



County of Ottawa

Board of Commissioners

Philip D. Kuyers
Chairperson

James C. Holtrop
Vice-Chairperson

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

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Website: www.miOttawa.org

February 4, 2011

To All Ottawa County Commissioners:

The Ottawa County Board of Commissioners will meet on **Tuesday, February 8, 2011 at 1:30 p.m.**, for the regular **February** meeting of the Board at the Ottawa County Fillmore Street Complex in West Olive, Michigan.

The Agenda is as follows:

1. Call to Order by the Chairperson
2. Invocation – Commissioner DeJong
3. Pledge of Allegiance to the Flag
4. Roll Call
5. Presentation of Petitions and Communications
 - A. Government Finance Officers Association Certificate for Excellence in Financial Reporting, Bob Spaman, Fiscal Services Director
6. Public Comments and Communications from County Staff
 - A. Legislative Update, Governmental Consultant Services, Inc.
7. Approval of Agenda
8. Actions and Reports
 - A. Consent Resolutions:

From the County Clerk

1. Board of Commissioners Meeting Minutes
Suggested Motion:
To approve the Minutes of the January 25, 2011 Board of Commissioners Meeting and the January 25, 2011 Board of Commissioners Work Session.

Stuart P. Visser Dennis W. Swartout Jane M. Ruiter Greg J. DeJong Roger G. Rycenga
Joseph S. Baumann Robert W. Karsten James H. Holtvluwer Donald G. Disselkoen

2. Payroll
Suggested Motion:
To authorize the payroll of February 8, 2011 in the amount of \$_____.
3. Correspondence Log 412
Suggested Motion:
To receive for information the Correspondence Log.

From the Finance and Administration Committee

4. Monthly Accounts Payable for January 17, 2011 through January 31, 2011
Suggested Motion:
To approve the general claims in the amount of \$2,821,811.41 as presented by the summary report for January 17, 2011 through January 31, 2011.

From Administration

5. Ottawa County Equalization 2010 Annual Report
Suggested Motion:
To receive for information the Ottawa County Equalization 2010 Annual Report.
6. Ottawa County Register of Deeds 2010 Annual Report
Suggested Motion:
To receive for information the Ottawa County Register of Deeds 2010 Annual Report.

B. Action Items: None

9. Appointments: None

10. Discussion Items:

From Administration

7. Ottawa County Equalization 2010 Annual Report
(Presented by: Michael Galligan, Equalization Director)
8. Ottawa County Register of Deeds 2010 Annual Report
(Presented by: Gary Scholten, Register of Deeds)

From the Planning and Policy Committee

9. Closed Session to Discuss Property Acquisition
Suggested Motion:
To go into closed session for the purpose of discussing property acquisition.
(2/3 roll call vote required)

From Administration

10. Closed Session to Discuss Labor Negotiations
Suggested Motion:
To go into closed session for the purpose of discussing labor negotiations.
(2/3 roll call vote required)
11. Report of the County Administrator
12. General Information, Comments, and Meetings Attended
13. Public Comments
14. Adjournment

OTTAWA COUNTY BOARD OF COMMISSIONERS

ADDITION TO AGENDA

Tuesday, February 8, 2011

1:30 PM

B. Action Items:

From Administration

11. Designation and Certification of Ottawa County Michigan Works! Agency as a "One Stop" Operator

Suggested Motion:

To designate and certify the Ottawa County Michigan Works! Agency, a department of Ottawa County government, as the "one-stop operator" in accordance with Michigan Department of Energy, Labor & Economic Growth/Bureau of Workforce Transformation Policy Issuance No. 09-02, Change 1.

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

The Ottawa County Board of Commissioners met on Tuesday, January 25, 2011, at 1:30 p.m. and was called to order by the Chair.

Mr. Swartout pronounced the invocation.

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

Present at roll call: Messrs. Visser, Kuyers, Swartout, Mrs. Ruiter, Messrs. DeJong, Rycenga, Baumann, Disselkoen, Karsten, Holtrop, Holtvluwer. (11)

Presentation of Petitions and Communications

- A. Tribute to Loren Snippe – Mr. Kuyers presented Loren Snippe with a Resolution congratulating him on his retirement as Director of the Ottawa County Human Services Department.
- B. Tribute to Judge Calvin Bosman – Mr. Kuyers presented Judge Bosman with a Resolution congratulating him on his retirement as Judge of the 20th Circuit Court.

Public Comments and Communications from County Staff

- 1. Hillary Triick, 0-475 Hayes St., thanked the Board for the Musketawa Trail/Triick Farm Impasse Report and Recommendations and the Commissioners that visited the farm. She stated the family is not against the pathway park but would like an alternate route around their farm. She asked the Board to vote in favor of the Resolution being presented today.
- 2. Dave VanDyke, 5741 Garfield, Coopersville, thanked the Board for the opportunity to speak today. He stated he wasn't at the meeting to oppose the trail but the location of it. He knows this is a challenge and there is a need to look at other options. Mr. VanDyke submitted four correspondences to the Administrator.
- 3. John Nash, Spring Lake Township, hopes there is some kind of mediation that can take place regarding the proposed bike path.

4. Matt Hehl, 14468 – 88th Ave., stated the Musketawa Trail/Triick Farm Impasses Report tells the whole story. He asked the Board to vote today to make a difference.
5. Jessie Triick, 0-475 Hayes St., addressed the Board over his concerns if the trail is located through the farm. He believes the bike trail will put the farm out of business.

B/C 11-020 Mr. Karsten moved to approve the agenda of today as presented. The motion passed.

B/C 11-021 Mr. Holtrop moved to approve the following Consent Resolutions:

1. To approve the Minutes of the January 3, 2011 Board of Commissioners Organizational Meeting and the January 11, 2011 Board of Commissioners Meeting/Work Session.
2. To authorize the payroll of January 25, 2011 in the amount of \$576.68.
3. To approve the general claims in the amount of \$3,395,118.11 as presented by the summary report for January 1, 2011 through January 14, 2011.
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 December 2010.

The motion passed as shown by the following votes: Yeas: Messrs. Visser, Holtvluwer, Disselkoen, Holtrop, Mrs. Ruiter, Messrs. Karsten, DeJong, Rycenga, Swartout, Baumann, Kuyers. (11)

B/C 11-022 Mr. Rycenga moved to approve the revised bylaws of the Ottawa County Community Action Agency Advisory Board. The motion passed as shown by the following votes: Yeas: Messrs. Rycenga, DeJong, Karsten, Mrs. Ruiter, Messrs. Baumann, Visser, Swartout, Holtvluwer, Disselkoen, Holtrop, Kuyers. (11)

B/C 11-023 Mr. Rycenga moved to approve and authorize the Board Chair and Clerk to sign the Planning Commission Resolution to support the Planning Department recommendations regarding the proposed trail connection adjacent to the Triick Family Farm. The motion passed as shown by the following votes: Yeas: Messrs. Holtrop, Holtvluwer, Swartout, Baumann, Visser, Disselkoen, Karsten, Mrs. Ruiter, Messrs. Rycenga, DeJong, Kuyers. (11)

- B/C 11-024 Mr. Swartout moved to approve the 2012 Budget Calendar. The motion passed as shown by the following votes: Yeas: Messrs. Karsten, Disselkoen, Holtrop, Visser, Holtvluwer, DeJong, Mrs. Ruiter, Messrs. Swartout, Rycenga, Baumann, Kuyers. (11)
- B/C 11-025 Mr. Swartout moved to receive the Government Finance Officers Association's Certificate of Achievement for Excellence in Financial Reporting for the County of Ottawa's December 31, 2009 Comprehensive Annual Financial Report. The motion passed as shown by the following votes: Yeas: Messrs. Disselkoen, Karsten, DeJong, Holtrop, Visser, Swartout, Mrs. Ruiter, Messrs. Rycenga, Holtvluwer, Baumann, Kuyers. (11)
- B/C 11-026 Mr. Swartout moved to approve a Recycling Membership Fee increase of \$10 per year (from \$40.00 to \$50.00) to offset increased costs associated with the transport and processing of recyclable materials from the Resource Recovery Service Centers. The motion passed as shown by the following votes: Yeas: Messrs. DeJong, Visser, Swartout, Holtvluwer, Mrs. Ruiter, Messrs. Disselkoen, Baumann, Holtrop, Karsten, Rycenga, Kuyers. (11)
- B/C 11-027 Mr. Swartout moved to approve and authorize the Board Chair and Clerk to sign the Resolution authorizing the County Road Commission to issue Act 342 Refunding Bonds, in the not-to-exceed amount of \$3,200,000, to refinance the 2011 Holland Area Sewage Disposal Refunding Bonds. The motion passed as shown by the following votes: Yeas: Messrs. Visser, Holtvluwer, Disselkoen, Holtrop, Mrs. Ruiter, Messrs. Karsten, DeJong, Rycenga, Swartout, Baumann, Kuyers. (11)
- B/C 11-028 Mr. Swartout moved to approve and authorize the Board Chair and Clerk to sign the Resolution authorizing the County Road Commission to issue Act 342 Refunding Bonds, in the not-to-exceed amount of \$5,700,000, to refinance the 2002 Water Supply System Bonds – Wyoming/Ottawa County System. The motion passed as shown by the following votes: Yeas: Mrs. Ruiter, Messrs. Baumann, DeJong, Karsten, Swartout, Holtvluwer, Rycenga, Holtrop, Disselkoen, Visser, Kuyers. (11)
- B/C 11-029 Mr. Swartout moved to approve the proposal from the 20th Circuit Court/Juvenile Services to:
- To reclassify the position of Juvenile Community Justice Coordinator (Assessment Unit Coordinator), paygrade 09A (Juvenile Court Employees Association Collective Bargaining Agreement) to Juvenile Community Justice Program Supervisor, Court Unclassified paygrade 10.

