

## Round 3: Application Form

# Local Government Innovation Fund

Step One: Fill out this Application Form in its entirety.

Step Two: Fill out the online submission form and submit your application materials. All supplemental application materials should be combined into one file for submission.

### LGIF: Applicant Profile

<b>Lead Applicant</b>	
<b>Project Name</b>	
<b>Type of Request</b>	
<b>Funding Request</b>	
<b>JobsOhio Region</b>	
<b>Number of Collaborative Partners</b>	

#### Office of Redevelopment

Website: <http://development.ohio.gov/Urban/LGIF.htm>

Email: [LGIF@development.ohio.gov](mailto:LGIF@development.ohio.gov)

Phone: 614 | 995 2292

Lead Applicant		<b>Round 3</b>	
Project Name		Type of Request	

Lead Applicant				
<b>Mailing Address:</b>	Address Line 1			
	Address Line 2			
	City	State	Zip Code	
City, Township or Village			Population (2010)	
County			Population (2010)	
Did the lead applicant provide a resolution of support?		Yes (Attached)	No (In Process)	

Project Contact				
Complete the section below with information for the individual to be contacted on matters involving this application.				
	Project Contact		Title	
<b>Mailing Address:</b>	Address Line 1			
	Address Line 2			
	City	State	Zip Code	
Email Address			Phone Number	

Fiscal Officer				
Complete the section below with information for the entity and individual serving as the fiscal agent for the project.				
	Fiscal Officer		Title	
<b>Mailing Address:</b>	Address Line 1			
	Address Line 2			
	City	State	Zip Code	
Email Address			Phone Number	
Is your organization registered in OAKS as a vendor?		Yes	No	

Section 1  
Contacts

Lead Applicant		<b>Round 3</b>	
Project Name		Type of	

<b>Single Applicant</b>		
Is your organization applying as a single entity?	Yes	No
Participating Entity: (1 point) for single applicants		

<b>Collaborative Partners</b>		
Does the proposal involve other entities acting as collaborative partners?	Yes	No
<p>Applicants applying with a collaborative partner are required to show proof of the partnership with a partnership agreement signed by each partner and resolutions of support from the governing entities. If the collaborative partner does not have a governing entity, a letter of support from the partnering organization is sufficient. Include these documents in the supporting documents section of the application.</p> <p>In the section below, applicants are required to identify population information and the nature of the partnership.</p> <p>Each collaborative partner should also be clearly and separately identified on pages 4-5.</p>		
Number of Collaborative Partners who signed the partnership agreement, and provided resolutions of support.		
Participating Entity: (5 points) allocated to projects with collaborative partners.		

<b>Population</b>		
The applicant is required to provide information from the 2010 U.S. Census information, available at: <a href="http://factfinder2.census.gov/">http://factfinder2.census.gov/</a>		
Does the applicant (or collaborative partner) represent a city, township or village with a population of less than 20,000 residents?	Yes	No
	List Entity	
	Municipality/Township	Population
Does the applicant (or collaborative partner) represent a county with a population of less than 235,000 residents?	Yes	No
	List Entity	
	County	Population
Population: (3-5 points) determined by the smallest population listed in the application. Applications from (or collaborating with) small communities are preferred.		

Section 2 Collaborative Partners

Lead Applicant		<b>Round 3</b>	
Project Name		Type of Request	

**Nature of Partnership (2000 character limit)**

**As agreed upon in the partnership agreement, please identify the nature of the partnership, and explain how the main applicant and the partners will work together on the proposed project.**

Section 2  
Collaborative Partners

**List of Partners**

**The applicant applying with collaborative partners (defined in §1.03 of the LGIF Policies) must include the following information for each applicant:**

- **Name of collaborative partners**
- **Contact Information**
- **Population data (derived from the 2010 U.S. Census)**

**If the project involves more than 12 collaborative partners, additional forms are available on the LGIF website.**

Lead Applicant		<b>Round 3</b>		
Project Name		Type of Request		

<b>Collaborative Partners</b>								
Number 1								
Address Line 1					<b>Population</b>			
Address Line 2					Municipality /Township		Population	
City		State		Zip Code		County		Population
Email Address					Phone Number			
Resolution of Support	<input type="checkbox"/> Yes <input type="checkbox"/> No				Signed Agreement	<input type="checkbox"/> Yes <input type="checkbox"/> No		

<b>Collaborative Partners</b>								
Number 2								
Address Line 1					<b>Population</b>			
Address Line 2					Municipality /Township		Population	
City		State		Zip Code		County		Population
Email Address					Phone Number			
Resolution of Support	<input type="checkbox"/> Yes <input type="checkbox"/> No				Signed Agreement	<input type="checkbox"/> Yes <input type="checkbox"/> No		

<b>Collaborative Partners</b>								
Number 3								
Address Line 1					<b>Population</b>			
Address Line 2					Municipality /Township		Population	
City		State		Zip Code		County		Population
Email Address					Phone Number			
Resolution of Support	<input type="checkbox"/> Yes <input type="checkbox"/> No				Signed Agreement	<input type="checkbox"/> Yes <input type="checkbox"/> No		

<b>Collaborative Partners</b>								
Number 4								
Address Line 1					<b>Population</b>			
Address Line 2					Municipality /Township		Population	
City		State		Zip Code		County		Population
Email Address					Phone Number			
Resolution of Support	<input type="checkbox"/> Yes <input type="checkbox"/> No				Signed Agreement	<input type="checkbox"/> Yes <input type="checkbox"/> No		

Section 2 Collaborative Partners

Lead Applicant		<b>Round 3</b>		
Project Name		Type of Request		

<b>Collaborative Partners</b>					
Number 5					
Address Line 1		<b>Population</b>			
Address Line 2		Municipality /Township		Population	
City	State	Zip Code	County	Population	
Email Address		Phone Number			
Resolution of Support		Signed Agreement		<input type="checkbox"/> Yes <input type="checkbox"/> No	
				<input type="checkbox"/> Yes <input type="checkbox"/> No	

<b>Collaborative Partners</b>					
Number 6					
Address Line 1		<b>Population</b>			
Address Line 2		Municipality /Township		Population	
City	State	Zip Code	County	Population	
Email Address		Phone Number			
Resolution of Support		Signed Agreement		<input type="checkbox"/> Yes <input type="checkbox"/> No	
				<input type="checkbox"/> Yes <input type="checkbox"/> No	

<b>Collaborative Partners</b>					
Number 7					
Address Line 1		<b>Population</b>			
Address Line 2		Municipality /Township		Population	
City	State	Zip Code	County	Population	
Email Address		Phone Number			
Resolution of Support		Signed Agreement		<input type="checkbox"/> Yes <input type="checkbox"/> No	
				<input type="checkbox"/> Yes <input type="checkbox"/> No	

<b>Collaborative Partners</b>					
Number 8					
Address Line 1		<b>Population</b>			
Address Line 2		Municipality /Township		Population	
City	State	Zip Code	County	Population	
Email Address		Phone Number			
Resolution of Support		Signed Agreement		<input type="checkbox"/> Yes <input type="checkbox"/> No	
				<input type="checkbox"/> Yes <input type="checkbox"/> No	

Section 2 Collaborative Partners

Lead Applicant		<b>Round 3</b>		
Project Name		Type of Request		

<b>Collaborative Partners</b>					
Number 9					
Address Line 1		<b>Population</b>			
Address Line 2		Municipality /Township		Population	
City	State	Zip Code	County	Population	
Email Address		Phone Number			
Resolution of Support		Signed Agreement		<input type="checkbox"/> Yes <input type="checkbox"/> No	

<b>Collaborative Partners</b>					
Number 10					
Address Line 1		<b>Population</b>			
Address Line 2		Municipality /Township		Population	
City	State	Zip Code	County	Population	
Email Address		Phone Number			
Resolution of Support		Signed Agreement		<input type="checkbox"/> Yes <input type="checkbox"/> No	

<b>Collaborative Partners</b>					
Number 11					
Address Line 1		<b>Population</b>			
Address Line 2		Municipality /Township		Population	
City	State	Zip Code	County	Population	
Email Address		Phone Number			
Resolution of Support		Signed Agreement		<input type="checkbox"/> Yes <input type="checkbox"/> No	

<b>Collaborative Partners</b>					
Number 12					
Address Line 1		<b>Population</b>			
Address Line 2		Municipality /Township		Population	
City	State	Zip Code	County	Population	
Email Address		Phone Number			
Resolution of Support		Signed Agreement		<input type="checkbox"/> Yes <input type="checkbox"/> No	

Section 2 Collaborative Partners

Lead Applicant		Round 3	
Project Name		Type of Request	

<b>Identification of the Type of Award</b>	
<b>Targeted Approach</b>	

**Project Description (4000 character limit)**

Please provide a general description of the project. The information provided will be used for council briefings, program, and marketing materials.

Section 3  
Project Information

Lead Applicant		<b>Round 3</b>	
Project Name		Type of Request	

<b>Past Success</b>	Yes	No
<b>Past Success (5 points)</b>		
Provide a summary of past efforts to implement a project to improve efficiency, implement shared services, coproduction, or a merger. (1000 character limit)		

<b>Scalable/Replicable Proposal</b>	Scalable	Replicable	Both
<b>Scalable/Replicable (10 points)</b>			
Provide a summary of how the applicant's proposal can be replicated by other local governments or scaled for the inclusion of other local governments. (1000 character limit)			

Section 3  
Project Information

<b>Probability of Success</b>	Yes	No
<b>Probability of Success (5 points)</b>		
Provide a summary of the likelihood of the grant study recommendations being implemented. Applicants requesting a loan should provide a summary of the probability of savings from the loan request. (1000 character limit)		

Lead Applicant		<b>Round 3</b>	
Project Name		Type of Request	

<b>Performance Audit Implementation/Cost Benchmarking</b>	Yes	No
<b>Performance Audit/Benchmarking (5 points)</b>		
If the project is the result of recommendations from a performance audit provided by the Auditor of State under Chapter 117 of the Ohio Revised Code or a cost benchmarking study, please attach a copy with the supporting documents. In the section below, provide a summary of the performance audit or cost benchmarking study. (1000 character limit)		

<b>Economic Impact</b>	Yes	No
<b>Economic Impact (5 points)</b>		
Provide a summary of how the proposal will promote a business environment (through a private business relationship) and/or provide for community attraction. (1000 character limit)		

Section 3  
Project Information

<b>Response to Economic Demand</b>	Yes	No
<b>Response to Economic Demand (5 points)</b>		
Provide a summary of how the project responds to substantial changes in economic demand for local or regional government services. The narrative should include a description of the current service level. (1000 character limit)		

# Budget Information

## General Instructions

- Both the Project Budget and Program Budgets are required to be filled out in this form.
- Consolidate budget information to fit in the form. Additional budget detail may be provided in the budget narrative or in an attachment in Section 5: Supplemental Information.

### Project Budget:

- The Project Budget justification must be explained in the Project Budget Narrative section of the application. This section is also used to explain the reasoning behind any items on the budget that are not self explanatory, and provide additional detail about project expenses.
- The Project Budget should be for the period that covers the entire project. The look-back period for in-kind contributions is two (2) years. These contributions are considered a part of the total project costs.
- For the Project Budget, indicate which entity and revenue source will be used to fund each expense. This information will be used to help determine eligible project expenses.
- Please provide documentation of all in-kind match contributions in the supporting documents section. For future in-kind match contributions, supporting documentation will be provided at a later date.

