



# County of Ottawa

## Board of Commissioners

**Philip D. Kuyers**  
*Chairperson*

**James C. Holtrop**  
*Vice-Chairperson*

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

West Olive (616) 738-4898

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Grand Haven (616) 846-8295

Grand Rapids (616) 662-3100

Website: [www.miOttawa.org](http://www.miOttawa.org)

March 5, 2010

To All Ottawa County Commissioners:

The Ottawa County Board of Commissioners will meet on **Tuesday, March 9, 2010 at 1:30 p.m.**, for the regular **March** 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 Holtrop
3. Pledge of Allegiance to the Flag
4. Roll Call
5. Presentation of Petitions and Communications
6. Public Comments and Communications from County Staff
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 February 23, 2010 Board of Commissioners Meeting and February 23, 2010 Board of Commissioners Work Session.
2. Correspondence Log 402  
Suggested Motion  
To receive for information the Correspondence Log.

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

3. Payroll  
Suggested Motion:  
To authorize the payroll of March 9, 2010 in the amount of \$\_\_\_\_\_.

From the Finance and Administration Committee

4. Monthly Accounts Payable for February 15, 2010 through February 28, 2010  
Suggested Motion:  
To approve the general claims in the amount of \$2,739,260.46 as presented by the summary report for February 15, 2010 through February 28, 2010.

From Administration

5. Ottawa County Treasurer's 2009 Annual Report  
Suggested Motion:  
To receive for information the Ottawa County Treasurer's 2009 Annual Report.
6. Ottawa County Corporate Counsel 2009 Annual Report  
Suggested Motion:  
To receive for information the Ottawa County Corporate Counsel 2009 Annual Report.

B. Action Items:

C. Appointments: None

D. Discussion Items:

From Administration

7. Clerk – Register Combination Report, Al Vanderberg
  8. Ottawa County Treasurer's 2009 Annual Report  
(Presented by: Brad Slagh, Treasurer)
  9. Ottawa County Corporate Counsel 2009 Annual Report  
(Presented by: Greg Rappleye, Corporate Counsel)
9. Report of the County Administrator
  10. General Information, Comments, and Meetings Attended
  11. Public Comments
  12. Adjournment

**OTTAWA COUNTY BOARD OF COMMISSIONERS**  
**ADDITION TO AGENDA**  
**Tuesday, March 9, 2010**  
**1:30 PM**

**From Administration**

7. Board of Commissioners Assignment to the Community Mental Health Board  
Suggested Motion:  
To approve the appointments of James Holtvluwer and Bob Karsten to the  
Community Mental Health Board.

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

The Ottawa County Board of Commissioners met on Tuesday, February 23, 2010, at 1:30 p.m. and was called to order by the Chair.

Mr. Holtvluwer pronounced the invocation.

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

Present at roll call: Mrs. Kortman, Messrs. Kuyers, Swartout, Hehl, Rycenga, Schrotenboer, Karsten, Holtrop, Holtvluwer. (9)

Absent: Mrs. Ruiter, Mr. Disselkoen. (2)

Public Comments and Communications from County Staff

A. 2010 State of the County Address - County Administrator Alan Vanderberg presented the following:



**STATE OF OTTAWA COUNTY 2010**

PRESENTED BY COUNTY ADMINISTRATOR ALAN G. VANDERBERG TO THE OTTAWA COUNTY BOARD OF  
COMMISSIONERS  
FEBRUARY 23, 2010

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Chair Kuyers, Vice-Chair Holtrop, and members of the Board, I thank you for the opportunity to present this 6<sup>th</sup> annual State of the County address. I believe it is important to take time each year to reflect upon the accomplishments of the past year and focus on some of the initiatives that we will undertake in the months ahead.

Much of 2009 was spent completing objectives identified in the 2009 business plan, which is the working document of the County strategic plan. I will once again organize the State of the County address to correspond to the strategic plan's framework. I continue to be amazed at how many people have viewed the strategic plan on miOttawa.org and printed it out for reference. We also continue to receive inquiries about the document and our process from other

government units who wish to employ a similar process. We strive to make the plan a living, breathing document and daily guide to our actions, and I believe we move closer each year to achieving that goal.

Ottawa County is committed to excellence and the delivery of cost-effective public services. There is no more concise way than our mission statement to tell our residents, employees, and customers what Ottawa County is all about. Every day our employees work to find creative ways to deliver outstanding service within limited resources, which is why the first of our four goals, to **MAINTAIN AND IMPROVE THE STRONG FINANCIAL POSITION OF THE COUNTY**, is so critical to what we do. Residents trust Ottawa County government to use tax dollars wisely, and with Michigan's economic climate, prudence and foresight has always been important to our organization. In 2009 service-level cuts were again required, a trend that I expect to continue in 2010. Simply stated, with continued drops in revenue sources (property taxes, state shared revenue and other income streams) the County cannot continue to deliver the same level of services to our citizens.

Many factors outside of our control will continue to impact the short- and long-term financial outlook for the County. A January 12 presentation by Upjohn Institute economist George Erickcek indicates that Michigan can expect a continued loss of employment in 2010 and 2011, on top of the fact that 35% of the auto workforce exists that was present in 2000. This is a driver for the fact that housing prices are still retreating and residential construction is at a standstill. Current forecasts show that if our spending and revenue continue at existing levels, we could see operating deficits at the end of the next five years of \$11 to \$16 million. We will remain vigilant to continually monitor these trends and take the appropriate measures to retain the firm fiscal footing of the County. The economy has not hit bottom yet, at least in Michigan or locally, and once it does (as Erickcek noted) it will be a slow recovery.

The important message regarding County finances is that we have and must continue to maintain a secure long-term financial position, especially relative to other Michigan local governments. Our focus is to remain financially secure while meeting service demands in these economically turbulent times. Organizations such as the State of Michigan and Macomb County spent reserves down and now are facing repeated years of significant layoffs and reductions in service. Ottawa County has been and must remain committed to making tough decisions, before crisis strikes, in order to remain financially healthy. This will involve continuing to use a comprehensive approach to budget balancing;

evaluating program reductions, cost savings, use of fund balance and revenue options.

In 2008, we faced and made the first economy related budget cuts in County memory. Almost \$1.2 million was made in program reductions, with an additional \$1.5 million of fund balance and other one-time dollars used to balance the 2009 budget. In 2009, additional cuts were required to balance the 2010 budget; \$222,000 in benefit reductions, \$767,845 in program reductions, \$250,000 in outsourcing custodial services, elimination of 46 full-time equated positions, and use of \$2 million in fund balance and one-time dollars. It is anticipated that the 2011 budget will need to be based on 2006 revenue levels. The work on this budget has already begun, and will continue so that priorities are set and a budget established. Many of the key factors to this budget year include:

REVENUE SHARING: The battle to restore revenue sharing to counties must again be addressed at the State level in 2010. Ottawa rejoins the State revenue sharing funding cycle in 2011, making it important to ensure the State lives up to its statutory commitment during the upcoming budget cycle. This represents \$4.7 million in general fund money for 2011, or 7% of the total general fund budget in 2010. The Governor unveiled her proposed budget on February 12 and true to her word, proposed full funding for revenue sharing. Now our work is cut out for us to maintain the proposed funding level throughout the state budget process.

FULL FUNDING OF STATE MANDATES: In 2010 we will continue our efforts, working with GCSI and MAC, to advocate for full funding of State mandates, reminding the State that the Constitution requires it to partner with counties to deliver services. Two reports released in 2009, from the Citizens Research Council (CRC) and the Legislative Commission on Statutory Mandates, underlined the failure of the state to meet their Constitutional requirement to partner with counties to deliver services with full funding. In fact, the CRC report found that state officials of all three branches have “actively ignored and opposed” Headlee Amendment requirements. There is a continued need to educate the public and State officials of the intended interdependence of the levels of government, also called federalism. State funds for mandated services are critical to the County’s ability to carry out those mandates, and it is those at the local level who suffer when such funds are reduced or eliminated.

DISCRETIONARY VERSUS MANDATED SERVICES: The discretionary services ranking tool developed by Ottawa County in partnership with Dr. Lynn Harvey, Professor Emeritus of Michigan State University, has been replicated by other counties. Statewide other organizations have had difficulty producing a meaningful framework to rank the level of a mandated service. The Board has already ranked functional areas of departments combining discretionary and mandated services, and will later rank only discretionary services.

BENEFIT COSTS: The total cost of fringe benefits has been steadily increasing over the past decade. While these fringe costs in 2000 were roughly 34% of salary, in 2010 they were 48%. The two leading components of that 48% are medical/pharmacy costs at 23% and retirement/sick leave at 12%. While significant changes were made with some employee groups on sharing the costs for health care and prescriptions, further work must be done to more effectively manage these costs. A Defined Benefit/Defined Contribution analysis has been presented to the Board, with a recommendation upcoming in early 2010 to look at ways to control these costs for future employees of the County.

But all the news is not bad. As an indicator that Ottawa County has been successful in maintaining an overall secure financial status, in 2009 we maintained our high credit ratings with all three major rating agencies.

In addition, though the Upjohn Institute reported that Ottawa County lost 8,300 jobs in 2009 and over 17,000 since 2001, there has been recent good news that will hopefully mark the reversal of this trend. In the emerging energy industry, two automotive battery plants, Compact Power Incorporated, owned by LG CHEM of South Korea and Johnson Control – Entrek will begin operations in Holland and Tiara Yacht will begin production of wind energy blades. The food industry continues its strong performance as evidenced by the Continental Dairy project planned for the former Delphi plant in Coopersville. These projects represent over 1,400 new jobs.

