



# 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

Fax (616) 738-4888

Grand Haven (616) 846-8295

Grand Rapids (616) 662-3100

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

April 9, 2010

To All Ottawa County Commissioners:

The Ottawa County Board of Commissioners will meet on **Tuesday, April 13, 2010 at 1:30 p.m.**, for the regular **April** 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 Kortman
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 March 23, 2010 Board of Commissioners Meeting.
2. Correspondence Log 420  
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 April 13, 2010 in the amount of \$\_\_\_\_\_.

From the Finance and Administration Committee

4. Monthly Accounts Payable for March 15, 2010 through March 31, 2010  
Suggested Motion:  
To approve the general claims in the amount of \$2,579,634.23 as presented by the summary report for March 15, 2010 through March 31, 2010.

From Administration

5. Ottawa County Clerk's 2009 Annual Report  
Suggested Motion:  
To receive for information the Ottawa County Clerk's 2009 Annual Report.
6. Ottawa County Michigan Works! 2009 Annual Report  
Suggested Motion:  
To receive for information the Ottawa County Michigan Works! 2009 Annual Report.
7. Ottawa County Drain Commission 2009 Annual Report  
Suggested Motion:  
To receive for information the Ottawa County Drain Commission 2009 Annual Report.

B. Action Items:

From Administration

8. Ottawa County Strategic Plan and 2010 Business Plan  
Suggested Motion:  
To receive and approve the Ottawa County Strategic and 2010 Business Plan.
9. Plante & Moran Organizational Review  
Suggested Motion:  
To receive the Plante & Moran Fiscal Services Department Organization Review.  
(Presentation)

From the Planning and Policy Committee

10. Recovery Zone Economic Development Bond (RZEDB) Resolution for Funding Allocation  
Suggested Motion:  
To approve and authorize the Board Chair and Clerk to sign the Resolution to allocate Recovery Zone Economic Development Bond (RZEDB) funds to the City of Coopersville in the amount of \$6,404,000.
11. Agreement for Information Technology Services  
Suggested Motion:  
To approve and authorize the Board Chair and Clerk to sign the contract between The County of Ottawa and The County of Muskegon for the provision of Information Technology Services.
12. County Policies  
Suggested Motion:

To receive for comment the following proposed policies for review: General Policies: 001 - Administrator's Evaluation, 002 - Identify Theft Prevention; Fiscal Policies: 024 - Sale or Disposal of Used Equipment & Personal Property Policy, 025 - Travel and Meals Policy; Facilities Policies: 001 - Facilities Use Policy, 002 - Wellness Center Policy.  
(First Reading)

C. Appointments:

D. Discussion Items:

From Administration

13. Ottawa County Clerk's 2009 Annual Report  
(Presented by: Daniel Krueger, County Clerk)
  14. Ottawa County Michigan Works! 2009 Annual Report  
(Presented by: Bill Raymond, Michigan Works!/CAA Director)
  15. Ottawa County Drain Commission 2009 Annual Report  
(Presented by: Paul Geerlings, Drain Commissioner)
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  
MARCH SESSION – SECOND DAY**

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

Mr. Disselkoen pronounced the invocation.

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

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

Absent: Mrs. Ruiter. (1)

Public Comments and Communications from County Staff

A. Public Communications Transit Linkages Study Report – A video presentation was presented by Kathyne Gillen, Disability Network Lakeshore.

B. Ottawa County Agricultural Processing Zone (APRZ) Designation Recommendation for Request Foods, Inc. Presentation – A power point presentation was presented by Steve DeWitt, Request Foods Inc., and Kurt Brauer, Warner Norcross & Judd LLP.

C. Bret VanderKamp, Park Township, introduced himself to the Board and announced he will be running for the office of State Senator.

D. Paul Geerlings, Drain Commissioner, commented on the consolidation of offices and asked if consideration has been made for combining Fiscal Services and the Treasurer's offices since the Fiscal Services Director is retiring in May.

B/C 10-068 Mr. Holtrop moved to approve the agenda of today as presented and amended adding Action Items #15 – Resolution of Support for Preferred Alternative (F-1a) as presented in the US-31 Holland to Grand Haven Final Environmental Impact Statement and #16 – Take Me to Fibertown. The motion passed.

B/C 10-069 Mr. Holtrop moved to approve the following Consent Resolutions:

1. To approve the Minutes of the March 9, 2010 Board of Commissioners Meeting.

2. To authorize the payroll of March 23, 2010 in the amount of \$523.00.
3. To approve the general claims in the amount of \$2,910,514.38 as presented by the summary report for March 1, 2010 through March 12, 2010.
4. 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 February 2010.
5. To receive for information the Ottawa County Public Health 2009 Annual Report.

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

B/C 10-070 Mr. Holtrop moved to approve and authorize the Board Chair and Clerk to sign an agreement for the use of the Ottawa County Health Department Grand Haven location (16920 Ferris Street) by Love INC of the Tri-Cities and City on a Hill (in partnership with the County Access to Health Coalition) to increase access to health in North Ottawa County by implementing an urgent care clinic at said facility. The motion passed as shown by the following votes: Yeas: Messrs. Rycenga, Hehl, Karsten, Schrottenboer, Mrs. Kortman, Messrs. Swartout, Holtvluwer, Disselkoe, Holtrop, Kuyers. (10)

B/C 10-071 Mr. Holtrop moved to approve and authorize the Board Chair and Clerk to sign the Resolution designating April 2010 the Month of the Young Child in Ottawa County. The motion passed as shown by the following votes: Yeas: Messrs. Holtrop, Holtvluwer, Swartout, Schrottenboer, Mrs. Kortman, Messrs. Disselkoe, Karsten, Rycenga, Hehl, Kuyers. (10)

B/C 10-072 Mr. Rycenga moved to approve the revision to Ottawa County Park Rules and Regulations in Section 8 pertaining to Alcoholic Beverages, rule 8.1, to read as follows: No person, while on Commission Park Property shall possess any alcoholic beverage of any kind except at specific times and at specific locations; by making application per established commission procedures; and being granted a permit by the Commission or its Agent. The motion passed as shown by the following votes: Yeas: Messrs. Disselkoe, Holtrop, Mrs. Kortman, Messrs. Holtvluwer, Schrottenboer, Swartout, Rycenga, Hehl, Kuyers. (9)

Nays: Mr. Karsten. (1)

- B/C 10-073 Mr. Rycenga moved to approve and authorize the Board Chair and Clerk to sign the Resolution authorizing submittal of the Olive Shores Improvement Project grant proposal to the Michigan Natural Resources Trust Fund for \$730,000 total project cost. The motion passed as shown by the following votes: Yeas: Messrs. Disselkoen, Karsten, Hehl, Holtrop, Mrs. Kortman, Messrs. Swartout, Rycenga Holtvluwer, Schrotenboer Kuyers. (10)
- B/C 10-074 Mr. Swartout moved to approve and authorize the Board Chair and Clerk to sign the proposed agreement between Ottawa County and the Ottawa County Land Bank Authority for the provision of administrative services. The motion passed as shown by the following votes: Yeas: Mr. Schrotenboer, Mrs. Kortman, Messrs. Swartout, Holtvluwer, Disselkoen, Hehl, Holtrop, Karsten, Rycenga, Kuyers. (10)
- B/C 10-075 Mr. Swartout moved to approve and authorize the Board Chair and Clerk to sign the Resolution pledging the County's full faith and credit for bonds to be issued by the County Drain Commissioner in an amount not to exceed \$805,000.00 to finance the Munn Drain Project. The motion passed as shown by the following votes: Yeas: Mrs. Kortman, Messrs. Holtvluwer, Disselkoen, Holtrop, Karsten, Hehl, Rycenga, Swartout, Schrotenboer, Kuyers. (10).
- B/C 10-076 Mr. Swartout moved to approve and authorize the Board Chair and Clerk to sign the Resolution designating approximately 24 acres of vacant property in Holland Township as an Agricultural Processing Renaissance Zone (APRZ). The motion passed as shown by the following votes: Yeas: Mrs. Kortman, Messrs. Hehl, Karsten, Swartout, Holtvluwer, Rycenga, Holtrop, Disselkoen, Schrotenboer, Kuyers. (10)
- B/C 10-077 Mr. Swartout moved to approve the name of Roger Cotner for appointment to the Ottawa County Tax Allocation Board, pursuant to MCL 211.205(e). The motion passed.
- B/C 10-078 Mr. Swartout moved to approve and authorize the Board Chair and Clerk to sign the Resolution of Support for Preferred Alternative (F-1a) as presented in the US-31 Holland to Grand Haven Final Environmental Impact Statement. The motion passed as shown by the following votes: Yeas: Messrs. Rycenga, Schrotenboer, Disselkoen, Holtvluwer, Mrs. Kortman, Messrs. Holtrop, Swartout, Kuyers. (8)
- Nays: Messrs. Hehl, Karsten. (2)
- B/C 10-079 Mr. Swartout moved to approve and authorize the Board Chair and Clerk to sign the Resolution of Support for the designation of the Greater Holland Community as a test network area for Google's proposed Ultra

High Speed Broadband Network, and for the City of Holland's "Take Me to Fibertown" Initiative. The motion passed as shown by the following votes: Yeas: Messrs. Swartout, Holtvluwer, Mrs. Kortman, Messrs. Holtrop, Karsten, Disselkoen, Schrotenboer, Rycenga, Hehl, Kuyers. (10)

Discussion Items:

1. Ottawa County Public Health 2009 Annual Report – The 2009 Ottawa County Public Health Annual Report was presented by Lisa Stefanovsky, Health Officer, and Shannon Felgner, Public Health.

The Administrator's report was presented.

Several Commissioners commented on meetings attended and future meetings to be held.

Public Comments:

1. Gary Scholten, Register of Deeds, passed out his response and evaluation of the facts shown in the Clerk-Register Combination Report.
2. Kathy Dorrie, Holland Township, thanked the Board for their support of "Month of the Young Child" in Ottawa County.

B/C 10-080 Mr. Rycenga moved to adjourn at 2:41 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



**Committee:** Board of Commissioners

**Meeting Date:** 4/13/2010

**Requesting Department:** County Clerk

**Submitted By:** Keith Van Beek

**Agenda Item:** Correspondence Log 402

## SUGGESTED MOTION:

To receive for information the Correspondence Log.

## SUMMARY OF REQUEST:

## FINANCIAL INFORMATION:

Total Cost: \$0.00 | County Cost: \$0.00 | 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:

Objective:

## ADMINISTRATION RECOMMENDATION:

Recommended

Not Recommended

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  
Reason: I am approving this document  
Date: 2010.04.08 10:52:46 -0400

Committee/Governing/Advisory Board Approval Date:



## CORRESPONDENCE LOG

\*e-mailed

DATE	CORRESPONDENT	CONTENT	REFERRED TO
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 *
03-08-10	Kelli Sobel, State Tax Commission	Revoke facility exempt certificate	Administrator, Ruiter
03-11-10	Van Buren Co. Bd of Commissioners	Resolution: LCSM Report	Administrator, Commissioners *
03-17-10	Alger Co. Bd of Commissioners	Resolution: Asian Carp	Administrator & Commissioners *
03-22-10	Cadillac Insurance	MAC Legislative Conference	Administrator & Commissioners
03-26-10	Antrim Co. Bd of Commissioners	Resolutions: Support of the back 40 Joint Venture, Opposing the MiWater Ballot Initiative, Support of the Final Report of the Legislative Commission on Statutory Mandates	Administrator & Commissioners
03-29-10	Antrim Co. Bd of Commissioners	Resolution: Stop Migration of the Asian Carp	Administrator & Commissioners
03-31-10	Gordon & Lee Rogers	Ltr regarding wind factories	Administrator & Commissioners
04-02-10	Lake Co. Bd of Commissioners	Resolution: Stop Migration of the Asian Carp	Administrator & Commissioners

# Action Request



**Committee:** Board of Commissioners

**Meeting Date:** 4/13/2010

**Requesting Department:** County Clerk

**Submitted By:** June Hagan

**Agenda Item:** Payroll

## SUGGESTED MOTION:

To authorize the payroll of April 13, 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: **Alan G. Vanderberg**

Digitally signed by Alan G. Vanderberg  
DN: cn=Alan G. Vanderberg, o=US, ou=County of Ottawa, ou=Administrator's Office,  
email=avanderberg@mioottawa.org  
Reason: I am approving this document  
Date: 2010.04.08 10:50:07 -0400

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

# Action Request



**Committee:** Board of Commissioners

**Meeting Date:** 4/13/2010

**Requesting Department:** Fiscal Services

**Submitted By:** June Hagan

**Agenda Item:** Monthly Accounts Payable for March 15, 2010 through March 31, 2010

## SUGGESTED MOTION:

To approve the general claims in the amount of \$2,579,634.23 as presented by the summary report for March 15, 2010 through March 31, 2010.

## SUMMARY OF REQUEST:

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

## FINANCIAL INFORMATION:

Total Cost: \$2,579,634.23 | County Cost: \$2,579,634.23 | 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

Objective: #1-6

## ADMINISTRATION RECOMMENDATION:

Recommended

Not Recommended

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@mioctawa.org  
Reason: I am approving this document  
Date: 2010.04.01 15:32:56 -0400

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 – March 15, 2010 to March 31, 2010

Date: April 1, 2010

I have reviewed the Accounts Payable Listing for March 15 through March 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 Purchases - Sheriff Department	\$ 86,033.31
Vehicle Purchase – Parks and Recreation Department	\$ 17,692.20

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

Total Checks 03/15/2010 through 03/31/2010

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 \$2,553,941.07. The amount of claims to be approved totals \$2,579,634.23.

\*Adjustments are voided checks.

June Hagan  
June Hagan, Fiscal Services Director

April 1, 2010  
Date

We hereby certify that the Board of Commissioners has approved the claims on this 13<sup>th</sup> day of April, 2010.

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

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

ACCOUNTS PAYABLE CHECKS 03/15/2010 THROUGH 03/31/2010

<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	521,854.19	(9,160.64)	512,693.55
1500	CEMETERY TRUST	0.00	0.00	0.00
2081	PARKS & RECREATION	404,778.14	0.00	404,778.14
2082	PARK 12	0.00	0.00	0.00
2160	FRIEND OF COURT	3,995.16	(92.63)	3,902.53
2170	9/30 JUDICIAL GRANTS	1,137.95	0.00	1,137.95
2210	HEALTH	41,849.08	(318.98)	41,530.10
2220	MENTAL HEALTH	691,079.12	(200.00)	690,879.12
2271	SOLID WASTE CLEAN-UP	0.00	0.00	0.00
2272	LANDFILL TIPPING FEES	3,897.92	0.00	3,897.92
2320	TRANSPORTATION SYSTEM	12,028.00	0.00	12,028.00
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	1,675.06	0.00	1,675.06
2590	LIPPERT GRANT	0.00	0.00	0.00
2601	PROSECUTING ATTORNEY GRANTS	500.00	0.00	500.00
2602	WEMET	26,903.83	0.00	26,903.83
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	0.00	0.00	0.00

ACCOUNTS PAYABLE CHECKS 03/15/2010 THROUGH 03/31/2010

<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	28,015.67	(4,574.25)	23,441.42
2640	EMT HOLLAND-PARK	0.00	0.00	0.00
2650	EMT GEORGETOWN TOWNSHIP	0.00	0.00	0.00
2661	SHERIFF ROAD PATROL	1,426.83	(440.84)	985.99
2690	LAW LIBRARY	612.50	0.00	612.50
2740	WIA-ADMIN. COST POOL	8,999.56	0.00	8,999.56
2741	WIA-YOUTH	3,256.51	0.00	3,256.51
2742	WIA-ADULT	1,783.82	0.00	1,783.82
2743	WIA-6/30 GRANT PROGRAMS	16,820.67	0.00	16,820.67
2744	WIA-12/31 GRANT PROGRAMS	2,701.25	0.00	2,701.25
2747	WIA-WORK FIRST YOUTH	0.00	0.00	0.00
2748	WIA-9/30 GRANT PROGRAMS	66,418.11	0.00	66,418.11
2749	WIA-3/31 GRANT PROGRAMS	0.00	0.00	0.00
2750	GRANT PROGRAMS-PASS THRU	9,665.53	(25.60)	9,639.93
2800	EMERGENCY FEEDING	2,022.44	0.00	2,022.44
2810	FEMA	0.00	0.00	0.00
2850	COMMUNITY CORRECTIONS PROG. GRANT	2,850.46	0.00	2,850.46
2870	COMMUNITY ACTION AGENCY (CAA)	20,494.57	0.00	20,494.57
2890	WEATHERIZATION	39,102.70	0.00	39,102.70
2900	DEPT OF HUMAN SERVICES	0.00	0.00	0.00
2901	DEPT OF HUMAN SERVICES	5,341.00	0.00	5,341.00
2920	CHILD CARE - PROBATE	138,909.23	(859.22)	138,050.01
2921	CHILD CARE - SOCIAL SERVICES	0.00	0.00	0.00
2930	SOLDIER & SAILORS RELIEF	0.00	0.00	0.00

ACCOUNTS PAYABLE CHECKS 03/15/2010 THROUGH 03/31/2010

<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	0.00	0.00	0.00
5160	DELINQUENT TAXES	16,613.94	0.00	16,613.94
6360	INFORMATION TECHNOLOGY	21,206.65	0.00	21,206.65
6410	WATER & SEWER REVOLVING	0.00	0.00	0.00
6450	DUPLICATING	2,064.28	0.00	2,064.28
6550	TELECOMMUNICATIONS	12,324.40	0.00	12,324.40
6641	EQUIPMENT POOL	103,725.51	0.00	103,725.51
6770	PROTECTED SELF-FUNDED INSURANCE	0.00	0.00	0.00
6771	PROTECTED SELF-FUNDED HEALTH INS.	7,221.78	0.00	7,221.78
6772	PROTECTED SELF-FUNDED UNEMPL INS.	7,482.75	0.00	7,482.75
6775	LONG-TERM DISABILITY INSURANCE	12,894.75	0.00	12,894.75
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	315,567.12	(10,021.00)	305,546.12
7040	IMPREST PAYROLL	22,413.75	0.00	22,413.75
7210	LIBRARY PENAL FINE	0.00	0.00	0.00
7300	EMPLOYEE SICK PAY BANK	0.00	0.00	0.00
		<u>\$2,579,634.23</u>	<u>(\$25,693.16)</u>	<u>\$2,553,941.07</u>



# Action Request



**Committee:** Board of Commissioners

**Meeting Date:** 4/13/2010

**Requesting Department:** County Clerk

**Submitted By:** Keith Van Beek

**Agenda Item:** County Clerk 2009 Annual Report

## SUGGESTED MOTION:

To receive for information the Ottawa County Clerk's 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: 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: #2

Objective: #4

## ADMINISTRATION RECOMMENDATION:

Recommended

Not Recommended

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  
Reason: I am approving this document  
Date: 2010.04.08 10:58:38 -04'00'

Committee/Governing/Advisory Board Approval Date:

# Ottawa County Clerk Annual Report 2009

DANIEL C. KRUEGER

## SPECIAL POINTS OF INTEREST:

- Increase in new Personal Protection Orders by nearly 25%
- In January, Vital Records moved to the Fillmore Complex
- New Grand Haven Courthouse office opened in July
- Processed 38 passport/CCW photos in December

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## HIGHLIGHTS FROM 2009

In many respects, 2009 was one of our busiest and yet productive years. While we had no county involved elections, we kept busy with elections in the schools and in cities amid the shuffle we went through in moving offices.

My staff was stretched and challenged in every respect as we physically moved and separated our offices during the year, not once, but twice. The physical move was stressful and exhausting, but the challenge of working to understand and develop the separate office structure and the functions of each office combined with understanding the dependence and independence of the offices was challenging in and of itself.

I am very proud of staff as they never missed a beat during that time. Customers were served, mail was responded to on time, court records remained able to accept filings and respond as well.

2009 proved again to be an extremely busy year in the Clerk's Office. In January, Vital Records moved into their new Fillmore office. In July, Circuit Court Records moved into the new Grand Haven Courthouse. Both moves went smoothly and the staff is pleased with the new offices.

2009 highlights include:

- ◆ Vital Records starting taking passport & CCW photos at our Fillmore location.

Even with all the planning and final moves, Circuit Court Records worked on moving forward with an extended imaging priority in Family Court, worked on modernizing the justice system, developed and tweaked workflows as well as enhancing service to our court customers.

Our vital records offices participated in testing State Health department software programs and were acknowledged by the director of the Vital Records Division as having contributed significantly to the development of the software by being one of five pilot counties. We have also been participating with the State on the development of an electronic death registration system which will, hopefully, be in production by the end of this year.

We have continued to review programs and forms which can be set on our page of the county website in an effort to provide greater service as well as lessen the financial

burden in driving from home to the county offices.

In December, we initiated a new program to provide passport and concealed weapons photographs for a fee to those individuals who wish to get as much of their issues taken care of in one place as they can. This program has met, at least in the initial stages, with great success.

We have continued to work toward imaging a number of other documents to provide great access and faster service. In that development, we have prioritized the documents to be imaged and will continue to work with IT in finalizing and producing those programs.

Sincerely,  
Daniel C. Krueger, CCO, MCCO  
County Clerk

## ADDITIONAL HIGHLIGHTS

- ◆ Circuit Court Records involvement with the Modernized Justice System Implementation (payroll hours, jail issues & Family Court issues).

- ◆ Vital records participated in the State's pilot program in the testing of the Electronic Death Registration System.

- ◆ Implementation of the Indentphoto System for processing Concealed Weapon Permits.

I would like to thank our staff because without them we would not be able to implement new ideas and focus on quality service to our customers and the citizens of Ottawa County.

Sincerely,  
Sherri Sayles, CMC  
Chief Deputy Clerk

VITAL RECORDS

We are available to the public so they may have access to birth, marriage, and death records, to name the preponderance of records available. The procedures listed below require great attention to detail, precision, and knowledge of the legislative initiatives and pending statutes.

The majority of certified copies requested from our office consist of birth, marriage, and death records. To the

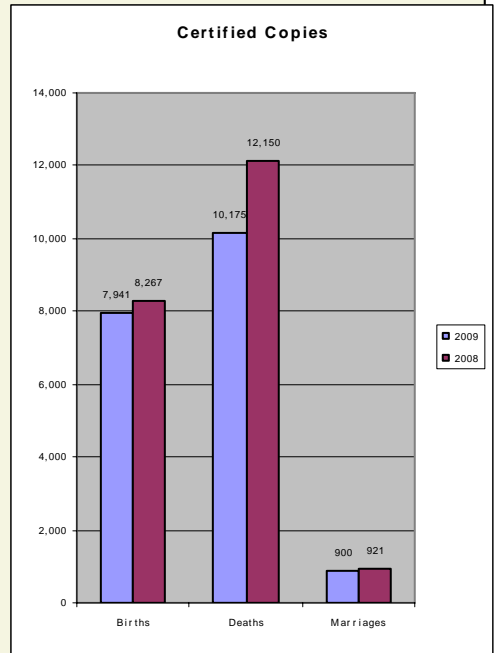
right is a chart depicting the breakdown of those records for 2009; a total of 19,016.