### Program Budget:

- Six (6) years of Program Budgets should be provided. The standard submission should include three years previous budgets (actual), and three years of projections including implementation of the proposed project. A second set of three years of projections (one set including implementation of this program, and one set where no shared services occurred) may be provided in lieu of three years previous if this does not apply to the proposed project.
- Please use the Program Budget Narrative section to explain any unusual activities or expenses, and to defend the budget projections. If the budget requires the combining of costs on the budget template, please explain this in the narrative.

### Return on Investment:

- A Return on Investment calculation is required, and should reference cost savings, cost avoidance and/or increased revenues indicated in the budget projection sections of the application. Use the space designated for narrative to justify this calculation, using references when appropriate.

### For Loan Applications only:

- Using the space provided, outline a loan repayment structure.
- Attach three years prior financial documents related to the financial health of the lead applicant (balance sheet, income statement, and a statement of cash flows).

<b>Lead Applicant</b>		<b>Round 3</b>	
<b>Project Name</b>		<b>Type of Request</b>	

## Project Budget

### Sources of Funds

LGIF Request:

Cash Match (List Sources Below):

Source:	<input style="width: 100%;" type="text"/>

In-Kind Match (List Sources Below):

Source:	<input style="width: 100%;" type="text"/>
Source:	<input style="width: 100%;" type="text"/>
Source:	<input style="width: 100%;" type="text"/>

Total Match:   
Total Sources:

### Uses of Funds

	<u>Amount</u>	<u>Revenue Source</u>
Consultant Fees:	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
Legal Fees:	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
Other: _____	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
Other: _____	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
Other: _____	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
Other: _____	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
Other: _____	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
Other: _____	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
Other: _____	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>

Total Uses:   
Local Match Percentage:

\* Please note that this match percentage will be included in your grant/loan agreement and cannot be changed after awards are made.

Local Match Percentage = (Match Amount/Project Cost) \* 100 (10% match required)  
10-39.99% (1 point)      40-69.99% (3 points)      70% or greater (5 points)

**Project Budget Narrative: Use this space to justify expenses (1200 character max).**

Section 4  
Financial Information

Lead Applicant		Round 3	
Project Name		Type of Request	

## Program Budget

Actual ___ Projected ___	FY _____	FY _____	FY _____
Expenses	Amount	Amount	Amount
Salary and Benefits			
Contract Services			
Occupancy (rent, utilities, maintenance)			
Training and Professional Development			
Insurance			
Travel			
Capital and Equipment Expenses			
Supplies, Printing, Copying, and Postage			
Evaluation			
Marketing			
Conferences, meetings, etc.			
Administration			
*Other - _____			
*Other - _____			
*Other - _____			
<b>TOTAL EXPENSES</b>			
Revenues	Revenues	Revenues	Revenues
Contributions, Gifts, Grants, and Earned Revenue			
Local Government: _____			
Local Government: _____			
Local Government: _____			
State Government			
Federal Government			
*Other - _____			
*Other - _____			
*Other - _____			
Membership Income			
Program Service Fees			
Investment Income			
<b>TOTAL REVENUES</b>			

<b>Lead Applicant</b>		<b>Round 3</b>	
<b>Project Name</b>		Type of Request	

## Program Budget

Actual ___ Projected ___	FY _____	FY _____	FY _____
Expenses	Amount	Amount	Amount
Salary and Benefits			
Contract Services			
Occupancy (rent, utilities, maintenance)			
Training and Professional Development			
Insurance			
Travel			
Capital and Equipment Expenses			
Supplies, Printing, Copying, and Postage			
Evaluation			
Marketing			
Conferences, meetings, etc.			
Administration			
*Other - _____			
*Other - _____			
*Other - _____			
<b>TOTAL EXPENSES</b>			
Revenues	Revenues	Revenues	Revenues
<b>Contributions, Gifts, Grants, and Earned Revenue</b>			
Local Government: _____			
Local Government: _____			
Local Government: _____			
State Government			
Federal Government			
*Other - _____			
*Other - _____			
*Other - _____			
Membership Income			
Program Service Fees			
Investment Income			
<b>TOTAL REVENUES</b>			

<b>Lead Applicant</b>		<b>Round 3</b>
<b>Project Name</b>		Type of Request

**Program Budget**

Use this space to justify the program budget and/or explain any unusual revenues or expenses (6000 characters max).

**Section 4: Financial Information Scoring**

- (5 points) Applicant provided complete and accurate budget information and narrative justification for a total of six fiscal years.
- (3 points) Applicant provided complete and accurate budget information and for at least three fiscal years.
- (1 point) Applicant provided complete and accurate budget information for less than three fiscal years.

<b>Lead Applicant</b>		<b>Round 3</b>	
<b>Project Name</b>		Type of Request	

## Return On Investment

Return on Investment is a performance measure used to evaluate the efficiency of an investment. To derive the expected return on investment, divide the net gains of the project by the net costs. For these calculations, please use the implementation gains and costs, NOT the project costs (the cost of the feasibility, planning, or management study)--unless the results of this study will lead to direct savings without additional implementation costs. The gains from this project should be derived from the prior and future program budgets provided, and should be justified in the return on investment narrative.

### Return on Investment Formulas:

Consider the following questions when determining the appropriate ROI formula for the project. Check the box of the formula used to determine the ROI for the project. These numbers should refer to savings/revenues illustrated in projected budgets.

Do you expect cost savings from efficiency from the project?

Use this formula: 
$$\frac{\text{Total \$ Saved}}{\text{Total Program Costs}} * 100 = \text{ROI}$$

Do you expect cost avoidance from the implementation of the project/program?

Use this formula: 
$$\frac{\text{Total Cost Avoided}}{\text{Total Program Costs}} * 100 = \text{ROI}$$

Do you expect increased revenues as a result of the project/program?

Use this formula: 
$$\frac{\text{Total New Revenue}}{\text{Total Program Costs}} * 100 = \text{ROI}$$

Expected Return on Investment = \_\_\_\_\_ \* 100 = \_\_\_\_\_

**Return on Investment Justification Narrative:** In the space below, briefly describe the nature of the expected return on investment, using references when appropriate. (1300 character limit)

Expected Return on Investment is:

Less than 25% (10 points)
25%-74.99% (20 points)
Greater than 75% (30 points)

Questions about how to calculate ROI? Please contact the Office of Redevelopment at 614-995-2292 or [lgif@development.ohio.gov](mailto:lgif@development.ohio.gov)

Section 4  
Financial Information

<b>Lead Applicant</b>		<b>Round 3</b>	
<b>Project Name</b>		Type of Request	

## Loan Repayment Structure

Please outline the preferred loan repayment structure. At a minimum, please include the following: the entities responsible for repayment of the loan, all parties responsible for providing match amounts, and an alternative funding source (in lieu of collateral). Applicants will have two years to complete the project upon execution of the loan agreement, and the repayment period will begin upon the final disbursement of the loan funds. A description of expected savings over the term of the loan may be used as a repayment source.

Section 4  
Financial Information

Applicant demonstrates a viable repayment source to support loan award. Secondary source can be in the form of a debt reserve, bank participation, a guarantee from a local entity, or other collateral (i.e. emergency, rainy day, or contingency fund, etc).

Applicant clearly demonstrates a secondary repayment source (5 points)	Applicant does not have a secondary repayment source (0 points)
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<b>Lead Applicant</b>		<b>Round 3</b>	
<b>Project Name</b>		Type of Request	

## Scoring Overview

### Section 1: Collaborative Measures

Collaborative Measures	Description	Max Points		Applicant Self Score
<b>Population</b>	Applicant's population (or the population of the area(s) served) falls within one of the listed categories as determined by the U.S. Census Bureau. Population scoring will be determined by the <b>smallest</b> population listed in the application. Applications from (or collaborating with) small communities are preferred.	5		
<b>Participating Entities</b>	Applicant has executed partnership agreements outlining all collaborative partners and participation agreements and has resolutions of support. (Note: Sole applicants only need to provide a resolution of support from its governing entity.	5		

### Section 2: Success Measures

<b>Past Success</b>	Applicant has successfully implemented, or is following project guidance from a shared services model, for an efficiency, shared service, coproduction or merger project in the past.	5		
<b>Scalable/Replicable Proposal</b>	Applicant's proposal can be replicated by other local governments or scaled for the inclusion of other local governments.	10		
<b>Probability of Success</b>	Applicant provides a documented need for the project and clearly outlines the likelihood of the need being met.	5		

### Section 3: Significance Measures

<b>Performance Audit Implementation/Cost Benchmarking</b>	The project implements a single recommendation from a performance audit provided by the Auditor of State under Chapter 117 of the Ohio Revised Code or is informed by cost benchmarking.	5		
<b>Economic Impact</b>	Applicant demonstrates the project will a promote business environment (i.e., demonstrates a business relationship resulting from the project) and will provide for community attraction (i.e., cost avoidance with respect to taxes)	5		
<b>Response to Economic Demand</b>	The project responds to current substantial changes in economic demand for local or regional government services.	5		

### Section 4: Financial Measures

<b>Financial Information</b>	Applicant includes financial information (i.e., service related operating budgets) for the most recent three years and the three year period following the project. The financial information must be directly related to the scope of the project and will be used as the cost basis for determining any savings resulting from the project.	5		
<b>Local Match</b>	Percentage of local matching funds being contributed to the project. This may include in-kind contributions.	5		
<b>Expected Return</b>	Applicant demonstrates as a percentage of savings (i.e., actual savings, increased revenue, or cost avoidance ) an expected return. The return must be derived from the applicant's cost basis.	30		
<b>Repayment Structure (Loan Only)</b>	Applicant demonstrates a viable repayment source to support loan award. Secondary source can be in the form of a debt reserve, bank participation, a guarantee from a local entity, or other collateral (i.e., emergency fund, rainy day fund, contingency fund, etc.).	5		

**Total Points**

# The Village of Ottawa

136 N. Oak Street  
Ottawa, Ohio 45875



## ***Manure Treatment Feasibility Study***

Application to  
Local Government Innovation Fund

# RECORD OF RESOLUTIONS

Dayton Legal Blank, Inc., Form No. 30045

Resolution No. \_\_\_\_\_ Passed \_\_\_\_\_, 20\_\_\_\_

## RESOLUTION NO. 6056

### A RESOLUTION AUTHORIZING APPLICATION TO THE LOCAL GOVERNMENT INNOVATION FUND PROGRAM FOR A GRANT TO CONDUCT A FEASIBILITY STUDY REGARDING TREATMENT OF COW MANURE

WHEREAS, the Village of Ottawa has been approached by mega-dairy farmers in the area inquiring about storage and treatment of manure; and

WHEREAS, the Village of Ottawa has the ability to process cow manure through its old wastewater treatment plant; and

WHEREAS, the treatment may address both economical and environmental issues facing the commercial farm industry; and

WHEREAS, the Village of Ottawa, area dairy farmers, and various public and private entities are interested in studying the feasibility of this option.

NOW, THEREFORE, BE IT RESOLVED by the Council of the Village of Ottawa, State of Ohio:

Section 1: Application to the Local Government Innovation Fund Program for a grant to conduct a feasibility study regarding treatment of cow manure be and is hereby authorized.

Section 2: The Mayor and Clerk-Treasurer are authorized to sign any documents and enter into any agreements as may be necessary and appropriate for obtaining this financial assistance.

Section 3: That this Resolution shall be in force and effective immediately.

PASSED: February 13, 2012

ATTEST:

APPROVED:

  
\_\_\_\_\_  
Barbara J. Brickner  
Clerk-Treasurer

  
\_\_\_\_\_  
J. Dean Meyer  
Mayor

**SUPPORT MANURE  
TREATMENT FEASIBILITY STUDY**

**RESOLUTION**

The Board of County Commissioners of Putnam County, Ohio, met in regular session on the 28th day of February, 2012, at the office of said Board with the following members present: Mr. John E. Love and Mr. Vincent T. Schroeder.

