OTTAWA COUNTY
PLANNING & GRANTS DEPARTMENT

Urban Planning

Rural Planning

Transportation Planning

Strategic Planning & Program Evaluations

ANNUAL REPORT
2005/2006
OTTAWA COUNTY
PLANNING & GRANTS DEPARTMENT

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EXECUTIVE SUMMARY

The Planning and Grants Department and the Ottawa County Planning Commission continued to strive to resolve countywide problems, fulfill statutory obligations, and develop a proactive, credible, leadership role in the community during 2005/2006. The projects completed this past year are indicative that our goals are being achieved. These projects also reflect the extent of communication and collaboration (through joint projects and partnerships) that exists between the County, local units of government, and other planning organizations.

A few of the highlights from 2005/2006 are as follows: Completion of the Countywide Corridor Plan; Progress on the Urban Smart Growth Program including the development of an Architectural Design Elements Portfolio; Continuation of the Groundwater Monitoring Program which evaluates the environmental impact of reduced road salt applications; Distribution of three Bull’s Eye Planning Awards; and the deployment of a Wireless Broadband pilot project. The Planning Commission continued to provide educational training opportunities through its Excellence Through Training Program.

In addition to assisting the Planning Commission with its goals, the Planning and Grants Department has had several other highlights that include the following: Coordination of several legislative meetings; Providing testimony at several state legislative committee hearings in conjunction with the Administrator’s Office; Completion of the Remonumentation of Public Land Survey Corners phase of the Remonumentation Program; Completion of a report on Metropolitan Planning Organizations (MPOs) in the State of Michigan; Completion of several program evaluations; Design and implementation of several databases for future evaluations of County programs; and continuation of assistance to Robinson Township with the administration of a Federal Emergency Management Agency Grant for flooded properties.

Further, the Planning and Grants Department staff has also been involved in several other administrative-support duties that include project research, data collection, and data dissemination. Staff members have also participated in several planning initiatives and committee meetings that were administered by other community agencies. Additionally, the Planning and Grants Department worked with several other agencies and departments in 2005/2006 to obtain and/or process over $4 million in grant awards.

Overall, 2005/2006 was a productive year for the Planning and Grants Department. It is our expectation that 2006/2007 will produce similar results.
PLANNING AND GRANTS DEPARTMENT
OVERVIEW

The Planning and Grants Department is comprised of seven employees (See Attachment A). The Department is responsible for five primary objectives: Assisting the Planning Commission with their obligations and efforts to coordinate planning activities (physical, social, economic, environmental, and transportation) throughout Ottawa County; Facilitating the development of strategic plans and evaluation components for county programs; Maintaining statistical data regarding the County’s quality of life indicators; Conducting research on grants, preparing grant applications, and administering grant awards for County projects and programs; and providing other departments and agencies with assistance in the areas of basic research, applied research, legislative analysis, technical report compilation, and program support.

The Department also has several ancillary duties which include the following: Analyzing legislation; Answering general informational inquires regarding a broad range of County issues; and providing research and administrative support to citizens, local officials, other County personnel.

PLANNING COMMISSION
OVERVIEW

A County Planning Commission (See Attachment B-1) was created pursuant to MCL 125.101 et seq. (Act 282 of 1945 as amended) through an ordinance passed by the Ottawa County Board of Commissioners on August 8, 1989. The ordinance authorizes the Planning Commission to establish Rules and Bylaws to govern its operations. In addition to the ordinance, the Board also approved a list of duties for the Planning Commission that is outlined in a document titled "Summary of Duties" (See Attachment B-2).

County Planning Commissions are directed by state statute to establish county development plans that promote the health, safety, morals, order, convenience, prosperity, and general welfare of county residents. Further, County Planning Commissions are given the authority to conduct studies, investigations, and surveys related to the economic, social, environmental, and physical development of the County.

The Board of Commissioners, as authorized by the previously mentioned statute, has also designated the County Planning Commission as a Metropolitan County Planning Commission. This designation permits the Planning Commission to encourage intergovernmental coordination on all related state and local planning activities and to serve as a liaison to local, regional, and state planning organizations.

The Planning Commission is also responsible for fulfilling the requirements of three additional statutory mandates: The first is to review applications by farmers to include or remove their Ottawa County farmland from the State of Michigan’s PA 116 Program (Act 116 of 1974 - Farmland and Open Space Preservation Act, as amended); The second is to review township zoning amendments (Act 184 of 1943 - Township Rural Zoning Act and Act 168 of 1959 - Township Planning Act, as amended); and the third is to review and provide a statement as to whether township or municipal master plans are consistent with the County Plan and any adjoining city, village, township, or regional master plans (Act 168 of 1959, Township Planning Act, as amended, and Act 285 of 1931, Municipal Planning Act, as amended).
GOALS & OBJECTIVES

GOAL ONE: Assist the Planning Commission in developing and implementing short and long-term strategic planning objectives.

GOAL TWO: Provide strategic planning services to assist in maximizing the efficiency, effectiveness, and overall performance of county programs and conduct outcome-based evaluations for each county program on a rotating basis, every five years at minimum.

GOAL THREE: Provide data that can be used by departments, agencies, local officials, and citizens to benchmark and assess quality-of-life issues in Ottawa County.

GOAL FOUR: Maximize grantsmanship efforts to ensure that grant funding is utilized whenever possible and to ensure that grant applications are processed consistently with the County’s Administrative Rule for Grants.

GOAL FIVE: Provide other departments and agencies with assistance in the areas of basic research, applied research, legislative analysis, technical report compilation, and program support.
ACCOMPLISHMENTS

GOAL ONE: Assist the Planning Commission in developing and implementing short and long-term strategic planning objectives.

The Planning and Grants Department continues to assist the Planning Commission with the development and attainment of short and long-term strategic goals. The general goals listed below have provided the strategic focus for the Planning Commission’s projects:

A. Enhance communication and collaboration between County and local government planning agencies and organizations
B. Resolve Countywide problems
C. Continue to fulfill statutory obligations
D. Continue to develop a proactive, credible leadership role in the community
E. Provide local officials with the necessary planning tools and countywide vision to maintain and improve Ottawa County’s quality of life as it relates to land-use, transportation, and environmental issues.