Additionally, between 2000 and 2009 Ottawa had an annual average population growth rate of 1.09%, higher than the state or the nation. I believe this reflects something we all know, that Ottawa County remains a great place to live and work. This is reflected by a host of awards in 2009 and most recently last week, as the “2<sup>nd</sup> Happiest Population” in the nation by the Gallup-Healthways Well-Being Index. Other awards in 2009 include; Holland was recognized in national publications as one of the Best Places for Business and Careers (Forbes Magazine) and one of the Best Places to Retire (Money Magazine). Hudsonville City was

ranked as one of the Top 100 Affordable Communities to Raise Your Family in a recently published book entitled *The Best Places to Raise Your Family*. Park Township received a 5-Star Rating (on a 5 star scale) in a recently published book entitled *America's Top-Rated Small Towns & Cities*. This rating was based on home values, educational attainment, and beauty. Additionally, Grand Haven and Spring Lake High Schools were ranked among America's Best High Schools by U.S. News and World Report. Grand Haven's Winterfest was also recognized as one of Winter's Coolest Festivals in the Country (*Disney's Family Fun Magazine*).

Our continued commitment is to retain this high quality of life, maximizing the natural resources of the area and strengths of character our residents possess.

Our second goal is to **MAINTAIN AND ENHANCE COMMUNICATION WITH CITIZENS, EMPLOYEES, AND OTHER STAKEHOLDERS**. The County website, [miOttawa.org](http://miOttawa.org), improved upon its status as an award-winning website in 2009, achieving 8<sup>th</sup> place in the nation for counties with a population of 250,000-499,000 in the Annual Digital Counties Survey. The website continues to offer a greater number of services to residents online, which is not only more convenient for the citizen but also increases the efficiency of our operations. "Page views" on the website increased by 11% in 2009, with a 22% increase in document downloads. The site also generated 13% more revenue for departments in 2009, which translated into an approximate 7% increase in convenience fee revenue.

2009 also marked the adoption of a comprehensive communication plan by the Board of Commissioners. That plan both underscored the ongoing commitment of certain communication practices of the County, but also marked the beginning of other strategies to improve communications with our stakeholders. [MiOttawa.org](http://MiOttawa.org) will continue to be the centerpiece by which information and services are provided to residents. While budget concerns eliminated the use of a mailed annual report in 2010, other initiatives are being developed to reach residents. These include; experimentation with new social networking vehicles, citizen budget meetings, posting of agenda packets online and a "County in the News" link on the webpage to highlight and add information regarding articles in the local media.

The 2009 employee survey indicated a marked improvement in communication with employees and more confidence in County administration. Results were up in all areas from the 2005 survey, and to maintain and improve those results we will continue efforts such as brown bag lunches, the employee newsletter, and



the Labor-Management Cooperation Committee. Overall, the dedication and professionalism of our employees continues to be the main ingredient in being able to offer a high level of services in a time of economic constraint.

In 2010 a citizen survey will again be used to asked residents' opinions about county services and priority for the four strategic plan goals, serving as a gut check for the Board. In 2008 all four goals had a priority rating over 85 percent, demonstrating that our internal compass is correct.

During 2008 Ottawa County began the **GOLD** (Growth Opportunities in Learning and Development) Standard Training Programs. These programs were in direct response to employee surveys regarding the need for solid, meaningful professional development and training opportunities for our employees. The GOLD Standard Training is based upon the theory that employee training and development leads to increased knowledge and skills, which leads to increased employee engagement which results in increased productivity, ultimately resulting in organizational improvement. Included in these trainings were the GOLD Standard Leaders Program and the GOLD Standard Employee courses. 77 employees have now gone through the GOLD Standard Leaders Program, and in 2009 previous "graduates" had the opportunity to come together for roundtable discussions on topics such as performance evaluations, mentoring, and common discipline issues. Spanish language training was added to the list of classes in 2009 and has been very successful thus far. Over 100 employees completed Spanish training during 2009, and we are continually seeing the results of these classes as our employees improve communication with our Spanish-speaking residents and clients. In all, 271 classes have been provided and 840 different employees have completed training in GOLD since inception.

The third goal established in the strategic plan is to **CONTRIBUTE TO A HEALTHY PHYSICAL, ECONOMIC, AND COMMUNITY ENVIRONMENT**. In late 2008 and early 2009 the County Treasurer, Drain Commissioner, MSU Cooperative Extension Office and County Clerk Vital Records and Election Division have moved into their new space at the Fillmore Administrative Complex. The Prosecutor's Office moved into expanded space. The Ottawa County Courthouse project was completed on schedule and on budget. Both facilities are LEED certified. This project represents the flagship of County facilities and also the end of a 15-year facility development plan. An event including an open house will be held at the new Courthouse on May 6, 2010 to commemorate this event.

Water quality remains an important component for maintaining a high quality of life in Ottawa County, and in 2009 we maintained our focus on bringing policy makers and scientists together to discuss the best approaches for maintaining our most valuable natural resource. The Water Quality Forum saw fewer participants than in 2008, which we saw as a result of reduced travel budgets for the State and local units of government; however, participant satisfaction with the event was still very high. We are continually learning more about the human and non-human impacts on our local waterways and see water quality as a regional effort. To support this effort, the Drain Commissioner represents the County in the Lower Grand Organization of Watersheds or LGROW. The Planning and Performance Improvement Department has finalized a plan to move forward with a comprehensive water resource assessment for the County. The main purpose of the project is to create a GIS-based tool that local communities can utilize to determine what impacts any given development will have on the sustainability and quality of ground and surface water in their jurisdictions. The Water Quality Forum and water resource assessment demonstrate the County's commitment to addressing water quality concerns, keeping our waters safe, our tourism economy strong, and our citizens healthy.

Ottawa County was the recipient of just over \$2 million in stimulus funding through the EECBG program, or Energy Efficiency and Conservation Block Grant program. These funds are being used to increase the energy efficiency of facilities throughout the county to reduce operational costs and also our reliance on energy. While \$1 million was used for county facilities, an additional \$500,000 was allocated for other governmental units and businesses.

The development and use of renewable energy sources, particularly wind energy, has become an important land use issue facing municipal officials throughout Ottawa County. The Planning and Performance Improvement Department completed a model wind energy ordinance that earned a 2009 NaCo Achievement Award. This ordinance is unique in that it is one of the first in the nation to provide specific size appropriate zoning standards for small, medium, and large wind energy turbines. This model ordinance proactively assists local units of government with the promotion and regulation of wind turbines by providing a framework that local communities can draw from to set their own size-appropriate wind energy zoning standards.

The County Parks Department continued its focus on greenways as it expanded the park system by 149.3 acres with land purchases along the Grand and Macatawa Rivers. The Olive Shores Acquisition was also completed in 2009,

using more than \$2 million in grant funding to obtain this pristine land on the shores of Lake Michigan. The Nature Education Center at Hemlock Crossing is scheduled to open in spring 2010 and will house all county park nature interpretation functions plus serve as a visitor center for the entire parks and open spaces system.

In 2009 the Planning and Performance Improvement Department has completed a public-private partnership to build a Countywide Wireless Broadband network which required no taxpayer funds to construct. This collaborative initiative has resulted in a broadband system that provides high-speed internet access to many residents in rural areas of Ottawa County who previously had no broadband access. The County also built our own communications tower in 2009 which will generate revenue to assist in paying for future technology needs.

2010 will bring about a change in focus of Planning and Performance Improvement to provide emphasis on economic development within Ottawa County. This means that some environmental and transportation planning initiatives will slow down to accommodate a change in staffing. Despite the change in staffing a great deal of progress has been made with the West Michigan Transit Linkages Study, a report on which is expected in April, the Purchase of Development Rights, or PDR, Program, which recently had ordinance language approved by the Board, and the Urban Smart Growth Demonstration Project, which has garnered awards from the Michigan Association of Planning and the American Institute of Architects.

The final goal established by the Board of Commissioners is to **CONTINUALLY IMPROVE THE COUNTY'S ORGANIZATION AND SERVICES**. The Planning and Performance Improvement Department continues to evaluate county programs for outcome-based effectiveness. From 2003 – 2009, evaluation recommendations have resulted in \$5,518,448 of direct cost-savings. Another \$25,989,444 in programming has been verified by the Planning Department to be cost-effective expenditures of county general fund dollars. The Department is also assisting each county department to complete outcomes based performance measures for each department in the County.

2009 saw the first major wage and classification study not conducted by William Rye & Associates in over a decade, and virtually all classifications were part of this year's study. The system will allow for ongoing administration internally, saving money over time by eliminating large jumps in salary costs that have

historically occurred each time a study is completed. All labor contracts were settled amicably in 2009.

The Labor-Management Cooperation Committee has already begun making recommendations for communication and enhancements to the health plan, but its work will increase in 2010 with the detailed development of a wellness and health management plan for implementation in 2010, with a mission of continually improving workplace health through a cooperative partnership.

In 2009, an internal team evaluated the effectiveness of PA 2 Liquor Tax allocation and an external team continues to evaluate the effectiveness of the Lakeshore Coordinating Council (LCC) and whether this organization still represents a best practice approach of managing substance abuse revenue from a variety of sources. Evaluations of the public utility function and the potential combination of the Clerk and Register of Deeds function also continues in 2010. An organizational review is also currently underway to study the Fiscal Services Department. These reports will be in addition to the ongoing evaluations conducted by the Planning Department, which for 2010 include the Juvenile, District Court, and Circuit Court Drug Courts and the initial time-study analysis of the Electronic Content Management System project.

In 2009, we continued to offer services to our local units of government. While this included the very successful EECBG program, it also extended to including imaging and web improvement services through WebTecs. We will continue to evaluate what services the county provides to assess the usability for the local units of government.

We live in troubled times. Many businesses in Ottawa have either significantly reduced their workforces and some have even closed their doors. Unemployment has surpassed 10%. Even though times are tough, we also have much to be thankful for and to accomplish in 2010, and I look forward to working with the Board of Commissioners, employees, and other County stakeholders to continually improve our operations and quality of services to residents.