Mr. Schroeder moved the adoption of the following Resolution:

**WHEREAS**, Putnam County is a farming community and there are large dairy farms in the area.  
and

**WHEREAS**, The Village of Ottawa has successfully run a pilot project, with EPA approval, treating approximately 180,000 gallons of cow manure through their old waste water treatment facility.  
and

**WHEREAS**, The Village of Ottawa, in cooperation with the Board of County Commissioners, is interested in doing a feasibility study to address potential health issues and agricultural run-off.  
now therefore, be it

**RESOLVED**, The Board of County Commissioners does hereby fully support the partnership agreement between the Village of Ottawa and the Putnam County Commissioners for a manure treatment feasibility study.

Mr. Love seconded the motion and the roll being called upon its adoption, the vote resulted as follows:

<u>John Love</u>	yes
<u>Vincent T. Schroeder</u>	yes
<u>Travis A. Jerwers</u>	absent

BOARD OF COUNTY COMMISSIONERS  
PUTNAM COUNTY, OHIO

Attest: Betty Schroeder  
Betty Schroeder, Clerk

BY: bis

## Partnership Agreement

By and Between

The Village of Ottawa, Ohio & and The Putnam County Commissioners

Project: Manure Treatment Feasibility Study

The State of Ohio, through HB 153, has established The Local Government Innovation Fund (LGIF) providing \$45 million in the form of grants and loans to political subdivisions for local government innovation projects. Funds will be awarded to projects that promote efficiency, shared services, coproduction, and mergers among local governments. Projects are also expected to facilitate improved business environments and promote community attraction.

The Village of Ottawa is applying to the LGIF for grant funds which will be used for soft costs such as feasibility studies, process implementation, cost benchmarking, planning or a management investigation targeting service(s) provided by the Village. The proposed project, explained below, qualifies under the LGIF's "Shared Services" approach where more than one entity planning and/or implementing a project that is service oriented to achieve greater efficiency in combined service delivery.

The LGIF encourages and will reward those applications for funding that include "Collaborative Partner(s)", which means any political subdivision, nonprofit entity, or for-profit entity that is identified as a partner. Applicants must provide an executed partnership agreement with other participating entities which outlines the nature of the partnership, and explains how the main applicants and partners will work collaboratively on the proposed project.

The project is based on issues surrounding dispensing cow manure generated from large dairy farms in the region. Wet conditions are limiting the opportunity to apply manure to farm fields as an acceptable process and are stretching storage lagoons past their limits. Additionally, application of manure to frozen ground could soon be banned in the region putting further financial stress on livestock farms.

Ottawa has successfully run a pilot project, with EPA approval, treating approximately 180,000 gallons of cow manure through their old waste water treatment facility. Grant money from the LGIF will be used to determine the feasibility of operating this facility in a cost effective manner to benefit both the Village and the dairy farmer.

The Putnam County Commissioners believe this feasibility study is needed to address potential health issues and agricultural run-off. Also the scaling and replication of this project may be duplicated in other communities. These techniques may create innovative agricultural opportunities as well as new investment.

The Village of Ottawa and the Putnam County Commissioners agree to enter into this "Partnership Agreement" on February 28, 2012 as part of the LGIF grant application, to collaborate in this feasibility study addressing both economic and environmental issues facing the commercial dairy farm industry now and into the future.

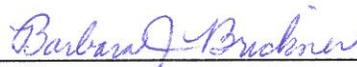
PUTNAM COUNTY COMMISSIONERS

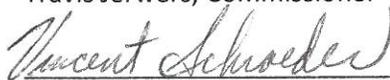
VILLAGE OF OTTAWA, OHIO

  
\_\_\_\_\_  
John Love, Commissioner

  
\_\_\_\_\_  
J. Dean Meyer, Mayor

Travis A. Jerwers - absent  
\_\_\_\_\_  
Travis Jerwers, Commissioner

  
\_\_\_\_\_  
Barbara J. Brickner, Clerk-Treasurer

  
\_\_\_\_\_  
Vince Schroeder, Commissioner  
signed Feb 28, 2012



February 28, 2012

**Village of Ottawa Ohio**

**To Whom It May Concern**

**Re: Grant Support for Village Study of Processing Dairy Manure**

The Blanchard River Watershed Partnership supports finding good solutions for the Village of Ottawa to help process dairy manure through their old sewage treatment system. Such solutions can serve as a demonstration, pilot project for other communities and watersheds.

Our Board of Directors encourages grant funding for such a study that will find creative ways to handle manure management, recycle existing equipment and maintain clean water supplies. BRWP is the only agency in the six county watershed devoted strictly to maintaining and improving water quality, and experimental solutions of the ongoing manure crisis is critical. Ottawa is an excellent partner in our watershed action plans, especially one now developing for the Riley Creek sub-watershed mainly in Putnam County.

Phosphorus loading in the Blanchard River is higher than average compared to other waterways in the Maumee River Basin. One of the phosphorus sources is manure applied to frozen ground in the winter months without incorporation into the soil, with a higher chance of being draining off and into streams during rainfall events. These harmful nutrients then find their way into water supplies requiring more treatment, and adding to potential algal bloom problems in Lake Erie. Any project that addresses nutrient and pathogen loading to benefit the watershed is of interest to BRWP.

Being able to develop a disposal plan for liquid manure through the Village Sewer Plant could potentially enable regulators to designate it as a manure disposal destination. A means of handling this locally and reducing harmful nutrients will be a valuable tool to help farmers, our environment, as well as provided safer water supplies for all. The BRWP stands behind the Village and this project as needed.

Sincerely,

  
Tim Brugeman  
BRWP President

***Action Today, Cleaner Water Tomorrow***

**BRWP P.O. Box 1237 Findlay OH 45839**

**An IRS 501 (c) (3) non-profit corporation**

***www.BlanchardRiver.com***



7868 CR 140, Suite B  
Findlay, OH 45840

Phone (419) 422-3851  
Fax (419) 422-3866  
<http://hancock.osu.edu>

February 14, 2012

Whom It May Concern,

This letter is to support the Village of Ottawa's grant request to study the feasibility of processing dairy manure through the village's old sewer system.

Dairy farms across the state depend on favorable weather and available custom manure applicators to apply liquid manure to nearby farm fields. The wet fall of 2011 and mild winter of 2012 have combined to limit opportunities for manure application to farm fields and have created a manure storage and handling crisis for almost every livestock farm across the state. A potential silver lining to the ongoing manure crisis is the Village of Ottawa experimenting with processing dairy manure.

Manure applied to frozen ground in the winter months has a much higher chance of reaching surface waters when rainfall events occur. If the ground is not frozen, then manure application equipment is unable to travel across the field. Thus, livestock farmers typically apply manure from November to March only when the ground is frozen.

Large livestock farms in Ohio are under permit with the Ohio Department of Agriculture. When these farms find themselves in a situation of needing to move manure in the winter months, having an alternative available like the village of Ottawa sewer plant could potentially enable regulators to designate the village sewer plant as a manure disposal destination.

Finally, the application of manure to frozen ground could soon be banned in the Lake Erie watershed as it will be banned next winter (2013) in the Grand Lake St Marys watershed. Unfortunately for farmers, the Lake Erie watershed could soon be labeled as "distressed" by the Ohio Department of Natural Resources. For livestock farms unable to get enough fall manure applied to get them through to the following summer, winter manure application may soon not be an available option. Having a facility available in the Lake Erie watershed to potentially handle manure would provide an outlet to allow these facilities to remain in operation.

Sincerest Regards,

A handwritten signature in black ink, appearing to read "Be J. O'Sullivan".

Field Specialist  
Manure Nutrient Management  
Ohio State University Extension

COMMISSIONERS

John E. Love  
Travis A. Jerwers  
Vincent T. Schroeder

**BOARD OF COMMISSIONERS  
OF PUTNAM COUNTY**  
245 E. MAIN STREET, SUITE 101  
OTTAWA, OHIO 45875-1968  
419-523-3656  
FAX: 419-523-9213

ADMINISTRATOR  
Jack Betscher  
CLERK  
Betty I. Schroeder  
GRANTS/WAGE COORDINATOR  
Cindy M. Landwehr

RECEIVED  
2012 FEB 16 PM 2:27  
VILLAGE OF OTTAWA

February 16, 2012

To Whom It May Concern:  
RE: Manure Treatment Feasibility Study

Putnam County, Ohio consists of 15 township and 15 villages over 480 square miles. The economy is 95% agriculturally based. There are large farming operations within the county that generate large amounts of manure. The generated manure is usually spread on cropland and incorporated into the soil.

The Village of Ottawa is experimenting with processing this manure for treatment. The expected outcome is to create sludge for cropland application that will both reduce run-off and reduce potential pathogens within the manure.

The Putnam County Commissioners believe this feasibility study is needed to address potential health issues and agricultural run-off. Also the scaling and replication of this project may be duplicated in other communities. These techniques may create innovative agricultural opportunities as well as new investment. The Putnam County Commissioners support the application for the above named feasibility study.

Sincerely,

*John E Love*  
*Vincent T Schroeder*  
*Travis A Jerwers*  
\_\_\_\_\_  
BOARD OF COUNTY COMMISSIONERS  
PUTNAM COUNTY, OHIO



**Putnam**

**Soil and Water Conservation District**

1800 N. PERRY STREET SUITE 105, OTTAWA, OH 45875-1199

PHONE: 419-523-5159 EXT. 203 FAX: 419-523-4113

RECEIVED

2012 FEB 22 AM 8:51

To Whom It May Concern;

February 21,2012

The Putnam Soil and Water Conservation District Board of Supervisors endorse the Village of Ottawa's proposal to do a feasibility study. The research will attempt to determine the feasibility of operating a municipal waste water treatment facility to process livestock manure.

Agriculture has always had the task of working with the weather elements. Recently, the past 12 months, our area has been hit by continuous wet weather patterns. This has posed some challenging situations working with livestock. The livestock consume enormous amounts of commodities such as corn, hay, soybean meal and manufactured ingredients. But, livestock also produces a soil nutrient that needs to be properly handled in order to utilize its potential value. When not properly handled it can be an environmental failure.

Putnam County has been blessed with support from both urban and rural citizens who expect us to be proactive in identifying solutions to avert possible environmental impacts. This is what makes our community stronger.

We believe, as a Putnam Soil and Water Conservation District, that now is the time to advance the research and to study the feasibility of a municipal waste water treatment facility to process livestock manure.

Sincerely,

Dennis Vennekotter, Chairman

Putnam Soil and Water Conservation District

**PUTNAM COUNTY  
COMMUNITY IMPROVEMENT CORPORATION**

(419) 523-5595

ECONOMIC DEVELOPMENT  
115 N. Fair Ave., Suite E, P.O. Box 145  
OTTAWA, OHIO 45875

FAX (419) 523-6285

VIRGIL MILLER, PRES.

MARTIN J. KUHLMAN, DIRECTOR

JEFF VANCE, V-PRES.

**TO:** Whom it May Concern

**DATE:** February 10<sup>th</sup>, 2012

**RE:** Letter of Support

In the last several years two mega-dairy farms and at least five large hog farms have been developed in Putnam County. Manure generated from the farms is to be spread on land cleared of crops and preferably incorporated into the soil so as to reduce runoff and address concerns of E-Coil contamination. Because of annual wet soil conditions in the spring and fall manure spreading time is limited.

Recently, the Village of Ottawa accepted manure from the dairies to conduct a pilot project at their old wastewater treatment plant, treated the manure and created a sludge which addresses (1) potential nutrient runoff problems associated with raw manure which cannot be incorporated and (2) addresses the reduction of pathogens within the manure.