There are many genealogists who use our office to search through birth, death, and marriage records hoping to find records relative to their family.

Passports empower citizens to travel outside of the borders of our country. We process and transmit to the pass-

port agency, applications and fees for passports. There are many strict guidelines and rules that must be followed when accepting these applications.

We also control, administer, and oversee business registrations for all of Ottawa County. If a business opens in the County it must register with our office unless it is a corporation or a limited liability company.



VITAL RECORDS

*The Ottawa County Clerk's Office is the keeper of Vital Records, including Birth, Death & Marriage records.*

Almost all legal papers must be notarized. Therefore, Notary Publics are an important part of society and we administer this service, file, and manage the surety bonds.

We also file discharge papers, DD 214, for veterans as a complementary gesture. Where as, should they ever need a copy they can obtain a certified one through our office.

We offer Clerk's Certificates for important papers traveling outside of Michigan. This is a

statement acknowledging that the Notary Public who witnessed the signature is a current and duly commissioned Notary. We distributed 49 certificates in 2009, compared to 80 in 2008.

Concealed weapons applications are accepted, managed, processed, and eventually stored here. A concealed weapons permit is only granted after an extensive background check is performed and the applicant has met all of the necessary requirements.

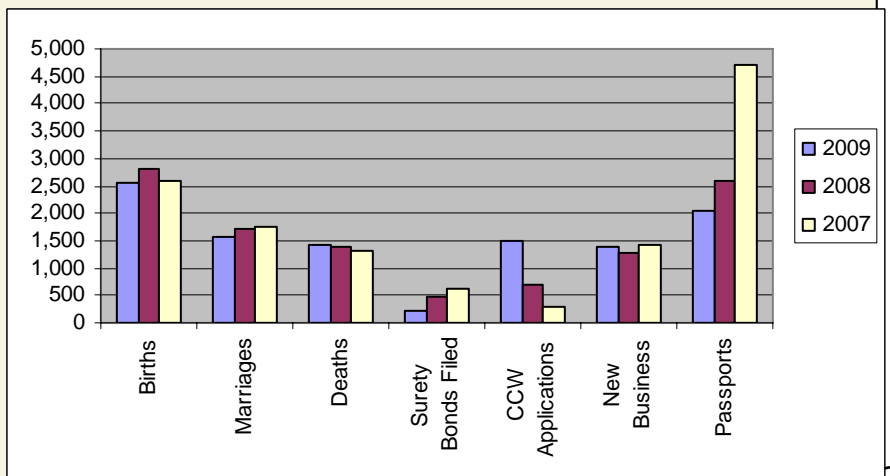
An Oath of Office is for those individuals who must be sworn in to their respective offices. Oaths of Office are prepared and filed in our office.

We also file and disperse appeals to the Sanitary Appeals Board. These are filed when an individual wants to request a hearing with the Sanitary Appeals Board.

Traffic Control Orders are received from the Road Commission or Department of Transportation. Orders are for traffic signs at specific locations. We filed 19 Orders in 2009.

STATISTICS FOR VITAL RECORDS

	<u>2008</u>	<u>2009</u>
New Births	2,803	2,550
Marriages	1,699	1,568
Deaths	1,381	1,407
Surety Bonds Filed	483	207
Concealed Weapons Apps	709	1,502
New Business Registrations	1,287	1,395
Passports	2,594	2,056



**ELECTIONS**

Ottawa County held elections in May, August, September and November of 2009. The School Election on May 5, the City Primary Election on August 4, a Village Election on September 15 and the City General Election on November 6.

The Ottawa County Clerk serves as the chief election official in the county, and with the assistance of election staff, oversees the canvass of all elections in Ottawa County. These responsibilities also include the programming and testing of all elections equipment and the proof-

ing and printing of all ballots countywide. Election staff also assists our 23 local city and township clerks as well as any candidates for office with any elections questions or needs they may have.

The Elections Division is also responsible with keeping updated with any key legislative or administrative changes at the State and Federal level with regard to elections, and for disseminating this information to all local clerks and election officials.

**PRECINCT INSPECTORS**

Precinct inspectors, or Election Day poll workers, are an integral part of the elections process. They contribute to a smooth Election Day by assisting voters at each polling location in the County, and also help to ensure the integrity of the process itself by certifying the accuracy of the election at the precinct level. In order to serve as an election inspector at the precinct level, a person must be a registered voter of the county in which he or she is appointed to serve. There are nearly 1,000 precinct inspectors who serve in Ottawa County. The Elections Division of the County Clerk's office is responsible for the training and certification of these workers every two years, and will be conducting training in 2010 for all precinct inspectors.



**EQUIPMENT**

The AutoMARK Voter Assist Terminal is an ADA compliant device. It enables voters with disabilities so they may cast a private ballot just like everyone else; anyone can use them. The ballot is displayed on a touch screen. In order to mark the ballot the voter may either use touch screen technology or the keypad and headphones. Once the AutoMARK has marked the ballot, the voter must take it to the tabulator. This device is used in every precinct in the county to tabulate ballots. The M-100 uses optical scan technology to count each oval that is filled in on the ballot.

**REGISTERED VOTERS**

The Elections Division of the County Clerk's Office processed a total of 12,018 voter registrations in 2009. This includes name and address changes that are passed to our office from the Michigan Secretary of State, as well as mail-in voter registrations and Federal post card registrations from members of the military or oversees voters.

Elections staff also attended three naturalization ceremonies in West Michigan in 2009, assisting staff from the Michigan Bureau of Elections in registering hundreds of new citizens to vote, many of whom are Ottawa County residents. As of December 2009, there are 175,819 registered voters in Ottawa County.

**THE ELECTION COMMISSION**

The Ottawa County Election Commission is comprised of three members: the Judge of the Probate Court, the County Clerk and the County Treasurer. The Commission is responsible for certifying candidates for each school and county election, and approving ballots for all countywide elections held within Ottawa County. They have the discretion to determine the consolidation of precincts in local and school elections. The Election Commission is also responsible for holding clarity hearings in relation to recall petitions within Ottawa County.

The Ottawa County Election Commission met seven times in 2009, for the purpose of approving the May countywide election ballot, and the convening of clarity hearings for several local recall petitions.

**BOARD OF COUNTY CANVASSERS**

The Canvassing Board consists of four appointed members, two from each of the two political parties casting the greatest number of votes for Secretary of State at the preceding General November Election. Each member is appointed by the Board of Commissioners from three nominations which are provided by the county political parties. The members serve four year terms. The County Canvassing Board meets after each election to certify and canvass the results of the election. The Canvassing Board conducts all recounts within the county. Every four years, they also conduct examinations and approve or disapprove each ballot container used for storing ballots within the county.

The Ottawa County Board of Canvassers met four times in 2009 to certify the May, August, September and November elections.

**CAMPAIGN FINANCE**

All candidates, political action committees and ballot question committees at the county level or below are required to file campaign finance documents with the County Clerk. These documents are kept on file with the Elections Division, and help to maintain the accuracy, integrity and openness of the elections process. Elections staff received 66 separate campaign finance filings in 2009.

## C I R C U I T C O U R T R E C O R D S

The Circuit Court Records Division of the Clerk's Office is responsible for maintaining all civil, criminal and Family Division records pertaining to court events which occur within the jurisdiction of the 20<sup>th</sup> Judicial Circuit Court. This involves processing documents necessary to initiate new cases filed with the Court, receiving, reviewing and processing all documents pertaining to pending matters before the Court, pulling court records for scheduled hearings and clerking in the courtroom. Our staff also assists the public, attorneys and other County Departments by providing various legal forms, providing access to public court records and answering questions regarding the status of pending matters via telephone, email and the public service counter.

To the right is a general list of the types of cases filed with and maintained by Circuit Court Records:

- Civil: Civil Appeals, Administrative Reviews and Extraordinary Writs  
General Civil Matters involving Real Estate, Contracts and Tort
- Criminal: Capital Felonies  
Non-Capital Felonies  
Criminal Appeals
- Domestic: Divorce  
Custody  
Non-Support  
Paternity  
Personal Protection Orders  
Uniform Reciprocal Enforcement of Support Act  
Uniform Interstate Family Support Act  
\* Adoption  
\* Name Changes  
\* Abuse and Neglect  
\* Juvenile  
\* Emancipation  
\* Parental Waiver

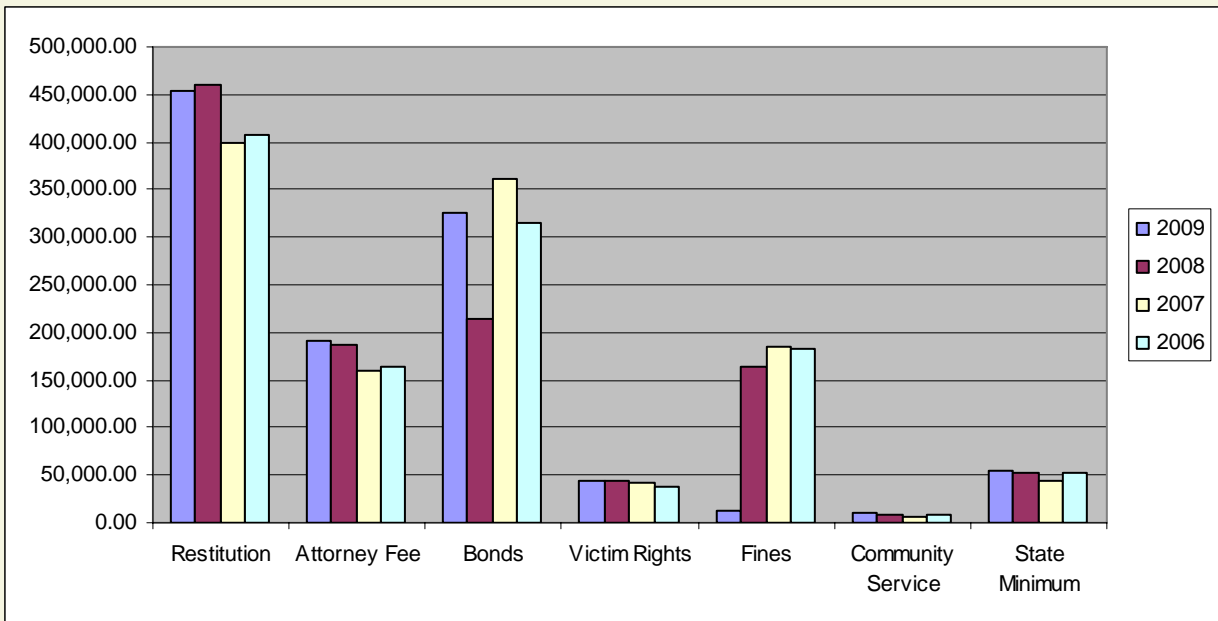
\* These records are maintained by the Family Division of the 20<sup>th</sup> Circuit Court located in West Olive, Michigan.

*The Circuit Court Records Division is responsible for maintaining all civil, criminal and family division records.*

## A C C O U N T I N G

The Clerk's Office receipts for all payments made and bonds posted in conjunction with any civil or domestic relations case pending before the Circuit Court. This includes collection of all fees mandated by court rule or statute applicable to the filing of court documents or maintenance of court actions such as filing fees, jury fees and motion fees.

In addition, the Clerk's Office receipts for bonds and receives payments on criminal files for restitution, fines and costs. Circuit Court Records works closely with the Circuit Court Collections Officer and the Probation Department in order to maximize collection efforts and to insure proper application of payments received on criminal files.



**STATISTICS  
FOR CIRCUIT  
COURT**

	<u>2009</u>	<u>2008</u>
Criminal Cases	1040	1087
Criminal Appeals	5	5
Civil Cases	572	595
Civil Appeals	43	38
Divorce Cases	1029	955
Divorces Granted	1054	830
Cases to Appellate & Supreme Courts	30	29
Paternity	158	162
Support	304	340
Personal Protection Orders	822	675
Other Domestic Relations	31	30
UIFSA	17	79
Adoptions	149	163
Neglect & Abuse	79	96
Other Family	50	65
Release for Adoption	49	70
Juvenile Delinquency	1431	1426

**FRIEND OF THE  
COURT**

Circuit Court Records provides many services to the Friend of the Court office, including providing attested copies of orders in cases involving issues of parenting time, custody or support, facilitating the issuance and processing of Bench Warrants and providing assistance in the courtroom during hearings involving Friend of the Court.



Scales of Justice

**ANNUAL REPORT**

All cases filed with the Court must be reported to the State Court Administrator's Office annually. Several portions of this report are prepared and submitted by the Circuit Court Records Division of the Clerk's Office. This report contains important statistical information regarding caseload data such as the number of new cases filed

each year. This report also tracks the age of each case in order to monitor the number of days that the Court spends on each case from the date of filing to the date of final disposition. This information is used by the State Court Administrative Office to assist in the preparation of the Michigan Supreme Court Annual Report as well as for other important reporting purposes.



Lady Justice

*All cases filed with the Court must be reported to the State and in certain cases they must be reported to other governmental agencies.*

**JURY**

The Clerk's Office also administers and maintains the jury by working in conjunction with the Jury Board to process jury questionnaires, process requests for excusal from jury service, process payroll for jury service and provide correspondence to jurors verifying jury service. The Clerk's Office also plays an

integral role in the juror selection process by summoning the jury to court when a jury trial is scheduled and assisting with the selection, swearing in and sequestration of the jury during a trial.

**REPORTING TO STATE  
AGENCIES**

Circuit Court Records prepares a Judgment of Sentence for each individual convicted of a felony, high court misdemeanor or probation violation and is responsible for reporting these issues to the appropriate governmental agencies such as Michigan Secretary of State, Michigan State Police and Michigan Department of Corrections. The Clerk's Office must also send a state abstract to the Secretary of State for all cases involving a

motor vehicle. In addition, Circuit Court Records prepares and submits the Record of Divorce or Annulment to the Michigan Department of Community Health in conjunction with divorce cases filed with the Court.

Our goal remains to provide a greater level of service each year to reflect the pride we have in our county and the sincerity we have in serving the citizens of Ottawa County.

## LOCATIONS

### Vital & Circuit Court Records:

Health Services Building  
12251 James Street  
Holland, MI 49424  
Monday through Friday  
8:30 a.m. to 12 p.m. &  
1 p.m. to 5 p.m.  
(616) 494-5566

Fillmore Complex  
12220 Fillmore, Room 130  
West Olive, MI 49460  
Monday through Friday  
8:00 a.m. to 5:00 p.m.  
(616) 994-4531

### Family Division only:

12120 Fillmore Street  
West Olive, MI 49460  
Monday through Friday  
8:00 a.m. to 5:00 p.m.  
(616) 738-4108

Hudsonville District Court  
3100 Port Sheldon Road  
Hudsonville, MI 49426  
Tuesdays, 8 a.m. to 12 p.m.  
(616) 662-6085

Ottawa County Building  
414 Washington Avenue  
Room 320  
Grand Haven, MI 49417

### Vital Records:

Monday through Friday,  
8:00 a.m. to 12:00 p.m. &  
1:00 p.m. to 5:00 p.m.  
(616) 846-8310

### Circuit Court Records:

Monday through Thursday,  
8:00 a.m. to 5:00 p.m.  
Friday, 9:00 a.m. to 5:00 p.m.  
(616) 846-8315

## IMAGING

Our staff continued to excel in the utilization of the imaging system. All documents are now coming to us electronically from Juvenile Services and all new Child Support/Paternity cases are coming electronically from the Prosecutor's Office.

Approximately 27% (29,418 of 109,962) of documents received for filing on 1998 and newer Circuit Court cases were received electronically from other departments. Approximately 6,800 orders were signed by the Judges electronically

Almost 2,000 documents were e-mailed to Fiscal Services for inmate housing billing to be completed which were previously photocopied and couriered to Fiscal Services.

13.5 Circuit Court Records staff members indexed 80,544 and filed 109,962 documents for a total of 190,506 documents processed in addition to scanned 117,793 documents (363,752 pages).

6 Vital Records staff members scanned 27,932 documents (32,779 pages).

## CLERK OF THE BOARD OF COMMISSIONERS

The County Clerk serves as the Secretary to the Board of Commissioners, and the keeper of all official Board records. Though we do not print or distribute the agendas, we are required to attend and post all Board and Committee meetings. We also handle correspondence for the Commissioners. The permanent Board minutes are kept on record in our office and are available, either through hardcover book or CD, for public perusal.

### County Directory

The Clerk's Office is responsible for updating the County Directory. There is a great deal of staff hours that go into collecting information and gathering data for this directory. The directory is available on-line, under the County Clerk's portion of the website and under "Quick Links" on the homepage.

### Posting Vacancies

The Clerk also oversees posting potential vacancies on any board, commission, or advisory committee for the County. These postings are published in the newspapers and distributed to all County Commissioners, Department Heads, Elected Officials, and local jurisdiction clerks. Once applications are received, we disperse copies to the Chairperson of the Human Resources committee, the contact person, and the Administrator. We are in the implementation stage of a new database of this information that will be available in 2010.

## PLAT BOARD

The Plat Board is a statutory committee consisting of the County Register of Deeds, County Treasurer, and County Clerk. The Board's responsibility is to review all preliminary plats to determine the viability of the subdivision name and to review all plats to determine the accuracy of the description in relation to the corresponding plat. In 2009, the Board met 2 times. In 2008, the Plat Board met 5 times, approving 2 final plats and 10 preliminary plats.



# Action Request



**Committee:** Board of Commissioners

**Meeting Date:** 4/13/2010

**Requesting Department:** Michigan Works!

**Submitted By:** Keith Van Beek

**Agenda Item:** Michigan Works! 2009 Annual Report

## SUGGESTED MOTION:

To receive for information the Ottawa County Michigan Works! 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: 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: #2

Objective: #4

## ADMINISTRATION RECOMMENDATION:

Recommended

Not Recommended

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@mottawa.org  
Reason: I am approving this document  
Date: 2010.04.08 11:00:24 -0400

Committee/Governing/Advisory Board Approval Date:



# 2009 Annual Report to Ottawa County Commissioners

Ottawa County Michigan Works!

# OCMWA Strategic Plan

- **Mission:** To provide strategic direction and coordination of programs and services to meet the workforce needs of local employers and the employment and training needs of individuals
- **Vision:** Through strategic partnerships and collaboration a quality system of career development provides leadership that supports and enriches the employers and workforce in Ottawa County

# Goals

1. Barriers to employment are eliminated to create a workforce that is inclusive and diverse
2. **Training is available for skilled, high demand occupations**
3. **Collaborate with key stakeholders to maximize resources**
4. Set the standard nationally for excellence, innovation and customer service
5. Assure that OCMWA and OCWDB internal operations meet high quality standards of excellence & service

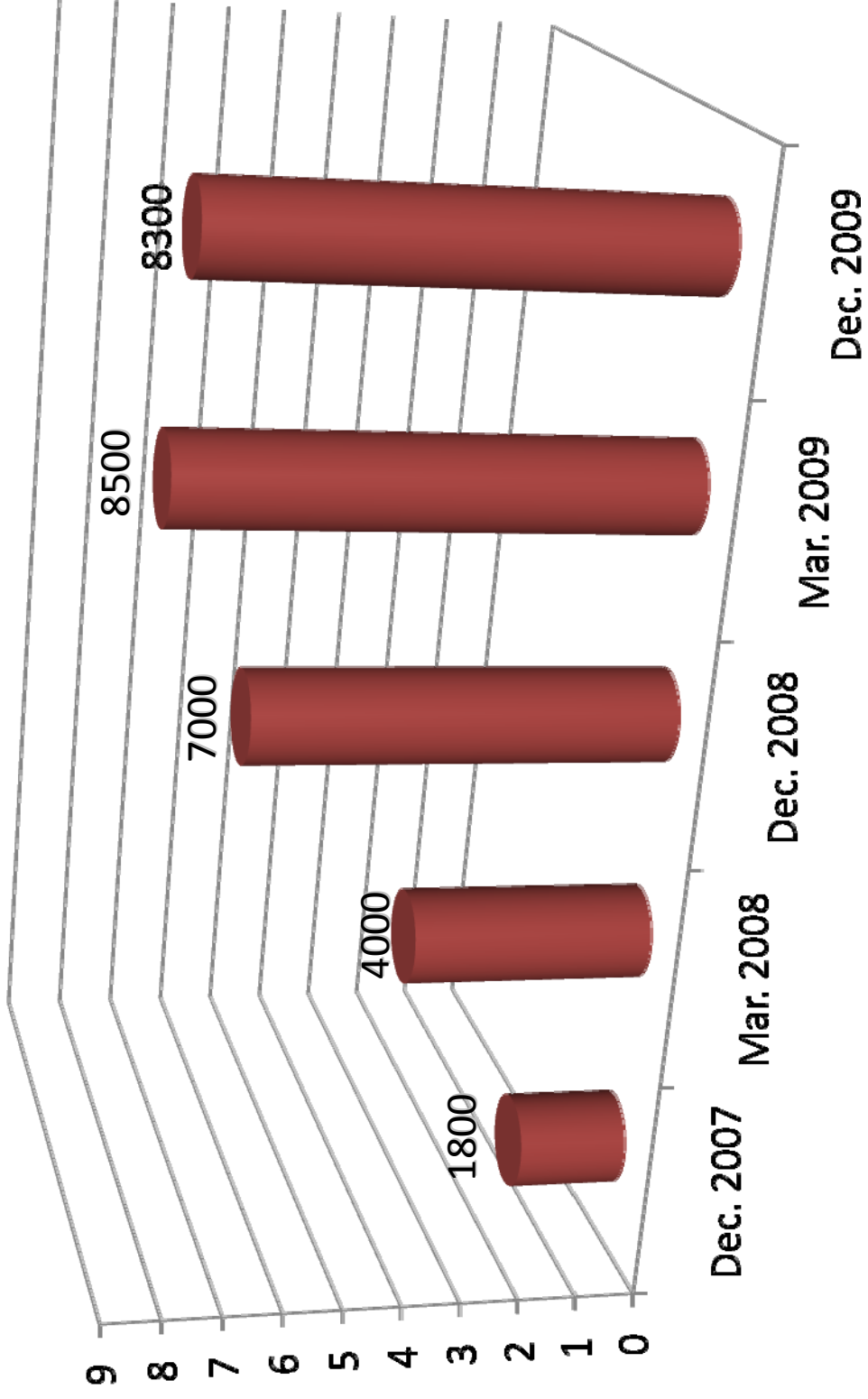
# Funding/Staffing

- Ramped up to handle major influx of ARRA funding for workforce development – over \$5,000,000
  - Hired 2 new Program Supervisors (February)
  - Met challenge of 370% traffic increase in Service Centers from early 2008 – December 2009
  - Moved MI Works administrative office to 115 Clover from James St. due to lack of room (July)
  - Hired Contract Coordinator (July)
  - Hired new secretary for 115 Clover (July)

# OCMWA Budget & Staff Comparison: 1996 - 2010

Year	1995/96	2000/01	2005/06	2008/09	2009/10*	% Increase
Budget	\$1,295,548	\$2,397,507	\$4,502,646	\$5,494,981	\$12,000,000	826%
“Admin” Staff	3.5	4	6.5	7	8.5	143%
Program Staff	8	25	35	40	60	650%
Unemployment % Ottawa	3.0	4.1	5.3	12.7	12.6	320%

# Service Center Job Seeker Visits



# MPRI

- Applied for and became Fiscal Agent for West Shoreline Michigan Prisoner Re-Entry Initiative (August): \$1,012,155
  - Responsible for administrative oversight for 3 county region: Ottawa, Muskegon, Oceana
  - Inherited MPRI Community Coordinator & Resource Navigator
  - Hired Program Monitor for MPRI
  - Added 12 new subcontractors to deliver services

# Stronger Partnerships with Economic Development & Education

## **Economic Development**

- Lakeshore Advantage
- Grand Haven Chamber
- Ottawa County Economic Development Office

## **Education**

- Community Colleges
- 4-Year colleges & universities
- K – 12
- Early Childhood
- Adult Education



# Summer Youth

- Successfully implemented a Summer Youth Program from May 1 – September 30, 2009. Placed 381 youth, ages 14 – 24 into summer jobs.
  - Utilized over \$1 million for program/placement & jobs between May and September
  - Placed youth with for-profit, non-profit & public employers
  - Continued program through March 31, 2010 with older youth

# Share Network: 11 locations in Ottawa County

- Holland
  - 1. Community Action House
  - 2. Macatawa Resource Center
  - 3. Holland Rescue Mission (2 locations)
  - 4. Good Samaritan Ministries
  - 5. Maplewood Church
  - 6. WOW Center
- Grand Haven
  - 1. St. Patrick's Church
- Hudsonville
  - 1. Georgetown CRC
  - 2. Hudsonville Library
- Jamestown
  - 1. Patmos Library

# 2009 Annual Report to Ottawa County Commissioners

Ottawa County Community Action  
Agency

# Strategic Plan: Mission & Vision

- **Mission:** To reduce the effects of poverty in Ottawa County by promoting self-sufficiency and economic independence
- **Vision:** The OCCAA will be the Ottawa County go-to place where individuals, families, and partner organizations find needed solutions. Through our efforts the impact of poverty will be eliminated. Ottawa County's individuals and families will be self-sufficient and economically independent.

