



County of Ottawa

Board of Commissioners

Philip D. Kuyers
Chairperson

James C. Holtrop
Vice-Chairperson

12220 Fillmore Street, Room 310, West Olive, Michigan 49460

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Website: www.miOttawa.org

February 5, 2010

To All Ottawa County Commissioners:

The Ottawa County Board of Commissioners will meet on **Tuesday, February 9, 2010 at 1:30 p.m.**, for the regular **February** meeting of the Board at the Ottawa County Fillmore Street Complex in West Olive, Michigan.

The Agenda is as follows:

1. Call to Order by the Chairperson
2. Invocation – Commissioner Schrotenboer
3. Pledge of Allegiance to the Flag
4. Roll Call
5. Presentation of Petitions and Communications
6. Public Comments and Communications from County Staff
 - A. Legislative Update by Adrian Hemond from Governmental Consultant Services, Inc.
7. Approval of Agenda
8. Actions and Reports
 - A. Consent Resolutions:

From the County Clerk

1. Board of Commissioners Meeting Minutes

Suggested Motion:

To approve the Minutes of the January 26, 2010 Board of Commissioners Meeting and January 26, 2010 Board of Commissioners Work Session.

Joyce E. Kortman Dennis W. Swartout Jane M. Ruiter Matthew M. Hehl Roger G. Rycenga
Gordon D. Schrotenboer Robert W. Karsten James H. Holtvluwer Donald G. Disselkoen

2. Correspondence Log 400
Suggested Motion
To receive for information the Correspondence Log.
3. Payroll
Suggested Motion:
To authorize the payroll of February 9, 2010 in the amount of \$_____.

From the Finance and Administration Committee

4. Monthly Accounts Payable for January 18, 2010 through January 31, 2010
Suggested Motion:
To approve the general claims in the amount of \$2,877,872.77 as presented by the summary report for January 18, 2010 through January 31, 2010.

From Administration

5. Ottawa County Equalization 2009 Annual Report
Suggested Motion:
To receive for information the Ottawa County Equalization 2009 Annual Report.
6. Ottawa County Register of Deeds 2009 Annual Report
Suggested Motion:
To receive for information the Ottawa County Register of Deeds 2009 Annual Report.

B. Action Items:

From Administration

7. Ottawa County HVAC Retrofits
Suggested Motion:
To approve and authorize the Board Chairperson and Clerk to sign a contract with Technical Energy Solutions Inc. (TES) to engineer, design, and install heating, ventilation and air conditioning (HVAC) upgrades to Ottawa County facilities for \$920,000, funding to come from the Energy Efficiency and Conservation Block Grant (EECBG).

C. Appointments:

From the Human Resources Committee

8. To place into nomination and forward to the Board of Commissioners the name(s) of (* indicates recommendation of the Interview Subcommittee [third posting]):

*Darwin Baas

*Lawrence Mierle

To fill two (2) Member Vacancies on the Appeals Board for Sanitary Code beginning January 1, 2010, and ending December 31, 2012 (three year terms).

*Mary Ann Cartwright

John Stafford

Diane Zandstra

To fill one (1) General Public Member Vacancy on the Mental Health Board beginning April 1, 2010, and ending March 31, 2013 (three year term).

*Robert Land

To fill one (1) of two (2) Technology Sector Representative Vacancies on the Technology Committee beginning January 1, 2010, and ending December 31, 2011 (two year term).

*M. Ted Droski

To fill one (1) of two (2) Technology Sector Representative Vacancies on the Technology Committee beginning January 1, 2010, and ending December 31, 2010 (one year term).

*John Hofman

*Chad Tuttle

To fill two (2) of three (3) Business Sector Vacancies on the Ottawa County Workforce Development Board beginning January 1, 2010, and ending December 31, 2012 (three year terms).

*Judy Posma

*Kurt Wassink

To fill two (2) Member Vacancies on the Officers Compensation Commission beginning January 1, 2010, and ending December 31, 2012 (three year terms).

*Thomas R. Reinsma

To fill one (1) Unexpired Member Vacancy on the Officers Compensation Commission beginning immediately and ending December 31, 2010 (unexpired four year term).

*George Jackson

Regina Pierce

To fill a one (1) Member Vacancy on the KOM Foreign Trade Zone beginning January 1, 2010, and ending December 31, 2011 (two year term).

*David M. Davis

To fill one (1) of three Member Vacancies on the Housing Commission beginning January 1, 2010, and ending December 31, 2014 (five year term).

*Ryan Cotton

To fill one (1) Supervisor/Assessors Representative Vacancy on the Remoumentation Committee beginning January 1, 2010, and ending December 31, 2011 (two year term).

*William Haynes

Richard Overway

Regina Pierce

Paul Scalf

Raymond Seaman

To fill one (1) unexpired vacancy on the Veterans Affair Committee to begin immediately and ending September 30, 2012 (four year term).

D. Discussion Items:

9. Ottawa County Equalization 2009 Annual Report
(Presented by: Michael Galligan, Equalization Director)
10. Ottawa County Register of Deeds 2009 Annual Report
(Presented by: Gary Scholten, Register of Deeds)

9. Report of the County Administrator
10. General Information, Comments, and Meetings Attended
11. Public Comments
12. Adjournment

**PROPOSED
PROCEEDINGS OF THE OTTAWA COUNTY
BOARD OF COMMISSIONERS
JANUARY SESSION – SECOND DAY**

The Ottawa County Board of Commissioners met on Tuesday, January 26, 2010, at 1:30 p.m. and was called to order by the Chair.

Mr. Hehl pronounced the invocation.

The Clerk led in the Pledge of Allegiance to the Flag.

Present at roll call: Messrs. Kuyers, Swartout, Mrs. Ruiter, Messrs. Hehl, Rycenga, Schrotenboer, Disselkoen, Karsten, Holtrop, Holtvluwer. (10)

Absent: Mrs. Kortman. (1)

Presentation of Petitions and Communications

A. “American’s Best High Schools” Resolutions

Mrs. Ruiter and Mr. Swartout presented Mike Gilchrist, Spring Lake High School Principal, and Scott Grimes, Grand Haven High School Principal, with Resolutions for achieving Silver Level Performance in the U.S. News & World Report rankings of American’s Best High Schools.

B/C 10-023 Mr. Disselkoen moved to approve the agenda of today as presented.

B/C 10-024 Mr. Swartout moved to amend motion B/C 10-023 replacing the language of Action Item #9 with the Action Request language and adding to Action Item #10 “at a cost of \$47,726”. The motion passed.

A vote was than taken on the motion as amended and the amended motion passed.

B/C 10-025 Mr. Holtrop moved to approve the following Consent Resolutions:

1. To approve the Minutes of the January 4, 2010 Organizational Meeting of the Board of Commissioners, January 12, 2010 Board of Commissioners Meeting and January 12, 2010 Board of Commissioners Work Session.
2. To receive for information the Correspondence Log.

3. To authorize the payroll of January 19, 2010 and January 26, 2010 in the amount of \$1,469.00.
4. To approve the general claims in the amount of \$3,132,199.73 as presented by the summary report for January 1, 2010 through January 15, 2010.
5. To approve and forward to the Board of Commissioners the appropriation changes greater than \$50,000 and those approved by the Administrator and Fiscal Services Director for \$50,000 or less which changed the total appropriation from the amended budget for the month of December 2009.

The motion passed as shown by the following votes: Yeas: Messrs. Karsten, Disselkoen, Holtrop, Holtvluwer, Schrottenboer, Mrs. Ruiter, Messrs. Swartout, Rycenga, Hehl, Kuyers. (10)

B/C 10-026 Mr. Swartout moved to approve the 2011 Budget Calendar. The motion passed as shown by the following votes: Yeas: Messrs. Disselkoen, Karsten, Hehl, Holtrop, Swartout, Mrs. Ruiter, Messrs. Rycenga, Holtvluwer, Schrottenboer, Kuyers. (10)

B/C 10-027 Mr. Swartout moved to approve the purchase of four (4) years of military service credits for Christopher J. Munley (Sergeant, Ottawa County Sheriff's Office).

County Cost:	\$19,837.74
Employee Cost:	\$13,154.26
Total Cost:	\$32,992.00

The motion passed as shown by the following votes: Yeas: Messrs. Schrottenboer, Swartout, Holtvluwer, Mrs. Ruiter, Messrs. Disselkoen, Hehl, Holtrop, Rycenga, Kuyers. (9)

Nays: Mr. Karsten. (10)

B/C 10-028 Mr. Swartout moved to approve the recommendation to create one (1) FTE position of DD Clinical Team Program Coordinator – (Unclassified/paygrade 07) at the cost of \$83,054 - \$98,678 for the budget year. Funding to come from Medicaid / State/ Local funding. The motion passed as shown by the following votes: Yeas: Messrs. Holtvluwer, Disselkoen, Holtrop, Mrs. Ruiter, Messrs. Karsten, Hehl, Rycenga, Swartout, Schrottenboer, Kuyers. (10)

B/C 10-029 Mr. Swartout moved to approve the recommendation to create one (1) FTE position of Mental Health Clinician – (Group T/paygrade 14) at the

cost of \$69,856.00 for the budget year. Funding to come from Medicaid / State / Local funding. The motion passed as shown by the following votes: Yeas: Mrs. Ruiter, Messrs. Hehl, Karsten, Swartout, Holtvluwer, Rycenga, Holtrop, Disselkoen, Schrotenboer, Kuyers. (10)

- B/C 10-030 Mr. Swartout moved to approve the recommendation to temporarily increase the hours of the CMH Program Coordinator – Evidence Based Practiced/Program Development from 24 hours to 40 hours per week for 6 months at a cost of \$47,726. Funding to come from Medicaid / State / Local funding. The motion passed as shown by the following votes: Yeas: Messrs. Hehl, Rycenga, Schrotenboer, Disselkoen, Holtvluwer, Holtrop, Swartout, Karsten, Mrs. Ruiter, Mr. Kuyers. (10)
- B/C 10-031 Mr. Swartout moved to approve option two (2) for the Board of Commissioners Conference and Travel. The motion passed as shown by the following votes: Yeas: Messrs. Swartout, Holtvluwer, Holtrop, Karsten, Disselkoen, Schrotenboer, Rycenga, Hehl, Mrs. Ruiter, Mr. Kuyers. (10)
- B/C 10-032 Mr. Swartout moved to approve and authorize the Board Chair and Clerk to sign the Resolution to approve the proposed Intergovernmental Agreement between the Michigan Land Bank Fast Track Authority and the Treasurer of Ottawa County establishing the Ottawa County Land Bank Authority. The motion passed as shown by the following votes: Yeas: Mr. Holtvluwer, Mrs. Ruiter, Messrs. Holtrop, Rycenga, Disselkoen, Schrotenboer, Karsten, Hehl, Swartout, Kuyers. (10)
- B/C 10-033 Mr. Swartout moved to approve and authorize the Board Chair and Clerk to sign the Resolution to approve the proposed Articles of Incorporation and By-Laws of the Ottawa County Land Bank Authority. The motion passed as shown by the following votes: Yeas: Messrs. Rycenga, Hehl, Karsten, Mrs. Ruiter, Messrs. Schrotenboer, Swartout, Holtvluwer, Disselkoen, Holtrop, Kuyers. (10)
- B/C 10-034 Mr. Swartout moved to approve and authorize the Board Chair and Clerk to sign the Resolution of the proposed “Mission Statement” and “Priorities and Policies for Property Acquisition and Disposition” of the Ottawa County Land Bank Authority. The motion passed as shown by the following votes: Yeas: Messrs. Holtrop, Holtvluwer, Swartout, Schrotenboer, Disselkoen, Karsten, Mrs. Ruiter, Messrs. Rycenga, Hehl, Kuyers. (10)
- B/C 10-035 Mr. Swartout moved to approve the request of the Ottawa County Treasurer to loan \$50,000 (interest-free) from the Land Sale Proceeds Account to fund the start-up operations of the Ottawa County Land Bank Authority. The motion passed as shown by the following votes: Yeas:

Messrs. Karsten, Disselkoen, Holtrop, Holtvluwer, Schrotenboer, Mrs. Ruiter, Messrs. Swartout, Rycenga, Hehl, Kuyers. (10)

B/C 10-036 Mr. Rycenga moved to approve and authorize the Board Chair and Clerk to sign the Resolution of Support for the nomination of US 31 / Blue Star Highway (West Michigan Pike) as a heritage route. The motion passed as shown by the following votes: Yeas: Messrs. Disselkoen, Karsten, Hehl, Holtrop, Swartout, Mrs. Ruiter, Messrs. Rycenga, Holtvluwer, Schrotenboer, Kuyers. (10)

The Administrator's report was presented.

B/C 10-037 Mrs. Ruiter moved to place Philip Kuyers, James Holtrop and Donald Disselkoen on the Administrator's Evaluation Team. The motion passed.

B/C 10-038 Mr. Disselkoen moved to adjourn at 1:48 p.m. subject to the call of the Chair. The motion passed.

DANIEL C. KRUEGER, Clerk
Of the Board of Commissioners

PHILIP KUYERS, Chairman
Of the Board of Commissioners

**PROPOSED
PROCEEDINGS OF THE OTTAWA COUNTY
BOARD OF COMMISSIONERS
JANUARY SESSION – WORK SESSION**

The Ottawa County Board of Commissioners met on Tuesday, January 26, 2010, at 2:00 p.m. and was called to order by the Chair.

Present at roll call: Messrs. Messrs. Kuyers, Swartout, Mrs. Ruiters, Messrs. Hehl, Rycenga, Schroenboer, Disselkoe, Karsten, Holtrop, Holtvluwer. (10)

Mrs. Kortman. (1)

Work Session Items:

- A. Ranking of Services – The Administrator explained the County now has the capability to do the ranking process in-house due to the purchase of new software. Jessica Kinser, Financial Management Analyst, had the Board do a prioritization twice of all services to receive the final tally.
- B. Ranking of 2010 Business Plan Objectives – The Commissioners were each given 12 stickers and ranked the 2010 Business Plan Objectives.
- C. Use of Courier Service for Board of Commissioners Packets – Discussion took place on whether or not to continue having Board of Commissioner packets courier or have them emailed and a paper copy available for the Board on the day of the meeting. The Administrator’s office will send out an email to the Board to see which option they prefer.
- D. Discussion with Drain Commissioner – At the Business Planning Session, questions came up about Ottawa County Drains. Paul Geerlings, Drain Commissioner, was here today to answer any questions they Board may have.
- E. Appreciation Resolution Discussion – The Administrator asked if the Board thought a policy was necessary for Appreciation Resolutions. Consensus was to leave as is as they are completely Commissioner driven.

B/C 10-039 Mr. Holtrop moved to adjourn at 3:29 p.m. subject to the call of the Chair. The motion passed.

DANIEL C. KRUEGER, Clerk
Of the Board of Commissioners

PHILIP KUYERS, Chairman
Of the Board of Commissioners

Action Request

Home



Committee: Board of Commissioners
Meeting Date: 1/26/2010
Requesting Department: County Clerk
Submitted By: Keith Van Beek
Agenda Item: Correspondence Log 400

SUGGESTED MOTION:

To receive for information the Correspondence Log.

SUMMARY OF REQUEST:

FINANCIAL INFORMATION:

Total Cost: \$0	County Cost: \$0	Included in Budget:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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If not included in budget, recommended funding source:

ACTION IS RELATED TO AN ACTIVITY WHICH IS:

<input type="checkbox"/> Mandated	<input type="checkbox"/> Non-Mandated	<input type="checkbox"/> New Activity
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ACTION IS RELATED TO STRATEGIC PLAN:

Goal:

Objective:

ADMINISTRATION RECOMMENDATION:

<input checked="" type="checkbox"/> Recommended	<input type="checkbox"/> Not Recommended
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County Administrator:

Digitally signed by Alan G. Vanderberg
DN: cn=Alan G. Vanderberg, c=US, o=County of Ottawa, ou=Administrator's Office,
email=avanderberg@mottawa.org
Date: 2010.02.04 14:33:45 -05'00'

Committee/Governing/Advisory Board Approval Date:

DATE	CORRESPONDENT	CONTENT	REFERRED TO
12-08-09	Michael Dalman, Holland Twp	Notice of Hearing	Administrator, Kuyers, Schrottenboer, Karsten
12-09-09	Timothy McGuire	Ltr – thanking for Resolution	Administrator & Commissioners
12-21-09	Mackinac Co Bd of Commissioners	Resolution: Snowmobile Advisory Committee	Administrator & Commissioners
01-06-10	Gratiot Co. Bd of Commissioners	Resolution: Funding Obligations – State Mandated Services	Administrator & Commissioners *
01-07-10	State Tax Commission	Revoke facility exempt certificate	Administrator, Kortman, Disselkoen, Karsten

Action Request

Home



Committee: Board of Commissioners

Meeting Date: 2/09/2010

Requesting Department: County Clerk

Submitted By: June Hagan

Agenda Item: Payroll

SUGGESTED MOTION:

To authorize the payroll of February 9, 2010 in the amount of \$_____.

SUMMARY OF REQUEST:

To pay the current payroll of the members of the Ottawa County Board of Commissioners. Pursuant to MCL 46.11, the Board of Commissioners is authorized to provide for and manage the ongoing business affairs of the County.

FINANCIAL INFORMATION:

Total Cost: _____ County Cost: _____ Included in Budget: Yes No

If not included in budget, recommended funding source: _____

ACTION IS RELATED TO AN ACTIVITY WHICH IS:

Mandated Non-Mandated New Activity

ACTION IS RELATED TO STRATEGIC PLAN:

Goal: #1-4

Objective: _____

ADMINISTRATION RECOMMENDATION:

Recommended Not Recommended

County Administrator:

Digitally signed by Alan G. Vanderberg
DN: cn=Alan G. Vanderberg, c=US, o=County of Ottawa, ou=Administrator's Office,
email=avanderberg@miottawa.org
Date: 2010.02.04 14:29:02 -05'00'

Committee/Governing/Advisory Board Approval Date: _____

Action Request

Home



Committee: Board of Commissioners

Meeting Date: 2/9/2010

Requesting Department: Fiscal Services

Submitted By: June Hagan

Agenda Item: Monthly Accounts Payable for January 18, 2010 through January 31, 2010

SUGGESTED MOTION:

To approve the general claims in the amount of \$2,877,872.77 as presented by the summary report for January 18, 2010 through January 31, 2010.

SUMMARY OF REQUEST:

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

FINANCIAL INFORMATION:

Total Cost: \$2,877,872.77	County Cost: \$2,877,872.77	Included in Budget:	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
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If not included in budget, recommended funding source:

ACTION IS RELATED TO AN ACTIVITY WHICH IS:

<input checked="" type="checkbox"/> Mandated	<input type="checkbox"/> Non-Mandated	<input type="checkbox"/> New Activity
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ACTION IS RELATED TO STRATEGIC PLAN:

Goal: #1

Objective: # 1-6

ADMINISTRATION RECOMMENDATION:

<input checked="" type="checkbox"/> Recommended	<input type="checkbox"/> Not Recommended
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County Administrator:

Alan G. Vanderberg

Digitally signed by Alan G. Vanderberg
DN: cn=Alan G. Vanderberg, c=US, o=County of Ottawa, ou=Administrator's Office, email=avanderberg@miottawa.org
Date: 2010.02.04 14:38:55 -0500

Committee/Governing/Advisory Board Approval Date:



County of Ottawa

Fiscal Services Department

June A. Hagan
Director

12220 Fillmore Street, Room 331, West Olive, Michigan 49460

West Olive (616) 738-4849
Fax (616) 738-4098
Grand Haven (616) 846-8295
Grand Rapids (616) 662-3100
e-mail: jhagan@miottawa.org

To: Board of Commissioners

From: June Hagan, Fiscal Services Director

Subject: Accounts Payable Listing – January 18, 2010 to January 31, 2010

Date: February 1, 2010

I have reviewed the Accounts Payable Listing for January 18 through January 31, 2010. The following information will give you the detail of some of the purchases made in specific funds during this period.

Fund 6641 – Equipment Pool Fund

Vehicle – Sheriff's Department	\$ 20,812.00
Trail Grooming Equipment – Parks & Recreation	\$ 5,040.39

If you have any additional questions, please feel free to contact me.

Total Checks 01/18/2010 through 01/31/2010

I hereby certify that to the best of my knowledge the List of Audit Claims, a summary of which is attached, constitutes all claims received and audited for payment. The List of Claims shows the name of claimant, amount of claim, check number, and check date. The net amount of checks written during the period was \$2,797,897.34. The amount of claims to be approved totals \$2,877,872.77.

*Adjustments are voided checks.

June Hagan
June Hagan, Fiscal Services Director

February 1, 2010
Date

We hereby certify that the Board of Commissioners has approved the claims on this 9th day of February, 2010.