The Community Improvement Corporation (CIC) believes the potential treatment of livestock manure by a wastewater treatment plant will reduce the amount of waste deposited on farm land. In addition, it will address numerous health issues, preserve jobs and create new investment opportunities for other large livestock operations.

Therefore, the CIC supports the Village of Ottawa's effort to secure grant monies for a feasibility study to address both economic and environmental issues regarding livestock manure treatment.

Thank you for this consideration.



Martin J. Kuhlman-Director  
Putnam County Community Improvement Corporation

2012 FEB 13 AM 10:27  
VILLAGE OF OTTAWA  
RECEIVED

# PUTNAM COUNTY EDUCATIONAL SERVICE CENTER

## COUNTY BOARD MEMBERS

Jaryl E. Amstutz, Pandora  
William F. Goecke, Glandorf  
Virgil P. Hohlbein, Ottoville  
Lillian L. McKibben, Continental  
Marilyn M. Weber, Ottawa

Michael Siebeneck, Treasurer

DR. JAN L. OSBORN, Superintendent

## COUNTY ANNEX

124 PUTNAM PARKWAY

OTTAWA, OHIO 45875

TELEPHONE (419) 523-5951

FAX (419) 523-6126

## COUNTY SERVICES

General Education Coordination  
Special Education Services /  
Coordination  
Preschool & Early Childhood  
Education/Coordination  
Alternative Education Program  
Substance Abuse Prevention  
Technology Coordination  
Attendance Officer  
Grants Management

March 1, 2012

To Whom It May Concern:

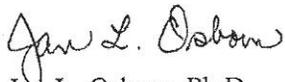
The Putnam County Educational Service Center is pleased to support The Village of Ottawa in their pursuit of a grant for a Bovine Manure Feasibility Study. We believe that using their old wastewater treatment plant that is no longer operational for livestock manure treatment is a very innovative option that will result in economic and environmental impact.

The Putnam County ESC will serve as coordinating agent between the Village of Ottawa and Bowling Green State University's graduate program and water quality research lab providing support for the grant. We will make our meeting rooms available for rent, and we will host an intern in our facility. The ESC is well positioned to be a grant partner based on our past success with grants and other county and regional programs, the strength of our partner commitments, and our connections throughout the state.

In this era of educational reform and economic challenges, it is critical that innovative programs be developed. We applaud the Village of Ottawa in their forward thinking regarding livestock manure treatment and the use of their former wastewater treatment plant.

In closing, we wholeheartedly support the Village of Ottawa's grant application for Bovine Manure Feasibility Study.

Sincerely,



Jan L. Osborn, Ph.D.  
Superintendent of Schools

## LOCAL SCHOOL DISTRICTS

Columbus Grove - Continental - Jennings - Kalida - Leipsic - Miller City-New Cleveland  
Ottawa-Glandorf - Ottoville - Pandora-Gilboa

# The Village of Ottawa

136 N. Oak Street

Ottawa, Ohio 45875

Phone - (419) 523-5020 \* Fax – (419) 523-4246

## ***Manure Treatment Feasibility Study***

### *Documentation of each in-kind match source*

The Village of Ottawa will be required to use personnel from the wastewater treatment facility as well as some of our own lab facilities and equipment above and beyond the scope of services provided by both Bowling Green State University and the Putnam County Educational Service Center. It will be necessary for some on site operations of the facility and laboratory analysis in order to assure environmental integrity of the process and the product.

Therefore, we are submitting the following information for our in-kind match source.

#### Incurring costs to date:

Personnel wages and benefits:	\$7,235.74
Lab use and testing:	\$1,978.00
Equipment used:	\$7,731.00
Energy sources:	\$1,176.00
Chemicals used:	\$4,250.00

#### Estimated future costs of the project related to the study:

Personnel wages and benefits:	\$45,000.00
Lab use and testing:	\$21,000.00
Equipment use:	\$200,000.00
Energy sources:	\$42,000.00
Chemical use:	\$216,000.00
Student STEM Supplies:	\$10,000.00

While we hope to reclaim some of these costs through user charges and the sale of the final product, we estimate that these costs are very possible and necessary with respect to the project during the feasibility study if we are to obtain the information we will require concerning the future of this process.

# Manure Project Hours

Name	Date	Hrs.	Name	Date	Hrs.	Name	Date	Hrs.
Alan Wrasman	1/18/2012	2	Jason Phillips	1/17/2012	2	Douglas Schroeder	1/3/2012	1
Utility Operator	1/23/2012	3	Water Director	1/18/2012	2	Wastewater Director	1/4/2012	1
	1/24/2012	4		1/25/2012	4		1/12/2012	1
	1/25/2012	6		1/26/2012	4		1/17/2012	1.5
	1/26/2012	6		1/30/2012	4		1/20/2012	5
	1/30/2012	7		1/31/2012	6		1/24/2012	1.5
	1/31/2012	7		2/1/2012	4		1/25/2012	4
	2/1/2012	5		2/2/2012	4		1/26/2012	4
	2/6/2012	4		2/3/2012	1		1/27/2012	2
	2/7/2012	3		2/6/2012	2		1/30/2012	5
	2/8/2012	4		2/7/2012	2		1/31/2012	4
	2/9/2012	3		2/8/2012	4		2/2/2012	5
	2/14/2012	2		2/9/2012	4		2/7/2012	1
	2/17/2012	3		2/10/2012	5		2/8/2012	7
	2/20/2012	6		2/13/2012	2		2/9/2012	6
	2/21/2012	4		2/20/2012	4		2/10/2012	5
	2/22/2012	6		2/27/2012	4		2/13/2012	1
	2/23/2012	7	<b>Total Hours</b>		58		2/20/2012	5
	2/27/2012	4					2/21/2012	4
<b>Total Hours</b>		86					2/22/2012	5
							2/23/2012	5
							2/27/2012	2
						<b>Total Hours</b>		76
10810 Road 13, Ottawa, OH 45875			717 N. Hall St., Ottawa, OH 45875			10267 Road I-9, Ottawa, OH 45875		
Ph: 419-523-5020			Ph: 419-966-3624			Ph: 419-889-9323		
Rate: \$13.56/hr. = \$1166.16			Rate: \$27.95/hr. = \$1621.10			Rate: \$22.04/hr. = \$1675.04		
Benefits = \$809.01			Benefits = \$893.40			Benefits = \$858.34		
<b>Total = \$1975.17</b>			<b>Total = \$2514.50</b>			<b>Total = \$2533.38</b>		

# Manure Project Hours

Name	Date	Hrs.							
Tyler Schroeder	1/24/2012	3							
PT Public Works	1/25/2012	4							
	1/26/2012	6							
	1/27/2012	6							
<b>Total Hours</b>		<b>19</b>							
1570 N. Perry St., Lot 56, Ottawa, OH 45875									
Ph: 419-890-6508									
Rate: \$9.09/hr. = \$172.71									
Benefits = \$39.98									
<b>Total = \$212.69</b>									
 Signature									
 Notary									
<b>LORA J. MOENTER</b> NOTARY PUBLIC STATE OF OHIO My Commission Expires Dec. 1, 2014									

# The Village of Ottawa

136 N. Oak Street

Ottawa, Ohio 45875

Phone - (419) 523-5020 \* Fax – (419) 523-4246

## ***Manure Treatment Feasibility Study***

### *Documentation of financial projections*

The following spreadsheets show the three year history and three year financial projections for the Village of Ottawa General Fund.

The projected earnings for the Village of Ottawa alone are \$200,000 annually. This is a 44% increase in income over current earnings. A savings is expected to be realized by the dairy farmers also.

Financial statements for the past three years of the Village of Ottawa General Fund are included.

OTTAWA VILLAGE, PUTNAM COUNTY

FUND CLASSIFICATION: GENERAL

GENERAL FUND

FUND NO. 1000

	2009 Actual	2010 Actual	2011 Actual	2012 Est Actual	2013 Est Actual	2014 Est Actual	2015 Est Actual	2016 Est Actual
<b>FUND CASH BALANCE JANUARY 1</b>	<b>\$1,534,766.95</b>	<b>\$1,124,495.36</b>	<b>\$823,182.40</b>	<b>\$1,078,555.47</b>	<b>\$1,097,345.00</b>	<b>\$1,085,996.41</b>	<b>\$1,446,326.92</b>	<b>\$1,797,150.12</b>
Property and Other Local Taxes	\$257,568.27	\$261,215.25	\$242,765.28	\$252,909.06	\$252,909.06	\$252,909.06	\$252,909.06	\$252,909.06
Charges for Services	\$4,715.60	\$47,324.94	\$58,153.45	\$52,787.00	\$52,787.00	\$52,787.00	\$52,787.00	\$52,787.00
Fines, Licenses and Permits	\$29,017.57	\$40,701.28	\$49,839.18	\$32,050.00	\$32,050.00	\$32,050.00	\$32,050.00	\$32,050.00
Intergovernmental	\$302,714.26	\$304,967.20	\$264,430.43	\$89,950.00	\$74,950.00	\$74,950.00	\$74,950.00	\$74,950.00
Interest	\$267,731.28	\$106,315.99	\$47,796.98	\$39,500.00	\$39,500.00	\$20,500.00	\$20,500.00	\$20,500.00
Miscellaneous	\$37,101.93	\$75,879.31	\$16,192.28	\$8,500.00	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00
Increased Revenue with Manure Project						\$400,000.00	\$400,000.00	\$400,000.00
<b>TOTAL RECEIPTS</b>	<b>\$898,848.91</b>	<b>\$836,403.97</b>	<b>\$679,177.60</b>	<b>\$475,696.06</b>	<b>\$454,696.06</b>	<b>\$835,696.06</b>	<b>\$835,696.06</b>	<b>\$835,696.06</b>
<b>DISBURSEMENTS</b>								
Current:								
General Government	\$282,206.45	\$251,115.73	\$181,373.16	\$185,000.62	\$188,700.64	\$192,474.65	\$196,324.14	\$200,250.62
Security to Persons and Property	\$653,366.42	\$605,637.27	\$109,375.37	\$136,562.88	\$139,294.13	\$142,080.02	\$144,921.62	\$147,820.05
Leisure Time Activities	\$200,204.55	\$114,744.41	\$110,202.17	\$112,406.21	\$114,654.34	\$116,947.42	\$119,286.37	\$121,672.10
Community Environment	\$56,558.97	\$27,222.43	\$22,487.07	\$22,936.81	\$23,395.55	\$23,863.46	\$24,340.73	\$24,827.54
Transportation	\$136.20	\$72.60	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Capital Outlay	\$116,748.34	\$138,707.31	\$549.29	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Increased Expenditure with Manure Project						\$200,000.00	\$200,000.00	\$200,000.00
<b>TOTAL DISBURSEMENTS</b>	<b>\$1,309,220.93</b>	<b>\$1,137,499.75</b>	<b>\$423,987.06</b>	<b>\$456,906.53</b>	<b>\$466,044.66</b>	<b>\$475,365.55</b>	<b>\$484,872.86</b>	<b>\$494,570.32</b>
<b>RECEIPTS OVER (UNDER) DISBURSEMENTS</b>	<b>-\$410,372.02</b>	<b>-\$301,095.78</b>	<b>\$255,190.54</b>	<b>\$18,789.53</b>	<b>-\$11,348.60</b>	<b>\$360,330.51</b>	<b>\$350,823.20</b>	<b>\$341,125.74</b>
<b>OTHER FINANCING SOURCES &amp; USES</b>								
Fund Balance Adjustment for Prior Year Activity			\$292.06					
Other Financing Uses		-\$217.18	-\$109.53					
<b>TOTAL OTHER FIN SOURCES &amp; USES</b>	<b>\$0.00</b>	<b>-\$217.18</b>	<b>\$182.53</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>NET CHANGE IN FUND BALANCES</b>	<b>-\$410,372.02</b>	<b>-\$301,312.96</b>	<b>\$255,373.07</b>	<b>\$18,789.53</b>	<b>-\$11,348.60</b>	<b>\$360,330.51</b>	<b>\$350,823.20</b>	<b>\$341,125.74</b>
<b>FUND CASH BALANCE DECEMBER 31</b>	<b>\$1,124,394.93</b>	<b>\$823,182.40</b>	<b>\$1,078,555.47</b>	<b>\$1,097,345.00</b>	<b>\$1,085,996.41</b>	<b>\$1,446,326.92</b>	<b>\$1,797,150.12</b>	<b>\$2,138,275.86</b>

**This projection makes the following assumptions:**

Decreased income for the following reasons:

Decreased investment earnings for 2012 through 2016. Tangible personal property tax reimbursement eliminated for 2012 through 2017.