Accomplishment One: Staff Outreach Program
The Planning and Grants Department continues a Staff Outreach Program that is designed to provide more interaction with local planning commissions throughout the County. Each planner in the Department has been assigned to eight units of government (See Attachment C) and is responsible for periodically attending their planning commission meetings and providing planning assistance when requested. Additionally, the Planning Department has held several On-Staff Planners Meetings for on-staff professional planners who work for the local units of government in Ottawa County. This forum provides an opportunity to share ideas and techniques that are being used in communities as well as the opportunity for the County Planning Department to obtain input on countywide projects that are being considered.

At the most recent On-Staff Planners Meeting in May 2006, seventeen professional planners from throughout the County attended a presentation on the new Zoning Enabling Act. As a result of this meeting, a coordinated, countywide approach to implementing the Countywide Corridor Plan has been initiated. On-Staff Planners Meetings will continue to be held on a quarterly basis.

Accomplishment Two: Wireless Broadband Initiative
In early 2006, the Department announced that residents and businesses in the northern two-thirds of Jamestown Township are now part of a small group of individuals nationwide who are able to sign-up for high-speed, fully-mobile, wireless broadband service. This new cellular-based wireless technology, commonly referred to as 3G, is being used to serve a 15 square mile area of Jamestown Township with high-speed broadband coverage.

Ottawa County is working with Broadbreeze Communications, a Grand Rapids-based company, as a part of the pilot project in Jamestown Township to test the 3G technology. A second pilot
project is scheduled for Allendale Township bringing high-speed broadband coverage there later this year.

Based on initial performance tests in Jamestown Township, the 3G technology has proven it is able to broadcast a wireless signal at least 3 miles from a single tower location and 4-6 miles in areas where there are few fluctuations in land elevations. While other wireless technology is only able to send signals hundreds of feet, it is possible that all of Ottawa County could be covered with 3G wireless broadband service by as few as 12-17 tower locations.

The Department is optimistic that a 3G network can be used to provide high-speed internet service to rural areas of the County which were previously unable to obtain high-speed internet service. If the pilot projects continue to be successful, Broadbreeze officials have agreed to provide coverage to all of Ottawa County by 2008. Countywide deployment could begin as early as fall, 2006.

**Accomplishment Three: Urban Smart Growth Demonstration Project**

An innovative Architectural Design Elements Portfolio created for the City of Hudsonville as part of the Ottawa County Planning Commission's Urban Smart Growth Demonstration Project was completed in May of 2006. The Design Elements Portfolio will serve as a guide for future development and redevelopment in the City of Hudsonville. The Portfolio consists of a variety of images and illustrations that clearly depict the types of architectural design elements that will be encouraged in the downtown and industrial areas of the City. The Hudsonville City Council is expected to adopt the Portfolio in August of 2006.

As part of the Urban Smart Growth Project, the County and the City also worked with the Landscape Architecture Program at Michigan State University (MSU) to develop digital renderings to realistically illustrate how the architectural design elements will appear in the community. The result of this effort was the development of nearly 50 digital renderings for an assortment of areas within the City. These digital renderings and the Architectural Design Elements Portfolio will ultimately be codified in the rewritten Master Plan and Zoning Ordinance for the community. The process of rewriting the Master Plan and Zoning Ordinance is expected to begin soon after the Architectural Design Elements Portfolio is formally adopted by the Hudsonville City Council.

**Accomplishment Four: Standardized Land Use District Titles and Colors for Master Plan and Zoning Maps**

The Ottawa County Planning Department has been working with local units of government in the County to encourage and facilitate the adoption of Standard Land Use District Titles and Colors for Master Plan and Zoning Maps (See Attachment D1-D4). The benefits of standardization include, but are not limited to, the following:

- Standardized titles and colors could provide significant cost savings for the preparation of multi-jurisdictional studies (e.g. transportation, watershed, etc). A standardized
A system of titles and colors would reduce the amount of time and effort that staff and consultants spend analyzing local zoning ordinances and master plans.

- State statutes encourage local governments to review the master plans of adjoining local units of government as those plans are modified. Standardized district titles and colors would allow local officials to easily comprehend allowable land-uses and densities of any governmental unit simply by viewing a zoning or master plan map.
- The ability to easily view commercial, retail, and industrial properties across the county on a single map is helpful for economic development efforts.
- The development of community-wide programs (i.e. purchase of development rights, greenway plans, etc.) would be enhanced by having agricultural zoned lands or park lands depicted in a standard format in each community.
- Standardized district titles and colors would improve the ability of citizens to understand the location and allowable uses of land use districts in their community and in surrounding communities by simply viewing a zoning or master plan map.

Adoption of the proposed standards will not change density, use, or any other local zoning ordinance and comprehensive land use plan requirements that have been adopted by local units of government. Many township and city planning commissions are currently reviewing the standards and the following local units of government have adopted all or a portion of the standards and/or have expressed their willingness to adopt the standards:

- City of Ferrysburg (In process of adopting Zoning & Master Plan Colors & Titles)
- Village of Spring Lake (Zoning Colors, Master Plan Colors & Titles)
- City of Zeeland (Zoning & Master Plan Colors)
- Crockery Township (Master Plan Colors & Titles)
- Georgetown Township (Master Plan Colors & Titles)
- Grand Haven Township (Zoning Colors & Titles)
- Holland Township (Master Plan Colors & Titles)
- Jamestown Township (Zoning & Master Plan Colors & Titles)
- Spring Lake Township (Zoning Colors, Master Plan Colors & Titles)
- Tallmadge Township (Zoning and Master Plan Colors)
- Zeeland Township (Zoning Titles & Colors)
- City of Coopersville (Intend to Adopt)
- City of Hudsonville (Intend to Adopt)
- Olive Township (Intend to Adopt)
- Wright Township (Intend to Adopt)

Accomplishment Five: Road Salt Commission/Groundwater Monitoring Program
The Road Salt Commission met twice in 2005/2006 to review Environmentally Sensitive Area sign requests and to review sodium and chloride levels from groundwater monitoring wells which are strategically located throughout western Ottawa County.

Several wells were damaged during the summer of 2005 and/or the winter of 2005/2006. Most of the damage appeared to be accidental, such as wells which were struck by farm implements. Planning Department staff repaired the damaged wells, installed highly visible staking, and spoke to property owners in an effort to avoid future damage.
effort to ensure that the wells would not be damaged in the future.