Philip Kuyers, Chairperson
Board of Commissioners

Daniel Krueger, Clerk

ACCOUNTS PAYABLE CHECKS 01/18/2010 THROUGH 01/31/2010

Home

<u>FUND NUMBER</u>	<u>FUND NAME</u>	<u>CLAIMS TO BE APPROVED</u>	<u>ADJUSTMENTS*</u>	<u>NET CHECK TOTALS</u>
1010	GENERAL FUND	680,567.59	(15.58)	680,552.01
1500	CEMETERY TRUST	0.00	0.00	0.00
2081	PARKS & RECREATION	54,302.32	0.00	54,302.32
2082	PARK 12	0.00	0.00	0.00
2160	FRIEND OF COURT	4,817.29	0.00	4,817.29
2170	9/30 JUDICIAL GRANTS	111.75	0.00	111.75
2210	HEALTH	53,422.04	(32.00)	53,390.04
2220	MENTAL HEALTH	845,780.89	0.00	845,780.89
2271	SOLID WASTE CLEAN-UP	0.00	0.00	0.00
2272	LANDFILL TIPPING FEES	10,269.69	0.00	10,269.69
2320	TRANSPORTATION SYSTEM	0.00	0.00	0.00
2420	PLANNING COMMISSION	0.00	0.00	0.00
2444	INFRASTRUCTURE FUND	0.00	0.00	0.00
2450	PUBLIC IMPROVEMENT	0.00	0.00	0.00
2550	HOMESTEAD PROPERTY TAX	0.00	0.00	0.00
2560	REGISTER OF DEEDS AUTOMATION FUND	564.40	0.00	564.40
2590	LIPPERT GRANT	0.00	0.00	0.00
2601	PROSECUTING ATTORNEY GRANTS	0.00	0.00	0.00
2602	WEMET	14,129.30	0.00	14,129.30
2603	WEED AND SEED	0.00	0.00	0.00
2605	COPS-AHEAD-GEORGETOWN	0.00	0.00	0.00
2606	COPS-FAST-GEORGETOWN	0.00	0.00	0.00
2608	COPS-FAST-ALLENDALE	0.00	0.00	0.00
2609	SHERIFF GRANT PROGRAMS	12,466.50	0.00	12,466.50

ACCOUNTS PAYABLE CHECKS 01/18/2010 THROUGH 01/31/2010

Home

<u>FUND NUMBER</u>	<u>FUND NAME</u>	<u>CLAIMS TO BE APPROVED</u>	<u>ADJUSTMENTS*</u>	<u>NET CHECK TOTALS</u>
2610	COPS-UNIVERSAL	14,743.06	0.00	14,743.06
2640	EMT HOLLAND-PARK	0.00	0.00	0.00
2650	EMT GEORGETOWN TOWNSHIP	0.00	0.00	0.00
2661	SHERIFF ROAD PATROL	1,630.84	0.00	1,630.84
2690	LAW LIBRARY	2,102.69	0.00	2,102.69
2740	WIA-ADMIN. COST POOL	470.21	0.00	470.21
2741	WIA-YOUTH	4,346.02	(2,338.68)	2,007.34
2742	WIA-ADULT	25,000.04	(8,969.73)	16,030.31
2743	WIA-6/30 GRANT PROGRAMS	87,217.77	(68,348.14)	18,869.63
2744	WIA-12/31 GRANT PROGRAMS	13,599.30	0.00	13,599.30
2747	WIA-WORK FIRST YOUTH	0.00	0.00	0.00
2748	WIA-9/30 GRANT PROGRAMS	14,771.96	0.00	14,771.96
2749	WIA-3/31 GRANT PROGRAMS	0.00	0.00	0.00
2750	GRANT PROGRAMS-PASS THRU	46,773.28	0.00	46,773.28
2800	EMERGENCY FEEDING	527.91	0.00	527.91
2810	FEMA	0.00	0.00	0.00
2850	COMMUNITY CORRECTIONS PROG. GRANT	15,743.83	0.00	15,743.83
2870	COMMUNITY ACTION AGENCY (CAA)	14,245.55	0.00	14,245.55
2890	WEATHERIZATION	31,068.71	0.00	31,068.71
2900	DEPT OF HUMAN SERVICES	0.00	0.00	0.00
2901	DEPT OF HUMAN SERVICES	13,124.29	0.00	13,124.29
2920	CHILD CARE - PROBATE	89,561.32	0.00	89,561.32
2921	CHILD CARE - SOCIAL SERVICES	0.00	0.00	0.00
2930	SOLDIER & SAILORS RELIEF	916.78	0.00	916.78

ACCOUNTS PAYABLE CHECKS 01/18/2010 THROUGH 01/31/2010

FUND NUMBER	FUND NAME	CLAIMS TO BE APPROVED	ADJUSTMENTS*	Home
				NET CHECK TOTALS
2940	VETERANS TRUST	0.00	0.00	0.00
2941	VETERANS TRUST	0.00	0.00	0.00
5160	DELINQUENT TAXES	6,331.80	0.00	6,331.80
6360	INFORMATION TECHNOLOGY	20,862.46	0.00	20,862.46
6410	WATER & SEWER REVOLVING	0.00	0.00	0.00
6450	DUPLICATING	455.39	0.00	455.39
6550	TELECOMMUNICATIONS	11,055.13	0.00	11,055.13
6641	EQUIPMENT POOL	25,852.39	0.00	25,852.39
6770	PROTECTED SELF-FUNDED INSURANCE	6,980.63	0.00	6,980.63
6771	PROTECTED SELF-FUNDED HEALTH INS.	168,559.32	0.00	168,559.32
6772	PROTECTED SELF-FUNDED UNEMPL INS.	2,038.13	0.00	2,038.13
6775	LONG-TERM DISABILITY INSURANCE	13,006.36	0.00	13,006.36
6776	PROTECTED SELF-FUNDED DENTAL INS.	0.00	0.00	0.00
6777	PROTECTED SELF-FUNDED VISION	0.00	0.00	0.00
6782	PROTECTED SELF-FUNDED INS PROG M.H.	0.00	0.00	0.00
7010	AGENCY	546,619.38	0.00	546,619.38
7040	IMPREST PAYROLL	23,836.45	(271.30)	23,565.15
7210	LIBRARY PENAL FINE	0.00	0.00	0.00
7300	EMPLOYEE SICK PAY BANK	0.00	0.00	0.00
		<u>\$2,877,872.77</u>	<u>(\$79,975.43)</u>	<u>\$2,797,897.34</u>

Action Request

Home



Committee: Board of Commissioners
Meeting Date: 2/9/2010
Requesting Department: Equalization
Submitted By: Keith Van Beek
Agenda Item: Equalization 2009 Annual Report

SUGGESTED MOTION:

To receive for information the Ottawa County Equalization 2009 Annual Report.

SUMMARY OF REQUEST:

In accordance with 2010 Rules of the Ottawa County Board of Commissioners:

Section 4.6 - Annual Reports From Departments of County Government - It is the policy of the Board of Commissioners to receive Annual written and oral Reports from all Departments of County government. Written reports shall be in a form approved by the County Administrator and shall, in the ordinary course, be submitted directly to the Board of Commissioners through the County Administrator's Office.

FINANCIAL INFORMATION:

Total Cost: \$0	County Cost: \$0	Included in Budget:	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
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If not included in budget, recommended funding source:

ACTION IS RELATED TO AN ACTIVITY WHICH IS:

<input type="checkbox"/> Mandated	<input type="checkbox"/> Non-Mandated	<input type="checkbox"/> New Activity
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ACTION IS RELATED TO STRATEGIC PLAN:

Goal: #2

Objective: #4

ADMINISTRATION RECOMMENDATION:

<input checked="" type="checkbox"/> Recommended	<input type="checkbox"/> Not Recommended
---	--

County Administrator:

Handwritten signature of Alan G. Vanderberg in black ink.

Digitally signed by Alan G. Vanderberg
DN: cn=Alan G. Vanderberg, c=US, o=County of Ottawa, ou=Administrator's Office,
email=avanderberg@mottawa.org
Date: 2010.02.04 14:50:54 -05'00'

Committee/Governing/Advisory Board Approval Date:

Ottawa County Equalization Department 2009 Annual Report

This report does not take the place of the "Equalization Report", statutorily required to be presented to the County Board for adoption in April each year.

Michael R. Galligan cmae4, Equalization Director
February 9, 2010



The activities and programs of this department are brought to you by the members of the Ottawa County Board of Commissioners.

- Philip D. Kuyers, Chairperson
- James C. Holtrop, Vice Chairperson
- Joyce E. Kortman
- Dennis W. Swartout
- Jane M. Ruiter
- Matthew M. Hehl
- Roger G. Rycenga
- Gordon D. Schrottenboer
- Donald G. Disselkoen
- Robert Karsten
- James H. Holtvluwer



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Equalization Department Staff

As of February 1, 2010



3

- ❑ **Michael R. Galligan cmae IV, Director**
- ❑ **James J. Bush cmae III, Deputy Director**
- ❑ **Marcia Van Velzen cmae III, Property Description Supervisor**
- ❑ **Appraisals & Audits**
 - ❑ Norma Bowron cmae III, Personal Property Examiner
 - ❑ Tina Pickler cmae III, Appraiser III, Senior Appraiser
 - ❑ Brian Busscher cmae III, Appraiser III
 - ❑ Craig Zysk cmae III, Appraiser III
 - ❑ Lori Brassard cmae II, Appraiser I
- ❑ **Deeds Processing**
 - ❑ Jennifer Culbertson, Senior Abstracting/Indexing Clerk
 - ❑ Jennifer Milanowski, ½ time Abstracting/Indexing Clerk
 - ❑ Susan Young, Abstracting/Indexing Clerk
- ❑ **Maintenance of Property Descriptions & Property Tax Maps**
 - ❑ Brian Johnson, Property Description and Mapping Specialist
 - ❑ Troy Young, Property Description and Mapping Specialist
 - ❑ Julie Friedgen, ½ time Abstracting/Indexing Clerk
 - ❑ Pamela Arnemann, ½ time Abstracting/Indexing Clerk

Recent Changes

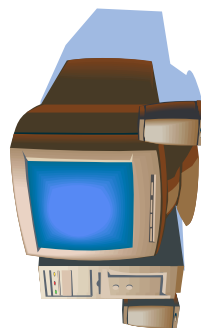
□ Personnel

- After retiring at the end of 2009, our personal property auditor, Norma Bowron, has agreed to return for 600 hours per year rather than refill the position.
- The remaining work will be shifted through the appraisal staff, whose work load has increased due to the economy, to the mapping staff whose work load has decreased.



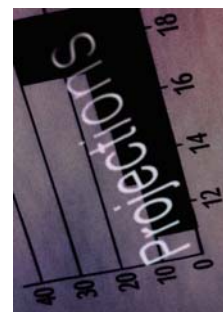
□ Upgrade Equalizer program

- In 2009 we migrated to the new dot net version of the BS&A Equalizer program. We also began planning for further software integration with the Register of Deeds office.



□ Estimating future years Taxable values

- To assist with county budgeting, we have begun deriving estimates of future years taxable values. With the rapidly changing economy this is a difficult task and an inexact science.



Preparation of the Equalization Report to the Board of Commissioners as required by MCL211.34



☐ Sales Studies

- ☐ From the Register of Deeds system, sales files are created in the Equalizer system. All documents must be reviewed to determine the correct parcel identification number.
- ☐ Once imported and verified, all documents must be reviewed to determine their status for use in sales studies.
- ☐ The Director reviews all sales and compiles sales studies for all classes of real property. Sales studies are used to determine the starting ratios in all residential classes. Appraisal studies are used in the other classes.
- ☐ Sales studies are sent to the local units for their review before being used in the Equalization studies, and sent to the Michigan State Tax Commission.
- ☐ These sales are accessible on miottawa.org and provide another means of accessing the Register of Deed's documents.

☐ Appraisal Studies

- ☐ The Appraisers field inspect, list, and analyze all usable vacant sales except small residential lots. They analyze all improved Agricultural, Commercial and Industrial sales. They field inspect all good sales for computing Economic Condition Factors.
- ☐ In co-ordination with the appraisers, the Deputy Director analyzes sales data and computes land values and Economic Condition Factors to be used in the current year's appraisal studies.
- ☐ The Appraisers select representative, random samples for each class studied, field inspect, draw up and price all parcels selected using land value and ECF data previously derived.
- ☐ The Appraisers trade work they have done with other appraisers for review and corrections.
- ☐ The studies are then submitted to the Equalization Director for review and comments and sent to the local unit for their review before being entered on the L4018 forms.

Preparation of the Equalization Report to the Board of Commissioners as required by MCL211.34

□ Personal Property Auditor

- The personal property auditor selects random samples of Commercial and Industrial personal property parcels for audit.
- The personal property auditor then conducts audits and reviews the results with the owners and the local units. The results are reviewed with the director then compiled for use on L4018s.
- Under MCL211.154, petitions are filed where indicated with the Michigan State Tax Commission for correction of assessed and taxable values for the current and two prior years.



□ Equalization Forms

- L4018s are completed and submitted to the STC by December 31 of each year giving the starting ratios in each class, in each unit.
- The local assessors complete and submit their assessment rolls to the Equalization Department. Assessment rolls are imported, and new, loss and adjustments on the L4021 are audited.
- L4023 forms are compiled from audited assessment rolls. These forms determine whether or not the local unit has brought their ratios in each class to between 49% and 50%.
- Results are summarized, the official Equalization Report is completed and presented to the County Board for its approval.
- Import, review, compile and balance L4025 figures for use in various millage rollbacks.
- Import, review, compile, and balance Principal Residence Exemption figures.

Maintenance of Accurate Property Descriptions and Property Tax Maps

Assistance to local assessing officers in accordance with MCL211.34(3)

7

Property System Maintenance

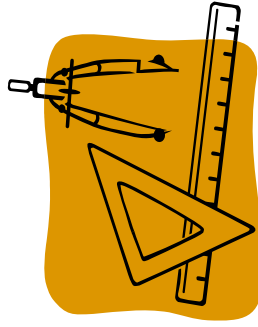
- Our primary assistance to local units is in the development and maintenance of accurate property descriptions, assigning new parcel numbers for all splits, consolidations, subdivision lots, condominium units, and buildings on leased land, along with their use of our parcel mapping.
- We import and export data to and from the local units. Names and addresses are updated regularly, and values are updated during the equalization process. Tax descriptions are exported to the local units. Ordered value changes are entered in our assessing system, and compared to the local units values. By working with the County Treasurer's Office and the local units the accuracy and balance between our systems is maintained.

- During 2009 we worked with several of the local units to compare and edit tax descriptions. It is important that we use the same description for current (local) tax and delinquent (county) tax purposes. We edited ours where necessary, and exported our descriptions to the local units for their use. We also added the master deed recording information to the end of condominium unit descriptions for several of the local units. This follows State guidelines for condominium descriptions.

- A Split History System is maintained for current splits. This information is made available to the local units, other county departments, and the public through the property search function on the county website.

Mapping/GIS Maintenance

- Our Mapping Specialists maintain the parcel layers in the county GIS using recorded documents, surveys and information from local units as the basis for these updates. All work is checked and sent to the local assessors for use in assessment and tax rolls.
- The Mapping Specialists are taking advantage of slow times for splits and subdivisions to adjust and correct the maps. We continue to uncover errors made during the digital conversion of the maps. Subdivisions were completely remapped, along with countless parcel revisions in various jurisdictions. Improving the quality and accuracy of the mapping benefits the many users of the GIS.



Preparation of the Annual Apportionment Report to the Board of Commissioners as required by MCL211.37

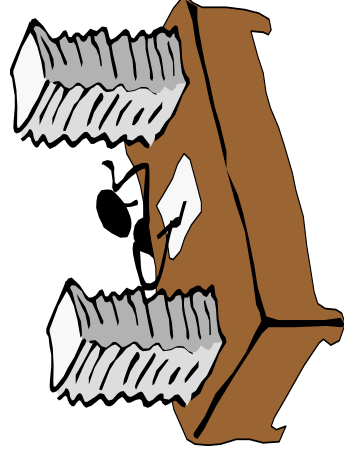
Annual Apportionment Report and

Related Forms

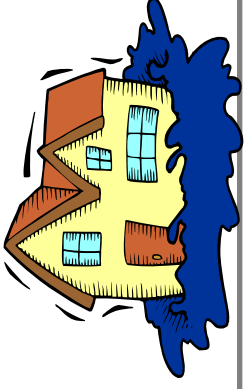
- The Apportionment process begins each year with computing the millage reduction fractions. The millage reduction fractions are used to calculate allowable millages for each tax rate request.
- Each Taxing Entity is provided its millage reduction fractions along with a sample tax rate request form and a Truth in Taxation confirmation checklist.
- Tax rate requests are collected and audited by the Equalization Department on behalf of the Board of Commissioners.
- Tax Rate requests are used by local units for tax billing, and incorporated into the Apportionment Report and various other reports required by the county and local units.
- We also monitor expiration of millages, and ballot language on proposals requesting a millage. This helps insure that each request is timely and will meet the requirements to be levied.

In 2009 we began a more comprehensive audit of tax rate requests for debt service. This insures that a retired debt is not levied.

In 2009 we added information to the Apportionment Report displaying the total revenue lost in local units to Renaissance Zones. Some businesses started the three year process of ending their Renaissance Zone exemption, this will continue in 2010.



Other Duties



Damage Assessment

The Equalization Department is responsible for gathering preliminary damage assessment information in the event of a disaster. This year our Deputy Director coordinated damage assessment for two separate floods. We also participated in training and yearly exercises.

Forecasting

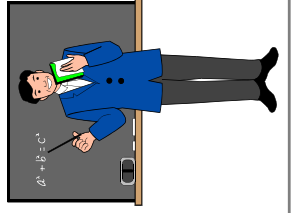
We make projections of taxable value for future years.

Education

I once again taught a one day State Assessors Board class. All certified assessors must take at least one 6 hour class a year.

Requests for Information

We fill Freedom of Information Act requests for countywide assessment roll data, and requests from the schools, other taxing units, and financial advisory companies for various statistics.



Other Assistance to Local Units

In addition, we assist the local units by developing uniform standards and updating them on recent law changes. We also provide technical assistance to the local units in areas such as valuation appeals, assessing procedures, and millage questions.

Extra

I am now the Vice-President of the Michigan Association of Equalization Directors. I will once again serve on the Legislative committee and the Standards committee of the Michigan Assessors Association.

In addition I was one of three recently appointed to the State Tax Commission Assessors Discipline Advisory Committee.

Jim Bush, Deputy Director, has also been appointed to the Board of the Mid Michigan Assessors Association

According To The Numbers

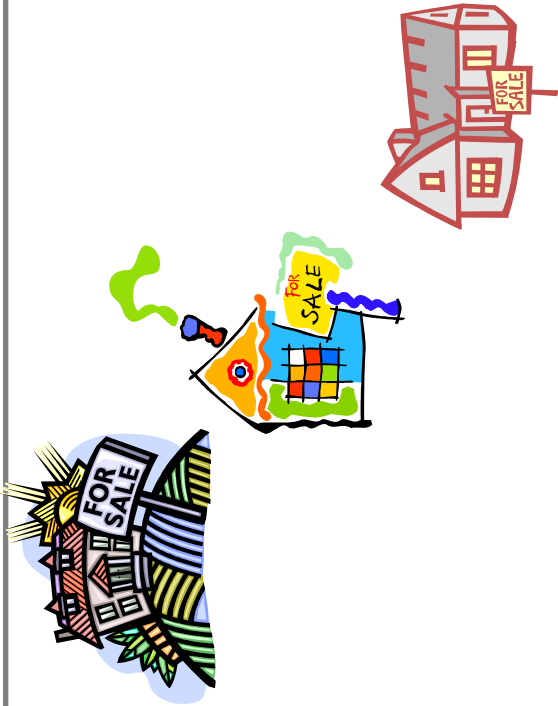
Sales Studies

Analysis of the market begins with sales

- Sales Entered in the Equalizer database

All classes of property (December 1 through November 30)

2000 - 11,136	2004 - 13,911	2008 - 12,265
2001 - 12,640	2005 - 12,471	2009 - 11,841
2002 - 13,749	2006 - 11,856	
2003 - 14,409	2007 - 12,224	



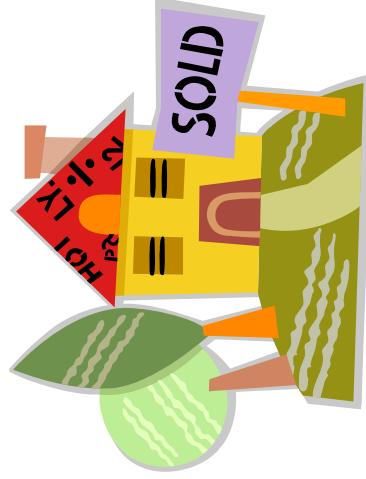
Results - Residential Sales Studies

Usable Sales -March 31 current year & back 2 years

Study Year	% Assessed Change *	# of Sales
2002 for 2003	6.55%	8,799
2003 for 2004	4.78%	8,989
2004 for 2005	5.09%	8,868
2005 for 2006	6.07%	8,478
2006 for 2007	4.66%	8,006
2007 for 2008	1.14%	7,101 (5,716)**
2008 for 2009	-3.42%	5,867 (2,568)**
2009 for 2010	-6.61	3,676 (1,638)**

*Change due to inflation only.

** Total sales used for studies, one year studies used in 8 units for 2008, 19 units for 2009 & 22 of 23 units for 2010



According To The Numbers

Appraisal Studies are done where there are insufficient sales for a Sales Study.

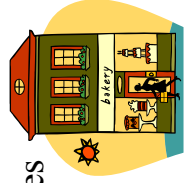
An analysis of the market must be done

first.

- Over 100 Agricultural, Commercial, and Industrial sales documents were analyzed and investigated by staff appraisers.
- 65 +/- Improved sales were appraised. 45 of these were used to determine Economic Condition Factors.
- 31 Commercial & Industrial Condominium sales were analyzed, field reviewed, and listed for use as comparables in the appraisal studies.

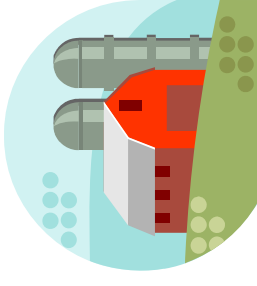
- 62 new vacant land sales from all classes of property were appraised and added to the vacant land study.
- 64 sales of improved residential properties were appraised & used to develop a Residential ECF for use in Ag appraisal studies.

- With fewer sales in a declining market, more of the appraisers time is spent analyzing questionable sales and determining current market conditions.



Appraisal Studies

- Representative samples are selected and appraised. The following is the breakdown of the appraisals used in the 2009 studies for 2010 Equalization;



- 383 Agricultural parcels
- 431 Commercial parcels
- 392 Industrial parcels
- 5 Timber-Cutover parcels
- 20 Developmental parcels
- 1,231 Total Appraisals for studies

Total approximate number of appraisals done in 2009 for 2010

- 222 Total Appraisals of sales *
- 1,231 Total Appraisals for studies
- 1,453 Total Appraisals

*Sales period included an extra 6 months due to the change in 2 year sales study time frame.

According To The Numbers

Personal Property Auditor

□ Personal Property Audits for L4018 (County Studies)

□ 198 Personal property audits were conducted during 2009 for use in the Equalization studies (L4018s).

□

□ Taxable Value Changes

24 requests for changes were filed with the STC \$1.2 million net taxable value was added to the Assessment Roll

□ Other Duties

□ We also oversee the printing and mailing of Personal Property forms for most local units.

□ Taxable Value Changes by Year

requests for changes filed with the STC

Year	Net Added Taxable Value
2009	\$1.2 Million net
2008	\$1.4 Million net
2007	\$1.8 Million net
2006	\$2.6 Million net
2005 (Includes TMA Audits)	\$8.7 Million net
2004 (Includes Delphi Audit)	\$14.2 Million net



According To The Numbers

Maintenance of accurate property descriptions and property tax maps

□ Property System Maintenance

- 866 new parcel numbers assigned, property records created, tax descriptions written and checked.
- 556 old (parent) parcels were retired.
- A split history system maintained for county, local unit, and public use of all new and retired parcels.
- 106,669 real and 8,708 personal property records maintained and regularly updated by imports from each of the 23 local units. These figures include exempt properties and special rolls.
- 848 ordered changes to assessment rolls processed and verified with local units.
- Regular importing of data from local units, crosschecking and balancing assessment roll data allows us to maintain an accurate county wide database of all assessment rolls. 166 name and address imports, and over 100 values imports were done. This data is used as the source for the property information available on the county website.

□ Mapping/GIS Maintenance

- Our tax descriptions are exported to the local units for use in their systems. To assure the county and local units are using the exact same tax descriptions we began the project of comparing our descriptions with those of the local unit. 5 units were compared.
- We also added master deed recording information to 5,504 condominium descriptions.
- 6 FOIA requests for county wide data were processed.
- 106,145 real property parcels were maintained in the GIS.
- 866 new property parcels were created along with road right-of-ways and various associated layers.
- No new subdivisions (3 last year), 6 new condominiums (17 last year), and 14 amended condominiums (27 last year) were mapped in the GIS.
- 30 existing subdivisions were remapped, countless areas were revised, lines adjusted, annotation and polygons edited to improve the quality of the GIS.



According To The Numbers

Principal Residence Exemption Audit Program



❑ PRE Audit Program

In 2003, legislation was passed allowing counties to audit principal residence exemptions. In the interest of fairness and equity we took on this project. This last year the County Board of Commissioners committed to continue this program for the next five years.

❑ PRE Audit Procedures

From the assessment rolls and other sources, we derive a list of potential problems. After being reviewed by the local assessors, we send letters to the property owners. Through phone calls and letters, many are removed from the list. To those remaining on the list, an official denial is issued. At the bottom of the form, is the address to, within 35 days, appeal the denial. The denial is soon followed by a supplemental or revised tax bill.

❑ Statistics

We issued 41 new denials in 2009 for a total of 675 denials since the start of the audit program. Only 11 of the 2009 denials were multi-year denials. No partial denials were issued to multi-purpose properties. So far, 2 appeals have been settled with stipulations.