- To reclassify the position of Treatment Specialist, paygrade 09 (Juvenile Court Employees Association Collective Bargaining Agreement) to Treatment Program Supervisor (Lighthouse Treatment Specialist), Court Unclassified paygrade 10.
- To reclassify a Youth Specialist, paygrade 04 (Juvenile Court Employees Association Collective Bargaining Agreement) to Group Leader, paygrade 05 (Juvenile Court Employees Association Collective Bargaining Agreement).
- To reclassify the position of Director of Juvenile Services, Unclassified paygrade 15 to Director of Juvenile Services, Unclassified paygrade 16.
- To reclassify the position of Juvenile Court Clerk II, paygrade 03 (Juvenile Court Employees Association Collective Bargaining Agreement) to Circuit Court Administrative Assistant, Unclassified paygrade 04.

The net cost of these changes is \$33,971.00 to be paid from the existing approval budget. Funding for these positions will be reimbursed fifty percent (50%) by the Child Care fund and 50% from the current 20th Circuit Court/Juvenile Services budget. The motion passed as shown by the following votes: Yeas: Messrs. DeJong, Rycenga, Baumann, Disselkoen, Holtvluwer, Visser, Holtrop, Swartout, Karsten, Mrs. Ruiter, Mr. Kuyers. (11)

B/C 11-030 Mr. Swartout moved to approve the proposal from the Information Technology Department and Community Mental Health to create one (1) full-time Information Technology Program Coordinator at Unclassified/paygrade 07, for an annual cost of \$90,883 with funding to come from Medicaid Funds. The motion passed as shown by the following votes: Yeas: Messrs. Swartout, Holtvluwer, Visser, Holtrop, Karsten, Disselkoen, Baumann, Rycenga, DeJong, Mrs. Ruiter, Mr. Kuyers. (11)

B/C 11-031 Mr. Swartout moved to approve that the County move forward with the implementation of a new Enterprise Resource Planning (ERP) software system at an estimated cost of approximately \$965,000.00. The motion passed as shown by the following votes: Yeas: Mr. Holtvluwer, Mrs. Ruiter, Messrs. Holtrop, Rycenga, Disselkoen, Baumann, Visser, Karsten, DeJong, Swartout, Kuyers. (11)

The Administrator's report was presented.

Mr. Kuyers announced that the Administrator received a 4.6 on the County Administrator's Performance Evaluation for 2010 which far exceeds position. Mr. Vanderberg will be getting a 0% increase and also declined his performance pay this year.

B/C 11-032 Mr. Holtrop moved to adjourn at 2:27 p.m. subject to the call of the Chair.
The motion passed.

DANIEL C. KRUEGER, Clerk
Of the Board of Commissioners

PHILIP KUYERS, Chairman
Of the Board of Commissioners

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

The Ottawa County Board of Commissioners met on Tuesday, January 25, 2011, at 2:37 p.m. and was called to order by the Chair.

Present at roll call: Messrs. Visser, Kuyers, Swartout, Mrs. Ruiters, Messrs. DeJong, Rycenga, Baumann, Disselkoen, Karsten, Holtrop, Holtvluwer. (11)

Work Session Items:

- A. Ottawa County Insurance Authority Presentation – A powerpoint presentation of the “Innovative Approaches to Reducing Costs” was presented by Alan Vanderberg, Administrator, and Doug VanEssen, Ottawa County Insurance Authority General Counsel.

- B. Agricultural Incubator Revolving Loan Fund – Mark Knudsen, Planning and Performance Measures Director, briefly updated the Commissioners on developing an agricultural incubator feasibility study. The county was recently informed of a new Rural Innovation Fund Program Grant that is available. This grant cannot be used to fund a feasibility study so Planning and Performance is considering applying for funding to establish a Revolving Loan Fund which is eligible. The revolving loan would be made available to small and medium size farms. Before moving forward, Mark is asking for the support of the Board. The Chair told him a majority is in favor so move forward.

B/C 11-033 Mr. Holtrop moved to adjourn at 3:55 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: 2/8/2011

Requesting Department: County Clerk

Submitted By: Bob Spaman

Agenda Item: Payroll

SUGGESTED MOTION:

To authorize the payroll of February 8, 2011 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: _____ General Fund 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: 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, & Community Environment.
- 4: To Continually Improve the County's Organization and Services.

Objective: _____

ADMINISTRATION RECOMMENDATION: Recommended Not Recommended Without Recommendation

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@ottawa.org
Reason: I am approving this document
Date: 2010.10.04 16:17:30 -0400

Committee/Governing/Advisory Board Approval Date: _____

Action Request



Committee: Board of Commissioners

Meeting Date: 2/8/2011

Requesting Department: County Clerk

Submitted By: Keith Van Beek

Agenda Item: Correspondence Log 412

SUGGESTED MOTION:

To receive for information the Correspondence Log.

SUMMARY OF REQUEST:

FINANCIAL INFORMATION:

Total Cost: \$0.00 General Fund 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 Without Recommendation

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@ottawa.org
Reason: I am approving this document
Date: 2011.01.08 10:35:00 -0500

Committee/Governing/Advisory Board Approval Date:

CORRESPONDENCE LOG 412

Date	Correspondent	Content	Referred To
1/28/2011	HOLLY HUGHES STATE REP	REMON RESOLUTION	ADMINISTRATOR & COMMISSIONERS
1/24/2011	AMERICAN FARMLAND TRUST	FARMLAND PROTECTION FUND	ADMINISTRATOR & COMMISSIONERS
1/20/2011	KELLI SOBEL, STATE TAX COMMISSION	REVOKE - FACILITY EXEMPT	ADMINISTRATOR, RUITER
1/13/2011	MI PET FUND ALLIANCE	GETTING TO THE GOAL CONFERENCE	ADMINISTRATOR, COMMISSIONERS
1/11/2011	KELLI SOBEL, STATE TAX COMMISSION	ORDER OF REVOCATION	ADMINISTRATOR, KARSTEN
1/11/2011	KELLI SOBEL, STATE TAX COMMISSION	ORDER OF REVOCATION	ADMINISTRATOR, RUITER
1/6/2011	CHARLEVOIX CO BD OF COMMISSIONERS	RESOLUTION: REDRAW MEMORANDUM #16	ADMINISTRATOR & COMMISSIONERS

From:
1/1/2011

To:
2/1/2011

Action Request



Committee: Board of Commissioners

Meeting Date: 2/8/2011

Requesting Department: Fiscal Services

Submitted By: Bob Spaman

Agenda Item: Monthly Accounts Payable for January 17, 2011 through January 31, 2011

SUGGESTED MOTION:

To approve the general claims in the amount of \$2,821,811.41 as presented by the summary report for January 17, 2011 through January 31, 2011.

SUMMARY OF REQUEST:

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

FINANCIAL INFORMATION:

Total Cost: \$2,821,811.41 | General Fund Cost: \$2,821,811.41 | 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: To Maintain and Improve the Strong Financial Position of the County.

Objective:

- 1: Advocate on legislative issues to maintain and improve the financial position of the County.
- 2: Implement processes and strategies to deal with operational budget deficits.
- 3: Reduce the negative impact of rising employee benefit costs on the budget.
- 4: Maintain or improve bond ratings.

ADMINISTRATION RECOMMENDATION: Recommended | Not Recommended | Without Recommendation

County Administrator: Alan G. Vanderberg

Digitally signed by Alan G. Vanderberg
DN: cn=Alan G. Vanderberg, o=County of Ottawa, ou=Administrator's Office, email=vanderberg@ottawacounty.org
Reason: I am approving this document.
Date: 2011.02.01 10:16:55 -0500

Committee/Governing/Advisory Board Approval Date:



County of Ottawa

Fiscal Services Department

Robert Spaman
Fiscal Services Director

Marvin Hinga
Fiscal Services Assistant Director

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

West Olive (616) 738-4847
Fax (616) 738-4098
e-mail: rspaman@miottawa.org
mhinga@miottawa.org

To: Board of Commissioners
From: Robert Spaman, Fiscal Services Director
Subject: Accounts Payable Listing – January 17, 2011 to January 31, 2011
Date: February 1, 2011

I have reviewed the Accounts Payable Listing for January 17 through January 31, 2011. 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


3 - Vehicles – Mental Health	\$53,667.00
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If you have any additional questions, please feel free to contact me.

Total Checks/Automated Clearing House (ACH) 01/17/2011 through 01/31/2011

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, ACH number, check date and ACH date. The net amount of checks/ACH written during the period was \$2,821,133.19. The amount of claims to be approved totals \$2,821,811.41.

*Adjustments are voided checks or ACH.


Robert Spaman, Fiscal Services, Director

Date 2/1/11

We hereby certify that the Board of Commissioners has approved the claims on this 8th day of February, 2011.