The Planning and Grants Department has worked with the Ottawa County Road Commission to ensure that the strategies identified in the Road Salt Management Plan continue to be followed. Additionally, the Department has continued to work with the Ottawa County Health Department and Michigan State University Extension – Ottawa County to monitor the effects of the implementation of the Road Salt Management Plan. Initial data indicates that the Road Salt Management Plan has been effective in lowering sodium and chloride levels at a majority of test sites. However, continued testing is necessary to substantiate these initial findings.

Accomplishment Six: Countywide Corridor Plan
A Countywide Corridor Plan has been developed by the Planning and Grants Department to provide a comprehensive approach to address future traffic demands and preserve the aesthetic character of the County’s roadway system.

The Department received input on the Countywide Corridor Plan from the Ottawa County Road Commission, Michigan Department of Transportation, the Grand Valley Metropolitan Council, the Macatawa Area Coordinating Council, the West Michigan Shoreline Regional Development Commission, as well as the local units of government from throughout the County. This input was incorporated into the Countywide Corridor Plan and the revised Plan was then presented to all local units of governments in the County. Twenty-two local units of government have passed a Resolution of Support for the Corridor Plan, and one is still reviewing the Plan.

Accomplishment Seven: Ottawa County Trails Committee
The Ottawa County Trails Committee is responsible for promoting an interconnected, countywide non-motorized pathway system, building a consensus for implementation of the Non-motorized Pathway Plan, and identifying funding and grant opportunities to construct the recommended pathways.

Because of the successful fundraising by the Planning and Parks Departments in the
spring of 2005, the second phase of the four foot wide paved shoulder along Lakeshore Drive was completed during the summer of 2005. There are now nearly nine miles of four foot paved shoulders along Lakeshore Drive. The Department also participated in the planning stages of a non-motorized pathway to connect trails in southern Ottawa County to those in Kent County, which will be known as the Kenowa Trail.

Additionally, the Department has met with bicycle shop owners and managers and cycling club representatives to obtain input on the Lakeshore Drive 4-foot paved shoulder, as well as to request the cyclists’ assistance with encouraging other cyclists to use the 4-foot shoulder where available and not ride in the roadway in these areas.

**Accomplishment Seven: Public Transportation Assistance**

**Specialized Services Grant**

The Specialized Services Grant Program supplies operating assistance for transportation services which are provided primarily to elderly persons and persons with disabilities. As the pass-thru agency for the Specialized Services Grant, the Planning and Grants Department submits the annual grant application, reports ridership (See Attachment E) information to MDOT on a quarterly basis, and processes payments to the sub-recipients, Georgetown Seniors and Pioneer Resources. The total grant amount awarded for fiscal year 2006 was $138,354.

**Job Access Reverse Commute (JARC) Grant**

The JARC Grant is a federal transportation-to-work grant program. Because new SAFETEA-LU legislation required that a portion of JARC funds in each state go to non-urban areas beginning in fiscal year 2006, the Department has been working very closely with MDOT to secure this funding for transit providers serving Ottawa County. Additionally, the Planning and Grants Department will oversee annual applications, quarterly reporting to MDOT, and process payments to Pioneer Resources, the sub-recipient. The fiscal year 2006 JARC funds will be available in October 2006.

**Service Development and New Technology (SDNT) Grant**

The Service Development and New Technology Grant Program provides federal funds for research, training/education, planning and coordination, and special operational and technical projects. In March of 2006, the Planning and Grants Department submitted an application to conduct a Needs Assessment and Feasibility Study for Ottawa County.

If the Grant application is approved by MDOT, current and future countywide transit demand, service gaps, feasibility, sustainability, service options, and cost will be analyzed. The total estimated cost of this study is approximated to be $110,000 ($88,000 provided in federal funding, and $22,000 in state/local match). It is estimated that the study will take approximately 18 months to complete, if the Grant application is approved.

If the study is completed and the findings determine a sustainable and cost-effective method of providing expanded transit services is possible, the County would apply for another grant to create an Implementation Plan in 2009. If that were to occur and funding were available, an
Implementation Study could feasibly begin in 2010. However, if the study does not determine that a sustainable, cost-effective method of providing such services exists, the study shall specify the time tables to conduct future follow-up studies.

**Accomplishment Eight: Tree Legacy Committee**

In order to maintain the aesthetic beauty of the tree canopy over Lakeshore Drive and other roads in the County, an Ad Hoc ‘Tree Legacy Committee’ was formed. The Tree Legacy Committee is comprised of representatives of the Ottawa County Planning and Parks & Recreation Commissions, Ottawa County Parks and Recreation Department, and the Ottawa County Planning and Grants Department.

A public meeting sponsored by the Tree Legacy Committee was held in early spring, 2006 at the Park Township Hall. The meeting was held in response to extensive power line clearing being performed in the Township by contractors working for Consumers Energy. As a result of the meeting and the work of the Tree Legacy Committee, representatives from Consumers Energy indicated that the company will re-visit the line clearing plan for Lakeshore Drive and minimize tree trimming and removal where possible. The Tree Legacy Committee has remained in contact with Consumers Energy.

Additionally, the Tree Legacy Committee will be formed into a new group including representatives of utility companies, the Ottawa County Road Commission, and interested citizens. This new committee will work to develop a standard plan for replanting along scenic corridors in the County to maintain tree-lined and tree-canopied aesthetics.

**Accomplishment Nine: Facilitation of Regional Planning Initiatives**

The Planning and Grants Department has continued to meet with local officials and interested citizens from the City of Ferrysburg, the Village of Spring Lake, and Crockery and Spring Lake Townships, known informally as the ‘North Bank Communities’ to facilitate collaboration between these units of government. At the first meeting in May of 2005, the group identified project categories for collaboration. Traffic (specifically along M-104) was identified as the category of most importance to the group, with Land Use/Zoning a close second.
To that point, the Planning Department worked to create a model overlay zoning district ordinance that could be integrated into the local units’ existing zoning ordinances. The model ordinance incorporates the recommendations from the 2004 M-104 Corridor/Access Management Study. The model overlay zoning ordinance was presented to the group at their February 2006 meeting. The Department looks forward to future participation in this initiative and similar initiatives throughout the County.

Maps depicting the recommendations from the M-104 Study were included in the Model Overlay Ordinance.