❑ Money brought in from PRE Audits

Source: County Treasurer's Office

Year	School Operating Taxes	Interest Paid to County
2004	\$339,900	\$44,529.28
2005	\$243,400	\$22,183.42
2006	\$113,327	\$14,550.00
2007	\$152,452	\$11,942.24
2008	\$159,371	\$13,289.74
2009	\$71,606	Not yet complete

The above interest paid figures do not include the local unit's or the State's portion of the interest.

The interest paid to the county will continue to decline as the % of multi year denials decline. Our goal is a fair and accurate audit program, rather than raising revenues.

According To The Numbers

Ottawa County is the 7th Largest out of 83 Counties

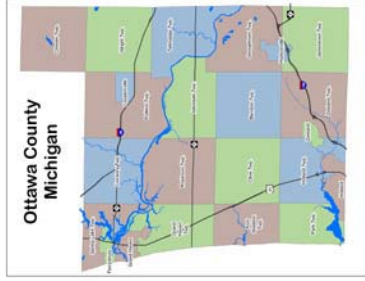
□ Ottawa County Equalized Values

2009 SEV	\$ 11,706,359,624	- 2.43%
2009 Taxable \$	10,018,437,711	1.21%

Year / Taxable Value Change/ Inflation Rate

2004	6.00%	2.30%
2005	6.06%	2.30%
2006	6.15%	3.30%
2007	6.19%	3.70%
2008	3.27%	2.30%
2009	1.21%	4.40%
2010	-3.30%* Estimate	-0.30%

*The 2010 rolls are not yet complete



□ Ottawa County Industrial Facilities Exemptions

2004	783 certificates	661,976,706 EqSEV
2005	795 certificates	646,125,814 EqSEV
2006	811 certificates	645,370,721 EqSEV
2007	788 certificates	632,876,348 EqSEV
2008	740 certificates	710,923,447 EqSEV
2009	772 certificates	700,319,010 EqSEV

2004	60 new certificates	\$174,935,579
2005	78 new certificates	\$141,039,629
2006	71 new certificates	\$267,884,937
2007	78 new certificates	\$253,332,903
2008	55 new certificates	\$129,810,210
2009	50 new certificates	\$212,790,666
2010	34 new certificates	\$174,804,021

(2010 Figures are Tentative and subject to change)

(\$90,800,000 is for Continental Dairy in Coopersville)

□ Ottawa County Totals

Year	State Equalized Value	% increase in	Equalized value of County	% increase in
1970	\$ 477,412,668 SEV			
1980	\$ 1,455,332,260 SEV	205% in previous	10 years	
1990	\$ 3,159,698,040 SEV	117% in previous	10 years	
2000	\$ 7,181,351,351 SEV	127% in previous	10 years	
2008	\$11,199,727,095 SEV	67% in previous	8 years	
2010	\$10,945,000,000 EST SEV	-9% Estimated in	2 years	

NOTE: ESTIMATE ONLY -

According To The Numbers

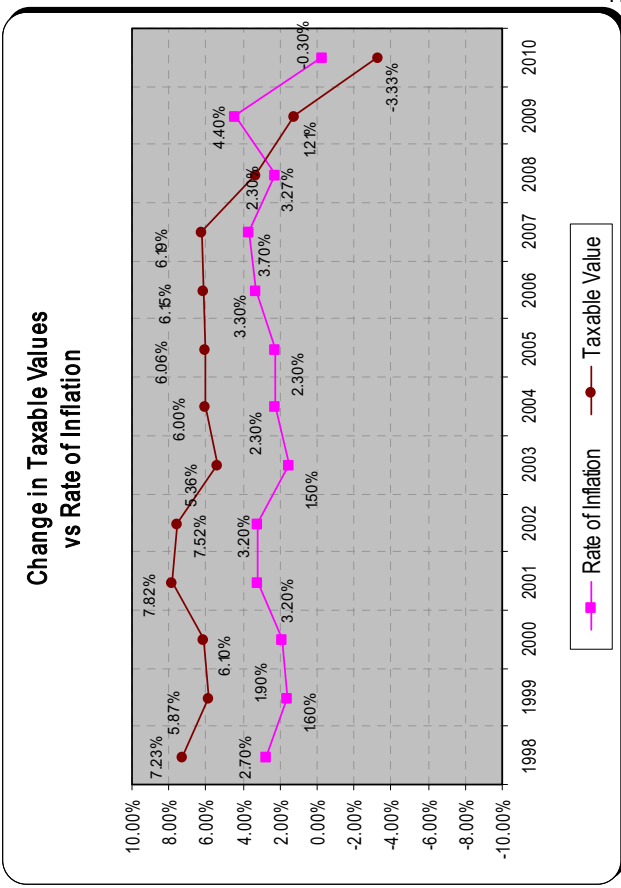
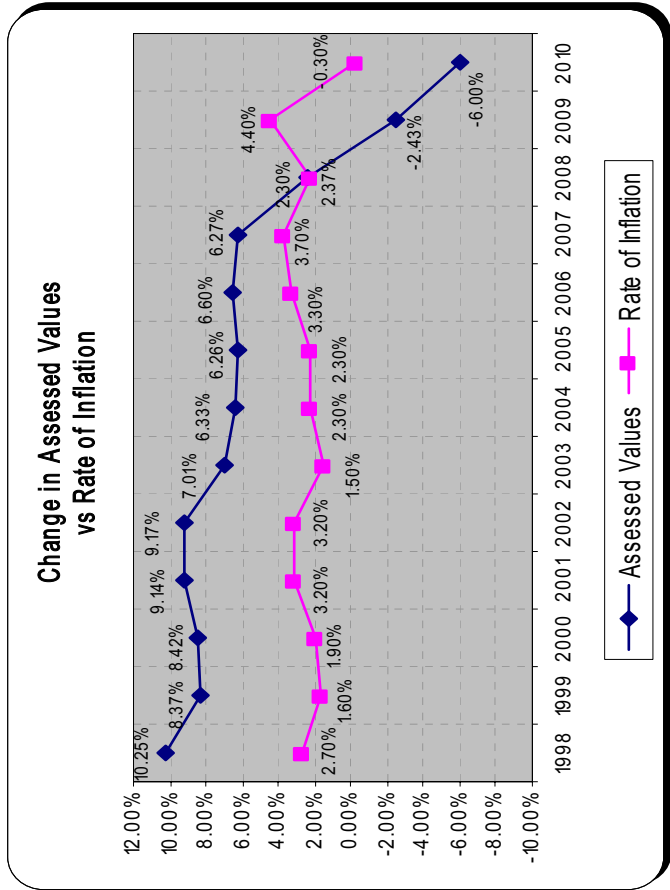
County Equalized and Taxable Value by year (From 2009 EQ Book)



According To The Numbers

Change in Assessed and Taxable Values vs. The Rate of Inflation

- The figures below are taken from each year's Equalization report.
- The drop is clearly evident. Have we reached the bottom? Will the trend continue?
- Residential sales this spring and summer should give us a clearer picture.
- PLEASE NOTE: 2010 numbers are estimated!! The rolls are not yet complete.**



According To The Numbers

Summary of 2009 Studies for 2010 Equalization

- *Explanation of “Tentative 2010 Ottawa County Equalization” and the impact they will have on our tax base.*
- On the sheet titled “Tentative 2010 Ottawa County Equalization” are the factors and ratios for each class of property in each local unit. They will be published, as required, in the Grand Rapids Press before the third Monday in February.
- These figures are based on 2009 Equalization, as adopted by the Board of Commissioners, and studies conducted by the Ottawa County Equalization Department during 2009. These ratios and multipliers are prior to any adjustment by the local assessor.
- If the ending ratio in a class, after adjustment, is under 49.00% or over 50.00% when local assessors have completed their 2010 assessment rolls, the class of property is subject to a County Equalization Factor to bring the class to 50.00%. After 1998 was the last year any County Equalization Factors were needed. After adjustment by the local assessors and Boards of Review, a 1.0000 factor is again expected in all classes.



- Note that property taxes are paid on Taxable Value which may be unrelated to Equalized Value. The rate of inflation of -0.30% used for the 2010 assessment rolls will insure no taxable value increases for those parcels whose taxable value is still lower than their assessed value. There are also no longer enough uncapped parcels (transfers) with taxable values going up more than the rate of inflation to make up for the parcels whose taxable values are going down. Therefore even though there is still a gap between taxable and assessed, the decreases in assessed value will cause a decrease in taxable value for 2010.

According To The Numbers

Summary of 2009 Studies for 2010 Equalization



TENTATIVE 2010 OTTAWA COUNTY EQUALIZATION

In compliance with Act 165, P.A. 1971, (211.34a) which reads in part as follows: "The Equalization Director of each county shall prepare a tabular statement each year by the several cities and townships of the county, showing the tentative recommended equalization ratios and estimated multipliers necessary to compute individual state equalized valuation of real property and of personal property. The county shall publish the tabulation in the newspaper of general circulation within the county on or before the third Monday in February each year and furnish a copy to each of the Boards of Review in the county and to the State Tax Commission. All notices of meetings of the Boards of Review shall give the tentative ratios and estimated multipliers pertaining to their jurisdiction," we offer the following ratios and factors.

These figures are based on the 2009 Equalization, as adopted by the Board of Commissioners, and studies conducted by the Ottawa County Equalization Department during 2009. These ratios and multipliers are prior to any adjustment. After adjustment by the local Assessors and Boards of Review, a 1.0000 factor is expected in all classes. Note that the property taxes are paid on Taxable Value which may be unrelated to Equalized Value.

TOWNSHIPS	AGRICULTURAL		COMMERCIAL		INDUSTRIAL		RESIDENTIAL		TIMBER-CUTOVER/DEVELOPMENTAL		PERSONAL		
	REAL Ratio	(100) Factor	REAL Ratio	(200) Factor	REAL Ratio	(300) Factor	REAL Ratio	(400) Factor	REAL Ratio	(500) Factor	REAL Ratio	(All classes) Factor	
Allendale Ch.	50.89	0.98245	53.92	0.92730	53.29	0.93833	54.58	0.91609	-	-	-	49.69	1.00620
Blendon	52.40	0.95420	52.13	0.95915	51.45	0.97182	53.29	0.93827	-	-	-	50.00	1.00000
Chester	49.54	1.00929	53.82	0.92903	50.13	0.99732	55.69	0.89783	-	-	-	49.94	1.00115
Crockery	51.50	0.97088	51.37	0.97334	50.25	0.99503	51.52	0.97050	-	-	-	50.00	1.00000
Georgetown Ch.	51.04	0.97963	52.28	0.95639	51.37	0.97334	52.29	0.95621	-	-	-	49.97	1.00067
Grand Haven Ch	50.22	0.99562	52.47	0.95288	51.33	0.97408	57.30	0.87261	-	-	-	49.99	1.00017
Holland Ch.	50.94	0.98155	56.98	0.87751	53.35	0.93721	53.16	0.94056	-	-	-	49.98	1.00034
Jamestown Ch.	52.13	0.95915	51.93	0.96284	50.68	0.98659	51.57	0.96956	-	-	-	50.00	1.00000
Olive	50.91	0.98213	53.00	0.94340	53.66	0.93177	56.85	0.87951	-	-	0.95219	50.00	1.00000
Park	51.37	0.97334	52.57	0.95112	-	-	51.65	0.96806	-	-	-	49.90	1.00204
Polkton Ch.	45.63	1.09578	52.87	0.94572	50.43	0.99148	51.16	0.97733	-	-	-	50.00	1.00000
Port Sheldon	50.87	0.98290	50.81	0.98409	50.00	0.99993	54.28	0.92115	-	-	-	50.00	1.00000
Robinson	48.83	1.02394	51.07	0.97905	49.57	1.00871	52.16	0.95859	-	-	-	49.99	1.00023
Spring Lake	50.82	0.98392	55.62	0.89896	55.17	0.90629	52.17	0.95841	-	-	-	50.00	1.00000
Tallmadge Ch.	54.56	0.91643	52.07	0.96025	51.59	0.96919	56.65	0.88262	-	-	-	49.84	1.00323
Wright	50.76	0.98503	53.28	0.93844	51.91	0.96321	55.16	0.90646	-	-	-	50.00	1.00000
Zealand Ch.	56.30	0.88810	54.58	0.91609	50.64	0.98737	54.68	0.91442	-	-	-	49.71	1.00582
CITIES													
Coopersville	51.65	0.96809	50.94	0.98155	54.32	0.92048	56.45	0.88574	-	-	-	49.97	1.00068
Ferrysburg	-	-	54.63	0.91530	49.96	1.00081	55.75	0.89687	49.96	1.00089	-	49.99	1.00021
Grand Haven	-	-	52.75	0.94787	56.83	0.87982	52.35	0.95511	-	-	-	49.68	1.00639
Holland	49.98	1.00032	55.91	0.89430	54.04	0.92522	56.53	0.88449	-	-	60.46	49.88	1.00234
Hudsonville	49.97	1.00058	52.47	0.95293	50.42	0.99167	52.45	0.95329	-	-	-	49.45	1.01104
Zeeland	52.75	0.94795	53.22	0.93950	52.24	0.95713	54.95	0.90992	-	-	-	49.45	1.01104



According To The Numbers

Summary of 2009 Studies for 2010 Equalization

Below is a county wide analysis by class of the studies reported on the previous page.

- The percent change listed does not include new value added to the roll, nor value lost from the roll. Individual results will vary by unit and by parcel.
- Note, the county will accept the local units assessed values if the overall class in that unit is between 49% and 50% as compared to our studies.

REAL PROPERTY Class	Ratio (50% is no change)	% Change	
		To 50%	To 49%
Agricultural	51.12%	-2.19%	-4.15%
Commercial	54.34%	-7.99%	-9.83%
Industrial	51.75%	-3.38%	-5.31%
Residential	53.54%	-6.61%	-8.48%
Timber Cutover*	49.96%	0.08%	-1.92%
Developmental	53.23%	-6.07%	-7.95%
Total Real	53.34%	-6.26%	-8.14%
Total Personal	49.85%	-NA-	-NA-
Total Real and Personal	53.14%	-5.91%	-7.79%

* No parcels are expected to remain in the Timber-Cutover class in 2010.

Next Steps

Statutory Duties

Our emphasis will again be on performing the required audits of the local unit assessment rolls.

- We will also continue maintaining uniform standards and assist in keeping local rolls balanced. All units now maintain their own assessment and tax rolls.

New Challenges

- With the changing economy there will be a continuing need to balance the workload within the department. Declining sales may require the start of appraisal studies in the residential class in some of the smaller units. With fewer sales and a declining market, determining market values this coming year will also present new challenges.
- We will continue to revise our methods for estimating future years taxable values. With the rapidly changing economy this is a difficult task and an inexact science.



Conclusion

□ Summary

We have performed the statutory duties in the area of equalization studies, apportionment reports and statistical reports, as well as providing guidance and assistance to local units.

□ In Conclusion

I would like to thank the Equalization Department staff for their cooperative effort and am grateful for their valuable input.

I would also like to thank the local unit assessors for their cooperation and their willingness to work together.



Action Request

Home



Committee: Board of Commissioners

Meeting Date: 2/9/2010

Requesting Department: Register of Deeds

Submitted By: Keith Van Beek

Agenda Item: Register of Deeds 2009 Annual Report

SUGGESTED MOTION:

To receive for information the Ottawa County Register of Deeds 2009 Annual Report.

SUMMARY OF REQUEST:

In accordance with 2010 Rules of the Ottawa County Board of Commissioners:

Section 4.6 - Annual Reports From Departments of County Government - It is the policy of the Board of Commissioners to receive Annual written and oral Reports from all Departments of County government. Written reports shall be in a form approved by the County Administrator and shall, in the ordinary course, be submitted directly to the Board of Commissioners through the County Administrator's Office.

FINANCIAL INFORMATION:

Total Cost: \$0 County Cost: \$0 Included in Budget: Yes No

If not included in budget, recommended funding source:

ACTION IS RELATED TO AN ACTIVITY WHICH IS:

Mandated Non-Mandated New Activity

ACTION IS RELATED TO STRATEGIC PLAN:

Goal: #2

Objective: #4

ADMINISTRATION RECOMMENDATION:

Recommended Not Recommended

County Administrator:

Handwritten signature of Alan G. Vanderberg in black ink.

Digitally signed by Alan G. Vanderberg
DN: cn=Alan G. Vanderberg, c=US, o=County of Ottawa, ou=Administrator's Office, email=avanderberg@miottawa.org
Reason: I am approving this document
Date: 2010.02.04 14:54:04 -0500

Committee/Governing/Advisory Board Approval Date:

Ottawa County Register of Deeds

2009 Annual Report



Gary Scholten, Register of Deeds

Chief Deputy:

Katherine Haiker

Team Leaders:

Rachel Sanchez

Char Mason

Staff:

Elizabeth Lange

Amber Reagan

Mary Beth Rokisky

Christine Williams

Out stationed Staff

Grand Haven Public Service Center Vault:

Bonnie Fisher

Holland District Court:

Jodi Cook

Rita Dyke

"Where good deeds are recorded every day."



Our Mission Is

To put into public record all Ottawa County land related documents to safeguard ownership and monetary obligations.

*----Gary Scholten
Register of Deeds*

**Ottawa County Register of Deeds
2007-2009 Statistics**

Documents Recorded	2007	2008	2009
Deed Related Documents	562	885	1,001
Master Deeds	28	17	6
Quit Claim Deeds	2,798	2,764	2,804
Sheriff Deeds	850	957	933
Warranty Deeds	5,935	4,805	4,189
TOTAL DEEDS	10,173	9,428	8,933
Assignment of Mortgages	2,717	1,701	1,680
Discharge of Mortgages	13,001	11,641	14,002
Mortgages	14,248	11,291	12,813
Mortgage Related Documents	2,067	2,061	2,830
TOTAL MORTGAGES	32,033	26,694	31,325
Liens	883	977	878
Federal Tax Liens	314	393	423
Lien Related Documents	949	1,036	1,313
MESC Tax Liens	166	375	292
State Tax Liens	380	809	875
TOTAL LIENS	2,692	3,590	3,781
Certificate of Trusts	877	851	949
Death Certificates	695	729	674
Miscellaneous Documents	4,231	4,338	4,802
Notice of Commencement	553	358	169
Power of Attorney	519	427	420
TOTAL MISCELLANEOUS	6,875	6,703	7,014
TOTAL DOCUMENTS	51,773	46,415	51,053

My Office ...

The Big Picture ...

Our entire system of real estate ownership and nearly all real estate transactions depend on public records. These records are used to confirm the property exists, its location, and its defined boundaries. Attorneys, real estate agents, broker's appraisers, multiple listing services, among others all use public land records and information to carry out their professional duties within the industry. Buyers, lenders, title insurers, and others use the Register of Deeds records to verify the title owner, track chain of title, and obtain constructive notice of situations which they would not otherwise be able to discover. Mortgages, many legal judgments, liens and other claims against real property cannot be collected unless they are recorded in the public records.

The value of public records extends beyond the democratic and social benefits outlined above. Public records have come to constitute part of the critical infrastructure of our information economy, which in turn, contributes to the public good. The public records are vaulted in the Public Service Center in Grand Haven. I dedicate one staff member to maintain the vault and assist the public.

In order to grant credit rapidly and appropriately, the collection of information about consumers through public records is necessary for businesses to make fair and objective risk decisions. Moreover, sustaining a public record system helps reduce the cost of credit. This data is compiled routinely and efficiently instead of having to be assembled for each credit decision.

In Ottawa County ...

My office, last year, recorded over 114 types of land related documents, in 4 major categories; Deeds, Mortgages, Liens and Miscellaneous (See Page 3).

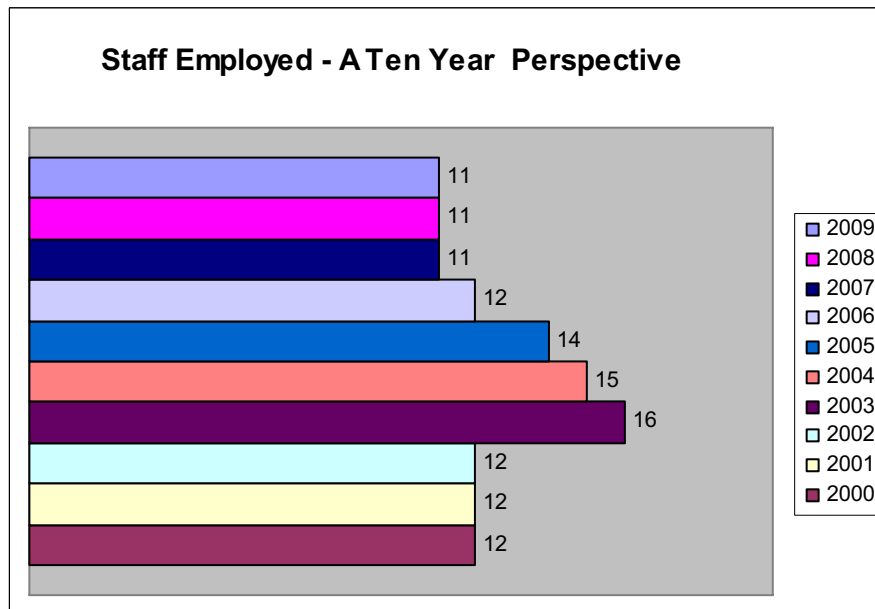
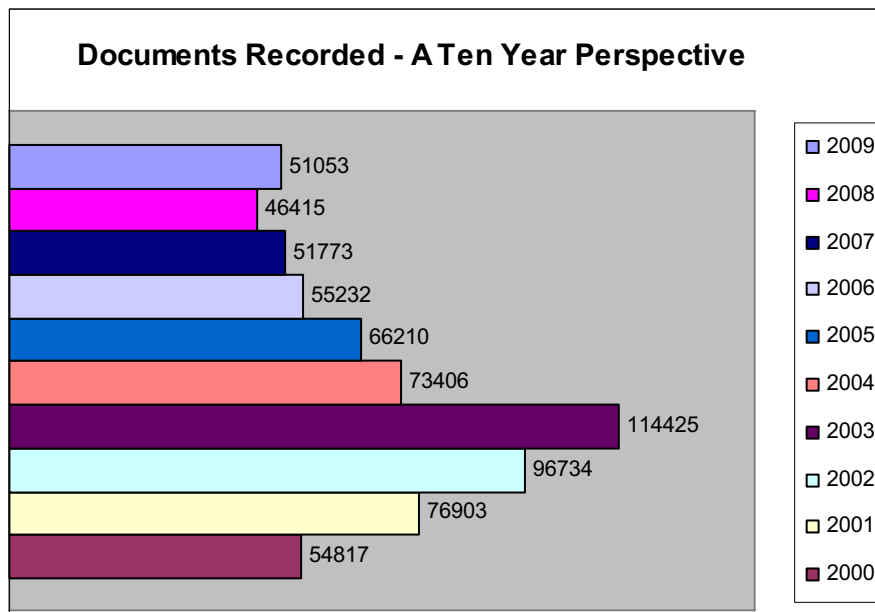
Due to the varying types of documents, it takes one week to familiarize staff to our software system and six months to familiarize them to all the documents and the jargon. Each document category, listed above, has their own set of state statutes the documents must conform to (to be recorded) and within those categories a subset of documents have even more statutes.

During the past year I have kept staff costs down. Our staffing levels for 2009 included 2 of my staff working in the Holland District Court as part of an inter-department agreement and I assigned a staff member to work in the Public Service Center located in Grand Haven.