Local government fund reduced 50% beginning 2012. Elimination of estate tax beginning 2013.

For 2012 through 2017 an increase of 2% in general government, security to persons and property, leisure time activities and community environment.

Cow manure treatment facility up and running in 2014.

OTTAWA VILLAGE, PUTNAM COUNTY  
 Statement of Modified Cash Basis Assets and Fund Balances  
 Governmental Funds  
 December 31, 2009

	GENERAL	INCOME TAX	BUDGET		Other Governmental Funds
			STABILIZAT FUND	FUND	
<b>Assets</b>					
Equity in Pooled Cash and Cash Equivalents	\$1,112,763.86	\$1,824,456.97	\$770,308.35		\$967,578.16
Investments	11,631.07	475,000.00	0.00		9,658.12
Total Assets	\$1,124,394.93	\$2,299,456.97	\$770,308.35		\$977,236.28
<b>Fund Balances</b>					
Reserved:					
Reserved for Encumbrances	23,454.63	126,891.47	59,300.00		73,186.82
Reserved for Unclaimed Monies	0.00	0.00	0.00		0.00
Unreserved:					
Undesignated (Deficit), Reported in:					
General Fund	1,100,940.30	0.00	0.00		0.00
Special Revenue Funds	0.00	2,172,565.50	711,008.35		671,061.92
Debt Service Fund	0.00	0.00	0.00		0.00
Capital Projects Funds	0.00	0.00	0.00		232,987.54
Permanent Fund	0.00	0.00	0.00		0.00
Total Fund Balances	\$1,124,394.93	\$2,299,456.97	\$770,308.35		\$977,236.28

See accompanying notes to the basic financial statements

OTTAWA VILLAGE, PUTNAM COUNTY  
 Statement of Modified Cash Basis Assets and Fund Balances  
 Governmental Funds  
 December 31, 2009  
 (Continued)

	Total
	Governmental
	<u>Funds</u>
<b>Assets</b>	
Equity in Pooled Cash and Cash Equivalents	\$4,675,107.34
Investments	496,289.19
Total Assets	<u>\$5,171,396.53</u>
<b>Fund Balances</b>	
Reserved:	
Reserved for Encumbrances	282,832.92
Reserved for Unclaimed Monies	0.00
Unreserved:	
Undesignated (Deficit), Reported in:	
General Fund	1,100,940.30
Special Revenue Funds	3,554,635.77
Debt Service Fund	0.00
Capital Projects Funds	232,987.54
Permanent Fund	0.00
Total Fund Balances	<u>\$5,171,396.53</u>

See accompanying notes to the basic financial statements

	GENERAL	INCOME TAX	BUDGET STABILIZAT FUND	OTHER GOVERNMENTAL FUNDS	TOTAL
<b>Receipts</b>					
Property and Other Local Taxes	\$257,568.27	\$0.00	\$0.00	\$157,737.59	\$415,305.86
Municipal Income Taxes	0.00	1,139,087.50	0.00	0.00	1,139,087.50
Intergovernmental	302,714.26	0.00	0.00	983,537.54	1,286,251.80
Special Assessments	0.00	6,102.48	0.00	0.00	6,102.48
Charges for Services	4,715.60	0.00	0.00	615.00	5,330.60
Fines, Licenses and Permits	29,017.57	0.00	0.00	568.00	29,585.57
Earnings on Investments	267,731.28	0.00	0.00	21,638.62	289,369.90
Miscellaneous	37,101.93	219,364.15	0.00	90,569.09	347,135.17
<b>Total Receipts</b>	<b>898,848.91</b>	<b>1,364,554.13</b>	<b>0.00</b>	<b>1,254,765.84</b>	<b>3,518,168.88</b>
<b>Disbursements</b>					
Current:					
Security of Persons and Property	653,366.42	0.00	0.00	116,559.64	769,926.06
Public Health Services	0.00	0.00	0.00	0.00	0.00
Leisure Time Activities	200,204.55	0.00	0.00	553.02	200,757.57
Community Environment	56,558.97	0.00	262,700.00	0.00	319,258.97
Basic Utility Services	0.00	0.00	0.00	12,296.62	12,296.62
Transportation	136.20	0.00	0.00	256,127.77	256,263.97
General Government	282,206.45	324,517.53	0.00	2,439.76	609,163.74
Capital Outlay	116,748.34	902,675.44	0.00	1,289,156.13	2,308,579.91
Debt Service:					
Principal Retirement	0.00	279,866.85	0.00	92,324.52	372,191.37
Interest and Fiscal Charges	0.00	109,616.26	0.00	23,369.51	132,985.77
<b>Total Disbursements</b>	<b>1,309,220.93</b>	<b>1,616,676.08</b>	<b>262,700.00</b>	<b>1,792,826.97</b>	<b>4,981,423.98</b>
<b>Excess of Receipts Over (Under) Disbursements</b>	<b>-410,372.02</b>	<b>-252,121.95</b>	<b>-262,700.00</b>	<b>-538,061.13</b>	<b>-1,463,255.10</b>
<b>Other Financing Sources (Uses)</b>					
Sale of Bonds	0.00	0.00	0.00	0.00	0.00

See accompanying notes to the basic financial statements

(Continued)

For the Year Ended December 31, 2009  
 (Continued)

	GENERAL	INCOME TAX	BUDGET STABILIZAT FUND	OTHER GOVERNMENTAL FUNDS	TOTAL
Sale of Notes	0.00	0.00	0.00	15,996.97	15,996.97
Other Debt Proceeds	0.00	0.00	0.00	0.00	0.00
Premium and Accrued Interest on Debt	0.00	0.00	0.00	0.00	0.00
Discount on Debt	0.00	0.00	0.00	0.00	0.00
Sale of Fixed Assets	0.00	232,636.87	0.00	0.00	232,636.87
Transfers In	0.00	0.00	0.00	0.00	0.00
Transfers Out	0.00	0.00	0.00	0.00	0.00
Advances In	0.00	3,791.20	0.00	3,791.20	7,582.40
Advances Out	0.00	-3,791.20	0.00	-3,791.20	-7,582.40
Other Financing Sources	0.00	0.00	0.00	0.00	0.00
Other Financing Uses	0.00	0.00	0.00	0.00	0.00
<b>Total Other Financing Sources (Uses)</b>	<b>0.00</b>	<b>232,636.87</b>	<b>0.00</b>	<b>15,996.97</b>	<b>248,633.84</b>
Special Items	0.00	0.00	0.00	0.00	0.00
Extraordinary Items	0.00	0.00	0.00	0.00	0.00
<b>Net Change in Fund Balances</b>	<b>-410,372.02</b>	<b>-19,485.08</b>	<b>-262,700.00</b>	<b>-522,064.16</b>	<b>-1,214,621.26</b>
<b>Fund Balances Beginning of Year</b>	<b>1,534,766.95</b>	<b>2,318,942.05</b>	<b>1,033,008.35</b>	<b>1,499,300.44</b>	<b>6,386,017.79</b>
<b>Fund Balances End of Year</b>	<b>\$1,124,394.93</b>	<b>\$2,299,456.97</b>	<b>\$770,308.35</b>	<b>\$977,236.28</b>	<b>\$5,171,396.53</b>

See accompanying notes to the basic financial statements

OTTAWA VILLAGE, PUTNAM COUNTY  
Statement of Modified Cash Basis Assets and Fund Balances  
Governmental Funds  
December 31, 2010

	STREET CMR			BUDGET	
	GENERAL	INCOME TAX	STABILIZAT FUND		
<b>Assets</b>					
Equity in Pooled Cash and Cash Equivalents	\$812,297.36	\$368,186.06	\$2,176,644.06	\$739,308.35	
Investments	10,885.04	0.00	0.00	0.00	
Total Assets	\$823,182.40	\$368,186.06	\$2,176,644.06	\$739,308.35	
<b>Fund Balances</b>					
Reserved:					
Reserved for Encumbrances	47,657.16	21,855.62	115,932.60	74,300.00	
Reserved for Unclaimed Monies	0.00	0.00	0.00	0.00	
Unreserved:					
Undesignated (Deficit), Reported in:					
General Fund	775,525.24	0.00	0.00	0.00	
Special Revenue Funds	0.00	346,330.44	2,060,711.46	665,008.35	
Debt Service Fund	0.00	0.00	0.00	0.00	
Capital Projects Funds	0.00	0.00	0.00	0.00	
Permanent Fund	0.00	0.00	0.00	0.00	
Total Fund Balances	\$823,182.40	\$368,186.06	\$2,176,644.06	\$739,308.35	

See accompanying notes to the basic financial statements

OTTAWA VILLAGE, PUTNAM COUNTY  
 Statement of Modified Cash Basis Assets and Fund Balances  
 Governmental Funds  
 December 31, 2010  
 (Continued)

	Other Governmental Funds	Total Governmental Funds
<b>Assets</b>		
Equity in Pooled Cash and Cash Equivalents	\$188,264.41	\$4,284,700.24
Investments	6,388.17	17,273.21
Total Assets	<u>\$194,652.58</u>	<u>\$4,301,973.45</u>
<b>Fund Balances</b>		
Reserved:		
Reserved for Encumbrances	32,743.12	292,488.50
Reserved for Unclaimed Monies	0.00	0.00
Unreserved:		
Undesignated (Deficit), Reported in:		
General Fund	0.00	775,525.24
Special Revenue Funds	95,954.55	3,168,004.80
Debt Service Fund	0.00	0.00
Capital Projects Funds	65,954.91	65,954.91
Permanent Fund	0.00	0.00
Total Fund Balances	<u>\$194,652.58</u>	<u>\$4,301,973.45</u>

See accompanying notes to the basic financial statements

OTTAWA V E, PUTNAM COUNTY  
 Statement of Cash Receipts, Disbursements, and Changes in Modified-Cash Basis Fund Balances  
 Governmental Funds  
 For the Year Ended December 31, 2010