**Accomplishment Ten: Dissemination of New Planning Commissioner Training Packets**
The Planning Department continues to provide New Planning Commissioner Training Packets through the Department Website. The packets include information to assist new planning commissioners with their roles and responsibilities and answers technical questions regarding rules-of-order and the legal aspects of planning and zoning. From May of 2005 to May of 2006, over 1,240 New Planning Commissioner Training Packets were downloaded from the Website.

**Accomplishment Eleven: Assistance Provided to the Citizen Planner Training Program**
The Ottawa County Michigan State University Extension hosted their, “Citizen Planner Program” in the winter of 2006. The Planning Department assisted extraneously with the planning for the courses. Citizen Planner utilizes the services of MSU Extension specialists, university faculty, professional planners, and land-use specialists to provide practical, hands-on learning experience to equip local community leaders with knowledge and leadership skills to perform their duties more effectively and responsibly. Twenty-six citizen planners from Ottawa County earned Certificates of Competency in 2006. The curriculum was comprised of the following courses:

a. Introduction to Planning and Zoning  
b. Legal Foundations  
c. Roles and Responsibilities (Part 1)  
d. Roles and Responsibilities (Part 2)  
e. Plan Implementation and Development Controls  
f. Best Practices for Innovative Planning and Zoning  
g. Farmland Preservation/ Brownfield Redevelopment
h. Planning for Water Quality (PFWQ)

**Accomplishment Twelve: Initiation of a Countywide Build-Out Analysis**
The Department employed a student from Grand Valley State University, Shannon McMaster, for an internship during the fall of 2005. A preliminary ‘Build-Out Analysis’ of the City of Coopersville was the primary product of this internship. This work was done in preparation for a Countywide Build-Out Analysis. A Build-Out Analysis depicts what a community land use map would look like if all land were to be developed to the maximum extent allowed under the current Zoning Ordinance or Master Plan.

**Accomplishment Thirteen: Geographic Information Systems (GIS)**
Over the past year the Planning and Grants Department has continuously increased its use of GIS. GIS has proven effective in providing detailed analyses of rezoning requests, master plan reviews, road salt assessments, and traffic corridor studies. It also enabled the development of the Standardized Land Use Titles and Colors. As the Department continues to utilize GIS for many of its projects, the planning staff has developed multiple data sets and map layers. Some of the data sets and map layers that planning staff have developed and/or assisted in developing over the past year include the following:

- a. Range of Wireless Broadband Signals from 3G Pilot Project
- b. Consumers Energy’s Line Clearing Plans in Park Township
- c. Countywide Corridor Plan Updates and Revisions
- d. Ottawa County Traffic Counts
- e. Road Salt Environmentally Sensitive Areas
- f. Road Salt Monitoring Well Locations
- g. Trend Analysis of Traffic Volume on Ottawa County Roads

**Accomplishment Fourteen: Maintaining, Updating Information for Department Website**
The Department worked closely with the County’s new website administrators as the new administrators launched the new Planning and Grants Department Website, on [www.miottawa.org](http://www.miottawa.org). The Department continues to send project documents and other information to the administrators to ensure that the site is updated often. The Department Website was visited over 9,000 times between June, 2005 and May, 2006.

**Accomplishment Fifteen: Planning Department Database**
The Planning Department continues to maintain and update its extensive database listing: local, state, and federal government officials; County committees and task force groups; regional, state, and federal planning organizations; environmental groups; local businesses; trade associations; media contacts; and non-profit and community group contacts in Ottawa, Allegan, Muskegon, Kent, and Newaygo Counties. Continually updating and maintaining the contact lists improves the Department's ability to distribute meeting notifications, mass mailings, and other materials.
GOAL TWO: Provide strategic planning services to assist in maximizing the efficiency, effectiveness, and overall performance of county programs and conduct outcome-based evaluations for each county program on a rotating basis, every five years at minimum.

Accomplishment One: Program Evaluations
The Planning and Grants Department continues to assist in the development of strategic outlines and evaluations for County programs. In 2005-2006, the Department was involved in the evaluation stage of three Drug Treatment Courts, the Gatekeeper Program, a Mental Health Diversion Program, Probation Office Programs, Court Services Office Programs, and Juvenile Community Justice Programs. The evaluation process is used to measure the processes, effectiveness, and efficiency of County programs. The Planning Department has also been involved in developing strategic outlines for an Ex-Offender Re-Entry Program, Sheriff Senior Volunteer Program, and Minor in Possession Program.
In 2006, the Department began working on a Cost/Benefit Analysis of the Justice Document Management and Imaging System. As part of this evaluation, the Department began conducting on-site Time Analysis Studies for each department that will be directly impacted by the new Imaging System. The purpose of the Time Analysis Studies is to collect data related to the amount of time, effort, and cost necessary to create, update, store, locate, and deliver court case documents utilizing the current hard-copy filing system. Once the Document Imaging System is fully operational, the Department will collect similar data to determine the time and cost-savings of utilizing the new digital system as compared to the hard-copy court case filing system.

The Planning and Grants Department completed a comparative analysis of the Ottawa County Health Department Prescription Drug Discount Program and similar programs offered by the National Association of Counties (NACo), and the MedAssist Direct Company. Based on the evaluation, the County Board of Commissioners recommended that the Ottawa County Health Department promote the services offered by MedAssist Direct and expand the current County prescription drug discount program so that children and individuals with prescription insurance are eligible for discounts on prescriptions not covered by their insurance.

Accomplishment Two: Strategic Planning
Over the past several months, the Department has assisted other Ottawa County Departments in developing criteria for Outcome-Based Performance Budgeting. In the future, the Department will become more involved in the process of developing goals and evaluating other departments’ performance.
GOAL THREE: Provide data that can be used by departments, agencies, local officials, and citizens to benchmark and assess quality-of-life issues in Ottawa County.

Accomplishment One: Data Book
The Planning and Grants Department continues its effort to publish an extensive Data Book that will provide a variety of statistics, facts, and community indicators regarding Ottawa County’s quality-of-life. The Data Book will be comprised of a series of topical data books that will include Environment, Infrastructure, Economic, Public Safety, Commercial/Residential Development, and Miscellaneous (i.e. education, agriculture, recreation, politics, taxation, and organizations). Data for comparable counties and the State of Michigan are included in the Data Books to provide an opportunity to conduct benchmark comparisons. The Health and Demographics Sections have been completed. In 2005-2006, progress was made on the Environmental Section of the Data Book. However, the Environmental Data Book was not finished due to a large workload in other areas. Each completed data book is available for download in a portable document format (.pdf) on the Planning and Grants Department website.