B/C 10-050 Mr. Karsten moved to approve the Agenda of today as presented. The motion passed.

B/C 10-051 Mr. Holtrop moved the following Consent Resolutions:

1. To approve the Minutes of the February 9, 2010, Board of Commissioners Meeting and the February 9, 2010, Board of Commissioners Work Session.
2. To receive for information the Correspondence Log.
3. To authorize the payroll of February 23, 2010, in the amount of \$471.50.
4. To approve the general claims in the amount of \$2,926,600.67 as presented by the summary report for February 1, 2010, through February 12, 2010.
5. To approve 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 January 2010.

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

- B/C 10-052 Mr. Swartout moved to approve the Resolution allocating total Recovery Zone Facility Bond (RZFB) funds to the Michigan Strategic Fund for use by Continental Dairy Productions, Inc., Project (CDP Project) in the amount of \$31,000,000. The motion passed as shown by the following votes: Yeas: Messrs. Holtvluwer, Holtrop, Rycenga, Schrotenboer, Mrs. Kortman, Messrs. Karsten, Hehl, Swartout, Kuyers. (9)
- B/C 10-053 Mr. Swartout moved to approve and authorize the Board Chair and Clerk to sign the Resolution of Intent to reimburse project expenditures for the Grandville Waste Water Treatment Plant with bond proceeds. The motion passed as shown by the following votes: Yeas: Messrs. Rycenga, Hehl, Karsten, Schrotenboer, Mrs. Kortman, Messrs. Swartout, Holtvluwer, Holtrop, Kuyers. (9)
- B/C 10-054 Mr. Swartout moved to approve and authorize the Board Chair and Clerk to sign a contract with Request Heating and Cooling to replace the boiler at 12265 James Street for \$22,105, funding to come from the Energy Efficiency and Conservation Block Grant (EECBG). The motion passed as shown by the following votes: Yeas: Messrs. Holtrop, Holtvluwer, Swartout, Schrotenboer, Mrs. Kortman, Messrs. Karsten, Rycenga, Hehl, Kuyers. (9)
- B/C 10-055 Mr. Swartout moved to approve and authorize the Board Chair and Clerk to sign the Agreement to Advance Funds for the Munn Drainage District

to cover expenditures incurred before the bond issuance. Funding will come from contingency until repaid upon bond issuance, not to exceed \$90,000, at an interest rate equal to the Treasurer's average investment return. The motion passed as shown by the following votes: Yeas: Messrs. Karsten, Holtrop, Mrs. Kortman, Messrs. Holtvluwer, Schrotenboer, Swartout, Rycenga, Hehl, Kuyers. (9)

B/C 10-056 Mr. Rycenga moved to approve the 2009 Evaluation of Electronic Content Management System Report and accompanying recommendations. The motion passed as shown by the following votes: Yeas: Messrs. Hehl, Holtrop, Mrs. Kortman, Messrs. Swartout, Rycenga, Holtvluwer, Schrotenboer, Kuyers. (8)

Nays: Mr. Karsten. (1)

B/C 10-057 Mr. Rycenga moved to approve and authorize the Board Chair and Clerk to sign the proposed Resolution supporting the findings and recommendations of the Interim and Final Report of the Legislative Commission on Statutory Mandates. The motion passed as shown by the following votes: Yeas: Mr. Schrotenboer, Mrs. Kortman, Messrs. Swartout, Holtvluwer, Hehl, Holtrop, Karsten, Rycenga, Kuyers. (9)

B/C 10-058 Mr. Rycenga moved to receive bids for the Park 12 Retaining Walls and Walkway Repairs Project and accept the low bid from Civil Landscape Constructors in the amount of \$47,496.00 with funding from the Parks and Recreation Department budget. The motion passed as shown by the following votes: Yeas: Mrs. Kortman, Messrs. Holtvluwer, Holtrop, Karsten, Hehl, Rycenga, Swartout, Schrotenboer, Kuyers. (9)

B/C 10-059 Mr. Hehl moved to go into a Closed Session at 2:32 p.m. for the purpose of discussing property acquisition. The motion passed as shown by the following votes: Yeas: Mrs. Kortman, Messrs. Hehl, Karsten, Swartout, Holtvluwer, Rycenga, Holtrop, Schrotenboer, Kuyers. (9)

B/C 10-060 Mr. Karsten moved to rise from Closed Session at 2:41 p.m. The motion passed.

B/C 10-061 Mr. Rycenga moved to approve the Notice of Exercise of Option for purchase of the 122 acre Holland Country Club property from Macatawa Bank with funding in the amount of \$450,000 plus closing costs from the county parks millage plus donated funds and to authorize the Parks and Recreation Director to sign the closing documents required for this transaction. The motion passed as shown by the following votes: Yeas: Messrs. Hehl, Rycenga, Schrotenboer, Holtvluwer, Mrs. Kortman, Messrs. Holtrop, Swartout, Karsten, Kuyers. (9)

The Administrator's report was presented.

Public Comments

Jennell Challa, Friend of the Court, expressed concerns over the recommendation in the Electronic Content Management System Report of staff reduction in the Friend of the Court Office.

B/C 10-062 Mr. Holtrop moved to adjourn at 2:48 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  
FEBRUARY SESSION – WORK SESSION**

The Ottawa County Board of Commissioners met on Tuesday, February 23, 2010, at 3:02 p.m. and was called to order by the Chair.

Present at roll call: Mrs. Kortman, Messrs. Kuyers, Swartout, Hehl, Rycenga, Schrotenboer, Karsten, Holtrop, Holtvluwer. (9)

Absent: Mrs. Ruiter, Mr. Disselkoen. (2)

Work Session Items:

A. DB/DC Resolution Intent – This Resolution went before the Finance and Administration Committee and was referred to the Work Session due to concerns with the four valuables to consider within the Resolution. June Hagan presented a revised version and explained the changes. The revised Resolution will go back to the Finance and Administration Committee and to the Board in March for action.

B. 2011 Budget Principles – June Hagan explained the Budget Principles were passed in 2009 and asked the Board for any comments. Consensus is to keep as is.

C. 2011 Fiscal Policies – June Hagan asked the Board to review and get back with her if there are any changes. Consensus is to keep as is.

D. Smoking on County Property – The Administrator reported Greg Rappleye is working on an opinion to see if the new State law will affect the County's Smoking Policy and the 25 feet rule. The Board will wait for the opinion before taking any action.

B/C 10-063 Mr. Karsten moved to adjourn at 3:22 p.m. The motion passed.

DANIEL C. KRUEGER, Clerk  
Of the Board of Commissioners

PHILIP KUYERS, Chairman  
Of the Board of Commissioners



# Action Request

Back



<b>Committee:</b> Board of Commissioners
<b>Meeting Date:</b> 3/9/2010
<b>Requesting Department:</b> County Clerk
<b>Submitted By:</b> Keith Van Beek
<b>Agenda Item:</b> Correspondence Log 402

## 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 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:

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@miottawa.org  
Reason: I am approving this document  
Date: 2010.03.03 14:29:46 -0500

Committee/Governing/Advisory Board Approval Date:

**Log 402**

**CORRESPONDENCE LOG**

**\*e-mailed**

<b>DATE</b>	<b>CORRESPONDENT</b>	<b>CONTENT</b>	<b>REFERRED TO</b>
02-16-10	Alger Co. Bd of Commissioners	Resolution: Objecting to Election Management System License Renewal Fees	Administrator & Commissioners *
02-25-10	Berrien Co. Bd of Commissioners	Resolution: Stop Migration of the Asian Carp	Administrator & Commissioners *

# Action Request

Back



**Committee:** Board of Commissioners

**Meeting Date:** 3/9/2010

**Requesting Department:** County Clerk

**Submitted By:** June Hagan

**Agenda Item:** Payroll

## SUGGESTED MOTION:

To authorize the payroll of March 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  
Reason: I am approving this document  
Date: 2010.03.03 14:31:36 -0500

Committee/Governing/Advisory Board Approval Date: \_\_\_\_\_

# Action Request

Back



**Committee:** Board of Commissioners

**Meeting Date:** 3/9/2010

**Requesting Department:** Fiscal Services

**Submitted By:** June Hagan

**Agenda Item:** Monthly Accounts Payable for February 15, 2010 through February 28, 2010

## SUGGESTED MOTION:

To approve the general claims in the amount of \$2,739,260.46 as presented by the summary report for February 15, 2010 through February 28, 2010.

## SUMMARY OF REQUEST:

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

## FINANCIAL INFORMATION:

Total Cost: \$2,739,260.46	County Cost: \$2,739,260.46	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: Goal #1

Objective: # 1-6

## ADMINISTRATION RECOMMENDATION:

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

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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: 2010.03.03 14:30:50 -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](mailto:jhagan@miottawa.org)

To: Board of Commissioners

From: June Hagan, Fiscal Services Director

Subject: Accounts Payable Listing – February 15, 2010 to February 28, 2010

Date: March 1, 2010

I have reviewed the Accounts Payable Listing for February 15 through February 28, 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

Vehicles – Community Mental Health

\$ 76,774.62

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

Total Checks 02/15/2010 through 02/28/2010

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 \$2,737,252.56. The amount of claims to be approved totals \$2,739,260.46.

\*Adjustments are voided checks.

June Hagan  
June Hagan, Fiscal Services Director

March 1, 2010  
Date

We hereby certify that the Board of Commissioners has approved the claims on this 9<sup>th</sup> day of March, 2010.