# Strategic Plan: 1 Year Goals

1. **Structure OCCAA to successfully achieve ARRA goals & requirements**
2. Develop a regional approach to address needs in each county quadrant
3. Develop an involved & accountable advisory board
4. Develop a marketing plan
5. Develop unmet needs reporting system
6. **Develop a plan to expand provision of life skills services**

# Strategic Plan: 3 – 5 Year Ends

1. **Secure dependable and flexible program funding – expand non-formula funding**
2. Establish OCCAA visibility within Ottawa County so that we can be an effective community conscience
3. **Foster and nurture improved collaboration among providers of basic needs services**
4. **Expand programs that impact long-term economic self-sufficiency**
5. Improve access to CAA programs by integrating CAA and MI Works programs/staff
6. Establish a process to evaluate and respond to unmet needs

# Funding/Staffing

- Ramped up to handle major influx of ARRA funding for Community Action
  - **Weatherization:** \$2.8 million in funding for period of 4/1/09 – 3/31/12 – over \$1 million per year, including regular weatherization funds.
  - Hired 4 new staff to handle significant increase in people served
  - Procured 5 additional small business contractors to handle increased workload for weatherization work (9 total subcontractors)
  - Recruited and assisting over 500 eligible households for weatherization work

# Emergency Services

- Hired a full-time Emergency Services Coordinator for CAA
  - Provides needed supervision for Assessment & Eligibility Specialists, especially in light of growing staff. Key position to assist CAA Program Supervisor
  - Allows Program Supervisor to focus on implementing self-sufficiency goal for CAA initiatives



# Other Services

- Tax Assistance
  - Helped 791 low-income households realize approximately \$2 million in tax returns and credits in Ottawa and Allegan Counties
- Developed a plan to utilize \$415,000 of Community Service Block Grant/ARRA funding
  - To help low-income families with utility assistance and also to assist other organizations in Ottawa County – see chart below

# Community Service Block Grant

Organization	Project Supported
Ottawa County CAA	Funding for utility assistance/shut-off avoidance
Ottawa County Health Department	Assessment and data acquisition to increase access to health care services for low-income uninsured adults in Ottawa County
Ottawa County CMH	Coordinated solutions so that uninsured, underinsured and low income individuals have access to needed mental health services
Ready for School Holland/Zeeland Foundation	Increase accessibility & affordability for childcare for low-income families
Safe Kids Lakeshore	Continue programming to prevent accidental childhood deaths
CALL-211 of the Lakeshore	To increase marketing/visibility in eastern Ottawa Co.

# Community Service Block Grant

Organization	Project Supported
<b>Disability Network Lakeshore</b>	Expedite applications for SSI/SSDI for homeless individuals
<b>Ottawa County Homeless Youth Council</b>	Coordination & Planning for services to homeless youth
<b>Good Samaritan Ministries</b>	Homeless Prevention & Rapid Re-Housing project
<b>Community Action House</b>	Homeless Prevention & Rapid Re-Housing project
<b>Salvation Army – Grand Haven</b>	Homeless Prevention & Rapid Re-Housing project
<b>Ottawa County Community Garden Project</b>	Purchase needed tools and equipment to support the effort
<b>Ottawa County Public Housing Commission</b>	Procured consultant to assist with defining role & responsibilities for Ottawa County Housing Commission (will continue into 2010)



# Action Request



**Committee:** Board of Commissioners

**Meeting Date:** 4/13/2010

**Requesting Department:** Drain Commission

**Submitted By:** Keith Van Beek

**Agenda Item:** Drain Commission 2009 Annual Report

## SUGGESTED MOTION:

To receive for information the Ottawa County Drain Commission 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: 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: #2

Objective: #4

## ADMINISTRATION RECOMMENDATION:

Recommended

Not Recommended

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  
Reason: I am approving this document  
Date: 2010.04.08 10:55:36 -0400

Committee/Governing/Advisory Board Approval Date:

# **ANNUAL REPORT**

## ***OTTAWA COUNTY DRAIN COMMISSIONER***

**January 1, 2009  
Thru  
December 31, 2009**

The activities and programs of this department are brought to you by the Ottawa County Board of Commissioners: Phil Kuyers, Chair, Jim Holtrop, Vice-Chair, Joyce Kortman, Dennis Swartout, Jane Ruiter, Matthew Hehl, Roger Rycenga, Gord Schrottenboer, Don Disselkoen, Robert Karsten, and Jim Holtvluwer

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OTTAWA COUNTY DRAIN COMMISSIONER'S OFFICE

Paul Geerlings, Drain Commissioner  
Linda Brown, Chief Deputy  
April Abbatoy, Construction & Maintenance Inspector  
Mike Munch, Erosion Control Agent  
Jon Braxmaier, Erosion Control Inspector  
Gail Botbyl, Development Coordinator  
Teresa Conrad, Records Processing Clerk II  
Michelle Wittingen, Secretary

**DEPARTMENTAL ACTIVITY NARRATIVE  
OTTAWA COUNTY DRAIN COMMISSIONER'S OFFICE**

**Service Provided by the Drain Commissioner**

The following are responsibilities mandated by Statute:

The Drain Commissioner and his staff are responsible for the construction, operation and maintenance of over 800 storm water management systems ("County Drains") in Ottawa County. These systems are designed to provide storm water management, drainage, flood prevention and stream protection for urban and agricultural lands. Construction and maintenance of these County Drains can be accomplished through petition by property owners, resolution or petition by public entities and general maintenance by the Drain Commissioner under Public Act 40 of 1956, as amended. Typical duties include inspection, enforcement, response and analysis of citizen complaints on drainage problems, construction and maintenance of drains.

The Drain Commissioner is responsible for review and approval of storm water management systems in platted developments under the Michigan Land Division Public Act 591 of 1996 and for private development in response to local government ordinance requirements. The Drain Commissioner has the authority to ensure that county drains and natural water courses, both inside and outside of a plat, be improved or protected to the standards and specifications of the storm water management policy that has been established by the Drain Commissioner.

The Drain Commissioner is responsible for compiling all accounting records of financial activities for county drains and for preparation and distribution of special assessment rolls for reimbursement from property owners or public corporations benefited by construction and maintenance of drains.

The Drain Commissioner is responsible for maintaining safe operation of Water Control Structures, Lake Levels and Emergency Action Plans, should failure occur.

In addition, the Ottawa County Board of Commissioners has designated the office of the Drain Commissioner responsible for the following:

The Drain Commissioner is designated by County Ordinance No. 02-1, as the officer responsible for implementation and enforcement and to establish the system of fees, penalties and civil infraction penalties for violation of the ordinance as authorized by Part 91, Soil Erosion and Sedimentation Control, of the Natural Resource and Environmental Protection Act, No. 451 of the Public Acts of 1994, as amended and the Federal Clean Water Act, including Watershed Management with regard to wetlands, streams and creeks.

The Drain Commissioner is responsible for coordinating all requirements of the Federal Clean Water Act, Phase II, as they pertain to Ottawa County Drains. These requirements include; a Public Education Plan, a Public Participation Plan, an Illicit Discharge and Elimination Plan, a Construction Site Runoff Control Plan, a Post Construction Storm Water Management Plan and a Storm Water Pollution Prevention Initiative.



## THE IMPACT OF STORM EVENTS

Ottawa County experienced extreme rain events throughout 2008 which continued into 2009. The most significant damage to our drainage systems occurred with the June 19 storm event. Damage to county drains was estimated to be approximately \$600,000.00. Unfortunately, we were not able to acquire federal funding to assist with these costs.

The table below shows the total number of drainage complaints/inspection requests that came into the Drain Office in 2009. The 752 requests far exceed the 484 requests received in 2008 which was a record year.

**Phone Calls Received in 2009**

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Total
<b>Allendale</b>	1	7	7	7	5	1	0	1	2	1	1	0	33
<b>Blendon</b>	1	2	11	11	9	2	1	0	1	1	3	0	42
<b>Chester</b>	0	0	1	0	1	0	0	0	0	0	1	0	3
<b>Crockery</b>	0	0	4	4	1	0	0	0	0	0	0	0	9
<b>Ferrysburg</b>	0	0	1	0	0	0	0	0	0	0	0	0	1
<b>Georgetown</b>	3	5	17	19	20	9	5	9	3	13	7	0	110
<b>Grand Haven</b>	2	3	10	12	8	1	0	5	2	2	3	0	48
<b>Holland</b>	4	8	21	17	16	50	26	15	14	18	11	3	203
<b>Hudsonville</b>	0	1	1	0	0	1	0	1	0	0	0	0	4
<b>Jamestown</b>	0	2	6	1	1	13	1	2	4	5	2	2	39
<b>Olive</b>	2	4	8	7	2	0	0	2	2	2	1	1	31
<b>Park</b>	3	3	13	8	5	20	9	5	5	4	6	1	82
<b>Polkton</b>	0	0	0	1	0	1	1	0	0	0	2	0	5
<b>Port Sheldon</b>	0	6	8	11	3	0	0	2	1	0	1	0	32
<b>Robinson</b>	1	0	9	11	5	1	1	0	0	0	0	0	28
<b>Spring Lake</b>	1	2	3	6	4	2	1	0	1	3	0	0	23
<b>Tallmadge</b>	1	0	1	5	4	0	0	0	0	1	0	0	12
<b>Wright</b>	0	0	0	4	0	0	0	0	1	0	0	0	5
<b>Zeeland</b>	1	2	5	2	3	6	4	5	3	7	3	1	42
<b>Total</b>	20	45	126	126	87	107	49	47	39	57	41	8	752

The Drain Commissioner and his staff spent an unprecedented amount of time responding to those requests. Miles of drain were walked to ascertain the extent of the damage and determine the solution to any problems that were found.

Along with damage to drains solely within Ottawa County, there were a number of Intercounty Drains between Ottawa and Allegan County that suffered damage. The 24<sup>th</sup> Street crossing of the Maplewood Intercounty Drain was washed out as well as the 32<sup>nd</sup> Street crossing of the Ottogan Intercounty Drain. All repairs were able to be completed prior to year end.

**2009 STORM DAMAGE**



As with the 2008 storm events, the flooding conditions triggered an unusual amount of petition requests for drain improvements. The table below gives a status update to the petition requests shown in our 2008 Annual Report. Public hearings have been held for all but one of the petitions received back with the proper signatures.

<b>2008 Petition Requests</b>						
<b>#</b>	<b>Date</b>	<b>Drain</b>	<b>Township</b>	<b>Recvd. Back</b>	<b>Hearing Held</b>	<b>Project Complete</b>
1	6/10/2008	Essenburg Subd. (New)	Holland			
2	7/6/2008	No. 14 Drain	Holland	X	X	X
3	7/11/2008	Hidden Meadow Drain	Georgetown			
4	7/11/2008	No. 15 & 17 Drain	Holland			
5	7/11/2008	Bareman Drain	Holland			
6	7/11/2008	Harrington Drain	Port Sheldon	X	X	
7	7/15/2008	No. 20 Drain	Zeeland	X	X	X
8	7/16/2008	Munn Drain	Port Sheldon	X	X	
9	9/10/2008	Twelfth Avenue Chp. 20	Georgetown	X	X	X
10	8/1/2008	Van Haitma Drain	Georgetown	X	X	X
11	9/9/2008	Van Haitma Drain	Georgetown	X	X	X
12	8/4/2008	New Drain (152nd Ave)	Park			
13	10/6/2008	Leisure Acres Drain	Park			
14	10/8/2008	Sapphire Lake	Holland	X	X	X
15	12/2/2008	Silver-Way Bentwood Drain	Park	X	X	X
16	12/30/2008	Vincent Drain	Grand Haven	X	X	
17	12/30/2008	Spring Meadows No. 2 Drain	Jamestown	X		

The number of petition requests in 2009 set a new record, as shown below. A new procedure has been put into place to process these requests and subsequent public hearings as quickly as possible. Even with this new procedure in place, the workload of the office will be greatly impacted for the next several years.

<b>2009 Petition Requests</b>						
<b>#</b>	<b>Date</b>	<b>Drain</b>	<b>Township</b>	<b>Recvd. Back</b>	<b>Hearing Held</b>	<b>Project complete</b>
1	1/2/2009	Post Drain	Port Sheldon & Olive	X	X	
2	1/2/2009	Ovens & Sawyer Drain	Olive	X	X	
3	2/4/2009	Harrington Drain	Port Sheldon	X	X	
4	2/18/2009	Cooper Drain	Grand Haven	X	X	
5	2/27/2009	Meadowbrook Drain	Georgetown			
6	3/26/2009	Leisure Acres/New Drain	Park			
7	3/27/2009	Bear Creek Drain	Robinson	X	X	
8	4/20/2009	Rustic Pines Drain	Holland			
9	4/28/2009	Seydell Drain	Blendon			

10	4/30/2009	No. 53 Drain	Park			
11	5/1/2009	Worley Drain	Robinson			
12	5/4/2009	Blueberry	Park	X		
13	5/4/2009	No. 23	Park	X		
14	5/11/2009	Sevey - Brookside Subd. Br.	Allendale	X	X	
15	5/17/2009	Ottawa Creek - Grand Valley Est. Br.	Allendale	X	X	
16	5/18/2009	Chessman Drain	Allendale			
17	5/19/2009	Seydell Drain	Blendon			
18	5/19/2009	Rork Drain	Robinson			
19	5/21/2009	No. 37	Park	X		
20	5/27/2009	Wolf Creek Drain	Robinson			
21	5/29/2009	Hiawatha	Grand Haven,	X		
22	6/1/2009	Benedict/New Drain	Spring Lake			
23	6/2/2009	Bethke	Robinson	X		
24	7/16/2009	DeLeeuw	Holland	X		
25	7/17/2009	Rush Creek	Georgetown	X		
26	7/30/2009	Hearthstone/New Drain	Holland			
27	8/10/2009	Spring Meadows	Jamestown	X		
28	9/8/2009	Country Corners Estates Drain	Holland			
29	9/9/2009	Jones/New Drain	Holland			
30	9/11/2009	Buttermilk Creek	Hudsonville City	X		
31	9/30/2009	Shoemaker Drain	Jamestown			
32	10/6/2009	Wissink/New Drain	Holland	X		
33	10/8/2009	Rose	Zeeland	X		
34	10/19/2009	Park Place Circle/New Drain	Ferrisburg City	X		
35	10/21/2009	Post Br. to Waukazoo, Chp. 20	Park	X		
36	11/2/2009	DeJonge Drain	Olive			
37	11/12/2009	Bareman	Holland	X		
38	11/17/2009	Vandenburg Park Subd/New Drain	Grand Haven			
39	11/18/2009	Whitetail Court	Port Sheldon	X		
40	11/28/2009	Hunter's Creek Br.	Holland	X		
41	11/30/2009	No. 15 & 17	Holland	X		
42	12/1/2009	Brower	Holland	X		

**NOTE:** Petitions that have been received and public hearings held that are not shown as completed are either in the design phase or are under construction.

## REVENUES

### Fees

1	Soil Erosion Permit Fees	24,772.50	
2	Development Review Fees	57,807.65	
3	Development Administrative Fees	1,350.00	
	<b>Total Fees</b>	<b>\$83,930.15</b>	<b>\$83,930.15</b>

### Assessments

1	8010 Fund	490,322.06	
2	8200 Fund	29,217.42	
3	8300 Fund	0.00	
4	8510 Fund	65,174.39	
	<b>Total Assessments</b>	<b>\$584,713.87</b>	<b>\$584,713.87</b>

### Interest Earned

1	Drain Funds (8010, 8200, 8300)	13,665.91	
2	Revolving Maintenance Fund (8040)	483.85	
3	Debt Service Funds (Pooled Funds 8510)	918.49	
4	Lake Boards	1,123.97	
	<b>Total Interest</b>	<b>\$16,192.22</b>	<b>\$16,192.22</b>

### Miscellaneous Revenue

1	Spring Lake – Lake Improvement Project	230,234.80	
2	433 Agreements-Future Maintenance	7,630.00	
3	Pre-paid Drain Construction/Maintenance	874,792.49	
4	Development Review Escrow Funds	0.00	
5	Assessment Prepayments	849.71	
6	Note Payment (Dayton - 5 of 10)	9,683.92	
7	Restitution Payments	800.00	
8	Drain Project Plan Fees	1,464.71	
9	NRCS Funding (for 2008 storm events)	392,743.50	
	<b>Total Misc. Revenue</b>	<b>\$1,518,199.13</b>	<b>\$1,518,199.13</b>

**TOTAL REVENUE** **\$2,203,035.37**

**NOTE:** The amount shown for pre-paid drain construction/maintenance was extremely high in 2009. This was due to the great volume of work performed and the desire by the municipalities being assessed to pay up front rather than have us borrow on their behalf. The assessment rolls for 2009 are on file in the Drain Office as part of the permanent record for each individual drain.