Philip Kuyers, Chairperson
Board of Commissioners

Daniel Krueger, Clerk

ACCOUNTS PAYABLE CHECKS/ACH 01/17/2011 THROUGH 01/31/2011

<u>FUND NUMBER</u>	<u>FUND NAME</u>	<u>CLAIMS TO BE APPROVED</u>	<u>ADJUSTMENTS*</u>	<u>NET CHECK/ACH TOTALS</u>
1010	GENERAL FUND	439,863.51	(606.22)	439,257.29
1500	CEMETERY TRUST	0.00	0.00	0.00
2081	PARKS & RECREATION	20,396.39	0.00	20,396.39
2082	PARK 12	0.00	0.00	0.00
2160	FRIEND OF COURT	2,626.30	0.00	2,626.30
2170	9/30 JUDICIAL GRANTS	2,050.23	0.00	2,050.23
2210	HEALTH	63,903.89	0.00	63,903.89
2220	MENTAL HEALTH	1,162,129.16	0.00	1,162,129.16
2271	SOLID WASTE CLEAN-UP	85,457.97	0.00	85,457.97
2272	LANDFILL TIPPING FEES	8,366.56	0.00	8,366.56
2320	TRANSPORTATION SYSTEM	0.00	0.00	0.00
2420	PLANNING COMMISSION	0.00	0.00	0.00
2444	INFRASTRUCTURE FUND	0.00	0.00	0.00
2450	PUBLIC IMPROVEMENT	0.00	0.00	0.00
2550	HOMESTEAD PROPERTY TAX	0.00	0.00	0.00
2560	REGISTER OF DEEDS AUTOMATION FUND	608.80	0.00	608.80
2590	LIPPERT GRANT	0.00	0.00	0.00
2601	PROSECUTING ATTORNEY GRANTS	0.00	0.00	0.00
2602	WEMET	13,048.93	0.00	13,048.93
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	327.50	0.00	327.50

ACCOUNTS PAYABLE CHECKS/ACH 01/17/2011 THROUGH 01/31/2011

<u>FUND NUMBER</u>	<u>FUND NAME</u>	<u>CLAIMS TO BE APPROVED</u>	<u>ADJUSTMENTS*</u>	<u>NET CHECK/ACH TOTALS</u>
2610	COPS-UNIVERSAL	12,223.01	0.00	12,223.01
2640	EMT HOLLAND-PARK	0.00	0.00	0.00
2650	EMT GEORGETOWN TOWNSHIP	0.00	0.00	0.00
2661	SHERIFF ROAD PATROL	559.39	0.00	559.39
2690	LAW LIBRARY	1,100.13	0.00	1,100.13
2740	WIA-ADMIN. COST POOL	10,721.76	0.00	10,721.76
2741	WIA-YOUTH	1,943.22	0.00	1,943.22
2742	WIA-ADULT	1,171.81	0.00	1,171.81
2743	WIA-6/30 GRANT PROGRAMS	9,312.64	0.00	9,312.64
2744	WIA-12/31 GRANT PROGRAMS	2,961.34	0.00	2,961.34
2747	WIA-WORK FIRST YOUTH	0.00	0.00	0.00
2748	WIA-9/30 GRANT PROGRAMS	117,107.86	0.00	117,107.86
2749	WIA-3/31 GRANT PROGRAMS	0.00	0.00	0.00
2750	GRANT PROGRAMS-PASS THRU	91,817.63	0.00	91,817.63
2800	EMERGENCY FEEDING	1,356.15	0.00	1,356.15
2810	FEMA	0.00	0.00	0.00
2850	COMMUNITY CORRECTIONS PROG. GRANT	5,400.63	0.00	5,400.63
2870	COMMUNITY ACTION AGENCY (CAA)	13,505.05	0.00	13,505.05
2890	WEATHERIZATION	78,072.59	0.00	78,072.59
2900	DEPT OF HUMAN SERVICES	0.00	0.00	0.00
2901	DEPT OF HUMAN SERVICES	3,332.63	0.00	3,332.63
2920	CHILD CARE - PROBATE	104,823.42	0.00	104,823.42
2921	CHILD CARE - SOCIAL SERVICES	0.00	0.00	0.00
2930	SOLDIER & SAILORS RELIEF	0.00	0.00	0.00

ACCOUNTS PAYABLE CHECKS/ACH 01/17/2011 THROUGH 01/31/2011

<u>FUND NUMBER</u>	<u>FUND NAME</u>	<u>CLAIMS TO BE APPROVED</u>	<u>ADJUSTMENTS*</u>	<u>NET CHECK/ACH TOTALS</u>
2940	VETERANS TRUST	0.00	0.00	0.00
2941	VETERANS TRUST	0.00	0.00	0.00
5160	DELINQUENT TAXES	5,968.47	0.00	5,968.47
6360	INFORMATION TECHNOLOGY	10,741.95	0.00	10,741.95
6410	WATER & SEWER REVOLVING	0.00	0.00	0.00
6450	DUPLICATING	783.26	0.00	783.26
6550	TELECOMMUNICATIONS	11,967.21	0.00	11,967.21
6641	EQUIPMENT POOL	53,667.00	0.00	53,667.00
6770	PROTECTED SELF-FUNDED INSURANCE	6,980.63	0.00	6,980.63
6771	PROTECTED SELF-FUNDED HEALTH INS.	244.54	0.00	244.54
6772	PROTECTED SELF-FUNDED UNEMPL INS.	0.00	0.00	0.00
6775	LONG-TERM DISABILITY INSURANCE	0.00	0.00	0.00
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	456,252.52	(72.00)	456,180.52
7040	IMPREST PAYROLL	21,017.33	0.00	21,017.33
7210	LIBRARY PENAL FINE	0.00	0.00	0.00
7300	EMPLOYEE SICK PAY BANK	0.00	0.00	0.00
		<u>\$2,821,811.41</u>	<u>(\$678.22)</u>	<u>\$2,821,133.19</u>

Action Request



Committee: Board of Commissioners

Meeting Date: 2/8/2011

Requesting Department: Equalization

Submitted By: Keith Van Beek

Agenda Item: Ottawa County Equalization 2010 Annual Report

SUGGESTED MOTION:

To receive for information the Ottawa County Equalization 2010 Annual Report.

SUMMARY OF REQUEST:

In accordance with 2011 Rules of the Ottawa County Board of Commissioners:

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

FINANCIAL INFORMATION:

Total Cost: \$0.00 | 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: #2

Objective: #4

ADMINISTRATION RECOMMENDATION:

Recommended Not Recommended

County Administrator: **Alan G. Vanderberg**

Digitally signed by Alan G. Vanderberg
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Reason: I am approving this document
Date: 2011.01.31 15:13:18 -0500

Committee/Governing/Advisory Board Approval Date:

Ottawa County Equalization Department 2010 Annual Report

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

Michael R. Galligan mmao(4), Equalization Director
February 8, 2011



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

- Philip D. Kuyers,, Chairperson,
- James C. Holtrop, Vice Chairperson
- Dennis W. Swartout
- Jane M. Ruiten
- Roger G. Rycenga
- Donald G. Disselkoen
- Robert Karsten
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- Greg J. DeJong
- Joseph S. Baumann

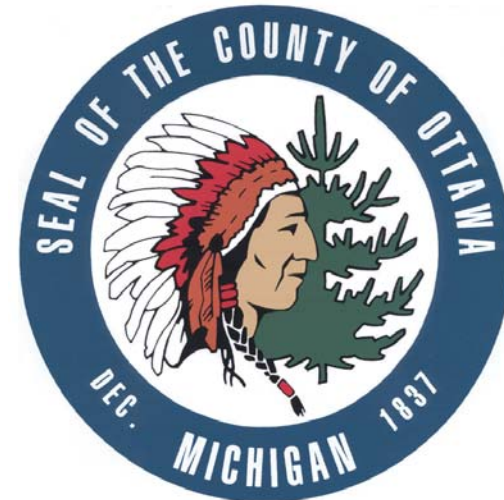


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Equalization Department Staff

As of February 1, 2011



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

Recent Changes

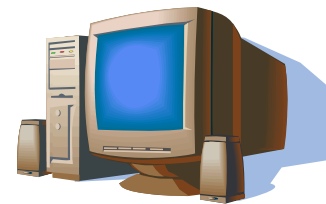
□ Personnel

- After retiring at the end of 2009, our full time personal property auditor, Norma Bowron, agreed to continue in the position part time(600 hours at most) saving the county the expense of refilling this position.
- The remaining work was shifted through the appraisal staff, whose work load has also increased due to the economy.



□ Upgrade Connection with Register of deeds system.

- Work has continued on further integration of the two systems.
- This project will also offer upgraded access to the Register of Deeds system to local assessors.



Two Main Functions of the Equalization Department ^s

Set up of this Report

- This report is divided up into two sections.
 - The first is a narrative describing the two main functions of the department.
 - The second is a report of various facts and figures.

Main Functions of the Department

- The two main functions of the Equalization Department are to assist the County board of Commissioners with;
 - Preparation of the Equalization Report
 - Preparation of the Apportionment Report.

Where to Start?

- The next few pages provide a short explanation of each.
- We will start with the Equalization Report.



MCL 211.34 establishes the Equalization Department to assist the Board of Commissioners with preparation of their Annual Equalization Report.

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- 211.34 (1) M.C.L. The county board of commissioners in each county shall meet in April each year to determine county equalized value which equalization shall be completed and submitted ... to the state tax commission before the first Monday in May. ...
- 211.34 (2) M.C.L. The county board of commissioners shall examine the assessment rolls of the townships or cities and ascertain whether the real and personal property in the respective townships or cities has been equally and uniformly assessed at true cash value. ...
- 211.34 (3) M.C.L. The county board of commissioners of a county shall establish and maintain a department to survey assessments and assist the board of commissioners in the matter of equalization of assessments, and may employ in that department technical and clerical personnel which in its judgment are considered necessary. The personnel of the department shall be under the direct supervision and control of a director of the tax or equalization department who may designate an employee of the department as his or her deputy. The director of the county tax or equalization department shall be appointed by the county board of commissioners. The county board of commissioners, through the department, may furnish assistance to local assessing officers in the performance of duties imposed upon those officers by this act, including the development and maintenance of accurate property descriptions, the discovery, listing, and valuation of properties for tax purposes, and the development and use of uniform valuation standards and techniques for the assessment of property.