	STREET CMR		INCOME TAX	BUDGET		OTHER		TOTAL
	GENERAL			STABILIZAT FUND	FUNDS	GOVERNMENTAL FUNDS		
<b>Receipts</b>								
Property and Other Local Taxes	\$261,215.25	\$0.00	\$0.00	\$0.00	\$110,151.06			\$371,366.31
Municipal Income Taxes	0.00	0.00	1,144,891.46	0.00	0.00			1,144,891.46
Intergovernmental	304,967.20	217,176.83	0.00	0.00	119,919.48			642,065.51
Special Assessments	0.00	0.00	6,372.68	0.00	0.00			6,372.68
Charges for Services	47,324.94	500.00	92,125.07	0.00	0.00			139,950.01
Fines, Licenses and Permits	40,701.28	0.00	0.00	0.00	676.00			41,377.28
Earnings on Investments	106,315.99	6,786.33	0.00	0.00	2,343.78			115,446.10
Miscellaneous	75,879.31	13.07	31,811.00	0.00	48,891.00			156,594.38
<b>Total Receipts</b>	<b>836,403.97</b>	<b>224,478.23</b>	<b>1,275,200.21</b>	<b>0.00</b>	<b>281,981.32</b>			<b>2,618,063.73</b>
<b>Disbursements</b>								
Current:								
Security of Persons and Property	605,637.27	0.00	0.00	0.00	71,007.71			676,644.98
Public Health Services	0.00	0.00	0.00	0.00	0.00			0.00
Leisure Time Activities	114,744.41	0.00	0.00	0.00	0.00			114,744.41
Community Environment	27,222.43	0.00	0.00	31,000.00	234,929.91			333,152.34
Basic Utility Services	0.00	0.00	0.00	0.00	0.00			0.00
Transportation	72.60	265,460.57	0.00	0.00	0.00			265,533.17
General Government	251,115.73	0.00	343,057.67	0.00	2,367.33			596,540.73
Capital Outlay	138,707.31	102,229.89	577,973.38	0.00	260,164.47			1,079,075.05
Debt Service:								
Principal Retirement	0.00	0.00	380,072.22	0.00	0.00			380,072.22
Interest and Fiscal Charges	0.00	0.00	97,241.26	0.00	0.00			97,241.26
<b>Total Disbursements</b>	<b>1,137,499.75</b>	<b>367,690.46</b>	<b>1,398,344.53</b>	<b>31,000.00</b>	<b>568,469.42</b>			<b>3,503,004.16</b>
<b>Excess of Receipts Over (Under) Disbursements</b>	<b>-301,095.78</b>	<b>-143,212.23</b>	<b>-123,144.32</b>	<b>-31,000.00</b>	<b>-286,488.10</b>			<b>-884,940.43</b>
<b>Other Financing Sources (Uses)</b>								
Sale of Bonds	0.00	0.00	0.00	0.00	0.00			0.00

See accompanying notes to the basic financial statements

(Continued)

CITY OF PUTNAM COUNTY  
 Statement of Cash Receipts, Disbursements, and Changes in Modified-Cash Basis Fund Balances  
 Governmental Funds  
 For the Year Ended December 31, 2010  
 (Continued)

	GENERAL	STREET CMR	INCOME TAX	BUDGET STABILIZAT FUND	OTHER GOVERNMENTAL FUNDS	TOTAL
Sale of Notes	0.00	0.00	0.00	0.00	15,234.34	15,234.34
Other Debt Proceeds	0.00	0.00	0.00	0.00	0.00	0.00
Premium and Accrued Interest on Debt	0.00	0.00	0.00	0.00	0.00	0.00
Discount on Debt	0.00	0.00	0.00	0.00	0.00	0.00
Sale of Fixed Assets	0.00	0.00	315.50	0.00	0.00	315.50
Transfers In	0.00	0.00	0.00	0.00	0.00	0.00
Transfers Out	0.00	0.00	0.00	0.00	0.00	0.00
Advances In	0.00	0.00	0.00	0.00	0.00	0.00
Advances Out	0.00	0.00	0.00	0.00	0.00	0.00
Other Financing Sources	0.00	0.00	0.00	0.00	0.00	0.00
Other Financing Uses	-217.18	0.00	0.00	0.00	0.00	-217.18
<b>Total Other Financing Sources (Uses)</b>	<b>-217.18</b>	<b>0.00</b>	<b>315.50</b>	<b>0.00</b>	<b>15,234.34</b>	<b>15,332.66</b>
Special Items	0.00	0.00	0.00	0.00	0.00	0.00
Extraordinary Items	0.00	0.00	0.00	0.00	0.00	0.00
<b>Net Change in Fund Balances</b>	<b>-301,312.96</b>	<b>-143,212.23</b>	<b>-122,828.82</b>	<b>-31,000.00</b>	<b>-271,253.76</b>	<b>-869,607.77</b>
<b>Fund Balances Beginning of Year</b>	<b>1,124,495.36</b>	<b>511,398.29</b>	<b>2,299,472.88</b>	<b>770,308.35</b>	<b>465,906.34</b>	<b>5,171,581.22</b>
<b>Fund Balances End of Year</b>	<b>\$823,182.40</b>	<b>\$368,186.06</b>	<b>\$2,176,644.06</b>	<b>\$739,308.35</b>	<b>\$194,652.58</b>	<b>\$4,301,973.45</b>

See accompanying notes to the basic financial statements

OTTAWA VILLAGE, PUTNAM COUNTY  
 Statement of Assets and Fund Balances - Modified Cash Basis  
 Governmental Funds  
 December 31, 2011

	FIREFIGHTE		INCOME		BUDGET	
	GENERAL	FEDERAL GRANTS	TAX	STABILIZAT	FUND	
<b>Assets</b>						
Equity in Pooled Cash and Cash Equivalents	\$1,067,548.50	\$0.00	\$1,903,480.01		\$656,008.35	
Cash and Cash Equivalents in Segregated Accounts	0.00	0.00	0.00		0.00	
Cash and Cash Equivalents with Fiscal/Escrow Agents	0.00	0.00	0.00		0.00	
Investments	11,006.97	0.00	0.00		0.00	
Total Assets	\$1,078,555.47	\$0.00	\$1,903,480.01		\$656,008.35	
<b>Fund Cash Balance, December 31</b>						
Nonspendable	0.00	0.00	0.00		0.00	
Restricted	0.00	0.00	0.00		0.00	
Committed	0.00	0.00	1,903,480.01		656,008.35	
Assigned	28,801.41	0.00	0.00		0.00	
Unassigned (Deficit)	1,049,754.06	0.00	0.00		0.00	
Fund Cash Balance, December 31	\$1,078,555.47	\$0.00	\$1,903,480.01		\$656,008.35	

See accompanying notes to the basic financial statements

(Continued)

OTTAWA VILLAGE, PUTNAM COUNTY  
 Statement of Assets and Fund Balances - Modified Cash Basis  
 Governmental Funds  
 December 31, 2011  
 (Continued)

	NOTE		STREET		ROAD IMP		Other	
	RETIREMENT	FUND	IMPROVEMEN	2011	FUND	IMPROVEMEN	Governmental	Funds
<b>Assets</b>								
Equity in Pooled Cash and Cash Equivalents	\$0.00		\$0.00		\$1,725,000.00		\$872,434.05	
Cash and Cash Equivalents in Segregated Accounts	0.00		0.00		0.00		0.00	
Cash and Cash Equivalents with Fiscal/Escrow Agents	0.00		0.00		0.00		0.00	
Investments	0.00		174,320.93		0.00		14,389.91	
Total Assets	\$0.00		\$174,320.93		\$1,725,000.00		\$886,823.96	
<b>Fund Cash Balance, December 31</b>								
Nonspendable	0.00		0.00		0.00		0.00	
Restricted	0.00		174,320.93		1,725,000.00		859,945.16	
Committed	0.00		0.00		0.00		26,878.80	
Assigned	0.00		0.00		0.00		0.00	
Unassigned (Deficit)	0.00		0.00		0.00		0.00	
<b>Fund Cash Balance, December 31</b>	\$0.00		\$174,320.93		\$1,725,000.00		\$886,823.96	

See accompanying notes to the basic financial statements

(Continued)

OTTAWA VILLAGE, PUTNAM COUNTY  
 Statement of Assets and Fund Balances - Modified Cash Basis  
 Governmental Funds  
 December 31, 2011  
 (Continued)

	Total
	Governmental
	<u>Funds</u>
<b>Assets</b>	
Equity in Pooled Cash and Cash Equivalents	\$6,224,470.91
Cash and Cash Equivalents in Segregated Accounts	0.00
Cash and Cash Equivalents with Fiscal/Escrow Agents	0.00
Investments	<u>199,717.81</u>
Total Assets	<u>\$6,424,188.72</u>
<b>Fund Cash Balance, December 31</b>	
Nonspendable	0.00
Restricted	2,759,266.09
Committed	2,586,367.16
Assigned	28,801.41
Unassigned (Deficit)	<u>1,049,754.06</u>
Fund Cash Balance, December 31	<u>\$6,424,188.72</u>

See accompanying notes to the basic financial statements

OTTAWA VILLI PUTNAM COUNTY  
 Statement of Receipts, Disbursements, a. nges in Modified-Cash Basis Fund Balances  
 Governmental Funds  
 For the Year Ended December 31, 2011

	GENERAL	FIREFIGHTE FEDERAL GRANTS	INCOME TAX	BUDGET STABILIZAT FUND	NOTE RETIREMENT FUND	STREET IMPROVEMEN 2011	ROAD IMP FUND IMPROVEMEN	OTHER GOVERNMENTAL FUNDS
<b>Receipts</b>								
Municipal Income Taxes	\$0.00	\$0.00	\$1,234,024.39	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Property Taxes	242,765.28	0.00	0.00	0.00	0.00	0.00	0.00	88,413.19
Other Local Taxes	0.00	0.00	0.00	0.00	0.00	0.00	0.00	20,000.00
Intergovernmental	264,430.43	526,022.00	6,000.00	0.00	0.00	0.00	0.00	874,220.43
Special Assessments	0.00	0.00	6,759.37	0.00	0.00	0.00	0.00	0.00
Charges for Services	58,153.45	0.00	95,652.13	0.00	0.00	0.00	0.00	854.00
Fines, Licenses and Permits	49,839.18	0.00	0.00	0.00	0.00	0.00	0.00	1,148.00
Payments in Lieu of Taxes	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Earnings on Investments	47,796.98	0.00	0.00	0.00	0.00	1,248.67	0.00	4,062.05
Miscellaneous	16,192.28	0.00	7,852.50	0.00	0.00	0.00	0.00	15,970.05
<b>Total Receipts</b>	<b>679,177.60</b>	<b>526,022.00</b>	<b>1,350,288.39</b>	<b>0.00</b>	<b>0.00</b>	<b>1,248.67</b>	<b>0.00</b>	<b>1,004,667.72</b>
<b>Disbursements</b>								
<b>Current:</b>								
Security of Persons and Property	109,375.37	0.00	316,255.62	0.00	0.00	0.00	0.00	60,239.38
Public Health Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Leisure Time Activities	110,202.17	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Community Environment	22,487.07	0.00	0.00	83,300.00	0.00	0.00	0.00	0.00
Basic Utility Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Transportation	0.00	0.00	0.00	0.00	0.00	0.00	0.00	246,354.40
General Government	181,373.16	0.00	348,122.38	0.00	0.00	0.00	0.00	2,812.84
Capital Outlay	549.29	526,022.00	285,397.08	0.00	0.00	827,927.74	82,933.81	710,190.99
Debt Service:								
Principal Retirement	0.00	0.00	395,072.22	0.00	1,000,000.00	0.00	0.00	0.00
Interest and Fiscal Charges	0.00	0.00	83,522.50	0.00	7,652.78	0.00	0.00	0.00
<b>Total Disbursements</b>	<b>423,987.06</b>	<b>526,022.00</b>	<b>1,628,369.80</b>	<b>83,300.00</b>	<b>1,007,652.78</b>	<b>827,927.74</b>	<b>82,933.81</b>	<b>1,019,657.61</b>
<b>Excess of Receipts Over (Under) Disbursements</b>	<b>255,190.54</b>	<b>0.00</b>	<b>-278,081.41</b>	<b>-83,300.00</b>	<b>-1,007,652.78</b>	<b>-826,679.07</b>	<b>-82,933.81</b>	<b>-14,989.89</b>