\_\_\_\_\_  
Philip Kuyers, Chairperson  
Board of Commissioners

\_\_\_\_\_  
Daniel Krueger, Clerk

ACCOUNTS PAYABLE CHECKS 02/15/2010 THROUGH 02/28/2010

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<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	501,255.78	(1,030.91)	500,224.87
1500	CEMETERY TRUST	0.00	0.00	0.00
2081	PARKS & RECREATION	44,355.24	(236.08)	44,119.16
2082	PARK 12	0.00	0.00	0.00
2160	FRIEND OF COURT	4,074.34	0.00	4,074.34
2170	9/30 JUDICIAL GRANTS	230.22	0.00	230.22
2210	HEALTH	15,791.73	0.00	15,791.73
2220	MENTAL HEALTH	985,408.59	0.00	985,408.59
2271	SOLID WASTE CLEAN-UP	0.00	0.00	0.00
2272	LANDFILL TIPPING FEES	2,582.94	0.00	2,582.94
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	2,916.55	0.00	2,916.55
2590	LIPPERT GRANT	0.00	0.00	0.00
2601	PROSECUTING ATTORNEY GRANTS	26.27	0.00	26.27
2602	WEMET	19,180.45	0.00	19,180.45
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	0.19	0.00	0.19

ACCOUNTS PAYABLE CHECKS 02/15/2010 THROUGH 02/28/2010

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<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	12,086.00	0.00	12,086.00
2640	EMT HOLLAND-PARK	0.00	0.00	0.00
2650	EMT GEORGETOWN TOWNSHIP	0.00	0.00	0.00
2661	SHERIFF ROAD PATROL	953.94	0.00	953.94
2690	LAW LIBRARY	1,215.68	0.00	1,215.68
2740	WIA-ADMIN. COST POOL	15,095.31	0.00	15,095.31
2741	WIA-YOUTH	3,849.79	0.00	3,849.79
2742	WIA-ADULT	18,769.61	0.00	18,769.61
2743	WIA-6/30 GRANT PROGRAMS	89,680.84	0.00	89,680.84
2744	WIA-12/31 GRANT PROGRAMS	4,456.26	0.00	4,456.26
2747	WIA-WORK FIRST YOUTH	0.00	0.00	0.00
2748	WIA-9/30 GRANT PROGRAMS	19,224.50	0.00	19,224.50
2749	WIA-3/31 GRANT PROGRAMS	0.00	0.00	0.00
2750	GRANT PROGRAMS-PASS THRU	30,993.65	0.00	30,993.65
2800	EMERGENCY FEEDING	521.87	0.00	521.87
2810	FEMA	0.00	0.00	0.00
2850	COMMUNITY CORRECTIONS PROG. GRANT	2,324.56	0.00	2,324.56
2870	COMMUNITY ACTION AGENCY (CAA)	21,138.13	0.00	21,138.13
2890	WEATHERIZATION	24,626.15	0.00	24,626.15
2900	DEPT OF HUMAN SERVICES	0.00	0.00	0.00
2901	DEPT OF HUMAN SERVICES	5,526.00	0.00	5,526.00
2920	CHILD CARE - PROBATE	69,614.77	0.00	69,614.77
2921	CHILD CARE - SOCIAL SERVICES	0.00	0.00	0.00
2930	SOLDIER & SAILORS RELIEF	306.35	0.00	306.35



ACCOUNTS PAYABLE CHECKS 02/15/2010 THROUGH 02/28/2010

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<u>FUND NUMBER</u>	<u>FUND NAME</u>	<u>CLAIMS TO BE APPROVED</u>	<u>ADJUSTMENTS*</u>	<u>NET CHECK TOTALS</u>
2940	VETERANS TRUST	0.00	0.00	0.00
2941	VETERANS TRUST	1,995.74	0.00	1,995.74
5160	DELINQUENT TAXES	6,151.80	0.00	6,151.80
6360	INFORMATION TECHNOLOGY	9,635.25	0.00	9,635.25
6410	WATER & SEWER REVOLVING	0.00	0.00	0.00
6450	DUPLICATING	452.57	0.00	452.57
6550	TELECOMMUNICATIONS	13,220.68	0.00	13,220.68
6641	EQUIPMENT POOL	76,774.62	0.00	76,774.62
6770	PROTECTED SELF-FUNDED INSURANCE	0.00	0.00	0.00
6771	PROTECTED SELF-FUNDED HEALTH INS.	1,201.86	0.00	1,201.86
6772	PROTECTED SELF-FUNDED UNEMPL INS.	0.00	0.00	0.00
6775	LONG-TERM DISABILITY INSURANCE	12,938.31	0.00	12,938.31
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	697,025.67	(740.91)	696,284.76
7040	IMPREST PAYROLL	23,658.25	0.00	23,658.25
7210	LIBRARY PENAL FINE	0.00	0.00	0.00
7300	EMPLOYEE SICK PAY BANK	0.00	0.00	0.00
		<u>\$2,739,260.46</u>	<u>(\$2,007.90)</u>	<u>\$2,737,252.56</u>

# Action Request

Back



<b>Committee:</b> Board of Commissioners
<b>Meeting Date:</b> 3/9/2010
<b>Requesting Department:</b> Treasurer
<b>Submitted By:</b> Keith Van Beek
<b>Agenda Item:</b> Treasurers 2009 Annual Report

## SUGGESTED MOTION:

To receive for information the Ottawa County Treasurers 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
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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@mottawa.org  
Date: 2010.03.04 09:19:53 -05'00'

Committee/Governing/Advisory Board Approval Date:

# **2009 Annual Report of the County Treasurer**



**Treasurer of Ottawa County  
Bradley J. Slagh  
March 2010**

# County of Ottawa

## Office of the County Treasurer

March 2010

Honorable Commissioners  
Ottawa County Board of Commissioners

### 2009 ANNUAL REPORT

The 2009 Annual Report for the Office of the Ottawa County Treasurer is presented for your review. The highlights of the report are summarized in this cover letter.

**Revenue & Expenses.** In 2009 General Fund revenues brought in through the Treasurer's Office, totaled \$4,765,302. This revenue figure includes; Interest earnings on surplus funds, Interest on SET and Delinquent funds, Fees from delinquent properties, Tax searches, Foreclosed property sales, and Dog Licenses sales. This revenue amount, is again smaller than the previous year, but is still significant especially when contrasted with total departmental expenditures of \$1,016,815 required to support these efforts.

**Foreclosing Government Unit.** 2009 was the fourth foreclosure cycle for the Ottawa County Treasurer who is the foreclosing agent for the County. We continue to hold financial hardship administrative hearings and in 2009 granted hardship deferrals to nine (9) properties. An aggressive foreclosure prevention program is credited with leaving only 18 properties foreclosed – none were occupied. In 2009, all additional costs and fees were covered by the property foreclosure sales; the resulting profit of \$229,929.90 was placed back in the Revolving Fund. A more detailed discussion is available on pages 8 & 9 of this report.

**Web Site Services for the Ottawa County Treasurer.** Providing tax searches is a service provided with charges as allowed by provision of state statute. This service is used primarily by our corporate customers, but can be used by individuals. Our corporate customers have been consistent in providing feed back which helps us keep improving the information and format offered on the web site. In our fourth year of providing this service we saw the percentage of usage increase again, so we now stand at 94.6% utilization of on-line verses other means. The web site capability provides 24/7 availability and eliminates the potential of human errors. Pages 11 & 12 of the report provide further details on this service.

### **Staff Reduction.**

On December 29 we eliminated one position from the Treasurer's Office. That is an elimination of 1/10 of our workforce for 2010.

**Dog Licenses.** Online dog license applications and renewals completed its third year with the <sup>Bank</sup>2009 licenses. Online license purchase and renewals in 2009 were 9.2% of the total licenses sold; up from 8.8% in 2008. Citizens and law enforcement agencies are able to use the County Web Site to look up license numbers and thereby find owners of errant dogs. Continued reductions in license sales year over year has eroded fee revenue by over \$25,000 since 2006. Additional details are available on pages 13 & 14 of the report, and please note goal number 2 in “Goals for 2010” below.

**County Investment Performance.** The County Treasurer manages a portfolio from General Fund operations totaling over \$78 million at year end, which falls under the responsibility of the Board of Commissioners. The total return rate for 2009 was 1.096% which compares to the CPI of ~~-.40%~~ and a blended index earning .71%. The 5-year average return rate is 3.63% which compares to the 5-year CPI of 2.56%. Total interest dollars from investments shrunk by approximately \$1.7 million with an actual interest amount of \$1,690,543 for the year. These interest dollars are shared by all the operations in the pool. Additional details are on pages 5 - 7 of the report. A detailed list of holdings at December 31, 2009 is available upon request.

### **2009 Achievements.**

- Began taking Credit Cards for Tax Payments both on-line and at the offices
- Began taking credit cards for Dog License payments at the offices
- Bank rating sheet now being regularly shared with Local Units and County Finance & Admin Committee
- Initiation of Positive Pay and Debit Block on County’s main transaction accounts to prevent fraud
- County’s Web Site updated with Foreclosure Prevention ideas and information: done in conjunction with the Register of Deeds
- Added monthly reporting of General Fund Investment graphs to Treasurer’s web site for public information
- Initiated Electronic Check writing for Inmate release payments
- Creating Public Service Center in Grand Haven – serving customers for multiple Elected Official offices
- Began paying cash for witness fees in Grand Haven to save time and reduce annual escheat efforts
- Reached agreement with the local units of government within the County to move forward with a Land Bank

### **Goals for 2010.**

1) Ramp up of our County Land Bank Authority; 2) Begin offering three year & one year dog licenses; 3) Undertake the required four year banking RFP for our primary banking relationship; 4) Stay current with market conditions to enhance interest yield; 5) Continued monitoring of financial institutions to protect the assets of the county; 6) Decrease the number and amount of unclaimed checks being held for escheat to the state; 7) Continue to provide an elevated level of foreclosure prevention even in the midst of reduced funding plus greater community need & utilization.

