 permit.

Under general supervision, performs required functions of the MS4 Compliance program under EGLE (The Department of Environment, Great Lakes, and Energy) as related to County-held MS4 permit; including physical inspection of catch basins, detention and retention ponds, outfalls, ensuring compliance, and managing the infrastructure database. Assists in administration of the Michigan Drain Code and Federal Clean Water Act Phase II Storm Water Permit Program.

## **Section 5. Soil Erosion & Sedimentation Control**

Part 91, Soil Erosion and Sedimentation Control, of the Natural Resources and Environmental Protection Act (NREPA) (Part 91) provides for the control of soil erosion and protects adjacent properties and the waters of the state from sedimentation.

A permit is generally required for any earth change activity which disturbs one or more acres of land or which is within 500 feet of a lake or stream.

Part 91 is administered and enforced by various state, county, and local governmental agencies. There are four categories of agencies recognized under Part 91:

1. Counties are mandated by statute to administer and enforce Part 91. The board of commissioners for each county must appoint an agency within the county, referred to as the County Enforcing Agency (CEA), to review soil erosion and sedimentation control plans, issue permits, and take enforcement actions when necessary to ensure compliance with Part 91.
2. Municipal Enforcing Agencies (MEAs) are cities, villages, charter townships, and some general law townships that have elected to enforce Part 91 through adoption of a soil erosion and sedimentation control ordinance. After approval of the ordinance by the Department of Environment, Great Lakes, and Energy (EGLE), the MEAs assume responsibility for administering and enforcing Part 91 within their jurisdictions, independent of the CEAs.
3. Authorized Public Agencies (APAs) are state, county, or municipal agencies, such as the Michigan Department of Transportation, county road commissions, and city street departments, that have been designated by EGLE to undertake earth change activities without having to obtain soil erosion and sedimentation control permits from the county or municipal enforcing agencies. Designation is dependent upon having acceptable procedures for controlling erosion and off-site sedimentation.
4. EGLE's Water Resource Division (WRD) has oversight responsibility over the statewide SESC Program and all Part 91 agencies.



- The Office of Water Resources is responsible for the implementation and enforcement of the Soil Erosion and Sedimentation Control Act, Part 91 of P.A. 451, 1994 as amended, and related County ordinances. This office serves as the County administrator for implementation of and compliance with the Federal Clean Water Act Phase II Stormwater Permit Program.

## **Section 6. Project Developments**

Under general supervision of the Water Resources Commissioner, provides engineering/project management services required for the construction, expansion, and maintenance of County drainage infrastructure. Provides project oversight, facilitates reviews for development, inspects drain projects, and advises the general public for improved drainage.

## **Section 7. Financials**

Administers the financial functions of the Water Resources Commissioner's Office, including accounting and preparation of financial reports, payables, and receivables, borrowing and debt repayment, assessments, and budget development. Participates in the development and presentation of the annual operating and capital budget requests.

Maintains, reconciles, balances, performs year-end closings, and prepares all required financial reports for accounts for approximately 900 separate drainage districts.

## **Section 8. Administration**

Manages the daily operations of the Water Resources Commission's office. Supervises the activities of employees engaged in the implementation of the Michigan Drain Code (PA 40 of 1956) and the implementation and enforcement of the federal Soil Erosion and Sedimentation Control Act, Part 91 of P.A. 451, 1994 as amended. May perform any and all functions of the Water Resources Commissioner as delegated by the latter under the provisions of MCL 280.24.

Represents the County in multi-jurisdictional watershed management organizations and develops and participates in public conservation education and outreach programs.

## **Supporting Documents**

- 1956 Drain Code

## **Citations:**

Fahey Schultz Burzych Rhodes, 2024, *fsbriaw.com*, <https://fsbriaw.com/2016/02/29/drain-code-basics-ten-things-townships-should-know/>

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