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



☐ Sales Studies

- ☐ From the Register of Deeds system, sales files are created in the Equalizer system. All documents must be reviewed to determine the correct parcel identification number.
- ☐ Once imported and verified, all documents must be reviewed to determine their status for use in sales studies.
- ☐ The Director reviews all sales and compiles sales studies for all classes of real property. Sales studies are used to determine the starting ratios in all residential classes. Appraisal studies are used in the other classes.
- ☐ Sales studies are sent to the local units for their review before being entered on the L4018 forms,
- ☐ These sales are accessible on *miottawa.org* and provide another means of accessing the Register of Deed's documents.

☐ Appraisal Studies

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

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

□ Personal Property Auditor

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



□ Equalization Forms

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

Maintenance of Accurate Property Descriptions and Property Tax Maps

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

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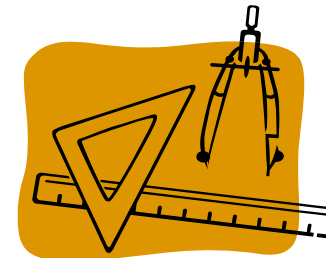
□ Property System Maintenance

- Our primary assistance to local units is in the development and maintenance of accurate property descriptions, assigning new parcel numbers for all splits, consolidations, subdivision lots, condominium units, and buildings on leased land, along with their use of our parcel mapping.
- We import and export data to and from the local units. Names and addresses are updated regularly, and values are updated during the equalization process. Our tax descriptions are exported to the local units. Ordered value changes are entered in our assessing system, and compared to the local units values. By working with the County Treasurer's Office and the local units the accuracy and balance between our systems is maintained.
- During 2010 we worked with several of the local units to compare and edit tax descriptions. It is important that we use the same description for current (local) tax and delinquent (county) tax purposes. We edited ours where necessary, and exported our descriptions to the local units for their use. We also added the master deed recording information to the end of condominium unit descriptions for several of the local units. This follows State guidelines for condominium descriptions.

- A Split History System is maintained for all splits back to 1975. This information is made available to the local units, other county departments, and the public through the property search function on the county website.

□ Mapping/GIS Maintenance

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



The Equalization Department is also to assist the Board of Commissioners with the apportionment of money to be raised. ¹⁰

211.37 M.C.L. The county board of commissioners, at a session held not later than October 31 in each year, shall ascertain and determine the amount of money to be raised for county purposes, and shall apportion the amount and also the amount of the state tax and indebtedness of the county to the state among the several townships in the county in proportion to the valuation of the taxable real and personal property as determined by the board, or as determined by the state tax commission upon appeal in the manner provided by law for that year, which determination and apportionment shall be entered at large on county records. The board, at a session held not later than October 31 in each year, shall also examine all certificates, statements, papers, and records submitted to it, showing the money to be raised in the several townships for school, highway, drain, township, and other purposes. ... The board shall direct that the money proposed to be raised for township, school, highway, drain, and all other purposes authorized by law shall be spread upon the assessment roll of the proper townships, wards, and cities. This action and direction shall be entered in full upon the records of the proceedings of the board and shall be final as to the levy and assessment of all the taxes, except if there is a change made in the equalization of any county by the state tax commission upon appeal in the manner provided by law.

211.12 M. C. L. The director of the tax or equalization department in each county in this state, as soon as possible after the equalization of the board of commissioners of the county of the assessment rolls of the municipalities in that county, and not later than December 1 in each year, shall make a report, duly certified, to the state board of assessors, on a form to be provided by the state board of assessors, of the amount of ad valorem taxes to be raised in the municipalities in that county for state, county, municipal, township, school, and other purposes,



Preparation of the Annual Apportionment Report to the Board of Commissioners as required by MCL 211.37 & MCL 211.12

□ Annual Apportionment Report and Related Forms

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

- In 2009 we began a more comprehensive audit of tax rate requests for debt service. This insures that a retired debt is not levied.
- Taxable Value can no longer be tracked from the Equalization report to the Apportionment report. The value of certain Senior Citizen and Disabled Family Housing is still reported with the Ad Valorem values on the assessment rolls, but are now listed on a separate tax roll.



Other Duties



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Damage Assessment

The Equalization Department is responsible for gathering preliminary damage assessment information in the event of a disaster. We also participate in training and yearly exercises.

Forecasting

We make projections of taxable value for future years.

Education

In order to provide required recertification credit for local assessors, I once again taught a 6 hour training session, this year covering Depreciation.

Requests for Information

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

Other Assistance to Local Units

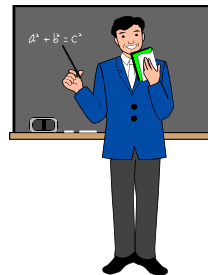
In addition, we assist the local units by developing uniform standards and updating them on recent law changes. We also provide technical assistance to the local units in areas such as valuation appeals, assessing procedures, and millage questions.

Extra

I am now the President of the Michigan Association of Equalization Directors.

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

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



According To The Numbers

Sales Studies

☐ Analysis of the market begins with sales

☐ Sales Entered in the Equalizer database

All classes of property (December 1 through November 30)

2000 - 11,136	2004 - 13,911	2008 - 12,265
2001 - 12,640	2005 - 12,471	2009 - 11,841
2002 - 13,749	2006 - 11,856	2010 - 10,816
2003 - 14,409	2007 - 12,224	



☐ Results - Residential Sales Studies

Usable Sales -March 31 current year & back 2 years

<i>Study Year</i>	<i>% Assessed Change *</i>	<i># of Sales</i>	<i>Study Year</i>	<i>% Assessed Change *</i>	<i># of Sales</i>
2002 for 2003	6.55%	8,799	2007 for 2008	1.14%	7,101(5,716)**
2003 for 2004	4.78%	8,989	2008 for 2009	-3.42%	5,867(2,568)**
2004 for 2005	5.09%	8,868	2009 for 2010	-6.61%	3,676(1,638)**
2005 for 2006	6.07%	8,478	2010 for 2011	-3.52%	4,086(2,333)**
2006 for 2007	4.66%	8,006			

*Change due to inflation only.

** Total sales used for studies, one year studies used in 8 units for 2008, 19 units for 2009,22 units for 2010 & 19 units for 2011

According To The Numbers

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

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An analysis of the market must be done first.

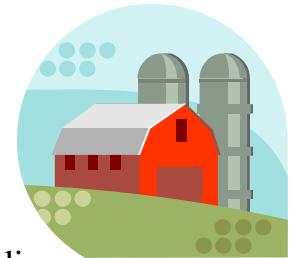
- Over 300 Agricultural, Commercial, and Industrial sales documents were analyzed and investigated by staff appraisers.
 - 80 +/- sales were appraised for possible use in one of the two year Economic Condition Factor studies. Of the 80+/- sales, 34 were added to the ECF studies
 - 4 in the Agricultural ECF
 - 22 in the Commercial ECF
 - 8 in the Industrial ECF
 - 13 Commercial and Industrial condominium sales were analyzed, field reviewed, and listed for use as comparables in appraisal studies.
 - 17 new Agricultural, Commercial, and Industrial vacant land sales were appraised and added to the vacant land sales studies.
- 49 new sales of improved residential properties were appraised and added to the Residential ECF study for use in the Agricultural appraisal studies.
- With fewer sales in a declining market, more of the appraisers time is spent analyzing questionable sales and tracking down other types of information on the current market.

Appraisal Studies

- Representative samples are selected and appraised. The following is the breakdown of the appraisals used in the 2010 studies for 2011 Equalization;

362 Agricultural parcels
449 Commercial parcels
385 Industrial parcels
20 Developmental parcels

1,216 Total Appraisals for studies



Total approximate number of appraisals done in 2010 for 2011

159 Total Appraisals of sales

1,216 Total Appraisals for studies

1,375 Total Appraisals



According To The Numbers

Personal Property Auditor

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❑ Personal Property Audits for L4018 (County Studies)

- ❑ 128 Personal property audits were conducted during 2010 for use in the Equalization studies (L4018s).

❑ Taxable Value Changes

8 requests for changes were filed with the STC
\$425,600 net taxable value was added to the Assessment Roll

❑ Other Duties

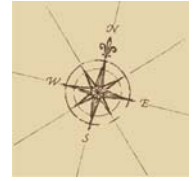
- ❑ We also oversee the printing and mailing of Personal Property forms for most local units.

❑ Change to Part Time Auditor

- ❑ The position was temporarily changed from full time with benefits to 600 hours or less with no benefits.
- ❑ 128 audits completed in 2010(part time) is 65% of the 198 audits conducted in 2009 (full time)
- ❑ \$12,000 is 22% of the wages and benefits paid to Norma in 2009 before she retired.
- ❑ The initial work for the audits was completed by our appraiser trainee. Norma then reviewed and completed the audits.
- ❑ Some of the appraiser trainee's work load was redistributed throughout the department.



According To The Numbers



Maintenance of accurate property descriptions and property tax maps

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❑ **Property System Maintenance**

- ❑ 558 new parcel numbers assigned, property records created, tax descriptions written and checked.
- ❑ 533 old (parent) parcels were retired.
- ❑ 106,362 real and 8,400 personal property records maintained and regularly updated by imports from each of the 23 local units. These figures include exempt properties and special rolls.
- ❑ 792 ordered changes to assessment rolls processed and verified with local units.
- ❑ 172 name and address imports, and over 100 values imports from local units were processed.

Crosschecking and balancing assessment roll data allows us to maintain an accurate county wide database of all assessment rolls. This data is used as the source for the property information available on the county website.