## 2009 DRAIN ASSESSMENT REPORT

### 8010 FUND

#### **ACHTERHOF**

Blendon Township	\$3,644.98
Ottawa County	\$157.51
Road Commission	\$157.51
	<b>\$3,960.00</b>

#### **BASS CREEK**

Allendale Township	\$300.93
Blendon Township	\$1,291.97
Georgetown Township	491.94
Ottawa County	\$82.58
Road Commission	\$82.58
	<b>\$2,250.00</b>

#### **BAY WOODLANDS**

Park Township	\$240.24
Ottawa County	\$34.88
Road Commission	\$34.88
	<b>\$310.00</b>

#### **BAZON**

Park Township	\$995.26
Ottawa County	\$57.37
Road Commission	\$57.37
	<b>\$1,110.00</b>

#### **BEECHTREE**

Grand Haven Township	\$1,398.28
Ottawa County	\$36.70
Road Commission	\$36.70
CSX Railroad	\$27.34
MDOT	\$80.98
	<b>\$1,580.00</b>

#### **BLACK CREEK OF ZEELAND**

Blendon Township	\$1,912.08
Georgetown Township	\$74.40
Holland Township	\$12,093.72
Jamestown Township	\$182.28
Olive Township	\$2,083.20
Zeeland Township	\$10,788.00
Holland City	\$3,548.88
Zeeland City	\$2,544.48
Ottawa County	\$1,080.66
Road Commission	\$1,080.66

#### **BLACKLOCK**

Blendon Township	\$682.24
Jamestown Township	\$836.54
Georgetown Township	\$5,373.03
Zeeland Township	\$46.29
Hudsonville City	\$3,269.00
Ottawa County	\$168.08
Road Commission	\$168.08
CSX	123.44
MDOT	354.89
	<b>\$11,021.59</b>

#### **BLAIR**

Grand Haven Township	\$3,366.88
Grand Haven City	\$3,602.84
Ottawa County	\$698.64
Road Commission	\$698.64
	<b>\$8,367.00</b>

#### **BLUEBERRY**

Park Township	\$3,843.80
Ottawa County	\$1,260.05
Road Commission	\$1,260.05
	<b>\$6,363.90</b>

#### **BLUEBIRD GARDENS**

Georgetown Township	\$2,090.75
Ottawa County	\$348.46
Road Commission	\$348.46
	<b>\$2,787.67</b>

#### **BLUFF LAKE**

Zeeland Township	\$1,740.38
Ottawa County	\$299.23
Road Commission	\$299.23
	<b>\$2,338.84</b>

#### **BOVEN DAM**

Olive Township	\$793.03
Ottawa County	\$42.64
Road Commission	\$42.64
CSX	\$28.43
MDOT	\$40.84
	<b>\$947.58</b>

CSX Railroad \$156.24  
MDOT \$1,655.40  
**\$37,200.00**

**BROWER**

Holland Township \$1,947.70  
Zeeland Township \$8,135.95  
Zeeland City \$19,415.35  
Ottawa County \$453.03  
Road Commission \$453.03  
CSX \$166.41  
MDOT \$246.54  
**\$30,818.01**

**BUTTERMILK CREEK**

Jamestown Township \$664.63  
Hudsonville City \$2,343.01  
Ottawa County \$79.26  
Road Commission \$79.26  
MDOT \$156.99  
**\$3,323.15**

**CRANBERRY**

Holland Township \$999.00  
Olive Township \$999.00  
Park Township \$999.00  
Port Sheldon Township \$999.00  
Ottawa County \$499.50  
Road Commission \$499.50  
**\$4,995.00**

**CHASE INTERCOUNTY**

Chester Township \$533.52  
Ottawa County \$10.51  
Road Commission \$10.51  
**\$554.54**

**CORY BISHOP**

Georgetown Township \$433.13  
Ottawa County \$24.06  
Road Commission \$24.06  
**\$481.25**

**COUNTRY CORNERS**

Holland Township \$3,597.46  
Ottawa County \$1,150.01  
Road Commission \$1,150.01  
**\$5,897.48**

**BREWER**

Port Sheldon Township \$5,601.96  
Ottawa County 619.02  
Road Commission \$619.02  
**\$6,840.00**

**DEWITT**

Olive Township \$10,841.94  
Ottawa County \$609.03  
Road Commission \$609.03  
**\$12,060.00**

**DUNTON**

Holland Township \$301.74  
Ottawa County \$150.88  
Road Commission \$150.88  
**\$603.50**

**EASTWAY & TUBBS**

Olive Township \$75.03  
Robinson Township \$212.53  
Ottawa County \$11.22  
Road Commission \$11.22  
**\$310.00**

**EAST POINT ESTATES**

Zeeland Township \$1,140.95  
Ottawa County \$380.32  
Road Commission \$380.32  
**\$1,901.59**

**FARMERS INTERCOUNTY**

Chester Township \$77.48  
Wright Township \$742.62  
Ottawa County \$91.11  
Road Commission \$91.11  
**\$1,002.32**

**FEDERAL**

Holland Township \$2,115.00  
Ottawa County \$352.50  
Road Commission \$352.50  
**\$2,820.00**

**FIELDSTONE ESTATES**

Georgetown Township \$262.86  
Ottawa County \$64.73  
Road Commission \$64.73  
**\$392.32**

**FOSTER**

Robinson Township \$251.03

**DEWEERD**

Georgetown Township	\$1,496.00
Jamestown Township	\$1,173.63
Hudsonville City	\$624.87
Ottawa County	\$245.89
Road Commission	\$245.89
MDOT	\$116.70
	<b>\$3,902.98</b>

**HARLEM**

Holland Township	\$10,345.80
Olive Township	\$9,197.70
Park Township	\$15,647.70
Port Sheldon Township	\$2,481.10
Ottawa County	\$2,272.55
Road Commission	\$2,272.55
CSX Corp.	\$387.00
MDOT	\$395.60
	<b>\$43,000.00</b>

**HICKORYWOODS**

Holland Township	\$1,263.57
Ottawa County	\$583.18
Road Commission	\$583.18
	<b>\$2,429.93</b>

**HUNTER'S RIDGE**

Georgetown Township	\$2,471.35
Ottawa County	\$608.61
Road Commission	\$608.61
	<b>\$3,688.57</b>

**IMPERIAL ESTATES**

Holland Township	\$176.56
Ottawa County	\$39.22
Road Commission	\$39.22
	<b>\$255.00</b>

**IDLEWOOD BEACH**

Park Township	\$6,462.87
Ottawa County	\$1,638.11
Road Commission	\$1,638.11
	<b>\$9,739.09</b>

**JACKSON & GILBERT**

Chester Township	\$119.20
Ottawa County	\$89.93
	<b>\$209.13</b>

**KLYNSTRA**

Blendon Township	\$825.00
Ottawa County	\$47.50

Ottawa County	\$13.95
Road Commission	\$13.95
	<b>\$278.93</b>

**GRISWOLD**

Polkton Township	\$5,125.29
Ottawa County	\$157.23
Road Commission	\$157.23
	<b>\$5,439.75</b>

**LAMER**

Blendon Township	\$3,881.12
Ottawa County	\$239.44
Road Commission	\$239.44
	<b>\$4,360.00</b>

**LAMPE SUBD.**

Grand Haven Township	\$4,113.00
Ottawa County	\$909.75
Road Commission	\$909.75
	<b>\$5,932.50</b>

**LITTLE BASS CREEK**

Allendale Township	\$3,788.25
Blendon Township	\$29.53
Ottawa County	\$260.53
Road Commission	\$260.53
	<b>\$4,338.84</b>

**LITTLE PIGEON**

Grand Haven Township	\$6,267.60
Ottawa County	\$195.07
Road Commission	\$195.07
MDOT	801.91
	<b>\$7,459.65</b>

**LITTLE PIGEON (LAKESHORE)**

Grand Haven Township	\$333.40
Ottawa County	\$333.30
Road Commission	\$333.30
	<b>\$1,000.00</b>

**LOWING COMSTOCK**

Georgetown Township	\$4,316.20
Ottawa County	\$322.47
Road Commission	\$322.47
	<b>\$4,961.14</b>

**MACATAWA**

Park Township	\$14,080.00
Ottawa County	\$2,960.00
Road Commission	\$2,960.00
	<b>\$20,000.00</b>



Road Commission \$47.50  
**\$920.00**

**KNAUF &  
TERWILLIGER**

Wright Township \$1,350.64  
Ottawa County \$103.68  
Road Commission \$103.68  
**\$1,558.00**

**KRAAI**

Park Township \$1,176.93  
Ottawa County \$65.38  
Road Commission \$65.38  
**\$1,307.69**

**LAKWOOD PARK**

Park Township \$593.61  
Ottawa County \$197.87  
Road Commission \$197.87  
**\$989.35**

**NW of ZEELAND**

Blendon Township \$197.82  
Zeeland Township \$5,914.72  
Ottawa County \$282.41  
Road Commission \$282.41  
**\$6,677.36**

**NO. 3**

Holland Township 8312.67  
Ottawa County 284.2  
Road Commission \$284.20  
**\$8,881.07**

**NO. 4 & 43**

Holland Township \$2,750.80  
Zeeland Township \$1,188.61  
Ottawa County \$235.30  
Road Commission \$235.30  
MDOT \$441.49  
**\$4,851.50**

**NO. 8**

Holland Township \$9,893.15  
Olive Township 2975.38  
Ottawa County \$364.48  
Road Commission \$364.48  
CSX 148.77  
MDOT \$1,130.65  
**\$14,876.91**

**MAYWOOD PARK**

Holland Township \$212.52  
Ottawa County \$188.74  
Road Commission \$188.74  
**\$590.00**

**MEADOWLAND ESTATES**

Holland Township \$3,186.30  
Ottawa County \$1,201.85  
Road Commission \$1,201.85  
**\$5,590.00**

**MULDER**

Olive Township \$546.62  
Ottawa County \$30.29  
Road Commission \$30.29  
**\$607.20**

**NO. 49**

Holland Township \$1,254.56  
Olive Township \$570.41  
Ottawa County \$101.39  
Road Commission \$101.39  
**\$2,027.75**

**NO. 52**

Holland Township \$5,921.90  
Ottawa County \$519.65  
Road Commission \$519.65  
**\$6,961.20**

**OSBORNE & RAILROAD**

Holland Township \$12,784.12  
Olive Township 21511.01  
Ottawa County \$791.03  
Road Commission \$791.03  
MDOT 575.96  
**\$36,453.15**

**Pine Crest**

Holland Township \$398.02  
Ottawa County \$106.64  
Road Commission \$106.64  
**\$611.30**

**PINEWOOD MANOR**

Holland Township \$3,116.09  
Ottawa County \$232.81  
Road Commission \$232.81  
**\$3,581.71**

**NO. 20A & 53**

Park Township	\$7,769.92
Ottawa County	\$393.63
Road Commission	\$393.63
	<b>\$8,557.18</b>

**NO. 23**

Park Township	\$4,791.96
Ottawa County	\$214.02
Road Commission	\$214.02
	<b>\$5,220.00</b>

**NO. 28**

Holland Township	\$2,377.62
Ottawa County	\$149.94
Road Commission	\$149.94
	<b>\$2,677.50</b>

**NO. 37**

Park Township	10691.95
Ottawa County	706.99
Road Commission	706.99
	<b>\$12,105.93</b>

**NO. 40**

Holland Township	\$8,224.47
Ottawa County	\$472.20
Road Commission	\$472.20
	<b>\$9,168.87</b>

**ROGERS**

Allendale Township	\$5,156.78
Ottawa County	\$418.82
Road Commission	\$418.82
MDOT	\$238.08
	<b>\$6,232.50</b>

**ROSE**

Zeeland Township	\$3,388.97
Zeeland City	2402.77
Ottawa County	\$445.53
Road Commission	\$294.90
<b>MDOT</b>	1265.20
	<b>\$7,797.37</b>

**ROSEMA**

Spring Lake Township	\$1,118.90
Ottawa County	\$288.20
Road Commission	\$288.20
	<b>\$1,695.30</b>

**RANDALL ESTATES**

Allendale Township	\$1,333.44
Ottawa County	\$328.39
Road Commission	\$328.39
	<b>\$1,990.22</b>

**REMEMBRANCE**

Tallmadge Township	\$2,994.92
Ottawa County	\$154.09
Road Commission	\$154.09
MDOT	\$87.13
	<b>\$3,390.23</b>

**RILEY RIDGE**

Holland Township	\$263.74
Ottawa County	\$85.58
Road Commission	\$85.58
	<b>\$434.90</b>

**RIVERHILLS**

Holland Township	\$3,130.40
Ottawa County	\$166.95
Road Commission	\$166.95
CSX	\$35.70
	<b>\$3,500.00</b>

**TROOST**

Olive Township	\$8,909.10
Ottawa County	\$651.15
Road Commission	\$651.15
CSX	\$334.33
MDOT	\$1,144.47
	<b>\$11,690.20</b>

**VANDERMOLEN**

Georgetown Township	\$4,422.90
Ottawa County	\$158.55
Road Commission	\$158.55
	<b>\$4,740.00</b>

**VINKE**

Blendon Township	\$1,712.80
Ottawa County	\$83.60
Road Commission	\$83.60
	<b>\$1,880.00</b>

**ROSS**

Grand Haven	\$1,347.25
Ottawa County	\$79.25
Road Commission	\$79.25
MDOT	\$79.25
	<b>\$1,585.00</b>

**SCHOOLSIDE ESTATES**

Georgetown Township	\$3,008.37
Ottawa County	\$809.95
Road Commission	\$809.95
	<b>\$4,628.27</b>

**SCHREIBER**

Port Sheldon Township	\$2,989.13
Ottawa County	\$184.32
Road Commission	\$184.32
CSX	\$173.22
MDOT	\$910.51
	<b>\$4,441.50</b>

**SCHULTZ**

Grand Haven Township	\$635.66
Grand Haven City	\$1,893.20
Ottawa County	\$35.57
Road Commission	\$35.57
	<b>\$2,600.00</b>

**SIXTY-FOURTH AVENUE**

Blendon Township	\$2,508.19
Ottawa County	\$452.16
Road Commission	\$452.16
	<b>\$3,412.51</b>

**SOUTHWEST BLENDON**

Blendon Township	\$2,645.76
Holland Township	\$860.84
Olive Township	\$2,777.86
Zeeland Township	\$91.36
Ottawa County	\$220.84
Road Commission	\$220.84
	<b>\$6,817.50</b>

**WINDEMERE**

Tallmadge Township	\$82.78
Ottawa County	\$49.22
Road Commission	\$18.00
	<b>\$150.00</b>

**VRIEENGA BR. TO MEADOWBROOK**

Georgetown Township	\$333.86
Ottawa County	\$29.92
Road Commission	\$29.92
	<b>\$393.70</b>

**WARBER**

Grand Haven Township	\$447.03
Grand Haven City	\$3,466.08
Ottawa County	\$9.63
Road Commission	\$9.63
CSX	29.50
MDOT	135.63
	<b>\$4,097.50</b>

**WAUKAZOO WOODS**

Park Township	\$1,249.12
Ottawa County	\$255.10
Road Commission	\$255.10
	<b>\$1,759.32</b>

**WENGER**

Grand Haven Township	\$8,710.36
Ottawa County	\$362.32
Road Commission	\$362.32
	<b>\$9,435.00</b>

**WESTERHOUSE**

Spring Lake Township	\$4,643.91
Ottawa County	\$312.17
Road Commission	\$312.17
CSX	\$72.27
	<b>\$5,340.52</b>

**WESTWOOD**

Holland Township	\$536.68
Ottawa County	\$164.46
Road Commission	\$164.46
	<b>\$865.60</b>

**8010 FUND TOTAL****\$490,322.06**

## **8510 FUND**

### **NUNICA**

Crockery Township	\$3,990.13
Crockery Individuals	\$4,413.85
	<b>\$8,403.98</b>

### **VINCENT**

Grand Haven Township	\$37,102.50
Grand Haven Individuals	\$19,667.91
	<b>\$56,770.41</b>

### **8510 FUND TOTAL**

**\$65,174.39**

## **8200 FUND**

### **BLACK CREEK WATERSHED**

Blendon Township	\$421.48
Georgetown Township	\$16.40
Holland Township	2665.82
Jamestown Township	40.18
Olive Township	\$459.20
Zeeland Township	\$2,378.00
Holland City	\$782.28
Zeeland City	\$560.88
Ottawa County	\$238.21
Road Commission	\$238.21
CSX	\$34.44
MDOT	\$364.90
	<b>\$8,200.00</b>

### **DEWINDT**

Georgetown Township	\$1,176.36
Ottawa County	\$156.82
Road Commission	\$156.82
	<b>\$1,490.00</b>

### **DRIESENKA**

Holland Township	\$396.96
Ottawa County	\$151.52
Road Commission	\$151.52
	<b>\$700.00</b>

### **RUSH CREEK IMPOUNDMENT**

Blendon Township	\$260.00
Georgetown Township	\$1,115.00
Jamestown Township	\$337.50
Hudsonville City	\$397.50
Ottawa County	\$315.00
MDOT	\$75.00
	<b>\$2,500.00</b>

### **CEDAR**

Holland Township	\$44.87
Zeeland Township	\$1,598.47
Zeeland City	\$4,880.31
Ottawa County	\$52.44
Road Commission	\$52.44
MDOT	\$299.47
	<b>\$6,928.00</b>

### **WATSON**

Georgetown Township	\$2,651.73
Ottawa County	\$441.96
Road Commission	\$441.96
	<b>\$3,535.65</b>

### **CRANFORD**

Georgetown Township	\$4,334.50
Ottawa County	\$479.95
Road Commission	\$479.95
MDOT	\$569.37
	<b>\$5,863.77</b>

### **8200 FUND TOTAL**

**\$29,217.42**

## **GRAND TOTAL**

**\$584,713.87**

## LIABILITIES

### Notes - Taken out from 01/01/09 thru 12/31/09

Regular Drains (8010 Fund)	\$0.00
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### **Total**

### Notes - Taken out prior to 01/01/09 that are still outstanding on 12/31/09

Regular Drains (8010 Fund)	\$38,000.00
Chapter 20 Drains (8200 Fund)	0.00
Chapter 21 Drains (8300 Fund)	0.00

<b>Total Notes outstanding on 12/31/09</b>	<b>\$38,000.00</b>
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### **Bond Issues**

Vincent Drain (Final payment in 2016)	\$190,000.00
Nunica Drain (Final payment in 2022)	\$74,966.68

<b>Total bonds outstanding on 12/31/09</b>	<b>\$295,733.34</b>
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<b>Revolving Drain Fund</b>	<b>\$168,776.44</b>
<b>Revolving Maintenance Fund</b>	<b>\$53,499.37</b>

<b>TOTAL LIABILITIES</b>	<b>\$556,009.15</b>
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## EXPENDITURES

<b>Drain Orders - Issued 01/01/08 thru 12/31/08</b>	<b>\$2,962,875.81</b>
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<b>TOTAL EXPENDITURES</b>	<b>\$2,962,875.81</b>
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NOTE: A list of the drain orders issued that make up the total expenditure amount shown is kept on file in the Drain Commissioner's Office as required by Michigan Drain Code, Act No. 40 of the Public Acts of 1956, as amended.

## PUBLIC EDUCATION



Public education is a key component of the Drain Commissioner's Office. A significant part of the education program includes classroom presentations given to help educate students about storm water pollution and the importance of keeping our water clean. The definition of a watershed is discussed and is explained to students that no matter where you live, you live in a watershed. Presentations are given by staff, using an interactive model. The model is used to demonstrate some of the negative impacts that we

have on the environment that become apparent during a storm event. Prevention is also addressed by discussing the importance of filter strips and wetlands. Each student is given a book, made possible by the Macatawa Area Coordinating Council, which reinforces what they have been shown and handouts explaining what they and their parents can do to make a difference in the quality of our lakes and streams. The following classroom presentations were given in 2009:

School District	School	Grade(s)	# of Classes	# of Students
Grand Haven	Griffin	3 <sup>rd</sup>	3	75
	Robinson	3 <sup>rd</sup>	3	70
West Ottawa	Lakeshore	3 <sup>rd</sup>	3	72
	Lakewood	3 <sup>rd</sup>	3	72
Zeeland Christian	Zeeland Christian	3 <sup>rd</sup>	5	116
<b>TOTAL</b>			<b>17</b>	<b>405</b>

The Drain Commissioner and staff are active participants in several watershed groups; Lower Grand River Watershed, Macatawa Watershed, Pigeon River Watershed and the Sand Creek Watershed. This includes serving as a member of the organization, sitting on a variety of committees and participating in public awareness projects/events. We feel it is important to work cooperatively to conserve and improve the health of the environment, especially water quality. We have discovered that we must work at a watershed level to solve our diverse water resource problems and believe that a healthy watershed is vital for a healthy community.

## **DEVELOPMENT REVIEW**

The Michigan Land Division Act (Public Act 591 of 1996) requires that the Drain Commissioner be responsible for reviewing the drainage or storm water management system of all platted developments. The Drain Commissioner has the authority to ensure that established drains and natural water courses, both inside and outside the plat, be improved or protected to the standards established by the Drain Commissioner. The law requires the Drain Commissioner to provide a written policy stating what is required to obtain approval for a proposed plat. The Ottawa County Drain Commissioner has adopted and published a set of standards and specifications for this purpose. Copies are available in the Office of the Drain Commissioner.

The general policies that have been applied require that any landowners wishing to develop or plat land may do so, provided that their action does not cause an increase in flooding outside of the plat. Also, the plat must be designed to ensure that future landowners within the plat are protected from flooding. Primary drainage systems within platted lands are required to be established as public systems (County Drains) under the jurisdiction of the Drain Commissioner.

The Mobile Home Commission Act (Public Act 419 of 1976) requires that the drainage or storm water management system in a Mobile Home Park must comply with the standards and specifications established by the Drain Commissioner.

The Condominium Act (Public Act 59 of 1978, as amended) requires that the Drain Commissioner be notified of the intent to establish a condominium project. Approval by the Drain Commissioner, however, is not required. The Drain Commissioner responds in writing to the local unit of government with any comments, concerns or specific requirements they feel should be imposed and then works together with the local unit to ensure compliance.

These standards and specifications are also applied to other developments, such as: apartment complexes, schools, industrial sites, commercial sites and other miscellaneous developments when required by the local unit of government.

The following is a break down of developments that were reviewed by the Ottawa County Drain Commissioner's Office in 2009.

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## 2009 DEVELOPMENTS

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### Allendale Twp

Project Name	Section	Development Type
The Grove at Alden Center Loop	24	Apartment Complex

### Chester

Project Name	Section	Development Type
Condie Ridge at Glenloch	32	Condo

### Georgetown

Project Name	Section	Development Type
348 Babcock Street Retail Strip M	14	Commercial
Automated Machine Systems	22	Industrial
Exe 56 Corporate Fuel Stations	11	Commercial
Family Fun Retail Center - Georg	16	Commercial Park
Georgetown Little League (Rebr)	7	Park Site Plan
GWSI Housing Complex 2010	31	Apartmen
Holzer House Ministries Commu	7b	Misc
Lebanon Sales Phase II (Propos)	22	Commercial
Mathews Dr - Jordan (2009)	15	Commercial
Midtown Proctor Building (prop)	41	Commercial

### Grand Haven

Project Name	Section	Development Type
Beach View - Site Contamination	16	Site Update

### Holland

Project Name	Section	Development Type
Deer's Head West Parking Lot 1b	20	Industrial
Greengrass Center	26	Commercial
Federal Square Business Park CT	28	Commercial
Wolke Park Improvement 2010	11	Park

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Holland Town Center Proposed 2	33	
Loose Stone Landscaping	17	Commercial
North Lakes Elementary School	3	School
Quincy Park Improvements 2009	6	Recreational Park

### Office

Project Name	Sections	Development Type
Aram Temple 2009	29	Church

### Park

Project Name	Sections	Development Type
Benjamin's Home Site - "U1"	14	POD
Hollyhock Homes Additional Parking	34	Parking Lot & Backyard
Point West I Condominiums	21	Condominium
Waterway Pines Condos - Hasky	21	Condominium

### Port Sheldon

Project Name	Sections	Development Type
Landscape Solutions West	12	Commercial

### Rubicon

Project Name	Sections	Development Type
Langford Golf & Practice Facility	12	Commercial

### Spring Lake

Project Name	Sections	Development Type
Hardware Lodge Espresso Bar	8	Service Core Center

### Zachland

Project Name	Sections	Development Type
Holland Design Medical Office	20	Commercial
Misc Johnson ZIPP Block Office	18	Industrial
N-Vest Transportation Inc.	8	Industrial

**SOIL EROSION AND SEDIMENT CONTROL ACT, PART 91 OF 451,**  
**NATURAL RESOURCES AND E.P.A., 1994**

A state statute was created in 1972 to provide protection of our natural watercourses from sedimentation during earth changing activities. Sediment from soil erosion is the number one pollutant by volume in surface waters. It disrupts aquatic life, destroys spawning habitat, disrupts navigation channels, causes flooding and ice damage and clogs storm sewers and drainage ditches, which increases cost of maintenance on drainage systems.

