



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

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Website: www.miOttawa.org

April 8, 2011

To All Ottawa County Commissioners:

The Ottawa County Board of Commissioners will meet on **Tuesday, April 12, 2011 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 Holtrop
3. Pledge of Allegiance to the Flag
4. Roll Call
5. Presentation of Petitions and Communications
6. Public Comments and Communications from County Staff
 - A. Legislative Update, Jim Miller, Governmental Consultant Services, Inc. (GCSI)
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 22, 2011 Board of Commissioners Meeting.
2. Payroll
Suggested Motion:
To authorize the payroll of April 12, 2011 in the amount of \$_____.
3. Correspondence Log 414
Suggested Motion:
To receive for information the Correspondence Log.

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

From the Finance and Administration Committee

4. Monthly Accounts Payable for March 14, 2011 through March 31, 2011
Suggested Motion:
To approve the general claims in the amount of \$3,190,928.61 as presented by the summary report for March 14, 2011 through March 31, 2011.
5. Ottawa County Clerk's 2010 Annual Report
Suggested Motion:
To receive for information the Ottawa County Clerk's 2010 Annual Report.
6. Ottawa County Drain Commission's 2010 Annual Report
Suggested Motion:
To receive for information the Ottawa County Drain Commission's 2010 Annual Report.
7. 20th Judicial Circuit and Ottawa County Probate Courts 2010 Annual Report
Suggested Motion:
To receive for information the 20th Judicial Circuit and Ottawa County Probate Courts 2010 Annual Report.

B. Action Items:

From the Finance and Administration Committee

8. Purchasing Card Policy (Second Reading)
Suggested Motion:
To adopt the proposed the Purchasing Card Policy. (Second Reading)

C. Appointments: None

D. Discussion Items:

9. Ottawa County Clerk's 2010 Annual Report
(Presented by: Daniel C. Krueger, Ottawa County Clerk)
 10. Ottawa County Drain Commission's 2010 Annual Report
(Presented by: Paul Geerlings, Ottawa County Drain Commissioner)
 11. 20th Judicial Circuit and Ottawa County Probate Courts 2010 Annual Report
(Presented by: Kevin Bowling, 20th Circuit Court Administrator)
 12. Closed Session
Suggested Motion:
To go into closed session for the purpose of considering an attorney/client letter under Section 8(h) of the Open Meetings Act.
(2/3 roll call vote required)
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 22, 2011, at 1:30 p.m. and was called to order by the Chair.

Mr. Karsten pronounced the invocation.

The 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)

B/C 11-067 Mr. Holtvluwer moved to approve the agenda of today as presented and amended adding Action Item #14 – To Declare April 2011 as Michigan Child Abuse Prevention Month and National Child Abuse Prevention Month. The motion passed.

B/C 11-068 Mr. Holtrop moved to approve the following Consent Resolutions:

1. To approve the minutes of the March 8, 2011 Board of Commissioners Meeting.
2. To authorize the payroll of March 22, 2011 in the amount of \$575.66.
3. To approve the general claims in the amount of \$3,546,653.72 as presented by the summary report for March 1, 2011 through March 11, 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 February 2011.

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)

B/C 11-069 Mr. Rycenga moved to approve the revised Park Rules to be adopted as Ordinance No. 11-1. 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 11-070 Mr. Rycenga moved to approve the revised Open Space Rules to be adopted as Ordinance No. 11-2. 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 11-071 Mr. Rycenga moved to approve and authorize the Board Chair and Clerk to sign the Resolution authorizing submittal of the Historic Ottawa Beach Waterfront Walkway grant proposal to the Michigan Natural Resources Trust Fund. 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 11-072 Mr. Rycenga moved to approve and authorize the Board Chair and Clerk to sign the Resolution to authorize the Ottawa County Drain Commissioner to establish lake level special assessment districts from Kenowa Lake, Rushmore Lake and Sunnyview Lake, all located within Georgetown Charter Township, Ottawa County, Michigan, as provided for in Park 307 of the Natural Resources and Environmental Protection Act, MCL 324.30701 et seq., as amended. 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 11-073 Mr. Swartout moved to approve and authorize the Board Chair and Clerk to sign the Agreement for Veterans Services with Social Services Resources LLC in the amount of \$18,749.97. 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 11-074 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 11-075 Mr. Swartout moved to receive for comment the Purchasing Card Policy. (First Reading) 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 11-076 Mr. Swartout moved to approve the request from the 20th Circuit Court/Trial Division to create one (1) full-time (1.0 FTE) Felony Collections Clerk (Group T, Paygrade 10) at a cost of \$51,264. Funding to come from the funds collected by this position (General Fund). Position to be sunsetted March 22, 2012, and reviewed at that time to determine if sufficient funds were collected to continue this position. 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 11-077 Mr. Swartout moved to approve the request to reclassify the position of full-time (1.0 FTE) Program Coordinator (Unclassified, Paygrade 07) to full-time (1.0 FTE) Program Supervisor (Unclassified, Paygrade 08) at a cost of \$7,190. Funding for this position to come from Medicaid funding. 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 11-078 Mr. Swartout moved to approve and authorize the Board Chair and Clerk to sign the Resolution to Declare April 2011 as Michigan Child Abuse Prevention Month and National Child Abuse Prevention Month with Ottawa County. 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)

The Administrator's report was presented.

Public Comments

Daniel Krueger, Clerk, reported just receiving an email from GCSI that the census data is available. The population figure in Ottawa County is 263,801. This is a gain of 27,500 over the last ten years.

B/C 11-079 Mr. Holtrop moved to adjourn at 1:55 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: 4/12/2011

Requesting Department: County Clerk

Submitted By: Bob Spaman

Agenda Item: Payroll

SUGGESTED MOTION:

To authorize the payroll of April 12, 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@miottawa.org
Reason: I am approving this document
Date: 2011.03.02 09:03:46 -0500

Committee/Governing/Advisory Board Approval Date: _____

Action Request



Committee: Board of Commissioners

Meeting Date: 4/12/2011

Requesting Department: County Clerk

Submitted By: Keith Van Beek

Agenda Item: Correspondence Log 414

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, c=US, o=County of Ottawa, ou=Administrator's Office, email=avanderberg@miottawa.org
Reason: I am approving this document
Date: 2011.03.30 10:16:26 -0400

Committee/Governing/Advisory Board Approval Date:

CORRESPONDENCE LOG 414

Date	Correspondent	Content	Referred To
3/18/2011	BAY CO BD OF COMMISSIONERS	OPPOSES TAXING PENSIONS	ADMINISTRATOR & COMMISSIONS
3/18/2011	BAY CO BD OF COMMISSIONERS	HEALTHCARE REFORM	ADMINISTRATOR & COMMISSIONERS
3/17/2011	DEPT OF NATURAL RESOURCES KELLI SOBEL, STATE TAX COMMISSION	MUSKETAWA TRAIL	ADMINISTRATOR & COMMISSIONERS
3/9/2011	SANDRA HEMPLE	REVOKE FAC EXEMPT CERT	ADMINISTRATOR, DEJONG
3/2/2011		THANK YOU	ADMINISTRATOR & COMMISSIONERS

From: 3/1/2011

To: 3/31/2011

Action Request



Committee: Board of Commissioners

Meeting Date: 4/12/2011

Requesting Department: Fiscal Services

Submitted By: Bob Spaman

Agenda Item: Monthly Accounts Payable for March 14, 2011 through March 31, 2011

SUGGESTED MOTION:

To approve the general claims in the amount of \$3,190,928.61 as presented by the summary report for March 14, 2011 through March 31, 2011.

SUMMARY OF REQUEST:

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

FINANCIAL INFORMATION:

Total Cost: \$3,190,928.61 | General Fund Cost: \$3,190,928.61 | 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=US, ou=County of Ottawa, ou=Administrator's Office, email=avanderberg@ottawa.org
Reason: I am approving this document.
Date: 2011.04.04 10:38:16 -0400

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 – March 14, 2011 to March 31, 2011
Date: April 1, 2011

I have reviewed the Accounts Payable Listing for March 14 through March 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

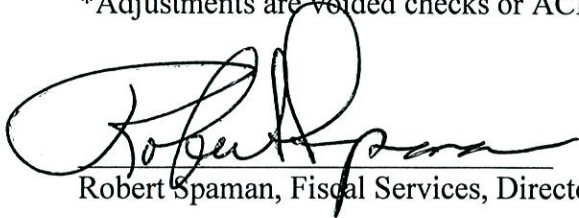
1 – Vehicle –Mental Health Department	\$37,051.36
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If you have any additional questions, please feel free to contact me.

Total Checks/Automated Clearing House (ACH) 03/14/2011 through 03/31/2011

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 \$3,157,544.20. The amount of claims to be approved totals \$3,190,928.61.

*Adjustments are voided checks or ACH.


Robert Spaman, Fiscal Services, Director

4/1/11
Date

We hereby certify that the Board of Commissioners has approved the claims on this 12th day of April, 2011.

Philip Kuyers, Chairperson
Board of Commissioners

Daniel Krueger, Clerk

ACCOUNTS PAYABLE CHECKS/ACH 03/14/2011 THROUGH 03/31/2011

<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	567,542.92	0.00	567,542.92
1500	CEMETERY TRUST	0.00	0.00	0.00
2081	PARKS & RECREATION	43,152.99	(360.00)	42,792.99
2082	PARK 12	0.00	0.00	0.00
2160	FRIEND OF COURT	4,062.40	0.00	4,062.40
2170	9/30 JUDICIAL GRANTS	715.82	0.00	715.82
2210	HEALTH	42,474.54	(611.75)	41,862.79
2220	MENTAL HEALTH	686,315.00	0.00	686,315.00
2271	SOLID WASTE CLEAN-UP	18,673.24	0.00	18,673.24
2272	LANDFILL TIPPING FEES	2,505.80	0.00	2,505.80
2320	TRANSPORTATION SYSTEM	0.00	0.00	0.00
2420	PLANNING COMMISSION	0.00	0.00	0.00
2444	INFRASTRUCTURE FUND	0.00	0.00	0.00
2450	PUBLIC IMPROVEMENT	0.00	0.00	0.00
2550	HOMESTEAD PROPERTY TAX	0.00	0.00	0.00
2560	REGISTER OF DEEDS AUTOMATION FUND	2,011.07	0.00	2,011.07
2590	LIPPERT GRANT	0.00	0.00	0.00
2601	PROSECUTING ATTORNEY GRANTS	0.00	0.00	0.00
2602	WEMET	158,634.35	0.00	158,634.35
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/ACH 03/14/2011 THROUGH 03/31/2011

<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	21,047.95	0.00	21,047.95
2640	EMT HOLLAND-PARK	0.00	0.00	0.00
2650	EMT GEORGETOWN TOWNSHIP	0.00	0.00	0.00
2661	SHERIFF ROAD PATROL	742.44	0.00	742.44
2690	LAW LIBRARY	0.00	0.00	0.00
2740	WIA-ADMIN. COST POOL	976.54	0.00	976.54
2741	WIA-YOUTH	36,752.52	0.00	36,752.52
2742	WIA-ADULT	13,051.91	0.00	13,051.91
2743	WIA-6/30 GRANT PROGRAMS	183,144.02	0.00	183,144.02
2744	WIA-12/31 GRANT PROGRAMS	3,321.99	0.00	3,321.99
2747	WIA-WORK FIRST YOUTH	0.00	0.00	0.00
2748	WIA-9/30 GRANT PROGRAMS	68,024.58	0.00	68,024.58
2749	WIA-3/31 GRANT PROGRAMS	0.00	0.00	0.00
2750	GRANT PROGRAMS-PASS THRU	5,027.21	0.00	5,027.21
2800	EMERGENCY FEEDING	732.43	0.00	732.43
2810	FEMA	0.00	0.00	0.00
2850	COMMUNITY CORRECTIONS PROG. GRANT	6,444.01	0.00	6,444.01
2870	COMMUNITY ACTION AGENCY (CAA)	16,025.83	(2,000.00)	14,025.83
2890	WEATHERIZATION	58,224.65	(3,003.25)	55,221.40
2900	DEPT OF HUMAN SERVICES	0.00	0.00	0.00
2901	DEPT OF HUMAN SERVICES	5,946.45	0.00	5,946.45
2920	CHILD CARE - PROBATE	35,543.22	0.00	35,543.22
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 03/14/2011 THROUGH 03/31/2011

<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	1,116.40	0.00	1,116.40
5160	DELINQUENT TAXES	4,316.22	0.00	4,316.22
6360	INFORMATION TECHNOLOGY	45,624.70	0.00	45,624.70
6410	WATER & SEWER REVOLVING	0.00	0.00	0.00
6450	DUPLICATING	559.20	0.00	559.20
6550	TELECOMMUNICATIONS	15,455.75	0.00	15,455.75
6641	EQUIPMENT POOL	37,051.36	0.00	37,051.36
6770	PROTECTED SELF-FUNDED INSURANCE	0.00	0.00	0.00
6771	PROTECTED SELF-FUNDED HEALTH INS.	0.00	0.00	0.00
6772	PROTECTED SELF-FUNDED UNEMPL INS.	0.00	0.00	0.00
6775	LONG-TERM DISABILITY INSURANCE	16,868.75	0.00	16,868.75
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	924,216.22	(27,409.41)	896,806.81
7040	IMPREST PAYROLL	164,626.13	0.00	164,626.13
7210	LIBRARY PENAL FINE	0.00	0.00	0.00
7300	EMPLOYEE SICK PAY BANK	0.00	0.00	0.00
7360	OPEB TRUST	0.00	0.00	0.00
		<u>\$3,190,928.61</u>	<u>(\$33,384.41)</u>	<u>\$3,157,544.20</u>

Action Request



Committee: Board of Commissioners

Meeting Date: 4/12/2011

Requesting Department: County Clerk

Submitted By: Keith Van Beek

Agenda Item: Ottawa County Clerk's 2010 Annual Report

SUGGESTED MOTION:

To receive for information the Ottawa County Clerk's 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: To Maintain and Enhance Communication with Citizens, Employees, and Other Stakeholders.

Objective: 4: Continue to improve communication with Commissioners.

ADMINISTRATION RECOMMENDATION: Recommended | Not Recommended

County Administrator: Alan G. Vanderberg

Digitally signed by Alan G. Vanderberg
DN: cn=Alan G. Vanderberg, ou=County of Ottawa, ou=Administrator's Office, email=avanderberg@ottawa.org
Reason: I am approving this document
Date: 2011.03.30 11:48:52 -0400

Committee/Governing/Advisory Board Approval Date:

Ottawa County Clerk Annual Report 2010

DANIEL C. KRUEGER

HIGHLIGHTS FROM 2010

SPECIAL POINTS OF INTEREST:

- Processed 768 Passport/ Concealed Weapons Permit Photos
- Trained nearly 900 precinct workers for the Primary and General Elections
- Vital Records went live on the State's Electronic Death Registration System
- Implemented online applications for marriage licenses
- All 26 employees participated in the DiSC—"Understanding Difference Behavioral Styles" training

As always, an even numbered year proves to be a very active and interesting year. While we are always aware of the multitude of elections that we have in an even year, we were also involved in the implementation of our new Identiphoto program for the concealed weapons process and, as a pilot county, implemented the Electronic Death Registration program along with 4 other counties in the State.

We were active in the elections area with several recall efforts in a number of townships. The Elections Commission met numerous times dealing with language issues in these efforts, none of which ever moved beyond the approval phase. While those things were taking place, we conducted 3 major elections. The gubernatorial election in November of 2010 was most disappointing in that we barely had 50% turnout compared to our usual 60+%.

During the November election process, we instituted a different method of providing for the counting of absentee ballots in each of the counting boards used by local units. We also implemented a change in the reporting process by allowing a few of our larger local units to use our software to compile election results and email those into our office election night. We also initiated a program for more automatic transferring of election results to our website on election night. All of these programs will

amount to reduced costs for us and local units as we continue to improve and modify them.

The court records division continues to improve its electronic processes and implement new procedures to increase service and efficiencies. Our progress was enhanced in this area by new legislation that allows for electronic seals to be placed on documents and the ability to produce an electronic certification for documents as well. While we have implemented the electronic seal process which has increased our efficiency and customer service, we continue to work through the more complex process of electronic certification and are looking forward to having some success in that area this year.

In October of 2010, the US Department of State sent us a curve regarding our issuance of passports. Their new guidelines have given us a significant challenge and we are still in the process of attempting to implement their directives.

Since early 2008, I have been working with my colleagues in the State and with the Vital Records Bureau of the Health Department to implement an electronic death records program modeled after our electronic birth registration program. Late last summer, we were one of 5 counties to begin using that program and have had significant success with

the program to the extent all but one of our funeral homes in the county participate in the process and the last one will be coming on board soon. This program in itself involved training issues with the funeral directors and their staff as well as getting hospitals, doctors and medical examiners on board.