GOAL FOUR: Maximize grantmanship efforts to ensure that grant funding is utilized whenever possible and to ensure that grant applications are processed consistently with the County’s Administrative Rule for Grants.

Accomplishment One: Grant & Allocation Administration
The administration and oversight of grant-making efforts and allocated funds from State and Federal agencies is performed by the Ottawa County Planning and Grants Department. The Department’s grantmanship activities included administering, procuring, and/or processing nearly $4.3 million in grant funding for the County in 2005/2006. The Department also administered and processed more than $3.1 million in direct funding allocations from State and Federal agencies (See Attachment F1).

The Department is continuing to work with the Information Technology Department to develop a grants management database that will be viewable from The Front Page in Lotus Notes. This database is being designed to include grant contact information, award amounts, project descriptions, project timelines, project reporting dates, and other pertinent grant information for all grants received and/or processed by the County. Users of the database will be able to review, search, sort, and print a summary of all grants or scroll through individual grants to review and print specific details.
GOAL FIVE: Provide other departments and agencies with assistance in the areas of basic research, applied research, legislative analysis, technical report compilation, and program support.

The Planning and Grants Department provided research, as well as administrative, planning, and statistical assistance to the County and local units of government in several areas. These include research, legislative analysis, data collection and dissemination, analysis of policies and legislation, program administration, drafting resolutions, writing technical reports, preparing documents, writing correspondence, and attending outside agency meetings.

Accomplishment One: Assist Robinson Township to Administer the FEMA PDM Grant
The Planning and Grants Department completed and submitted a several hundred page Pre-Disaster Mitigation (PDM) Grant to the Federal Emergency Management Agency (FEMA) to apply for nearly $7 million in funding for the acquisition of flood prone properties in Robinson Township along the Grand River. Sixty parcels in the VanLopik and Limberlost neighborhoods that have been flooded twelve times in the last ten years were included in the grant. Robinson Township was awarded the grant in December of 2005, and the Department has continued to assist the Township with the administration of the Grant.

The Acquisition Phase of the PDM Grant Program is currently underway. The Acquisition Phase consists of presenting formal offers to residents based on the fair market value of their home and property. Below is a summary of the current participation¹:

<table>
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<th>Status</th>
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<tbody>
<tr>
<td>Agree to Participate</td>
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</tr>
<tr>
<td>Uncertain of Participation</td>
<td>25</td>
</tr>
<tr>
<td>Not Intending to Participate</td>
<td>20</td>
</tr>
<tr>
<td>Acquired by M-DOT</td>
<td>4</td>
</tr>
<tr>
<td>TOTAL:</td>
<td>60</td>
</tr>
</tbody>
</table>

¹Grant participation is subject to change. Eligible property owners have until August 31, 2008 to participate in the program.

Once a property has been acquired through the FEMA PDM Program, all structures on the property will be demolished and the property will be returned to its natural state. Robinson Township will retain ownership of the properties acquired through the program.
Accomplishment Two: Administration of the Land Survey Remonumentation Program

The Department provides administrative oversight for the Survey and Remonumentation Grant Program, the Remonumentation Committee (See Attachment G-1), and the Remonumentation Peer Group (Attachment G-2). As of December 2005, the Remonumentation Program Peer Group members had finished the Remonumentation of all Public Land Survey (PLS) corners in Ottawa County. Additionally, the Planning and Grants Department completed the purchase and installation of four stationary Global Positioning System (GPS) receiver antennas, also known as Continuously Operating Reference System (CORS) stations. Surveyors, engineers, scientists and others benefit greatly from the ability to use the CORS stations. The stations significantly enhance the accuracy levels of professional GPS instruments used in the County by providing a reference point in an established location.

In the fall of 2005, the Department arranged a field demonstration for Planning Commissioners and members of the Remonumentation Committee. During the demonstration, participants observed the methods surveyors use to locate a PLS corner marker and remonument the corner.

With the conclusion of the Remonumentation phase, the Setting of Coordinates phase will begin. In this phase, GPS coordinates for all PLS corners in the County will be determined. The County Administrator, Planning Department, and County Lobbyists continue to work with legislators and state officials to replace outdated standards for setting GPS coordinates on corners. Because the new standards would significantly reduce the amount of time needed to establish GPS coordinates, surveyors would spend less time in streets and roads, thereby improving their safety. The reduced time would result in cost savings for the County and the State. For these reasons, the Setting of Coordinates Phase has been suspended until modern standards are implemented.

A map of the completed corners is provided in Attachment G-3.

Accomplishment Three: Provide Assistance to Outside Agencies

The Department also provides administrative oversight and/or support for the following contracts and programs:

- Ottawa County Economic Development Office (OCEDO) (See Attachment H)
- West Michigan Regional Planning Commission (WMRPC - Region 8)
- Georgetown Seniors
- Pioneer Resources

Accomplishment Four: Major Initiatives Compilation

The Planning and Grants Department compiled the summaries of major initiatives that were initiated and/or completed by the County Board of Commissioners in 2005 to enhance County residents’ quality of life and increase the effectiveness of County government. The summaries were used in the Letter of Transmittal for the Comprehensive Annual Financial Report for the Fiscal Year ending on December 31, 2005.
Accomplishment Five: Coordination of Forums with State Representatives and Officials
The Department coordinated two Legislative Forums in 2005/2006. These events provided County elected officials and department directors an opportunity to meet with Ottawa County legislators and the County’s lobbyists to discuss current issues and legislative matters.

Additionally, the Department coordinated a presentation by Michigan Department of Transportation (MDOT) Director Gloria Jeff. This event provided County and local officials the opportunity to meet with Director Jeff and other MDOT representatives to discuss County transportation issues and future MDOT projects affecting Ottawa County.

Director Jeff answers questions from Ottawa County attendees.
CLOSING

It is well known that Ottawa County is the most diverse county in the State of Michigan. It is the largest and most varied agricultural producer in the state. It enjoys one of the best economic growth rates in the state which has resulted in one of the lowest unemployment rates. It also has attained the lowest county millage rate in the state. Further, Ottawa County has a beautiful array of natural features including the Lake Michigan shoreline and the Grand River.