Currently, I have 8 staff (including my chief deputy & me) working at the Fillmore Street Complex handling the day to day recording of documents. Due to the decrease in staff we have gone from a 24 hour turn around to a 3-4 day turnaround regarding documents.

In addition to the decreased turnaround, we have found that we are unable to continue auditing our indexing functions in a consistent manner. Our information, once indexed, is available on the internet to subscribers (who pay for this service). In the past, our indexing and auditing were completed within a day of each other. At the end of 2009 we were only audited through 12/10/09.

To save time we evaluated our work processes and stopped physically embossing our documents as a time saving measure.



***Please note: The staff number from 2000 through 2008 are actual recording staff. In 2009 our staff level shows 11 employees. Two of those employees are out-sourced to District Court in Holland and one employee is stationed at our Public Service Center in Grand Haven. The total number of actual recording staff for 2009 is 8.**

Being expenditure/budget minded and recognizing our upcoming fiscal challenges, I looked at what else I could do to keep costs down and focus staff labor on only necessary duties. In addition to discontinuing the sealing of documents I was able to initiate the following:

*I was able to add service, through our new software vendor Fidlar, to the public with no additional staff or monetary cost to the County. In the fall I teamed with Fidlar and made

available to our homeowners a program titled "Fraud Alert". Property Fraud is when someone illegally uses your property for financial gain. The Property Fraud System allows homeowners to enter their names(s) into a database. If any documents are recorded, in my office, that match the name(s) entered, the homeowner is notified by email or by phone. News articles alerting the public were printed by AARP (see article on page XX), the Grand Rapids Press, Holland Sentinel, Grand Haven Tribune and Grand Valley Advance. This program is offered free of charge to the homeowners and staffed by Fidlar employees. In two months, in 2009 Fraud Alert signed up 788 homeowners.

**I looked at any services we offer that have a cost associated with it. Historically, we have allowed companies to keep a monthly account with us. When they want a document copy they call or email us. We make the copy, fill out a billing slip with the charges and file the slip. Once a month we collected the slips, added each companies charges together and sent them to Fiscal Services to be billed. Fiscal Services then entered each company's information into their data base, billed the company and kept track of all the payments or non-payments. This was labor intensive for both my office and Fiscal Services.

With our new software and services we made the transition from the billing service described above to a "pay as you go" service. We accept cash, check, credit card or escrow. This has freed my staff and Fiscal Service staff. Now we are working with IT, Fiscal Services and the Treasurer's Office to integrate our new escrow functionality with the New World system.

***To enable the county's software packages to access our software and share information we need a common denominator. It is the Permanent Parcel Number (PPN). My staff indexes a PPN on any document that transfers or encumbers a piece of property. To efficiently do this, they need access to the BS&A property system and the GIS system. To improve this process, I have put together a team to automate the process of finding the PPN number. Our software system may be able to automatically access the County BS&A or GIS system, compare legal descriptions and pull the PPN into our system.

In 2009 I authorized the use of Automation Fund dollars, over a three year period, to purchase the BS&A software .net upgrade for Equalization. This upgrade will facilitate future integrations we are still working on. Once operational, documents will be sent electronically to the appropriate local assessor based on PIN numbers.

****My staff sends out informational packets to homeowners that are in danger of or who are already facing foreclosure. This packet communicates information and phone numbers of the three offices funded to counsel homeowners on foreclosure prevention.

Mortgage Foreclosures by Government Unit

Township	2004	2005	2006	2007	2008	2009
Allendale	6	11	21	24	36	21
Blendon	4	2	9	12	12	5
Chester	1	2	4	6	7	5
Crockery	3	9	12	22	19	15

Cities	2004	2005	2006	2007	2008	2009
Coopersville	2	3	13	20	21	14
Ferrysburg	9	4	10	18	15	12
Grand Haven	18	19	21	41	56	46
Holland	57	81	102	128	163	159

Georgetown	28	26	69	124	119	100
Grand Haven	12	13	27	42	47	45
Holland	47	61	92	136	170	208
Jamestown	4	14	5	19	40	15
Olive	6	7	7	14	13	12
Park	14	20	31	47	55	85
Polkton	1	3	2	3	3	08
Port Sheldon	4	6	9	14	22	11
Robinson	6	7	19	25	26	30
Spring Lake	15	19	33	32	39	60
Tallmadge	2	9	11	19	17	13
Wright	6		8	9	11	10
Zeeland	7	4	7	55	21	12

Hudsonville	4	5	7	22	17	20
Zeeland	6	8	21	18	28	27

We are just one cog in the wheel of capitalism. My records are the first step in assuring clear title to property. Access to these records is paramount for someone closing on their home or starting up their business. Demand for this access has led us to electronically provide indexes and images of our data 24 hours a day, 7 days a week. We no longer work with just the title agency down the street. Now we also work with the title agency across the country or even on the other side of the world.

Michigan's legislature first formally recognized this in 2003 with the passage of the Automation Fund that put fees into a technology fund for the Register of Deeds. The legislation reads, in part, "The county register of deeds of each county shall expend the fees... for upgrading technology in the register of deeds office, with priority given to upgrading search capabilities."

I began this process in 2003 by contracting with the ACS Corporation for software and continue to work on upgrading our technology by contracting, in 2009, with Fidlar Technologies for cutting edge software. We went "live" with Fidlar on June 2, 2009 which coincided with my main office move to the Fillmore Street Complex.

The Automation Fund allows me to keep current my office technology, both hardware and software. It also allows me to connect to other county offices/departments and local government units via technology. All of this is made possible without accessing General Fund dollars.

We serve.....

My office is one facet of county government that touches numerous other offices and is critical to the operation of county government.

Real estate is the most valuable monetary asset in the county at

Over \$20 billion.

- The courts depend on the Register of Deeds Office to record documents and give notice to the public where property is concerned, including judgments of divorce, bond notices, orders, liens and numerous others.
- The Sheriff's Department, Treasurer's Office, and Clerk's Office are required to record foreclosure sales and notices in our office.
- Local government units, Equalization Department, and the Treasurer's Office all receive their first notice of sales from my office, which enables them to prepare valuations for the tax rolls each year.
- MDOT for property acquisition studies.
- GIS accesses our records to update their records online.
- The Community Action Agency accesses the Register of Deeds Office records to monitor the liens and mortgages of housing clients.
- We have established a web link on our website from Community Action House & Neighborhood Services to help constituents facing mortgage foreclosure.
- The Friend of the Court office uses the Register of Deeds records to determine eligibility for services and to place liens against parties.
- The State and Federal government record notice of tax liens here.
- Land is sold and mortgaged based on the Register of Deeds Office real estate records. All real estate related businesses rely on our expertise in recording, warehousing, and indexing real estate documents.
- The Register of Deeds serves as the Chairman of the Plat Board. The Register of Deeds is responsible for organizing meetings and reviewing/recording plats conducive to county growth.
- All land that is sold or mortgaged is recorded in the Register of Deeds Office, and hundreds, if not thousands, of businesses rely on our timeliness, accuracy and expertise.



In Our Office

- ❖ The Register of Deeds Office records, maintains, and makes public land records for all real estate located in Ottawa County. Creditors, purchasers and others with an interest in the property can locate these instruments and notices

concerning ownership of, and encumbrances against, real property. This system of notice informs and protects the land purchaser when records are promptly recorded in the public record. When the recording process is delayed because of lack of staff or resources, the system breaks down, increasing the cost of clear title gap insurance, delaying the processing of mortgage money transfers, enforcement of legitimate liens and impedes the accuracy of taxing the land to the rightful owners.

- ❖ In lieu of paper original documents (which are sent back to the preparer), the Register of Deeds maintains scanned electronic images and microfilm of original real estate related documents required to be recorded in secure, non-alterable form. Records are available for purchase at \$1.00 per page, set by statute.
- ❖ This office receives the majority of real estate transactions from over 200 title companies, banks, credit unions and other units of local, state and federal government. Staff accepts over 100 different documents. It should be noted that; (1) different statutes apply to different documents. Our staff is expected to know these specific statutes. (2) no standard forms exist for any of the documents accepted by this office. A land record can be drawn up in any format as long as the statutorily required information is provided anywhere in the document. Staff review and interpret each document to ascertain its purpose in order to apply the appropriate recording requirements. Staff report any suspicious or questionable documents to supervisors for review.
- ❖ The recording of land records is characterized by a number of checks and balances to insure the accuracy of submitted and archived records. There are 12 major steps in the recording process: 1) date and time stamping each document 2) checking documents for recordability; 3) ; tax certification of deeds with warranties; 4) mailing back unrecorded, incomplete documents; 5) receipting documents; 6) scanning the documents; imprinting each document with the Register of Deeds recording marks; 7) indexing; 8) when time is available, visually verify the indexed documents; 9) chronologically view all images for readability; 10) archiving the document in microfilm; 11) certifying the day (i.e. checking to assure the number of documents we took in that day are equal to the number of documents we scanned and indexed; 12) returning the document to the sender.
- ❖ Per state statute we are now recording liens, on persons, without a related property. Examples would be Judgment Liens from credit card companies, MESC & Treasury Liens from the State and Tax Liens from the IRS.

In the Year 2009 We.....

- ❖ Computerized the index back to 1951. (deeds & deed related documents only) and linked the computerized images to all indexes from 1951 forward.
- ❖ Contracted with U.S. Imaging to enhance poor quality images. Another step in our ongoing strategic plan to make documents digitally available on line.

- ❖ 1) Continued working with Equalization and the local Assessors allowing on line access. 2) Continued to facilitate, with the current software, the Equalization Department accessing index data on deed documents to upload to the BS&A index. Financed the purchase, for Equalization, of the .net version of BS&A to facilitate integration. 3) Formed a task force to foster integration of data between land record data banks. 4) Provide a link through miOttawa.org property system index to our current software to retrieve last deed recorded and uploaded to the BS&A system.
- ❖ Electronically tie financials from the current software to the county New World System.
- ❖ Increased the number of trusted submitters we receive electronic documents from resulting in a labor savings in the recording process.
- ❖ Offered the Property Fraud Alert to homeowners. In two months 788 homeowners signed up.
- ❖ Offered informational services to over 500 homeowners in crisis.
- ❖ Facilitated time saving data integrations; and eliminated the billing system freeing up my staff and Fiscal Service staff.
- ❖ Sold images, in bulk, to one title company, First American Title. The price to First American Title was determined through a cost study completed by Maximus Inc.
- ❖ Continue to offer clientele Internet access to our records back to 1951 on a subscription basis through our software vendor, Fidlar. Revenue resulting from subscription charges exists to defray the cost associated with software services.
- ❖ We moved on June 2nd to the Fillmore Office, which coincided with our new software going "live". In July we moved our vault to the new Courthouse in Grand Haven.

Production Activity

- ❖ Recorded 51,053 documents.
- ❖ Recorded 114 different document types.
- ❖ Recorded an average of 182 documents per day.
 - Imaged a total of 229,798 pages, which is consistent with the average pages per document in 2006-2007.
 - 1998 - 2000 = 3 page average per document
 - 2001 - 2002 = 4 page average per document
 - 2003 - 2005 = 5 page average per document
 - 2006 - 2007 = 4.5 page average per document
 - 2008 - 2009 = 4.35 page average per document



Of the 51,053 Documents recorded

- ❖ 12,813 Mortgages and 14,002 Discharge of Mortgages account for approximately 53% of our documents.
- ❖ 933 Sheriff Deeds (mortgage foreclosures) were recorded. This is about a 3% decrease from 2008. Seventy two of these sales were redeemed by the owner.

In 2008, 59 of the deeds were redeemed. The Sheriff's Sale is held each Thursday at the County Building by a Deputy. The deeds are then recorded in our office. [See Page 21](#)

- ❖ No Plats or Subdivisions were recorded.
- ❖ 6 Master Deeds (condominium projects) were recorded, a decrease of 65% from 2008.

Our General Revenue Generated in 2009

- ❖ \$1,568,985 general fund revenue which includes:
 - \$777,032 in recording fees
 - \$172,153 in sales
- ❖ \$619,800 County Real Estate Transfer Tax [See Pages 26 & 27](#)



Along with:

- ❖ \$3,586,178 for State Real Estate Transfer Tax (school aid fund)
- ❖ \$166,778 for Michigan Survey Monument Replacement Program [See Page 28](#)

Automation Fund Revenue Generated in 2009

- ❖ \$247,709 from the \$5.00 per document recording fee
- ❖ \$420 Interest from Investments



Our Regular Office Expenses in 2009

- ❖ \$650,933 which includes: [See Page 25](#)
 - \$570,824 in personnel & benefits
 - \$80,109 in operational costs & administrative services



Automation Fund Expenditures in 2009

- ❖ \$383,488 in recording costs, software/hardware purchase, imaging costs, back indexing costs and other contracts dealing with upgrading technology and creating readable images from paper records [See Page 24 \(cumulative totals\)](#)

Goals for 2010

- ❖ To review & triage the mail, recording each recordable document without carry over from one day to the next with fewer staff.

- ❖ While the technology age has provided vast advantages on how we do business, it unwittingly fosters an environment for identity thieves, so we train employees to be alert and observe customers and documents for fraud. Common sense by government employees is still the best guide to follow when dealing with these issues. We encourage our staff to report any suspicious or unusual behavior to their supervisor.
- ❖ To practice stringent quality control when approving received documents for recording. To avoid more than 1% of documents recorded with missed imperfections.
- ❖ To increase the number of documents E-recorded with us:
Michigan is a “race state” meaning the first document recorded for a specific property has precedence over other documents filed later. Documents that have been returned due to errors can take days or even weeks longer to record, depending on the person/company responsible for the document. Through E-recording, we use this innovative technology and process improvement resulting in reduction of errors and rejections, and speeding up the whole process of recording real property documents.



E-recording has taken the unstructured, manual, paper-intensive process of recording documents that typically took days to complete and has transformed it into a structured process; where documents are delivered through secured electronic interface and the recording process can be completed in a matter of minutes.

All parties benefit from E-recording. The submitters receive faster recording, status updates, electronic return of documents and error checking. The Register of Deeds has cash flow improvements, productivity gains, error free recordings and satisfied constituency. The lending institutions are able to turnaround and sell mortgage papers in secondary markets without delays, reducing interest rate risks. And most importantly, the citizens of Ottawa County benefit as their documents are recorded in the most expeditious manner.

- ❖ To continue the connection between our software provider and BS&A, facilitating a property record lookup through the property system.
- ❖ Through our new software, improve our search abilities on the internet and in our research library in Grand Haven.
- ❖ To connect indexed & imaged deed documents from 1942 to 1951 on our system with 6 searchable identifiers. The public and our clients will then be able to look up these documents after checking either a computerized index, or our index books, for liber and page in the vault.

- ❖ Accurately index of the 6 searchable fields of recorded documents. The documents are then scanned and the image is linked to the index.
- ❖ To work with the Treasurer's Office, Equalization and GIS to decrease redundancies throughout all 4 departments. This will enhance each department's work flow.
- ❖ To have ease of search ability by continuing to review our indexes and images to insure correctness beginning with 1951 going back to 1942. Staff compares the index against the information on the imaged document and checks each image for brightness, crispness and readability.
- ❖ To complete the contract for images, not readable, shot in grayscale and add this information to our searchable electronic database. We will image the document and computerize an index by liber & page all deeds & miscellaneous documents that are currently not electronically readable or searchable, from 1836 through 1942.
- ❖ To review our image price for images sold in bulk to the land title company. The image price, set by statute, is \$1.00 per page. The current cost is .68 per page determined through a cost study by Maximus Corp using an analysis set forth by the Records Media Act.
- ❖ To increase the number of vendors that pay using escrow..... We have implemented a "no-bill" system in our office where clients pay by cash, escrow or credit card only for retrieval of records, avoiding the labor involved in maintaining a billing system, non payment and bad checks. We worked with the Treasurer's Office, IT and WebTecs to offer credit card payment options.



In 2009...

... we faced some challenges:

The Michigan Land Title Association (MLTA) continues to attempt to pass legislation that would allow title companies, through annual subscriptions, to purchase bulk images from us for pennies per page. This is substantially less than the statutory fee of a \$1.00 per page or our current bulk rate of .68 cents per image. We sell the images to First American Title. First American Title Company then resells our information to other companies at a profit.

MLTA also challenged the manner in which documents are recorded. Specifically they questioned the method of computerization of a reception book. A hand written reception book was traditionally used, before computerization, to account for the time and date each document was presented to the Register of Deeds Office for recordation. We believe our current software system answers their concerns.

Mortgage Foreclosure redemptions may again be an expectation of the Register of Deeds. For a \$10 fee the Register of Deeds must calculate principle, daily interest and lien charges. Not only is the figuring of redemption amounts a lengthy process, there is room for error and the proposed legislation didn't address sufficient liability coverage for the counties.

We worked on the wording for legislation defining how a document could be re-recorded. That was passed and is part of our statutes.

We continue to work to bring the Uniform Property Electronic Recording Act (UPERA) to Michigan. Michigan already recognizes the Uniform Electronic Transactions Act (UETA) which my office electronically records under. UPERA legislation will allow a state commission to set and keep current electronic recording rules.

... we have accomplished:

Industry Partnership:

In 2007, the West Michigan Register of Deeds, Banker Associations, Title Offices, Real Estate Attorneys, and varied property related associations, joined together to form a PREP (Property Records Education Partners), to work together to resolve industry related problems. Ottawa County co-chairs this partnership with Kent County. Ottawa County also has been asked to take a leadership role & formed a subcommittee to address recording problems.

Automation Fund:

In 2003, the Register of Deeds Office, through state legislation, was able to begin an Automation Fund. In March 2003, this fund enabled the Register of Deeds office to collect an additional fee for recording documents. \$5.00 per document is deposited in an Automation Fund account.

This restricted fund mandates the Register of Deeds expend the funds "...for upgrading technology in the register of deeds office, with priority given to upgrading search capabilities." The Automation Fund's purpose is to advance the technology in the Register of Deeds office with emphasis on researching records.

The Automation Fund has allowed this office to upgrade our software/hardware system; completely convert the old system over to the new one; provide secure replication

services through our software vendor complete with a disaster recovery plan; grant access of our index and images to other county departments and government units, back file image & index documents and offer our index and images from our replicated site accessible on the Internet for a subscription fee plus a per print cost.

In 2010 we will use this fund to redact social security numbers from historical documents and offer all the quality services we offered in 2009.

Back Indexing:

Back file imaging & indexing is a means to perfect our computerized images & indexes of deeds from 1968 back to 1836. Once completed, we will have an index and corresponding images available, via our computers in the vault and the Internet.

Our computerized full index is from 1951 through the present. We anticipate indexing and imaging paper records and acreage books as automation revenue permits.

Integration:

We began the process of linking the legal description to the PIN number to the legal description. This process will direct the document to the proper unit of government assessor's office.

It will also allow the use of the BS&A and Laredo system data banks to cross check information on county properties.

Action Request

Home



Committee: Board of Commissioners

Meeting Date: February 9, 2010

Requesting Department: Administrator's Office

Submitted By: Keith Van Beek,

Agenda Item: Ottawa County HVAC Retrofits

SUGGESTED MOTION:

To approve and authorize the Board Chairperson and Clerk to sign a contract with Technical Energy Solutions Inc. (TES) to engineer, design, and install heating, ventilation and air conditioning (HVAC) upgrades to Ottawa County facilities for \$920,000, funding to come from the Energy Efficiency and Conservation Block Grant (EECBG).

SUMMARY OF REQUEST:

You will recall that Ottawa County qualified for \$2,052,800 in direct formula grants through the Energy Efficiency and Conservation Block Grant (EECBG) program through the American Recovery and Reinvestment Act of 2009. The primary goal of the EECBG was to assist eligible entities in creating and implementing strategies to reduce fossil fuel emissions, reduce the total energy use of eligible entities and to improve the energy efficiency in the building, transportation and other appropriate sectors. Several efforts and related funding was set aside for audits and retrofit projects for county buildings. County staff is securing quotes for improved energy efficient lighting and will install that lighting in the coming months. We also secured an energy audit for the jail, which was the only facility that had not had some form of energy audit completed in recent years. We also are planning to install an energy efficient boiler at CMH Building A on James Street. TES, as our preferred sole source vendor for HVAC components and services, will implement several recommendations (listed in Exhibit A of the agreement) secured from audits in various facilities. We have a total budget of approximately \$1,000,000 to support these efforts. The TES contract will involve approximately \$920,000 for the HVAC work. The attached contract outlines our relationship with TES and the many grant requirements that are attached to this source of ARRA funding.

FINANCIAL INFORMATION:

Total Cost: \$920,000	County Cost: \$0	Included in Budget:	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
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If not included in budget, recommended funding source:

ACTION IS RELATED TO AN ACTIVITY WHICH IS:

<input type="checkbox"/> Mandated	<input checked="" type="checkbox"/> Non-Mandated	<input checked="" type="checkbox"/> New Activity
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ACTION IS RELATED TO STRATEGIC PLAN:

Goal: #3

Objective: #5

ADMINISTRATION RECOMMENDATION:

<input checked="" type="checkbox"/> Recommended	<input type="checkbox"/> Not Recommended
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County Administrator:

Handwritten signature of Alan G. Vanderberg in black ink.

Digitally signed by Alan G. Vanderberg
DN: cn=Alan G. Vanderberg, c=US, o=County of Ottawa, ou=Administrator's Office, email=avanderberg@mioottawa.org
Reason: I am approving this document
Date: 2010.02.04 14:26:07 -0500

Committee/Governing/Advisory Board Approval Date:



County of Ottawa Memorandum

DATE: February 1, 2010
TO: Chair Kuyers and the Board of Commissioners
FROM: Keith Van Beek
Assistant County Administrator
SUBJECT: Energy Efficiency and Conservation Block Grant – Ottawa County
Retrofits

Action Requested: To approve the contract with Technical Energy Solutions, Inc. (TES) to perform the engineering design and installation of HVAC retrofit projects in county buildings related to the Energy Efficiency and Conservation Block Grant Program.

Background Information: You will recall that Ottawa County qualified for \$2,052,800 in direct formula grants through the Energy Efficiency and Conservation Block Grant (EECBG) program through the American Recovery and Reinvestment Act of 2009. The primary goal of the EECBG was to assist eligible entities in creating and implementing strategies to reduce fossil fuel emissions, reduce the total energy use of eligible entities and to improve the energy efficiency in the building, transportation and other appropriate sectors. Several efforts and related funding was set aside for audits and retrofit projects for county buildings. County staff is securing quotes for improved energy efficient lighting and will install that lighting in the coming months. We also secured an energy audit for the jail, which was the only facility that had not had some form of energy audit completed in recent years. We also are planning to install an energy efficient boiler at CMH Building A on James Street. TES, as our preferred sole source vendor for HVAC components and services, will implement several recommendations (listed in Exhibit A of the agreement) secured from audits in various facilities. We have a total budget of approximately \$1,000,000 to support these efforts. The TES contract will involve approximately \$920,000 for the HVAC work. The attached contract outlines our relationship with TES and the many grant requirements that are attached to this source of ARRA funding.

Please contact me at (616) 738-4642 with any questions or concerns regarding this matter.