Any earth changing activity within 500' of a watercourse or disturbing over an acre of ground needs a permit.

Between January 1, 2009 and December 31, 2009 there were 138 permits issued by Ottawa County Drain Commissioner's Office staff acting as the County Enforcing Agent for this State Statute. These permits were issued according to the Ottawa County Soil Erosion & Sedimentation Control Ordinance. This ordinance was revised and approved by the Board of Commissioners on August 27, 2002 (No. 02-1).

Permits were issued in the following areas of jurisdiction and under the various development types:

<b>TOWNSHIP</b>	<b>PERMITS</b>
Allendale	8
Blendon	1
Chester	2
Crockery	2
Ferrysburg	1
Georgetown	28
Grand Haven	18
Holland	15
Jamestown	2
Olive	3
Park	16
Polkton	7
Port Sheldon	3
Robinson	4
Spring Lake	14
Tallmadge	5
Wright	0
Zeeland	9
<b>TOTAL</b>	<b>138</b>

<b>DEVELOPMENT TYPE</b>	<b>PERMITS</b>
Apartment	2
Church	1
Commercial	13
Condominiums	0
Cut/Fill Project	4
Duplex	0
Industrial	7
Misc.	11
Mobile Home Park	0
Park	2
Pond	3
Private Drive	0
Residential – Minor	23
Sand Mining	1
School	2
Sidewalk	4
Single Family Home	48
Subdivision	1
Utility	14
Wetlands	2
<b>TOTAL</b>	<b>138</b>

## CERTIFICATE

I do Hereby Certify that the preceding is a true report of the amount of revenue and expenditures collected and issued by the Ottawa County Drain Commissioner's Office, also the Assessments on drains this year, and that the Financial Statement is true and correct.

*Paul Geerlings*

Paul Geerlings  
Ottawa County Drain Commissioner

Dated this 6<sup>th</sup> Day of April, 2010.

This annual report for the period of January 1, 2009 to December 31, 2009 is submitted in compliance with Act 365 of the Public Acts of 1925 and Act 331 of the Public Acts of 1927.

# Action Request



**Committee:** Board of Commissioners

**Meeting Date:** 3/14/2010

**Requesting Department:** Administrator's Office

**Submitted By:** Keith Van Beek

**Agenda Item:** Ottawa County Strategic Plan and 2010 Business Plan

## SUGGESTED MOTION:

To receive and approve the Ottawa County Strategic and 2010 Business Plan.

## SUMMARY OF REQUEST:

Since 2006 the Board of Commissioners yearly reviews and updates the Strategic Plan of the County and a Business Plan which focuses on the activities of the County for a given year.

## FINANCIAL INFORMATION:

Total Cost: \$0.00 | County Cost: \$0.00 | 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: All

## ADMINISTRATION RECOMMENDATION:

Recommended

Not Recommended

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  
Reason: I am approving this document  
Date: 2010.04.08 11:01:10 -0400

Committee/Governing/Advisory Board Approval Date:



# **OTTAWA COUNTY BOARD OF COMMISSIONERS**

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## *Strategic Plan and 2010 Business Plan*



## **OTTAWA COUNTY BOARD OF COMMISSIONERS**

*Back Row (Left to Right):* Gordon D. Schrottenboer - District 7; Jane M. Ruiter - District 4;  
Matthew M. Hehl - District 5; Robert W. Karsten - District 9;  
Vice-Chair James C. Holtrop - District 10;  
Joyce E. Kortman - District 1; James H. Holtvluwer - District 11

*Front Row (Left to Right):* Dennis W. Swartout - District 3; Donald G. Disselkoen - District 8;  
Chair Philip D. Kuyers - District 2; Roger G. Rycenga - District 6

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Ottawa County, the eighth-largest county in Michigan, is a beautiful community of over 250,000 people located along the Lake Michigan shoreline. The government that serves the community is comprised of approximately 1,100 employees and elected officials with occupations as diverse as nursing, parks, corrections, administration, and law enforcement.

An 11-member Board of Commissioners, each elected to a two-year term, governs the County. The Board of Commissioners establishes the general direction of government and provides oversight of administrative functions of the County. The Board appoints a County Administrator who manages the budget, provides leadership and management of Board initiatives, and oversees general County operations. The remaining operations are managed by either elected officers (Clerk, Drain Commissioner, Prosecutor, Register of Deeds, Sheriff, and Treasurer), statutory boards (Community Mental Health), or the judiciary.

While the Board of Commissioners had conducted strategic planning activities in the past, the County had not had an active strategic plan, mission, or organizational values in place for several years, so in 2004 the Board began collecting information needed to develop a plan. This included the employee and resident surveys, a study of mandated services, employee input on the mission statement, evaluations of several departments, a wage and classification study, the United Way Community Needs Assessment, and definitions of the County's financing tools.

After collecting and considering this information, the Board met on March 23 and 24, 2006, to begin work on its strategic plan. That initial plan was adopted and implemented over the next two years. The Board now meets annually to review the strategic plan and develop an accompanying business plan comprised of objectives that serve as action steps toward achieving the strategic plan.

The Board of Commissioners met on January 19, 2010, to create the business plan for 2010. This involved an update of objectives for 2010 and a review of the strengths, weaknesses, opportunities, and threats (SWOT) facing the County. After the Board established draft objectives, Administration assigned resources to each objective, and developed outcome measures which will indicate success in completing the plan's goals. The results of the process follow.

A **VISION** statement indicates how an organization views its ideal, or ultimate, goal. The Board of Commissioners has established the following vision statement:

**Ottawa County strives to be the location of choice for living, working, and recreation.**

A **MISSION** statement assists an organization in easily communicating to a variety of constituencies what it does, who it serves, and why it does so. The Board of Commissioners has established the following mission statement:

**Ottawa County is committed to excellence and the delivery of cost-effective public services.**

**GOALS** focus the direction of an organization's work, under the guidance from the vision and mission statement. Goals are relatively static in nature and will not often change. The four goals of the Board of Commissioners are:

- 1. To maintain and improve the strong financial position of the County.**
- 2. To maintain and enhance communication with citizens, employees and other stakeholders.**
- 3. To contribute to a healthy physical, economic and community environment.**
- 4. To continually improve the County's organization and services.**



*A formal statement of organizational values was developed to clearly identify not only the principles upon which the organization is based, but the way in which it treats its employees and residents.*

We recognize the importance of the **DEMOCRATIC PROCESS** in the accomplishment of our mission, and hold it as a basic value to respect the rule of the majority and the voted choices of the people; to support the decisions of duly elected officials; and to refrain from interference with the elective process.

We recognize the importance of the **LAW** in the accomplishment of our mission and hold it as a basic value to work within, uphold, support, and impartially enforce the law.

We recognize the importance of **ETHICS** in the accomplishment of our mission and hold it as a basic value to always act truthfully, honestly, honorably and without deception; to seek no favor; and to receive no extraordinary personal gain from the performance of our official duties.

We recognize the importance of **SERVICE** in the accomplishment of our mission and hold it as a basic value to treat each resident as a customer; to do all we can, within the bounds of the County's laws, regulations, policies and budget, to meet requests for service.

We recognize the importance of **EMPLOYEES** in the accomplishment of our mission and hold it as a basic value to treat each employee with professional respect, recognizing that each person using his or her trade or vocation makes a valuable contribution; to treat each employee impartially, fairly and consistently; and to listen to the recommendations and concerns of each.

We recognize the importance of **DIVERSITY** in the accomplishment of our mission and hold it as a basic value to treat all people with respect and courtesy.

We recognize the importance of **PROFESSIONALISM** in the accomplishment of our mission and hold it as a basic value that each employee will perform to the highest professional standards and to his or her highest personal capabilities.

We recognize the importance of **STEWARDSHIP** of public money in the accomplishment of our mission and hold it as a basic value to discharge our stewardship in a responsible, cost-effective manner, always remembering and respecting the source of the County's funding.

# BUSINESS PLAN - 2010

## OBJECTIVES, DELIVERABLES AND OUTCOMES

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*While goals are relatively static in nature, the objectives that assist in accomplishing the goals are likely to change annually. Deliverables are specific items of action that give further meaning and substance to an objective. Outcome measurements are the ultimate indicators of success, measuring the impact of actions conducted to achieve goals and objectives.*

Prior to setting goals, members of the Board of Commissioners examined the strengths, weaknesses, opportunities, and threats affecting the County as a whole. The items in each category are not ranked by importance, nor is this intended to be an all-inclusive list, however it forms a basis for the development of goals and objectives. In addition, the items identified provide a view of potential issues that may impact the environment in which the County provides services in the near- or long-term future.

## STRENGTHS

- Community image - good place to raise a family, quality of life
- Location - good place to live
- Natural Resources (lakes, rivers, trees)
- Financial health
- Quality management by County Board and staff
- Effective services provided by dedicated employees
- Public safety - low crime
- Parks system
- Agriculture
- Potential for future energy development
- Industry
- Educational systems; public and private, higher education
- Entrepreneurs
- Regional cooperation
- Training programs and communication with employee groups
- Area traits; conservative, work ethic and religion
- Close to cultural resources
- Transportation
- Health care, local hospitals and proximity to Kent County
- Culture of volunteering and philanthropy, community services provided by non-profit and religious groups
- Strong recreational opportunities
- Infrastructure

## OPPORTUNITIES

- Legislative activity - lobbyist to develop proactive strategies
- Local government communication, relations and assistance
- State constitutional convention
- Economic development (Pfizer plant, energy, agriculture)
- Use of new communication tools, social networking
- Sustainable thinking - "going green", recycling, cost savings
- Growth in health care industry
- Economic climate allows for new thinking; regional focus, collaboration and consolidation
- Programs to meet new needs (emerging industries, substance abuse)
- Maintain open spaces
- Increase and recognize diversity
- Tourism (lakes, parks)
- Improve transit, conduct corridor studies
- Bring the road commission closer to the county, various strategies
- Bring balance to regulation in economic climate
- Provision of infrastructure
- Increase funding for mandated services

- Effective communication with citizens and other stakeholders
- Lack of diversity, need to be a more welcoming place for diversity
- Declining transportation system with inadequate funding
- Redundancy, need for increased regional collaboration/consolidation
- Need to bring issues along slower to match a comfort-level with local units of government
- Runoff and Water Pollution
- Geographic division by Grand River
- Overall economic conditions
- State government
- Workforce unprepared, inadequate for future jobs
- Lack of countywide mass transit, especially to County facilities, rural areas
- Three Metropolitan Planning Organizations (MPOs)
- Accessibility and affordability for housing in disabled and elderly populations
- Over-reliance on manufacturing
- Managing growth to keep open spaces

- Financial state of the economy - unemployment, state budget
- Loss of revenue sharing, dropping property tax revenue
- Crisis in the housing industry; foreclosures, loss of value, etc
- Rising pension and health care costs
- Lack of a regional economic development entity
- Bigotry and challenges of diversity
- Decreasing water quality, beach closures
- Excessive State/Federal regulation and mandates
- Air pollution regulation changes
- Gang and drug activity, WEMET funding
- Conflicts between being environmental and promoting business
- Aging population
- Road conditions and funding
- Domestic violence and hunger
- Substance abuse
- Globalization
- Term limits and potential of a Constitutional Convention
- Green industry overkill, need to keep goal of a diverse economy

## WEAKNESSES

## THREATS

**GOAL 1: TO MAINTAIN AND IMPROVE THE STRONG FINANCIAL POSITION OF THE COUNTY.**

WHAT WILL WE DO TO GET THERE?

**Objective 1:** Advocate on legislative issues to maintain and improve the financial position of the County.

- *Advocate to achieve full funding of mandates.*
- *Advocate to achieve the full reinstatement of revenue sharing.*
- *Work with our legislative delegation to make our positions statements on legislative issues clear.*
- *Identify other legislation that impacts our financial position and develop clear position statements on those issues.*
- *Evaluate the value of the lobbyist contract.*
- *Develop improved communication methods to make our position statements known to key stakeholders, including citizens.*

100% of the Ottawa legislative delegation reports understanding of our legislative positions. Legislation is introduced or adopted that maintains or improves our financial position. The lobbyist contract is positively reviewed and demonstrates a return on investment. Key stakeholders demonstrate an understanding of the legislative positions taken by the County.

**Objective 2:** Implement processes and strategies to deal with operational budget deficits.

- *Adopt a budget calendar and provide information to the Board of Commissioners necessary to make key decisions.*
- *Identify financial threats and approve strategies to mitigate those threats.*
- *Fully fund the County financing tools.*
- *Eliminate operational budget deficits, adopting the budget by the end of October.*

Commissioners report that all necessary information is provided in a timely fashion. Financial threats are identified and strategies adopted to mitigate those threats. The financing tools are fully funded, with the exception of the stabilization fund, or rationale provided to justify less than fully funded status. Budgets are adopted by the end of October that eliminate operational budget deficits.

**Objective 3:** Reduce the negative impact of rising employee benefit costs on the budget.

- *Approve a strategy to eventually move to a defined contribution (DC) plan for new hires.*
- *Consider a report and adopt strategies to reduce health benefit costs.*
- *Implement a health management plan.*

Commissioners adopt a plan to eventually move to a defined contribution system for new hires. Commissioners adopt strategies to reduce the costs of the County health plan. Commissioners adopt a health management plan.

**Objective 4:** Maintain or improve bond ratings.

- *Continue to address budget deficits with pro-active, balanced approaches.*
- *Present thorough, high-quality information to bond rating agencies.*

100% of ratings from Fitch, Standard and Poor's, and Moody's are maintained or improved.

**GOAL 2: TO MAINTAIN AND ENHANCE COMMUNICATION WITH CITIZENS, EMPLOYEES, AND OTHER STAKEHOLDERS.**

**Objective 1:** Continue to improve the County website, miOttawa.

- Increase and improve the services that citizens can access and receive through the website.
- Examine the expanded use of social networking options that are linked to the website.
- Evaluate the value of the contract with our website contractor.
- Continue to use the Technology Committee to regularly review the status of the website.

The 2010 citizen survey reflects a 5% increase in citizens that report using miOttawa.org to communicate with or learn about Ottawa County government. The website contract is positively reviewed and supported by recommendation from the Technology Committee.

**Objective 2:** Review and update a comprehensive communication plan to maximize communication with citizens.

- Increase focus on receiving coverage on local radio and community television stations.
- Develop a report on the benefit of County property tax dollars.
- Evaluate the use of citizen budget meetings.
- Partner with local media to offer content for quality coverage.

The 2010 citizen survey reflects a 5% increase in citizens that report knowledge of revenue sharing and potential impacts of its loss. The 2010 citizen survey reflects that 40% of citizens report good awareness of County activities.

**Objective 3:** Continue to develop and implement methods of communicating with employee groups.

- Continue using the Front Page and all-staff e-mails to communicate important information to employees.
- Continue the Labor-Management Cooperation Committee.
- Continue and improve employee-edited newsletter.
- Continue brown-bag lunches and other information sessions.

Percentage of employees reporting satisfaction with County Administration continues to increase on the 2011 Employee Satisfaction Survey.

**Objective 4:** Continue to improve communication with Commissioners.

- Continue departmental annual report process.
- Evaluate use of paperless packets and other communication tools with Commissioners.

100% of Commissioners report satisfaction with communication from Administration.

**Objective 5:** Evaluate communication with other key stakeholders.

- Develop and implement a legislative action plan.
- Reexamine the role of Commissioners and staff in national, state and regional professional organizations and define the specific purpose of what we are to accomplish in those roles.
- Identify Commissioners to represent the County on NACO and MAC boards and committees.

100% of the Ottawa legislative delegation reports understanding of our legislative positions. Ottawa County, the Board of Commissioners, and staff are recognized as leaders and hold leadership positions in professional organizations.

WHAT WILL WE DO TO GET THERE?

**GOAL 3: TO CONTRIBUTE TO A HEALTHY PHYSICAL, ECONOMIC, & COMMUNITY ENVIRONMENT.**

WHAT WILL WE DO TO GET THERE?

**Objective 1:** Discuss and act upon road policy issues as appropriate.

- *Contact legislators and road officials, on relevant road-related legislation including the US-231 bridge and bypass.*
- *Communicate and coordinate with the road commission on relevant issues and to improve public understanding on roles.*

100% of legislators report understanding of County position on applicable issues. 100% of Commissioners report progress in public understanding of respective roles of the road commission and County.

**Objective 2:** Consider opportunities to improve economic development in the region.

- *Work with existing partners on regional economic development efforts, guided by the 2008 Economic Development Report.*
- *Continue work on developing an agriculture incubator.*
- *Work to maintain a presence of MSU Extension services in the County.*

100% of Commissioners report satisfaction that options to improve economic development in the region are being considered.

**Objective 3:** Continue initiatives to preserve the physical environment.

- *Continue efforts related to water quality.*
- *Continue to work with local units of government to seek funding opportunities for completing a groundwater resources inventory.*
- *Improve knowledge on drain issues.*
- *Develop a comprehensive sustainability plan.*
- *Continue to support completion of the Parks and Recreation Commission Parks and Recreation Plan.*

A plan of action with measurable results is developed from water quality research. 95% of attendees surveyed report the Water Quality Forum presented useful, relevant information. A county groundwater resources inventory is completed.

**Objective 4:** Continue initiatives to positively impact the community.

- *Continue involvement with the Purchase of Development Rights committee.*
- *Complete Urban Smart Growth demonstration project.*
- *Conduct build-out analysis for local government units.*
- *The Board of Commissioners will review the strategic plans of County departments and agencies, as requested by those entities, that provide direct services to the residents of the County.*

Complete Urban Smart Growth project. Complete build-out analysis for two local government units. Department strategic plans are reviewed by the Planning and Policy Committee.

**Objective 5:** Provide quality County facilities throughout the County.

- *Analyze the potential use of County land for additional communication tower leasing.*
- *Effectively maintain the existing facilities in the County.*

Commissioners consider report on use of additional land for communication tower leasing.

**GOAL 4: TO CONTINUALLY IMPROVE THE COUNTY'S ORGANIZATION AND SERVICES.**

WHAT WILL WE DO TO GET THERE?

**Objective 1:** Review and evaluate the organization, contracts, programs, and services for potential efficiencies.

- Continue work on providing the most effective administration and funding for co-occurring mental health/substance abuse services.
- Conduct organizational efficiency and structure reviews, including;
  - Clerk/Register
  - Public Utilities
  - Fiscal Services
  - Veterans Services
- Complete evaluations of various programs and services, including;
  - Drug Courts
  - Jail Mental Health Task Force

100% of Commissioners report satisfaction that options to improve the administration of co-occurring mental health/substance abuse services has been examined. Commissioners receive a review and consider reports on the Clerk/Register of Deeds, Public Utilities, Fiscal Services and Veterans Services. Commissioners receive a thorough evaluation of the drug court pilot project. Commissioners receive a report from the Jail Mental Health Task Force.

**Objective 2:** Prioritize mandated and discretionary services.

- Communicate results of discretionary services ranking to funding recipients.
- Continue work towards a report on mandated services and service-levels and prioritize those results.

All recipients of discretionary funding are aware of the ranking of services, process used, and the potential impact of the loss of revenue sharing. Service levels are identified for all mandated services and results are ranked by Commissioners.

**Objective 3:** Continue implementation of outcome-based performance measurement systems.

- Analyze performance measurements submitted by each department to ensure the quality of outcomes.

100% of County departments use outcome-based performance measurements to make management and service decisions.

**Objective 4:** Examine opportunities for service-delivery with local units of government.

- Examine possibilities for collaboration on service delivery with other local units of government.
- Make cost-effective services available to local units of government.

County services that are cost-effective to offer are made available to local units of government.

**Objective 5:** Ensure the continuity of government in the event of a disaster.

- Prepare a Continuity of Government Plan.
- Develop a records backup/disaster recovery plan for all records.

Commissioners adopt a "Continuity of Government" Plan which includes a disaster-recovery component for records.

**Objective 6:** Continue the effective and efficient management of human resources.

- Successfully recruit and hire a new Fiscal Services Director.
- Complete labor negotiations with applicable employee groups.
- Complete the review and update of the wage study process for applicable departments.

A new Fiscal Services Director has been hired. Labor contracts are completed prior to the expiration of the contract period. The wage study process has been completed for applicable departments.