- ❑ Our tax descriptions are exported to the local units for use in their tax and assessing systems. To assure that the county and local units are using the exact same tax descriptions we compared our descriptions with those of 2 more local unit. We also added master deed recording information to the tax descriptions for 5 local units. Between these two projects, 6,950 descriptions were edited.
- ❑ 4 FOIA requests for county wide data were processed.

❑ **Mapping/GIS Maintenance**

- ❑ 105,874 real property parcels were maintained in the GIS.
- ❑ 558 new property parcels were created along with road right-of-ways and various associated layers.
- ❑ 2 new subdivisions (0 last year), 8 new condominiums (6 last year), and 25 amended condominiums (14 last year) were mapped in the GIS.
- ❑ 20 existing subdivisions were remapped, countless areas were revised, lines adjusted, annotation and polygons edited to improve the quality of the GIS.

According To The Numbers

Principal Residence Exemption Audit Program



❑ PRE Audit Program

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

❑ PRE Audit Procedures

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

❑ Statistics

We issued 62 new denials in 2010 for a total of 738 denials since the start of the audit program. Only 14 of the 2010 denials were multi-year denials.

The 2 appeals received have been settled with stipulations.

❑ Money brought in from PRE Audits

Source: County Treasurer's Office

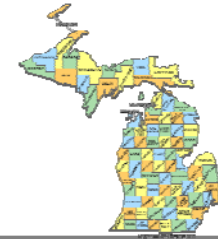
Year	School Operating Taxes	Interest Paid to County
2004	\$339,900	\$44,529.28
2005	\$243,400	\$22,183.42
2006	\$113,327	\$14,550.00
2007	\$152,452	\$11,942.24
2008	\$159,371	\$13,289.74
2009	\$71,606	\$6,891.51
2010	\$105,412	\$6,504.38

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

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

According To The Numbers

Ottawa County is the 6th Largest out of 83 Counties



□ Ottawa County Equalized Values

2010 SEV \$10,990,874,852 -6.11%
 2010 Taxable \$ 9,612,697,661 -4.05%

Year	Taxable Value Change	Inflation Rate
2004	6.00%	2.30%
2005	6.06%	2.30%
2006	6.15%	3.30%
2007	6.19%	3.70%
2008	3.27%	2.30%
2009	1.21%	4.40%
2010	-4.05%	-0.30%
2011	-3.50% *Estimate	1.70%



□ *The 2011 rolls are not yet complete

□ Ottawa County Totals

Year	State Equalized Value	% increase in Equalized value of County
1970	\$ 477,412,668 SEV	
1980	\$ 1,455,332,260 SEV	205% in previous 10 years
1990	\$ 3,159,698,040 SEV	117% in previous 10 years
2000	\$ 7,181,351,351 SEV	127% in previous 10 years
2010	\$10,990,874,852 SEV	53% in previous 10 years (The 2006 SEV was \$11,028,221,992)

□ Ottawa County Industrial Facilities Exemptions

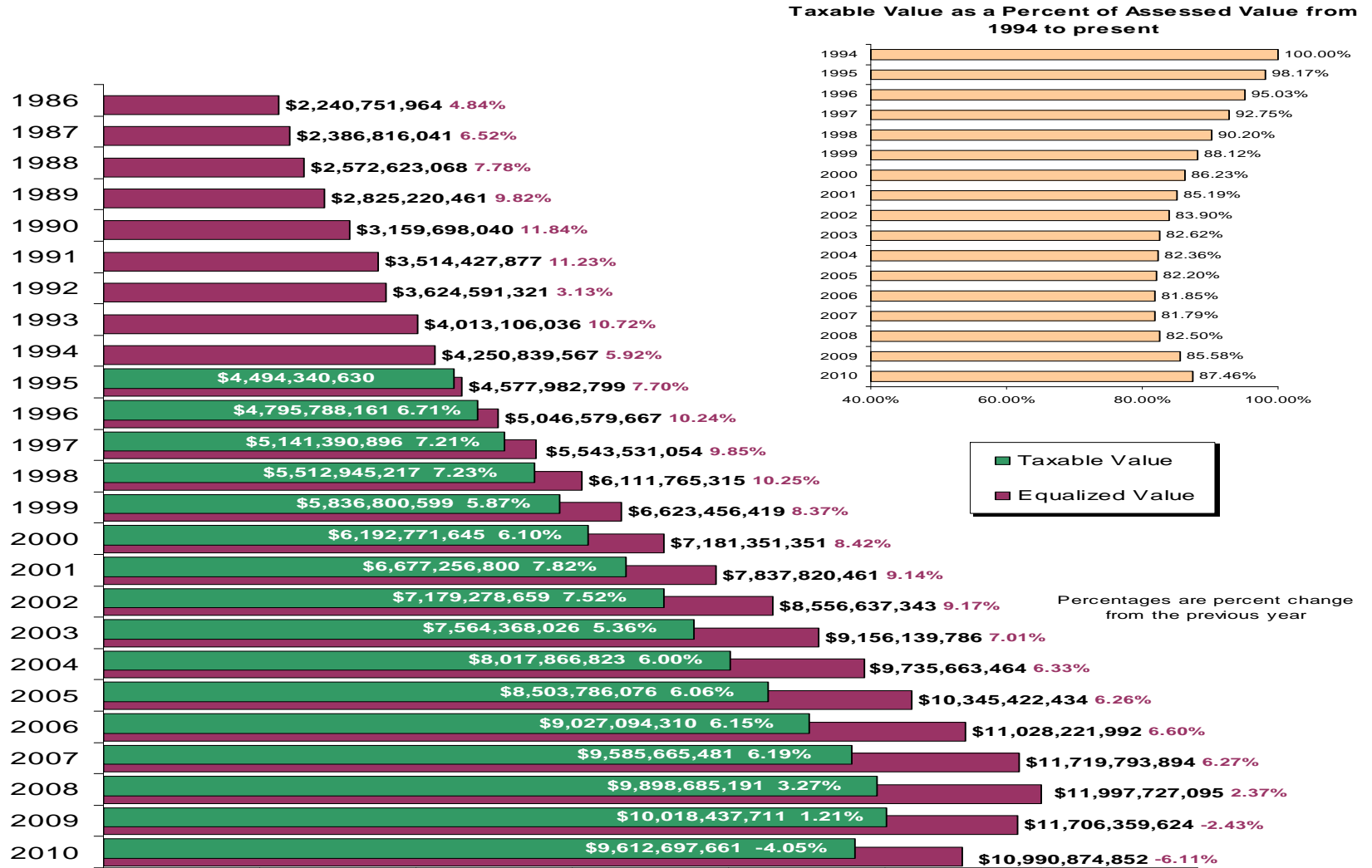
2004 783 certificates 661,976,706 EqSEV
 2005 795 certificates 646,125,814 EqSEV
 2006 811 certificates 645,370,721 EqSEV
 2007 788 certificates 632,876,348 EqSEV
 2008 740 certificates 710,923,447 EqSEV
 2009 772 certificates 700,319,010 EqSEV
 2010 722 certificates 666,472,320 EqSEV

2004 60 new certificates \$174,935,579
 2005 78 new certificates \$141,039,629
 2006 71 new certificates \$267,884,937
 2007 78 new certificates \$253,332,903
 2008 55 new certificates \$129,810,210
 2009 50 new certificates \$212,790,666
 2010 35 new certificates \$177,330,021
 2011* 34 new certificates \$82,404,779

* Figures are ESTIMATES ONLY final numbers are not yet available.

According To The Numbers

County Equalized and Taxable Value by year (From 2010 EQ Book)



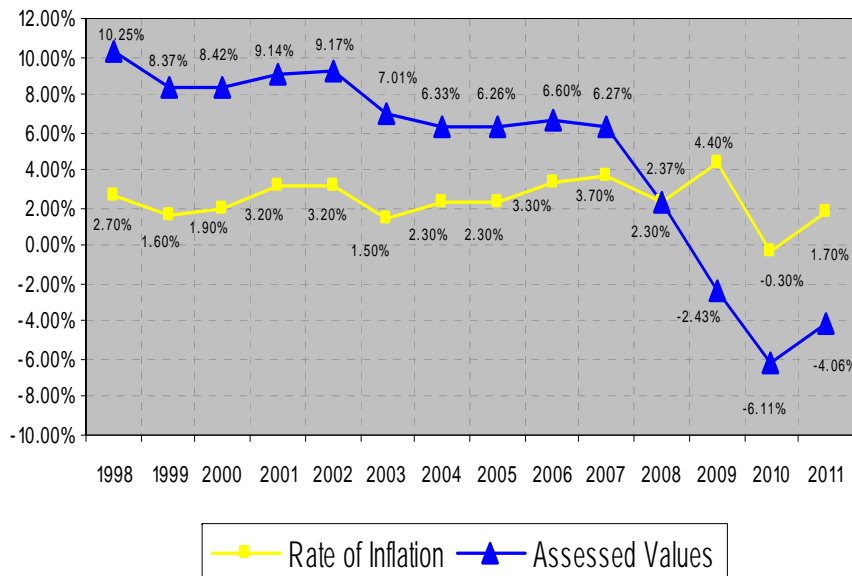
According To The Numbers

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

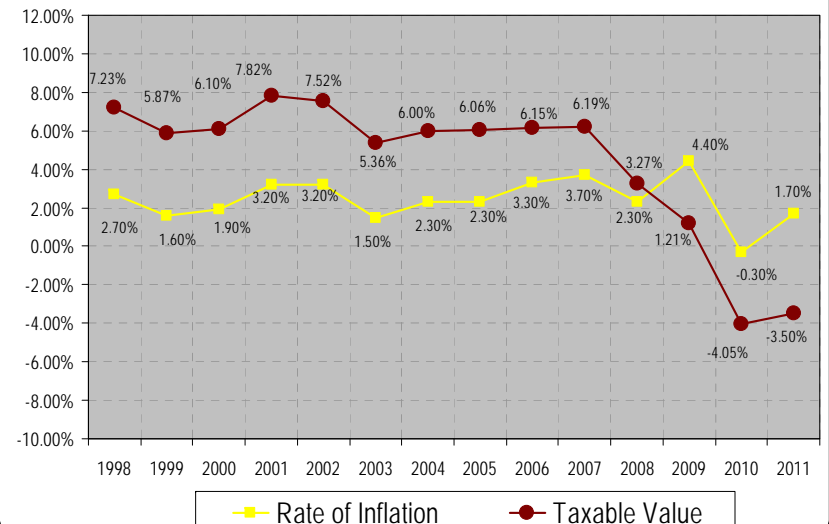
20

- ❑ The figures below are taken from each year's Equalization Report.
- ❑ The projected drop of about 4% in assessed value and 3.5% in taxable value is not good, but, if the trend indicated below had continued, assessed values would have dropped nearly 10%, taxable values nearly 7%.
- ❑ Have we reached the bottom? Where do we go from here?
- ❑ Residential sales this spring and summer should give us a clearer picture of 2012.
- ❑ ***PLEASE NOTE: 2011 numbers are estimated!! The rolls are not yet complete.***