As a result of all these attributes, Ottawa County is the fastest growing of Michigan counties with a population greater than 200,000. Unlike most counties which contend with growth issues from a single urban center, Ottawa County contends with the growth issues of three metropolitan centers (Grand Rapids, Holland/Zeeland, and Muskegon/Tri Cities) as well as one significant, urbanizing center (Allendale).

The Planning and Grants Department has spent a substantial amount of time developing and implementing programs and projects designed to manage and plan for this growth, as well as developing evaluation criteria to evaluate programs that impact the quality-of-life for Ottawa County citizens. As evidenced by our recent projects, the Department has also made a concerted effort to develop collaborative partnerships to enhance our planning initiatives.

The Department’s staff members have been diligent and persevering. In closing, it is fitting to recognize the contributions that have been made by the Planning and Grants staff toward achieving our goals and objectives. As in the past, the staff has juggled many projects and maintained a disciplined regiment to complete the workload. The success of these projects is largely the result of their talent and hard work.

<table>
<thead>
<tr>
<th>Name/Address</th>
<th>Representing</th>
<th>Term</th>
<th>Expires</th>
</tr>
</thead>
<tbody>
<tr>
<td>Betty Gajewski, Chair (Rick) 0-1988 Luce SW Grand Rapids, MI 49544 331-3994 (W) 677-1643 (H) <a href="mailto:betty@gajewski.us">betty@gajewski.us</a></td>
<td>Environmental</td>
<td>3 Years</td>
<td>1/1/08</td>
</tr>
<tr>
<td>Robert Rinck (Lillian) 13575 - 42nd Avenue Marne, MI 49435 677-3422 (H) 677-3407 (F) <a href="mailto:rrinck@co.ottawa.mi.us">rrinck@co.ottawa.mi.us</a></td>
<td>Commissioner</td>
<td>3 Years</td>
<td>1/1/08</td>
</tr>
<tr>
<td>Jim Miedema 2984 16th Avenue Hudsonville, MI 49426 896-8562 (H) 896-8376 (W) 896-7271 (F) <a href="mailto:jmiedema@twp.jamestown.mi.us">jmiedema@twp.jamestown.mi.us</a></td>
<td>Financial/Sociological Academic</td>
<td>3 Years</td>
<td>1/1/08</td>
</tr>
<tr>
<td>Jeffrey P. Wincel 14563 Woodpine Drive Holland, MI 49424 399-9585 (H) 393-4911 (W) <a href="mailto:Jeff_Wincel@LSCConsultingGroup.com">Jeff_Wincel@LSCConsultingGroup.com</a></td>
<td>Business/Industrial/Tourism</td>
<td>3 Years</td>
<td>1/1/09</td>
</tr>
<tr>
<td>Cornelius VanderKam (Lois) 4557 Hidden Ridge Drive Hudsonville, MI 49426 669-2642 (H) 662-4994 (F) <a href="mailto:cvander3@co.ottawa.mi.us">cvander3@co.ottawa.mi.us</a></td>
<td>Commissioner</td>
<td>3 Years</td>
<td>1/1/06</td>
</tr>
<tr>
<td>Bill Miller, Vice-Chair 17829 - 40th Avenue Conklin, MI 49403 899-2678 (H&amp;O) 899-2104 (F) 262-5168 (Cell) <a href="mailto:rafd53@aol.com">rafd53@aol.com</a></td>
<td>Agriculture</td>
<td>3 Years</td>
<td>1/1/07</td>
</tr>
<tr>
<td>Gary Scholten 1425 Steaders Pass Zeeland, MI 49464 772-9561 (H) 846-8237 (W) 846-8131 (F) <a href="mailto:gscholt@co.ottawa.mi.us">gscholt@co.ottawa.mi.us</a></td>
<td>Public School Board or Administrative Employee of a School District</td>
<td>3 Years</td>
<td>1/1/08</td>
</tr>
</tbody>
</table>
SUMMARY OF DUTIES

Primary duty is to create, revise, and maintain an Ottawa County development plan to promote, plan and coordinate the County's economic, social and physical growth, and environmental impact.

Make studies, investigations, and surveys relative to economic, social and physical development and their environmental impact on the County.

Formulate plans and make recommendations for the most effective economic, social and physical development of the County and its environmental impact on the County.

Cooperate with all departments of State and Federal governments and public agencies concerned with programs directed toward the economic, social and physical development of the County, and environmental impact on the County and seek maximum coordination of County programs with these agencies.

Perform any and all functions necessary or desirable to secure the financial aid or cooperation of the federal government in carrying out the functions of the planning commission.

Consult with representatives of adjacent counties with respect to their planning so that conflicts in overall county plans may be avoided.

Review proposed land transactions by County board, department or agency for consistency with the County Development Plan and report to and advise the County Board of Commissioners regarding the proposal.

Consult and advise public officials and public agencies, private organizations and agencies and citizens within the County to develop adequate support and understanding of the objectives of the County Plan.

Serve as the coordinating agency for all planning committees and commissions within the County.

Serve as the metropolitan county planning commission with the following specific duties: Preparation of general physical plans with respect to pattern and intensity of land use, the provision of public facilities and environmental impact together with long-range physical plans for such development.

Programming of capital improvements based on relative urgency together with definitive financial plans.

Coordination of all related plans and the departments of subdivisions of the government concerned.