### **Conclusion.**

It was a year of opportunities to work closely with the local units of government in defining the Land Bank Authority for Ottawa County and with the Treasurers & Finance Directors as we brought more training and ideas to them through the Ottawa County Treasurers Association. It is important that we continue to build bridges of trust and partnerships with these governmental units, as reduced funding will force greater collaboration on all municipalities.

I look forward to continuing to work with the Board of Commissioners, the talented and capable people in other departments, and the great staff of the Treasurer’s office to constantly look for ways to improve our operations and deliver reliable service to our residents.

Respectfully submitted:

Bradley Slagh  
Ottawa County Treasurer

## Custodian of County Funds

The County Treasurer's Office is the depository for all county funds, by Board resolution and in accordance with Act No. 40, Public Acts of Michigan 1932. Management activities include receipt for revenues, coordinate cash drawers and impress cash for all departments, maintain bank accounts, reconcile receivables, coordinate disbursement of funds held in trust, coordinate signature and transfer of funds to cover county disbursements.

Performance measurements for this function are:

- > increase efficiency
- > reduce operating costs
- > meet the cash operating needs of departments

Bank charges rose significantly in 2009 as a result of drastically lower interest rates on the sweep account that are used to offset these charges.

Each year the Treasurer along with Corporate Counsel assist the local units in "striking" Personal Property taxes that have been delinquent more than 5 years. In 2009 we helped 16 Local Units of Government strike 132 uncollectable Personal Properties from their roles.

Operating goals for 2009 included: implementation of positive pay and debit block on several accounts; Determine if ACH transactions could be effectively used for companies desiring to make delinquent tax payments; Evaluate issuing electronic check cards for jurors and witnesses instead of checks and then using fees to reduce escheating necessary to the State.

Fiscal Year	2007	2008	2009
<b>Automated Receipting</b>			
Manual	15,172	14,239	18,357
Electronic	429,647	555,345	556,675
Total	444,819	569,584	575,032
Ratio of electronic to total receipts written:			
	96.5%	97.5%	96.8%
<b>Depository Accounts</b>			
Accounts	24	26	27
Bank Charges	\$3,137	\$21,496	\$55,900
<b>Uncollected Delinquent Personal Property</b>			
<b>Taxes Stricken from Taxes Receivable</b>			
County Tax	\$14,785	\$20,332	\$10,410
Parks Tax	\$1,841	\$1,917	\$974
E 911 Tax	\$1,155	\$2,668	\$1,356
# of Local GU	16	16	16
# of Parcels	179	132	132

## Ottawa County Investment Pool

Cash and investment activities for the 12 months ending December 31, 2009 are discussed below. The report covers only the operations of the county that fall under the responsibility of the County Board of Commissioners. The report does not include operations of the Insurance Authority, Building Authority, the Road Commission, OPEB Trust or certain activities of the Drain Commissioner.

The primary objectives of the county's investment activities, in priority order are: first the protection of principal, second liquidity and last creating return on investments. The investment activity throughout the year and at December 31 was in compliance with the Ottawa County Investment Policy.

The total return for 2009 was 2.04% which compares with a 2009 blended index earning of 0.71% (using 2/3 Barclay's 1-5 year Government Index blended with 1/3 Citigroup 3-month T-Bill Index). The 5-year average total return on the county's investments was 3.628% as compared to 2.56% for the 5 year CPI average.

2009 will go into the history books for its incredible S&P 500 fall in the first 2 months and then from that low point a 67% gain for the rest of the year.

At December 31, 2009 approximately \$40.6 million of the portfolio was laddered over a six year period with an average portfolio maturity of 2.73 years. We will continue to ladder and invest to take advantage of the yield curve whenever possible.

(\$772,458) Accumulated change in fair value

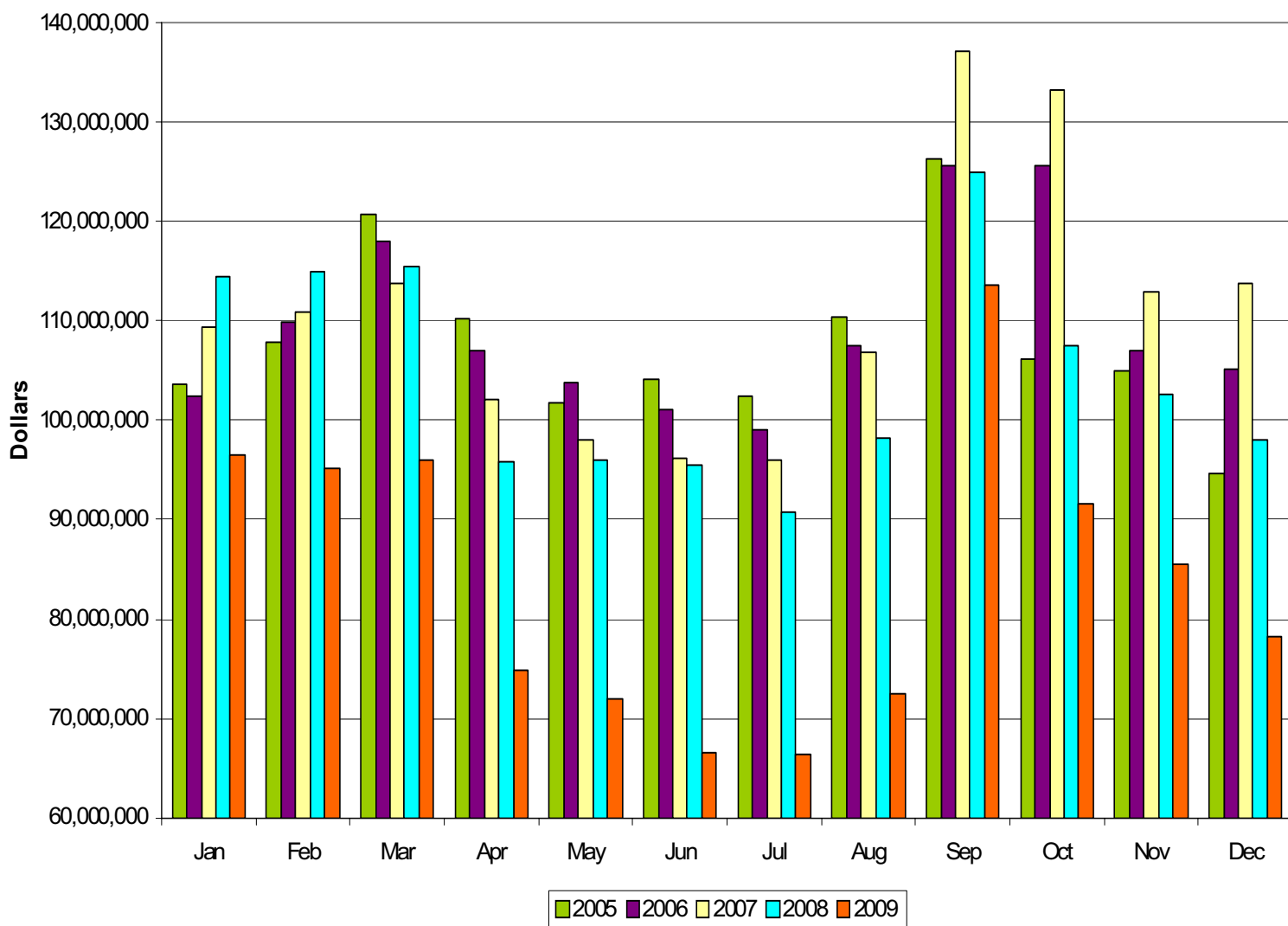
<b>Total Return Rate</b>	
2009	1.096%
2008	4.421%
2007	6.103%
2006	4.370%
2005	<u>2.152%</u>
5-year average	3.628%

### **Gross Interest Dollars Earned**

2009	\$1,690,543
2008	\$3,431,588
2007	\$4,792,276
2006	\$4,443,535
2005	\$3,294,840