**Other Financing Sources (Uses)**  
 See accompanying notes to the basic financial statements (Continued)

Statement of Receipts, Disbursements, and Uses in Modified-Cash Basis Fund Balances  
Governmental Funds

For the Year Ended December 31, 2011

(Continued)

	GENERAL	FIREFIGHTE FEDERAL GRANTS	INCOME TAX	BUDGET STABILIZAT FUND	NOTE RETIREMENT FUND	STREET IMPROVEMEN 2011	ROAD IMP FUND IMPROVEMEN	OTHER GOVERNMENTAL FUNDS
Sale of Bonds	0.00	0.00	0.00	0.00	1,007,652.78	0.00	1,807,933.81	334,465.31
Sale of Notes	0.00	0.00	0.00	0.00	0.00	1,001,000.00	0.00	4,000.00
Other Debt Proceeds	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Premium and Accrued Interest on Debt	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Discount on Debt	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Sale of Capital Assets	0.00	0.00	4,900.20	0.00	0.00	0.00	0.00	446.64
Transfers In	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Transfers Out	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Advances In	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Advances Out	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Other Financing Sources	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Other Financing Uses	-109.53	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Other Financing Sources (Uses)	-109.53	0.00	4,900.20	0.00	1,007,652.78	1,001,000.00	1,807,933.81	338,911.95
Special and Extraordinary Items								
Special Item	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Extraordinary Item	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Net Change in Fund Balances	255,081.01	0.00	-273,181.21	-83,300.00	0.00	174,320.93	1,725,000.00	323,922.06
Fund Balances Beginning of Year	823,474.46	0.00	2,176,661.22	739,308.35	0.00	0.00	0.00	562,901.90
Fund Balances End of Year	\$1,078,555.47	\$0.00	\$1,903,480.01	\$656,008.35	\$0.00	\$174,320.93	\$1,725,000.00	\$886,823.96

See accompanying notes to the basic financial statements

(Continued)

For the Year Ended December 31, 2011

(Continued)

	TOTAL
<b>Receipts</b>	
Municipal Income Taxes	1,234,024.39
Property Taxes	331,178.47
Other Local Taxes	20,000.00
Intergovernmental	1,670,672.86
Special Assessments	6,759.37
Charges for Services	154,659.58
Fines, Licenses and Permits	50,987.18
Payments in Lieu of Taxes	0.00
Earnings on Investments	53,107.70
Miscellaneous	40,014.83
<b>Total Receipts</b>	<u>3,561,404.38</u>
<b>Disbursements</b>	
Current:	
Security of Persons and Property	685,930.37
Public Health Services	0.00
Leisure Time Activities	110,202.17
Community Environment	105,797.07
Basic Utility Services	0.00
Transportation	246,354.40
General Government	532,308.38
Capital Outlay	2,433,020.91
Debt Service:	
Principal Retirement	1,395,072.22
Interest and Fiscal Charges	91,175.28
<b>Total Disbursements</b>	<u>5,599,850.80</u>
<b>Excess of Receipts Over (Under) Disbursements</b>	<u>-2,038,446.42</u>
<b>Other Financing Sources (Uses)</b>	

See accompanying notes to the basic financial statements

(Continued)

For the Year Ended December 31, 2011  
 (Continued)

	TOTAL
Sale of Bonds	3,150,051.90
Sale of Notes	1,005,000.00
Other Debt Proceeds	0.00
Premium and Accrued Interest on Debt	0.00
Discount on Debt	0.00
Sale of Capital Assets	5,346.84
Transfers In	0.00
Transfers Out	0.00
Advances In	0.00
Advances Out	0.00
Other Financing Sources	0.00
Other Financing Uses	-109.53
Total Other Financing Sources (Uses)	<u>4,160,289.21</u>
Special and Extraordinary Items	
Special Item	0.00
Extraordinary Item	0.00
Net Change in Fund Balances	<u>2,121,842.79</u>
Fund Balances Beginning of Year	4,302,345.93
Fund Balances End of Year	<u><u>\$6,424,188.72</u></u>

See accompanying notes to the basic financial statements

<b>Program Budget</b>			
	Actual <input checked="" type="checkbox"/> Projected <input type="checkbox"/>	FY 2009 Amount	FY 2010 Amount
<b>Expenses</b>			
Salary and Benefits			FY 2011 Amount
Contract Services			
Occupancy (rent, utilities, maintenance)			
Training and Professional Development			
Insurance			
Travel			
Capital and Equipment Expenses			
Supplies, Printing, Copying, and Postage			
Evaluation			
Marketing			
Conferences, meetings, etc.			
Administration			
*Other -		\$1,309,221	\$423,987
*Other -			
*Other -			
<b>TOTAL EXPENSES</b>		<b>\$1,309,221</b>	<b>\$1,137,500</b>
<b>Revenues</b>			
<b>Contributions, Gifts, Grants, and Earned Revenue</b>			<b>\$423,987</b>
Local Government:			
Local Government:			
Local Government:			
State Government			
Federal Government			
*Other -		\$898,849	\$697,178
*Other -			
*Other -			
Membership Income			
Program Service Fees			
Investment Income			
<b>TOTAL REVENUES</b>		<b>\$898,849</b>	<b>\$836,404</b>
			<b>\$697,178</b>

OTTAWA VILLAGE, PUTNAM COUNTY

FUND CLASSIFICATION: GENERAL

GENERAL FUND

FUND NO. 1000

	2009 Actual	2010 Actual	2011 Actual	2012 Est Actual	2013 Est Actual	2014 Est Actual	2015 Est Actual	2016 Est Actual
<b>FUND CASH BALANCE JANUARY 1</b>	<b>\$1,534,766.95</b>	<b>\$1,124,495.36</b>	<b>\$823,182.40</b>	<b>\$1,078,555.47</b>	<b>\$1,097,345.00</b>	<b>\$1,085,996.41</b>	<b>\$1,446,326.92</b>	<b>\$1,797,150.12</b>
<b>RECEIPTS</b>								
Property and Other Local Taxes	\$257,568.27	\$261,215.25	\$242,765.28	\$252,909.06	\$252,909.06	\$252,909.06	\$252,909.06	\$252,909.06
Charges for Services	\$4,715.60	\$47,324.94	\$58,153.45	\$52,787.00	\$52,787.00	\$52,787.00	\$52,787.00	\$52,787.00
Fines, Licenses and Permits	\$29,017.57	\$40,701.28	\$49,839.18	\$32,050.00	\$32,050.00	\$32,050.00	\$32,050.00	\$32,050.00
Intergovernmental	\$302,714.26	\$304,967.20	\$264,430.43	\$89,950.00	\$74,950.00	\$74,950.00	\$74,950.00	\$74,950.00
Interest	\$267,731.28	\$106,315.99	\$47,796.98	\$39,500.00	\$39,500.00	\$20,500.00	\$20,500.00	\$20,500.00
Miscellaneous	\$37,101.93	\$75,879.31	\$16,192.28	\$8,500.00	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00
Increased Revenue with Manure Project						\$400,000.00	\$400,000.00	\$400,000.00
<b>TOTAL RECEIPTS</b>	<b>\$898,848.91</b>	<b>\$836,403.97</b>	<b>\$679,177.60</b>	<b>\$475,696.06</b>	<b>\$454,696.06</b>	<b>\$835,696.06</b>	<b>\$835,696.06</b>	<b>\$835,696.06</b>
<b>DISBURSEMENTS</b>								
Current:								
General Government	\$282,206.45	\$251,115.73	\$181,373.16	\$185,000.62	\$188,700.64	\$192,474.65	\$196,324.14	\$200,250.62
Security to Persons and Property	\$653,366.42	\$605,637.27	\$109,375.37	\$136,562.88	\$139,294.13	\$142,080.02	\$144,921.62	\$147,820.05
Leisure Time Activities	\$200,204.55	\$114,744.41	\$110,202.17	\$112,406.21	\$114,654.34	\$116,947.42	\$119,286.37	\$121,672.10
Community Environment	\$56,558.97	\$27,222.43	\$22,487.07	\$22,936.81	\$23,395.55	\$23,863.46	\$24,340.73	\$24,827.54
Transportation	\$136.20	\$72.60	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Capital Outlay	\$116,748.34	\$138,707.31	\$549.29	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Increased Expenditure with Manure Project						\$200,000.00	\$200,000.00	\$200,000.00
<b>TOTAL DISBURSEMENTS</b>	<b>\$1,309,220.93</b>	<b>\$1,137,499.75</b>	<b>\$423,987.06</b>	<b>\$456,906.53</b>	<b>\$466,044.66</b>	<b>\$475,365.55</b>	<b>\$484,872.86</b>	<b>\$494,570.32</b>
<b>RECEIPTS OVER (UNDER) DISBURSEMENTS</b>	<b>-\$410,372.02</b>	<b>-\$301,095.78</b>	<b>\$255,190.54</b>	<b>\$18,789.53</b>	<b>-\$11,348.60</b>	<b>\$360,330.51</b>	<b>\$350,823.20</b>	<b>\$341,125.74</b>
<b>OTHER FINANCING SOURCES &amp; USES</b>								
Fund Balance Adjustment for Prior Year Activity			\$292.06					
Other Financing Uses	\$0.00	-\$217.18	-\$109.53	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>TOTAL OTHER FIN SOURCES &amp; USES</b>	<b>\$0.00</b>	<b>-\$217.18</b>	<b>\$182.53</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>NET CHANGE IN FUND BALANCES</b>	<b>-\$410,372.02</b>	<b>-\$301,312.96</b>	<b>\$255,373.07</b>	<b>\$18,789.53</b>	<b>-\$11,348.60</b>	<b>\$360,330.51</b>	<b>\$350,823.20</b>	<b>\$341,125.74</b>
<b>FUND CASH BALANCE DECEMBER 31</b>	<b>\$1,124,394.93</b>	<b>\$823,182.40</b>	<b>\$1,078,555.47</b>	<b>\$1,097,345.00</b>	<b>\$1,085,996.41</b>	<b>\$1,446,326.92</b>	<b>\$1,797,150.12</b>	<b>\$2,138,275.86</b>

**This projection makes the following assumptions:**

- Decreased income for the following reasons:
  - Decreased investment earnings for 2012 through 2016. Tangible personal property tax reimbursement eliminated for 2012 through 2017.
  - Local government fund reduced 50% beginning 2012. Elimination of estate tax beginning 2013.
  - For 2012 through 2017 an increase of 2% in general government, security to persons and property, leisure time activities and community environment.
  - Cow manure treatment facility up and running in 2014.

<b>Lead Applicant</b>	The Village of Ottawa	<b>Round 3</b>	
<b>Project Name</b>	Manure Treatment Feasibility Study	<b>Type of Request</b>	Grant

## Project Budget

### Sources of Funds

LGIF Request:

Cash Match (List Sources Below):

Source:	<input style="width: 100%;" type="text"/>

In-Kind Match (List Sources Below):

Source:	Village of Ottawa - Costs incurred to date	\$22,371
Source:	Village of Ottawa - future costs est.	\$534,000
Source:	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>

Total Match:   
Total Sources:

### Uses of Funds

	<u>Amount</u>	<u>Revenue Source</u>
Consultant Fees:	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
Legal Fees:	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
Other: BGSU TOTAL	\$92,310	<input style="width: 100%;" type="text"/>
Other: ESC FACILITY USE	\$2,000	<input style="width: 100%;" type="text"/>
Other: INDIRECT COST 4.51%	\$4,253	<input style="width: 100%;" type="text"/>
Other: OTTAWA COSTS TO DATE	\$22,371	<input style="width: 100%;" type="text"/>
Other: OTTAWA FUTURE COSTS	\$534,000	<input style="width: 100%;" type="text"/>
Other: See attached sheet	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
Other: for details	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
Other:	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>

Total Uses:   
Local Match Percentage:

\* Please note that this match percentage will be included in your grant/loan agreement and cannot be changed after awards are made.