# ASSIGNED RESOURCES AND DEADLINES

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*Once goals, outcomes, and objectives have been established, it is important to assign deadlines and resources to ensure that the plan activities are completed.*



**Ottawa County Board of Commissioners  
Strategic Planning: Goals, Objectives, and Outcomes**

	Projected Completion	Resources Assigned
<b>Goal 1: To maintain and improve the strong financial position of the County.</b>		
<b>Objective 1: Advocate on legislative issues to maintain and improve the financial position of the County.</b>		
100% of the Ottawa legislative delegation reports understanding of our legislative positions.	Ongoing	Commissioners, Administrator, Fiscal Services, Planning, Corporation Counsel
Legislation is introduced or adopted that maintains or improves our financial position.	Ongoing	Commissioners, Administrator, Fiscal Services, Planning, Corporation Counsel
The lobbyist contract is positively reviewed and demonstrates a return on investment.	Ongoing	Administrator, Fiscal Services, Planning, Corporation Counsel
Key stakeholders demonstrate an understanding of the legislative positions taken by the County.	Ongoing	Commissioners, Administrator, Fiscal Services, Planning, Corporation Counsel
<b>Objective 2: Implement processes and strategies to deal with operational budget deficits.</b>		
Commissioners report that all necessary information is provided in a timely fashion.	Ongoing	Commissioners, Administrator, Fiscal Services
Financial threats are identified and strategies adopted to mitigate those threats.	Ongoing	Commissioners, Administrator, Fiscal Services
The financing tools are fully funded, with the exception of the stabilization fund, or rationale provided to justify less than fully funded status.	Ongoing	Commissioners, Administrator, Fiscal Services
Budgets are adopted by the end of October that eliminate operational budget deficits.	10/31/10	Commissioners, Administrator, Fiscal Services
<b>Objective 3: Reduce the negative impact of rising employee benefit costs on the budget.</b>		
Approve a strategy to eventually move to a defined contribution (DC) plan for new hires.	3/1/10	Commissioners, Administrator, Human Resources, Fiscal Services
Commissioners adopt strategies to reduce the costs of the County health plan.	10/31/10	Commissioners, Administrator, Human Resources, Fiscal Services
Commissioners adopt a health management plan.	10/31/10	Commissioners, Administrator, Human Resources, Fiscal Services
<b>Objective 4: Maintain or improve bond ratings.</b>		
100% of ratings from Fitch, Standard and Poor's, and Moody's are maintained or improved.	Ongoing	Administrator, Fiscal Services
<b>Goal 2: To maintain and enhance communication with citizens, employees, &amp; other stakeholders.</b>		
<b>Objective 1: Continue to improve the County website, miOttawa.</b>		
The 2010 citizen survey reflects a 5% increase in citizens that report using miOttawa.org to communicate with or learn about Ottawa County government.	6/1/10	Administrator, Information Technology
The website contract is positively reviewed and supported by recommendation from the Technology Committee.	10/31/10	Administrator, Information Technology
<b>Objective 2: Review and update a comprehensive communication plan to maximize communication with citizens</b>		
The 2010 citizen survey reflects a 5% increase in citizens that report knowledge of revenue sharing and potential impacts of its loss.	6/1/10	Commissioners, Administrator, Fiscal Services
The 2010 citizen survey reflects that 40% of citizens report good awareness of County activities.	6/1/10	Commissioners, Administrator, Fiscal Services
<b>Objective 3: Continue to develop and implement methods of communicating with employee groups.</b>		
Percentage of employees reporting satisfaction with County Administration continues to increase on the 2011 Employee Satisfaction Survey.	7/1/11	Administrator, Administration Departments
<b>Objective 4: Continue to improve communication with Commissioners.</b>		
100% of Commissioners report satisfaction with communication from Administration.	12/31/10	Administrator, Administration Departments
<b>Objective 5: Evaluate communication with other key stakeholders.</b>		
100% of the Ottawa legislative delegation reports understanding of our legislative positions.	Ongoing	Commissioners, Administrator, Fiscal Services, Planning, Corporation Counsel
Ottawa County, the Board of Commissioners, and staff are recognized as leaders and hold leadership positions in professional organizations.	Ongoing	Administrator, All Departments

**Ottawa County Board of Commissioners**  
**Strategic Planning: Goals, Objectives, and Outcomes**

	Projected Completion	Resources Assigned
<b>Goal 3: To contribute to a healthy physical, economic, and community environment.</b>		
<b>Objective 1: Discuss and act upon road policy issues as appropriate.</b>		
100% of legislators report understanding of County position on applicable issues.	Ongoing	Commissioners, Administrator, Fiscal Services, Planning, Corporation Counsel
100% of Commissioners report progress in public understanding of respective roles of the road commission and County.	12/31/10	Administrator, Planning
<b>Objective 2: Consider opportunities to improve economic development in the region.</b>		
100% of Commissioners report satisfaction that options to improve economic development in the region are being considered.	12/31/10	Administrator, Planning
<b>Objective 3: Continue initiatives to preserve the physical environment.</b>		
A plan of action with measurable results is developed from water quality research.	12/31/10	Administrator, Parks, MSU Extension, Health
95% of attendees surveyed report the Water Quality Forum presented useful, relevant information.	11/30/10	Administrator, Parks, MSU Extension, Health
A county groundwater resources inventory is completed.	12/31/10	Planning
<b>Objective 4: Continue initiatives to positively impact the community.</b>		
Complete Urban Smart Growth project.	12/31/10	Planning
Complete build-out analysis for two local government units.	12/31/10	Planning
Department strategic plans are reviewed by the Planning and Policy Committee.	12/31/10	Administrator, Planning
<b>Objective 5: Provide quality County facilities throughout the County.</b>		
Commissioners consider report on use of additional land for communication tower leasing.	12/31/10	Administrator, Planning, IT, Fiscal Services
<b>Goal 4: To continually improve the County's organization and services.</b>		
<b>Objective 1: Review and evaluate the organization, contracts, programs, and services for potential efficiencies.</b>		
100% of Commissioners report satisfaction that options to improve the administration of co-occurring mental health/substance abuse services has been examined.	12/31/10	Administrator, CMH, Corporation Counsel
Commissioners consider the report regarding the potential combination of the offices of Clerk & Register of Deeds.	4/1/10	Administrator
Commissioners consider a report regarding the potential reorganization of Public Utilities.	12/31/10	Administrator, Planning, Corporation Counsel, Fiscal Services
Commissioners consider the Fiscal Services Organizational Study.	6/1/10	Administrator, Planning, Fiscal Services
Commissioners receive a thorough evaluation of the Drug Court pilot projects.	9/30/10	Planning
Commissioners receive a report from the Jail Mental Health Task Force.	12/31/10	Administrator, CMH, Planning, Sheriff
Commissioners consider a report regarding veterans services in the County.	8/1/10	Administrator
<b>Objective 2: Prioritize mandated and discretionary services.</b>		
All recipients of discretionary funding are aware of the ranking of services, process used, and the potential impact of the loss of revenue sharing.	10/31/10	Administrator, Fiscal Services
Service levels are identified for all mandated services and results are ranked by Commissioners.	11/1/10	Commissioners, Administrator, Fiscal Services
<b>Objective 3: Continue implementation of outcome-based performance measurement systems.</b>		
100% of County departments use outcome-based performance measurements to make management and service decisions.	Ongoing	Administrator, Planning, Fiscal Services
<b>Objective 4: Examine opportunities for service-delivery with local units of government.</b>		
County services that are cost-effective to offer are made available to local units of government.	Ongoing	Administrator, All Departments
<b>Objective 5: Ensure the continuity of government in the event of a disaster.</b>		
Commissioners adopt a "Continuity of Government" Plan which includes a disaster-recovery component for records.	12/31/10	Administrator, All Departments
<b>Objective 6: Continue the effective and efficient management of human resources.</b>		
A new Fiscal Services Director has been hired.	6/1/10	Administrator, Human Resources
Labor contracts are completed prior to the expiration of the contract period.	12/31/10	Administrator, Human Resources
The wage study process has been completed for applicable departments.	12/31/10	Administrator, Human Resources

# Action Request



**Committee:** Board of Commissioners

**Meeting Date:** 4/13/2010

**Requesting Department:** Fiscal Services

**Submitted By:** June Hagan

**Agenda Item:** Plante & Moran Organizational Review

## SUGGESTED MOTION:

To receive the Plante & Moran Fiscal Services Department Organization Review. (Presentation)

## SUMMARY OF REQUEST:

Goal 4, Objective 1 of the Board of Commissioners Strategic Plan includes an organizational review of the Fiscal Services Department. A contract was entered into with Plante & Moran to complete the study of the Fiscal Services Department organization model to identify potential opportunities to improve efficiency and effectiveness. A detailed analysis was completed for organizational structure/staffing, technology utilization and system design, services delivery and communications.

## 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: #4

Objective: #1

## ADMINISTRATION RECOMMENDATION:

Recommended

Not Recommended

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@mottawa.org  
Reason: I am approving this document  
Date: 2010.04.08 10:48:26 -0400

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

# Action Request



**Committee:** Board of Commissioners

**Meeting Date:** 4/13/2010

**Requesting Department:** Planning and Performance Improvement

**Submitted By:** Mark Knudsen

**Agenda Item: Recovery Zone Economic Development Bond (RZEDB) Resolution for Funding Allocation**

## SUGGESTED MOTION:

To approve and authorize the Chair and Clerk to sign the Resolution to allocate Recovery Zone Economic Development Bond (RZEDB) funds to the City of Coopersville in the amount of \$6,404,000.

## SUMMARY OF REQUEST:

As part of the American Recovery and Reinvestment Act (ARRA), Ottawa County received an allocation of \$20,697,000 in Recovery Zone Economic Development (RZED) Bonds for public works projects. A breakdown in the allocation of these RZED bonds is as follows:

Total RZED:	\$20,697,000
City of Grand Haven (approved allocation):	\$5,600,000
City of Coopersville (recommended allocation):	\$6,404,000
Park Township (possible allocation):	\$6,193,000
Request Foods (possible allocation):	\$2,500,000
Total RZED Remaining:	\$0

The RZED Bond allocation is not to be confused with the RZFB allocation (for private sector projects) of \$31 million that was approved for the Continental Dairy Products project.

## FINANCIAL INFORMATION:

Total Cost: \$0.00 | County Cost: \$0.00 | 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: #3

Objective: #6

## ADMINISTRATION RECOMMENDATION:

Recommended

Not Recommended

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@mottawa.org  
Reason: I am approving this document  
Date: 2010.04.08 10:04:41 -0400

Committee/Governing/Advisory Board Approval Date: Planning and Policy Committee 04/08/2010

**COUNTY OF OTTAWA**

**STATE OF MICHIGAN**

**RESOLUTION**

At a regular meeting of the Board of Commissioners of the County of Ottawa, Michigan, held at the Fillmore Complex in the Township of Olive, Michigan on the \_\_\_\_\_ day of \_\_\_\_\_, 2010 at \_\_\_\_\_ o'clock p.m. local time.

PRESENT: Commissioners \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

ABSENT: Commissioners \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

It was moved by Commissioner \_\_\_\_\_ and supported by Commissioner \_\_\_\_\_ that the following Resolution be adopted:

WHEREAS, the federal government has enacted the American Recovery and Reinvestment Act of 2009, Public Law 111-5 ("PL 111-5") which allows for the issuance of Recovery Zone Economic Development Bonds to pay the costs of public infrastructure facilities at advantageous net interest costs; and,

WHEREAS, pursuant to PL 111-5, the County of Ottawa (the "County") has been allocated the sum of \$20,697,000 in Recovery Zone Economic Development Bond capacity; and,

WHEREAS, in accordance with PL 111-5, the County may assign portion of such allocation to other municipal entities located within the County; and,

WHEREAS, pursuant to the requirements of PL 111-5, the Ottawa County Board of Commissioners adopted a resolution on September 8, 2010 designating all of Ottawa County as a

"recovery zone;" and,

WHEREAS, the City of Coopersville, County of Ottawa, Michigan ("the City") by resolution duly adopted by the City's City Council has requested that the County assign a portion of the County's Recovery Zone Economic Development Bond allocation to the City, so that the City may issue bonds to pay part of the upgrades of the City's wastewater treatment system and public infrastructure improvements to the system, including but not limited to, an aeration system, blowers, pumps, clarifiers, a sludge pumping system, berms and lagoons, a generator, and a disinfection system, in order to accommodate growth in the community, additional users, as well as to accommodate the effluent from a new milk processing plant to be built on a 128-acre site formerly owned by the Delphi Corporation, as well as work necessary or incidental to these improvements ("the Project");

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The City of Coopersville be and is hereby assigned an amount not to exceed \$6,404,000 of the County of Ottawa's Recovery Zone Economic Development Bond allocation so that said City may issue such for the purposes of paying part of the cost of the Project.
2. If the City of Coopersville does not issue bonds for the Project on or prior to August 13, 2010, then the County's Planning and Performance Improvement Department is directed to submit a recommendation to this Board with respect to further allocation of the County's Recovery Zone Economic Development Bond allocation.
3. Any bonds issued by the City of Coopersville pursuant to this assignment will not be backed by the full-faith and credit of the County of Ottawa.
4. The City of Coopersville, or its designee, and not the County of Ottawa, will be responsible for any and all due diligence requirements, reporting requirements, and any other

continuing administrative obligations inherent in the bonding process, it being the intention of the County of Ottawa to transfer the designated portion of the bonding allocation to the City of Coopersville, but not for the County of Ottawa to assume any financial or administrative obligations as a result of that transfer.

and,

BE IT FURTHER RESOLVED, that all resolutions and parts of resolutions insofar as they conflict with this Resolution are hereby repealed.

YEAS: Commissioners \_\_\_\_\_

\_\_\_\_\_

NAYS: Commissioners \_\_\_\_\_

\_\_\_\_\_

ABSTENTIONS: Commissioners \_\_\_\_\_

\_\_\_\_\_

RESOLUTION ADOPTED.

\_\_\_\_\_  
Chairperson, Ottawa County  
Board of Commissioners

\_\_\_\_\_  
Ottawa County Clerk

STATE OF MICHIGAN     )  
  )ss.  
COUNTY OF OTTAWA     )

I hereby certify that the foregoing is a true and complete copy of a Resolution adopted by the Ottawa County Board of Commissioners, Ottawa County, Michigan, at a regular meeting duly called and held on the \_\_\_\_\_, the original of which is on file in my office.

Date: \_\_\_\_\_, 2010

\_\_\_\_\_  
Clerk, County of Ottawa



# Action Request



**Committee:** Board of Commissioners

**Meeting Date:** 4/13/2010

**Requesting Department:** Information Technology

**Submitted By:** Dave Hulst

**Agenda Item:** Agreement for Information Technology Services

## SUGGESTED MOTION:

To approve and authorize the Board Chair and Clerk to sign the contract between The County of Ottawa and The County of Muskegon for the provision of Information Technology Services.

## SUMMARY OF REQUEST:

This contract will provide Web hosting services on County of Ottawa servers at a monthly rate of \$500 through December 31, 2011 with an option to extend the agreement for one (1) additional two (2) year term by mutual written agreement of the parties.

## FINANCIAL INFORMATION:

Total Cost: \$0.00 | County Cost: \$0.00 | 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: #4

Objective: #6

## ADMINISTRATION RECOMMENDATION:

Recommended

Not Recommended

County Administrator: **Alan G. Vanderberg**

Digitally signed by Alan G. Vanderberg  
DN: cn=Alan G. Vanderberg, o=US, ou=County of Ottawa, ou=Administrator's Office,  
email=avanderberg@miottawa.org  
Reason: I am approving this document  
Date: 2010.04.01 15:42:59 -0400

Committee/Governing/Advisory Board Approval Date: Planning and Policy Committee 04/08/2010

## AGREEMENT FOR INFORMATION TECHNOLOGY SERVICES

This Agreement is made and entered into by and between the County of Ottawa, 12220 Fillmore Street, West Olive, Michigan 49460 (hereinafter referred to as Ottawa County) and the Muskegon County, for and behalf of the Muskegon County Clerk, 990 Terrace, Muskegon, Michigan 49442 (hereinafter referred to as the Clerk).

### Section 1: Recitals

1. Ottawa County maintains Web Hosting services for its own internal uses and in its mission to serve the public.
2. The Clerk is embarking on a project to provide online services to the public. There is a reasonable match between the Clerk's desire for online services and Ottawa County's ability to provide the requisite hosting environment.
3. Ottawa County and Muskegon County each have the necessary legal authority to enter into this Agreement and have completed all preliminary steps required before the execution of this Agreement.

### Section 2: Ottawa County's Responsibilities

1. Using Ottawa County personnel and equipment, Ottawa County shall provide the Clerk with Web Hosting services as follows:
  - a) Ottawa County shall provide certain disk storage, processing capacity, Internet access, and otherwise provide for the hosting of the Clerk's Internet website. Details of Ottawa County's hosting responsibilities are found in Appendix A which is incorporated by reference.
  - b) Ottawa County shall provide for backup of file servers. Details of the backup are found in Appendix B.
  - c) Ottawa County shall abide by its Service Level Agreement, as it may be amended from time to time, setting forth terms of providing Web Hosting services to the Clerk. A copy of the current Service Level Agreement is attached as Appendix C. Ottawa County shall provide prompt notification to Clerk of any changes in the Service Level Agreement.
2. Limitations of Service Concerning Website. Computers need routine maintenance and sometimes break down. Also, Ottawa County cannot control the timing or volume of attempts to access Ottawa County's server. As a result, Ottawa County does not guarantee that the Clerk or any third parties will be able to access the Clerk Website at any particular time. Ottawa County's access services are provided on an "as-is, as-available" basis. The Clerk agrees that its

use of the services and the Internet is solely at the Clerk's risk and is subject to all applicable local, state, national, and international laws and regulations. Ottawa County assumes no responsibility for any commercial transactions attempted or completed involving the Clerk's website. Ottawa County does not own or control all the various facilities and communication lines through which access may be provided. Accordingly, Ottawa County will use its best efforts concerning the security of Clerk's website but cannot guarantee complete security. It is Ottawa County's policy to cooperate with law enforcement authorities and to notify such authorities if it suspects that Clerk or its users are engaged in illegal activities. Ottawa County is responsible for backup and restoration of the content. For purposes of network maintenance, Ottawa County may use, copy, display, store, transmit, translate, view, and distribute the content to multiple servers. Ottawa County is not responsible for transmission errors, disclosure, erasure, or corruption or security of data or content.

3. Ottawa County shall inform the Clerk of potential changes to Ottawa County's Web Hosting environment that are anticipated to impact the Clerk as soon as such potential changes are past the general investigation stage and are declared by Ottawa County to be necessary. Details regarding the potential changes will be provided to the Clerk for its consideration and negotiation between the Clerk and the County for any necessary amendments to this Agreement.

### **Section 3: Clerk's Responsibilities**

1. Unless otherwise specified in Section 2 or supporting appendices, the Clerk shall provide all software, including support agreements and licenses, required for operation of the Clerk's Website.
2. To allow for standardized security across Ottawa County's and the Clerk's networks, the Clerk will accept and enforce Ottawa County's existing policies on "Acceptable Use" and "Remote Access" as those policies may be amended from time to time by Ottawa County. Copies of these policies are attached as Appendix D.
3. The Clerk is solely responsible for its use of equipment and software including the use of the equipment and software by its personnel and/or people gaining access to the equipment or software through the Clerk. The Clerk is solely responsible for obtaining, paying for, and complying with all licenses or maintenance agreements/fees necessary or applicable for the use of such equipment and software. All licenses and/or maintenance agreements shall be maintained in the name of the Clerk.
4. The Clerk shall maintain and be solely responsible for all necessary licenses and shall make copies of such licenses available to Ottawa County upon request.

5. The Clerk shall be solely responsible for the content of its website and the accuracy of the same and shall insure that the content uploaded to the Clerk's Website is in compliance with all applicable laws and regulations and Clerk orders.

#### **Section 4: Payment**

1. Clerk shall remit payment to Ottawa County on a monthly basis for normal support activity.
2. Payment for Web Hosting services shall be calculated as detailed in Appendix C.

#### **Section 5: Availability of Funds**

1. Each obligation of the parties to this agreement is conditioned upon the availability of government funds appropriated or allocated for that obligation. If funds are not allocated and available for continuance of the services performed herein, either party may terminate this Agreement at the end of the period for which funds are available. The parties shall notify the other at the earliest possible time of the services that will or may be affected by the shortage of funds. No penalty shall accrue to either party in the event this provision is exercised, and neither party shall be obligated or liable for any further payments due or for any damages as a result of termination under this Section, other than for services delivered through the effective date of termination.

#### **Section 6: Term of Payment; Termination**

1. Except as otherwise provided, this Agreement shall remain in full force and effect from January 1, 2010 to December 31, 2011. This Agreement may be extended on the same terms and conditions for one (1) additional two (2) year term by mutual written agreement of the parties.
2. This Agreement may be terminated without cause by either party with thirty (30) days written notice to the other party.
3. Should a party commit any breach or default under this Agreement, and should such breach or default not be corrected within ten (10) days after receipt by the party of written notice from the non-breaching party specifying the breach or default, this Agreement may be terminated without further notice by the non-breaching party.
4. At least ninety (90) days before the termination date of this Agreement, the parties shall review and evaluate the terms and conditions herein and the performance

hereunder to consider extension of this Agreement or execution of a subsequent agreement.

5. Upon contract termination, Ottawa County shall return copies of any licenses provided by the Clerk under this Agreement and the Clerk shall return any materials, equipment or software that was provided by Ottawa County. Maintenance of all licenses remains a Clerk responsibility after the termination of this Agreement.
6. Upon notice of termination, Ottawa County shall work with the Clerk staff to effect an orderly transition of responsibilities.

#### **Section 7: Relationship of Parties**

1. Ottawa County shall have no authority or right to obligate the Clerk in any way, nor shall it hold itself out as an employee or agent of the Clerk.
2. The Clerk shall have no authority or right to obligate Ottawa County in any way, nor shall it hold itself out as an employee or agent of Ottawa County.
3. Ottawa County and Clerk staff shall be professional in their conduct and in the performance of their duties under this Agreement.

#### **Section 8: Personnel**

1. Any of Ottawa County's personnel who perform work in accordance with this Agreement shall be qualified to perform their assigned duties. Ottawa County reserves the right to determine which of its personnel shall be assigned to support activities or Project Work, and to replace or reassign such personnel.
2. Ottawa County assumes responsibility for its personnel, and shall make all deductions required of employers by federal, state and local laws, including deductions for social security and withholding taxes, and contributions for unemployment compensation funds, and shall maintain workers' compensation for each of them.
3. Any of the Clerk's personnel who perform work in accordance with this Agreement shall be qualified to perform their assigned duties. The Clerk reserves the right to determine which of its personnel shall be assigned to support activities or Project Work, and to replace or reassign such personnel.
4. The Clerk assumes responsibility for its personnel, and shall make all deductions required of employers by federal, state and local laws, including deductions for social security and withholding taxes, and contributions for unemployment compensation funds, and shall maintain workers' compensation for each of them.

### **Section 9: Documentation**

1. Ottawa County shall maintain books, records, computer records, documents and other evidence relating to performance of the work under this Agreement in accordance with generally accepted accounting and auditing principles and practices with the exception of electronic communications to and from the Help Desk which will be discarded on a regular basis. Ottawa County shall also maintain the financial information and data used by it in the preparation or support of any cost submission. The Clerk or its authorized representatives shall have access, upon reasonable notice, to such books, records, documents and other evidence for the purpose of inspection, audit and copying. Ottawa County shall provide proper facilities for such access and inspection. Ottawa County and Clerk shall maintain all records related to this Agreement for a minimum of six (6) years after this Agreement has been terminated, or for any additional period of time as provided by law.

### **Section 10: Liability and Indemnification**

1. Each party shall indemnify and defend the other party, its officials, officers, agents, employees and assigns, from and against all loss, damage or injury, and reasonable costs and expenses, including attorney fees and costs of any suit related thereto, arising from bodily injury or death of any person, or property damage incurred, with respect to third party causes of action or actions brought by employees of either party against the indemnified party arising out of the negligent acts or omissions or willful misconduct of the indemnifying party, its subcontractors, or anyone directly or indirectly employed by it, associated with its performance hereunder.
2. The Clerk agrees that the website services are provided "AS IS" and on an "AS AVAILABLE" basis.