Intergovernmental coordination of all related activities among the state and local governmental agencies concerned.
Communities:
Cities: Ferrysburg, Grand Haven
Townships: Grand Haven, Port Sheldon, Spring Lake, Olive, Blendon
Villages: Spring Lake

Communities:
Cities: Coopersville
Townships: Allendale, Chester, Crockery, Polkton, Robinson, Tallmadge, Wright

Communities:
Cities: Holland, Zeeland, Hudsonville
Townships: Holland, Park, Zeeland, Jamestown, Georgetown

Chris Clement
Planner
(616) 738-4689
clement@co.ottawa.mi.us

Communities:
Cities: Coopersville
Townships: Allendale, Chester, Crockery, Polkton, Robinson, Tallmadge, Wright

Steve Gracheck
Planner
(616) 738-4615
sgracheck@co.ottawa.mi.us

Communities:
Cities: Ferrysburg, Grand Haven
Townships: Grand Haven, Port Sheldon, Spring Lake, Olive, Blendon
Villages: Spring Lake

Meghann Rauscher
Transportation Planner
(616) 738-4893
mrauscher@co.ottawa.mi.us

Communities:
Cities: Holland, Zeeland, Hudsonville
Townships: Holland, Park, Zeeland, Jamestown, Georgetown

Ottawa County Planning and Grants Department
12220 Fillmore Street, Room 170
West Olive, Michigan 49460
Phone: (616) 738-4852 Fax: (616) 738-4625
Email: plan@co.ottawa.mi.us

Single Point of Contact Areas for the Ottawa County Planning Department
Specialized Services Ridership 1996-2007

**TABLE 1**

<table>
<thead>
<tr>
<th></th>
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<td>11,083</td>
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<td>11,500</td>
<td>14,620</td>
<td>14,965</td>
<td>14,193</td>
<td>15,488</td>
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<td>16,000</td>
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<td>Average Cost/Ride</td>
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**TABLE 2**

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<td>Rides</td>
<td>22,100</td>
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<td>Average Cost/Ride</td>
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* The State of Michigan no longer requires reporting the financials that would include Average Cost/Ride.

** In fiscal year 2006, Pioneer Resources became a sub-recipient of the Specialized Services Grant.
## Grantsmanship Efforts

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<tr>
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<td>Preparation</td>
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<td>12</td>
<td>10</td>
<td>13</td>
<td>8</td>
<td>8</td>
<td>11</td>
<td>15</td>
<td>20</td>
<td>44</td>
<td>70</td>
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<td>Grant Award</td>
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<td>$794,662</td>
<td>$958,498</td>
<td>$872,014</td>
<td>$1,139,402</td>
<td>$1,152,752</td>
<td>$1,250,000</td>
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<td>$4,500,000</td>
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<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
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<td>N/A</td>
<td>$1,880,923</td>
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### Grant Research and Preparation Efforts

- **Research**
- **Preparation**

### Awards in Dollars

- **Grant Award**
- **Allocations**

**Fiscal Year**

**Number of Grant Programs**

**Dollars**
# OTTAWA COUNTY REMONUMENTATION COMMITTEE (2005)

<table>
<thead>
<tr>
<th>Representing County Commissioners</th>
<th>Expires</th>
<th>Representing Realtors</th>
<th>Expires</th>
</tr>
</thead>
<tbody>
<tr>
<td>Commissioner Robert Rinck</td>
<td>1/08</td>
<td>R. Dale Sall</td>
<td>1/08</td>
</tr>
<tr>
<td>13575 - 42nd Avenue</td>
<td></td>
<td>2339 Bridlewood Drive</td>
<td></td>
</tr>
<tr>
<td>Marne, MI 49435</td>
<td></td>
<td>Hudsonville, MI 49426</td>
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<table>
<thead>
<tr>
<th>Register of Deeds</th>
<th>Representing Road Commission</th>
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</thead>
<tbody>
<tr>
<td>Gary Scholten</td>
<td>Tom Palarz, Engineer</td>
</tr>
<tr>
<td>414 Washington Street</td>
<td>PO Box 739</td>
</tr>
<tr>
<td>Grand Haven, MI 49417</td>
<td>Grand Haven, 49417</td>
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</table>

<table>
<thead>
<tr>
<th>Representing Supervisors/Assessors</th>
<th>Representing Surveyors</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dale Vredevel, Supervisor</td>
<td>Randall Feenstra</td>
</tr>
<tr>
<td>Blendon Township</td>
<td>0-1210 Eighth Avenue,</td>
</tr>
<tr>
<td>5070 Port Sheldon Road</td>
<td>Grand Rapids, MI 49544</td>
</tr>
<tr>
<td>Hudsonville, MI 49426</td>
<td></td>
</tr>
<tr>
<td>Ryan Cotton, Manager</td>
<td>Donald Schiele</td>
</tr>
<tr>
<td>Spring Lake Village</td>
<td>15307 State Road</td>
</tr>
<tr>
<td>102 W. Savidge Street</td>
<td>Spring Lake, MI 49456</td>
</tr>
<tr>
<td>Spring Lake, MI 4945</td>
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</tr>
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</table>

<table>
<thead>
<tr>
<th>Representing Real Estate Attorneys</th>
<th>County Representative</th>
</tr>
</thead>
<tbody>
<tr>
<td>Randall S. Schipper</td>
<td>Greg Vaughn</td>
</tr>
<tr>
<td>321 Settlers Road</td>
<td>3891 Brookfield Drive</td>
</tr>
<tr>
<td>Holland, MI 49423</td>
<td>Hudsonville, MI 49426</td>
</tr>
</tbody>
</table>
Ottawa County Peer Group Members (2005)

**Exxel Engineering**  
Attn: Rod Unema  
5252 Clyde Park, SW  
Grand Rapids, MI 49509  
P- (616) 531-3660  
F- (616) 531-2121

**Nederveld Associates**  
Attn: Matt Nederveld  
P.O. Box 10  
Hudsonville, MI 49426  
P- (616) 669-5190  
F- (616) 669-6699

**Feenstra & Associates**  
Attn: Randy Feenstra  
7482 Main Street  
Jenison, MI 49428  
P- (616) 457-7050  
F- (616) 457-8680

**Donald Schiele, P.S.**  
16471 136th Avenue  
Nunica, MI 49448  
P- (616) 846-2549  
F- (616) 846-2549

**Focus Engineering & Surveying**  
Attn: Doug Koning  
P.O. Box 178  
Hudsonville, MI 49426  
P- (616) 379-9000  
F- (616) 379-9001

**Tru-Line Surveying**  
Attn: Maurice Rosema  
P.O. Box 708  
Jenison, MI 49429  
P- (616) 457-1711/457-1822  
F- (616) 457-8740

**Holland Engineering**  
Attn: Steve Lampen  
418 E. 8th Street  
Holland, MI 49423  
P- (616) 392-5938  
F- (616) 392-2116

**Latitude Engineering & Surveying**  
Attn: Doug Lansky  
9 E. Main Street  
Zeeland, MI 49464  
P- (616) 748-9551  
F- (616) 748-9557

**Milanowski & Englert Surveying**  
Attn: Pete Englert  
927 Beechtree St., STE 3  
Grand Haven, MI 49417  
P- (616) 847-4070  
F- (616) 847-6626