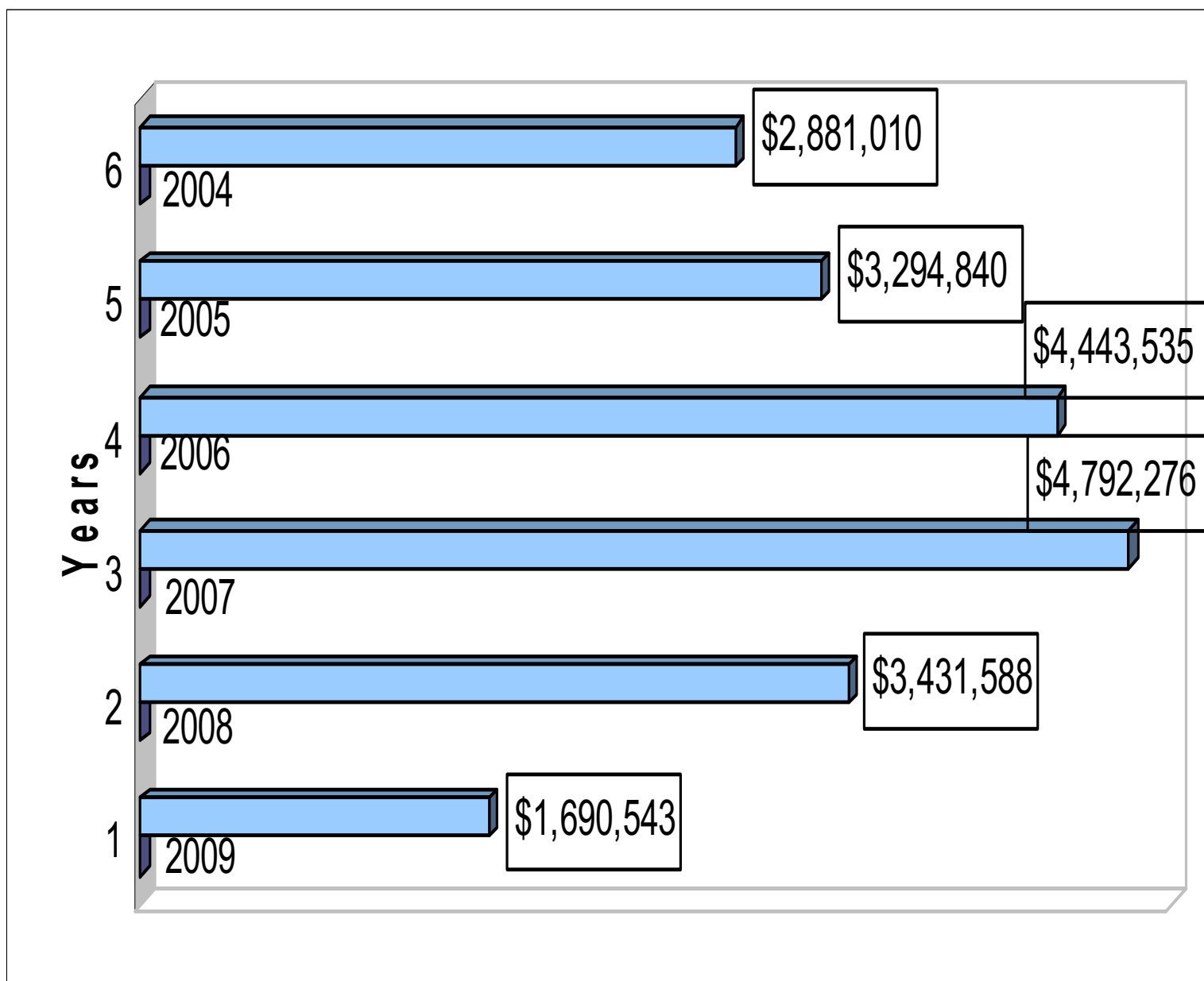
# General Fund Portfolio Totals

## Historical Comparison By Month





# Annual Interest Earnings General Fund



## Delinquent Property Tax Administration

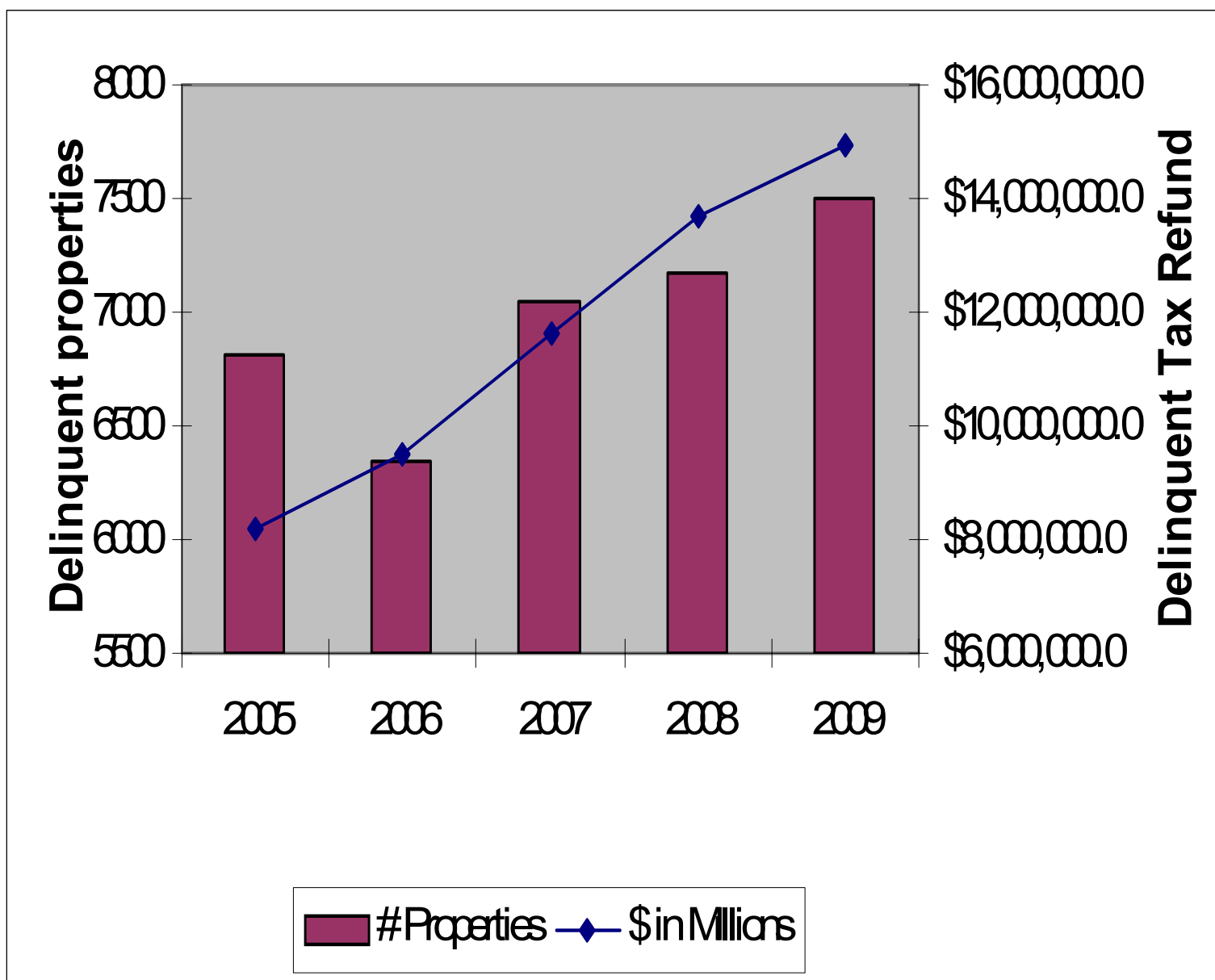
It is the responsibility of the county treasurer to collect delinquent real property taxes. Functions associated with delinquent taxes include writing receipts, processing adjustments to prior year tax rolls (for up to 20 years), processing bankruptcy claims, and managing the annual forfeiture and foreclosure process. The county operates a Delinquent Tax Revolving Fund from which taxing authorities are paid their portion of the delinquent taxes, settled as of March 1 each year; with the payments being distributed around April 8. Even in the midst of higher utilization the Delinquent Tax Revolving Fund is one of the financing tools of the county.

The performance measurements for delinquent tax administration are designed to: increase efficiencies to be better able to manage additional workload without staff additions; to reduce unit costs in managing forfeitures and foreclosures; and to institute foreclosure prevention programs. One of the prevention methods provided by statute is a Hardship Deferral, it was used to protect nine properties from foreclosure in 2009.

Of the eighteen properties foreclosed on March 31, 2009, no properties were claimed by a local unit. Sixteen properties were sold at public auction, the other two remained unsold and were also rejected by the local unit of government in December; therefore they become property of the County. The net profit in 2009 from the disposition of property was \$229,929.90. These funds now reside in our Sale Proceeds account for at least two years. Getting the two remaining parcels back on the tax rolls will likely be best dealt with by the Land Bank after its establishment.

Fiscal Year	2007	2008	2009
<b>Real Taxes Returned Delinquent</b>			
No. of Properties	7,043	7179	7493
Dollars in Millions	\$11.6	\$13.70	\$14.9
<b>Forfeited and Foreclosed</b>			
Certified Mail Count	1,812	2345	2771
Property Forfeited	542	995	1290
Property Foreclosed	8	12	18
Financial Hardship given	2	6	9
<b>Tax Collections</b>			
Receipts Written	8,071	8141	9620
Dollars in Millions	\$10.3	\$13.8	\$14.0
Interest & Fees	\$1,291,138	\$1,831,380	\$2,629,083
<b>Tax Roll Adjustments</b>			
No. Processed	810	589	645
<b>Foreclosed Land Sale in 2009</b>			
Proceeds from Sale			\$317,740.00
Total Tax, Fees & Interest			\$87,810.00
Less Charge Back to Tax Units			\$0.00
Gain (Loss) on 2009 Land Sale			\$229,929.90

# Real Taxes Returned Delinquent



## Current Property Tax Administration

The collection of the summer and winter tax rolls has been decentralized from the county and become the responsibility of local units of government. The County Treasurer's Office assists local assessors and treasurers by verifying tax roll calculations prior to the bills being mailed. Local units electronically transfer their tax rolls to the county a minimum of three times during the tax year so that tax roll totals can be verified making March 1 settlement smoother.

The State continues to place reliance on the county treasurer's staff to coordinate collections and provide accountability for the State Education Tax (SET) billed and collected by the local unit. The offset to this workload is the investment interest earnings on the State Education Tax levy, which are retained by the County, the amount for 2009 is in the table to the right.

<b>Fiscal Year</b>	<b>2007</b>	<b>2008</b>	<b>2009</b>
<b>State Education Tax Collection Pass-through</b>			
Dollars in Millions	\$55.1	\$57.5	\$58.5
No. of Payments	534	501	555
Interest Earned	\$169,968	\$146,033	\$42,509

The current year tax rolls are turned over to the County Treasurer's Office each year on March 1. A settlement process occurs during the month of March: verifying taxes billed and adjusted as well as delinquent tax rolls. As a result of this process, the delinquent tax rolls are purchased by the county's Delinquent Tax Revolving Fund. In an effort to determine if we will need to bond for purchasing these rolls an estimate of cash available each April 1<sup>st</sup> was done through the year 2027. The tax rolls are required to be maintained and adjusted by the County Treasurer for 20 years.

Electronic settlement with the local units saves hours of staff time for the County Treasurer's Office and for the treasurers of local units of government. The County Web Site provides historical tax roll data on line. Tax rolls for 2004 thru 2009 are now saved electronically – eliminating the paper tax rolls and reducing physical space storage needs.