**OTTAWA COUNTY'S LIABILITY TO CLERK UNDER THIS AGREEMENT IS LIMITED TO THE WARRANTY AND SERVICE LEVEL GUARANTEE SET FORTH IN SECTION 2 ABOVE. OTTAWA COUNTY DISCLAIMS ANY AND ALL WARRANTIES, WHETHER EXPRESS OR IMPLIED, INCLUDING BUT NOT LIMITED TO THE IMPLIED WARRANTY OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, OR ANY WARRANTY THAT THE SERVICE OR NETWORK TRANSPORT WILL BE UNINTERRUPTED OR ERROR-FREE. IN NO EVENT SHALL OTTAWA COUNTY OR ANY OTHER PARTY INVOLVED IN PROVIDING SERVICES UNDER THIS AGREEMENT BE LIABLE TO CLERK OR ANY THIRD PARTY FOR ANY DIRECT, INDIRECT, SPECIAL, CONSEQUENTIAL PUNITIVE OR INCIDENTAL DAMAGES, INCLUDING WITHOUT LIMITATION LOST PROFITS OR LOSS OR DAMAGE TO DATA ARISING OUT OF THE USE, PARTIAL USE, OR INABILITY TO USE THE**

SERVICES, WHETHER ARISING IN CONTRACT OR IN TORT, OR RESULTING FROM THE FAULT OR NEGLIGENCE OF OTTAWA COUNTY, EVEN IF OTTAWA COUNTY HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. OTTAWA COUNTY DOES NOT MONITOR OR EXERCISE CONTROL OVER THE CONTENT OR THE INFORMATION RESIDING ON ITS WEB-HOSTING SERVERS OR TRANSMITTED THROUGH ITS SYSTEM.

OTTAWA COUNTY MAKES NO WARRANTY REGARDING ANY TRANSACTIONS EXECUTED THROUGH THE CLERK WEBSITE, AND CLERK UNDERSTANDS AND AGREES THAT SUCH TRANSACTIONS ARE CONDUCTED ENTIRELY AT CLERK'S OWN RISK. THE FOREGOING DISCLAIMER SHALL APPLY UNLESS OTHERWISE PROHIBITED BY LAW.

3. Ottawa County will not be liable for delays, damages, or failures in performance due to events of *force majeure*, including, but not limited to, acts of a governmental body, acts of God, acts of third parties, fires, floods, strikes or other labor-related disputes, an inability to obtain necessary equipment or services, the severing of off-site communication lines, or other events of *force majeure*

#### **Section 11: Governmental Immunity**

1. Neither party waives its governmental immunity by entering into this Agreement, and fully retains all immunities and defenses provided by law with respect to any action based upon or occurring as a result of this Agreement.

#### **Section 12: Compliance with Civil Rights Laws**

1. Neither party shall discriminate against any employee or applicant for employment with respect to hire, tenure, terms, conditions or privileges of employment, or a matter directly or indirectly related to employment, because of race, color, religion, national origin, age, sex, height, weight, marital status, or disability unrelated to the individual's ability to perform the duties of a particular job or position. Breach of this Section by either party shall constitute a material breach of this Agreement, and the non-breaching party shall be entitled to terminate this Agreement. Pursuant to MCLA §423.321 et seq., dealing with unfair labor practices, this Agreement may be terminated by either party, or one or more of its subcontractors or suppliers, appears in the register compiled in accordance with MCLA §423.322. Each party shall observe and comply with all applicable federal, state and local laws, ordinances, rules and regulations, which shall be deemed to include, but not be limited to, the Elliott-Larsen Civil Rights Act, and the Persons with Disabilities Civil Rights Act.

### **Section 13: Notice**

1. All notices, demands or other writings permitted or required by the terms of this Agreement shall be deemed to have been fully given, made or sent when made in writing and deposited in the United States Mail, registered and postage prepaid, and addressed to the Contract Administrators as follows:

County:                   **David Hulst**  
Ottawa County Information Technology Department  
12220 Fillmore  
West Olive, Michigan 49460

Clerk:                    **Nancy A. Waters**  
Muskegon County Clerk of the Court  
990 Terrace  
Muskegon, Michigan 49442

The address to which any notice, demand or other writing may be given or sent to any party may be changed by written notice given to the other party.

### **Section 14: Entire Agreement**

1. This Agreement, together with any affixed schedules, exhibits or addenda referred to herein, shall constitute the entire agreement between the parties. Any prior understanding, representation or negotiation of any kind preceding the date of this Agreement shall not be binding upon either party except to the extent incorporated in this Agreement.

### **Section 15: Modification**

1. Any modification of this Agreement or additional obligation assumed by either party in connection with this Agreement shall be binding only if evidenced in a writing signed by each party or its authorized representative.

### **Section 16: Partial Invalidity**

1. The partial invalidity of any portion of this Agreement shall not be deemed to affect the validity of any other provision. In the event that any provision of this Agreement is held to be invalid, the parties agree that the remaining provisions shall be deemed to be in full force and effect as if executed by both parties subsequent to the expunction of the invalid provision.



**Section 17: Absence of Waiver**

1. The failure of either party to insist on the performance of any of the terms and conditions of this Agreement, or the waiver of any breach of such terms and conditions, shall not be construed as thereafter waiving such terms and conditions, which shall continue and remain in full force and effect as if no such forbearance or waiver had occurred.

**Section 18: Assignment**

1. The rights and obligations of each party under this Agreement are personal to that party and may not be assigned or transferred to any other person, firm, corporation or other entity without the prior written consent of the other party. In the event of a proper assignment, this Agreement shall be binding upon and inure to the benefit of the parties' successors and assigns.

**Section 19: No Third Party Benefit**

1. The provisions of this Agreement are for the benefit of the parties hereto, and not for the benefit of any other person or legal entity.

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

County of Ottawa

By: \_\_\_\_\_

Philip Kayers, Chairman  
Board of County Commissioners

Date: \_\_\_\_\_

By: \_\_\_\_\_

Daniel C. Krueger, Clerk

Date: \_\_\_\_\_

County of Muskegon

By: \_\_\_\_\_

Muskegon County Board Chairperson

Date: \_\_\_\_\_

By: Nancy A. Waters  
Nancy A. Waters, County Clerk

Date: March 23, 2010

## Appendix A

### **Internet Hosting**

Ottawa County shall provide the following to the Clerk to Web Hosting services:

#### Site Hosting

- DNS hosting for domain name to be maintained by the Clerk.
- Seven (7) servers, which are as described below. These will be shared servers; the other services operating are those that support Ottawa County's eGovernment portal, miOttawa.org. Some of these servers may be virtual; ie, several servers appear to exist but in fact are running on the same physical hardware.
  - One (1) production web server, which will support the domain of Clerk's choosing.
    - Windows Server Operating System
    - Apache Web Server software
    - One (1) gigabyte (GB) disk space
  - One (1) production application server
    - Windows Server Operating System
    - Resin Application Server software
    - Five (5) gigabytes (GB) disk space
  - One (1) database server, used for production, staging, and development
    - Windows Server Operating System
    - Microsoft SQL
    - Six (6) gigabytes (GB) disk space
  - One (1) staging application/development server
    - Windows Server Operating System
    - Apache Web Server software
    - One (1) gigabyte GB disk space
- Shared access to Ottawa County's bandwidth used for web hosting.
- VPN (Virtual Private Network) for developer access to the servers supporting Clerk
- Daily server backups, with restores available upon request
- Reasonable system administration support
- Reasonable database administrator support
- All servers except the production web server will be placed behind a firewall for increased data security.
- Coordination of Domain Name Services (DNS) support so that all servers are readily accessible

#### Caveats:

- Any web development / maintenance firm chosen by Clerk must be capable of complying with the security mechanisms utilized by Ottawa County and approved by Ottawa County. Costs of compliance will not be borne by Ottawa County.

- This service is offered as an inter-governmental courtesy; it is not the intent of Ottawa County to enter into a regular business of website hosting
- All server software identified above in the server listing will be provided and paid by Ottawa County. Any other software (i.e.... applications) required will be at the expense of the Clerk.
- No other server software will be allowed unless mutually agreed, in writing, by both Clerk and Ottawa County.
- The acquisition of domain names and security certificates will be the responsibility of the Clerk.
- Any storage and / or bandwidth needs by Clerk over and above those offered in the base service will be at additional cost, to be mutually negotiated and agreed between Clerk and Ottawa County.
- While Ottawa County will make all best efforts to keep Clerk's site available on a 24 x 7 basis, Ottawa County cannot guarantee that level of "up time." Ottawa County reserves the right to schedule, with advance notification, outages from time to time for hardware or software maintenance activities. Further, restoration of Clerk's site will be of a lesser priority than restoration of Ottawa County's site in the event of an unforeseen service interruption.

## Appendix B

### Server Backup

Backups of servers shall be taken as follows:

- Daily
  - Monday through Friday.
    - Five tape sets
- Weekly
  - Friday evening
    - Ten tape sets
- Monthly
  - Month-end evening
    - Three tape sets

**Appendix C**

**Monthly Support (Non-Project) Pricing**

Website hosting, at \$500 per month for facilities and services listed in Appendix A.

# Action Request



**Committee:** Board of Commissioners

**Meeting Date:** 4/13/2010

**Requesting Department:** Fiscal Services

**Submitted By:** June Hagan

**Agenda Item:** County Policies

## SUGGESTED MOTION:

To receive for comment the following proposed policies for review: General Policies: 001 - Administrator's Evaluation, 002 - Identify Theft Prevention; Fiscal Policies: 024 - Sale or Disposal of Used Equipment & Personal Property Policy, 025 - Travel and Meals Policy; Facilities Policies: 001 - Facilities Use Policy, 002 - Wellness Center Policy. (First Reading)

## SUMMARY OF REQUEST:

County policies require periodic review and updates. This request is to review the County policies and forward them to the Board of Commissioners for a first and second reading and approve. (First Reading)

## FINANCIAL INFORMATION:

Total Cost: \$0.00 | County Cost: \$0.00 | 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: #4

Objective: #1

## ADMINISTRATION RECOMMENDATION:

Recommended

Not Recommended

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@mottawa.org  
Reason: I am approving this document  
Date: 2010.04.08 10:37:47 -0400

Committee/Governing/Advisory Board Approval Date: Planning and Policy 4/08/2010

# ***OTTAWA COUNTY BOARD OF COMMISSIONERS***

## **ADMINISTRATOR'S EVALUATION POLICY**

### **I. POLICY**

This policy is established to assure an evaluation of the County Administrator is completed in a timely and regular manner.

### **II. STATUTORY REFERENCES**

The Board of Commissioners may establish such rules and regulations regarding the business concerns of the County as the Board considers necessary and proper. See: MCL 46.11(m); Act 156 of 1851, as amended.

### **III. COUNTY LEGISLATIVE OR HISTORICAL REFERENCES**

The original Board Policy on this subject matter was adopted in May 1999.

Board of Commissioners Resolution Number and Policy Adoption Date: BC 01-032, January 23, 2001.

Name and Date of Last Committee Review.



## **Administrator's Evaluation Procedures**

### **PROCEDURE**

1. Human Resources will provide to each Commissioner a copy of the Administrator's Evaluation Form (see attached) by October 1 of each year.
2. Each Commissioner should complete and return the Evaluation Form to the Board Chairperson by November 1 of each year.
3. The Board Chairperson shall appoint a three (3) person committee consisting of the Board Chair, Vice Chair and Finance Committee Chair at the second Board Meeting in October. The Committee shall be approved by the Board of Commissioners.
4. The Committee shall review the completed Board members' evaluation of the Administrator by November 15, and personally meet with the Administrator by December 1. The Committee will give an oral and written evaluation of the Administrator's past years performance, and during this meeting the Administrator shall submit his/her goals and objectives for the upcoming year.
5. The Evaluation Committee shall submit a written report to the full Board of Commissioners by December 15.
6. The Evaluation Form shall be reviewed by December 30 in every even numbered calendar year by the Evaluation Committee. Any changes to the Evaluation Form recommended by the Evaluation Committee and/or the Administrator shall be referred to the Planning and Policy Committee for consideration no later than the next February meeting of the Committee.

### **REVIEW PERIOD**

The County Administrator will review this Policy at least once every two years, and will make recommendations for changes to the Planning & Policy Committee.

**OTTAWA COUNTY BOARD OF COMMISSIONERS**

**OTTAWA COUNTY BOARD OF COMMISSIONERS**  
**IDENTITY THEFT PREVENTION PROGRAM POLICY**

**I. POLICY:**

Ottawa County will establish and administer an Identity Theft Prevention Program Policy applicable to all covered departments designed to detect, prevent and mitigate identity theft in connection with the opening of a covered account or an existing covered account, and to provide for continued administration of the Program in compliance with the Federal Trade Commission's Red Flags Rule (Part 681 of Title 16 of the Code of Federal Regulations) implementing Sections 114 and 315 of the Fair and Accurate Credit Transactions Act (FACT Act) of 2003, and to comply with other requirements of state and federal law concerning client and patient confidentiality.

Under the Red Flag Rule, every financial institution and creditor, including, in appropriate instances, a local governmental entity, is required to establish an "Identity Theft Prevention Program" tailored to its size, complexity and the nature of its operation. Each program must contain reasonable policies and procedures to:

1. Identify relevant Red Flags for new and existing covered accounts and incorporate those Red Flags into the Program;
2. Detect Red Flags that have been incorporated into the Program;
3. Respond appropriately to any Red Flags that are detected to prevent and mitigate Identity Theft; and
4. Ensure the Program is updated periodically, to reflect changes in risks to customers or to the safety and soundness of the creditor from Identity Theft.

**II. STATUTORY REFERENCES**

16 CFR 681, Sections 114 and 315 of the Fair and Accurate Transactions Act (FACTA) of 2003.

MCL 46.11(l)

**III. COUNTY LEGISLATIVE OR HISTORICAL REFERENCES**

Board of Commissioners Policy Adoption Date and Resolution Number: \_\_\_\_\_

Board of Commissioners Review Date and Resolution Number: \_\_\_\_\_

Name and Date of Last Committee Review: \_\_\_\_\_

Related Policies: \_\_\_\_\_

**OTTAWA COUNTY BOARD OF COMMISSIONERS**  
**IDENTITY THEFT PREVENTION PROGRAM POLICY**

**PROCEDURE**

**A. Definitions**

- i. Identifying information means any name or number that may be used, alone or in conjunction with any other information, to identify a specific person, including: name, address, telephone number, social security number, date of birth, government issued driver's license or identification number, alien registration number, government passport number, employer or taxpayer identification number, unique electronic identification number, computer's Internet Protocol address, or routing code.
- ii. Identity theft means fraud committed or attempted using the identifying information of another person without authority.
- iii. A covered account means:
  - a. An account that a financial institution or creditor offers or maintains, primarily for personal, family, or household purposes that involves or is designed to permit multiple payments or transactions. Covered accounts include credit card accounts, mortgage loans, automobile loans, margin accounts, cell phone accounts, utility accounts, checking accounts and savings accounts; and
  - b. Any other account that the financial institution or creditor offers or maintains for which there is a reasonably foreseeable risk to customers or to the safety and soundness of the financial institution or creditor from identity theft, including financial, operational, compliance, reputation or litigation risks.
- iv. A covered department means the Ottawa County Health Department, Ottawa County Mental Health Agency, Ottawa County Fiscal Services Department, Ottawa County Michigan Works!/Community Action Agency, Human Resources, and any other department identified in writing by the Administrator as a department or agency of the county which processes transactions in covered accounts.
- v. A red flag means a pattern, practice or specific activity that indicates the possible existence of identity theft.

**B. Identification of Red Flags**

Ottawa County identifies the following red flags, in each of the listed categories for all covered departments of the County:

1. Suspicious Documents
  - i. Identification document or card that appears to be forged, altered or inauthentic;

- ii. Identification document or card on which a person's photograph or physical description is not consistent with the person presenting the document;
- iii. Other document with information that is not consistent with existing customer information (such as if a person's signature on a check appears forged); and
- iv. Application for service that appears to have been altered or forged.

2. Suspicious Personal Identifying Information

- i. Identifying information presented that is inconsistent with other information the customer provides (example: inconsistent birth dates);
- ii. Identifying information presented that is inconsistent with other sources of information (for instance, an address not matching an address on a credit report);
- iii. Identifying information presented that is the same as information shown on other applications that were found to be fraudulent;
- iv. Identifying information presented that is consistent with fraudulent activity (such as an invalid phone number or fictitious billing address);
- v. Social security number presented that is the same as one given by another customer;
- vi. An address or phone number presented that is the same as that of another person;
- vii. A person fails to provide complete personal identifying information on an application when reminded to do so (however, by law social security numbers must not be required); and
- viii. A person's identifying information is not consistent with the information that is on file for the customer.

3. Suspicious Account Activity or Unusual Use of Account

- i. Change of address for an account followed by a request to change the account holder's name;
- ii. Payments stop on an otherwise consistently up-to-date account;
- iii. Account used in a way that is not consistent with prior use (example: very high activity);
- iv. Mail sent to the account holder is repeatedly returned as undeliverable;
- v. Notice to the covered department that a customer is not receiving mail sent by the covered department.
- vi. Notice to the covered department that an account has unauthorized activity;
- vii. Breach in the County's computer system security; and
- viii. Unauthorized access to or use of customer account information.

4. Alerts from Others

- i. Notice to the covered department from a customer, identity theft victim, law enforcement or other person that it has opened or is

maintaining a fraudulent account for a person engaged in Identity Theft.

### **C. Detecting Red Flags**

**1. New Accounts.** In order to detect any of the Red Flags identified above associated with the opening of a new account, personnel of a covered department will, to the extent permitted by law, take the following steps to obtain and verify the identity of the person opening the account:

- i. Require certain identifying information such as name, date of birth, residential or business address, principal place of business for an entity, driver's license or other identification;
- ii. Verify the customer's identity (for instance, review a driver's license or other identification card);
- iii. Review documentation showing the existence of a business entity; and/or
- iv. Independently contact the customer.

**2. Existing Accounts.** In order to detect any of the Red Flags identified above for an existing account, personnel of a covered department will take the following steps to monitor transactions with an account:

- i. Verify the identification of customers if they request information (in person, via telephone, via facsimile, via email);
- ii. Verify the validity of requests to change billing addresses; and
- iii. Verify changes in banking information given for billing and payment purposes.

### **D. Preventing and Mitigating Identity Theft**

In the event personnel of a covered department detect any identified Red Flags, such personnel shall take one or more of the following steps, depending on the degree of risk posed by the Red Flag:

#### **1. Prevent and Mitigate**

- i. Continue to monitor an account for evidence of Identity Theft;
- ii. Contact the customer;
- iii. Change any passwords or other security devices that permit access to accounts;
- iv. Not open a new account;
- v. Close an existing account;
- vi. Reopen an account with a new number;
- vii. Notify the County Fiscal Services Director for determination of the appropriate step(s) to take;

- viii. Notify law enforcement; and/or
- ix. Determine that no response is warranted under the particular circumstances.

## **2. Protect customer identifying information**

- i. In order to further prevent the likelihood of identity theft occurring with respect to County accounts, the County will take the following steps with respect to its internal operating procedures for covered departments to protect customer identifying information:
- ii. Ensure that its website is secure or provide clear notice that the website is not secure;
- iii. Ensure complete and secure destruction of paper documents and computer files containing customer information;
- iv. Ensure that office computers are password protected and that computer screens lock after a set period of time;
- v. Keep offices clear of papers containing customer information;
- vi. Request only the last 4 digits of social security numbers (if any);
- vii. Ensure computer virus protection is up to date; and
- viii. Require and keep only the kinds of customer information that are necessary.

## **E. Client or Patient Confidentiality**

Nothing herein shall require a covered department to adopt policies and procedures which violate any client or patient confidentiality requirements of state and federal law. To the maximum extent practicable, internal policies and procedures implemented hereunder shall be developed, administered and interpreted to comply with such client or patient confidentiality requirements.

## **F. Program Updates**

This Policy and these procedures will be periodically reviewed and updated to reflect changes in risks to customers and the security of the County from Identity Theft. As needed and at not more than three (3) years intervals, the County Administrator will consider the County's experiences with Identity Theft situations, changes in Identity Theft methods, changes in Identity Theft detection and prevention methods, changes in types of accounts the County maintains and changes in the County's business arrangements with other entities. After considering these factors, the County Administrator will determine whether changes to the Program, including the listing of Red Flags, are warranted. If warranted, the County Administrator will present the Board of Commissioners with his/her recommended changes and the Board will make a determination of whether to accept, modify or reject those changes to the Program.

## **G. Program Administration**

1. **Oversight.** Responsibility for developing, implementing and updating this Program lies with the County Administrator reporting to the Board of Commissioners. The County Administrator will be responsible for Program administration, for ensuring appropriate training of County staff on the Program, for reviewing any staff reports regarding the detection of Red Flags and the steps for preventing and mitigating Identity Theft, determining which steps of prevention and mitigation should be taken in particular, circumstances and considering periodic changes to the Program.
2. **Staff Training and Reports.** County staff within covered departments who are responsible for implementing the Program shall be trained in the detection of Red Flags, and the responsive steps to be taken when a Red Flag is detected. County staff is required to provide reports to the Program Administrator on incidents of Identity Theft, the County's compliance with the Program, and the effectiveness of the Program.
3. **Specific Program Elements and Confidentiality.** For the effectiveness of Identity Theft prevention Programs, the Red Flag Rule envisions a degree of confidentiality regarding Ottawa County's specific practices relating to Identity Theft detection, prevention and mitigation. Therefore, under this Program, knowledge of such specific practices are to be limited to those employees who need to know them for purposes of preventing Identity Theft. Because this Program is to be adopted by a public body and thus publicly available, it would be counterproductive to list these specific practices here. Therefore, only the County's general red flag detection, implementation and prevention practices are listed in this document.



# County of Ottawa

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## OTTAWA COUNTY BOARD OF COMMISSIONERS

### ADMINISTRATIVE POLICY – SALE OR DISPOSAL OF USED COUNTY EQUIPMENT AND PERSONAL PROPERTY

I. POLICY

Equipment, supplies and other County-owned personal property which has been determined to be obsolete, worn out, or no longer needed by the County shall be sold or otherwise disposed of in a manner which promotes public confidence in the fiscal integrity and good stewardship of the County.

II. STATUTORY REFERENCES

The Board of Commissioners may establish such rules and regulations regarding the business concerns of the County as the Board considers necessary and proper. See: MCL 46.11(m); Act 156 of the Public Acts of 1851, as amended.

III. COUNTY LEGISLATIVE OR HISTORICAL REFERENCES

The original Board policy on this subject matter was adopted on \_\_\_\_\_.