**Ottawa County Surveyor**  
Greg Vaughn  
P.O. Box 10  
Hudsonville, MI 49426  
P- (616) 669-5190  
F- (616) 669-6699
Attachment G3
2006 Index Map for Ottawa County Remonumentation

Legend

<table>
<thead>
<tr>
<th></th>
<th>1993</th>
<th>1998</th>
<th>2003</th>
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</tr>
<tr>
<td>1</td>
<td>1997</td>
<td>2002</td>
<td></td>
</tr>
</tbody>
</table>
DATE: January 11, 2006

TO: OCEDO Board of Directors
    Ottawa County Board of Commissioners
    Financial Contributors

FROM: Kenneth J. Rizzo, Executive Director

RE: OCEDO's Activity Report for the 2nd half of 2005 (July 1st to December 31st)

Here is a summary of the major work activities undertaken by OCEDO during the 2nd half of last year. Please feel free to make copies for your Board/Council members. If you have any questions or want additional information on any of these items, please call me at 892-4120 or e-mail to: krizzio@altetco.net

I. Industrial Retention, Expansion & Attraction Activities:

Conducted 21 retention visits to manufacturers in Ottawa County mostly with Sharon Tiemann, Account Manager with the Michigan Economic Development Corporation. The firms were located in the following communities: the cities of Coopersville, Hudsonville & Zeeland; and the townships of Allendale, Georgetown, Holland, Jamestown, Olive, Spring Lake, Tallmadge & Wright.

Participated (along with City Manager Steve Patrick of Coopersville) in an MEDC meeting with Steve Miller, Chairman/CEO of Delphi Corporation at the World Headquarters in Troy.

Continued to administer (prepare progress reports, payment requests, and responses for monitoring reviews) the following CDBG grant funded projects:

- Ottawa County Riley Street Reconstruction
- Request Foods, Great Lake Woods & Sordal
- Expansions Project
-2-

- Jamestown Township Water Tank/ESPEC Expansion Project
- Holland Township/Lakeshore Vision & Robotics Expansion (Loan) Project
- Holland Township Wastewater & Road Improvements/Boar's Head Provisions Expansion Project
- Holland Township Drain/Agritek Industries Expansion Project
- City of Zeeland Infrastructure/Gentex Expansion CDBG Project

Prepared a $388,950 MDOT EDF- Category A grant application for the Holland Township/Boar’s Head Provisions Expansion project. The grant will fund needed road & drainage improvements to Roost Avenue and Lakewood Blvd. to support a $19 million expansion by Boar’s Head. As a result of this project, at least 115 new jobs will be created over the next 24 months.

Prepared an application for the designation of a 6.4 acre site of Leprino Foods’ plant expansion in Allendale Township as an Agricultural Processing Renaissance Zone to support the proposed $85 million investment, which will create 53 new jobs over the next 24 months. This APRZ with a 10-year term was approved by the State Administrative Board on November 1st.

Prepared a $287,670 MDOT Rail Freight Loan/Grant application for the City of Zeeland to construct a rail spur to serve a proposed new 50,000 sq ft manufacturing plant of Plascore, Inc. Also prepared a $374,244 CDBG grant application for constructing the utilities (water main and sanitary sewer line) to serve this new $2.8 million facility. This expansion project will create at least 50 new jobs over the next two years.

Worked with several leads & prospects interested in locating operations within Ottawa County.

Prepared (or reviewed/edited*) P.A. 198 industrial facilities tax abatement applications for the following manufacturers:

<table>
<thead>
<tr>
<th>Manufacturers</th>
<th>Communities</th>
<th>Investments</th>
<th>Existing</th>
<th>New</th>
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</thead>
<tbody>
<tr>
<td>Acrofab</td>
<td>Zeeland</td>
<td>$93,014</td>
<td>63</td>
<td>4</td>
</tr>
<tr>
<td>Agritek Industries</td>
<td>Holland Twp</td>
<td>3,761,793</td>
<td>45</td>
<td>10</td>
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<tr>
<td>Primera Plastics*</td>
<td>Zeeland Twp</td>
<td>212,184</td>
<td>130</td>
<td>6</td>
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<tr>
<td>Progressive Systems</td>
<td>Zeeland Twp</td>
<td>605,950</td>
<td>21</td>
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<tr>
<td>Manufacturers</td>
<td>Communities</td>
<td>Investments</td>
<td>Existing</td>
<td>New</td>
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<td>------------------------</td>
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<td>Stone Plastics*</td>
<td>Zeeland Twp</td>
<td>1,000,000</td>
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<tr>
<td>Versatile Wood Solutions</td>
<td>Crockery Twp</td>
<td>325,000</td>
<td>30</td>
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<td>TOTALS</td>
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<td>$5,997,941</td>
<td>409</td>
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</table>

Assisted the following four firms seek designation as Tool & Die Recovery Renaissance Zones: Aggressive Tool & Die in Polkton Township; Borgia Die & Engineering and Competition Engineering in Wright Township; and Imperial Laser Cutting in Tallmadge Township.

II. Small Business Counseling Activities:

Worked with 16 long-term clients and provided a collective total of 90 hours of counseling. Also, assisted 58 short-term clients who were mostly seeking business start-up financing.

Attended various meetings of the Michigan Small Business & Technology Development Center (MI-SBTDC).

III. Other Activities:

Participated in the “Economic Day” presentation at Gentex Corporation as part of the Holland Chamber Leadership Program.

Assisted Allendale Charter Township apply (to the MDNR) for a DTE Energy Foundation Tree Planting Grant.

Attended a Consumers Energy’s program in Jackson with Jack Shultz addressing Small Town and Rural Economic Development.

Continued participation in meetings of the Hudsonville Economic Development Committee, Hudsonville Chamber of Commerce-Board of Directors, Ottawa County Wireless Project Committee, Ottawa County Economic Development Corporation (at the MEDC’s Annual Corporate Meeting) and Zeeland Brownfield Redevelopment Authority.

Participated in the Credit Presentations to Standard & Poor’s, Moody’s Investor Service and Fitch Ratings in Chicago by Ottawa County and A.G. Edwards for bonding the new $ 18 million District Court Complex in the City of Holland.

Consulted with Randy Thalen at Lakeshore Advantage on various projects and matters.