Change in Assessed Values
vs Rate of Inflation



Change in Taxable Values
vs Rate of Inflation



According To The Numbers

Summary of 2010 Studies for 2011 Equalization

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- *Explanation of “Tentative 2011 Ottawa County Equalization” and the impact they will have on our tax base.*
- On the sheet titled “Tentative 2011 Ottawa County Equalization” are the factors and ratios for each class of property in each local unit. They will be published, as required, in the Grand Rapids Press before the third Monday in February.
- These figures are based on 2010 Equalization, as adopted by the Board of Commissioners, and studies conducted by the Ottawa County Equalization Department during 2010. These ratios and multipliers are prior to any adjustment by the local assessor.
- If the ending ratio in a class, after adjustment, is under 49.00% or over 50.00% when local assessors have completed their 2011 assessment rolls, the class of property is subject to a County Equalization Factor to bring the class to 50.00%. 1998 was the last year any County Equalization Factors were needed. After adjustment by the local assessors and Boards of Review, a 1.0000 factor is again expected in all classes.
- Note that property taxes are paid on Taxable Value which may be unrelated to Equalized Value. The rate of inflation of 1.70% will be used for the 2011 assessment rolls.
- There are no longer enough uncapped parcels (transfers) with taxable values going up more than the rate of inflation to make up for the parcels whose taxable values are going down. Therefore even though there is still a gap between taxable and assessed, the decreases in assessed value will cause a decrease in taxable value for 2011.



According To The Numbers

Summary of 2010 Studies for 2011 Equalization



TENTATIVE 2011 OTTAWA COUNTY EQUALIZATION

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

These figures are based on the 2010 Equalization, as adopted by the Board of Commissioners, and studies conducted by the Ottawa County Equalization Department during 2010. These ratios and multipliers are prior to any adjustment. After adjustment by the local Assessors and Boards of Review, a 1.0000 factor is expected in all classes.

Note that the property taxes are paid on Taxable Value which may be unrelated to Equalized Value.

TOWNSHIPS	AGRICULTURAL		COMMERCIAL		INDUSTRIAL		RESIDENTIAL		TIMBER-CUTOVER		DEVELOPMENTAL		PERSONAL	
	REAL Ratio	(100) Factor	REAL Ratio	(200) Factor	REAL Ratio	(300) Factor	REAL Ratio	(400) Factor	REAL Ratio	(500) Factor	REAL Ratio	(600) Factor	(All classes) Ratio	Factor
Allendale Ch.	51.99	0.96173	54.29	0.92098	55.91	0.89437	51.50	0.97088	-	-	-	-	49.25	1.01520
Blendon	51.44	0.97201	53.14	0.94092	50.34	0.99325	53.33	0.93756	-	-	-	-	49.58	1.00852
Chester	50.15	0.99701	52.39	0.95439	50.37	0.99259	55.40	0.90253	-	-	-	-	50.00	1.00000
Crockery	51.90	0.96340	51.19	0.97676	53.59	0.93293	52.23	0.95731	-	-	-	-	49.98	1.00035
Georgetown Ch.	52.94	0.94447	54.29	0.92098	55.20	0.90580	50.85	0.98329	-	-	-	-	49.85	1.00297
Grand Haven Ch.	48.94	1.02166	52.39	0.95445	54.65	0.91492	50.44	0.99128	-	-	-	-	49.98	1.00044
Holland Ch.	64.22	0.77858	57.59	0.86824	55.30	0.90416	51.68	0.96750	-	-	-	-	49.92	1.00164
Jamestown Ch.	61.99	0.80655	52.97	0.94394	66.59	0.75087	53.76	0.93006	-	-	-	-	50.00	1.00000
Olive	60.73	0.82332	58.91	0.84879	54.36	0.91980	53.35	0.93721	-	-	56.94	0.87814	50.00	1.00000
Park	51.03	0.97982	55.80	0.89606	-	-	52.24	0.95713	-	-	-	-	49.26	1.01500
Polkton Ch.	48.10	1.03951	55.14	0.90679	52.20	0.95781	53.83	0.92886	-	-	-	-	49.88	1.00238
Port Sheldon	48.83	1.02400	56.37	0.88705	49.95	1.00096	50.26	0.99483	-	-	-	-	49.86	1.00284
Robinson	53.37	0.93686	56.35	0.88732	50.91	0.98210	55.09	0.90761	-	-	-	-	50.00	1.00000
Spring Lake	50.45	0.99099	56.87	0.87927	53.52	0.93424	54.49	0.91760	-	-	-	-	49.99	1.00011
Tallmadge Ch.	51.48	0.97126	51.17	0.97715	51.22	0.97619	51.03	0.97982	-	-	-	-	49.32	1.01386
Wright	50.40	0.99215	52.80	0.94697	53.93	0.92713	49.80	1.00402	-	-	-	-	49.35	1.01326
Zeeland Ch.	63.14	0.79190	53.65	0.93194	57.85	0.86431	49.50	1.01011	-	-	-	-	49.99	1.00012
CITIES														
Coopersville	51.29	0.97480	54.38	0.91946	57.46	0.87018	51.76	0.96600	-	-	-	-	49.35	1.01313
Ferrysburg	-	-	50.57	0.98873	51.48	0.97132	51.24	0.97581	-	-	-	-	49.90	1.00193
Grand Haven	-	-	52.93	0.94465	52.41	0.95402	51.86	0.96414	-	-	-	-	49.94	1.00117
Holland	52.37	0.95483	56.12	0.89098	56.35	0.88728	52.19	0.95804	-	-	50.00	1.00000	49.52	1.00961
Hudsonville	54.73	0.91364	55.90	0.89446	63.56	0.78666	50.77	0.98484	-	-	-	-	50.00	1.00000
Zeeland	63.13	0.79202	58.15	0.85985	59.12	0.84569	51.95	0.96247	-	-	-	-	49.99	1.00023

Ottawa County Equalization Department
Michael R. Galligan, Director

According To The Numbers

Summary of 2010 Studies for 2011 Equalization



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

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

REAL PROPERTY Class	Ratio (50% is no change)	% Change	
		To 50%	To 49%
Agricultural	54.24%	-7.81%	-9.66%
Commercial	55.25%	-9.50%	-11.31%
Industrial	53.17%	-5.96%	-7.84%
Residential	51.82%	-3.52%	-5.44%
Timber Cutover*	N.A.	N.A.	N.A.
Developmental**	56.23%	-11.09%	-12.86%
Total Real	52.48%	-4.73%	-6.63%
Total Personal	49.82%	-NA-	-NA-
Total Real and Personal	52.33%	-4.46%	-6.36%

- * No parcels remain in the Timber-Cutover class.
- ** Only 20 parcels remain in this class

Next Steps

❑ Statutory Duties

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

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

❑ New Challenges

- ❑ The State Tax Commission has hired a firm to conduct an Audit of Principal Residence Exemptions in Ottawa and 50 plus other Counties in 2011. This will be in addition to our local annual PRE audit program.
- ❑ With fewer sales and a declining market, determining market values this coming year will continue to be more challenging.
- ❑ We will review our methods for estimating future years taxable values. With the rapidly changing economy, this is a difficult task and an inexact science.



Conclusion

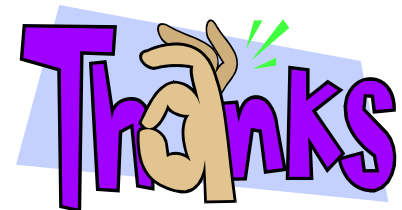
□ Summary

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

□ In Conclusion

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

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



Action Request



Committee: Board of Commissioners

Meeting Date: 2/8/2011

Requesting Department: Register of Deeds

Submitted By: Keith Van Beek

Agenda Item: Ottawa County Register of Deeds 2010 Annual Report

SUGGESTED MOTION:

To receive for information the Ottawa County Register of Deeds 2010 Annual Report.