ADMINISTRATIVE POLICY – SALE OR DISPOSAL OF USED COUNTY EQUIPMENT AND  
PERSONAL PROPERTY

PROCEDURES

Equipment, supplies or other County personal property which has been determined by a Department Head or the Fiscal Services Director to be obsolete, worn out or no longer needed by the County shall be disposed of in the following manner:

- (1) For Items Over \$5,000 (Original Cost):
  - (a) Disposal shall be by auction, sealed bid, public offering, or any other method the Fiscal Services Director deems to be in the County's best interest.
  - (b) A file shall be maintained by the Fiscal Services Director containing the following information on each item disposed of:
    - (1) Item Description
    - (2) Tag Number
    - (3) Original Cost and Date of Purchase if available
    - (4) Date of Transfer or Sale
    - (5) Dollar Amount Received at Sale
    - (6) Method of Transfer-Auction, Sealed Bid, Public Offering, Other
- (2) For Items under \$5,000 (Original Cost) or Lost, Stolen, Unclaimed and Other Property:
  - (a) The Fiscal Services Director shall sell or otherwise dispose of these items in a manner which encourages fairness and price competition and/or as appropriate for the situation.
  - (b) A file shall be maintained by the Fiscal Services Director indicating the date, method of disposition, amount of sale, and a description of the item sold.

Whenever fiscally prudent to do so, equipment, supplies or other County personal property which has no resale value shall be disposed of in an environmentally responsible manner, which, whenever possible, provides for the recovery, recycling, and safe disposal of such materials and their constituent parts. The County will not donate County equipment or personal property. Employees may purchase surplus equipment per (1)(a) above. The County may establish programmatic exceptions to this rule that benefit County purposes.

REVIEW PERIOD

The County Administrator will review this Policy at least once every two years, and will make recommendations for changes to the Planning & Policy Committee.



# County of Ottawa

## TRAVEL AND MEAL POLICY

### I. POLICY

This policy shall apply to all County employees, elected and appointed officials, and any other person who submits a travel or expense voucher to the County for reimbursement.

The responsibility for ensuring compliance with this policy rests with each traveler's department head. The Administrator and/or the Administrator's designee reserves the right to question travel vouchers which appear to violate the intent of this policy or to waive, where special circumstances warrant, any regulation/requirement herein.

All officers, employees and persons traveling on official business are expected to exercise the same care in incurring expenses that a prudent person would exercise if traveling on personal business. The person authorized to approve reimbursement of expenses is the traveler's department head.

The County Administrator and/or the Administrator's designee is responsible for interpretation and enforcement of this policy as they apply to all County employees, elected officials, and non-County personnel but excluding the County Administrator. The Finance and Administration Committee of the Board of Commissioners is responsible for interpretation and enforcement of this policy as they apply to the County Administrator, and may hear appeals of the Administrator's interpretation of this policy.

### II STATUTORY REFERENCES

Internal Revenue Service Code.

The Board of Commissioners may establish such rules and regulations regarding the business concerns of the County as the Board considers necessary and proper. See: MCL 46.11(m); Act 156 of 1851, as amended.

### III COUNTY LEGISLATIVE OR HISTORICAL REFERENCES

The original Board policy on this subject matter was adopted in January 28, 1992.

Board of Commissioners Resolution Number: BC 92-58

Board of Commissioner Review Date and Resolution Number: BC 04-172, July 2004

Board of Commissioners Revised Adopted Date: BC 04-185, August 2004

Name and Date of Last Committee Review: Planning and Policy – April 18, 2001/Personnel Committee June 14, 2004.

## **IV. PROCEDURES**

### **A. GENERAL INFORMATION**

1. All expenses must be annotated. A person must substantiate an expenditure for travel by adequate records or by sufficient evidence corroborating his/her own statement as to: (a) amount, (b) time and place, (c) business purpose, and (d) business relationship to taxpayers (IRS Code Section 954A) Also, an arrangement is not a reimbursement or an express expense allowance arrangement if it (a) does not require the employee to substantiate the covered expenses to the employer or (b) allows an employee to retain amounts in excess of substantiated covered expenses (IRS Code Section 941A).
2. Use of credit cards will be accepted as evidence of payment if supported by a detailed receipt, appropriately annotated to support cash payments.
3. Actual travel expenses of persons, other than County employees, who are called upon to contribute time and services as consultants, advisers or volunteers, must be authorized by the appropriate department head. Documentation must be furnished as required by these regulations. Complete explanation and justification must be shown on the vouchers. This type of expense should be submitted on the Expense Voucher.
4. Authority for Travel: All travel other than normally assigned in-County travel and travel of less than one day (not overnight), shall be duly authorized and approved by the department head. Sufficient budgeted funds must be available for such travel except that the Board of Commissioners may authorize travel and provide non-budgeted funds upon special request.
5. Advances for Travel: Normally, all travelers on official business for the County are expected to provide themselves with funds to cover their expenses. (Reimbursements will be processed in weekly check runs).
  - a. The county will pay direct the following expenses:
    1. Registration costs for conferences and seminars.
    2. Public transportation costs (i.e., air, boat, bus or rail).
    3. Lodging charges.
  - b. In unusual cases, an actual advance can be requested. The advance will be determined by using the per diem guidelines established in this policy and the following are met:
    1. The travel advance is authorized by the Administrator and/or the Administrator's designee who is to ensure that the advance is reasonable and complies with these regulations.
    2. Upon the traveler's return, a final accounting of the actual expenses incurred plus required receipts will be submitted to the Fiscal Services Department within fifteen (15) days on an Expense Voucher.

## **B. EXPENSE VOUCHERS**

1. The Expense Voucher form is to be used for reimbursement of expenses
2. The expenses of only one person shall be included on a single expense voucher, except when an employee in a custodial capacity is responsible for and pays expenses of other who accompany him or her. Names of others must be recorded on the expense voucher.
3. Itemized receipts must be attached for all items of expenses. Any receipt not submitted where required by this policy may cause the expense for same to be denied or reimbursed at rates determined by the Administrator or Administrator's designee.
4. Expense vouchers shall be submitted within fifteen (15) days after incurring the expenditures.

## **C. TRANSPORTATION**

All travel must be by "usually" traveled route. In case a person travels by an indirect route for his or her own convenience, or uses a slower or more expensive mode of transportation, any extra costs shall be borne by the traveler and reimbursement for expenses will be based on only such charges as would have been incurred by a usually traveled route as determined by the Administrator and/or the Administrator's designee, i.e. Person has a conference in Denver, Colorado, scheduled to start Monday at 8:30 a.m. and concludes Friday at 11:00 a.m. The airlines schedule would allow the traveler to depart Sunday and allow them to return Friday. If for whatever reason the individual elected to drive there and back leaving Saturday and returning Sunday, expenses incurred for lodging and meals on Saturday and the following Saturday and Sunday would not be reimbursed by the County.

1. **Public Carrier:** The expense of traveling by public carrier (rail, airplane, boat) will be allowed on the basis of actual cost. All travelers are expected to travel by the most economical mode of transportation. Transportation expense in excess of the cost of coach-class air fare will not be allowed unless justification therefore is given and the approval of the Administrator and/or the Administrator's designee is obtained before leaving on the proposed trip. The cost for luggage on the public carrier will be reimbursed.
2. **Private Automobile:** If travel is by privately owned automobile, the traveler will be reimbursed at the rate established by the Board of Commissioners. (See Mileage Policy) If the travel is by private automobile, the maximum allowance will be the established mileage rate or coach-class air fare (round trip), whichever is the lesser amount.
3. Any transportation arrangements other than what is covered above will require specific approval by the Administrator and/or the Administrator's designee, prior to commencing travel.

## **D. LODGING**

The actual paid lodging receipt is required for lodging reimbursement. Any change in hotel charges during continuous occupancy by an employee must be explained on the voucher. Documentation must show single occupancy rate as certified by the hotel or other lodging. IRS Tax Code Section 954A: A taxpayer must have documentary evidence for any lodging expense while traveling away from home.

1. When a traveler in County travel status shares hotel or other lodging with non-county travelers (family members, friends, etc.), reimbursement to the traveler will be as follows:

a. If hotel or other lodging is shared with one or more non-County travelers who receive no travel reimbursement from another source, reimbursement to the traveler will be at the rate of single occupancy as certified by the hotel or other lodging (the rate of single occupancy must be on the receipt) regardless of the number of persons and/or rooms occupied. At no time will reimbursement be allowed for an additional room, or for non-County travelers.

b. If hotel or other lodging is shared with a County or non-County traveler on County business who is receiving reimbursement for travel, reimbursement will be reduced by a proportionate amount of the bill, based on the number of persons occupying the room.

2. Only out-of-county lodging will be reimbursed.

## **E. MISCELLANEOUS EXPENSES**

Miscellaneous expenses incidental to official County travel shall be held to the minimum amount required for essential and efficient conduct of County business. The department head or his/her authorized representative approving the travel voucher will be held responsible for their certification for all items of expense as being necessary and correct. The following miscellaneous items are reimbursable with appropriate receipts:

1. **Registration Fees:** Enrollment or registration fees for conventions and meetings, associations or organizations are allowable for individuals attending as official representatives of the County. Receipts must be attached to the voucher. Registration literature must be attached indicating if meals are included in the fee. If meals are included in the registration fee, corresponding meals are not reimbursable.

2. **Parking Fees:** Reimbursement for parking fees is allowable, with receipts.

3. **Taxi Cab:** Necessary taxi cab fares will be allowed with receipts. If receipts are not available, a full explanation is required.

4. **Car Rental:** Allowable only if: (a) approved in advance of travel by the Administrator or the Administrator's designee, (b) it is more advantageous for County business and (3) more economical than some other mode of transportation. Explanation and receipt are required.

5. Fax: Charges are allowable when necessary for official business. A full explanation is required to include date, place person faxed and the nature of the business.
6. Personal Expenses: The County will not reimburse for the following: fees and tips for valets<sup>1</sup>, flight insurance, housekeeping/maid service, alcoholic beverages, cleaning and pressing clothing, renting movies, snacks and similar personal expenses.
7. Personal Phone Calls: An employee is allowed one phone call home (duration not to exceed 5 minutes) for each day away.
8. Health Club Costs: Reimbursement for reasonable costs not to exceed \$10.00 per day for use of health club facilities during travel greater than one day. Receipts are required for reimbursement.
9. Baggage Handling: Charges for handling and checking baggage at hotels, depots, and terminals are allowable, when such charges are incurred as a necessary expense of the trip and not for the convenience of the traveler. The allowable rate shall not exceed \$2.00 at each point of handling.
10. Toll Bridge, Toll Road, and Ferry Boat Expenses: Toll bridge, toll road and ferry boat expenses are allowed with receipts.

## **F. MEALS**

A traveler is entitled to a full day's meal reimbursement when travel commences before 7:00 a.m. and extends beyond 8:00 p.m. or they are out of town at a multi-day conference, seminar or training session. Whenever meals are included in the registration fee, provided by public transportation or paid by others, the traveler shall not be entitled to any allowance for those particular meals.

1. Meals will not be reimbursed for non-County travelers (spouses, members of a family, friends, etc.)
2. In-county meals will be reimbursed for Associations or Organization meetings with a receipt.
3. Guest Meals: The cost of guest meals is reimbursed only if it can be shown that such cost is necessary to conduct official County business and has prior approval of the Administrator. In no case will the amount allowed be in excess of the maximum established in this policy. Full explanation must be given on the voucher, including the name, position, and employer of the guest, nature of business discussed and how it relates to the County as required by the IRS Code. Alcoholic beverages are not reimbursable by the County. The total cost of the meals for guests cannot exceed the amount permitted an employee. A detailed receipt is required for a guest meal.
4. Food Services/Tips: The maximum allowable tip for meals is 20% of the actual meal cost, excluding alcoholic drinks.

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<sup>1</sup> Fees and tips for valet charges will be reimbursed, when accompanied with receipts, when such charges are incurred as a necessary expense of the trip and not for the convenience of the traveler.

5. The following are the maximum rates established for meal reimbursement with receipts:

		In-State	Select Cities <sup>2</sup>	Out-of-State	Select Cities <sup>3</sup>
Breakfast	Travel must commence prior to 7:00 a.m. and extend beyond 8:30 a.m.	\$8.00	\$9.00	\$10.00	\$12.00
Lunch	Travel must commence prior to 11:30 a.m. and extend beyond 2:00 p.m.	\$12.00	\$13.00	\$15.00	\$18.00
Dinner	Travel must commence prior to 6:30 p.m. and extend beyond 8:00 p.m.	\$26.00	\$29.00	\$31.00	\$36.00
Total Reimbursement <sup>4</sup>		\$46.00	\$51.00	\$56.00	\$66.00

6. Days Defined: In computing the meal allowance for continuous travel of more than 24 hours, the hour of departure shall be considered as the beginning of the day, and for each full 24 hour period thereafter, the employee shall be entitled to the authorized maximum meal reimbursement with proper documentation:

Examples:

- a. Departure – June 1, 9:00 a.m.  
Return – June 5, 4:30 p.m.  
Allowable – June 1, lunch and dinner; June 2 through June 4, three (3) full day meals; June 5, breakfast and lunch plus four (4) days lodging.
- b. Departure – June 1, 3:00 p.m.  
Return – June 2, 10:30 a.m.  
Allowable – dinner, lodging, breakfast.

## G. TRAVEL OUTSIDE THE CONTIGUOUS 48 STATES

Reimbursement for all expenses related to conferences or travel outside the contiguous 48 states must be approved in advance of the travel by the Finance and Administration Committee.

<sup>2</sup> Select Cities in-state: Charlevoix, Mackinaw Island, Ann Arbor, Detroit, Pontiac and South Haven.

<sup>3</sup> Select Cities out-of-state: Los Angeles, San Francisco, San Diego, Washington D.C., Chicago, New Orleans, Baltimore, Boston, Las Vegas, New York, Austin Texas, Dallas, Houston.

<sup>4</sup> Total excludes a maximum 20% tip.



# County of Ottawa

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## OTTAWA COUNTY BOARD OF COMMISSIONERS

### FACILITIES USE POLICY

#### I. POLICY

The County makes its facilities available for public use for organizations, employees of Ottawa County, and non-employees of Ottawa County. County facilities include County rooms, buildings and grounds. Users of County facilities must comply with all County rules and regulations during the rental period. Users must also leave County facilities in neat, clean, and orderly condition upon vacating the facility. The County shall be indemnified and held harmless from any and all claims and liabilities caused by the rental of a County facility.

This policy applies to all organizations or individuals wishing to rent a room and/or parking lot from the County.

This policy does not apply to Parks and Recreation Department reservation system for Park Facilities.

#### II. STATUTORY REFERENCES

The Board of Commissioners may establish such rules and regulations regarding the business concerns of the County as the Board considers necessary and proper. See: MCL 46.11(m); Act 156 of the Public Acts of 1851, as amended.

#### III. COUNTY LEGISLATIVE OR HISTORICAL REFERENCES

Board of Commissioners Resolution Number and Policy Adoption Date: \_\_\_\_\_

Board of Commissioners Review Date and Resolution Number: \_\_\_\_\_

Name and Date of Last Committee Review: \_\_\_\_\_



## FACILITIES USE POLICY

### PROCEDURE

1. Facility rental requests must come to the Fiscal Services Department with the exception of Park reservations which are secured through the Parks and Recreation Department. Every individual or group wishing to rent a room and/or parking lot must complete an Agreement (Attachment A) for use of county rooms, buildings and/or grounds and provide verification of insurance.
2. The Fiscal Services Department employee taking the facility rental request is responsible for making the reservation on the room schedule, preparing a "Resource Room/Parking Lot Billing Sheet" for Accounts Receivable, and faxing/sending an unsigned copy of the Agreement to the organization contact or individual.
3. The Fiscal Services Director may waive #5 on the Agreement if the organization or individual is unable to name the County as an additional name insured.
4. The Fiscal Services Director shall sign the Agreement when completed and if the use is of an appropriate nature.
5. Users of County facilities must comply with County rules and regulations, including the prohibition of smoking in County rooms and buildings and within 25 feet of a building, doors, ventilation or operable windows and possession and/or consumption of alcohol on County grounds or within County rooms and buildings.
6. Room and parking lot rates shall be charged as follows:
  - Building Room Rate: \$15.00/Half Day; \$30.00/Full Day
  - Parking Lot Rate: \$25.00/Day Per Lot
7. The User must notify the County of all changes and/or cancellations twenty-four (24) hours prior to the scheduled meeting date and time. Notification of cancellations without twenty-four hour notice will result in the full rental cost being charged to the user.
8. Invoicing for the rental shall be done by the Fiscal Services Department, Accounts Receivable, after the event has occurred. The completed Billing Sheet and a copy of the completed Agreement are necessary documentation. If an organization or individual has requested multiple rentals, the organization or individual will be billed after the last rental date, unless requested by the User.
9. Payments for the facilities rental must be received within thirty (30) days of the due date printed on the invoice.

### REVIEW PERIOD:

AGREEMENT FOR USE OF COUNTY ROOMS,  
BUILDINGS AND/OR GROUNDS

This agreement is made this \_\_\_\_\_ day of \_\_\_\_\_, 2009, by and between the County of Ottawa (hereinafter, "the County") and \_\_\_\_\_, (hereinafter "the user") with reference to the following facts and circumstances.

A. The County is the owner and/or occupant pursuant to lease of a room, building, buildings or grounds which the User desires to use for a specific activity on a specific date; and,

B. The User desires to occupy and use the rooms, building, buildings or grounds specified for a specific activity on a specific date, in accordance with the terms of this Agreement.

NOW THEREFORE THE PARTIES AGREE AS FOLLOWS:

1. User agrees to rent and the County agrees to provide the occupancy and use of the following room, building, buildings and/or grounds:

\_\_\_\_\_  
\_\_\_\_\_

on the following date(s):

\_\_\_\_\_

From \_\_\_\_\_ AM / PM until \_\_\_\_\_ AM / PM

This use and occupancy shall be for the following purpose:

\_\_\_\_\_

and for no other purpose and the premises shall not be occupied or used by the User, or by any person claiming a right or occupancy or use thereunder, for any other purpose during the term of the rental.

2. In return for the use of the premises during the term of rental the User shall pay to the County the sum of \$\_\_\_\_\_. Payment must be received within thirty (30) days of the due date on the invoice sent by the Fiscal Services Department.

3. The User shall be responsible for cleaning and general upkeep of the premises rented during the term of the rental, and shall be required to return the premises to the County in a neat, clean, and orderly condition upon expiration of the use term. The User agrees to comply with all County rules and regulations for the use of County rooms, buildings, and grounds, and to assure that all persons claiming a right to such occupancy or use pursuant to this Agreement comply with all County rules and regulations. In particular, it is noted that smoking is not permitted within County rooms and buildings and that the possession and/or consumption of alcoholic beverages is not permitted on County grounds or within County rooms or buildings.

4. The User shall be required to notify Fiscal Services of any cancellation of or change to the original request, at least twenty-four (24) hours in advance of the scheduled meeting date. If the required twenty-four (24) hour notice is received, for cancellations, the rental cost will be waived.

5. The User shall be required to purchase and have in effect comprehensive general liability insurance coverage in an amount not less than \$1,000,000, naming the County, including its employees, officials, officers, and/or agents, and/or the Ottawa County Building Authority as an additional named insured, and may in addition be required to obtain or have in effect any special coverage or coverages relating to special or particular risks created or occasioned by the contemplated activities of the User.

Exemptions or modifications to the insurance requirements may be made by the County if it appears that the User's contemplated activities during the term of the use do not pose a substantial risk of loss.

6. The User shall indemnify and hold the County, including its employees, officials, officers, and/or agents, harmless from any and all claims and liability, including costs and attorneys' fees, caused or occasioned by the User's occupation and use of the premises during the term of this Agreement.

IN WITNESS WHEREOF the parties have executed this Agreement the date first set forth above.

COUNTY OF OTTAWA

By: \_\_\_\_\_  
June Hagan, Director  
Fiscal Services

USER

By: \_\_\_\_\_

Its: \_\_\_\_\_



# County of Ottawa

## USE OF WELLNESS CENTER

### I. POLICY

The County of Ottawa recognizes that regular exercise and a healthy lifestyle contribute to lower health costs and a productive workforce. The purpose of this policy is to establish the requirements for all employees, retirees and authorized guests using the Wellness Centers and the equipment contained therein. The primary consideration in establishing this policy is the safety, health and comfort of employees, retirees and their guests.

### II STATUTORY REFERENCES

The Board of Commissioners may establish such rules and regulations regarding the business concerns of the County, as the Board considers necessary and proper. MCL 46.11 (m); Act 156 of 1851, as amended.

### III COUNTY LEGISLATIVE OR HISTORICAL REFERENCES

The original Board policy on this subject matter was adopted in \_\_\_\_\_.

Board of Commissioners Resolution Number and Policy Adoption Date: \_\_\_\_\_

Board of Commissioner Review Date and Resolution Number: \_\_\_\_\_

Name and Date of Last Committee Review: \_\_\_\_\_

## PROCEDURE

1. Eligibility for Use
  - a. All County of Ottawa full-time and regular part-time employees and their spouses.<sup>1</sup>
  - b. All County of Ottawa retirees and their spouses.
  - c. Individuals who occupy leased office space in County buildings<sup>2</sup>, as approved by Administration.
2. Waiver and Release of Liability
  - a. An Acknowledgment Risk Assumption must be completed by all individuals who desire to use the facilities and/or equipment.
3. Use Guidelines
  - a. Use of the fitness/exercise facilities and or equipment is at the individual's sole risk.
  - b. During peak use or when others are waiting, users will limit his/her time on equipment to thirty (30) minutes.
  - c. Users will wipe down equipment after use.
  - d. Except for water or sports drinks, food and drink are not permitted.
  - e. Shoes and pant cuffs must be devoid of any sand or dirt prior to entering the fitness room.
  - f. Users will re-rack weights and replace equipment after use.
  - g. Users will utilize a walkman/headphones when watching a TV monitor.
  - h. Malfunctioning or broken equipment will be posted with an "Out-of-Order" sign. Individuals will report broken or malfunctioning equipment to Fiscal Services.
  - i. Lockers are available in the locker rooms. Individuals may place a lock on the locker door during their use of the fitness room. Items are to be removed from the locker when the individual completes their workout. No locks shall be left on the lockers when not in use.

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<sup>1</sup> Includes part time road patrol deputies and part time corrections deputies with the Sheriff's Office.

<sup>2</sup> State Police officers assigned to WEMET, State Employees working for DHS.

4. In Case of An Emergency

- a. The fitness room located in the Fillmore Street complex is equipped with an Automated External Defibrillator (AED) device located on the back (west) wall of the fitness room.
- b. Only individuals trained in the use of an AED will use the device in the event of an emergency.

**REVIEW PERIOD**

The Human Resources Director will review these procedures at least once every two years.

DRAFT