We continue to look for ways to improve our service as is evident with the Identiphoto process we implemented in our concealed weapons program. This program allows us to provide credit card type licenses to CCW holders rather than the picture laminated to a paper card process. In purchasing the program, we estimated the payback would take approximately 3 years. After implementation in December of 2009 and doing a great deal of advertising on the website and in other notices promoting the one stop shopping process of making application, getting your photo taken and then going upstairs to get your fingerprints, I am pleased to announce the program has generated enough revenue to pay for the purchase of the program in one year and pay for the supplies needed.

Sincerely,

Daniel C. Krueger, CCO, MCCO
County Clerk

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ADDITIONAL HIGHLIGHTS

2010 proved again to be an extremely busy year in the Clerk's Office. We worked closely with a number of departments in implementing new and more efficient processes.

We worked with the Treasurer's Office on an "Unclaimed Check" lookup on "MiOttawa.org". This allows people to search by name or business to see if they have any unclaimed checks at the County.

In 2010, we worked with Administration, Human Resources and

WebTecs, Inc., to design, develop and implement an online application database for Board and Committee Appointments. This allows applicants to apply online as well as archiving past and present information.

As we continue to look for ways to improve our service, we have made more items available through the website. In June, we implemented online applications for marriage licenses. We started with 11% applying in June and

saw that number rise to 41% in December.

As always, 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.

Passports empower citizens to travel outside of the borders of our country. We process and transmit to the passport agency, applications and fees for passports. There are many strict guidelines and rules that must be followed when accepting these applications.

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 2010; a total of 19,382.

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.

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

VITAL 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.

statement acknowledging that the Notary Public who witnessed the signature is a current and duly commissioned Notary. We distributed 70 certificates in 2010, compared to 49 in 2009.

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

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.

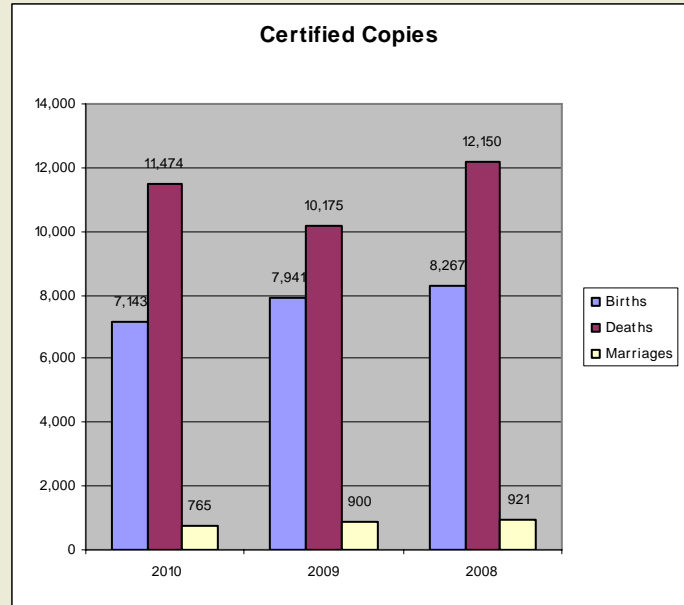
Concealed weapons applications are accepted, managed, processed, and eventually stored here. A concealed weapons permit is only granted after an extensive background check is performed and the applicant has met all of the necessary requirements.

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 11 Orders in 2010.

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

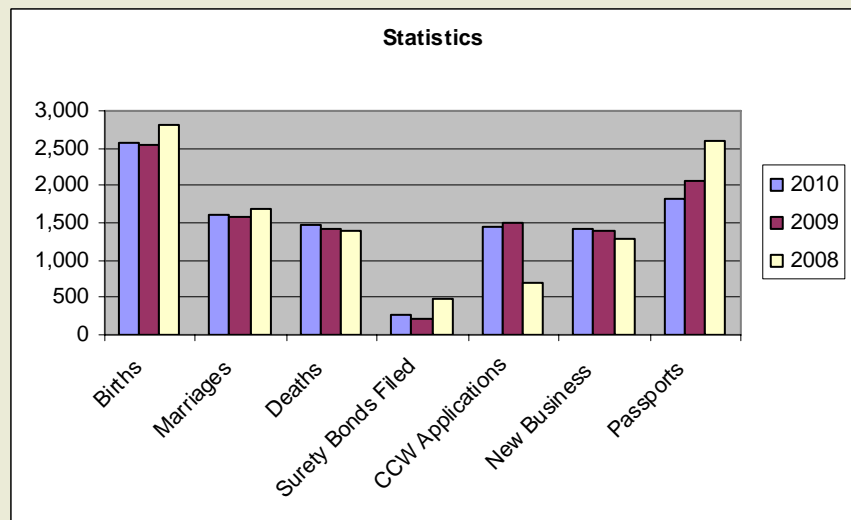
An Oath of Office is for those



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

STATISTICS

	<u>2008</u>	<u>2009</u>	<u>2010</u>
New Births	2,803	2,550	2,563
Marriages	1,699	1,568	1,620
Deaths	1,381	1,407	1,463
Surety Bonds Filed	483	207	279
CCW Apps	709	1,502	1,435
DBA's	1,287	1,395	1,411
Passports	2,594	2,056	1,812



ELECTIONS

Ottawa County conducted elections in May, August and November of 2010 – with a School Board Election on May 4, the State-wide Primary on August 3 and the State-wide General Election on November 2. In the August 3 Primary Election, Ottawa County saw one of the highest percentages of turnout in the State of Michigan, at over 10% of the statewide average.

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

tions equipment and the proofing and printing of all ballots county-wide. Elections 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.

EQUIPMENT

Ottawa County uses the M-100 Optical Scanner to tabulate all ballots cast. The optical scan system is accurate and efficient, while also maintaining the integrity and security of the election by allowing a “paper trail” to verify every vote cast. The Auto-MARK Voter Assist Terminal is an ADA compliant device which enables voters with disabilities to cast a secret ballot by use of touch screen technology, or with a keypad and headphones. The Auto-MARK prints the voter’s selections onto a regular optical scan ballot, which is then tabulated in the M-100 device. The Elections Division of the County Clerk’s Office is responsible for the maintenance, up-keep and programming of all elections equipment countywide.

Ottawa County also served as a pilot county for the rollout of the new Electronic Poll Book technology in 2010. The Electronic Poll Book (or E-Poll Book) greatly improves the speed and accuracy of processing voters on Election Day, allowing precinct workers to swipe a voter’s driver license or state ID and mark them as having voted. The E-Poll Book also greatly decreases the risk of mathematical errors during the closing of the polls on Election Night. Seventy percent of the precincts in Ottawa County used the new technology in the November General Election, and the software has generated positive responses from many clerks, precinct workers and voters.

REGISTERED VOTERS

The Elections Division of the County Clerk’s Office processed a total of 13,968 voter registrations in 2010. 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 at-

tended four naturalization ceremonies in West Michigan in 2010, 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 2010, there are 178,961 registered voters in Ottawa County.

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.

They may also be called upon to appoint temporary township, city or county officials if a sufficient number of board members are recalled, so as to prevent a quorum from being met. These appointments are in effect until the next election can be held to fill the vacancies.

The Ottawa County Election Commission met six times in 2010, for the purpose of approving ballots for the May, August and November elections and the conduct of clarity hearings for 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, which are staggered, meaning two terms expire every odd numbered year.

The County Canvassing Board meets after each election to certify and canvass the results of the election. All election results are considered unofficial until the Canvassing Board has completed certifying all election returns and results. The Canvassing Board conducts all recounts within the county.

The Ottawa County Board of Canvassers met three times in 2010 to certify the May, August and November elections. The canvassers also conducted a countywide examination of all ballot containers used in each local jurisdiction for the storage of voted ballots. By law, the Board of Canvassers must certify these containers for use every four years.

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 processed 115 separate campaign finance filings in 2010.

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.

The Elections Division of the County Clerk’s office conducted training for nearly 900 poll workers in 2010. Training included the required recertification for returning poll workers, as well as training for new workers, and extensive training in the use of the newly implemented Electronic Poll book. Additional specialized training sessions for local clerks and precinct workers covered the counting of absentee ballots and the conduct of “receiving boards” to ensure better accuracy on Election Night.



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 20th 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

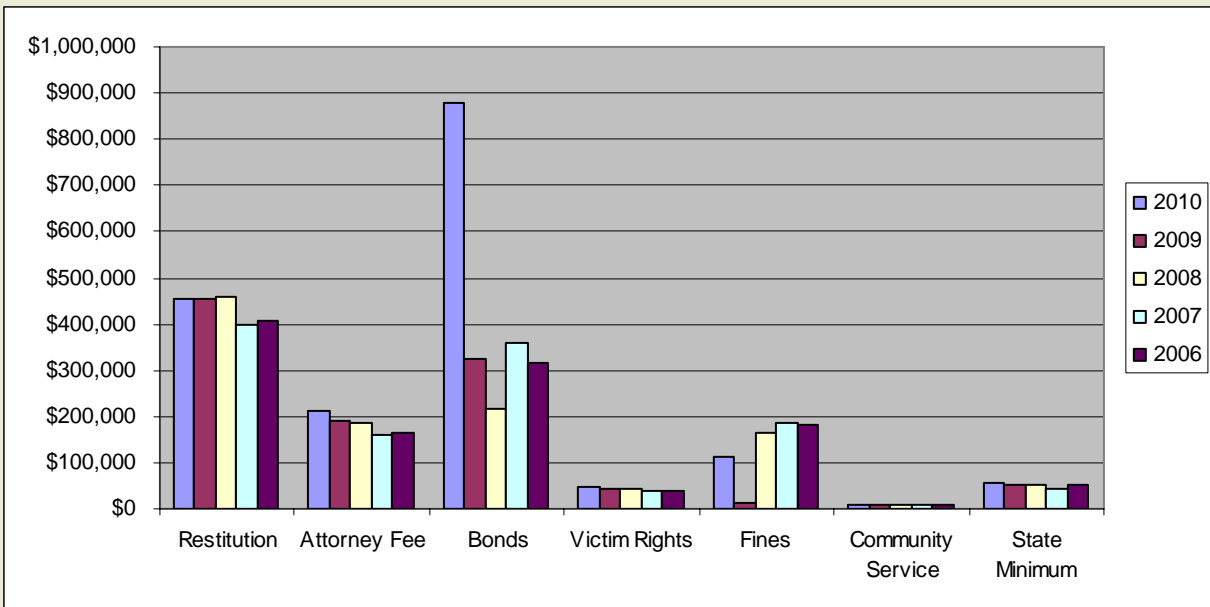
* These records are maintained by the Family Division of the 20th Circuit Court located in West Olive, Michigan.

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.



**A D D I T I O N A L
C O L L E C T I O N S**

Filing Fees	\$249,469
Order Fees	\$ 13,750
Motion Fees	\$ 25,291
Jury	\$ 9,775
Garnishments	\$ 13,230
Record Searches	\$ 2,191
Escrowed	\$ 67,836

**S T A T I S T I C S
F O R C I R C U I T
C O U R T
R E C O R D S**

	<u>2009</u>	<u>2010</u>
Criminal Cases	1040	1007
Criminal Appeals	5	3
Civil Cases	572	524
Civil Appeals	43	46
Divorce Cases	1029	1003
Divorces Granted	1054	1067
Cases to Appellate & Supreme Courts	30	25
Paternity	158	159
Support	304	265
Personal Protection Orders	822	727
Other Domestic Relations	31	34
UIFSA	17	12
Adoptions	149	147
Neglect & Abuse	79	93
Other Family	50	66
Release for Adoption	49	60
Juvenile Delinquency	1431	1338

**F R I E N D O F T H E
C O U R T**

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.

A N N U A L R E P O R T

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.

J U R Y

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.

**R E P O R T I N G T O S T A T E
A G E N C I E S**

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: Hudsonville District Court
3100 Port Sheldon Road
Hudsonville, MI 49426
Tuesdays only
8:00 a.m. to 12:00 noon
(616) 662-6085

Health Services Building
12251 James Street
Holland, MI 49424
Monday through Friday
8:00 a.m. to 5:00 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

Ottawa County Courthouse
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.
Fridays only
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 filed electronically from Juvenile Services and all new Child Support/Paternity cases are filed electronically from the Prosecutor's Office.

Approximately 28.8% (32,433 out of 112,653) of documents received for filing were received electronically from other departments. Approximately 7,100 orders were signed by the Judges electronically.

We sent 14,784 documents electronically through workflow to other departments. In early fall, we began sending documents electronically to the Department of Human Services.

13.5 Circuit Court Records staff members indexed 80,220 and filed 112,653 documents for a total of 192,873 documents processed in addition to scanning 102,627 documents (350,336 pages).

6 Vital Records staff members scanned 32,565 documents (59,003 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 vacancies on any board, commission or advisory committee for the County. These postings are available on-line at "MiOttawa.org". A new database was designed in 2010 which allows for an on-line application process along with maintaining and archiving of past and present committee information. The system was developed to modernize and streamline the application process. Letters are now generated automatically to inform applicants of our receipt of their application as well as notify them of appointment when approved by the Board of Commissioners.



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 2010, the Board met 6 times approving 1 final plat and 2 preliminary plats.

Action Request



Committee: Board of Commissioners

Meeting Date: 4/12/2011

Requesting Department: Drain Commission

Submitted By: Keith Van Beek

Agenda Item: Ottawa County Drain Commission's 2010 Annual Report

SUGGESTED MOTION:

To receive for information the Ottawa County Drain Commission's 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: To Maintain and Enhance Communication with Citizens, Employees, and Other Stakeholders.

Objective: 4: Continue to improve communication with Commissioners.

ADMINISTRATION RECOMMENDATION: Recommended | Not Recommended

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=avanderberg@miottawa.org
Reason: I am approving this document.
Date: 2011.04.04 10:45:42 -0400

Committee/Governing/Advisory Board Approval Date:

ANNUAL REPORT



OTTAWA COUNTY DRAIN COMMISSIONER

**January 1, 2010
Thru
December 31, 2010**

The activities and programs of this department are brought to you by the Ottawa County Board of Commissioners: Phil Kuyers, Chair, James Holtrop, Vice-Chair, Stu Visser, Dennis Swartout, Jane Ruiter, Greg DeJong, Roger Rycenga, Joseph Baumann, Don Disselkoe, Robert Karsten, and Jim Holtvluwer

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OTTAWA COUNTY DRAIN COMMISSIONER'S OFFICE

Paul Geerlings, Drain Commissioner
Linda Brown, Chief Deputy
April Abbato, Drain Inspector
Mike Munch, Soil Erosion Control Agent
Jon Braxmaier, Soil Erosion Control Inspector
Gail Botbyl, Development Coordinator
Teresa Conrad, Drain Clerk
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.

DRAIN PROJECTS

Petitions

On average, the Drain Commissioner's Office receives 1 to 2 petitions per year requesting drain improvements. The extreme storm events experienced in the last several years caused an unprecedented number of petition requests. A new record was set in 2009 with 42 requests which significantly increased the workload of the office and had great impact on our ability to process petition requests in a timely manner.

In 2010, we received an additional 16 petition requests. Of those, 11 were returned with the required signatures. Due to a new procedure that was put in place to process these requests and subsequent public hearings, all but one of the petitions received in 2009 were able to be processed in 2010. Of the petitions received in 2010, 3 have had public hearings held and an additional 5 have been assigned to an engineer with the public hearings scheduled to occur in early 2011.

Maintenance

The extreme storm events also had significant impact on the number of drainage complaints and drain maintenance requests. There were 484 requests in 2008 and 752 requests in 2009. The good news is that the number dropped to 352 in 2010.

Assessments

The increase in petition and maintenance requests also generated an unprecedented number of assessments. In 2010, 135 Drainage Districts were assessed. 18 of those Drainage Districts involved assessments not only to municipalities but also to property owners. Past history shows that the average number of assessments that include property owners usually runs hand in hand with petition requests. We have been fortunate for many years to have had drain assessments levied for maintenance costs picked up "at large" by the municipalities in the drainage districts. This trend shifted in 2010 and we feel, will continue to shift so that each year the number of drains where property owners are assessed will increase.

The Drains assessed in 2010 We have been fortunate for many years to have had drain assessments levied for maintenance costs picked up "at large" by the municipalities in the drainage districts. This trend shifted in 2010 and we feel, will continue to shift so that each year the number of drains where property owners are assessed will increase.