SUMMARY OF REQUEST:

In accordance with 2011 Rules of the Ottawa County Board of Commissioners:

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

FINANCIAL INFORMATION:

Total Cost: \$0.00 | 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: #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: 2011.01.31 15:11:21 -0500

Committee/Governing/Advisory Board Approval Date:

**Ottawa County
Register of Deeds**



**2010 Annual
Report**

Gary Scholten, Register of Deeds

Chief Deputy:

Katherine Haiker

Team Leaders:

Rachel Sanchez

Char Mason

Staff:

Elizabeth Lange

Amber Reagan

Mary Beth Rokisky

Christine Williams

Out stationed Staff

Grand Haven Public Service Center Vault:

Terrance Sands

Holland District Court:

Chris Adamovich

Rita Dyke

Contractual Help:

Connie Barker

Bonnie Fisher

"Where good deeds are recorded every day."



Our Mission Is

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

*---Gary Scholten
Register of Deeds*

Ottawa County Register of Deeds 2008-2010 Statistics

Documents Recorded	2008	2009	2010
Deed Related Documents	885	1,001	1,400
Master Deeds	17	6	8
Quit Claim Deeds	2,764	2,804	2,775
Sheriff Deeds	957	933	953
Warranty Deeds	4,805	4,189	4,497
TOTAL DEEDS	9,428	8,933	9,633
Assignment of Mortgages	1,701	1,680	1,818
Discharge of Mortgages	11,641	14,002	12,566
Mortgages	11,291	12,813	11,847
Mortgage Related Documents	2,061	2,830	3,068
TOTAL MORTGAGES	26,694	31,325	29,299
Liens	977	878	445
Federal Tax Liens	393	423	461
Lien Related Documents	1,036	1,313	1,564
MESC Tax Liens	375	292	574
State Tax Liens	809	875	756
TOTAL LIENS	3,590	3,781	3,800
Certificate of Trusts	851	949	1,124
Death Certificates	729	674	773
Miscellaneous Documents	4,338	4,802	4,193
Notice of Commencement	358	169	227
Power of Attorney	427	420	374
TOTAL MISCELLANEOUS	6,703	7,014	6,691
TOTAL DOCUMENTS	46,415	51,053	49,423

We Exist Because.....

“Land is a major source of wealth in any society and, because of its permanence and usefulness, represents the most valuable asset of that society. Its permanence makes it valuable and attractive to lenders as collateral for loans, and governments derive substantial revenues from real estate taxes and other land related transactions.

In order to inspire confidence, the legal framework must provide effective, unequivocal enabling legislation establishing ownership rights in land and other real estate. It must also provide protection against infringement on these rights, a permanent public record, and convenient methods of transferring these rights without undue involvement of the state or federal government.” - Joint Statement by NACRC and IACREOT 12/9/2010

Our entire system of real estate ownership and real estate transactions depends on public records found in the Register of Deeds office. These records are used to confirm:

- the property exists
- its legal location
- its defined boundaries
- ownership
- chain of title
- constructive notice of any liens placed

Attorneys, real estate agents, broker’s appraisers, multiple listing services, among others all use public land records to carry out their professional duties within the industry. Buyers, lenders, title insurers, and others use the Register of Deeds records to verify the ownership, track chain of title, and obtain constructive notice of situations which they would not otherwise be able to discover. Mortgages, many legal judgments, liens and other claims against real property cannot be collected unless they are recorded in the public records.

The value of public records extends beyond the democratic and social benefits outlined above. Public records have come to constitute part of the critical infrastructure of our information economy, which in turn, contributes to the public good.

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

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

This said, the Ottawa County Board of Commissioners held a public hearing on November 9, 2010 on the issue of combining the county clerk’s office with the register of

deeds office. On November 23, 2010 the county board voted 10 to 1 to combine the offices. Unless a subsequent vote by the board to negate this action is held, the primary election of 2012 will determine who the respective candidates will be for the combined office of clerk/register. The election will be held November 2012 with the new office holder taking office January 1, 2013. I am against this combination.

In Ottawa County ...

We recorded over 108 types of land related documents, in 4 major categories; Deeds, Mortgages, Liens and Miscellaneous (See Page 3).

Sheriff Deeds, or mortgage foreclosures, remain high over the past four years. Foreclosure practices, by the Mortgage Electronic Recording System, Inc., have been called into question. Legislation has been introduced to combat suspect practices. I will follow the ongoing investigation and report back, when appropriate, the findings. This could impact up to 50,000 documents in my office.

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

Mortgage Foreclosures by Government Unit

Township	2004	2005	2006	2007	2008	2009	2010
Allendale	6	11	21	24	36	21	32
Blendon	4	2	9	12	12	5	12
Chester	1	2	4	6	7	5	8
Crockery	3	9	12	22	19	15	15
Georgetown	28	26	69	124	119	100	107
Grand Haven	12	13	27	42	47	45	74
Holland	47	61	92	136	170	208	175
Jamestown	4	14	5	19	40	15	15
Olive	6	7	7	14	13	12	13
Park	14	20	31	47	55	85	73
Polkton	1	3	2	3	3	8	8
Port Sheldon	4	6	9	14	22	11	14
Robinson	6	7	19	25	26	30	22
Spring Lake	15	19	33	32	39	60	60
Tallmadge	2	9	11	19	17	13	8
Wright	6	7	8	9	11	10	8
Zeeland	7	4	7	55	21	12	15

Cities	2004	2005	2006	2007	2008	2009	2010
Coopersville	2	3	13	20	21	14	16
Ferrysburg	9	4	10	18	15	12	18
Grand Haven	18	19	21	41	56	46	59
Holland	57	81	102	128	163	159	154
Hudsonville	4	5	7	22	17	20	28
Zeeland	6	8	21	18	28	27	19

We Serve

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

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

Over \$20 billion.

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



In My Office

- ❖ The Register of Deeds Office records, maintains, and makes public land records for all real estate located in Ottawa County. When the recording process is delayed because of lack of staff or resources, the system breaks down, increasing the cost of clear title gap insurance, delaying the processing of mortgage money transfers, enforcement of legitimate liens and impedes the accuracy of taxing the land to the rightful owners.

- ❖ In lieu of paper original documents (which are sent back to the preparer), the Register of Deeds maintains scanned electronic images and microfilm of original real estate related documents required to be recorded in secure, non-alterable form. Records are available for purchase at \$1.00 per page, set by statute.

- ❖ This office receives the majority of real estate transactions from over 200 title companies, banks, credit unions and other units of local, state and federal government. Staff accepts over 100 different types of documents. It should be noted that; (1) different statutes apply to different documents. Our staff is expected to know these specific statutes. (2) no standard forms exist for any of the documents accepted by this office. A land record can be drawn up in any format as long as the statutorily required information is provided anywhere in the document. Staff review and interpret each document to ascertain its purpose in order to apply the appropriate recording requirements. Staff report any suspicious or questionable documents to supervisors for review.

- ❖ The recording of land records is characterized by a number of checks and balances to insure the accuracy of submitted and archived records. There are 12 major steps in the recording process: 1) date and time stamping each document 2) checking documents for recordability; 3) ; tax certification of deeds with warranties; 4) mailing back unrecorded, incomplete documents (with written reasons why it can't be recorded); 5) receipting documents; 6) scanning the documents; imprinting each document with the Register of Deeds recording marks; 7) indexing; 8) when time is available, visually verify the indexed documents; 9) chronologically view all images for readability; 10) archiving the document in microfilm; 11) certifying the day (i.e. checking to assure the number of documents we took in that day are equal to the number of documents we scanned and indexed; 12) returning the document to the sender.

- ❖ Per state statute we are now recording liens, on persons, without a related property. Examples would be Judgment Liens from credit card companies, MESL & Treasury Liens from the State and Tax Liens from the IRS.

In the Year 2010 I.....

... Continued to judiciously spend the money collected from the Automation Fund.

Michigan's legislature, in 2003, formally recognized that Register of Deeds offices needed financial assistance to efficiently record documents and make them accessible to the public with the advent of the Automation Fund. The Automation Fund deposits fees into a technology fund for the Register of Deeds exclusive needs. The legislation reads, in part, *"The county register of deeds of each county shall expend the fees... for upgrading technology in the register of deeds office, with priority given to upgrading search capabilities."*

I upgraded technology, through ACS (2003-2009) and Fidlar Technologies (2009-Present). Since utilizing the Automation Fund my office has:

- Stopped utilizing the AS400.
- Provided images on line to local government units for taxing purposes.
- Offered images, on line, to the public for a subscription fee, raising money for the office.
- Sold all images in bulk to First American Title for 68 cents an image, raising money for the office.
- Offered numerous payment options which allows us to stop billing for copies. This saved some staff time in my office and significant staff time in Fiscal Services.
- Electronically recorded 9,500 documents in 2010. That's almost 20% of all documents recorded for the year. My office is one of 585 counties nationwide that electronically record documents.
- Electronically recorded documents from the Treasurer's office.
- Integrated with other county offices which stopped redundant tasks.
- Back indexed documents, preserving an electronic record, back to 1944 (deeds & deed related documents only) and linked the computerized images to these indexes from 1944 forward.
- Continue to market Internet access to our index of records back to 1944 on a subscription basis through our software vendor.
- Preserved the image of all (1835 and forward) deed index books, deed books and miscellaneous books (index & document). These images are now accessible on line for lookup.
- With GIS, offered a map database of property sold or foreclosed on. This has widespread use in the real estate community.

All of this is made possible without accessing Ottawa County General Fund dollars.

... Our software offers multiple ways to collect money. We accept cash, check, credit card, ACH or escrow. In 2010 we integrated the Fidlar escrow program with the county's New World system. The ability to handle escrow accounts electronically has increased staff accuracy and efficiency.

... We are closer to enabling the county's software packages to access our software and share information with a common denominator. As a new service (value added) staff lookup, verify and index a Permanent Parcel Number (PPN) on any document that transfers or encumbers a piece of property. To efficiently do this, they need access to the BS&A property system and the GIS system. To improve this process, I am working

with a team to automate the process of finding the PPN. Our software system may be able to automatically access the County BS&A or GIS system, compare legal descriptions and pull the PPN into our system.

... Continue to electronically tie financials from our current software to the county New World System.

... Contracted to have all microfilm with vinegar syndrome replicated. The microfilm with vinegar syndrome was destroyed.

... All microfilm was consolidated to one location so I was able to negotiate a better price for annual storage.

... In 2009, I offered Property Fraud Alert to Ottawa County homeowners at no cost. At the end of this year 1,099 homeowners signed up. I have partnered with title companies to “get the word out” on this worthwhile service.

... Offered informational services to over 500 homeowners in crisis.

Production Activity

- ❖ Recorded 49,423 documents.
- ❖ Recorded 108 different document types.
- ❖ Recorded an average of 177 documents per day.



- Imaged a total of 224,763 pages
 - 1998 - 2000 = 3 page average per document
 - 2001 - 2002 = 4 page average per document
 - 2003 - 2005 = 5 page average per document
 - 2006 - 2007 = 4.5 page average per document
 - 2008 – 2009 = 4.35 page average per document
 - 2009 – 2010 = 4.5 page average per document

Of the 49,423 Documents recorded

- ❖ 11,847 Mortgages and 12,566 Discharge of Mortgages account for approximately 50% of our documents.

- ❖ 953 Sheriff Deeds (mortgage foreclosures) were recorded. This is about a 2% decrease from 2009. Eighty-six of these sales were redeemed by the owner. In 2009, 72 of the deeds were redeemed. The Sheriff's Sale is held each Thursday on the ground floor of the Grand Haven Courthouse by a Deputy. The deeds are then recorded in our office.
- ❖ Two Plats or Subdivisions were recorded.
- ❖ 8 Master Deeds (condominium projects) were recorded, an increase of 25% from 2009.

Our Revenue Generated in 2010

- ❖ \$776,935 in recording fees
- ❖ \$164,119 in bulk (Register's discretion to sell) & miscellaneous sales
- ❖ \$125,656 in internet sales the Register of Deeds authorized
- ❖ \$705,746 County Real Estate Transfer Tax

Total revenue generated for county use : \$1,772,456

A 12% increase in revenue over 2009, due to Register's understanding of the market

In addition my office collected:

- ❖ \$4,229,901 for State Real Estate Transfer Tax (school aid fund)
- ❖ \$178,894 for Michigan Survey Monument Replacement Program

Automation Fund Revenue Generated in 2010

- ❖ \$246,112 from the \$5.00 per document recording fee
- ❖ \$230 Interest from Investments

Our Regular Office Expenses in 2010

- ❖ \$670,899 which includes:
 - \$599,787 in personnel & benefits
 - \$71,112 in operational costs & administrative services

Revenue over expenditures in the General Fund: \$1,101,557 – a 20% increase over 2009

Automation Fund Expenditures in 2010

- ❖ \$252,063 software/hardware purchases, IT indirect costs, back indexing & imaging costs and other contracts dealing with upgrading technology and creating readable, searchable images from paper records

Goals for 2011

- ❖ To review & triage the mail, recording each recordable document without carry over from one day to the next with fewer staff.
- ❖ Provide an accurate index of recordable documents in searchable fields that allows for cross indexing.
- ❖ Make all recordable documents available to the public.
- ❖ Maintain microfilm as archival back up of all recorded images.
- ❖ To continue the electronic redaction of social security numbers from documents in the data bank available on the internet. In the last 18 months we have redacted 58% of the documents. Note: Surrounding state statutes require a visual verification of all documents before they are placed on the internet.
- ❖ We will review a sampling of the documents in our data bank to determine if the electronic redaction was adequate or if it will require us to do a visual verification.
- ❖ While the technology age has provided vast advantages on how we do business, it unwittingly fosters an environment for identity thieves, so we train employees to be alert and observe customers and documents for fraud. Common sense by government employees is still the best guide to follow when dealing with these issues. We encourage our staff to report any suspicious or unusual behavior to their supervisor.
- ❖ To practice stringent quality control when approving received documents for recording.
- ❖ To increase the number of documents electronically recorded with us:

It is at the sole discretion of the Register of Deeds to offer e-recording services. Ottawa County was 3rd in the state to offer e-recording. Currently, 5 other Michigan county's e-record. Michigan is a "race state" meaning the first document recorded for a specific property has precedence over other documents filed later. Documents that have been returned due to errors can take days or even weeks longer to record, depending on the person/company responsible for the document. Using this innovative technology and process improvement results in a reduction of errors and rejections, and speeding up the whole process of recording real property documents.

We continue to work to implement the Uniform Property Electronic Recording Act (UPERA) in Michigan. Michigan already recognizes the Uniform Electronic Transactions Act (UETA) which my office electronically records under. UPERA legislation allows a state commission to set and create uniform standards for all electronic submitters, resulting in less risk to insure an electronic document.

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

All parties benefit from E-recording. The submitters receive faster document recording, status updates, electronic return of documents and error checking.

The Register of Deeds has cash flow improvements, productivity gains, error free recordings and satisfied constituency. The lending institutions are able to turnaround and sell mortgage papers in secondary markets without delays, reducing interest rate risks. And most importantly, the citizens of Ottawa County benefit as their documents are recorded in the most expeditious manner.

- ❖ To improve the connection between our AVID software and BS&A, facilitating a property record lookup through the property system.
- ❖ Through software integration, improve our search abilities on the internet and in our research library in Grand Haven.
- ❖ Accurately back index 6 searchable fields of recorded documents from 1938 to 1994.
- ❖ To connect these indexes with imaged deed documents. The public and our clients will then be able to look up these documents after checking either a computerized index or our index books, for liber and page in the vault.
- ❖ To continue to work with the Treasurer's Office, Equalization and GIS to decrease redundancies throughout all 4 departments. This will further enhance each department's work flow.
- ❖ To have ease of search ability by continuing to review our electronic images to insure readability beginning with 1932 going back to 1835. Staff checks each image for brightness, crispness and readability.
- ❖ To review our image price for images sold in bulk to the land title company. The image price, set by statute, is \$1.00 per page. The current bulk cost is .68 per page determined through a cost study by Maximus Corp using an analysis set forth by the Records Media Act.
- ❖ To increase the number of vendors that pay using escrow..... We have implemented a "no-bill" system in our office where clients pay by cash, escrow or credit card only for retrieval of records, avoiding the labor involved in maintaining a billing system, non payment and bad checks. We worked with the Treasurer's Office, IT and WebTecs to offer credit card payment options.

Action Request



Committee: Board of Commissioners

Meeting Date: 2/8/2011

Requesting Department: Michigan Works!

Submitted By: Greg Rappleye

Agenda Item: Designation and Certification of Ottawa County Michigan Works! Agency as a "One Stop" Operator

SUGGESTED MOTION:

To designate and certify the Ottawa County Michigan Works! Agency, a department of Ottawa County government, as the "one-stop operator" in accordance with Michigan Department of Energy, Labor & Economic Growth/Bureau of Workforce Transformation Policy Issuance No. 09-02, Change 1.

SUMMARY OF REQUEST:

The Board of Commissioners must designate and certify the Ottawa County Michigan Works! Agency as a "one stop operator."

FINANCIAL INFORMATION:

Total Cost: \$0.00 | General Fund Cost: \$0.00 | Included in Budget: Yes | No

If not included in budget, recommended funding source: N/A

ACTION IS RELATED TO AN ACTIVITY WHICH IS:

Mandated | Non-Mandated | New Activity

ACTION IS RELATED TO STRATEGIC PLAN:

Goal: 3: To Contribute to a Healthy Physical, Economic, & Community Environment.

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

ADMINISTRATION RECOMMENDATION: Recommended | Not Recommended | Without Recommendation

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@ottawacounty.org
Reason: I am approving this document
Date: 2011.02.08 09:51:15 -0500

Committee/Governing/Advisory Board Approval Date:

SELECTION AND CERTIFICATION OF ONE-STOP OPERATOR

In accordance with Michigan Department of Energy, Labor & Economic Growth/ Bureau of Workforce Transformation Policy Issuance No. 09-02, Chg 1 regarding Certification Criteria for Michigan Works! Service Centers, the Ottawa County Board of Commissioners, in cooperation with the Ottawa County Workforce Development Board, has selected the following eligible one-stop operator.

1.(e) *a government agency*

In Ottawa County the one-stop operator will be the Ottawa County Michigan Works! Agency, a department of Ottawa County government.

The Ottawa County Board of Commissioners in cooperation with the Ottawa County Workforce Development Board certified the Ottawa County Michigan Works! Agency as the one-stop operator in the following process:

3. *The local board may be designated or certified as the one-stop operator with the agreement of Chief Elected Official and the Governor.*

This notice of certification serves as a request for approval by Michigan Department of Energy, Labor & Economic Growth as to the certification of the Ottawa County Michigan Works! Agency and for presentation of this certification proposal to the Governor's office.

Further, the designation or certification must be made publicly in accordance with requirements of the "Sunshine Provision" and WIA, Section 117(e) and must be reviewed whenever the certification of the local board is made. The Ottawa County Michigan Works! Agency will keep on file the required documentation to confirm compliance to the "Sunshine Provision".

OTTAWA COUNTY, for and on behalf of Ottawa County Michigan Works! Agency

Philip D. Kuyers, Chair Date
Ottawa County Board of Commissioners

Sara Hambley 1-25-2011
Sara Hambley, Chairperson Date
Ottawa County Workforce Development
Board

Daniel Krueger, Clerk Date
Ottawa County