AGREEMENT TO PERFORM
ENERGY EFFICIENT RETROFITS TO OTTAWA COUNTY FACILITIES

This Agreement is made this ___ day of February, 2010, by and between the County of Ottawa, 12220 Fillmore Street, West Olive, Michigan 49460 (“Ottawa County”) and Technical Energy Solutions, 8535 Byron Commerce Drive, Byron Center, Michigan 49315, a Michigan corporation, (“TES”) with reference to the following facts and circumstances:

A. Ottawa County has received certain grant funds as part of the American Reinvestment and Recovery Act (“ARRA”), through the Energy Efficiency and Conservation Block Grant (“EECBG”) program administered by the United States Department of Energy (“DOE”). The purpose of the grant funds is to “initiate or complete retrofits to Ottawa County facilities as suggested by past energy audits,” as set forth in Activity 2 of Ottawa County’s EECBG proposal and award; and,

B. TES is a company which is fully qualified to perform the engineering, design, and installation of all NOVAR Energy Management System components for Ottawa County; and,

C. TES has submitted a statement of work, which Ottawa County wishes to set forth in the form of an Agreement, for the provision of such services.

WHEREFORE THE PARTIES, in consideration of the mutual promises set forth herein, and for other good and valuable consideration, the receipt of which is hereby acknowledged, agree as follows:

1. General Agreement: TES agrees to implement energy efficient retrofits to the heating, ventilation, and air conditioning (HVAC) systems (“HVAC Retrofits”) for

Ottawa County facilities on behalf of Ottawa County. Prior to the commencement of funding by Ottawa County, TES will submit a comprehensive, detailed proposal, acceptable to the Contract Administrator, to perform the work set forth in Exhibit “A.” TES may not perform any work described in Exhibit “A” until the DOE has approved TES as a contractor for Ottawa County and until the DOE has released specific terms and conditions for expenditure of the County’s EECBG funds.

2. Adherence to Federal Requirements: In conducting the HVAC Retrofits, and in performing all services under this Agreement, TES expressly agrees that it will comply with all requirements for federally funded contracts and grants as set forth in Exhibit “B,” and/or as may be required by law. TES will also assure that any subcontractors retained by TES to perform services under this Agreement will comply with the terms and requirements of Exhibit “B,” and any other requirements for federally funded contracts and grants. The terms and requirements of Exhibit “B” are expressly incorporated into and made a part of this Agreement as if fully set forth herein.

3. Payment Schedule: Payments from Ottawa County to TES are contingent upon receipt of EECBG grant funding by Ottawa County. TES will invoice Ottawa County for the work outlined in Exhibit “A” upon the completion of the statement of work for each Ottawa County facility. Upon the approval of each invoice by the Facilities Maintenance Director, invoices will be processed and paid by Ottawa County in accordance with Ottawa County’s standard policies therefore.

TES will be fully and exclusively responsible for payments and reimbursements to any subcontractor(s) of TES which perform services under this Agreement, and shall indemnify and hold Ottawa County harmless from any such claims.

4. **Termination:** Ottawa County may terminate this Agreement at any time, on thirty (30) days written notice, and without financial liability except for work completed or costs incurred through the date of notice of termination to TES or to any of its subcontractors for failure of the DOE to provide adequate funding to reimburse the anticipated costs of TES and/or its subcontractors in providing this service. This Agreement may be terminated by Ottawa County at any time for cause, defined as (1) the failure of TES or any of its subcontractors to adequately perform and/or deliver the contracted for goods and services on a timely basis in compliance with the requirements of Ottawa County or (2) the failure of TES or any of its subcontractors to comply with the terms of this Agreement, including the requirements for federal contracts as set forth in Exhibit “B” hereto.

5. **Contingency Amount:** The amount of \$11,545 is included in the total contract value to provide, at the exclusive option of Ottawa County, additional components in each building that increase the overall energy efficiency of the project. The Coopersville, Randall Street project, budgeted at \$14,220, shall be the last project to be completed, if at all. This \$14,220 project may be used as contingency to improve the energy efficiency in the other projects at the discretion of the Facilities Maintenance Director, or on-site representative of the Facilities Maintenance Department.

6. **No Additional Costs or Expenses:** TES shall, at its sole cost and expense, provide, perform, and complete all necessary work, labor, services, and provide other goods and products necessary for performance under this Agreement. Unanticipated costs or complications shall not alter the price or timetable as set forth in this Agreement, unless otherwise agreed to in writing by Ottawa County.

7. **Permits & Licenses:** TES and/or any of its subcontractors shall obtain, maintain, and pay for any permits or licenses required by law for the work.

8. **Notices:** The County Oversight Agency for the administration of this Agreement shall be the Ottawa County Assistant Administrator or his/her designee. All notices regarding this Agreement shall be sent to:

Keith Van Beek
Ottawa County Assistant Administrator
12220 Fillmore Street
West Olive, Michigan 49460
(616) 738-4842

On behalf of TES, all notices shall be sent to:

Bart Bale, President
Technical Energy Solutions
8535 Byron Commerce Drive
Byron Center, Michigan 49315
(616) 583-6000

9. **Representations and Warranties:** TES represents and warrants that it is fully qualified, licensed, and accredited to perform the services proposed in this Agreement, and that all employees and persons associated with TES who deliver services pursuant to this Agreement and/or any subcontractors, are fully qualified, licensed, and accredited to do so. Ottawa County may request documentation of the qualifications, licenses, and accreditations of TES, or any employee or service provider, or subcontractor thereof, at any time during the term of this Agreement.

TES further represents and warrants that all programming and services provided under this Agreement will be provided in accordance with all recognized and applicable standards, laws, regulations, administrative rules, and requirements therefore, including any applicable professional standards of care.

10. Indemnification and Hold Harmless: TES agrees to defend, indemnify, and hold the County of Ottawa, and its employees, agents and assigns harmless from and against all claims, damages, fines, judgments, penalties, costs, liabilities or losses, including, without limitation, reasonable actual attorney fees, arising out of the acts or omissions including negligence of TES or its employees, agents, officers or subcontractors, or arising from or out of the breach by such party of its obligations under this Agreement. Such responsibility shall not be construed as a liability for damage caused by or resulting from the sole negligence of Ottawa County or its employees.

11. Insurance: TES agrees to maintain in full force and effect throughout the term of this Agreement comprehensive general liability insurance, professional liability insurance, and workers' disability compensation coverage, as set forth in attached Exhibit "E" entitled "Insurance Requirements." Proof of the continuing force and effect of all required insurances and proof that Ottawa County has been named as an additional insured on the comprehensive general liability insurance policies may be required by Ottawa County at any time.

12. Status as an Independent Contractor: The parties agree that this Agreement shall be deemed to give rise to an independent contractor relationship and under no circumstances shall it in any way be construed as giving rise to any employer/employee relationship between or among Ottawa County and TES or its employees, agents or subcontractors. TES shall provide for appropriate employee supervision and direction, tax reporting, withholding, and workers' disability compensation insurance coverage as may be required by law. In the event this Agreement is construed as giving rise to an employer/employee relationship, TES agrees

to indemnify and hold Ottawa County and its officers, employees, agents and assigns harmless against any liability which may result therefrom.

13. Entire Agreement: This Agreement represents the entire understanding between the parties and supersedes all prior negotiations, representations or agreements, whether written or oral. This Agreement may be amended only by written instrument signed by the authorized representatives of Ottawa County and TES.

14. Binding Effect: This Agreement and the terms and conditions hereof shall be binding upon and inure to the benefit of the parties hereto, and to their respective successors and assigns, provided however, TES may not assign its interests in this Agreement without the prior written consent of Ottawa County.

15. Miscellaneous: This Agreement shall be governed by Michigan law. The waiver by any party hereto of a breach or violation of any provision of this Agreement shall not be a waiver of any subsequent breach of the same or any other provision of this Agreement. If any section or provision of this Agreement is unenforceable for any reason, the unenforceability thereof shall not impair the remainder of this Agreement, which shall remain in full force and effect. It is contemplated that this Agreement will be executed in multiple counterparts, all of which together shall be deemed to be one Agreement. The captions in this Agreement are for convenience only and shall not be considered as part of this Agreement or in any way to amplify or modify the terms and provisions hereof.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the ___ day of February, 2010.

COUNTY OF OTTAWA

Dated: _____

By: _____
Philip D. Kuyers, Chairperson
Board of Commissioners

Dated: _____

By: _____
Daniel C. Krueger, County Clerk

TECHNICAL ENERGY SOLUTIONS

Dated: _____

By: _____
Bart Bale, President

EXHIBIT “A”

Technical Energy Solutions Inc. will perform the following scope of work on each of the HVAC systems identified for each County facility listed in the chart:

- Provide all necessary electronic control components
- Provide all non-necessary non-electronic control components
- Provide all necessary wiring and cable work
- Complete the engineering, design, installation, system commissioning and owner training
- Complete “As-Built” documents
- Provide a three-year warranty on all new equipment
- Provide a lifetime warranty on all new temperature sensors

Building	Materials	Labor	Total
Community Mental Health- Building A 12265 James St. Holland, MI 49424	\$35,297.00	\$40,073.00	\$75,370.00
Holland Public Health 12251 James St. Holland, MI 49424	\$19,380.00	\$16,020.00	\$35,400.00
Holland Human Services Building (FIA) 12185 James St. Holland, MI 49424	\$49,899.00	\$50,701.00	\$100,600.00
Juvenile Detention/Family Court and Adult Correctional Facility 12110-12130 Fillmore St. West Olive, MI 49460	\$143,426.00	\$141,409.00	\$284,835.00
Fillmore Street Administrative Complex 12220 Fillmore St. West Olive, MI 49460	\$89,609.00	\$92,341.00	\$181,950.00
Hudsonville Human Services Building 3100 Port Sheldon Rd. Hudsonville, MI 49426	\$32,708.00	\$34,112.00	\$66,820.00
Ferris Street County Building 16920 Ferris St. Grand Haven, MI 49417	\$7,836.00	\$7,664.00	\$15,500.00
CMH Outpatient Building 1111 Fulton St. Grand Haven, MI 49417	\$15,139.00	\$15,286.00	\$30,425.00
Holland District Court Building 58 West 8 th St. Holland, MI 49423	\$48,427.00	\$54,908.00	\$103,335.00
Coopersville Building* 780 Randall St. Coopersville, MI 49404	\$6,589.00	\$7,631.00	\$14,220.00
Contingency Fund (1.27%)*			\$11,545
Totals:	\$448,310.00	\$460,145.00	\$920,000.00

*See Paragraph 5 of the Agreement

EXHIBIT “B”

As provided in Section 2 of the Agreement, the following contract clauses are incorporated by reference into the Agreement as if fully set forth therein:

(1) TES and any subcontractor will comply with Executive Order 11246 of September 24, 1965, entitled “Equal Employment Opportunity” as amended by Executive Order 11375 of October 13, 1967, and as supplemented in Department of Labor regulations (41 CFR chapter 60).

(2) TES and any subcontractor will comply with the Copeland “Anti-Kickback” Act (18 U.S.C. 874) as supplemented in Department of Labor regulations (29 CFR Part 3).

(3) TES and any subcontractor will comply with the Davis-Bacon Act (40 U.S.C. 276a to 276a-7) as supplemented by Department of Labor regulations (29 CFR Part 5), and all applicable guidelines therefore, including “Energy Efficiency and Conservation Block Grant Program Notice 10-004, (Exhibit “D”) Effective Date: December 17, 2009,” and any amendments thereafter.

(4) TES and any subcontractor will comply with Sections 103 and 107 of the Contract Work Hours and Safety Standards Act (40 U.S.C. 327-330) as supplemented by Department of Labor regulations (29 CFR Part 5).

(5) TES and any subcontractor will comply with notice of awarding agency requirements and regulations pertaining to reporting.

(6) TES and any subcontractor will comply with all notice of awarding agency requirements and regulations pertaining to patent rights with respect to any discovery or invention which arises or is developed in the course of or under such contract.

(7) TES and any subcontractor will comply with agency requirements and regulations pertaining to copyrights and rights in data.

(8) TES and any subcontractor will allow Ottawa County, the DOE, the Comptroller General of the United States, or any of their duly authorized representatives to any books, documents, papers, and records of the contractor which are directly pertinent to that specific contract for the purpose of making audit, examination, excerpts, and transcriptions.

(9) TES and any subcontractor will retain all required records for three years after grantees or subgrantees make final payments and all other pending matters are closed.

(10) TES and any subcontractor will comply with all applicable standards, orders, or requirements issued under section 306 of the Clean Air Act (42 U.S.C. 1857(h)), section 508 of the Clean Water Act (33 U.S.C. 1368), Executive Order 11738, and Environmental Protection Agency regulations (40 CFR Part 15).

(11) TES and any subcontractor will comply with mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act (Pub.L. 94-163, 89 Stat. 871).

(12) Provide data to the County to complete the required quarterly reports.

(13) Maintain a DUNS number and registration in the CCR for the duration of the award.

(14) Provide acknowledgement of DOE support and a disclaimer in the publication of any material, whether copyrighted or not, based on or developed under this project. The specified language for the acknowledgement and disclaimer can be found in Exhibit "F."

EXHIBIT “C”

The Department of Labor is responsible for determining the prevailing wages that are required to be paid as part of the Davis-Bacon Act. The determination for Ottawa County, Michigan is from the Department of Labors website at www.wdol.gov.

The labor costs submitted for TES in Exhibit “A” includes ELECTRICIAN at a rate of \$11.21 per hour, as indicated in the determination below.

General Decision Number: MI080059 07/24/2009 MI59
 Superseded General Decision Number: MI20070059
 State: Michigan
 Construction Type: Building
 County: Ottawa County in Michigan.

BUILDING CONSTRUCTION PROJECTS (does not include residential construction consisting of single family homes and apartments up to and including 4 stories)

Modification Number Publication Date

0	02/08/2008
1	04/03/2009
2	05/01/2009
3	07/24/2009

* IRON0340-003 06/01/2009

	Rates	Fringes
IRONWORKER		
Structural.....	\$ 24.00	15.52

SUMI1984-003 04/01/1984

	Rates	Fringes
ASBESTOS WORKER/HEAT & FROST INSULATOR.....	\$ 15.93	4.00
BOILERMAKER.....	\$ 17.19	3.00
BRICKLAYER.....	\$ 10.83	
CARPENTER.....	\$ 11.37	
CEMENT MASON/CONCRETE FINISHER...	\$ 9.26	1.55
Drywall taper.....	\$ 9.94	
ELECTRICIAN.....	\$ 11.21	
IRONWORKER, REINFORCING.....	\$ 9.00	1.33
LABORER.....	\$ 7.93	
LATHER.....	\$ 10.50	
PAINTER: Brush Only.....	\$ 8.93	
PLASTERER.....	\$ 10.22	

PLUMBER.....	\$ 15.49	2.77
Power Equipment Operator		
Backhoe.....	\$ 9.50	1.33
Bulldozer.....	\$ 15.35	13% + 4.10
Crane, derrick & dragline...	\$ 15.45	13% + 4.10
Front end loader.....	\$ 10.43	1.53
Grader/scrapper.....	\$ 10.08	
ROOFER, Including Built Up, Composition and Single Ply Roofs.....	\$ 8.60	
Sheet metal worker.....	\$ 13.75	4.23
TRUCK DRIVER.....	\$ 8.73	

WELDERS - Receive rate prescribed for craft performing operation to which welding is incidental.

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Unlisted classifications needed for work not included within the scope of the classifications listed may be added after award only as provided in the labor standards contract clauses (29CFR 5.5 (a) (1) (ii)).

In the listing above, the "SU" designation means that rates listed under the identifier do not reflect collectively bargained wage and fringe benefit rates. Other designations indicate unions whose rates have been determined to be prevailing.

WAGE DETERMINATION APPEALS PROCESS

1.) Has there been an initial decision in the matter? This can be:

- * an existing published wage determination
- * a survey underlying a wage determination
- * a Wage and Hour Division letter setting forth a position on a wage determination matter
- * a conformance (additional classification and rate) ruling

On survey related matters, initial contact, including requests for summaries of surveys, should be with the Wage and Hour Regional Office for the area in which the survey was conducted because those Regional Offices have responsibility for the Davis-Bacon survey program. If the response from this initial contact is not satisfactory, then the process described in 2.) and 3.) should be followed.

With regard to any other matter not yet ripe for the formal process described here, initial contact should be with the Branch of Construction Wage Determinations. Write to:

Branch of Construction Wage Determinations
Wage and Hour Division
U.S. Department of Labor
200 Constitution Avenue, N.W.
Washington, DC 20210

2.) If the answer to the question in 1.) is yes, then an interested party (those affected by the action) can request review and reconsideration from the Wage and Hour Administrator (See 29 CFR Part 1.8 and 29 CFR Part 7). Write to:

Wage and Hour Administrator
U.S. Department of Labor
200 Constitution Avenue, N.W.
Washington, DC 20210

The request should be accompanied by a full statement of the interested party's position and by any information (wage payment data, project description, area practice material, etc.) that the requestor considers relevant to the issue.

3.) If the decision of the Administrator is not favorable, an interested party may appeal directly to the Administrative Review Board (formerly the Wage Appeals Board). Write to:

Administrative Review Board
U.S. Department of Labor
200 Constitution Avenue, N.W.
Washington, DC 20210

4.) All decisions by the Administrative Review Board are final.

END OF GENERAL DECISION



Department of Energy
Washington, DC 20585

**ENERGY EFFICIENCY AND CONSERVATION BLOCK GRANT PROGRAM
NOTICE 10-004**

EFFECTIVE DATE: December 17, 2009

SUBJECT: GUIDANCE ON IMPLEMENTATION OF THE DAVIS-BACON ACT PREVAILING WAGE REQUIREMENTS FOR ENERGY EFFICIENCY CONSERVATION BLOCK GRANT RECIPIENTS UNDER THE AMERICAN RECOVERY AND REINVESTMENT ACT OF 2009

PURPOSE: To issue guidance to Energy Efficiency Conservation Block Grant (EECBG) Program participants on compliance with Davis-Bacon Act (DBA)¹ requirements associated with the expenditure of American Recovery and Reinvestment Act of 2009 (Recovery Act) funds. The Department of Labor (DOL), Employment Standards Administration, Wage and Hour Division (WHD) has issued guidance on applicability of DBA requirements to all agencies engaged in funding projects for construction, alteration, and/or repair funded in whole or in part by funds appropriated under the Recovery Act.² This guidance does not modify or replace the DOL guidance or any requirements or terms and conditions contained in the grant instrument.

SCOPE: The provisions of this guidance apply to recipients of EECBG Program funds, as named in a Notification of Grant Award (Grant Award) from DOE under the EECBG Program and their subrecipients. The provisions of this guidance do not apply to U.S. Territories. Tribal governments are only exempt from the DBA provisions when the Tribal government performs work using its employees. The Davis-Bacon Act applies to all contractors that employ laborers and/or mechanics performing work under a Grant Award.

BACKGROUND: The Davis-Bacon Act

The DBA is applicable to contracts of the United States³ in excess of \$2,000⁴ for the construction, alteration, and/or repair (including painting and decorating)⁵ of public

¹ 40 U.S.C. 3141 *et seq.*

² See DOL All Agency Memorandum No. 207, dated May 29, 2009, available at <http://www.dol.gov/whd/recovery/AAM207.pdf>. (AAM No. 207).

³ This includes the District of Columbia. For applicability of the Davis-Bacon Act to government agencies, such as states, under Section 1606 of the Recovery Act, see the DOL Advisory Letter to DOE (Advisory Letter) at <http://www.dol.gov/whd/recovery/AdvisoryLetterDOE.pdf>, page 2.

⁴ The \$2,000 threshold for coverage pertains to the amount of the prime contract, not to the amount of individual subcontracts. If the covered prime contract exceeds \$2,000, all work on the project is covered.

⁵ These work activities are defined at 29 CFR Part 5.2(k).

buildings or public works. The DBA requires all contractors and subcontractors to pay laborers and mechanics employed on a covered contract wages and fringe benefits determined by the Secretary of Labor to be prevailing for corresponding classes of employees engaged on similar projects in the locality. In numerous additional laws, Congress has specifically required adherence to DBA prevailing wage requirements where they might not otherwise be applicable.

On February 17, 2009, President Obama signed the Recovery Act to jumpstart the economy by saving and creating jobs, and to foster energy efficiency efforts and achieve other goals.⁶ Section 1606 of the Recovery Act specifically requires that all laborers and mechanics employed by contractors and subcontractors on any project “funded directly by or assisted in whole or in part by” Recovery Act funds be paid prevailing wages as determined by the Secretary of Labor.⁷

Accordingly, contractors and subcontractors must ensure that any laborers and mechanics⁸ employed on projects funded or assisted in whole or in part by Recovery Act funds are paid prevailing wages as determined by the Secretary of Labor for construction, alteration, and/or repair (including painting and decorating). All recipients, grantees, and subgrantees, with the exception of State and local governments that use their own employees to perform this work, must also pay their own employees performing the work of laborers and mechanics the DBA prevailing wage rate. If the entity receiving Recovery Act assistance for such projects contracts out the work, it must ensure that the DBA requirements flow down to the entities that employ the laborers and mechanics to do the work.⁹

Contract Clauses

On projects where DBA prevailing wage requirements must be paid, the requirements set out in the DOL regulations at 29 CFR Parts 1, 3, and 5 are applicable. In accordance with 29 CFR Part 1, Federal agencies directly contracting for projects or providing assistance under the Recovery Act to other entities for such projects must include the DBA contract clauses in their solicitations, assistance agreements, and the resulting contracts and grants, and must require that those requirements flow down to any contracts or subcontracts for the performance of the work.¹⁰ As a consequence of the required DBA contract clauses, the recipient of the Recovery Act funds is responsible for the compliance by its subgrantees, contractors, and their subcontractors.¹¹

⁶ See <http://www.recovery.gov/?q=content/our-mission>.

⁷ For the text of the Davis-Bacon provision in Section 1606, see AAM No. 207, page 2 and the Advisory Letter, page 2.

⁸ Apprentice and trainees may be paid at less than the DBA prevailing wage rate if the requirements set forth in 29 CFR Part 5.5(a)(4) are met.

⁹ See Advisory Letter page 2.

¹⁰ See DOE Acquisition and Financial Assistance Guide for the American Recovery and Reinvestment Act of 2009, version 2.1a, Attachment 3 at: http://management.energy.gov/policy_guidance/1672.htm

¹¹ See 29 CFR Part 5.5(a)(6) (making prime contractor responsible for lower-tier contractor compliance).

DOE is responsible for ensuring that the applicable wage determinations are included in solicitations, assistance agreements, and the resulting contracts and grants. EECBG Program projects using Recovery Act funds must incorporate the most current DOL Wage Determination(s) as found at <http://www.wdol.gov/Index.aspx> for the worker classifications applicable to the work being performed by employees or contractors. Please also note that the rates posted at the DOL site are minimums.

Grantees/subgrantees and contractors/subcontractors must attach the applicable wage determinations to the solicitation, assistance agreement, and resulting contract or grant. A grantee or subgrantee and contractors/subcontractors contracting out work on a covered project must provide the wage determination to the contractors or subcontractors 10 calendar days prior to issuing the solicitation.

If an ongoing construction project that was awarded prior to the Recovery Act or that was not assisted or funded in whole or part by Recovery Act funds later receives Recovery Act funding, the agency will insert the appropriate wage determination(s) in relevant contracts and federal assistance agreements effective as of the date the Recovery Act funding is approved for use on the project. The wage determinations must thereafter be included in any contracts or subcontracts for the DBA-covered work. Projects that are already subject to the DBA labor standards would not require application of a new Davis-Bacon wage determination upon receipt of Recovery Act funding unless the funding is for work not contemplated under the existing contract for construction.

Payroll Records

In addition, Grantees/subgrantees and contractors/subcontractors on these projects funded or assisted in whole or part by Recovery Act funds shall maintain payrolls and basic records relating to payroll during the course of the work and preserve them for a period of three years thereafter for all laborers and mechanics working on the project, or as designated in the grant document.¹² **They must also ensure that all laborers and mechanics on a project funded or assisted in whole or part with Recovery Act funds are paid on a weekly basis and must submit weekly certified payroll records to the contracting and administering agency.**¹³

Published Wage Rates

Wage rates can be found at www.wdol.gov. If county recipients in any State do not have published DOL wage rates, then the county must submit a request for conformance to the DOL. The conformance process often takes up to six weeks to be completed so county should plan its project activities accordingly.¹⁴

¹² See 29 CFR Part 5.5(a)(3)(i) for the payroll and record-keeping requirements, including a list of the required contents of the records and for additional record-keeping requirements.

¹³ See 29 CFR Part 5.5(a)(ii)(A)-(D) for additional requirements relating to the submission of weekly certified payroll records.

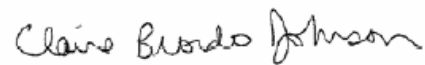
¹⁴ The Department of Labor has provided guidance for anyone who must submit a conformance request for a Wage Determination on its website at <http://www.dol.gov/whd/recovery/dbsurvey/conformance.htm>

Administrative Costs

Costs associated with DBA compliance can be charged as an administrative cost. EECBG recipients should contact their respective DOE Project Management Center for specific guidance on how to appropriately charge these costs.

TRAINING

Training on Davis-Bacon implementation, frequently asked questions, labor clauses, and other related Recovery Act information can be found at:
<http://www.eecbg.energy.gov/davisbacon.html>.



Claire Broido Johnson
Acting Program Manager
Office of Weatherization and Intergovernmental Programs
Energy Efficiency and Renewable Energy

EXHIBIT “E”

INSURANCE – The seller shall provide the following coverage’s:

WORKER’S COMPENSATION AND EMPLOYERS’ LIABILITY:

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

COMMERCIAL GENERAL LIABILITY

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

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

AUTOMOBILE:

Residual Liability	\$1,000,000 each student
Personal Injury Protection	Statutory
Property Protection	Statutory

These coverage’s shall protect the vendor, its employees, agents, representatives, and subcontractors against claims arising out of the work performed or products provided.

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

The County of Ottawa and its officers, officials, employees, volunteers and agents are to be additional insureds as respects the services provided under this agreement. This additional insured status shall not terminate after completion of the services. A certificate of insurance showing the required limits, showing that the above-mentioned are additional insureds and providing at least a 30-day notice requirement in the event of coverage termination for any reason shall be provided

EXHIBIT “F”

An acknowledgment of DOE support and a disclaimer must appear in the publication of any material, whether copyrighted or not, based on or developed under this project, as follows:

Acknowledgment: “This material is based upon work supported by the Department of Energy under Award Number EE-0000751.”

Disclaimer: “This report was prepared as an account of work sponsored by an agency of the United States Government. Neither the United States Government nor any agency thereof, nor any of their employees, makes any warranty, express or implied, or assumes any legal liability or responsibility for the accuracy, completeness, or usefulness of any information, apparatus, product, or process disclosed, or represents that its use would not infringe privately owned rights. Reference herein to any specific commercial product, process, or service by trade name, trademark, manufacturer, or otherwise does not necessarily constitute or imply its endorsement, recommendation, or favoring by the United States Government or any agency thereof. The views and opinions of authors expressed herein do not necessarily state or reflect those of the United States Government or any agency thereof.”

Action Request

[Home](#)



Committee: Board of Commissioners

Meeting Date: 02/09/2010

Requesting Department: Board of Commissioners

Submitted By: Keith Van Beek

Agenda Item: Board Appointments

SUGGESTED MOTION:

To place into nomination the name(s) of (* indicates recommendation of the Interview Subcommittee [third posting]):

*Darwin Baas

*Lawrence Mierle

To fill two (2) Member Vacancies on the Appeals Board for Sanitary Code beginning January 1, 2010, and ending December 31, 2012 (three year terms).

*Mary Ann Cartwright

John Stafford

Diane Zandstra

To fill one (1) General Public Member Vacancy on the Mental Health Board beginning April 1, 2010, and ending March 31, 2013 (three year term).

*Robert Land

To fill one (1) of two (2) Technology Sector Representative Vacancies on the Technology Committee beginning January 1, 2010, and ending December 31, 2011 (two year term).

*M. Ted Droski

To fill one (1) of two (2) Technology Sector Representative Vacancies on the Technology Committee beginning January 1, 2010, and ending December 31, 2010 (one year term).

*John Hofman

*Chad Tuttle

To fill two (2) of three (3) Business Sector Vacancies on the Ottawa County Workforce Development Board beginning January 1, 2010, and ending December 31, 2012 (three year terms).

*Judy Posma

*Kurt Wassink

To fill two (2) Member Vacancies on the Officers Compensation Commission beginning January 1, 2010, and ending December 31, 2012 (three year terms).

*Thomas R. Reinsma

To fill one (1) Unexpired Member Vacancy on the Officers Compensation Commission beginning immediately and ending December 31, 2010 (unexpired four year term).

*George Jackson

Regina Pierce

To fill a one (1) Member Vacancy on the KOM Foreign Trade Zone beginning January 1, 2010, and ending December 31, 2011 (two year term).

*David M. Davis

To fill one (1) of three Member Vacancies on the Housing Commission beginning January 1, 2010, and ending December 31, 2014 (five year term).

*Ryan Cotton

To fill one (1) Supervisor/Assessors Representative Vacancy on the Remouumentation Committee beginning January 1, 2010, and ending December 31, 2011 (two year term).

*William Haynes

Richard Overway

Regina Pierce

Paul Scalf

Raymond Seaman

To fill one (1) unexpired vacancy on the Veterans Affair Committee to begin immediately and ending September 30, 2012 (four year term).

SUMMARY OF REQUEST:

The Board of Commissioners makes appointments to the various Boards and Commissions of the County per Administrative Policy – Appointments to Boards and Commissions.

FINANCIAL INFORMATION:

Total Cost: 0	County Cost: 0	Included in Budget:	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
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If not included in budget, recommended funding source:

ACTION IS RELATED TO AN ACTIVITY WHICH IS:

<input checked="" type="checkbox"/> Mandated	<input type="checkbox"/> Non-Mandated	<input type="checkbox"/> New Activity
--	---------------------------------------	---------------------------------------

ACTION IS RELATED TO STRATEGIC PLAN:

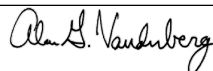
Goal: 2

Objective: 5

ADMINISTRATION RECOMMENDATION:

<input checked="" type="checkbox"/> Recommended	<input type="checkbox"/> Not Recommended
---	--

County Administrator:



Digitally signed by Alan G. Vanderberg
DN: cn=Alan G. Vanderberg, e=US, o=County of Ottawa, ou=Administrator's Office, email=avanderberg@miottawa.org
Reason: I am approving this document
Date: 2010.02.04 13:49:30 -0500

Committee/Governing/Advisory Board Approval Date:

Human Resources Committee 2/8/2010

Home
FILED

OCT 27 2009

EXHIBIT "A"
APPLICATION FOR POSITION ON A BOARD,
COMMISSION, OR ADVISORY BODY APPOINTED
BY THE OTTAWA COUNTY BOARD OF COMMISSIONERS

DANIEL C. KRUEGER
OTTAWA COUNTY CLERK

Date: 10-25-09

Position Applied For: APPEALS BOARD FOR SANITARY CODE

Names: DARWIN BAAS

Address: 4572 SHELDON OAK COURT

HUDSONVILLE MI 49426

Contact Information - Home Telephone: 616.669.0580

Work Telephone: 616.551.5006

E-mail Address: dbaas@valleycityes.com

Fax Number: 616.235.9507

Educational and Employment Background:

PLEASE SEE ATTACHED RESUME.

Length of Residency in Ottawa County:

Does the County of Ottawa or any other unit of government employ any members of your immediate family?

If so, describe:

No

What is your past experience in serving on governmental boards, or the boards of civic and other similar organizations?

PRESENTLY SERVE ON APPEALS BOARD FOR SANITARY CODE IN OTTAWA COUNTY .
CHAIRMAN OF THE KENT COUNTY SOLID WASTE PLANNING COMMITTEE. HAVE
SERVED AS STAFF TO MANY COUNTY BOARD AND COMMITTEES IN KENT & OTTAWA COUNTY.

The Ottawa County Appointment Policy sets a minimum expectation of 75% attendance for all members of boards and commissions appointed by the Ottawa County Board of Commissioners. If appointed, will you be able to comply with the terms of the Policy with regard to attendance? A copy of that Policy is attached.

If not, why not?

YES

Why do you want to be considered for this appointment?

PREVIOUS EXPERIENCE WITH OTTAWA COUNTY EHD ; UNDERSTAND HOW SEPTIC
AND WELLS WORK ; FORMER HOMEOWNER WITH A WELL AND SEPTIC SYSTEM ;
WILLINGNESS TO WORK WITH OCHD AND HOMEOWNERS TO FIND SOLUTIONS TO DIFFICULT
SITE CONDITIONS

Do you desire to have your name kept on file up to one year in the office of the County Clerk and be sent applications for future appointment openings? Yes No

If yes, please check the Boards, Commissions or Advisory Bodies you are interested in:

Community Action Agency _____ Parks & Recreation Commission X
Mental Health Board _____ Others: _____
Workforce Development _____

Return To: Ottawa County Clerk's Office
12220 Fillmore Street, Room 130
P.O. Box 296
West Olive, MI 49460
(616) 994-4533 or (616) 846-8107

THANK YOU FOR YOUR INTEREST IN OTTAWA COUNTY GOVERNMENT!

Darwin J. Baas

Profile

Seventeen years of administrative experience in the areas of planning, budgeting, hiring and supervision, public relations, program marketing and grant writing; purchasing, preparing request for proposals and contracts; program and project management; operations and compliance; property acquisition and capital improvement programs; oversight of consultants, professional service providers and contract work - major emphasis in emergency response, hazardous materials management and Brownfield remediation.

Education

Master's Degree in Public Administration – Grand Valley State University
Bachelor's Degree in Business Administration – Davenport University

Professional Development

Advanced Leadership Series – Grand Valley State University	2006
Leadership Development Institute – Aquinas College	2004

Certifications

Hazardous Waste Operations and Emergency Response - 29 CFR 1910.120
Advanced Hazardous Material Technician - 29 CFR 1910.120 (q)
Confined Space Entry/Attendant/Supervisor – 29 CFR 1910.146
Incident Management Training – Michigan Department of Community Health
National Incident Management System IS-00700 – FEMA Emergency Management Institute
National Response Plan IS-00800 - FEMA Emergency Management Institute

Employment History

Valley City Environmental Services, Grand Rapids MI 2007 - Present
General Manager – Environmental Services Division
Responsible for technical services and transportation operations including regulatory compliance, health and safety, and training.

Ottawa County Hazardous Materials Incident Response Team 2003 - 2008
Squad Leader/Hazardous Materials Technician
Team leader and first responder for hazardous materials spills including tanker rollover, gasoline and diesel fuel spills, anthrax threats, chlorine and anhydrous ammonia releases, acids spills and other related events throughout Ottawa County.

Kent County Office of the Administrator, Grand Rapids MI 2004 - 2007
Management Analyst – Millennium Park Environmental Project Manager
Managed complex projects that required preparing and monitoring CIP and special project fund budgets; projects have included a strategic business plan, master plan update, mapping, land acquisition, identifying grant opportunities and preparing competitive grant applications; implementation of environmental assessment and remediation strategies, oil well closures, water well abandonment, and septic system installation.

Concurrently managed four EPA Brownfield petroleum and hazardous substance assessment and cleanup grants. Interacting with multiple divisions of the MDEQ regarding wetlands, floodplain, remediation and redevelopment, waste management and enforcement. Assisting Parks with documentation required for DNR Trust Fund reimbursement for land acquisition; verifying project deliverables/payment points in joint Parks/Parks Foundation project.

Project work as described above required leading interdepartmental work teams, oversight of nearly twenty consultants and professional services companies in engineering, environmental, design, planning, legal, real estate, appraisal & title work, and marketing; preparation of request for proposals and contracts; interaction with local governmental jurisdictions as well as state and federal agencies. Completion of work required 10 separate project budgets.

EDT Consultants, Hudsonville, MI 2003 - Present

Consultant/Trainer

Provide environmental and safety training for several clients.

Ottawa County Health - Environmental Health Division, Holland MI 1994 - 2004

Waste Management Supervisor

Program supervisor responsible for preparing and administering operations budget for special revenue and state funded programs aligning expenditures to meet program goals, objectives and targeted performance outcomes.

Developed job descriptions, interviewed, selected, supervised, and evaluated staff. Worked with Purchasing and Accounting staff to prepare request for proposals, contracts, purchase order requests, reconciled job sheets and invoices, coded and authorized vendor payments. Monitored the performance of vendors & consultants including planning and engineering services, general contractors, hazardous material disposal vendors, recycling and hauling companies.

Negotiated property acquisition managed constructions budget and provided oversight for the design, site development and construction of hazardous waste and resource recovery service centers, including specifications and installation of needed equipment.

Maintained high level of visibility in the community working with local elected officials and senior administrative staff throughout the County building collaborative partnerships with hundreds of agencies and businesses; served as a liaison to municipal, state and federal agencies, industry and agribusiness relating to environmental and hazardous waste management issues.

Responsible for the operation of five hazardous waste collection facilities located in the County including supervision of staff, operating procedures and customer service; health & safety and medical surveillance coordinated emergency response planning with fire departments.

American Chimney Relining of Western MI, Grandville MI

2000 - 2002

Business Manager

Assumed responsibility for construction and fire restoration company; including marketing to and maintaining business relationships with insurance companies; advertising and home shows; job scheduling, purchasing, payables, receivables, payroll and insurance; coordinated quarterly payments and annual tax return filings with CPA. Used *Quicken* bookkeeping software.

Community Involvement

Ottawa County Appeals Board for Sanitary Code, 2007- Present

Kent County Solid Waste Planning Committee Chair, 2008 - Present

Youth Leader – Georgetown Church

FILED^{Home}

NOV 04 2009

EXHIBIT "A"
APPLICATION FOR POSITION ON A BOARD,
COMMISSION, OR ADVISORY BODY APPOINTED
BY THE OTTAWA COUNTY BOARD OF COMMISSIONERS

DANIEL C. KRUEGER
OTTAWA COUNTY CLERK

Date: Nov 3, 2009

Position Applied For: APPEALS BOARD FOR SANITARY CODE

Names: Lawrence Mierle (Meyer-ly)

Address: 15057 Boom Rd.
Spring Lake MI 49456

Contact Information - Home Telephone: 616-842-3192

Work Telephone: _____

E-mail Address: _____

Fax Number: _____

Educational and Employment Background:

High School Grad, Master Plumber,
20yrs Consumers Energy ~~20~~ (Retired)

Length of Residency in Ottawa County: 68 yrs.

Does the County of Ottawa or any other unit of government employ any members of your immediate family? No

If so, describe:

What is your past experience in serving on governmental boards, or the boards of civic and other similar organizations?

Springlake Twp. Board 19 yrs (Present)
" " " ZBA 30 plus yrs. (Present)
Ottawa Co Appeals Board For Sanitary Code 4 yrs (Present)

The Ottawa County Appointment Policy sets a minimum expectation of 75% attendance for all members of boards and commissions appointed by the Ottawa County Board of Commissioners. If appointed, will you be able to comply with the terms of the Policy with regard to attendance? A copy of that Policy is attached.

yes

If not, why not?

Why do you want to be considered for this appointment?

My time on S.L.T. ZBA. is good experience for
this position.

Do you desire to have your name kept on file up to one year in the office of the County Clerk and be sent applications for future appointment openings? Yes No

If yes, please check the Boards, Commissions or Advisory Bodies you are interested in:

Community Action Agency _____ Parks & Recreation Commission _____
Mental Health Board _____ Others: _____
Workforce Development _____

Return To: Ottawa County Clerk's Office
12220 Fillmore Street, Room 130
P.O. Box 296
West Olive, MI 49460
(616) 994-4533 or (616) 846-8107

THANK YOU FOR YOUR INTEREST IN OTTAWA COUNTY GOVERNMENT!

SEP 14 2009

DANIEL C. KRUEGER
OTTAWA COUNTY CLERK

EXHIBIT "A"
APPLICATION FOR POSITION ON A BOARD,
COMMISSION, OR ADVISORY BODY APPOINTED
BY THE OTTAWA COUNTY BOARD OF COMMISSIONERS

Date: September 11, 2009

Position Applied For: Ottawa County Mental Health Board

Names: Mary Ann Cartwright

Address: 8659 Rivercrest
Jenison, MI 49428

Contact Information - Home Telephone: (616) 457-4253

Work Telephone: (616) 233-5116

E-mail Address: mac@rhoadesmckee.com

Fax Number: (616) 233-5269

Educational and Employment Background:

See attached resume.

Length of Residency in Ottawa County: 28 Years.

Does the County of Ottawa or any other unit of government employ any members of your immediate family? No.

If so, describe:

N/A

What is your past experience in serving on governmental boards, or the boards of civic and other similar organizations?

I currently serve on the Ottawa County Mental Health Board. See my resume for other Boards that I have served on over the years.

The Ottawa County Appointment Policy sets a minimum expectation of 75% attendance for all members of boards and commissions appointed by the Ottawa County Board of Commissioners. If appointed, will you be able to comply with the terms of the Policy with regard to attendance? Yes. A copy of that Policy is attached.

If not, why not?

N/A

Why do you want to be considered for this appointment?

I have served on numerous Boards dealing with mental illness and handicap clientele. Further, I would like to continue my service on the Ottawa County Mental Health Board.

Do you desire to have your name kept on file up to one year in the office of the County Clerk and be sent applications for future appointment openings? Yes No

If yes, please check the Boards, Commissions or Advisory Bodies you are interested in:

Community Action Agency _____ Parks & Recreation Commission _____
Mental Health Board X Others: _____
Workforce Development _____

Return To: Ottawa County Clerk's Office
12220 Fillmore Street, Room 130
P.O. Box 296
West Olive, MI 49460
(616) 994-4533 or (616) 846-8107

THANK YOU FOR YOUR INTEREST IN OTTAWA COUNTY GOVERNMENT!

MARY ANN CARTWRIGHT

Rhoades McKee PC
161 Ottawa NW, Suite 600
Grand Rapids, MI 49503
616.235.3500

Legal Employment:

1981-Present: Shareholder, Rhoades McKee PC; Vice President, Past Member of the Executive Committee, Chairperson of the Personnel Committee

1990-1996: Special Assistant Attorney General, State of Michigan Accident Fund while an active Shareholder at Rhoades McKee

1978-1981: City of Kalamazoo, Assistant City Attorney

Education:

- ◆ Grand Valley State University, 1968-1972
Education: Dual Certification, Kindergarten through 12th Grade
- ◆ Thomas M. Cooley Law School, 1974-1977
American Jurisprudence Labor Law Book Award

Practice Description:

Representation of clients in the public and private sector in the areas of employment, labor, healthcare and school law. Prior to joining Rhoades McKee, I handled administrative, criminal and civil litigation for the City of Kalamazoo. Additionally, I reviewed contract, real estate, insurance claims and Freedom of Information matters for the City. The primary focus of my practice has been in the Healthcare and Labor and Employment Law arena, although I also have substantial experience in the areas of insurance defense work (inclusive of medical malpractice and workers compensation). I represent public, private and non-profit organizations in all healthcare, labor and employment law areas in administrative, state and federal courts.

My practice requires working with and counseling clients on a frequent basis relative to the following areas of law: Arbitration, Equal Employment Opportunity (EEOC) and Michigan Department of Civil Rights (MDCR) complaints and procedures, MIOSHA/OSHA regulations and policy development, Department Of Transportation regulations, Fair Labor Standards Act (wage and hour), Family Medical Leave Act and Department of Labor regulations and development of policies, Affirmative Action Plans (OFCCP compliance), National Labor Relations regulations, Health Insurance Portability and HIPAA privacy and various other employment and labor related issues as they relate to State and Federal Regulations. I am a frequent speaker on labor and employment topics including but not limited to: Management/Leadership Responsibilities, Sexual Harassment, Family Medical Leave, Union Campaigns, Fair Labor Standards Act, American with Disabilities Act and Workers Compensation.

Firm Management:

- ◆ Executive Committee – VP of Personnel – 1997-1998, 2000-2002
- ◆ Officer – Executive Vice President – 1999-2002
- ◆ Compensation Committee – 1994-1996
- ◆ Nominating Committee – 2001-2003

Professional Organizations and Affiliations:

- ◆ *Grand Rapids Bar Association*
VP of Labor Employment Law Section, 1997
Chairperson Labor Employment Law Section, 1998
Member of Personnel Committee, 1991-1993
Member Community Relations Committee, 1999
- ◆ *State Bar of Michigan, 1978-present*
Labor and Employment Law Section, Member
Health Care Section, Member
Workers Compensation Section, Member
- ◆ *American Bar Association, 1978-present*
Labor and Employment Law Section, Member
Health Care Section, Member
- ◆ *Kalamazoo Bar Association, 1978-1981*
Chairperson Law Day Committee, 1981
- ◆ Michigan Trial Lawyers, Associate member
- ◆ Woman's Lawyers Association

Outside Boards and Activities:

- ◆ Member of Ottawa County Mental Health Board, 2007-present
- ◆ President of RERC Board (Re-entry Employment Resource Center), 2006-present
- ◆ Member of the Genesis Board, past President, 1997-2006
- ◆ Member of the Hope Behavioral Health Board, 1996-April 2005
- ◆ President of the Bingham Ridge Condominium Association, 2004-Present
- ◆ Member of the Thomas M. Cooley Alumni Board, 2001-Present
- ◆ Eucharist Minister Holy Redeemer Church, 1996-Present
- ◆ Recipient of the Legacy Outstanding Volunteer of the Year Award, Hope Network 2005

Continuing Legal Education:

- ◆ Lecturer for National Business Institute – Labor Employment Topics
- ◆ Lecturer for ICLE – Labor, Employment and Workers Compensation Matters
- ◆ Lecturer for Grand Rapids Bar Association
- ◆ Lecturer for Workers Compensation Section of State Bar Association
- ◆ Lecturer for Self-Insured Association
- ◆ Lecturer for Lorman Education Services

RECEIVED

SEP 28 2009

EXHIBIT "A"
APPLICATION FOR POSITION ON A BOARD,
COMMISSION, OR ADVISORY BODY APPOINTED
BY THE OTTAWA COUNTY BOARD OF COMMISSIONERS

OTTAWA COUNTY BOARD OF COMMISSIONERS

Date: 9-26-09

Position Applied For: Ottawa County MENTAL HEALTH BOARD

Names: John Stafford, MPA, LMSW

Address: 504 Fifth St.

PO Box 35

Ferrysburg, MI. 49409-0035

Contact Information - Home Telephone: 231-750-2404

Work Telephone: 616-248-1817

E-mail Address: prosocialwork@yahoo.com

Fax Number: _____

Educational and Employment Background:

BA Social Science, MSU

MPA Public Admin., WMU

Branch, Ottawa, Kent County Dept. Human Services

City of Ferrysburg City Council

Length of Residency in Ottawa County: 25 years

Does the County of Ottawa or any other unit of government employ any members of your immediate family?

If so, describe: no

FILED

SEP 28 2009

DANIEL C. KRUEGER
OTTAWA COUNTY CLERK

What is your past experience in serving on governmental boards, or the boards of civic and other similar organizations?

Muskegon County Community Foundation Bd.
Ottawa County K.C.A.N. Council, Past President Bd. member
North Ottawa Recreation Program Board member
Kent County DNR Diversity & Inclusion Council Board member
Ferrysburg City Council Board member

The Ottawa County Appointment Policy sets a minimum expectation of 75% attendance for all members of boards and commissions appointed by the Ottawa County Board of Commissioners. If appointed, will you be able to comply with the terms of the Policy with regard to attendance? A copy of that Policy is attached.

If not, why not? YES.

Why do you want to be considered for this appointment?

I would like to become more involved and knowledgeable in Ottawa County Government, and would like to utilize my knowledge & expertise in the mental health & behavioral health fields to guide & support Ottawa County's excellence in service to our citizens

Do you desire to have your name kept on file up to one year in the office of the County Clerk and be sent applications for future appointment openings? (Yes) No

If yes, please check the Boards, Commissions or Advisory Bodies you are interested in:

- Community Action Agency _____
- Mental Health Board _____
- Workforce Development _____
- Parks & Recreation Commission _____
- Others: _____

Return To: Ottawa County Clerk's Office
12220 Fillmore Street, Room 130
P.O. Box 296
West Olive, MI 49460
(616) 994-4533 or (616) 846-8107

THANK YOU FOR YOUR INTEREST IN OTTAWA COUNTY GOVERNMENT!

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SEP 21 2009

FAX 616
994-4538

OTTAWA COUNTY HUMAN RESOURCES

EXHIBIT "A"
APPLICATION FOR POSITION ON A BOARD,
COMMISSION, OR ADVISORY BODY APPOINTED
BY THE OTTAWA COUNTY BOARD OF COMMISSIONERS

Date: SEPT 25. 09

Position Applied For: MENTAL HEALTH BOARD

Names: DIANE ZANDSTRA

Address: 6740 BAUER RD
HUDSONVILLE, MI 49426

Contact Information - Home Telephone: MOBILES: 616.240.6740

Work Telephone: 616.233.0935

E-mail Address: DLZANDSTRA@YAHOO.COM

Fax Number: _____

Educational and Employment Background:

Partner & Business Development Officer
FOR WEST MICHIGAN CENTER FOR FAMILY HEALTH
GRAND RAPIDS, MI.

TRANSITIONS TOWARDS THE FUTURE PRESENTATIONS ON

Length of Residency in Ottawa County: 30+ years

HEALTHCARE
2009

Does the County of Ottawa or any other unit of government employ any members of your immediate family? NO

If so, describe:

FILED

SEP 28 2009

DANIEL C. KRUEGER
OTTAWA COUNTY CLERK

DIANE ZUNDSTRA

What is your past experience in serving on governmental boards, or the boards of civic and other similar organizations?

SAT ON HOUL. BOARD IBD. INSTITUTE OF BUSINESS DESIGNERS
STATE BOARD 3 TERMS IBD. BOARD OF DIRECTORS
WYOMING KENTWOOD COUNCIL OF COMMERCE. BOARD
OF COMMUNITY FIRST FOUNDATION (NEWLY FORMED)

The Ottawa County Appointment Policy sets a minimum expectation of 75% attendance for all members of boards and commissions appointed by the Ottawa County Board of Commissioners. If appointed, will you be able to comply with the terms of the Policy with regard to attendance? A copy of that Policy is attached.

YES

If not, why not?

Why do you want to be considered for this appointment?

CONCERN FOR ACCESS TO HEALTH CARE,
ESPECIALLY MENTAL HEALTH — IT'S COST,
IT'S CO-ORDINATION WITH PRIMARY CARE & PUBLIC
RELATIONSHIPS NEED CONCERNED SUPPORT!

Do you desire to have your name kept on file up to one year in the office of the County Clerk and be sent applications for future appointment openings?

Yes No

If yes, please check the Boards, Commissions or Advisory Bodies you are interested in:

- Community Action Agency _____
- Mental Health Board
- Workforce Development _____
- Parks & Recreation Commission _____
- Others: _____

Return To: Ottawa County Clerk's Office
12220 Fillmore Street, Room 130
P.O. Box 296
West Olive, MI 49460
(616) 994-4533 or (616) 846-8107

THANK YOU FOR YOUR INTEREST IN OTTAWA COUNTY GOVERNMENT!

EXHIBIT "A"
APPLICATION FOR POSITION ON A BOARD,
COMMISSION, OR ADVISORY BODY APPOINTED
BY THE OTTAWA COUNTY BOARD OF COMMISSIONERS

Date: 12/2/09

Position Applied For: Special Committee on Technology

Names: Robert Land

Address: 5802 15th Ave
Hudsonville MI 49426

Contact Information - Home Telephone: 616 669 8717

Work Telephone: 616 262 1684 / 616 677-6190

E-mail Address: Grandval@aol.com

Fax Number: _____

Educational and Employment Background:

BA in BusAd / Economics Hope College 1991

OFFICE Manager OTTawa Aggregates

Length of Residency in Ottawa County: 28 yrs +

Does the County of Ottawa or any other unit of government employ any members of your immediate family? NO

If so, describe:

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DEC 3 2009

DANIEL C. KRUEGER
OTTAWA COUNTY CLERK

What is your past experience in serving on governmental boards, or the boards of civic and other similar organizations?

2009 term on Technology board

The Ottawa County Appointment Policy sets a minimum expectation of 75% attendance for all members of boards and commissions appointed by the Ottawa County Board of Commissioners. If appointed, will you be able to comply with the terms of the Policy with regard to attendance? A copy of that Policy is attached.

Yes

If not, why not?

Why do you want to be considered for this appointment?

I've enjoyed my 2009 tenure and would like to
continue

Do you desire to have your name kept on file up to one year in the office of the County Clerk and be sent applications for future appointment openings? Yes No

If yes, please check the Boards, Commissions or Advisory Bodies you are interested in:

Community Action Agency _____ Parks & Recreation Commission _____
Mental Health Board _____ Others: Road Commission X
Workforce Development _____

Return To: Ottawa County Clerk's Office
12220 Fillmore Street, Room 130
P.O. Box 296
West Olive, MI 49460
(616) 994-4533 or (616) 846-8107

THANK YOU FOR YOUR INTEREST IN OTTAWA COUNTY GOVERNMENT!

Attn: Ottawa County Clerk

Fax: 616.994.4538

Home

FILED

NOV 23 2009

EXHIBIT "A"
APPLICATION FOR POSITION ON A BOARD,
COMMISSION, OR ADVISORY BODY APPOINTED
BY THE OTTAWA COUNTY BOARD OF COMMISSIONERS

DANIEL C. KRUEGER
OTTAWA COUNTY CLERK

Date: Nov 4th, 2009

Position Applied For: Technology Committee - Private Sector Rep

Names: M. Ted Drozcki

Address: 10954 Timberline Dr
Allendale, MI 49401

Contact Information - Home Telephone: 616 895-6346

Work Telephone: 616 893 5451

E-mail Address: mteddrozcki@gmail.com

Fax Number: _____

Educational and Employment Background:

Associates Business - GRCC, Mgt+Info Sys BA GUSU

Project Manager & Business Systems Analyst @

Spectrum Health - Technology & Information Systems dept
for 15 years

Length of Residency in Ottawa County: 5 years

Does the County of Ottawa or any other unit of government employ any members of your immediate family? No

If so, describe:

What is your past experience in serving on governmental boards, or the boards of civic and other similar organizations?

Regional Chair - HHNUG.ORG - Software Users Group: 4 years

The Ottawa County Appointment Policy sets a minimum expectation of 75% attendance for all members of boards and commissions appointed by the Ottawa County Board of Commissioners. If appointed, will you be able to comply with the terms of the Policy with regard to attendance? A copy of that Policy is attached.

If not, why not?

~~No~~ Yes

Why do you want to be considered for this appointment?

Want to contribute to my community

Do you desire to have your name kept on file up to one year in the office of the County Clerk and be sent applications for future appointment openings? Yes No

If yes, please check the Boards, Commissions or Advisory Bodies you are interested in:

- Community Action Agency _____ Parks & Recreation Commission _____
- Mental Health Board _____ Others: Technology _____
- Workforce Development _____

Return To: Ottawa County Clerk's Office
12220 Fillmore Street, Room 130
P.O. Box 296
West Olive, MI 49460
(616) 994-4533 or (616) 846-8107

THANK YOU FOR YOUR INTEREST IN OTTAWA COUNTY GOVERNMENT!

EXHIBIT "A"
APPLICATION FOR POSITION ON A BOARD,
COMMISSION, OR ADVISORY BODY APPOINTED
BY THE OTTAWA COUNTY BOARD OF COMMISSIONERS

Date: 10/28/2009

Position Applied For: Representative - Workforce Development

Names: Jonathan Hofman
Board

Address: 216 Haymarket
Holland, MI 49423

Contact Information - Home Telephone: 616-396-9694

Work Telephone: 616-355-1574

E-mail Address: jhofman@hollandbpw.com

Fax Number: 616-355-1585

Educational and Employment Background:

HR Manager, Holland Board of Public Works 2/08-Present
Prior information on attached resume.

Length of Residency in Ottawa County: 19 years

Does the County of Ottawa or any other unit of government employ any members of your immediate family? No.

If so, describe:

What is your past experience in serving on governmental boards, or the boards of civic and other similar organizations?

Secretary to the Board, Grand Haven Board of Light and Power - 1992 - 2008

Director, Junior Achievement of W. MI. 1998 - 2003

The Ottawa County Appointment Policy sets a minimum expectation of 75% attendance for all members of boards and commissions appointed by the Ottawa County Board of Commissioners. If appointed, will you be able to comply with the terms of the Policy with regard to attendance? A copy of that Policy is attached.

Yes.

If not, why not?

Why do you want to be considered for this appointment?

Serving on this Board will allow me to contribute meaningfully to the County's efforts to prepare residents for employment/re-employment and assist in meeting the workforce needs of area employers.

Do you desire to have your name kept on file up to one year in the office of the County Clerk and be sent applications for future appointment openings?

Yes

No

If yes, please check the Boards, Commissions or Advisory Bodies you are interested in:

Community Action Agency _____

Parks & Recreation Commission _____

Mental Health Board _____

Others: _____

Workforce Development X

Return To: Ottawa County Clerk's Office
12220 Fillmore Street, Room 130
P.O. Box 296
West Olive, MI 49460
(616) 994-4533 or (616) 846-8107

THANK YOU FOR YOUR INTEREST IN OTTAWA COUNTY GOVERNMENT!

Jonathan L. Hofman

216 Haymarket, Holland, MI 49423
personal e-mail: jonhofman@sbcglobal.net
home phone: 616.396.9694

PROFESSIONAL OBJECTIVE To positively impact an organization, its employees, and the community through a leadership role that makes full use of my knowledge, skills and abilities.

EXPERIENCE
1992-Present **Management/Administration/Human Resources**
Administrative Services Manager & Secretary to the Board
Grand Haven Board of Light and Power, Grand Haven, MI
Assist General Manager in daily operation of 13,400 customer municipal electric utility; manage and direct human resources, safety, labor relations, communications and marketing; official company spokesperson for all news media; liaison between department heads and General Manager; authorized company representative in General Manager's absence; secretary to utility Board of Directors.

1990-1992 **Corporate Communications**
Communications Specialist, Michigan Public Power Agency, Lansing, MI
Produced 24-page, monthly newsletter for statewide utility association; wrote and designed quarterly and annual reports; maintained media contacts; prepared press releases and position papers; analyzed state and federal legislation; planned association conferences.

1989-1990 **Instruction/Training**
Associate Instructor of Photography, Indiana University, Bloomington, IN
1988-1989 Computer Consultant, Hope College, Holland, MI

EDUCATIONAL BACKGROUND
Seidman School of Business, Grand Valley State University, Grand Rapids, MI
Master of Business Administration; 3.9/4.0 gpa
Selected MBA Outstanding Student of the Year, 2003
Indiana University, Bloomington, IN
Master of Arts in journalism, professional track; 3.6/4.0 gpa
Hope College, Holland, MI
Bachelor of Arts in computer science and English; 3.7/4.0 gpa

CONTINUING EDUCATION
Developing Leadership Talent, Center for Creative Leadership – 2007
Leadership Connect, Grand Haven Chamber – 2003-2004
American Public Power Association Executive Management Institute
Madison, Wisconsin – 2000
Various college and graduate level business courses and workshops.

PROFESSIONAL AFFILIATIONS
American Public Power Association - Communications Chapter, Member
Chamber of Commerce, Training Connections Committee Member
Grand Haven Kiwanis Club, 1997 - 2003
Junior Achievement of West Michigan Lakeshore, Director, 1998-2003

REFERENCES Available upon request

EXHIBIT "A"
APPLICATION FOR POSITION ON A BOARD,
COMMISSION, OR ADVISORY BODY APPOINTED
BY THE OTTAWA COUNTY BOARD OF COMMISSIONERS

Date: 10/24/2009

Position Applied For: Workforce Development Board Member

Names: Chad Tuttle

Address: 4426 Hidden Lake Ct
Hudsonville, MI 49426

Contact Information - Home Telephone: 616-299-7871
Work Telephone: 616-457-7998
E-mail Address: ctuttle@sunsetmanor.org
Fax Number: 616-457-5392

Educational and Employment Background:

I hold BBA & MBA degrees from Grand Valley State University.

I am employed as the Executive Director of Sunset Retirement
Communities & Services, a not-for-profit provider of services to
seniors in Ottawa County. I also teach for Cornerstone University.

Length of Residency in Ottawa County: 32 Years

Does the County of Ottawa or any other unit of government employ any members of your
immediate family?

If so, describe:

I am an elected Trustee in Georgetown Charter Township.

FILED

OCT 26 2009

DANIEL C. KRUEGER
OTTAWA COUNTY CLERK

What is your past experience in serving on governmental boards, or the boards of civic and other similar organizations?

I currently serve on the Workforce Development Board, am a current Director and Past President of the Jenison Chamber of Commerce, and a Trustee in Georgetown Charter Township.

The Ottawa County Appointment Policy sets a minimum expectation of 75% attendance for all members of boards and commissions appointed by the Ottawa County Board of Commissioners. If appointed, will you be able to comply with the terms of the Policy with regard to attendance? A copy of that Policy is attached.

If not, why not?

I will be able to meet attendance requirements.

Why do you want to be considered for this appointment?

I enjoy my current service on the board and would like to continue working on the good work that is going on. I feel my experience on the board can continue providing value for another term.

Do you desire to have your name kept on file up to one year in the office of the County Clerk and be sent applications for future appointment openings? Yes No

If yes, please check the Boards, Commissions or Advisory Bodies you are interested in:

Community Action Agency	_____	Parks & Recreation Commission	<u> X </u>
Mental Health Board	_____	Others:	_____
Workforce Development	<u> X </u>		

Return To: Ottawa County Clerk's Office
12220 Fillmore Street, Room 130
P.O. Box 296
West Olive, MI 49460
(616) 994-4533 or (616) 846-8107

THANK YOU FOR YOUR INTEREST IN OTTAWA COUNTY GOVERNMENT!

APPLICATION FOR POSITION ON A BOARD
COMMISSION, OR ADVISORY BODY APPOINTED
BY THE OTTAWA COUNTY BOARD OF COMMISSIONERS

Date 12.15.09

Position Applied For Compensation Commission

Name JUDY POSMA

Address 1753 N. TRILLIUM CIR.

City Zeeland ST MI Zip 49464

Last 4 digits of social security number 6844 Birth Day Number only 22

Contact Information:

Home Phone (616) 772-6941 Work Phone () _____

E-mail Judyann@chartermi.net Fax Number () _____

Education:

Attended Where HOLLAND HIGH SCHOOL Attended Where _____

Degree _____ Degree _____

Employment Background :

Current Employer RETIRED Position _____
Responsibilities _____

Previous Employer HERMAN MILLER INC Position DIRECTOR/CUSTOMER SERVICE
Responsibilities ASSURE CUSTOMERS RECEIVED PRODUCTS ON TIME
RESOLVE ANY PRODUCT/SERVICE ISSUES

Length of Residency in Ottawa County 68 YRS

Does the County of Ottawa or any other unit of government employ any members of your immediate family? If so, describe NO

FILED

RECEIVED

DEC 17 2009

DAVID A. RUEGER
OTTAWA COUNTY CLERK

OTTAWA COUNTY
ADMINISTRATORS OFFICE

What is your past experience in serving on governmental boards, or the boards of civic and other similar organizations?

JUNIOR ACHIEVEMENT BOARD OFFICERS COMPENSATION
ZEELAND UNITED WAY BOARD COMMISSION

The Ottawa County Appointment Policy sets a minimum expectation of 75% attendance for all members of boards and commissions appointed by the Ottawa County Board of Commissioners. If appointed, will you be able to comply with the terms of the Policy with regard to attendance? A copy of that Policy is attached.

If not, why not?

Why do you want to be considered for this appointment?

SERVED PAST 3 YRS

Do you desire to have your name kept on file up to one year in the office of the County Clerk and be sent applications for future appointment openings? Yes No

If yes, please check the Boards, Commissions or Advisory Bodies you are interested in:

Community Action Agency _____	Parks & Recreation Comm. _____
Mental Health Board _____	Other _____
Workforce Development _____	Other _____

**Return To: Ottawa County Clerk's Office
12220 Fillmore Street, Room 130
P.O. Box 296
West Olive, MI 49460
(616) 994-4533 or (616) 846-8107
Fax (616) 994-4538**

Thank you for your interest in Ottawa County Government

EXHIBIT "A"
 APPLICATION FOR POSITION ON A BOARD,
 COMMISSION, OR ADVISORY BODY APPOINTED
 BY THE OTTAWA COUNTY BOARD OF COMMISSIONERS

Date: 10/28/2009

Position Applied For: Officers Compensation Commission

Names: Kurt Wassink

Address: 6400 Lakeshore Dr.

West Olive MI

49460

Contact Information - Home Telephone: 616-738-1728

Work Telephone: 616-748-8502

E-mail Address: Kurt.Wassink@Gentex.com

Fax Number: 616-748-6703

Educational and Employment Background:

Gentex Corp. - Director of H.R. 1994 - Current

Meijer - Corp office - H.R. Specialist 1988 - 1994

G.V.S.U. BA - Business

G.V.S.U. MBA

Length of Residency in Ottawa County: 41 yrs

Does the County of Ottawa or any other unit of government employ any members of your immediate family?

If so, describe:

Holland City - Brother Barry OCSD - Father - Detective retired.

What is your past experience in serving on governmental boards, or the boards of civic and other similar organizations?

- Godd Samaritan Board
- W. MI. Chaplaincy Board
- Church Boards

The Ottawa County Appointment Policy sets a minimum expectation of 75% attendance for all members of boards and commissions appointed by the Ottawa County Board of Commissioners. If appointed, will you be able to comply with the terms of the Policy with regard to attendance? A copy of that Policy is attached.

yes

If not, why not?

Why do you want to be considered for this appointment?

To assist in providing fair pay & benefits for our elected officials.

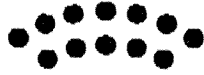
Do you desire to have your name kept on file up to one year in the office of the County Clerk and be sent applications for future appointment openings? Yes No

If yes, please check the Boards, Commissions or Advisory Bodies you are interested in:

- Community Action Agency _____
- Mental Health Board _____
- Workforce Development _____
- Parks & Recreation Commission _____
- Others: Officers Compensation Board

Return To: Ottawa County Clerk's Office
12220 Fillmore Street, Room 130
P.O. Box 296
West Olive, MI 49460
(616) 994-4533 or (616) 846-8107

THANK YOU FOR YOUR INTEREST IN OTTAWA COUNTY GOVERNMENT!



Scholten Fant

Attorneys

100 North Third Street
P. O. Box 454
Grand Haven, Michigan 49417-0454

(616) 842-3030
Fax: (616) 846-6621
www.scholtenfant.com

246 South River, Suite 100
River Professional Building
P.O. Box 9008
Holland, Michigan 49422-9008
(616) 396-1265
Fax: (616) 393-0052

Thomas R. Reinsma

E-mail:
treinsma@scholtenfant.com

January 11, 2010

VIA FACSIMILE: (616) 738-4888

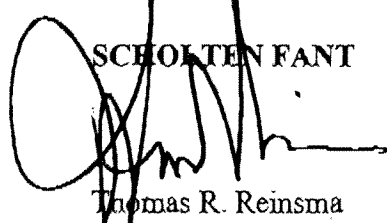
Mr. Alan G. Vanderberg, Administrator
Ottawa County
12220 Fillmore Street, Suite 310
West Olive, Michigan 49460

Re: Application for Compensation Commission

Dear Al:

Enclosed please find my completed Application. Please advise if you have questions.

Very truly yours,


SCHOLTEN FANT
Thomas R. Reinsma

TRR/lls
Enclosure

TRR2010\0037.doc

**APPLICATION FOR POSITION ON A BOARD
COMMISSION, OR ADVISORY BODY APPOINTED
BY THE OTTAWA COUNTY BOARD OF COMMISSIONERS**

Date January 11, 2010

Position Applied For Compensation Commission

Name Thomas R. Reinsma

Address 519 South 7th Street

City Grand Haven **ST** Michigan **Zip** 49417

Last 4 digits of social security number 1922 **Birth Day Number only** November 1

Contact Information:

Home Phone (616) 846-1816

Work Phone (616) 842-3030

E-mail treinsma@scholtenfant.com

Fax Number (616) 846-6621

Education:

Attended Where College of Wooster
Degree 1959-1963

Attended Where University of Michigan Law School
Degree 1963 to 1966

Employment Background :

Current Employer Scholten Fant **Position** Attorney

Responsibilities Practice of law specializing in estate planning, elder law, and estate administration

Employed by Scholten Fant from 1966 to date

Previous Employer _____ **Position** _____

Responsibilities _____

Length of Residency in Ottawa County 43 years

Does the County of Ottawa or any other unit of government employ any members of your immediate family? If so, describe My wife serves as a 16 hour per week volunteer reading teacher assistant for the Grand Haven Public Schools. She is not compensated in any manner.

Page 2

What is your past experience in serving on governmental boards, or the boards of civic and other similar organizations?

Grand Haven Salvation Army Board, American Red Cross Board, Grand Haven Area Community Foundation Board, Sherwood Foundation Board, North Ottawa Council on Aging Board, North Ottawa Community Hospital Ethics Committee, Northwest Ottawa County Housing Coalition.

The Ottawa County Appointment Policy sets a minimum expectation of 75% attendance for all members of boards and commissions appointed by the Ottawa County Board of Commissioners. If appointed, will you be able to comply with the terms of the Policy with regard to attendance? A copy of that Policy is attached. Yes

If not, why not?

Why do you want to be considered for this appointment?

I enjoy serving on civic and charitable boards. I represented many Ottawa County units of government from 1966 through 2002 and believe this representation gives me experience in understanding the responsibilities of elected officials.

Do you desire to have your name kept on file up to one year in the office of the County Clerk and be sent applications for future appointment openings? Yes No

If yes, please check the Boards, Commissions or Advisory Bodies you are interested in:

Community Action Agency _____	Parks & Recreation Comm. _____
Mental Health Board _____	Other _____
Workforce Development _____	Other _____

**Return To: Ottawa County Clerk's Office
12220 Fillmore Street, Room 130
P.O. Box 296
West Olive, MI 49460
(616) 994-4533 or (616) 846-8107
Fax (616) 994-4538**

Thank you for your interest in Ottawa County Government

APPLICATION FOR POSITION ON A BOARD
COMMISSION, OR ADVISORY BODY APPOINTED
BY THE OTTAWA COUNTY BOARD OF COMMISSIONERS

Home

FILED

Date 12/27/09

JAN 8 2010

Position Applied For KOM Foreign Trade Zone Commission

DANIEL C. KRUEGER
OTTAWA COUNTY CLERK

Name George Jackson

Address 316 Sherman Ave.

City Grand Haven ST MI Zip 49417

Last 4 digits of social security number 9117 Birth Day Number only 3

Contact Information:

Home Phone (616) 844-6707 Work Phone () _____

E-mail jaxon47@gmail.com Fax Number () _____

Education:

Attended Where Michigan State Univ. Attended Where Ohio State Univ.
Degree BS and MBA Degree PhD

Employment Background :

Current Employer Retired Position _____
Responsibilities _____

Previous Employer Wayne State Univ. Position Associate Professor
Responsibilities Teaching & research - transportation, logistics, international
business and marketing.

Length of Residency in Ottawa County 7 yrs

Does the County of Ottawa or any other unit of government employ any members of your immediate family? If so, describe NO

What is your past experience in serving on governmental boards, or the boards of civic and other similar organizations?

Current member of KOM Foreign Trade Zone Commission
Current member City of Grand Haven Human Relations Commission

The Ottawa County Appointment Policy sets a minimum expectation of 75% attendance for all members of boards and commissions appointed by the Ottawa County Board of Commissioners. If appointed, will you be able to comply with the terms of the Policy with regard to attendance? A copy of that Policy is attached.

If not, why not?

Why do you want to be considered for this appointment?

I am a current member. I am knowledgeable of FTZA.
I am interested in them and in commercial development of the area.

Do you desire to have your name kept on file up to one year in the office of the County Clerk and be sent applications for future appointment openings? Yes No

If yes, please check the Boards, Commissions or Advisory Bodies you are interested in:

- | | |
|-------------------------------|--------------------------------|
| Community Action Agency _____ | Parks & Recreation Comm. _____ |
| Mental Health Board _____ | Other _____ |
| Workforce Development _____ | Other _____ |

Return To: Ottawa County Clerk's Office
12220 Fillmore Street, Room 130
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West Olive, MI 49460
(616) 994-4533 or (616) 846-8107
Fax (616) 994-4538

Thank you for your interest in Ottawa County Government

FILED

NOV 06 2009

EXHIBIT "A"
APPLICATION FOR POSITION ON A BOARD,
COMMISSION, OR ADVISORY BODY APPOINTED
BY THE OTTAWA COUNTY BOARD OF COMMISSIONERS DANIEL C. KRUEGER
OTTAWA COUNTY CLERK

Date: 11-6-09

Position Applied For: Kent, Ottawa, Muskegon (K.O.M.)

Names: Regina Y. Pierce

Address: 15807 Leonard Rd
Spring Lake 49456

Contact Information - Home Telephone: (616) 850-0719

Work Telephone: _____

E-mail Address: Marquicia1@yahoo.com

Fax Number: _____

Educational and Employment Background:

I have study International Business class at MCC
along with online courses offered by the U.S. Government
with Certification in Trade. I have viewed and read several
books and DVD's on this matter.

Length of Residency in Ottawa County: Four Years

Does the County of Ottawa or any other unit of government employ any members of your immediate family?

If so, describe:

NO!

Post-it® Fax Note	7671	Date	11-6-09	# of pages	4
To	Board of Commissioners	From	Regina Pierce		
Co./Dept.		Co.			
Phone #		Phone #	(616) 850-0719		
Fax #	(616) 994-4538	Fax #			

What is your past experience in serving on governmental boards, or the boards of civic and other similar organizations?

I have and still serve on a few boards in the community mainly with the Youth and Faith Base organizations. I also attended a class in 2008 @ MCC, Building a Better Board.

The Ottawa County Appointment Policy sets a minimum expectation of 75% attendance for all members of boards and commissions appointed by the Ottawa County Board of Commissioners. If appointed, will you be able to comply with the terms of the Policy with regard to attendance? A copy of that Policy is attached.

If not, why not?

Why do you want to be considered for this appointment?

I would like to put this knowledge to work in the community, and hopefully to be able to use my time to do so. I will be a great asset to this board!

Do you desire to have your name kept on file up to one year in the office of the County Clerk and be sent applications for future appointment openings? Yes No

If yes, please check the Boards, Commissions or Advisory Bodies you are interested in:

Community Action Agency _____ Parks & Recreation Commission _____
Mental Health Board _____ Others: *KOM foreign trade zone X*
Workforce Development _____

Return To: Ottawa County Clerk's Office
12220 Fillmore Street, Room 130
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West Olive, MI 49460
(616) 994-4533 or (616) 846-8107

THANK YOU FOR YOUR INTEREST IN OTTAWA COUNTY GOVERNMENT!

FILED ^{Home}

NOV 23 2009

DANIEL C. KRUEGER
OTTAWA COUNTY CLERK

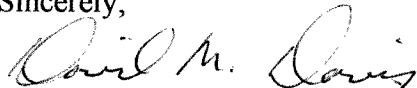
November 20, 2009

Ottawa County Clerk's office
PO Box 296
West Olive, MI 49460

Attached is my application for re-appointment to the county's Housing Commission. I only recently discovered that my original appointment is set to expire on December 31, 2009 as I would have taken is action sooner.

Please also be advised that I currently represent the Housing Commission on the Ottawa Area Housing Commission. In order to continue in that capacity I would be required to remain an appointed member of the O.C. Housing Commission.

Sincerely;



David M. Davis

EXHIBIT "A"
APPLICATION FOR POSITION ON A BOARD,
COMMISSION, OR ADVISORY BODY APPOINTED
BY THE OTTAWA COUNTY BOARD OF COMMISSIONERS

Date: 11/20/09

Position Applied For: OTT. CTY Housing Commission
(RE-APPOINTMENT AS Current Term ENDS 12/31/09)

Names: DAVID M. DAVIS

Address: 1637 GRANT AVE
GRAND HAVEN, MI 49417

Contact Information - Home Telephone: 616-846-1206

Work Telephone: _____

E-mail Address: VAENDAVE@CHARTER.NET

Fax Number: _____

Educational and Employment Background:

BA - SOCIAL STUDIES MSU

RETIRED CFO, COopersVILLE AREA P.S.

PERSONNEL CLERK, US ARMY 3YRS

Length of Residency in Ottawa County: 46 YRS

Does the County of Ottawa or any other unit of government employ any members of your immediate family? NO

If so, describe:

FILED

NOV 23 2009

**DANIEL C. KRUEGER
OTTAWA COUNTY CLERK**

What is your past experience in serving on governmental boards, or the boards of civic and other similar organizations?

Member/CHAIR OTT. CTY CETA BOARD; CHAIR, GH HOUSING BOARD;
Member GH PLANNING Comm; TREASURER, GH EASTOWN ASSOC
G.H. Area Jaycees; TRUSTEE - G.H. Area Public Schools

The Ottawa County Appointment Policy sets a minimum expectation of 75% attendance for all members of boards and commissions appointed by the Ottawa County Board of Commissioners. If appointed, will you be able to comply with the terms of the Policy with regard to attendance? A copy of that Policy is attached. **YES**

If not, why not?

Why do you want to be considered for this appointment?

Interested in continuing membership on O.C. Housing Comm.
& provides opportunity for membership on OTTAWA AREA
HOUSING COALITION representing City Housing Commission

Do you desire to have your name kept on file up to one year in the office of the County Clerk and be sent applications for future appointment openings? **Yes** No

If yes, please check the Boards, Commissions or Advisory Bodies you are interested in:

Community Action Agency _____ Parks & Recreation Commission _____

Mental Health Board _____ Others: HOUSING COMMISSION ✓

Workforce Development _____

Return To: Ottawa County Clerk's Office
12220 Fillmore Street, Room 130
P.O. Box 296
West Olive, MI 49460
(616) 994-4533 or (616) 846-8107

THANK YOU FOR YOUR INTEREST IN OTTAWA COUNTY GOVERNMENT!

FILED ^{Home}

AUG 24 2009

EXHIBIT "A"
APPLICATION FOR POSITION ON A BOARD,
COMMISSION, OR ADVISORY BODY APPOINTED
BY THE OTTAWA COUNTY BOARD OF COMMISSIONERS

DANIEL G. KRUEGER
OTTAWA COUNTY CLERK

Date: 8/19/09

Position Applied For: Re nomenclature Committee

Names: Ryan Cotten

Address: 102 W. Sawidge
Spring Lake, MI 49456

Contact Information - Home Telephone: 616-844-2581

Work Telephone: 616-842-1393

E-mail Address: ryan@springlakevillage.org

Fax Number: 616-847-1393

Educational and Employment Background:

Village Manager, Spring Lake, Michigan
Masters of Public Administration, University of Kansas
Level II Assessor in Michigan

Length of Residency in Ottawa County: 15

Does the County of Ottawa or any other unit of government employ any members of your immediate family?

If so, describe: No

What is your past experience in serving on governmental boards, or the boards of civic and other similar organizations?

30 years

The Ottawa County Appointment Policy sets a minimum expectation of 75% attendance for all members of boards and commissions appointed by the Ottawa County Board of Commissioners. If appointed, will you be able to comply with the terms of the Policy with regard to attendance? A copy of that Policy is attached.

If not, why not?

Yes

Why do you want to be considered for this appointment?

Yes. Served for six years to date.

Do you desire to have your name kept on file up to one year in the office of the County Clerk and be sent applications for future appointment openings? Yes No

If yes, please check the Boards, Commissions or Advisory Bodies you are interested in:

Community Action Agency	_____	Parks & Recreation Commission	<u>X</u>
Mental Health Board	_____	Others: <u>Planning</u>	<u>X</u>
Workforce Development	_____		

→ Return To: Ottawa County Clerk's Office
414 Washington Avenue, Room 301
Grand Haven, Michigan 49417

(616) 846-8324 or (616) 846-8107

THANK YOU FOR YOUR INTEREST IN OTTAWA COUNTY GOVERNMENT!

EXHIBIT "A"
APPLICATION FOR POSITION ON A BOARD,
COMMISSION, OR ADVISORY BODY APPOINTED
BY THE OTTAWA COUNTY BOARD OF COMMISSIONERS

Date: 11/25/09

Position Applied For: VETERAN'S AFFAIRS COMMITTEE

Names: William m Haynes

Address: 17279 West Spring Lake Road

Spring Lake mi. 49456

Contact Information - Home Telephone: 616-296-2167

Cell
-Work Telephone: 616-212-1176

E-mail Address: WmHaynes49@Comcast.NET

Fax Number: _____

Educational and Employment Background:

Grand Haven High School 11 years

G.E.D. thru Colorado Department of Education 1973

Employment: 1973-1984 Weld Supervisor & quality inspector (Integrated

Metal Technology) Spring Lake, 1984 to present welder + cabinet
maker @ Thermotrow Ind - Holland MI.

Length of Residency in Ottawa County: 60 years

Does the County of Ottawa or any other unit of government employ any members of your immediate family? NO

If so, describe:

What is your past experience in serving on governmental boards, or the boards of civic and other similar organizations?

American Legion Legacy Scholarship Fund 2006, 2007, 2008
Legion Riders Committee To bring Michigan wall To Coast Guard
Festival 2009, - 2010
U.S. Army 1969-1971

The Ottawa County Appointment Policy sets a minimum expectation of 75% attendance for all members of boards and commissions appointed by the Ottawa County Board of Commissioners. If appointed, will you be able to comply with the terms of the Policy with regard to attendance? A copy of that Policy is attached. yes

If not, why not?

Why do you want to be considered for this appointment?

I have worked on Veterans Programs since 1999 on a
National Level and would like to concentrate my efforts
locally to help support the Veterans of my own community

Do you desire to have your name kept on file up to one year in the office of the County Clerk and be sent applications for future appointment openings? Yes No

If yes, please check the Boards, Commissions or Advisory Bodies you are interested in:

Community Action Agency _____ Parks & Recreation Commission _____
Mental Health Board _____ Others: _____
Workforce Development _____

Return To: Ottawa County Clerk's Office
12220 Fillmore Street, Room 130
P.O. Box 296
West Olive, MI 49460
(616) 994-4533 or (616) 846-8107

THANK YOU FOR YOUR INTEREST IN OTTAWA COUNTY GOVERNMENT!

RECEIVED

SEP 28 2009

OTTAWA CO. NUMA4 RESOURCES

EXHIBIT "A"
APPLICATION FOR POSITION ON A BOARD,
COMMISSION, OR ADVISORY BODY APPOINTED
BY THE OTTAWA COUNTY BOARD OF COMMISSIONERS

Date: 9-28-2009

Position Applied For: Ottawa county soldiers and sailors fund

Names: Richard James Overway

Address: 11389 Pointe Lake Blvd
Holland Michigan 49424

Contact Information - Home Telephone: 616-772-9365

Work Telephone: _____

E-mail Address: _____

Fax Number: _____

Educational and Employment Background:

Holland High School

Associate degree in Business Management Davenport College

Truck Driver - Restaurant Manager

Lifetime members - DAV - Vietnam Vets - Board member of Rot.
Member of Holland Area Veterans Council - Vice Commander
DAV

Length of Residency in Ottawa County: 61 years

Does the County of Ottawa or any other unit of government employ any members of your immediate family? no

If so, describe:

FILED

SEP 30 2009

DANIEL C. KRUEGER
OTTAWA COUNTY CLERK

What is your past experience in serving on governmental boards, or the boards of civic and other similar organizations?

n/a

The Ottawa County Appointment Policy sets a minimum expectation of 75% attendance for all members of boards and commissions appointed by the Ottawa County Board of Commissioners. If appointed, will you be able to comply with the terms of the Policy with regard to attendance? A copy of that Policy is attached.

If not, why not?

yes I would

Why do you want to be considered for this appointment?

I enjoy being actively involved and whenever I can help fellow veterans when their in need

Do you desire to have your name kept on file up to one year in the office of the County Clerk and be sent applications for future appointment openings? Yes No

If yes, please check the Boards, Commissions or Advisory Bodies you are interested in:

- Community Action Agency
- Mental Health Board
- Workforce Development
- Parks & Recreation Commission
- Others:

Return To: Ottawa County Clerk's Office
12220 Fillmore Street, Room 130
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West Olive, MI 49460
(616) 994-4533 or (616) 846-8107

THANK YOU FOR YOUR INTEREST IN OTTAWA COUNTY GOVERNMENT!

Home

FILED

NOV 06 2009

DANIEL C. KRUEGER
OTTAWA COUNTY CLERK

EXHIBIT "A"
APPLICATION FOR POSITION ON A BOARD,
COMMISSION, OR ADVISORY BODY APPOINTED
BY THE OTTAWA COUNTY BOARD OF COMMISSIONERS

Date: 11-6-09

Position Applied For: Veteran affairs Committee

Names: Regina Pierce

Address: 15807 Leonard Rd

Spring Lake, 49456

Contact Information - Home Telephone: (416) 850-0719

Work Telephone: _____

E-mail Address: Marquicia1@yahoo.com

Fax Number: _____

Educational and Employment Background:

Currently hold a BS degree in Business Accounting.
Volunteer in the communities both Ottawa & Muskogee as a
mentor, budget Counsel and also preparing income taxes.
I am also a 22 yrs Army Veteran. I very interesting help
the Vet families.
Length of Residency in Ottawa County: Four (4) years.

Does the County of Ottawa or any other unit of government employ any members of your immediate family?

If so, describe:

No

What is your past experience in serving on governmental boards, or the boards of civic and other similar organizations?

I have and do still serve on a few boards in the community mainly that deal with the Youth an Faith Base organization. I also attended the class in 2008 @ MCC, Building a Better Board.

The Ottawa County Appointment Policy sets a minimum expectation of 75% attendance for all members of boards and commissions appointed by the Ottawa County Board of Commissioners. If appointed, will you be able to comply with the terms of the Policy with regard to attendance? A copy of that Policy is attached.

If not, why not?

Yes

Why do you want to be considered for this appointment?

I would like to assist Vets^{and their families} in the management of their funds and give them information about the resources available for them. And also serve the community. I will be a great asset to this board.

Do you desire to have your name kept on file up to one year in the office of the County Clerk and be sent applications for future appointment openings? Yes No

If yes, please check the Boards, Commissions or Advisory Bodies you are interested in:

Community Action Agency _____

Parks & Recreation Commission _____

Mental Health Board _____

Others: *Veteran Affairs Committee* X

Workforce Development _____

Return To: Ottawa County Clerk's Office
12220 Fillmore Street, Room 130
P.O. Box 296
West Olive, MI 49460
(616) 994-4533 or (616) 846-8107

THANK YOU FOR YOUR INTEREST IN OTTAWA COUNTY GOVERNMENT!

To: Mary
Fr: Nettek

2 pp.

8-21-09

EXHIBIT "A"
APPLICATION FOR POSITION ON A BOARD,
COMMISSION, OR ADVISORY BODY APPOINTED
BY THE OTTAWA COUNTY BOARD OF COMMISSIONERS

Date: 8-21-2009

Position Applied For: VETERANS AFFAIRS COMMITTEE

Names: PAUL W. SCALF

Address: 11808 NEW HOLLAND ST
HOLLAND, MI 49424-9649

Contact Information - Home Telephone: 616 786-0634

CELL ~~Work~~ Telephone: 616 570-0815

E-mail Address: paulscalf0548@sbcglobal.net

Fax Number: 616 399-1020

Educational and Employment Background:

TRITON COLLEGE

MICH. STATE UNIV

DAVENPORT UNIV

Length of Residency in Ottawa County: 16 YEARS

Does the County of Ottawa or any other unit of government employ any members of your immediate family? NO

If so, describe:

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AUG 21 2009

DANIEL C. KRUEGER
OTTAWA COUNTY CLERK

What is your past experience in serving on governmental boards, or the boards of civic and other similar organizations?

4 YRS CITY COMMISSIONER - CITY OF FENNVILLE
1989-1993
MI VETERANS TRUST FUND

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YES

If not, why not?

Why do you want to be considered for this appointment?

I FEEL STRONGLY ABOUT HELPING VETERANS IN NEED

Do you desire to have your name kept on file up to one year in the office of the County Clerk and be sent applications for future appointment openings?

Yes

No

If yes, please check the Boards, Commissions or Advisory Bodies you are interested in:

- Community Action Agency
- Mental Health Board
- Workforce Development
- Parks & Recreation Commission
- Others:

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EXHIBIT "A"
APPLICATION FOR POSITION ON A BOARD,
COMMISSION, OR ADVISORY BODY APPOINTED
BY THE OTTAWA COUNTY BOARD OF COMMISSIONERS

Date: 9-21-09

Position Applied For: VETERANS AFFAIRS COMMITTEE

Names: RAYMOND E. SEAMAN

Address: 1162 MIEDE ST.
JENISON, MI 49428

Contact Information - Home Telephone: (616) 644-6541 (C)

Work Telephone: (616) 632-6351 EXT. 2350

E-mail Address: RAYMOND.SEAMAN@KENTCOUNTYMI.gov

Fax Number: (616) 632-6412

Educational and Employment Background:

PLEASE SEE ATTACHED RESUME.

Length of Residency in Ottawa County: 20 YEARS

Does the County of Ottawa or any other unit of government employ any members of your immediate family? NO.

If so, describe:

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SEP 23 2009

DANIEL C. KRUEGER
OTTAWA COUNTY CLERK

What is your past experience in serving on governmental boards, or the boards of civic and other similar organizations?

DEACON/ELDER AT GEORGETOWN BIBLE CHURCH - 4 YEARS
DEPARTMENT (K.C. SHERIFF'S DEPT) CHAPLAIN COMMITTEE - @ 6 YRS.

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If not, why not?

Why do you want to be considered for this appointment?

HAVING HONORABLY SERVED IN THE U.S. MILITARY BETWEEN
JAN. 1975 AND AUG. 1980 (SEE ATTACHED DD 214), I UNDERSTAND
MILITARY SERVICE PERSONS AND THEIR STRUGGLES. I WOULD
LIKE THE OPPORTUNITY TO SERVE THEM.

Do you desire to have your name kept on file up to one year in the office of the County Clerk and be sent applications for future appointment openings? Yes No

If yes, please check the Boards, Commissions or Advisory Bodies you are interested in:

- Community Action Agency _____ Parks & Recreation Commission _____
- Mental Health Board _____ Others: VETERANS AFFAIRS
- Workforce Development _____

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THANK YOU FOR YOUR INTEREST IN OTTAWA COUNTY GOVERNMENT!

RAYMOND E. SEAMAN

OBJECTIVE

Member, Veterans Affairs Committee

EDUCATION

1988 Grand Valley State University Grand Rapids, MI
Bachelor of Science Degree, Criminal Justice

- GPA 3.65

2000, 2004 Grand Valley State University Grand Rapids, MI
Two Masters Degree Level Courses: CJ and Public Administration

- GPA 4.00

PROFESSIONAL EXPERIENCE

2007-Present Kent County Sheriffs Department Grand Rapids, MI
Corrections Sergeant

- Supervise 28 Corrections Officers on 12 hour shift
- Coordinate and indirectly supervise a variety of Civilian staff in jail
- Responsible for shift operations from the booking process to the release process of inmates
- Respond to all emergencies in the Correctional Facility and direct response
- Review incident reports, complete staff evaluations, and complete assignments of staff
- Meet with public to listen to complaints and attempt to resolve issues
- Give recommendations toward budget and changes to Policy and Procedures
- Represent Department on the Department's Chaplain Committee

1996-2007 Kent County Sheriffs Department Grand Rapids, MI
Corrections Officer

- Safety and security of inmates and staff
- Initiate and develop programs and suggestions
- Conduct applicant pre-employment background investigations

1985-1996 Steelcase, Inc. Grand Rapids, MI
Manufacturing – Assembly – 10 months

- Lead person – review and advise team on production schedules
- Final assemble and inspect desks and their components

Industrial Engineer – 2 years

- Analyze, develop, and document various industrial tasks
- Advise management and train employees in methods
- Update, present, and administer incentive system; conduct time studies

Housekeeping Supervisor – 4 years

- Supervised, trained, and guided staff: 10 direct and 40 indirect reports
- Developed and implemented budget plan
- Developed and equipped new department

Protection Services Officer – 4 years

- Secured facility assets, completed necessary reports, responded to fire and medical emergencies.
- Completed various corporate investigations

1981-85 Grand Rapids Baptist Academy Grand Rapids, MI

Transportation Specialist

- Chauffeured various group of people with academy vehicles

Custodian

- Performed wide range of custodial care assignments

1980-81 Harry Peterson, Father-in-law Big Rapids, MI

Dairy Farm Laborer

- Performed various labor intensive jobs, utilized and maintained heavy equipment and machinery relating to dairy production

1975-1980 United States Army Kansas/West Germany

Military Policeman – Law Enforcement

- Patrol in large military community in West Germany for 3 ½ years
- Military Police Patrol Supervisor and Desk Sergeant
- Military Police Investigator – Misdemeanor crimes
- Awarded Army Commendation Medal for outstanding performance