Local Match Percentage = (Match Amount/Project Cost) \* 100 (10% match required)

10-39.99% (1 point)   
 40-69.99% (3 points)   
 70% or greater (5 points)

**Project Budget Narrative: Use this space to justify expenses (1200 character max).**

The Village of Ottawa will be required to use personnel from the wastewater treatment facility as well as some of the lab facilities and equipment above and beyond the scope of services provided by both BGSU and the PCESC. It will be necessary for some on site operations of the facility and lab analysis in order to assure environmental integrity of the process and the product. While we hope to reclaim some of these costs through user charges and the sale of the final product, we estimate these costs are very possible and necessary during the feasibility study if we are to obtain the information we will require concerning the future of this process.

Section 4 Financial Information

# The Village of Ottawa

136 N. Oak Street

Ottawa, Ohio 45875

Phone - (419) 523-5020 \* Fax – (419) 523-4246

## ***Manure Treatment Feasibility Study***

*Feasibility Grant Request: \$98,5563.28*

### **BGSU Proposal:**

<i>Personnel</i>	<i>Time Commitment</i>	<i>Annual Salary</i>	<i>Grant Request</i>
Research Manager (Masters level technician)	50%	\$ 45,000.00	\$ 22,500.00
Graduate Research Asst	50% (10 hrs / week)	\$ 12,000.00	\$ 6,000.00
Summer intern	100% for 10 weeks	\$ 7, 500.00	\$ 7,500.00
<i>Subtotal - Salaries</i>			<i>\$ 36,000.00</i>
<i>Fringe Benefits (36%)</i>			<i>\$ 12,960.00</i>
<i>Equipment</i>	Computer laptop for downloading and analyzing data from water samplers		\$ 2,500.00
<i>Materials &amp; supplies</i>			<i>\$ 1 0,000.00</i>
<i>Travel (180 mi X 50 trips X \$.55)</i>			<i>\$ 4,950.00</i>
<i>Facilities &amp; Admin Costs</i>			
<i>39% MTDC</i>			<i>\$ 25,899.90</i>
<b>BGSU Total</b>			<b>\$ 92,309.90</b>

### **ESC Proposal:**

<i>Facilitie Use</i>			
<i>Skilled Trades 2 usage @ \$500 per quarter x 4 quarters</i>			<i>\$ 2,000.00</i>
<b>Subtotal of cost with BGSU</b>			<b>\$ 94,309.90</b>
<i>Indirect Cost Rate</i>			
<i>Rate approved by State of Ohio 4.51% of project</i>			<i>\$ 4,253.38</i>
<b>Project Total</b>			<b>\$ 98,563.28</b>

# The Village of Ottawa

136 N. Oak Street

Ottawa, Ohio 45875

Phone - (419) 523-5020 \* Fax – (419) 523-4246

## ***Manure Treatment Feasibility Study***

### *Documentation of each in-kind match source*

The Village of Ottawa will be required to use personnel from the wastewater treatment facility as well as some of our own lab facilities and equipment above and beyond the scope of services provided by both Bowling Green State University and the Putnam County Educational Service Center. It will be necessary for some on site operations of the facility and laboratory analysis in order to assure environmental integrity of the process and the product.

Therefore, we are submitting the following information for our in-kind match source.

#### Incurred costs to date:

Personnel wages and benefits:	\$7,235.74
Lab use and testing:	\$1,978.00
Equipment used:	\$7,731.00
Energy sources:	\$1,176.00
Chemicals used:	\$4,250.00

#### Estimated future costs of the project related to the study:

Personnel wages and benefits:	\$45,000.00
Lab use and testing:	\$21,000.00
Equipment use:	\$200,000.00
Energy sources:	\$42,000.00
Chemical use:	\$216,000.00
Student STEM Supplies:	\$10,000.00

While we hope to reclaim some of these costs through user charges and the sale of the final product, we estimate that these costs are very possible and necessary with respect to the project during the feasibility study if we are to obtain the information we will require concerning the future of this process.

<b>Lead Applicant</b>	The Village of Ottawa	<b>Round 3</b>	
<b>Project Name</b>	Manure Treatment Feasibility Study	<b>Type of Request</b>	Grant

## Return On Investment

Return on Investment is a performance measure used to evaluate the efficiency of an investment. To derive the expected return on investment, divide the net gains of the project by the net costs. For these calculations, please use the implementation gains and costs, NOT the project costs (the cost of the feasibility, planning, or management study)--unless the results of this study will lead to direct savings without additional implementation costs. The gains from this project should be derived from the prior and future program budgets provided, and should be justified in the return on investment narrative.

### Return on Investment Formulas:

Consider the following questions when determining the appropriate ROI formula for the project. Check the box of the formula used to determine the ROI for the project. These numbers should refer to savings/revenues illustrated in projected budgets.

Do you expect cost savings from efficiency from the project?

Use this formula: 
$$\frac{\text{Total \$ Saved}}{\text{Total Program Costs}} * 100 = \text{ROI}$$

Do you expect cost avoidance from the implementation of the project/program?

Use this formula: 
$$\frac{\text{Total Cost Avoided}}{\text{Total Program Costs}} * 100 = \text{ROI}$$

Do you expect increased revenues as a result of the project/program?

Use this formula: 
$$\frac{\text{Total New Revenue}}{\text{Total Program Costs}} * 100 = \text{ROI}$$

Expected Return on Investment = 
$$\frac{\$400,000}{\$200,000} * 100 = 200.00\%$$

Return on Investment Justification Narrative: In the space below, briefly describe the nature of the expected return on investment, using references when appropriate. (1300 character limit)

The projected earnings for the Village of Ottawa alone are \$400,000 annually. This is a 44% increase in income over current earnings. A savings is expected to be realized by the dairy farmers as well.

As noted in the letters of support, this could be a reality in the next year or two. Our plan is to create a living feasibility study. In order for the study to be effective, we will need to assess the treatment effectiveness during all kinds of weather. Therefore, we plan to run the feasibility study through all four seasons, making changes as we progress, based upon recommendations from the study group, in conjunction with all local, state and federal agencies.

Therefore, while the costs of production may be more easily determined, the ancillary costs of not effectively

Expected Return on Investment is:

- Less than 25% (10 points)       25%-74.99% (20 points)       Greater than 75% (30 points)

Questions about how to calculate ROI? Please contact the Office of Redevelopment at 614-995-2292 or [lgif@development.ohio.gov](mailto:lgif@development.ohio.gov)

Section 4

Financial Information

OTTAWA VILLAGE, PUTNAM COUNTY

FUND CLASSIFICATION: GENERAL

GENERAL FUND

FUND NO. 1000

	2009 Actual	2010 Actual	2011 Actual	2012 Est Actual	2013 Est Actual	2014 Est Actual	2015 Est Actual	2016 Est Actual
<b>FUND CASH BALANCE JANUARY 1</b>	<b>\$1,534,766.95</b>	<b>\$1,124,495.36</b>	<b>\$823,182.40</b>	<b>\$1,078,555.47</b>	<b>\$1,097,345.00</b>	<b>\$1,085,996.41</b>	<b>\$1,446,326.92</b>	<b>\$1,797,150.12</b>
Property and Other Local Taxes	\$257,568.27	\$261,215.25	\$242,765.28	\$252,909.06	\$252,909.06	\$252,909.06	\$252,909.06	\$252,909.06
Charges for Services	\$4,715.60	\$47,324.94	\$58,153.45	\$52,787.00	\$52,787.00	\$52,787.00	\$52,787.00	\$52,787.00
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Intergovernmental	\$302,714.26	\$304,967.20	\$264,430.43	\$89,950.00	\$74,950.00	\$74,950.00	\$74,950.00	\$74,950.00
Interest	\$267,731.28	\$106,315.99	\$47,796.98	\$39,500.00	\$39,500.00	\$20,500.00	\$20,500.00	\$20,500.00
Miscellaneous	\$37,101.93	\$75,879.31	\$16,192.28	\$8,500.00	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00
Increased Revenue with Manure Project						\$400,000.00	\$400,000.00	\$400,000.00
<b>TOTAL RECEIPTS</b>	<b>\$898,848.91</b>	<b>\$836,403.97</b>	<b>\$679,177.60</b>	<b>\$475,696.06</b>	<b>\$454,696.06</b>	<b>\$835,696.06</b>	<b>\$835,696.06</b>	<b>\$835,696.06</b>
<b>DISBURSEMENTS</b>								
Current:								
General Government	\$282,206.45	\$251,115.73	\$181,373.16	\$185,000.62	\$188,700.64	\$192,474.65	\$196,324.14	\$200,250.62
Security to Persons and Property	\$653,366.42	\$605,637.27	\$109,375.37	\$136,562.88	\$139,294.13	\$142,080.02	\$144,921.62	\$147,820.05
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Transportation	\$136.20	\$72.60	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Capital Outlay	\$116,748.34	\$138,707.31	\$549.29	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Increased Expenditure with Manure Project						\$200,000.00	\$200,000.00	\$200,000.00
<b>TOTAL DISBURSEMENTS</b>	<b>\$1,309,220.93</b>	<b>\$1,137,499.75</b>	<b>\$423,987.06</b>	<b>\$456,906.53</b>	<b>\$466,044.66</b>	<b>\$475,365.55</b>	<b>\$484,872.86</b>	<b>\$494,570.32</b>
<b>RECEIPTS OVER (UNDER) DISBURSEMENTS</b>	<b>-\$410,372.02</b>	<b>-\$301,095.78</b>	<b>\$255,190.54</b>	<b>\$18,789.53</b>	<b>-\$11,348.60</b>	<b>\$360,330.51</b>	<b>\$350,823.20</b>	<b>\$341,125.74</b>
<b>OTHER FINANCING SOURCES &amp; USES</b>								
Fund Balance Adjustment for Prior Year Activity			\$292.06					
Other Financing Uses		-\$217.18	-\$109.53					
<b>TOTAL OTHER FIN SOURCES &amp; USES</b>	<b>\$0.00</b>	<b>-\$217.18</b>	<b>\$182.53</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>NET CHANGE IN FUND BALANCES</b>	<b>-\$410,372.02</b>	<b>-\$301,312.96</b>	<b>\$255,373.07</b>	<b>\$18,789.53</b>	<b>-\$11,348.60</b>	<b>\$360,330.51</b>	<b>\$350,823.20</b>	<b>\$341,125.74</b>
<b>FUND CASH BALANCE DECEMBER 31</b>	<b>\$1,124,394.93</b>	<b>\$823,182.40</b>	<b>\$1,078,555.47</b>	<b>\$1,097,345.00</b>	<b>\$1,085,996.41</b>	<b>\$1,446,326.92</b>	<b>\$1,797,150.12</b>	<b>\$2,138,275.86</b>

**This projection makes the following assumptions:**  
 Decreased income for the following reasons:  
 Decreased investment earnings for 2012 through 2016. Tangible personal property tax reimbursement eliminated for 2012 through 2017.  
 Local government fund reduced 50% beginning 2012. Elimination of estate tax beginning 2013.  
 For 2012 through 2017 an increase of 2% in general government, security to persons and property, leisure time activities and community environment.  
 Cow manure treatment facility up and running in 2014.