The following is a breakdown of the Drains assessed in 2010:

OTTAWA COUNTY DRAIN COMMISSION
2010 DRAIN ASSESSMENT ROLL

Drain Name	Finan. Sys. #	Township	City	Typ/City at large	Typ/City Individuals	County at large	Co. Road at large	CSX Railroad	M.D.O.T.	Total
No. 16	N270	Zeeland		8,973.26		569.87	569.87			10,113.00
No. 20	N290	Zeeland		5,696.24		6.28	6.28			5,702.52
No. 20A & S3	N300	Park		6,992.85		354.25	354.25			7,701.15
No. 21	N310	Park		3,277.74		409.72	409.72			4,097.18
No. 23	N320	Park		386.58		17.71	17.71			432.00
No. 24	N330	Holland	Holland	67,212.90					11,162.50	237,500.00
No. 24 (Supplemental)	N330	Holland	Holland	152,950.00		3,087.50	3,087.50			237,500.00
No. 26	N350	Holland	Holland	1,382.87		63.99	63.99		231.34	4,822.15
No. 30	N370	Holland		3,169.86		474.94	474.94			8,481.00
No. 37	N390	Park		7,531.12		121,250.00	121,250.00	8,700.00	5,335.00	485,000.00
No. 36	N400	Holland	Holland	227,465.00		617.87	617.87			10,580.00
No. 36	N400	Holland	Holland	9,344.26						640.00
No. 40	N410	Holland		213.33		108.67	108.67			645.00
No. 52	N465	Holland		578.56		33.22	33.22			9,710.00
Olde Hunters Crossing	O115	Park		8,280.30		724.85	724.85			863.95
Olde Hunters Crossing	O115	Park		658.80		103.68	103.68			46,000.00
Olawa Creek- Grand Valley Est. B.	O170	Allendale		9,200.00		3,432.75	3,432.75			14,153.74
Parker	P120	Allendale		12,348.58		922.59	922.59			800.00
Pine Creek Subd.	P240	Holland		380.86		104.87	104.87			1,163.75
Pinewood Manor	P250	Holland		1,012.47		75.64	75.64			1,564.95
Pinewood Lake	P265	Holland		938.87		312.99	312.99			63,000.00
Pogge	P270	Robenston		6,300.00		2,299.50	2,299.50			285,000.02
Pogge	P280	Port Sheldon		42,750.00		14,682.18	14,682.18	1,767.00	6,754.60	1,341.63
Riley Ridge	R135	Holland		91,200.00		284.06	284.06			1,275.18
Rusting Winds	R250	Zeeland		813.71		74.98	74.98			3,592.97
Sader & Terpstra	S100	Polkton		1,125.22		1,218.18	1,218.18			7,840.00
Schoolside Est.	S175	Georgetown		3,582.97		661.01	661.01			1,000.00
Schoolside Est.	S210	Blendon		4,524.84		83.25	83.25			2,857.75
Schull	S210	Blendon		6,617.98		328.64	328.64			465.00
Schull (2)	S325	Park		833.50		61.61	61.61			2,593.29
Silverway-Bentwood	S330	Blendon		2,200.47		440.86	440.86			1,285.74
Sluyt-Fourth Ave.	S360	Holland		341.78		284.34	284.34			
Smithfield Est.	S395	Spring Lake		1,711.57						
Soule Subd.	S425	Blendon		717.06						
Southwest of Blendon		Holland		430.77						
		Olive		140.15						
		Olive		452.28						
		Zeeland		14.87		36.98	36.98			1,110.00
Summerset	S520	Georgetown		3,957.15		464.11	464.11			4,885.37
Sunningdale (Phase II)	S525	Georgetown		7,644.82		2,150.11	2,150.11			11,945.04
Sunningdale West (Phase II)	S527	Georgetown		3,801.31		1,023.43	1,023.43			5,848.17
Tannery	T110	Zeeland	Zeeland	2,864.89		249.30	249.30		1,069.54	6,591.55
Timberbrook Subd.	T173	Spring Lake		2,031.19		489.67	489.67			3,446.00
Toben	T180	Georgetown		2,446.66		14.98	14.98			282.37
Trot	T220	Georgetown		252.41		22,844.00	22,844.00			86,000.00
Van Hartsma	V150	Georgetown		20,000.00		4,334.40	4,334.40			38,341.70
Van Hartsma	V150	Georgetown		12,780.56		12,780.57	12,780.57			425.00
Van Ormien	V155	Holland		382.50		21.25	21.25			
Vincent	V180	Grand Haven	Grand Haven	66,250.00		36,358.00	36,358.00			285,000.00
				5,117.87						

OTTAWA COUNTY DRAIN COMMISSION
2010 DRAIN ASSESSMENT ROLL

Drain Name	Finan. Svc.#	Township	City	Temp/County at large	Temp/County Individuals	County at large	Co. Road at large	CSX Railroad	M.D.O.T.	Total
DRAIN ASSESSMENTS - 8010 FUND										
Autumn Deerfield	A175	Holland		585.12		125.39	125.39			835.90
Bareman	B105	Holland		6,826.33		611.15	611.15			8,148.63
Bay Meadows	B128	Park		1,146.58		114.27	114.27			1,375.12
Beal Creek	B145	Robinson		10,000.00		4,295.00	4,295.00			100,000.00
Bay Woodlands	B130	Park		1,065.94		154.08	154.88			1,376.70
Bass Creek	B110	Allendale		36.78						
		Blendon		157.91						
Beaverdam	B150	Georgetown		60.13		10.05	10.05			275.00
Beeline	B170	Allendale		72.50		38.25	38.25			145.00
		Grand Haven		1,598.40						
		Olive		1,919.50						
		Port Sheldon		44.00						
		Robinson		550.00		428.25	428.25			11,000.04
Beidl	B200	Blendon		9,273.90		684.44	684.44			10,642.78
Beidl	B200	Blendon		871.38		64.31	64.31			1,000.00
Belle Cook	B210	Talmadge		351.97		12.62	12.62			377.21
Black Creek of Zeeland	B270	Blendon		960.16						
		Georgetown		38.14						
		Holland		6,198.42						
		Jamestown		93.44						
		Olive		1,057.88						
		Zeeland		5,530.09						
Blair	B310	Grand Haven		1,819.21		553.98	553.98	80.09	848.58	19,069.27
		Zeeland		1,304.34		235.89	235.89			2,825.00
Blacklock	B280	Blendon	Grand Haven	1,216.44						
		Jamestown		113.85						
		Georgetown		731.25						
		Zeeland		5.30						
Blendon & Olive	B340	Olive	Hudsonville	444.90		22.88	22.88	16.80	48.30	1,500.00
		Olive		600.00						
Blendon Cemetery Road	B330	Blendon		3,394.92		450.00	450.00			1,800.00
Blubard Gardens	B370	Georgetown		727.50		152.23	152.23			3,099.38
Boorte	B380	Holland		30.27		121.25	121.25			970.00
		Zeeland		2,053.19		26.76	26.76	5.00		
Boorte Creek Est.	B385	Holland	Zeeland	2,781.47		301.34	301.34			4,823.45
Bos	B405	Park		1,280.70		232.28	232.28			1,853.38
Brewer	B490	Holland		4,181.12						4,845.68
		Zeeland		726.80						
		Zeeland		3,026.00						
Butternik Creek	B570	Jamestown	Zeeland	7,245.00		188.05	188.05	62.10	82.00	11,500.00
		Jamestown		84.00						
		Hudsonville		298.12		10.02	10.02		19.84	420.00
Carbyn Creek	C110	Holland		534.52		158.97	158.97			848.46
Cedar Swamp	C180	Zeeland		62.43		8.35	8.35		11.23	86.36
City View	C230	Georgetown		3,350.09		983.78	983.78			5,317.61
Conlin	C280	Onesto		23,503.77		2,716.80	2,716.80			48,000.00
Cooper	C290	Grand Haven		19,200.00		34,444.29				
		Port Sheldon		19,200.00		41,894.92				
Corry & Bishop	C320	Georgetown		6,174.90		6,530.40	6,530.40			128,000.00
County Acres	C330	Jamestown		500.00		343.05	343.05			6,861.00
County Corners	C332	Holland		835.56		1,450.00	1,450.00			10,000.00
		Holland		835.56		287.10	287.10			1,369.76

OTTAWA COUNTY DRAIN COMMISSION
2010 DRAIN ASSESSMENT ROLL

Drain Name	Frtn. Svc #	Township	City	Twp/City at large	Twp/City Individuals	County at large	Co. Road at large	CSX Railroad	M.D.O.T.	Total
DRAIN ASSESSMENTS - 8010 FUND										
Dejonge & Kemron	D160	Georgetown		2,115.38		97.31	97.31			2,310.00
DeWeerd	D160	Jamestown	Hudsonville	162.90						
				127.79						
Draight	D200	Albiondale		68.04		26.78	26.78		12.71	428.00
Dunton	D230	Holland		753.93		40.84	40.84		27.04	862.26
Esler Creek	E168	Zeeland		4,441.96		744.22	744.22			5,930.00
Feenstra	F130	Spring Lake		2,853.96		251.82	251.82			3,357.60
Frederstone Estates	F165	Georgetown		70.79		11.48	11.48			93.75
Frederstone Estates (Phase 3)	F165	Georgetown		1,470.49		382.13	382.13			2,194.75
Frer & Kimble	F220	Talmsidge		1,129.90	2,200.00	820.05	820.05			4,970.00
Harlem	H130	Holland		659.60		26.93	26.93			713.46
		Olive		7,218.00						
		Park		6,417.00						
		Port Sheldon		10,917.00				270.00		30,000.00
Harris	H140	Polkton		1,731.00		1,585.50	1,585.50		278.00	7,330.40
Fox	F195	Polkton		6,524.06		403.17	403.17			5,244.00
Henry	H241	Grand Haven		4,464.00		226.02	226.02		327.98	4,796.45
Hickory Spring	H250	Crocker		4,379.63		208.41	208.41			4,972.00
		Spring Lake		117.52	469.89					22,330.00
Hickory Spring #2	H250	Spring Lake		3,042.37		656.06	656.06			3,894.84
Hickorywoods Farm	H253	Holland		16,437.12		2,946.44	2,946.44			1,093.11
Highpoint Acres #9	H288	Georgetown		1,898.17		922.23	922.23			8,644.30
Highpoint Acres West	H288	Georgetown		2,564.00		660.42	660.42			10,803.29
Holland Heights	H290	Holland	Holland	787.03		153.04	153.04		494.11	7,068.35
				5,008.90						1,117.50
				171,847.20						2,900.75
Holland Heights (Supplemental)	H290	Holland	Holland	288.29						5,832.25
				8,822.89		247.74	247.74			2,131.25
Hop	H310	Blendon		6,582.87		108.73	108.73			30,000.00
Hutzenaga-Dunshoe	H370	Blendon		900.04		348.09	348.09			
Hunters Creek (Phase 3 & 4)	H385	Holland		2,204.57		750.36	750.36			
Hunters Creek (Phase 7)	H385	Holland		4,111.53		207.80	207.80			
Jan Bar	J140	Park		1,715.85	18,651.71					
Kampen & Struck	K100	Jamestown		1,520.00		1,303.20	1,303.20			
Kamphuis	K110	Olive		6,118.89					103.20	
		Holland		5,337.24		252.07	252.07			8,256.72
Kynstra	K160	Blendon		2,416.34		108.69	108.69			2,066.40
Kral	K230	Park		1,853.02		3.77	3.77			75.40
Lake Breaze	L110	Park		67.86		527.28	527.28			3,120.00
Lakewood Park Subd.	L155	Park		2,065.44		90.00	90.00			460.00
Lawton Cornslock	L360	Georgetown		270.00		624.75	624.75			9,611.50
Mascalswa	M110	Park		8,362.00		298.00	298.00			2,000.00
Meadowbrook	M220	Georgetown		1,408.00		788.98	788.98			7,499.00
Meecke	M330	Olive		5,921.04		771.19	771.19			6,106.74
Niipe	N108	Polkton		4,664.38		272.77	272.77		504.13	6,450.00
NiV of Zeeland	N140	Blendon		5,400.33						
		Zeeland		136.28		194.55	194.55			4,800.00
No. 4 & 43	N170	Holland		4,074.62		29.97	29.97		56.22	617.86
		Zeeland		350.33		286.21	286.21			3,818.09
No. 12	N240	Holland		151.37						
No. 15 & 17	N265	Holland		3,243.67		185.87	185.87		21.10	4,018.75
		Olive		2,519.17		34,498.66	34,498.66		5,103.67	108,586.78
				1,107.74						
No. 15 & 17	N265	Holland		34,497.79						

OTTAWA COUNTY DRAIN COMMISSION
2010 DRAIN ASSESSMENT ROLL

Drain Name	Finan. Sys. #	Township	City	Typicity at large	Typicity Individuals	County at large	Co. Road at large	CSX Railroad	M.D.O.T.	Total
Walters	W110	Grand Haven		2,629.20						
		Olive		2,358.00						
		Port Sheldon		72.83						
		Robinson		700.00	7,190.37	524.30	524.30			14,000.00
Warber	W130	Grand Haven		37.97						
		Grand Haven		294.37		0.82	0.82	2.60	11.52	348.00
Willow Creek	W285	Georgetown		1,832.95		394.76	394.76			2,722.47
Windemiller	W310	Park		4,224.00		289.00	289.00			4,800.00
Weslerik	W316					8,428.00				8,428.00
Worley	W325	Robinson		500.00	8,445.00	299.50	299.50			10,000.00
Total 8010 Drain Assessments				1,362,411.53	600,620.57	294,461.34	308,740.01	11,903.49	41,812.79	2,619,738.73
DRAIN ASSESSMENTS - 8510 FUND										
Munn	M400	Park		12,075.00	52,907.80					
		Port Sheldon		120,750.00	520,574.10	49,346.50	49,346.50			805,000.00
Nurica	N480	Crockery		3,864.22	4,274.59					8,138.81
Total 8510 Drain Assessments				138,889.22	577,756.59	49,346.50	49,346.50	0.00	0.00	813,138.81
CHAPTER 20 DRAIN ASSESSMENTS - 8200 FUND										
Black Creek Waterbed	115B	Blendon		128.50						
		Georgetown		5.00						
		Holland		812.74						
		Jameson		12.25						
		Olive		140.00						
		Zeeland		726.00						
		Holland		238.50						
		Zeeland		171.00		72.63	72.63	10.50	111.25	2,500.00
		Zeeland		12.11						
Cedar	100C	Holland		431.45						
		Zeeland		1,317.29		14.16	14.16		80.85	1,870.00
DeWindt	10SD	Georgetown		821.08		109.46	109.46			1,040.00
East Br. To Rush Creek	100E	Jameson		1,697.40		87.99	87.99			1,783.38
Kiehl	100K	Grand Haven		2,530.09		65.18	65.18			2,590.45
Post Ave. Br. To Waukazoo	10SP	Park		2,959.59		192.67	192.67			3,344.93
Rogers	10SR	Alandale		537.81		43.68	43.68			24.83
Rosewood Street	13OR	Georgetown		32,355.00		6,322.50	6,322.50			45,000.00
Rush Creek Impoundment	14OR	Blendon		2,047.02						
		Georgetown		6,778.57						
		Jameson		2,657.19						
		Hudsonville		3,129.58		2,480.05				590.49
Twelfth Ave	105T	Georgetown		20,031.20		26,484.40	26,484.40			73,000.00
Walton	100W	Georgetown		2,156.24		359.38	359.38			2,875.00
Total 8200 Drain Assessments				83,584.61	0.00	36,232.10	33,762.06	10.50	807.40	184,386.66

CHAPTER 21 DRAIN ASSESSMENTS - 8300 FUND									
Bliss Creek IC	B101	Georgetown Jarrnetown	2,033.91						
Bliss Creek IC-Kent County			6,701.88	256.03	256.03		454.71		
Oltropen IC		Holland	10,779.94					20,482.50	
		Park	66,340.04	2,006.00	2,866.00			106,798.04	
			36,666.00						
Total 8300 Drain Assessments			122,541.77	0.00	3,142.03	3,142.03	484.71	129,280.54	
TOTAL DRAIN ASSESSMENTS (All Funds)			1,706,227.13	1,178,377.16	383,171.97	384,980.89	11,913.89	42,874,307	\$3,716,645.74

MUNN DRAIN Park & Port Sheldon Township



The storm sewer portion of the project included construction of 4,100 feet of storm sewer along & under 164th Ave. and New Holland St., 1,500 feet of storm sewer along & under Sand Dr. and Barry St., 900 feet of storm outlet in Northland Estates and 600 feet of 24" storm sewer under 164th Ave. to the Munn Drain Extension.

The ditching portion of the drain project included cleaning out & improving 17,000 feet of the existing drain and roadside ditches along Butternut Dr., New Holland St., 164th Ave., Van Buren St. and Sand Dr., and construction & replacement of 1,500 feet of 12" to 24" drive culverts. All improved areas were established as branches to the Munn Drain.



NO. 30 DRAIN Holland Township



Drain bank erosion jeopardizing Riley Street

Improvements included enclosure of existing drain along north and south side of Riley Street and replacement of the Riley Street crossing. The project included 1160 feet of 58"X91" of concrete pipe.

The drain project was done in collaboration with Holland Township for their Non-Motorized Pathway improvement project.



Storm sewer installation

POST DRAIN Olive & Port Sheldon Township



Before Project



After Project

Petitioned improvements included 15,340 feet of drain cleanout, 344 feet of drain re-alignment and stabilization of a section of the drain immediately downstream of 152nd Avenue that included installation of flowable fill to stabilize the existing box culvert under 152nd Avenue.

The project also included construction of a Branch Drain along the east side of 152nd Avenue with installation of 1830 feet of roadside ditch with a combination of driveway culverts and storm sewer, two culvert crossings under 152nd Avenue and bike path & roadway removal and replacement.



Before Project



After Project

BEAR CREEK DRAIN Robinson Township



Existing conditions prior to petition

Petitioned improvements included clearing, deepening and widening of the existing Drain, construction of a Branch Drain, construction of 270 feet of enclosed Drain with a structure and new cross culverts along Buchanan Street



VINCENT DRAIN

Grand Haven Township/City



Existing conditions prior to petition

Petitioned improvements included 630 feet of drain cleanout, 2,029 feet of new drain construction, and 2341 feet of 12" to 18" storm sewer. Work was performed along Hunter's Lane, Fairmount Ct., Merrywood & 178th Ave.



REVENUES

Fees

1	Soil Erosion Permit Fees	21,570.00	
2	Development Review Fees	28,156.23	
3	Development Administrative Fees	2,790.00	
4	Drain Use Permit Fees	650.00	
5	License Agreement Fees	250.00	
	Total Fees	<u>53,416.23</u>	53,416.23

Assessments

1	8010 Fund	2,354,739.73	
2	8200 Fund	154,386.66	
3	8300 Fund	129,280.54	
4	8510 Fund	813,138.81	
	Total Assessments	<u>3,451,545.74</u>	3,451,545.74

Interest Earned

1	Drain Funds (8010, 8200, 8300)	17,376.10	
2	Revolving Maintenance Fund (8040)	506.11	
3	Debt Service Funds (Pooled Funds 8510)	161.80	
4	Construction Fund (Pooled Funds 8011)	1,008.87	
5	Lake Boards	1,344.10	
	Total Interest	<u>20,396.98</u>	20,396.98

Miscellaneous Revenue

1	Spring Lake – Lake Improvement Project	223,125.55	
2	433 Agreements-Future Maintenance	6,143.00	
3	Pre-paid Drain Maintenance	94,442.86	
4	Development Review Escrow Funds	3,800.00	
5	Assessment Prepayments-Individuals	139.26	
6	Assessment Advance - Park West	139,505.80	
7	Assessment Advance - Vincent	179,900.54	
8	Note Payment (Dayton Drain 6 of 10)	9,336.60	
9	Restitution Payments	700.00	
10	Drain Project Plan Fees	1,135.00	
	Total Misc. Revenue	<u>658,228.61</u>	658,228.61

TOTAL REVENUE

\$4,183,587.56

LIABILITIES

Notes - Taken out from 01/01/10 thru 12/31/10

Regular Drains (8010 Fund)	\$1,765,500.00
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Total	\$1,765,500.00
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Notes - Taken out prior to 01/01/10 that are still outstanding on 12/31/10

Regular Drains (8010 Fund-Dayton Drain)	\$30,400.00
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Chapter 20 Drains (8200 Fund)	0.00
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Chapter 21 Drains (8300 Fund)	0.00
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Total	\$30,400.00
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Total Notes outstanding on 12/31/10	\$1,795,900.00
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Bond Issues

Munn Drain (Final payment in 2030)	\$495,000.00
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Nunica Drain (Final payment in 2022)	\$69,200.02
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Total bonds outstanding on 12/31/10	\$564,200.02
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Revolving Drain Fund	\$176,416.28
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Revolving Maintenance Fund	\$43,093.67
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TOTAL LIABILITIES	\$2,579,609.97
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EXPENDITURES

Drain Orders - Issued 01/01/10 thru 12/31/10 (#757 thru #1567)	\$3,793,595.48
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TOTAL EXPENDITURES	\$3,793,595.48
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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 2010:

School District	School	Grade(s)	# of Classes	# of Students
Grand Haven	Rosy Mound	2 nd	2	21
Spring Lake	WMAAA	2 nd	2	40
West Ottawa	Great Lake	3 rd	4	96
Zeeland Public	New Groningen	3 rd	4	90
	Roosevelt	5 th	2	40
TOTAL			14	286

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 2010.

2010 DEVELOPMENTS

Township	Project Name	Section	Development Type
Allendale	Allendale Middle School	27	School
	Mystic Woods Phase 2	36	Condominium
	Springfields of Allendale	25	Wetland Mitigation
Chester	Conklin Migrant Head Start Park	32	School
Coopersville	Coopersville BRS Stormwater Imprv.	27	Commercial
Crockery	Magnum Coffee Expansion	16	Industrial
Ferrysburg	West Michigan Academy	16	School
Georgetown	Frody Commercial Site	21	Commercial
	L&V Development	28	Commercial
	Rolling Hills Estates Phase 2	16	Subdivision
Grand Haven	NuUnion Credit Union	33	Commercial
Grand Haven City	Grand Pines Assisted Living	28	Senior Living Center
Holland	ALDI	16	Commercial
	Consumers Credit Union Holland	9	Commercial
	Helder Park Trail Project	11	Park
	Holland Town Center – Pond	21	Commercial
	McDonald’s Holland Rebuild	28	Commercial
	Niekerk CRC Bldg. & Parking Addition	35	Church
	Request Foods Greenly Plant	8	Industrial
	Sheldon Cleaners	20	Commercial
	Tim’s Towing	8	Commercial
	Westerbeke Back to Health	23	Commercial
Olive	M-TEC Site Improvements	29	School
Port Sheldon	DeWilde Development	12	Commercial
Spring Lake	Harvest Bible Chapel	4	Church
	Sintel Bldg. Expansion	4	Industrial
	Tyke Development	14	Commercial
Tallmadge	Bolt Bin	24	Parcel Split

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, 2010 and December 31, 2010 there were 191 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:

TOWNSHIP	PERMITS
Allendale	11
Blendon	5
Chester	5
Crockery	8
Ferrysburg	2
Georgetown	39
Grand Haven	17
Holland	26
Jamestown	1
Olive	13
Park	10
Polkton	4
Port Sheldon	9
Robinson	4
Spring Lake	21
Tallmadge	8
Wright	1
Zeeland	7
TOTAL	191

DEVELOPMENT TYPE	PERMITS
Apartment	2
Church	1
Commercial	6
Condominiums	1
Cut/Fill Project	1
Duplex	0
Industrial	7
Misc.	15
Mobile Home Park	0
Park	5
Pond	4
Private Drive	1
Residential – Minor	32
Sand Mining	3
School	0
Sidewalk	2
Single Family Home	94
Subdivision	1
Utility	14
Wetlands	2
TOTAL	191

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 6th Day of April, 2011.

This annual report for the period of January 1, 2010 to December 31, 2010 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: 4/12/2011

Requesting Department: 20th Judicial Circuit and Ottawa County Probate Courts

Submitted By: Keith Van Beek

Agenda Item: 20th Judicial Circuit and Ottawa County Probate Courts 2010 Annual Report

SUGGESTED MOTION:

To receive for information the 20th Judicial Circuit and Ottawa County Probate Courts 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.

*Hard copies will be provided at the meeting.

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: To Maintain and Enhance Communication with Citizens, Employees, and Other Stakeholders.

Objective: 4: Continue to improve communication with Commissioners.

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: 2011.04.04 15:23:02 -0400

Committee/Governing/Advisory Board Approval Date:

Quick Guide to the Courts

For Directions to the Courts:
www.miottawa.org/Courts

For General Information:

Call any office listed on this page

For Payment Convenience:

- Make payments online at www.miottawa.org
- Call any office to pay by credit card
- Mail payments
- Pay in person

CIRCUIT COURT

Trial Division

414 Washington Ave., Room 300
Grand Haven, MI 49417
Phone: 616.846.8320
Fax: 616.846.8179

Friend of the Court

414 Washington Ave., Room 225
Grand Haven, MI 49417
Phone: 616.846.8210
Fax: 616.846.8128

Juvenile Services Division

12120 Fillmore Street
West Olive, MI 49460
Phone: 616.786.4100
Fax: 616.786.4154

Holland Satellite Office

12185 James St., Suite 170
Holland, MI 49424

PROBATE COURT

12120 Fillmore Street
West Olive, MI 49460
Phone: 616.786.4110
Fax: 616.738.4624

Staff Facts

20th Judicial Circuit Court

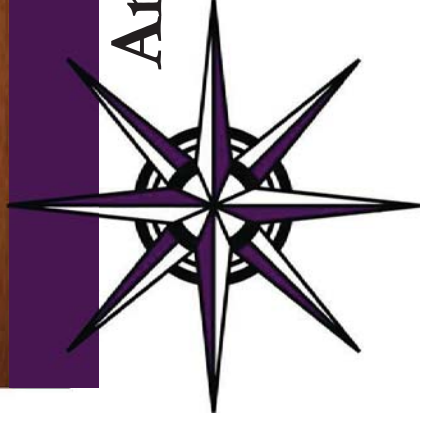
4 Circuit Court Judges
113 Full Time Staff
5 Part Time Staff
16 Temporary Staff
4.5 Ottawa County Sheriff Deputies
10 Ottawa Area Intermediate School District

152.5 Total

Ottawa County Probate Court

1 Probate Court Judge
5 Full Time Staff
1 Temporary Staff

7 Total



Annual Report 2010

20th Judicial Circuit and
Ottawa County Probate Courts

Ottawa County, Michigan

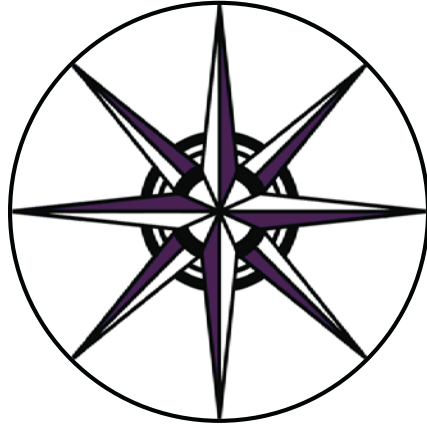
www.miottawa.org/Courts

About the Cover... The Compass Rose

The Compass Rose has been guiding sailors for centuries. Regardless of whether we are seafarers, we still ask, "Where are we going?" We need a clear plan to guide us to our destination.

Through strategic planning, the 20th Circuit and Ottawa County Probate Courts are determining the best path to their destination. The 2010 Annual Report is a reminder of why the plan and destination are important.

The judges and courts' staff are in the business of pursuing justice - one case at a time. By doing so, we make life better for our community, state, nation and world. Perhaps these are lofty goals, but to do less would be a disservice to the rule of law on which our nation was built and to our own potential.



The 20th Judicial Circuit and Ottawa County Probate Courts 2010 Annual Report

Re-thinking the Courts...

What if we took the time to re-think things? Forcing ourselves to look at how things are and imagine what they could be... Not waiting for change, but being the catalyst...

In 2010, the Courts experienced significant change through new legislation and mandates as well as the impact of the challenging economic situation. Such influences forced the Courts' administration and staff to step-back and take time to reflect, imagine and "re-think" areas of the Courts that touch the lives of the citizens in Ottawa County to identify overall improvement, managed growth and potential areas of change.

Re-thinking the Courts is...

- Treating customers like people, doing the right thing and being deliberately transparent;
- Services made easy – accessibility to supportive services and offices throughout the County;
- Efficiency and effectiveness driven by performance measures;
- Being responsive and restorative to the needs of all who enter the Courts' doors;
- Responsibility, implementing fiscal strategies that uphold the value of stewardship through fiscal prudence;
- A "greener" approach to daily functions;
- Proactive succession planning through the Courts' "Building Bench Strength" initiative to make certain the right people with the right skills are in the right place at the right time.

Bottom line... Re-thinking allows the Courts to become high performance trial courts and to more fully implement their mission statement – "To administer justice and restore wholeness in a manner that inspires public trust."



EDWARD R. POST
CHIEF CIRCUIT JUDGE – TRIAL DIVISION
CALVIN L. BOSMAN
CIRCUIT JUDGE – TRIAL DIVISION
JON A. VAN ALLSBURG
CIRCUIT JUDGE – FAMILY DIVISION
JON H. HULLSING
CIRCUIT JUDGE – FAMILY DIVISION
MARK A. FEYEN
CHIEF PROBATE JUDGE – FAMILY DIVISION

STATE OF MICHIGAN



TWENTIETH JUDICIAL CIRCUIT COURT
OTTAWA COUNTY

KEVIN J. BOWLING, J.
CIRCUIT COURT ADMINISTRATOR

March 18, 2011

Ottawa County Board of Commissioners
12220 Fillmore Street
West Olive, MI 49460

Dear Commissioners:

During challenging economic times, it is imperative the Courts are diligent about good governance and stewardship of the taxpayers' dollars in tandem with the ability to anticipate the future demands. In 2010, the 20th Circuit and Ottawa County Probate Courts successfully implemented several fiscal strategies, creating additional revenue streams and implementing fiscally prudent practices while building on cost-efficient programs. In addition, the Courts have sought to reflect on potential areas for reengineering, otherwise identified as "Re-thinking the Courts" - to prepare for future demands.

Re-thinking the Courts means many things - from re-thinking how the Courts conduct their daily business, to the efficiency of the overall organizational structure, to the common practices of conservation and to the development or modification of cost-effective programs. It is a necessary process for the Courts to maintain clarity of vision, anticipate necessary changes and effectively prepare the Courts for the future. Recognition that the Courts are faced with potentially significant attrition issues due to an aging workforce - emphasized by the retirement of Judge Calvin L. Bosman - is forcing the Courts to truly re-think the community's needs, efficiencies and practices in order to continue to serve the public with excellence.

It is our pleasure to present the 2010 Annual Report of the 20th Circuit and Ottawa County Probate Courts. Through the cooperative efforts of the Ottawa County elected officials, the courts and county departments, the Circuit and Probate Courts are honored to offer a snapshot of the past year representing best practices, fiscal initiatives and new hope.

Sincerely,

Edward R. Post

Hon. Edward R. Post
Chief Judge, 20th Circuit Court

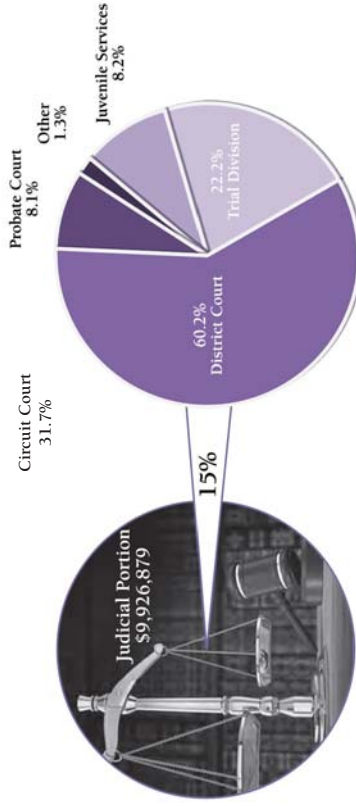
Mark A. Feyen

Hon. Mark A. Feyen
Chief Judge, Ottawa County Probate Court

Ottawa County Courthouse • 414 Washington Street, Suite 303 • Grand Haven, Michigan 49417
Phone: 616-846-8320 • Fax: 616-846-8179 Website: www.miotiawa.org

Ottawa County 2010 General Fund Allocation

In FY 2010, the County general fund expenditure budget as adopted was \$64,347,534; the judicial portion was \$9,926,879 (15%). Of the 15% expenditure, the Circuit Court Trial Division was allocated 22.2%; Juvenile Services was allotted 8.2%; and Probate Court received 8.1%. The remaining 60.2% went to District Court, with a small 1.3% allocation to "other".



Ottawa County 2010 General

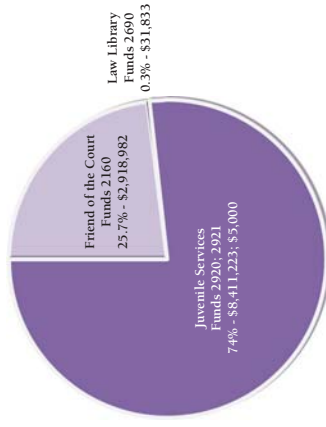
Fund Budget - \$64,347,534

2010 Judicial General

Fund Budget - \$9,926,879

Ottawa County 2010 Special Revenue Funds Transfer

Due to other funding streams, the Friend of the Court (FOC), Law Library and Child Care portion of the Juvenile Services budget are not reflected in the general fund budget allocations. For FY 2010, the 20th Circuit received special revenue funds amounting to \$11,367,038; representing a 3.2% reduction from FY 2009. These allocations were divided as follows: FOC received a revenue operating transfer of \$2,918,982; the law library received funding in the amount of \$31,833 and the Family Division - Juvenile Services received funding for child care programs of \$8,411,223, plus a \$5000 allocation to the Ottawa County Department of Human Services.



Financial Information

The Courts are acutely aware of the current financial crisis, understanding the need to work collaboratively with all branches of government to achieve solutions while preserving the independent role of the judiciary in the appropriate administration of justice. Although an independent branch of government, the Courts have no independent source of revenue and are therefore reliant on the state and county to provide the necessary operational resources. To a limited degree, the Courts are able to generate revenue but cannot operate like a for-profit business, especially since only fees authorized by law may be assessed and these same fees must often be waived when parties are indigent. As a result, the Courts rely on the Michigan Supreme Court to pay for judicial salaries through a legislative appropriation and partially reimburse the County for Court-specific operating expenses through the Court Equity Fund.

The Court Equity Fund, (MCL 600.151b), was established in October 1996 to provide limited funding for trial court operations. The fund is disbursed quarterly within the state fiscal year to county governments, based on a statutory formula that establishes each county's share. The formula includes two factors: the caseload activity of the circuit and probate courts and the number of judgeships in each county. The first factor, caseload, takes into account new cases filed for the most recent three years in the circuit and probate courts in the county and compares the county's proportion of these filings for the three years to the total filings for the state for the three years. The second factor compares the number of judgeships within the county to total judgeships for the entire state.

The revenue sources to the Court Equity Fund include state general fund appropriations and multiple sources of restricted revenue that originate from local trial court fees, costs and assessments. Each payment from the fund within the state fiscal year reflects the revenue deposits to the Court Equity Fund for the preceding quarter. Therefore, quarterly payments will vary, reflecting fluctuations in court revenues received. During the past several years, the Court Equity Fund disbursements to Ottawa County averaged more than \$1.1 million per year.

The Juror Compensation Reimbursement Fund was created January 1, 2003 to provide a source of reimbursement to trial courts for legislated increases in juror attendance compensation. Beginning October 1, 2003, jurors were compensated at higher rates (see MCL 600.1344) and trial court funding units could claim reimbursement biannually from the fund for the increased expense. The average annual reimbursement to Ottawa County is approximately \$44,000 from this Fund.

Other Court expenses are paid in part by federal Title IV-D funds (for child support collection); the State's Child Care Fund (Family Division – Juvenile Services programming); and various state and federal grants (e.g., Drug Treatment Court funding). The balance of Court operational expenses are paid through an appropriation from the Ottawa County general fund.

20th Judicial Circuit and Ottawa County Probate Court Judges



From left to right: Hon. Edward R. Post - Chief Circuit Judge, Hon. Jon A. Van Allsburg - Circuit Judge, Hon. Jon Hulsing - Circuit Judge, Hon. Calvin L. Bosman - Circuit Judge, and Hon. Mark A. Feyen - Chief Probate Judge

The Circuit Court has four (4) elected judges who preside over the courtrooms, trials and a variety of civil and criminal hearings. The Probate Court has one (1) elected judge who handles all Probate matters and assists in the Family Division of the Circuit Court. The Chief Judges are selected by the Supreme Court for two years terms.

Circuit and Probate Court Administrator

The Court Administrator provides a clear vision and leadership for the Court. He is also responsible for all administrative functions, strategic planning initiatives, caseload compliance, personnel and financial management of the Courts and is directly accountable to the Chief Judges of the Circuit and Probate Courts.



Kevin J. Bowling, JD
Court Administrator

Honoring a legend... Judge Calvin L. Bosman



December 31, 2010 marked the end of a remarkable 36 year judicial career for 20th Circuit Judge Calvin Bosman. The number of decisions he made and lives he touched during those years on the bench are too numerous to count.

Certain qualities marked his tenure as judge. Everyone recognized Judge Bosman as a principled and fair man. He was slow to anger and never acted vindictively or out of emotion. To the contrary, his stoic demeanor on the bench confounded the efforts of attorneys and litigants to get an early read on their cases. When it came time to announce a decision, Judge Bosman displayed a gift for rendering thoughtful and well supported decisions.

In addition to trying a number of high profile cases over the years, Judge Bosman handled everything from divorce to malpractice to murder cases. He also served by assignment on the Michigan Court of Appeals.

As his term in office drew to a close, the accolades from peers, colleagues, and members of the public poured in. All recognized that the values Judge Bosman learned growing up on a farm, like dependability and hard work, were evident in his professional life. Those who knew Judge Bosman personally also heralded his sense of humor as one of his outstanding qualities.

Judge Bosman will be missed, but we are richer for the mark he has left on the cause of justice in Ottawa County.

The 20th Circuit Court Welcomes Judge Kent D. Engle...



On December 22, 2010, Kent Engle was installed as the newest judge in the 20th Circuit Court. During the ceremony, the Hon. Edward R. Post offered introductions and remarks; later in the ceremony, the Hon. Calvin L. Bosman administered the oath.

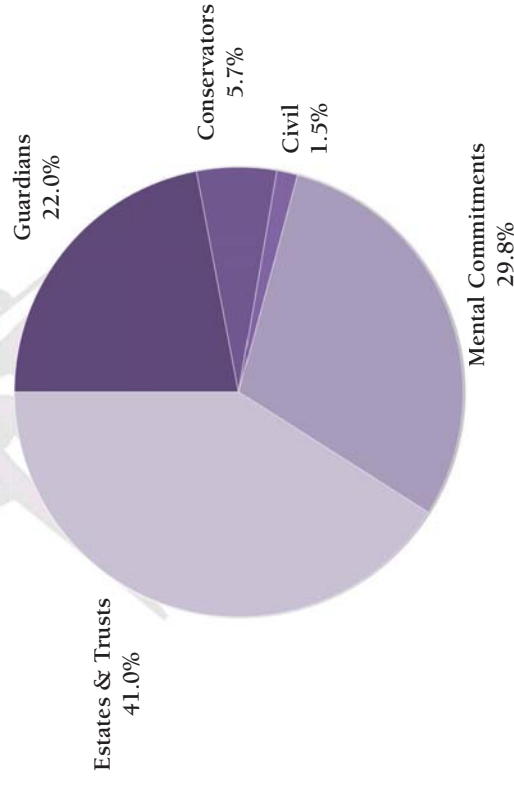
Judge Engle joins the Court having more than twenty-two years of experience in the Prosecutor's Office and eight years in private practice. He has worked extensively with the courts, focusing on matters including Family Division cases so he is very familiar with the Court's operations.

Judge Engle is married to Whitney and is the proud father of three sons. Thus, he has a passion for kids and commitment to the community. The Court staff is honored to have such an experienced and gifted man providing leadership within the 20th Circuit Court and look forward to sharing his vision as the Court moves forward.

The ability of the Probate staff to cope with the increasing number of new cases is aided by a document imaging system. Immediate electronic access to all 7,419 Probate files has allowed staff to become more efficient in processing cases. The imaging system also allows for more timely and effective public service for interested parties who are seeking case information. The Court made excellent use of a temporary employee who was able to assist with mandatory records retention requirements. Unfortunately, budget restrictions did not allow for temporary staff in FY 2011; however, the Court continues to implement new technology where possible to assist with the case processing workload. Currently, the potential for an e-filing pilot project is being explored. In addition to these case processing efficiencies, the Probate Court strives to be more accessible to the public through its website, <http://www.mtottawa.org/CourtsLE/Probate/>, where individuals can locate forms and instructions to guide them through a variety of Probate proceedings.

Ottawa County Probate Judge, Hon. Mark A. Feyen, handles all required Probate matters and assists the 20th Circuit Court by serving as Presiding Judge of the Family Division. He also is the assigned judge for the Adult and Juvenile Drug Treatment Courts.

Probate Court – Caseload Distribution



Caseload Trends... Probate Court

OTTAWA COUNTY PROBATE COURT CASELOAD TRENDS	2006	2007	2008	2009	2010	% Change (2009-10)
Estates, Trusts	332	399	386	366	385	+5
Civil, Other	19	9	17	13	14	+8
Guardians	180	221	186	205	203	-1
Conservators	65	58	58	80	53	-34
Admissions/Mental Commitments	270	300	273	242	278	+15
Grand Total Filings and Reopened Cases	866	987	920	906	933	+3

For additional caseload information see:
<http://courts.michigan.gov/scao/resources/publications/reports/summaries.htm>

Caseload Facts – Probate Court

Ottawa County Probate Court provides services to many who need special consideration including the mentally ill, adults and minors in need of guardians or conservators and families of deceased individuals. The Probate Court has enhanced the Court's effectiveness by the use of mediation, interactive video technology (iVT), document imaging, video court recording, credit card payment capability and on-line case management.

During 2010 the Probate Court continued to experience a relatively stable caseload with 933 new and reopened cases (+3%). With this influx of new cases, the overall number of open cases increased by 19% from approximately 6,000 files in 2009 to 7,419 in 2010. Among the new and reopened cases, estates, civil and mental commitments represented the three growth areas (+5%, +8%, and +15% respectively). Almost fifty-eight percent of the Probate caseload involves individuals needing the protection of the Court in guardianship, conservatorship and mentally ill cases. At the close of 2010, there were 314 adults and 363 minors with guardians appointed by the Court. In cases where individuals need assistance managing financial assets, there were 151 adults and 156 minors with Court appointed conservators. In addition to the regularly appointed guardians, there were an additional 465 developmentally disabled individuals with guardians supervised by the Court.

Planning for the Future: Building Bench Strength

In 2003, the 20th Circuit and Ottawa Probate Courts embarked on an aggressive strategic planning process. After several years of successful strategic planning and training of approximately 35 staff in the National Center for State Courts' Institute for Court Managements (NCSC), Court Management Program, it was noted the Courts' workforce is aging, yet there was no transition plan to prepare staff and preserve the extensive institutional knowledge, skills and abilities of employees eligible for retirement, many of whom hold leadership positions. A succession planning initiative - Building Bench Strength (to depict a sense of team and common ground) - was the next, logical step to secure continued, effective and efficient management of the Courts.



The Circuit and Probate Courts' Leadership Team explored with other state courts whether they had done anything to prepare for the retirement of the "baby boomers" working within their respective courts. Although administrators acknowledged a plethora of "baby boomers" working within their courts, few of the courts in the state had a strategic plan and none had completed a succession plan. Thus, there was no model for the Courts to follow or consider.

In early 2010, three of the Courts' Leadership Team members enrolled in the NCSC's Court Executive Development Program with a purpose in mind – the development of a succession planning model for the Courts. As the course required a major court research project to be completed, the Team members focused on the development of the Building Bench Strength (BBS) model. The development included three phases: 1. Discovery (Organizational Readiness), 2. Design (Workforce Analysis) and 3. Development (Assessing Staff Competencies and Implementation). Through the model development, it was affirmed not only do the Courts have a significant number of potential retirees, but also, focus must be on the retention of young, high-performing staff who have been in an entry level position for a long period of time; both of these groups present potential loss to the organization.

Implementation of the BBS model will make certain the right people with the right skills are in the right place at the right time. Using identified key positions within the Courts, BBS will provide Court staff with the ability to develop their skills while preserving the functional integrity of the Courts for years to come.

“To administer justice...

Ottawa County Courthouse Dedication Ushers In A New Era and Is Put to the Test

On May 6, 2010, Ottawa County and the Courts officially dedicated the new Ottawa County Courthouse in Grand Haven. The historic ceremony was held on the front steps of the Courthouse on a breezy, cool and sunny day. It was a day filled with excitement for the future and affirmed the solidarity of the Ottawa County government, the courts and the community.

Chief Judge Edward R. Post moved the audience with his remarks emphasizing “the building forms the cornerstone of the 20th Circuit and Ottawa County Probate Courts’ mission statement – To administer justice and restore wholeness in a manner that inspires public trust”. He commented on the building creating “new possibilities” and reflecting the “spirit of cooperation and synergy that marks this community”. Further, he noted that the building “stands as a monument to what can be accomplished by properly functioning government”, reflecting on the building process as one of cooperation – from County leadership to internal departments to external suppliers and vendors.



The dedication ceremony exemplifies unity, trust and appreciation among the courts, County government and the community. Although those who occupy the building are only temporary caretakers, “in the meantime, we pledge to use this building as an instrument to achieve justice”, Judge Post said. The 20th Circuit Court is humbled by its beauty and values the increased abilities it offers to serve the public more effectively. The grand opening ceremony offered everyone in the Court the opportunity to recommit to the diligent administration of justice for decades to come.

Later in 2010, the new Court facilities were put to the test when the 20th Circuit Court handled the largest civil case in the history of Ottawa County. Magna Donnelly Corporation v. Guardian Industries was a multi-million dollar case requiring an enormous number of pleadings and exhibits to be filed with the Court. Law firms representing both parties were sophisticated users of technology and were able to make full use of the new courtroom technology to seamlessly educate a lay jury about the complex trade secret claims. Courtroom space for especially large exhibits also allowed the Court to properly conduct a trial in a manner not possible in the previous courthouse. In short, the wise public investment made by Ottawa County to provide an appropriate venue for 21st century court proceedings has been put to the test and proven successful.

2010 Attorney Referee Activity Family Division (Grand Haven)

DOMESTIC/CIVIL PROCEEDINGS	2006	2007	2008	2009	2010	% Change (2009-10)
Support Hearings	1232	1103	1037	1282	1167	-9
Parenting Time Hearings	407	361	336	400	468	+17
Pro Confesso Divorce Hearings	474	292	348	105	3	-97
Paternity Arraignments	743	681	677	583	559	-4
Total Grand Haven Hearings	2585	2437	2398	2370	2197	-7
ATTORNEY REFEREE HEARINGS	2006	2007	2008	2009	2010	% Change (2009-10)
Grand Total	5024	5456	4892	5757	5221	-9

2010 Attorney Referee Activity

Family Division/Juvenile Services (Fillmore Complex)

DELINQUENCY PROCEEDINGS	2006	2007	2008	2009	2010	% Change (2009-10)
Preliminary Inquiries	562	1190	938	983	776	-21
Preliminary Hearings*	188	202	154	167	169	+1
Pre-Trial Conferences	544	536	422	462	516	+12
Pleas of Admission/No Contest Hearings	134	177	145	587	533	-9
Original Disposition Hearings	95	54	37	211	180	-15
Dispositional Review Hearings	66	58	56	70	103	+47
Supplemental Dispositional Hearings	446	504	494	300	169	-44
Consents/Holds/Other	205	164	128	501	444	-11

CHILD PROTECTIVE PROCEEDINGS	2006	2007	2008	2009	2010	% Change (2009-10)
Preliminary Inquiries	9	5	16	12	29	+142
Preliminary Hearings	78	44	44	28	50	+80
Release/Consent/Emanicipation/ Emergency Removal/Other	99	83	63	66	55	-17
Pleas of Admission/No Contest Hearings	10	0	0	0	0	0
Total Fillmore Complex Hearings (*Includes 20 DL and 2 NA Saturday Hearings)	2439	3019	2494	3387	3024	-11

For additional caseload information see:
<http://courts.michigan.gov/scao/resources/publications/reports/summaries.htm>

2010 Major Initiatives Report

Every year, the Courts submit a "Major Initiatives Report" to County administration that identifies some of the most important areas of focus during the year. Below is a listing of major initiatives in which the Circuit and Probate Court were involved during 2010. The list of initiatives is intended to be a representative sample of numerous projects designed and implemented by dedicated judges and court staff. Although many other projects have also been generated, these examples demonstrate how the judges and court staff earnestly serve the community and seek to be responsible partners with the County of Ottawa.

Performance Measures	Improved to measure activity and effectiveness
Ottawa County Courthouse	Assisted in the planning and dedication ceremonies; developed educational displays
Legal Self-Help Center	Acquired grant funding to assist self-represented litigants. Assisted more than 2,500 citizens in 2010
Grant Revenue	Received seven (7) grants to fund Court programs = \$322,306
Friend of the Court (FOC) – "Booting" Project	Designed project to collect past due child support by immobilizing ("booting") motor vehicles of payers who fail to comply
FOC Bench Warrant Project	Pursued 1,855 warrants; collected \$584,813
Child Care Fund Revenue	Maximized State reimbursements and offset County costs by moving all but four staff into the Child Care Fund through modifying programs to be in compliance with the Child Care Fund and offsetting costs = \$4,599,533
County Juvenile Officer Revenue	Obtained revenue for four County Juvenile Officer positions offsetting costs of current employees = \$103,848
Detention Bed Rental Revenue	Increased the number of out-of-county bed rental contracts = \$378,655
Lighthouse – Residential Program for Girls	Created a new female-specific residential treatment program. Program generates revenue while meeting the needs of girls.
Trial Division Collections Revenue	Initiated state income tax intercept program to improve collections; total annual collections for the Division = \$891,407
Juvenile Reimbursement Program	Updated policies and implemented new collections protocol resulting in significantly increased collections.
The Challenge Ropes Course	Updated and re-certified the Court's ropes course for increased programming and public use to generate revenue and offset costs.
Collaborations/Partnerships	Increased collaborations/partnerships through shared training and joint meetings
Hosting International Delegation Staff Development	Hosted a judicial delegation sent by the Supreme Court of Korea Talent development/talent management program which includes succession planning initiative for the Courts
Strategic Plan	Revised the Courts' Strategic Plan to provide clear direction for Court operations (Mission: "To administer justice and restore wholeness in a manner that inspires public trust")

The Legal Self-Help Center First Year - A Reflection of Great Partnerships

The Legal Self-Help Center is an innovative way to provide quality public service to the increasingly more common court user... the self-represented litigant. It also enhances the 20th Circuit and Ottawa County Probate Courts' ability to provide prompt and equal access to all through effective case management.

The first year of the Legal Self-Help Center (LSHC) was an extraordinary year. Reflecting the Courts' commitment to excellent customer service, over 2,500 patrons were served. One of the goals of the LSHC was to not only provide a valuable service to the community, but also, assist the low income and underserved populations of the County. The LSHC achieved their goal in that 52% of the patrons reported incomes under \$20,000 and 16% earned between \$20,000 and \$30,000.

In addition, the LSHC supported the Courts' abilities to meet the state's performance standards for the resolution of cases through reducing the number of adjournments due to lack of preparation or clients being confused about the court process. This has saved significant time and money for the Courts by ensuring litigants have the correct forms, and the forms are completed properly, to achieve the appropriate outcome.

The success of the LSHCs first year could not have been realized without the generosity of many. Funding has been graciously provided by the Families in Crisis Fund and the Marion A. and Ruth K. Sherwood Fund of the Grand Haven Area Community Foundation, the General Endowment Fund of the Holland/Zeeland Community Foundations and the General Fund of the Michigan State Bar Foundation. The commitment of a trained, volunteer staff of attorneys, paralegals, college and law students along with expertise provided by a part-time coordinator is also greatly appreciated.



mile Detention Center, representing 9,049 days of service. Most secure detention beds are occupied by Ottawa County youth; however, beds are also rented to a variety of jurisdictions which have no local, secure placement options. Bed rental agreements accounted for \$378,655 of new revenue in 2010. In addition, the Court developed a female-specific residential program to address the needs of the court-involved, female population. This "Lighthouse Program" has attracted the attention of several counties and has generated additional revenue throughout 2010. The Court continues to explore methods of increasing revenue through contract and service arrangements with other counties.

2010 Attorney Referee Activity

The Circuit Court Attorney Referees are independent hearing officers who are cross-trained to conduct both juvenile and domestic relations hearings in the Court's Family Division. Based on the assigned docket a Referee may hear testimony and recommend orders in cases involving juvenile delinquency, abuse/neglect, adoption, child support, parenting time, paternity and more. Overall, in 2010 the Referees conducted 5,221 hearings to assist the judges in caseload management. This represents a 9% decrease in 2010 after experiencing an 18% increase in 2009.

In the domestic relations area (with most hearings conducted in the Ottawa County Courthouse in Grand Haven), child support hearings decreased 9% while parenting time hearings increased 17%. The decrease in child support hearings may be temporary, due in part to the depressed economic climate. Likewise, the increase in parenting time hearings may be due to efforts by non-custodial parents to reduce child support obligations by obtaining more parenting time credit.



At the Fillmore Complex in West Olive, the overall decrease in Referee activity was 11% with 3,387 hearings held in 2009 and 3,024 hearings held in 2010. Delinquency and Child Protective petitions (+17.7% from 2009 to 2010) are scheduled shortly after filing. Domestic Relations hearings are typically scheduled within two to five weeks after filing. In 2010, the Courts three Attorney Referees were assisted by three staff attorneys who volunteered to handle cases as needed. This was done to prevent case delays and provide more convenient service for litigants and attorneys.

Caseload Facts – Family Division/Juvenile Services

Court personnel, like most community leaders, understand children represent the future. As a result, when more than 1400 juvenile petitions were filed with Juvenile Services throughout 2010, a concerted effort was made to ensure appropriate programming was available for delinquent youth, family, caregivers and related agencies. To professionally assess and manage these new and reopened delinquency and traffic cases, Juvenile Services staff provided a variety of services within the community. Although delinquency and traffic cases increased in 2009 (+11.6% and +14.8% respectively), Ottawa County was fortunate in 2010 to have juvenile traffic offenses remain stable and have an overall 15% reduction in new delinquency petitions. In spite of this reduction, the relative workload remained challenging due to the increased complexity and serious nature of the incoming cases.

The relative proportions of the juvenile caseload, however, remained stable with drugs and alcohol continuing to be the largest segment of new juvenile law violations (404 charges). Still the 11% decrease from 2009 represents a positive trend in the community. The next highest number of new charges was in larceny cases and this category also decreased from 2009 to 2010. The filing of 346 larceny petitions resulted in a 17% downward trend. In addition, breaking and entering charges (-35%) and malicious destruction of property charges (-11%) decreased in 2010. Unfortunately, several other new law violation categories, including 442 cases, remained at 2009 levels or increased in 2010. These categories include weapons (status quo), assaults (+4%), criminal sexual conduct (+32%), arson (+17%), and miscellaneous (+28%). The gender breakdown of the juveniles petitioned to court is 68.2% male and 31.8% female, representing a 2.6% increase in delinquent activity by males and a corresponding decrease in delinquent activity by females. It is important to note the State Court Administrative Office statistics no longer include Probation Violations in the category of new or reopened petitions. In 2010 Juvenile Services staff handled 400 Probation Violations, requiring additional investigation, specialized programming and court hearings.

When court-involved youth are on probation or otherwise ordered to receive treatment, there is a continuum of programs designed to assist the youth and families in the remediation of offending behaviors. Programs include community-based treatment, community service, anger management, habitual offender group, sex offender program, intensive supervision, an experiential ropes course, gender-specific groups, individual/group/family counseling and more. In 2010, the Juvenile Services treatment program (Choice) made nearly 1,600 client contacts, providing counseling to 225 youth and their families. The court also provided educational services through the Juvenile Justice Institute to 39 youth; residential placement alternative community support and supervision through the Juvenile Community Justice to 31 youth; and substance abuse treatment through the Juvenile Drug Treatment Court to 25 youth and families.

During 2010, there were 610 detention admissions to secure detention in the Ottawa County Juve-



Alternative Dispute Resolution/Civil Case Evaluation

Civil case evaluation is an efficient process which helps attorneys and their clients settle civil cases prior to trial. Attorneys are provided an opportunity to briefly argue the key points of their case before a panel of three lawyers who determine the economic worth of the case. Case evaluation is governed by Michigan Court Rule 2.403 and allows each side to assess the relative strengths of their case and often provides the information necessary to reach a reasonable settlement.

During 2010, a total of 242 cases were scheduled for evaluation, 78 cases were evaluated and only 15 cases required a full trial. The success of the process is demonstrated by the settlement or dismissal of 227 cases.

Courts are required to manage significant caseloads in a timely and efficient manner. Civil case evaluation is one of the many tools used to accomplish this goal.

Felony Collections: The Trial Division Gets Results

The goal of felony collection efforts in the 20th Circuit Court Trial Division is to enforce the Court's orders and to aggressively pursue those who are assessed monetary sanctions as a result of their felony conviction.

In 2010, the Circuit Court Trial Division collected \$891,407 in assessed fines, costs and restitution. Of that amount, \$453,947 or 51% represents restitution paid directly to crime victims and another 5% is paid to the State of Michigan Victim's Right fund. The remaining 44%, representing fines and costs, includes partial reimbursement to the County for the cost of Court appointed counsel.

Several new methods of tracking delinquent defendants and facilitating collections have been implemented, including state income tax refund intercepts and the application of Accurint, a location and research tool. Full results of the 2010 tax intercepts will not be realized for several months. Those results will be studied to determine if a more extensive effort will be utilized in 2011.



2010 Friend of the Court “Booting” Project

In October 2010, the Friend of the Court (FOC) office implemented a project designed to collect past due child support by seeking out and immobilizing (i.e. “booting”) motor vehicles of payers who fail to comply with Circuit Court orders for child support.

The authority to immobilize a non-compliant parent’s motor vehicle was added to the Support and Parenting Time Enforcement Act and became effective in January 2010. The FOC “boot” project and the purchase of four (4) immobilization devices from a fund designated for bench warrant enforcement, was approved by the judges, Ottawa County and the State of Michigan’s Office of Child Support, thereby eliminating the need for Ottawa County general fund dollars to support the project’s implementation.

On October 1, 2010, Ottawa County Sheriff’s Deputy Matthew VanLiere, began locating vehicles owned by payers who had civil bench warrants for failing to appear in court. In the first month of the project’s operation, Deputy VanLiere made four attempts to “boot” the vehicle of individuals with active warrants. In each instance, the individual with a warrant came out of the house, apartment or business to pay their required bond to prevent their vehicle from being immobilized.



On November 9, 2010, the first vehicle immobilization device was applied. By close of business that day, the individual with a warrant had contacted the deputy and paid a bond of \$500.00 to resolve the warrant. Since the initial immobilization, Deputy VanLiere has booted seven vehicles. All seven individuals paid their bond amount within one week, and child support in the amount of \$6,700 has been distributed to children and families in 2010 as a result of the booting project.

In 2010, the FOC office issued 1,803 new civil warrants and effective enforcement efforts resulted in the discharge of 1,855 warrants. Additionally, the bench warrant team collected \$584,812.98. This amount is the most child support collected in one year on civil warrants in the history of the 20th Circuit Court. While the Friend of the Court employs a number of enforcement tools, from income withholding notices to driver/hunting/professional license suspensions, the “boot” appears to be another effective tool for use in bench warrant enforcement.

cases and he shared the personal protection order petitions (adult and juvenile) with Judge Van Allsburg. In addition, Judge Hulsing conducted court two days per week at the Fillmore Complex with a mixed docket of juvenile and child protective proceedings.

From 2009 to 2010 the appeals, criminal and civil caseload (new filings and reopened cases) declined slightly by 4.9%. Individually, the appeals from administrative agencies, District and Probate Courts increased by 6.2%, while the criminal and civil filings decreased by 3.9% and 7.7% respectively. Petitions for personal protection orders represented the single largest change, decreasing by 11.7% after a dramatic increase of 20.3% during 2009.

In addition to managing a diverse and relatively stable docket, the Trial Division is responsible for the public and judicial law libraries (including new acquisitions and maintenance). The Trial Division also manages an active collections program with defendants who are ordered to pay restitution, court costs, fines, fees, etc. The outcome of the collections program in 2010 was payment of \$891,407 to the Court. This represents a 1% increase in collections from 2009, which was more than anticipated due to the severe national financial crisis. Approximately 51% of these payments (\$453,947) were returned to victims of crime as restitution. Other payments cover statutorily mandated fees and partially reimburse the County for funds expended in the daily operation of the Court.

Caseload Facts – Family Division/Friend of the Court (FOC)

During 2010, Friend of the Court staff handled a Title IV-D (child support) caseload of 11,632 cases, representing a slight increase from 2009. There was also a slight decrease of 1.7% in new divorce filings during 2010. To enforce court orders on these cases, approximately 8,300 hearings were conducted; 1,800 bench warrants were issued; and an estimated \$31 million in child support payments were collected and disbursed to families in need. In addition to these enforcement efforts, staff directly assisted clients by scheduling 5,160 appointments and meeting with 1,430 walk-in clients, representing a 32% increase in direct client contact from 2009 to 2010. To help ensure child support orders were updated to reflect significant changes in circumstances, staff conducted 2,009 case reviews and recommended modification where appropriate. Based on federal child support performance measures, the 20th Circuit FOC is one of the most effective operations in Michigan, collecting more than \$11.00 for every dollar spent.

Besides the child support enforcement efforts of the Friend of the Court, there were 266 cases in 2010 (an increase of 6.4% from 2009 to 2010) where the 20th Circuit Court ordered a special assessment regarding child custody or parenting time issues. In each of these cases, FOC staff conducted an extensive investigation and provided the Court with recommendations. Often, custody investigators were required to appear in court and testify regarding the investigation/ recommendations.

Caseload Trends...Circuit Court

TRIAL DIVISION	2006	2007	2008	2009	2010	% Change (2009-10)
Appeals	64	51	45	48	51	+6.2
Criminal	1169	1218	1127	1090	1048	-3.9
Civil	512	567	630	600	554	-7.7
Total Trial Division Filings	1745	1836	1802	1738	1653	-4.9
FAMILY DIVISION (Includes FOC & Juvenile Services)	2006	2007	2008	2009	2010	% Change (2009-10)
Divorce	987	975	993	1057	1039	-1.7
Other Domestic Relations	652	590	625	517	476	-7.9
Personal Protection Orders	661	645	695	836	738	-11.7
Delinquency (per SCAO 2008 - 2010; does not include Probation Violations)	2197	2285	1500	1674	1421	-15.1
Traffic	48	38	27	31	31	0
Child Protective	109	74	101	79	93	+17.7
Adoptions	193	170	163	149	149	0
Misc. Family	66	73	65	50	72	+44
Total Family Division Filings	4913	4850	4169	4393	4019	-8.5
Grand Total Filings & Reopend Cases	6658	6686	5971	6131	5672	-7.5

For additional caseload information see: <http://courts.michigan.gov/scao/resources/publications/reports/summaries.htm>

Caseload Facts – Trial Division

The Trial Division (Grand Haven) caseload includes appeals, criminal and civil cases. In addition, the Trial Division handles the domestic relations portion of the Family Division docket.

Throughout 2010, Judge Bosman and Chief Judge Post presided over all criminal cases and 80% of the civil cases. Judge Van Allsburg handled 20% of the civil docket, all appellate cases and 50% of the domestic relations case assignments. Judge Hulsing was assigned 50% of the domestic relations

...and restore wholeness...

Interested in Challenging Yourself and Your Team?

Experiential learning is one of the most flexible and exciting ways to build personal and team confidence. That is why ropes courses have been so popular throughout the United States for the past 25 years. Programs can be designed to meet a number of educational, developmental and recreational goals. They offer groups and individuals opportunity to learn about risk-taking, perceived personal limits, performance under pressure and how one gives/receives support from others. In addition, such courses can assist a person in learning how to work collaboratively with others and achieve more than they imagined.



The Juvenile Services' Division of the 20th Circuit Court has operated and maintained the Challenge Ropes Course since 1995. The Course is annually inspected and certified for safety by Experiential Systems, Inc. in accordance with the Association for Challenge Course Technology, the Association for Experiential Education and the Climbing Wall Association. Again in 2010, Juvenile Services' staff were trained and certified in proper procedures, debriefing of groups and maintenance of the equipment used at the course.

The Challenge Ropes Course is comprised of high and low elements and is located in a wooded area behind the Ottawa County Administration Building at the Fillmore Street Complex. Personal achievement and confrontation of personal fears are addressed on the high rope elements while developing mastery of technical skills. The low rope course elements or group initiatives are designed to explore group interaction, problem-solving and leadership skills.

Some of the observed outcomes include the enhancement of: cooperation, decision-making, self-confidence, positive risk taking, trust, leadership, goal setting, and teamwork.

Ropes course programs may be used with children, teens or adults. Each program can be tailored to the needs of the group. For more information and to schedule your group, please contact: 616 -786-4100.

Horse Painting Is Great Therapy!

"There is something about the outside of a horse that is good for the inside of a man"
~ Winston Churchill

Lighthouse, Juvenile Services' female-specific program in the Juvenile Detention Center, always strives to access creative methods by which the staff can assist the girls in working through their memories of trauma and injury. This year, they participated in a particularly creative intervention at Horseplay Equestrian in Hudsonville – Paint A Horse. Through the volunteer efforts of Barnabas Ministries and the owners of the horse farm, Curt and Tami Klingler, the girls who are court-ordered into the Court's Lighthouse program, were asked to paint red marks on a horse that represented their hurt and were then given the opportunity to turn the marks into beautiful art while talking about their specific hurts or trauma. This process illustrates to the girls that bad things can be turned around for good in their lives. It also provides an opportunity for the girls to be inspired, build confidence, leadership and relationship skills because the horses accept them, unconditionally – something they have seldom, if ever, experienced in their lives.

What started to be a cautious relationship between the girls and their horses resulted in some girls growing in ways no one ever expected. Such experiences help break down walls and barriers that have been developed over the years. An example of this was reflected in the case of Molly. Initially, Molly was very fearful of the horses and was extremely emotional about the activity. However, she was significantly impacted through this activity in the end as she was able to talk about her father's abuse while her horse kept "checking in on her" to make certain she was okay. The scar on the back hip area of the horse received from previous maltreatment represents the scar Molly has on her own hip from being abused by her father.

Such work is powerful and effective. The Lighthouse staff and the Court are grateful for the generosity of the Klingers and Barnabas Ministries which has added to their "tools" to help girls recover from their long histories of trauma.



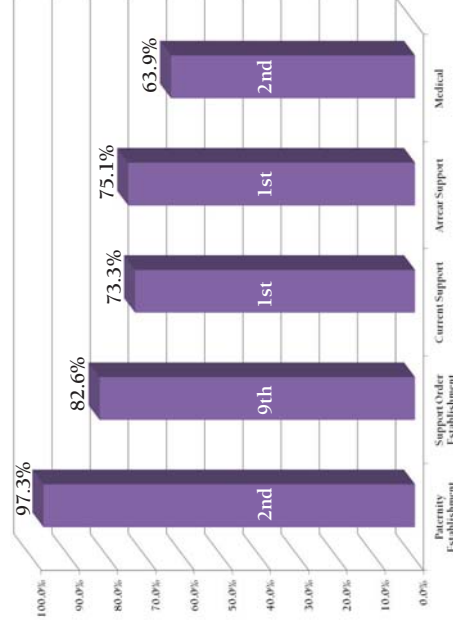
Friend Of The Court – Performance Measures to Assist Children & Families

Child support collection falls under Title IV-D of the Social Security Act. The Friend of the Court office operates as a IV-D agency and a large part of the expense of operating the office (approximately 66%) is reimbursed by Federal funds through a State Cooperative Reimbursement Contract.

The Friend of the Court office also defrays operating costs by earning incentive dollars based on performance. As set forth in the 1998 Child Support Performance and Incentive Act, the performance of each IV-D agency is measured in five key areas: State child support enforcement programs across the country are measured in Paternity Establishment, Support Order Establishment, Collections on Current Support, Collections on Arrears, and Cost Effectiveness. Medical support establishment/enforcement is also measured, although it is not currently a factor that results in earned incentives. It is expected to be included as a performance factor in the future.

When the Friend of the Court office in Ottawa County is measured against the sixteen (16) largest counties in Michigan, its performance is notable in all areas. This high performance not only helps secure child support for families and children in Ottawa County, but results in earned incentive dollars that reduce the amount of Ottawa County general fund dollars needed to fund the program. In 2010 the total Federal incentive dollars earned exceeded \$300,000. Additionally, the Friend of the Court was ranked as one of the top two large counties in Michigan in respect to cost effectiveness, collecting more than \$11.00 for every dollar spent.

Ottawa County Comparison to Large County 2010 Performance Levels



- Reimbursement Schedules – Recent review/updating of reimbursement schedules and collection efforts resulting in a significant increase in overall collections making certain there is a balanced process for those experiencing financial hardship. Annual review and updating of such schedules is an effective way to increase revenue while holding parents and juveniles accountable to at least pay a portion of the costs for services received.
- Reallocation/Realignment of Staff – Reallocating staff to address current needs/trends is an effective tool and provides an opportunity for staff development while increasing accountability of youth and effective case planning.
- Partnerships – Building of external organizational expertise and services while enhancing the ability to obtain grant funding for needed programs at a fraction of the cost. It also financially supports external agencies.
- Lighthouse – A residential, female-specific program to address the individual needs of adolescent female offenders. Surrounded by a caring, therapeutic community, girls develop coping strategies, resolve issues of trauma and build skills. The program also generates revenue for the County and State through referrals from outside counties.

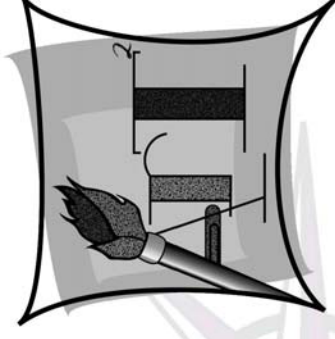


A.R.T.² (Art Renewing Teens and Treasures)

The many talents and expressions of youth....

A.R.T.² is a project of the Ottawa County Juvenile Detention Center operated by the 20th Circuit Court, Juvenile Services' Division. It was spawned by an outstanding art teacher from the Ottawa Area Intermediate School District—Angie Johnson—who teaches at the Center's school and her students, who were residents in the Center. Many of the youth in the Center seek opportunities to appropriately express themselves and are very artistic. In fact, the logo for this program was designed by one of the young women in the Center.

The idea of painting wooden chairs, tables and other objects started with the youths' desire to create a gift for the retiring Detention Superintendent. The kids became so excited with the idea and their design, many of them started to draft their own designs for additional chairs. Thus, starting with a business plan developed by the youth, the "cottage business"—A.R.T.²—was launched as a way to continually support the art program within the Center and acknowledge the expression of thoughts and emotions of the youth. Although the girls in the Lighthouse Program have taken the lead on this project, many of the residents are active in the creations in one way or another.



In partnership with the youth, the Detention Center uses these expressive forms to not only help financially support the art program within the Center, but also, develop a sense of belonging to the community through donating a portion of the proceeds to a non-profit organization within the community. The youth are actively involved in choosing where the proceeds are donated and learn about many of the fine, local non-profit agencies and their services.

Each chair or other art form represents thoughts, ideas, favorite themes, memories, history, peaceful places or just about anything that resonates with the youth. Their contribution of time, talent and commitment is illustrated in each item.

The 20th Circuit Court, Juvenile Services and the Ottawa County Juvenile Detention Center are proud to present the works of art to the community of Ottawa County, and we are very proud to share the talents and passion of the youth involved in their creation. Many hands participate in their development—teachers, Center staff, Court administration, volunteers and most importantly, the Lighthouse girls and other residents of the Center. For more information, please call 616.786.4100.

...in a manner that inspires public trust.”

2010 Community Report Card

In 2010, the Court utilized the Community Report Card to measure what services are being used with youth; assess juveniles’ response to supervision; and provide a tool for Court administration to evaluate programs and community-based interventions. Following are the major findings for the calendar year 2010:

<p>20th Judicial Circuit Court, Family Division, Juvenile Services 2010 Community Report Card Outcome for Selected Benchmark Measures - 793 Cases Closed</p>
<p>Community Protection 91% of juveniles had no adjudications or convictions for offenses that occurred while under supervision. 89% of juveniles had no positive drug tests while under supervision.</p>
<p>Accountability 5,175 hours of community service ordered. 5,202 hours of community services completed (completion rate: 100.5%)*. \$90,228.26 of restitution collected for victims. 74% of restitution ordered was paid in full.</p>
<p>Competency Development 584 juveniles participated in at least one competency development activity. 92% of juveniles successfully completed the competency development activity. 96% of juveniles were enrolled in school at time of closure.</p>
<p>Overall 95% of juveniles were discharged from supervision as “successful.”</p>

*Some juveniles voluntarily completed more community service than ordered.

Best Practices In Juvenile Services Benefits Kids and the Community

For the past decade, the Juvenile Services Division has developed a community-based, continuum-of-services designed to be effective in the treatment of delinquent youth while being cost-efficient. Juvenile Services’ staff have served the youth, their families and the community, well. The continuum of care and many of the programs within are considered to be a “best practice” – meaning, programs that work! A few of the programs are identified as follows:



- **Juvenile Community Justice (JCJ) Program** – A residential treatment diversion program. This program has been instrumental in decreasing the number of placements made by Juvenile Services thus improving services and reducing placement costs; placements have been reduced from 62 in 2003 to as low as zero during 2010. The first year, it saved the County/Courts and the State approximately \$1.5 million.
- **Juvenile Justice Institute (JJI)** – A year around school that reflects a long-standing, successful partnership with the Ottawa Area Intermediate School District (OAISD). The strong partnership with the OAISD allows for cost efficiency in that it maximizes state educational funding and various types of federal educational grants. Such creative options of funding offer the community/taxpayer a greater educational opportunity for a wider juvenile population and improves public safety by keeping kids who would otherwise be on the streets during the day, in school rather than committing crimes.
- **Challenge Ropes Course** – An experiential learning ropes course operated by the Court since 1994. In 2010, the Court received authorization to open the Course to external organizations. The external parties pay a fee for the services, which help defray the costs of the facility.
- **Alternatives to Detention Programming** – Community-based programs to address antisocial behavior issues rather than lock-up kids. Juveniles spend an average of 3,500 hours, annually, participating in supervised community service, sex offender treatment groups, psycho-educational groups and several other community-based programs. Programming is also offered to neighboring counties in need of detention or treatment beds at a cost. The revenue generated assists in offsetting local and State operating costs.

Action Request



Committee: Board of Commissioners

Meeting Date: 4/12/2011

Requesting Department: Fiscal Services

Submitted By: Bob Spaman

Agenda Item: Purchasing Card Policy (Second Reading)

SUGGESTED MOTION:

To adopt the proposed Purchasing Card Policy. (Second Reading)

SUMMARY OF REQUEST:

During a recent banking services Request for Proposal (RFP) our selected vendor, Chase Bank, as well as the other contenders, quoted Ottawa County for this service. A purchasing card allows selected county employees the opportunity to purchase items under \$1,000. Currently employees have the vendor bill the County for these items. Each invoice must then go through the Accounts Payable process creating a check or multiple checks to these vendors.

A purchasing card will allow items to be charged to the employees County purchasing card. The vendor receives their money shortly after the charge is processed and the balance due on all cards will be paid monthly to the bank. Purchasing cards have been an effective modern method of purchasing goods and services since the 1990's. It has many safety features as well other advantages that are detailed in the attachment. The approval process is the same as an invoice. The purchasing card offers advantages to the County, the cardholder and our vendors as listed in the attachment. This program also offers advantages in purchases in many areas as well.

Employees are trained on the use of the purchasing card, the limits they will have, processing of the invoices on a monthly basis and the penalties for misuse of the purchasing card. (see attachment for this information)

The cost of the program is \$350 for imprinting the County logo on the purchasing cards. The card will also have the employees name and the County tax exempt number.

FINANCIAL INFORMATION:

Total Cost: \$350.00 General Fund Cost: \$350.00 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 - To Maintain and Improve the Strong Financial Position of the County

Objective: #2 - Implement Processes and Strategies to deal with operational budget deficits.

ADMINISTRATION RECOMMENDATION: Recommended Not Recommended Without Recommendation

County Administrator: Alan G. Vanderberg

Digitally signed by Alan G. Vanderberg
DN: cn=Alan G. Vanderberg, ou=County of Ottawa, ou=Administrator's Office, email=avanderberg@ottawacounty.org
Reason: I am approving this document
Date: 2011.03.03 14:15:18 -0500

Committee/Governing/Advisory Board Approval Date: Planning and Policy Committee 3/10/2011

Finance and Administration Committee 3/15/2011



County of Ottawa

Fiscal Services Department

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Fiscal Services Director

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mhinga@miottawa.org

March 2, 2011

To: Planning & Policy Committee
Finance & Administration Committee

From: Bob Spaman, Fiscal Services Director

Subject: Concerns and Opportunities with a Purchasing Card

I would like to address a couple of issues with a Purchasing Card program request for Ottawa County.

SECURITY & MISUSE

A Purchasing Card program, which has been available for many years in the public and private sector, has many safety features built in to the program.

- 1) There are limiters that only allow transactions up to a certain amount per employee, per day and per month. Presently we do not have those controls in our purchasing system for smaller purchases.
- 2) There are many Merchant Category Codes (MCC) or store codes that prohibit employees from using the vendor services such as party stores, massage parlors, gaming areas and other non-work related vendors.
- 3) There are many product codes that prohibit employees from purchasing particular items such as alcohol and other non-work related items.
- 4) The program allows our Program Administrator in the Purchasing Department to access the previous day's activities or any other day's activities as needed. Right now an employee can charge to the county and we may not discover for several weeks or months.
- 5) The penalty for any misuse can cause the employees dismissal or other punishment per the agreement he/she signs when they are given the purchasing card. This is explained at the training sessions where the policy and procedures are reviewed.
- 6) There is no ability to get cash advances.
- 7) The Program Administrator has the ability to suspend the card if misuse is suspected at any moment.

PROGRAM OPPORTUNITIES AND ADVANTAGES

The Purchasing Card program has several opportunities, advantages and protection features that enhance the program.

- 1) The Purchasing Card program has the opportunity for significant rebates based on purchasing volume. These rebates range from approximately .5% to 1.2%, depending on volume. Our proposed vendor is our current bank of record, Chase Bank. They did a vendor match based on the 2010 invoices and found that we could have approximately \$14,000,000 worth of activity in a given year. Based on the rebate for that volume, we could have a rebate of approximately \$160,000. They do say that the initial activity will probably be ½ of that amount.
- 2) Based on the aforementioned vendor match study, we have received almost 7,000 invoices in the less than \$1,000 amount that could be eliminated from our process through Accounts Payable, thus saving significant amount of time processing and lowering the number of checks we produce. The upload of the Purchasing Card transactions to our General Ledger is significantly faster than the inputting of individual invoices and the checks that are produced.
- 3) The volume of petty cash activity goes down as well in that employees will use the card for small purchases and not have to use their own money and stop by for reimbursement. So we may be able to reduce the amount of money in the petty cash accounts at various locations in the county.
- 4) The payment terms for the expenses incurred in one month are not paid until the 25th of the following month which provides an opportunity for interest on those funds. At today's interest rates that may not be significant but under normal interest rates it could be significant.
- 5) When using the purchasing card, the following benefits are included:
 - a. \$400,000 life insurance when using a common carrier
 - b. \$1,250 for lost or stolen luggage
 - c. \$50,000 for rental car damage or stolen
 - d. \$5,000 legal service referral if needed
 - e. 24 hour road assistance
 - f. \$2,500 emergency medical insurance and assistance
 - g. \$100,000 reimbursement for employee misuse of the card.

IMPLEMENTATION

We would begin with a pilot program tentatively scheduled for around May 1, 2011. We would use the Administration, Fiscal Services, Information Technology and Parks Departments in this pilot program. In two months, after the successful implementation of those departments, we would plan to roll out the program to the rest of the departments with full implementation expected to be completed by the end of August.



County of Ottawa

PURCHASING CARD POLICY

I. POLICY

A policy to define, authorize and regulate the use of purchasing cards, and to establish procedures for utilizing purchasing cards for appropriate expenses in the conduct of official County of Ottawa business and empowering selected employees with the responsibility for protection, custody and proper usage of purchasing cards.

II. STATUTORY REFERENCES

MCL 4.11 (I)

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:



County of Ottawa

IV. PROCEDURE

- A. The Fiscal Services Director or Program Administrator designated by the Fiscal Services Director, is responsible for the issuance of purchasing cards for use by selected County employees; the accounting, monitoring, retrieval and general overview of this Purchasing Card Policy; and the establishment of Purchasing Card Program Procedures consistent with this Policy and applicable laws and ordinances (referred to below as the “Purchasing Card Program Procedures”).
- B. Purchasing cards may be used only by an employee for the purchase of goods or services for official County of Ottawa business in accordance with the provisions of the Purchasing Card Program Procedures and within spending limitations authorized for each employee. Purchasing cards may not be used for cash advances or personal use. Purchases may not be divided into several transactions in order to avoid compliance with this Policy or the Purchasing Card Program Procedures.
- C. The employee using the purchasing card is responsible for its protection, custody and proper usage, and for compliance with this Policy and the Purchasing Card Program Procedures. The employee shall enter into an agreement with the County of Ottawa, for the use and care of the purchasing card, before such purchasing card shall be placed in the employee’s custody for use. The agreement shall, among other things, hold the employee responsible for immediately notifying the Fiscal Services Director if the card is lost or stolen.
- D. The employee using the purchasing card must submit documentation detailing the goods or services purchased, cost, date of the purchase and the description of the official business transacted as outlined in the Purchasing Card Program Procedures.
- E. Employees to whom purchasing cards are issued will, upon request of their Supervisor, Department Director, or the Fiscal Services Director cooperate and furnish information documenting the use of the card.
- F. Department Directors are responsible for all activities relating to purchasing cards in their department including, but not limited to the following:
 1. Selection of employees authorized to use County purchasing cards.
 2. Execution of the Agreement between the County of Ottawa and the employee for the use and care of the purchasing card, before such purchasing card is placed in the employee’s custody for use.
 3. Review of and proper implementation of this Policy and the provisions of the Purchasing Card Program Procedures.
 4. Determination of the specific official County business for which purchasing cards may be used by departmental employees.



County of Ottawa

5. Determination of the type of categories of goods or services within the department for which the purchasing cards may be used to purchase.
 6. Determination of spending authorization limits for each employee receiving a purchasing card in compliance with the Purchasing Card Program Procedures.
 7. Review and authorize all documentation necessary submitted by the employee using a County purchasing card including, but not limited to: (1) documentation of the goods or services purchased (2) the cost of the goods or services (3) date of purchase (4) the official County business for which purchased. All documentation must be submitted by the employee with the monthly statement to the Department Director for approval within the timeframe outlined in the Purchasing Card Program Procedures.
 8. Monitor the system, policies and procedures within the department to ensure employee's responsibility for the purchasing cards within the department and immediately notify the Fiscal Services Director or designated Program Administrator of any fraudulent or irresponsible use of a purchasing card. Department Directors may implement special procedures as the department may require for card delivery, usage and storage. The Fiscal Services Director or designated Program Administrator may terminate a purchasing card without notice to the Department Director should any purchasing card policy or procedure be abused.
- G. An employee who engages in an unauthorized or improper use of a County purchasing card will be subject to disciplinary measures, up to and including termination, and may be subject to civil/criminal prosecution consistent with applicable laws. The employee found to have inappropriately used the purchasing card will be required to reimburse the County of Ottawa for all costs associated with such improper use.
- H. Each holder of a purchasing card is responsible for safeguarding the account number and improperly disclosing any purchasing card information is strictly prohibited.
- I. An employee issued a purchasing card shall immediately cease the use of and return the purchasing card to the Fiscal Services Director effective upon the employee's separation from Ottawa County, upon the employee's reassignment to another department within the County, or upon de-authorization by the Fiscal Services Director.
- J. Approval of purchasing card invoices and accounting controls to monitor the use of County purchasing cards shall be in accordance with the Purchasing Card Program Procedures.



County of Ottawa

V. REVIEW PERIOD

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

PURCHASING CARD PROCEDURES

I. Overview:

- A. The Purchasing Card provides the County of Ottawa organization with an alternate method to petty cash, check requests and purchase orders for purchasing low dollar goods and services. The program is intended to streamline and simplify the procurement process. The Purchasing Card is a tool that reduces transaction costs, facilitates timely acquisition of materials and supplies, automates data flow for electronic commerce and accounting purposes, and offers flexible controls to help ensure proper usage.
- B. The Purchasing Card Program is not intended to avoid or bypass the current purchase order system, but rather complement the existing processes. The card is a credit card issued by Chase Bank. Record keeping is essential to ensure the success of the Purchasing Card.
- C. This Cardholder Guide provides information about the process, the types of purchases that can and cannot be made, records that must be maintained and reconciled for each cycle and a variety of other Program information.
- D. Please remember as public employees you are entrusted with funds that belong to the taxpayers of the County of Ottawa. These funds must be expended only for purchases specifically related to the delivery of governmental services to the citizens as appropriated in the budget adopted by the Board of Commissioners. You are the person responsible for all charges made to the card, which has been issued to you. Intentional misuse or fraudulent abuse may result in disciplinary action up to and including dismissal.
- E. The card will have no impact on your personal credit. Although the Purchasing Card lists an individual's name, the card is actually issued to the County of Ottawa. Purchasing Cards are intended for use by designated employees of the County of Ottawa.

II. Obtaining a Card:

- A. Complete a Purchasing Card Request Form, available in the forms section on the Front Page, you and your Department Head must sign this form. Return the completed Purchasing Card Request Form to the Purchasing Division in Fiscal Services.
 - 1. STANDARD LIMITS ARE AS FOLLOWS (GENERAL COUNTY EMPLOYEES):
 - a) Single Purchase Limit \$999
 - b) Daily Purchase Limit \$1,500 (Multiple purchases at one vendor in one day will be strictly prohibited)
 - c) Monthly Purchase Limit \$5,000.00
 - d) Number of Transactions per day = 5
 - e) Number of Transactions per month = 30
- B. The Purchasing Division in Fiscal Services will forward a copy of the Master Card Purchasing Card Cardholder Guide, County Purchasing Card Request form and a Cardholder Agreement to the employee. The signed Cardholder Agreement must be returned to the Purchasing Division in Fiscal Services and the Purchasing Card will be ordered.
- C. Upon receipt of the Purchasing Card Request form, a meeting will be scheduled with the employee to review the policies and procedures and to answer any questions. The Purchasing Card will be presented to the employee for signature. The card will be activated for immediate use.

III. Purchasing Card Restrictions

- A. The Purchasing Card **IS NOT** to be used for:
 - 1. Personal purchases
 - 2. Cash advances
 - 3. Certain County blocked products and services
 - 4. Commodities and services on contract with Blanket Purchase Orders (Note: Cardholders will be advised of certain Blanket Purchase Orders that can be included).
- B. Under no circumstances may a transaction be split into two separate receipts to bypass the single transaction dollar limit or the purchasing policies. Transactions will be electronically monitored.
- C. The Purchasing Card will be issued in your name. By accepting the Purchasing Card, you assume responsibility for it. **The Purchasing Card is not transferable and may not be used by anyone other than you, the Cardholder.**
- D. The Purchasing card may not be issued as a “departmental card.” Due to insurance requirements of the bank each card must be issued to an individual.

IV. Making a Purchase using the Purchasing Card

The Purchasing Card can be used at any vendor who accepts “Mastercard” and is in a Merchant Category group that was approved for your card. Your Purchasing Card also has been given specific spending limits.

- A. If you are purchasing in person:
 - 1. Present the Purchasing Card to the merchant and inform the vendor that your transaction should be tax exempt. The tax exempt number is printed on the purchasing card.
 - 2. Check the receipt to be sure you are not paying taxes. Any tax concerns should be corrected at the point of transaction.
 - 3. Sign the charge receipt.
 - 4. Retain all charge receipts and cash register tapes.
 - 5. Purchasers **must** keep a record of all purchases in order to reconcile purchases monthly.
- B. If you are purchasing by phone or mail:
 - 1. Supply the vendor with your Purchasing Card number, expiration date, “ship to” address and tax exempt number.
 - 2. Ask the supplier to include the receipt with the goods when the product is shipped; all receipts must be forwarded to the Department Director with a printed and signed Statement.
 - 3. Cardholder, or designated departmental representative, must keep a record of purchases.
 - 4. When goods are received, check products and keep all receipts, shipping records and keep a record of the purchases to verify for accuracy online; receipts must be sent to your Department Director with your statement and excel spreadsheet, then to Purchasing Division of Fiscal Services and finally to Accounting.

V. Tax Exemption:

All County purchases are tax exempt. Be sure to advise suppliers that your Purchasing Card transaction is tax exempt. The County's Federal Tax Identification Number is embossed on the front of the Purchasing Card. The number is exclusively for use relative to County business. If documentation is requested, a Certificate is available and can be obtained by contacting Fiscal Services at 616.738.4847.

VI. Incorrect Shipment or Returns

If a shipment is incorrect, the cardholder should contact the vendor to arrange for a return, exchange or credit. If the vendor agrees to issue a credit, the Cardholder should verify that the credit is properly reflected in the next online Account Detail.

VII. Reconciling Monthly Purchases

- A. Each Cardholder, or representative for the department, must keep a record of all transactions charged to his/her account on a monthly basis. For each month, a new file should be started. The billing cycle for each month will end the first of the month. Any transactions occurring after the last day of the month will appear on the next month's online statement.
- B. Cardholders have access to their own transactions and Account Summary. At the end of the billing cycle, Cardholders will receive an Internal E-mail reminding them to reconcile their statement. The web address is <http://smartdata.jpmorgan.com/>.
- C. The original sales documents (receipts, packing slips, cash register tape, credit card slips) for a given month should be signed and stapled to the Statement and Excel spreadsheet printed by Cardholder and forwarded to the Department Director (for approval) who will then forward it to the Purchasing Division of Fiscal Services Department **no later than the 10th day of each month.**
- D. Fiscal Services Accounts Payable will ACH Payment for charges incurred.
- E. Cardholder or designated departmental representative is required to do the following each month if purchases have been made and the Detail Account has activity:
 1. Review purchases for accuracy.
 2. Process Account summary including Expense Description, Account #'s, Account types & Invoice #'s. Note: transactions can be split (charged to more than one account).
 3. Note any disputed charges or problems.
 4. Attach backup documentation and/or receipts.
 5. Sign & Date the Expense Report.
 6. Send to Department Director to review/approve the purchases and account numbers.
- F. It is the responsibility of the Department Director, or designee, to review and approve the Expense Report with Account Detail. After review/approval the Department Director should send the Expense Report and backup documentation to the Purchasing Division in Fiscal Services.

VIII. Discrepancies or Unauthorized Usage

- A. Types of Discrepancies:
 1. The amount of the transaction is incorrect.
 2. A purchase appears on the online Account Detail that was not made by the authorized Cardholder.
 3. There is a product quality or service issue.

B. Procedures for Discrepancies:

1. If there are any discrepancies on the Cardholder's online Account Detail, the vendor will need to be contacted immediately to try to resolve the issue(s) in question. It is the Cardholders responsibility to correct any discrepancy.
2. The Cardholder will need to complete a Cardholder Dispute Form and forward a copy to the vendor and the Purchasing Division in Fiscal Services.
3. If an unauthorized transaction appears on your statement contact Customer Service at 1-800-316-6056.
4. If there is a product quality or service issue the cardholder should contact the merchant to obtain an authorization for return and account credit.

IX. Transferring to Another Department or Card Deactivation

A. Cardholder Transfers to another Department:

1. Cardholder must notify the Purchasing Division in Fiscal Services via fax, memo or E-mail that the Cardholder will be transferring to another department. The notification must include approval from their new Department Director for use of the p-card.
2. Purchasing Division of Fiscal Services will make departmental changes to account information.

B. Termination of Cardholder:

1. Upon voluntary, or involuntary, termination of employment of a Cardholder, the Purchasing Card must be turned in to Human Resources or Department Director and forwarded to the Purchasing Division in Fiscal Services.
2. Human Resources must immediately notify the Purchasing Division in Fiscal Services that the Purchasing Card of the named Cardholder should be deactivated.
3. Human Resources will forward card to the Purchasing Division in Fiscal Services.
4. The Purchasing Division in Fiscal Services will immediately deactivate the Card.

C. Misuse of the Purchasing Card by the Cardholder:

1. A Department Head may request suspension or cancellation of the Purchasing Card at any time by notifying the Purchasing Division in Fiscal Services via fax, memo or e-mail.
2. Whenever a Purchasing Card is misused or the policies and procedures are violated, the Department Director will work with the Human Resources Department to determine appropriate disciplinary action. The Department Director will inform the Purchasing Division in Fiscal Services if the Purchasing Card should be deactivated.
3. The Purchasing Division in Fiscal Services may unilaterally suspend or cancel a Purchasing Card if:
 - a. The Purchasing Card policies and procedures are not followed.
 - b. If the Purchasing Card was not used for a long period of time.
 - c. If the Cardholder continually tries to exceed the allowable per purchase limit or the specified purchase frequency.

- d. If the cardholder fails to maintain the required back-up receipts and documents and/or fails to process statements at the designated time.
- e. If there is concern that the card has been compromised in any way.

X. Reporting Lost or Stolen Cards

- A. If a Purchasing Card is lost or stolen, the Cardholder must immediately inform the Purchasing Division in Fiscal Services. If the Purchasing Card is lost or stolen during **non-working** hours, the Cardholder must contact **1-800-316-6056**.
- B. The Purchasing Division in Fiscal Services will immediately deactivate the Purchasing Card.
- C. To receive a replacement Purchasing Card and the Cardholder must complete a new Cardholder Agreement.
- D. The Purchasing Division in Fiscal Services will produce a replacement Purchasing Card after the proper forms have been completed and returned.
- E. The Cardholder is responsible for review and reconciliation of the online Account Detail of the deactivated Purchasing Card, as well as, the online Account Detail for the new Purchasing Card.

XI. Purchasing Card Security

- A. Keep your Purchasing Card in an accessible, but secure location.
- B. Guard the Purchasing Card account number and password log-in carefully. Do not post it at your desk or write it in your day planner.
- C. The **only** person entitled to use the Purchasing Card is the person whose name appears on the face of the card. **Do not lend your Purchasing Card to another person for use.**

XII. Key Contacts

The following resources are available to answer any questions you may have, or to help solve problems that may arise:

- Purchasing Card Customer Service* 1-800-316-6056
- Purchasing Division in Fiscal Services(Program Administrators)*.....616-738-4847
- Christine Miller, Purchasing Division of Fiscal Services.....616-738-4855
- Laura Deal, Department Technician.....616-738-4670

***Contact immediately if Purchasing Card is lost or stolen.**



County of Ottawa

Fiscal Services Department

Robert Spaman
Fiscal Services Director

Marvin Hinga
Fiscal Services Assistant Director

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West Olive (616) 738-4847

Fax (616) 738-4098

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mhinga@miottawa.org

PURCHASING CARD CARDHOLDER AGREEMENT

I understand that I am authorized to use the Purchasing Card to purchase goods and services for the legitimate business benefit of the County of Ottawa. All purchases I make will be in accordance with the County of Ottawa Purchasing Card Program Procedures, Purchasing Card Policy, and the Purchasing Policies and Procedures established by the County (a copy of which has been provided to me) and my department for Purchasing Card use.

I will not use the Purchasing Card for personal use, nor will I permit another person to use the Purchasing Card issued exclusively in my name.

I will immediately notify the Fiscal Services Director if the purchasing card in my custody is lost or stolen.

I acknowledge the receipt of all applicable Ottawa County Policies including the County of Ottawa Travel Policy, and agree to abide by them.

I agree that my authorization to make such purchases shall automatically cease upon my separation from the County of Ottawa, upon my reassignment to another department within the County, or upon de-authorization by the Fiscal Services Director. In any of these events, I will return the card to the Fiscal Services Director.

I understand that violations of these requirements may result in revocation of my use privileges and/or disciplinary action, up to and including termination of employment. Employees who are found to have inappropriately used a Purchasing Card will be required to reimburse the County of Ottawa for all costs associated with such improper use, and may result in other discipline, up to and including termination. Unlawful use of a Purchasing Card by an employee could result in civil/criminal prosecution.

I acknowledge receipt of a Purchasing Card.

Name:

Purchasing Card Number: _____

Employee

Department

Date



UltraGraphic ID:

UGTA2095

Base Card ID:

00000F64923

UG Color:

Black

Last Modified Date:

February 24, 2011 11:28 AM



BEST PRACTICE

Purchasing Card Programs (1998, 2003, and 2008) (TIM)

Background. The purpose of a purchasing card (also known as a procurement card) program is to provide an efficient, cost-effective method of purchasing and paying for small-dollar as well as high-volume purchases. This type of program is used as an alternative to the traditional purchasing process and can result in a significant reduction in the volume of purchase orders, invoices, and checks processed.

Purchasing cards can be used whenever a purchase order, check request, or petty cash would have been processed and with any vendor that accepts credit cards.

There are numerous benefits to a purchasing card program. Benefits to the cardholder include:

1. convenience of purchasing without a purchase order,
2. expedited delivery of goods,
3. better pricing on goods,
4. expanded list of merchants from whom purchases can be made, and
5. reduced paperwork.

Benefits to the government include:

1. simplified purchasing and payment process,
2. lower overall transaction processing costs per purchase,
3. increased management information on purchasing histories,
4. reduced paperwork,
5. decentralized procurement function,
6. the ability to set and control purchasing dollar limits,
7. the ability to control purchases to specific merchant categories, and
8. receipt of rebates from the bank based upon dollar volume of total purchases.

Benefits to the vendor include:

1. expedited payments,
2. reduced paperwork, and
3. lowered risk of nonpayment.

Purchasing cards may be issued in a designated individual's name and/or the government's name clearly indicated on the card as the buyer of goods and services. The purchasing card and any transactions made with the card may become a liability of the governmental entity. For this reason, it is important that governments be aware of the risks related to the use of purchasing cards and develop plans to address those risks.

Disadvantages of purchasing cards include:

1. the potential for duplicate payments to vendors (as payments are no longer recorded by individual vendor within the accounting system),
2. the perception in the public about issuing "credit cards" to employees may be negative, and
3. the potential for abuse despite the controls available with purchasing cards.

Recommendation. The Government Finance Officers Association (GFOA) recommends that governments explore the use of purchasing cards to improve the efficiency of their purchasing procedures. A competitive

process should be used to select a purchasing card provider. Consideration should be given to vendors who can provide automated approval and reconciliation software. This software should provide for the ability to integrate to the entity's accounting records. Purchasing card programs should be designed to be simple and easy to use; however, governments need to maintain appropriate controls, in accordance with their purchasing policy, to ensure the ongoing success of a purchasing card program. These controls should include:

1. written agreements with banks, which include fee schedules, processing procedures, and security requirements,
2. written policies and procedures for internal staff, including:
 - a. instructions on employee responsibility and written acknowledgments signed by the employee,
 - b. ongoing training of cardholders and supervisors,
 - c. spending and transaction limits for each cardholder both per transaction and on a monthly basis,
 - d. written requests for higher spending limits,
 - e. recordkeeping requirements, including review and approval processes,
 - f. clear guidelines on the appropriate uses of purchasing cards, including approved and unapproved Merchant Category Codes (MCC),
 - g. guidelines for making purchases by telephone and fax or over the Internet,
 - h. periodic audits for card activity and retention of sales receipts and documentation of purchases,
 - i. timely reconciliation by cardholders and supervisors,
 - j. procedures for handling disputes and unauthorized purchases,
 - k. procedures for card issuance and cancellation, lost or stolen cards, and employee termination, and
 - l. segregation of duties for payment approvals, accounting, and reconciliations.
3. systems to ensure compliance with IRS 1099 reporting regulations.

References

- *An Elected Official's Guide to Procurement*, GFOA, 1995.
- *Banking Services: A Guide for Governments*, Nicholas Greifer, GFOA, 2004.

Approved by the GFOA's Executive Board, February 22, 2008.