## Property Tax Search

A tax search is a written tax status verification from the Ottawa County Treasurer's Office. The verification may be of delinquent tax status; historical tax roll amounts and if paid or not; and legal description. The tax search requests are received by FAX, email, US Postal service, or through the county's web site. The fee is set by State statute at a minimum of 50 cents per parcel.

Public terminals are provided at the Fillmore location and at Grand Haven for anyone to do their own property tax search. Public access is granted at no charge.

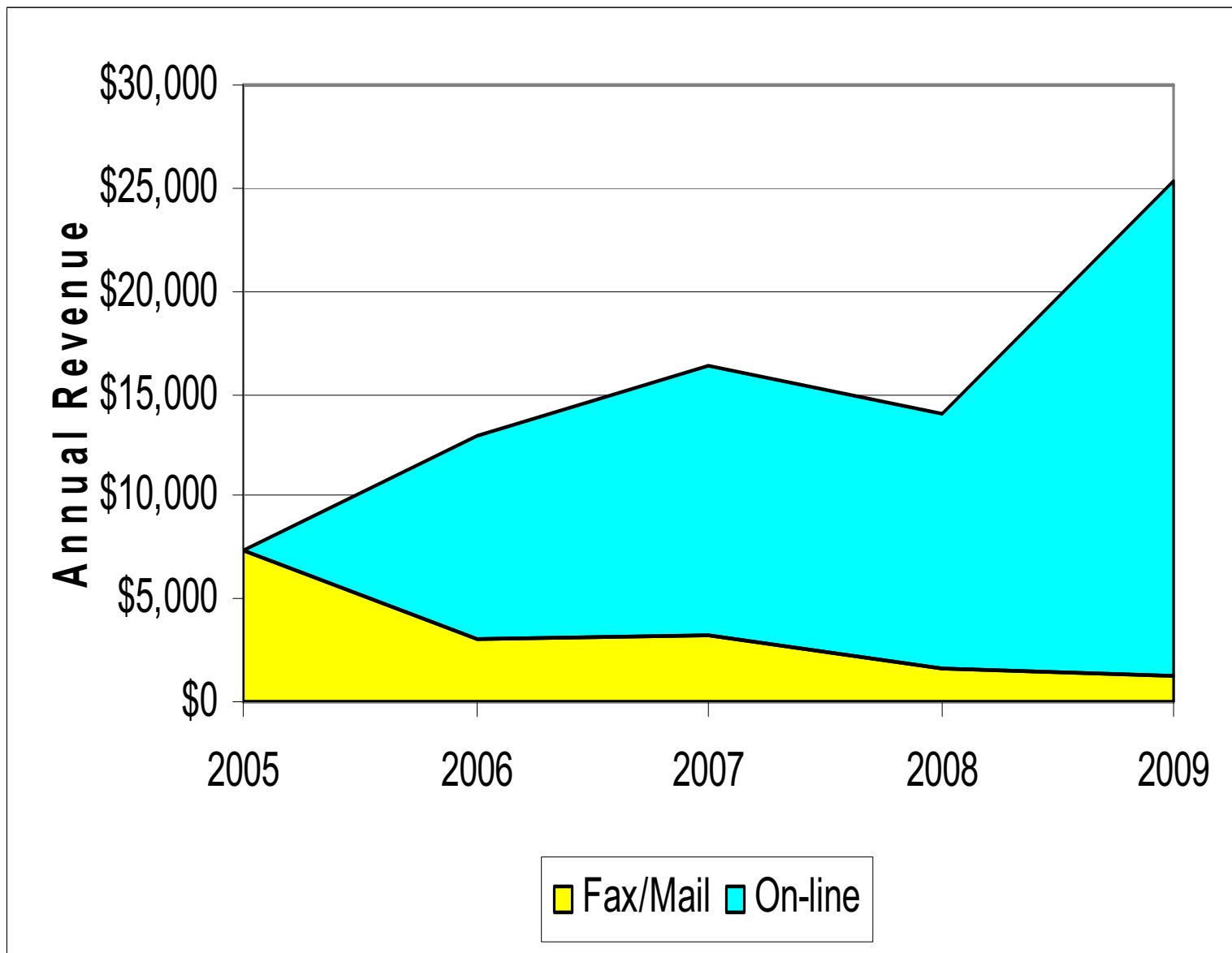
Tax searches are also performed for deed certification. The fee set by State statute is a minimum of \$1 per deed.

The performance measurement for tax searches is to continue to improve the accuracy, and ease of access of the delinquent and paid tax information provided to our customers. The most significant policy decision to date was to add On-line searching capabilities and then eliminate verbal responses to search requests from corporations. Through the on-line search service, customers are able to verify the property information and then obtain written documentation for delinquent and paid taxes.

We continue to desire to tie in with the Register of Deeds new software which would allow better search capabilities; faster deed certification and affixing electronic certification stamps to deeds.

<b>Fiscal Year</b>	<b>2007</b>	<b>2008</b>	<b>2009</b>
<b>Certification Revenue</b>			
Deed Certification	\$6,455	\$4,956	\$5,015
<b>Tax Search Revenue</b>			
Fax/Mail Searches	\$3,170	\$1,535	\$1,327
On-Line Searches	\$13,175	\$12,551	\$24,056
Total Search \$	\$16,345	\$14,086	\$25,383
On-Line Utilization	81%	89%	95%

# Tax Search Revenue



## Dog and Kennel License Program

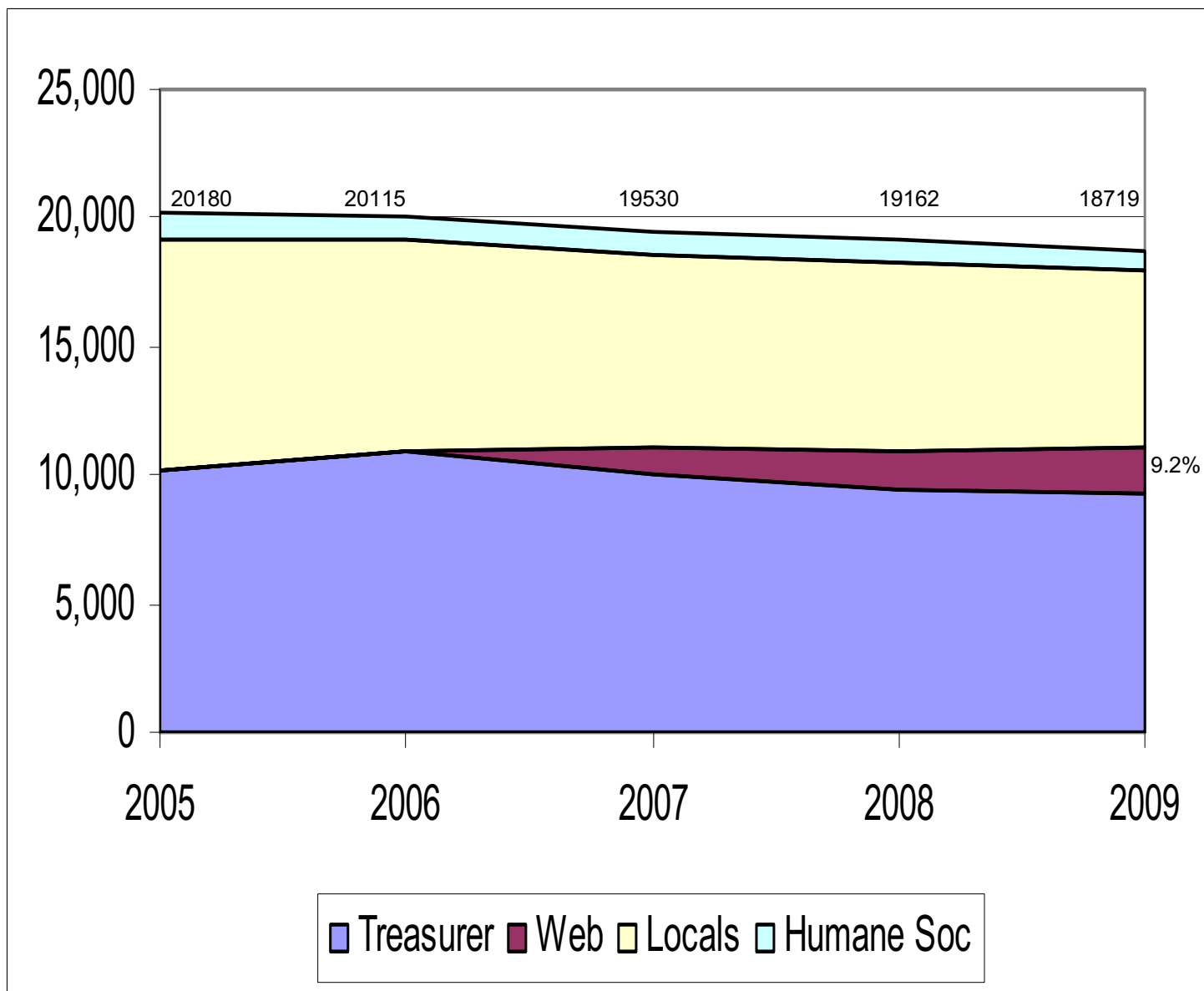
The County Treasurer's Office manages the dog and kennel license program. The licenses are sold year-round in the County Treasurer's Office, and at Harbor Humane Society. Local treasurers sell dog licenses at their location from December 1 to February 28. The fees for dog licenses are \$15 male or female; \$6 spay or neutered; \$6 puppy. Fees double if not paid by the last day of February.

For the fourth year in a row the County has experienced a reduction in the number of dog licenses purchased and renewed. This translates to almost 1,500 less dogs licensed in 2009 than in 2005. My conversations with our local unit officials lead me to believe this to be a result of people not purchasing licenses, rather than an actual reduction in the number of dogs in the County. This supposition will only be proven if a dog census or similar study is undertaken.

For 2010 the Treasurer anticipates bringing a recommendation to the Board to begin issuing 3 year dog licenses along with single year licenses. We are hopeful that this change along with asking for veterinarians to sell the licenses may slow the trend of fewer dogs being licensed.

License Year	2007	2008	2009
<b>Dog Licenses Sold</b>			
O.C. Treasurer	9,982	9,488	9,315
O.C. Treasurer Web	1,067	1,476	1,711
Local Treasurers	7,553	7,293	6,883
Humane Society	928	905	810
Total	19,530	19,162	18,719
License Income	\$165,330	\$161,697	\$142,840

# Dog Licenses: Sold by Location





## Municipal Civil Infraction Bureau

The Municipal Civil Infraction Bureau was established by the Board of Commissioners in 1995. The County Treasurer's Office is the designated collecting agency for the Bureau. The Revenue Accounting Supervisor is assigned the responsibility of managing these activities. The fines are established by County Ordinance. The Bureau processes violation tickets issued by the County Parks Department, County Drain Commission, Environmental Health, and the Sheriff's Department animal control officers.

Violations that are delinquent to the Bureau are turned over to the District Court to be processed as other citations in the court.

<b>Fiscal Year</b>	<b>2007</b>	<b>2008</b>	<b>2009</b>
	<b>Citations Disposition</b>		
Issued	213	195	226
Collected	158	141	152
Revenue	\$12,822	\$11,489	\$11,367
To District Court	31	31	28
Dismissed	24	20	46
Pending		3	



The 2009 Annual Report of the Ottawa County Treasurer's Office is submitted to the following members of the Ottawa County Board of Commissioners in March 2010. Their support for the mission, the programs, and the staff of the Treasurer's Office is greatly appreciated as we jointly serve the residents of Ottawa County.

Bradley J Slagh, County Treasurer

Commissioner Joyce E. Kortman, District 1

Commissioner Philip D. Kuyers, Chairperson, District 2

Commissioner Dennis W. Swartout, District 3

Commissioner Jane M. Ruiters, District 4

Commissioner Matthew M. Hehl, District 5

Commissioner Roger G. Rycenga, District 6

Commissioner Gordon D. Schrotenboer, District 7

Commissioner Donald Disselkoe, District 8,

Commissioner Robert Karsten, District 9

Commissioner James C. Holtrop, Vice-Chairperson, District 10

Commissioner Jim Holtvluwer, District 11

# Action Request

Back



**Committee:** Board of Commissioners

**Meeting Date:** 3/9/2010

**Requesting Department:** Corporate Counsel

**Submitted By:** Keith Van Beek

**Agenda Item:** Corporate Counsel 2009 Annual Report

## SUGGESTED MOTION:

To receive for information the Ottawa County Corporate Counsel 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@mottawa.org  
Date: 2010.03.04 09:17:59 -05'00'

Committee/Governing/Advisory Board Approval Date:

# **ANNUAL REPORT**

## **CORPORATION COUNSEL**



**PRESENTED TO:**

**OTTAWA COUNTY BOARD OF  
COMMISSIONERS  
MARCH 2010**

## ANNUAL REPORT

### THE OTTAWA COUNTY OFFICE OF CORPORATION COUNSEL

This report is submitted to the Ottawa County Board of Commissioners regarding the annual activities of the Ottawa County Office of Corporation Counsel, and to note the significant projects of the Office.

The Office of Corporation Counsel was established by the Ottawa County Board of Commissioners in October, 2000. Prior to that date the functions of the office were performed by the Ottawa County Prosecutor's Office, under the direction of Ronald J. Frantz, Ottawa County Prosecutor. The creation of an office of corporation counsel as an independent department of county government is authorized by statute, MCLA 49.71. The Ottawa County Office of Corporation Counsel works under the general direction and supervision of the County Administrator.

As County departments go, ours is a small one. The Office consists of:

Gregory J. Rappleye  
Corporation Counsel  
Ottawa County Office of Corporation Counsel  
12220 Fillmore Street  
Room 331  
West Olive, Michigan 49460  
(616) 738-4861

Lisa Olson  
Administrative Assistant  
Ottawa County Office of Corporation Counsel  
12220 Fillmore Street  
Room 331  
West Olive, Michigan 49460  
(616) 738-4865

In October 2008, the Office of Corporation Counsel moved to its new offices in the Administrative wing of the Fillmore Street facility. The Office is fully equipped to operate as a

law office, with direct access to Michigan statutes, Michigan Attorney General's Opinions, the Michigan Court Rules and several digest services, as well as Internet access through WESTLAW to a wide variety of case services, law reviews, and other texts and library resources. As of the date this Report will be formally presented to the Board of Commissioners, Lisa Olson and I will have worked together in this office exactly 19 years.

The Office of Corporation Counsel continues to serve as the primary legal services provider for the Ottawa County Board of Commissioners and all branches and departments of Ottawa County government, including the County's elected officials and the Ottawa County Tax Allocation Board. The Office also provides legal advice and services to the Ottawa County, Michigan Insurance Authority, to the West Michigan Enforcement Team (WEMET), to the Ottawa County Hazardous Materials Response and Technical Rescue Team (HAZMAT), and to the newly formed Ottawa County Land Bank Authority. If a legal matter requires the expertise of outside counsel, our Office coordinates the placement of the file and coordinates activities with outside counsel and the affected County department. The majority of County litigation is handled through the Ottawa County Insurance Authority, which is represented by the law firm of Silver & Van Essen. We work closely with that firm to coordinate the representation of the County in litigation. Our office is also occasionally involved in labor matters, both independently and in conjunction with outside counsel.

The Office of Corporation Counsel also acts as Freedom of Information Act Coordinator for Ottawa County, as Chief Privacy Officer for the County under the Health Insurance Portability and Accountability Act ("HIPAA"), and as the Public Information Officer under the Ottawa County Emergency Operations Plan.

During 2009, the Office of Corporation Counsel prepared, reviewed and approved a total of 382 written contracts. We also prepared 32 formal Resolutions, prepared numerous award and recognition resolutions, and responded to 58 formal requests for documents under the Michigan Freedom of Information Act, and provided legal and administrative advice on many others.

We attend and provide legal advice during meetings of the Ottawa County Board of Commissioners and its constituent committees, and during meetings of the Ottawa County Insurance Authority, the Authority "Work Group," the Ottawa County Community Mental Health Board, (including membership on the Agency's Compliance Committee and the representation of the Ottawa County Community Mental Health Agency in contested case hearings before the Michigan Administrative Tribunal), the West Michigan Enforcement Team, and the organizational meetings of the Ottawa County Hazardous Materials Response and Technical Rescue Team. Legal advice, analysis, and consultation are also provided to the various departments of Ottawa County government and its elected officials through meetings, memorandums, and various informal consultations. Working with the County Administrator, our office is involved on a continuing basis in the preparation of the agendas and supporting documents for the Board of Commissioners and the various Board committees.

Among the tasks performed by our Office during 2009, we note the following:

- Prepared and provided programs on the operation of the Michigan Freedom of Information Act, on Crime Free Housing, on Michigan law pertaining to access to mental health records, and on HIPAA compliance.
- Working with the Ottawa County Treasurer's Office, our office organized, prepared the documents, filed, and conducted a hearing to strike delinquent personal property taxes on behalf of 14 units of local government within Ottawa County.

- Working with the Ottawa County Treasurer's Office, we filed and successfully completed an action in the Ottawa County Circuit Court to implement the County Board's decision to act as the local foreclosing entity for delinquent property taxes within Ottawa County.
- Working with the Ottawa County Health Department , assisting in Energy Operation's training events and in the representation of the Department in several energy health situations and responses.
- Working with the staff of the Ottawa County Community Mental Health Agency, participated in and successfully represented the Agency in nine (9) contested hearings before the Michigan Administrative Tribunal.
- Working with the Ottawa County Treasurer's Office, we prepared documents to establish an Ottawa County Land Bank Authority.
- Continued work on the comprehensive revision of county policies and procedures.

We were gratified that Lisa Olson's position was formally upgraded to that of an Administrative Assistant, during the Human Resources Job Reclassification process to recognize her long time service to our Office and the people of Ottawa County. We are also grateful to note that the Ottawa County Board of Commissioners recently ranked the services provided by our Office as among those most necessary to efficient government with the County. We appreciate your trust, and look forward to serving the Board, the elected officials, and County Administration in the upcoming year.

Very Truly Yours,

Gregory J. Rappleye  
Ottawa County Corporation Counsel



# Clerk – Register Combination Report

To be distributed at the meeting

# Action Request



**Committee:** Board of Commissioners

**Meeting Date:** 3/9/2010

**Requesting Department:** Administrator's Office

**Submitted By:** Keith Van Beek

**Agenda Item:** Board of Commissioners Assignment to the CMH Board

## SUGGESTED MOTION:

To approve the appointments of James Holtvlower and Bob Karsten to the Community Mental Health Board.

## SUMMARY OF REQUEST:

At the beginning of each new year, the Board Chairperson makes Committee Assignments and designates the Chairperson for such Committees. Rule I Section 1.0 of the Board Rules requires that their appointments be formally approved by the Board of Commissioners. The rules regarding Community Mental Health boards allows for up to four (4) County Commissioners to serve. James Holtvlower would fill a current vacancy on the CMH Board, having a term effective immediately until 3/31/11. Bob Karsten would take the position being vacated by Edward Berghorst, having a term from 4/1/10 until 3/31/13.

## 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:  
#1-4

Objective:

## ADMINISTRATION RECOMMENDATION:

Recommended       Not Recommended

County Administrator:

Committee/Governing/Advisory Board Approval Date: