



County of Ottawa

Board of Commissioners

Philip D. Kuyers
Chairperson

James C. Holtrop
Vice-Chairperson

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

West Olive (616) 738-4898

Fax (616) 738-4888

Grand Haven (616) 846-8295

Grand Rapids (616) 662-3100

Website: www.miOttawa.org

March 8, 2012

To All Ottawa County Commissioners:

The Ottawa County Board of Commissioners will meet on **Tuesday, March 13, 2012 at 1:30 p.m.**, for the regular **March** meeting of the Board at the Ottawa County Fillmore Street Complex in West Olive, Michigan.

The Agenda is as follows:

1. Call to Order by the Chairperson
2. Invocation – Commissioner Baumann
3. Pledge of Allegiance to the Flag
4. Roll Call
5. Presentation of Petitions and Communications
6. Public Comments and Communications from County Staff
7. Approval of Agenda
8. Actions and Reports

A. Consent Resolutions:

From the County Clerk

1. [Board of Commissioners Meeting Minutes](#)

Suggested Motion:

To approve the Minutes of the February 28, 2012 Board of Commissioners Meeting.

2. [Payroll](#)

Suggested Motion:

To authorize the payroll of March 13, 2012 in the amount of \$_____.

3. [Correspondence Log 424](#)

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 Administration

4. [Monthly Accounts Payable for February 20, 2012 through March 2, 2012](#)
Suggested Motion:
To approve the general claims in the amount of \$2,225,420.78 as presented by the summary report for February 20, 2012 through March 2, 2012.
5. [Ottawa County Treasurer's Office 2011 Annual Report](#)
Suggested Motion:
To receive for information the Ottawa County Treasurer's Office 2011 Annual Report.
6. [Ottawa County Public Health 2011 Annual Report](#)
Suggested Motion:
To receive for information the Ottawa County Public Health 2011 Annual Report.

B. Action Items:

From the Planning and Policy Committee

7. [Bid Tabulation – Grand River Park Boat Launch Improvements](#)
Suggested Motion:
To receive bids for Grand River Park Boat Launch Improvements and accept the low bid from Rush Creek Excavating in the amount of \$51,499 with funding from the Parks and Recreation budget.
8. [Grant Application – Grand River Barrier-Free Kayak Launches](#)
Suggested Motion:
To approve and authorize the Board Chair and Clerk to sign the resolution authorizing submittal of the Grand River Barrier-Free Kayak Launches grant proposal to the Michigan Natural Resources Trust Fund.
9. [Grant Application – Grand River Open Space Expansion](#)
Suggested Motion:
To approve and authorize the Board Chair and Clerk to sign the resolution authorizing submittal of the Grand River Open Space Expansion Project grant proposal to the Michigan Natural Resources Trust Fund.

C. Appointments:

From the Human Resources Committee

10. [Board Appointments](#)
Suggested Motion:
To place into nomination the name(s) of (*indicates recommendation of the Interview Subcommittee):

*Randy Dozeman

*Russell Boersma

to fill two (2) Solid Waste Industry vacancies on the Solid Waste Planning Committee beginning immediately and ending December 31, 2013 (two (2) year term).

*Glen Nykamp

to fill one (1) Township Government vacancy on the Solid Waste Planning Committee beginning immediately and ending December 31, 2013 (two (2) year term).

*Matthew Hehl

*Edward Berghorst

to fill two (2) General Member vacancies on the Solid Waste Planning Committee beginning immediately and ending December 31, 2013 (two (2) year term).

D. Discussion Items:

From Administration

11. [Ottawa County Treasurer's Office 2011 Annual Report](#)
(Presented by: Brad Slagh, Treasurer)
12. [Ottawa County Public Health 2011 Annual Report](#)
(Presented by: Lisa Stefanovsky, Health Officer)

From the Planning and Policy Committee

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

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
FEBRUARY SESSION – SECOND DAY**

The Ottawa County Board of Commissioners met on Tuesday, February 28, 2012, at 1:30 p.m. and was called to order by the Chair.

Mr. Visser pronounced the invocation.

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

Present at roll call: Messrs. Visser, Kuyers, Swartout, Mrs. Ruiten, Messrs. DeJong, Baumann, Karsten, Holtrop, Holtvluwer. (9)

Absent: Messrs. Rycenga, Disselkoen. (2)

Public Comments and Communication from County Staff

A. Agriculture in the Classroom – A presentation of Agricultural in the Classroom was presented by Betty Blasé, District Coordinator, Michigan State University Extension; Brenda Raterink, Agricultural in the Classroom Teacher; and Matthew Hehl. Last year, the presentation was presented to 4,000 youths in Ottawa County showing them the importance of agriculture in the county. The Board was thanked for their support of this program.

Mr. Disselkoen arrived at 1:50 p.m.

B. 2012 State of the County Address – Alan Vanderberg, County Administrator, presented the 2012 State of the County Address.

STATE OF OTTAWA COUNTY 2012



**PRESENTED BY COUNTY ADMINISTRATOR
ALAN G. VANDERBERG TO THE
OTTAWA COUNTY BOARD OF COMMISSIONERS
FEBRUARY 28, 2012**

Chair Kuyers, Vice-Chair Holtrop, and members of the Board, I thank you for the opportunity to present this 8th annual State of the County address in which I will reflect on some of the accomplishments of the past year and also focus on new initiatives for 2012 and beyond. Our vision is to make Ottawa County the first choice for people to live, work, and play. 2010 U.S. Census data released last year showed that Ottawa County is still the fastest growing county over 200,000 in population and the County has

the distinction of being the sole County among Michigan's 83 counties to grow at a double-digit rate for each of the past 5 decades. Ottawa County is committed to excellence and the delivery of cost-effective public services. This mission clearly defines who we are for our residents, customers, and employees. We continue to focus on four overarching goals as follows:

- 1) MAINTAIN AND IMPROVE THE STRONG FINANCIAL POSITION OF THE COUNTY
- 2) MAINTAIN AND ENHANCE COMMUNICATION WITH CITIZENS, EMPLOYEES AND OTHER STAKEHOLDERS
- 3) CONTRIBUTE TO A HEALTHY PHYSICAL, ECONOMIC, AND COMMUNITY ENVIRONMENT
- 4) CONTINUALLY IMPROVE THE COUNTY'S ORGANIZATION AND SERVICES

The first goal, **MAINTAIN AND IMPROVE THE STRONG FINANCIAL POSITION OF THE COUNTY**, is so critical to what we do. Residents trust Ottawa County government to use tax dollars wisely, and with Michigan's economic climate, prudence and foresight has always been important to our organization. We stand on the shoulders of prior Boards and Administrations and have a responsibility to make decisions that will allow future Boards and Administrations to stand on our shoulders.

The County has accomplished much over the past 30 years in terms of excellence in financial management:

- The general property tax levy stands at 3.6 mills, 5th lowest in the state and the Board takes \$6,300,000 less in property taxes than allowed by the Headlee cap.
- Other Post Employment Benefit (OPEB) expense is very low compared to other county and city governments at \$793,596.
- The Financing Tools including the Solid Waste Clean-up Fund, Infrastructure Fund, Public Improvement Fund, Stabilization Fund, Delinquent Tax Revolving Fund, and Equipment Replacement Fund, save taxpayers \$7.1 million per year, or the equivalent of .7642 mills.
- Effective cost allocation programs charge \$800,000 in overhead expense to state and federal grants.
- The Board added a major piece to this legacy of good management in 2011 when it decided to move all new County hires into a defined contribution plan instead of the current MERS Defined Benefit plan. In 2011, employees representing sixteen of seventeen pension groups have agreed to this change which is estimated to save County taxpayers an estimated net \$30 million after 30 years.
- A new health benefit plan began on January 1, 2011 and we experienced first year savings in excess of \$4.8 million. A new health management plan was also initiated with the goal of significantly reducing future claims expense.
- The Board approved an investment of \$1.6 million in a new Enterprise Resource Planning system (ERP).

Financial challenges for 2012:

- Property tax value is expected to continue to go down, albeit much slower than in recent years at 1.25%.

- Governor Snyder's proposed budget would threaten revenue sharing as a stable source of revenue.
- State leaders plan to eliminate the Personal Property Tax which nets \$2.7 million for the County General Fund. The challenge will be the extent to which the tax is replaced from other sources.
- On the expenditure side of the equation, the 2013 cost of the healthcare benefit will be our largest concern.
- We continue to enjoy the top credit ratings of FitchRatings (AAA) and Moodys Ratings (Aaa) and plan to seek the top rating of Standard & Poors later this year.

Our second goal is to **MAINTAIN AND ENHANCE COMMUNICATION WITH CITIZENS, EMPLOYEES, AND OTHER STAKEHOLDERS.**

It has become an important practice to periodically gather input and data from our employees and residents. An employee survey was administered in June of 2011 to obtain objective information from employees on their perceptions regarding the status of the organization. We were pleased to receive a marked increase in employee participation (64%), the highest since the initial survey conducted in 2005. Results continue to indicate a marked improvement in communication and overall satisfaction from that first survey, although with a softening in overall satisfaction linked to the economy and associated effects on employee benefits. To maintain and improve those results we will continue efforts such as brown bag lunches, the employee newsletter, Administrator's Digest and *Casting for Comments*, and the Labor-Management Cooperation Committee. Overall, the dedication and professionalism of our employees continues to be the main ingredient in being able to offer a high level of services in a time of economic constraint. In 2012 a citizen survey will again be used to ask residents' opinions about county services and priorities for the four strategic plan goals, serving as a gut check for the Board.

The County website, miOttawa.org, continues to improve upon its status as an award-winning website. The website continues to offer increased services to residents and businesses online, which is not only more convenient for the citizen but also increases the efficiency of our operations. The site generated 25% more revenue for departments in 2011, which translated into a 12% increase in convenience fee revenue.

Highlights from 2011 include the following:

- The Planning and Performance Improvement Department created two web-based Performance Dashboards in an effort to provide greater transparency to the public. The first Dashboard compares Ottawa County to the State using the State's format and the second dashboard is comprised of County data.
- The Fiscal Services Department completed the 20-page *Dollars and Sense: How Ottawa County Spends Your Money* and was added to miOttawa.org in September.

The third goal established in the strategic plan is to **CONTRIBUTE TO A HEALTHY PHYSICAL, ECONOMIC, AND COMMUNITY ENVIRONMENT.**

- In June 2011, Ottawa County was awarded a \$20,000 grant from the United States Department of Agriculture to complete a Market & Needs Assessment, Feasibility Study, and Business Plan for an agriculture-based technology business incubator.
- The Agricultural Preservation Board established both endowed and non-endowed funds through two separate local community foundations for the purpose of purchasing development rights in order to permanently preserve agricultural land.
- The Ottawa County Brownfield Redevelopment Authority (BRA) approved their first Brownfield Plan on April 27, 2011 for Cedar Crest Dairy in the City of Hudsonville. This project included \$2,152,007 in local investment and will also clean up a contaminated site and create 17-20 new jobs.
- The Ottawa County Economic Development Corporation (EDC) approved the issuance of up to \$10 million in limited obligation refunding revenue bonds for Hope College, saving the college an estimated \$3.2 million.
- In 2011, Ottawa County was ranked as the healthiest county in Michigan.

Water quality remains an important component for maintaining a high quality of life in Ottawa County.

- In 2011, Ottawa County hosted its Sixth Annual Water Quality Forum. One of the highlights from this year's forum included a presentation from Dr. Elizabeth Alm, of Central Michigan University, regarding a grant to monitor Sea Gulls on Lake Michigan beaches, and the effects they have on the amount of bacteria in the beach sand. The planned study area will be the city and state beaches in Grand Haven.
- The Institute of Water Research at Michigan State University (IWR) was selected in 2011 to conduct a countywide Water Resource Study which will provide decision-making tools and policy recommendations that will help the County and local units to address groundwater issues.

The Parks and Recreation Commission made progress in 2011 in acquiring land to establish greenways along the county's river corridors including the following highlights:

- Following over 10 years of work, a 100 acre site in Georgetown Township with outstanding views of the Grand River was finally acquired to create a new 168 acre park called Grand River Ravines.
- The Grand River Open Space in Tallmadge Township was expanded with the acquisition of 122 acres with funding assistance from Ducks Unlimited and the United States Fish and Wildlife Service.
- The Marne Bog Natural Area was expanded from 40 acres to 83 acres with an acquisition that also helped to accomplish the Board's objective to protect an agricultural business from impact from the extension of the Musketawa Trail through Wright Township.
- The Parks Commission was excited to open the new Holland Harbor Fishing Access, an impressive new waterfront walkway with fishing docks located at the Historic Ottawa Beach Parks, previously known as Park 12 in Park Township.
- Park improvements were also completed at Eastmanville Bayou Open Space located on the south side of the Grand River near the Eastmanville Bridge.

- Ground breaking also took place in the fall at the Olive Shores site on Lake Michigan in Port Sheldon Township and at Connor Bayou in Robinson Township with both new parks scheduled to open in 2013.

The final goal established by the Board of Commissioners is to **CONTINUALLY IMPROVE THE COUNTY'S ORGANIZATION AND SERVICES.**

Since 2003, outcome-based evaluations completed by the Planning and Performance Improvement Department have saved over ***\$6.9 million*** in taxpayer dollars as a result of recommendations that modified, privatized, or discontinued ineffective programs and services. Moreover, ***\$25 million*** in County programming and services has been verified as cost-effective through the evaluation process.

The Planning and Performance Improvement Department, in conjunction with Department officials, took the development of the outcome based performance system to a new level with the completion of performance plans that will serve as the cornerstone of the County's new Performance-Based Budgeting System. This comprehensive set of performance measures, related to workload, efficiency, outcomes, and customer service, is one of the only known programs which incorporates measures that quantify actual department outcomes and ties it back to the budgeting process.

Major progress was made with intergovernmental collaboration in 2011 including the following highlights:

- The County and City of Grand Haven approved a contract whereby the Ottawa County Equalization Department provides City Assessor services for Grand Haven.
- The City of Grand Haven and Ottawa County successfully competed for a Michigan Municipal League grant to study possible collaboration with Finance, Treasury, and Human Resources services.
- The finishing touches are being put on an agreement where the Ottawa County Facilities Department will perform periodic maintenance inspection for City of Holland building systems.
- Local governments cooperating with the County were able to access just over \$50,000 in funding for energy audits and nearly \$380,000 in funding for projects to improve energy efficiency projects through the Energy Efficiency and Conservation Block Grant (EECBG) federal program.

2012 AND BEYOND

We have an exciting year to look forward to as we work to raise the County organization to a new level in what is being referred to as "the four C's" including Communication, Customer Service, Continuous Improvement, and Cultural Competency.

Communication

The Board of Commissioners adopted a Communications Plan for Ottawa County two years ago and amended the plan last year. The decision of the Grand Rapids Press and other publications to distribute three days per week instead of seven, the greatly reduced coverage of County Board and Standing Committee meetings, and the exploding nature of social media communication has necessitated that we take a more aggressive approach

to communication. We will create a new Countywide Marketing and Communications Manager position in the County Administration for the following purposes:

- Make communications services available to County departments and offices through the Administrator's Office much like GCSI lobbyist services are available to County departments and offices through the Administration.
- Aggressively implement the Board of Commissioner's Communications Plan including new social media approaches.
- Work to develop news stories with quotes and photos on important Board actions and other County business and submit these to the various media markets.
- Manage and promote speaker's bureau.

For 2012, we will utilize 25 percent of Shannon Felgner's time in the Administrator's Office and she will continue to spend the balance of her time serving as the Communication Specialist with the Ottawa County Health Department. If demand for the position is as strong as we suspect, we would then plan to implement the position full-time effective January 2013.

Customer Service

In my role as a consumer I have seen dramatic shifts in customer service in recent years. It is not difficult to tell which organizations have invested heavily in customer service and which have not. I was at the teller window in my bank and while a check was being cashed a customer service representative approached me and informed me that if I made minor changes in our accounts I could make a little more interest. While purchasing paint at an area lumber yard, I was presented with a card that tracks all paint purchases, color & mixes, what room the paint is used in, all for use in future paint purchases. We also know when we have received bad customer service as depicted in the famous Discount Tire advertisement in which an elderly woman heaves a tire through a plate glass display window.

A new initiative for 2012 will be the development of an Ottawa County unique brand of customer service. As a large, decentralized County with 35 departments, courts, offices, and agencies delivering services from multiple locations we have significant variation in customer service. We will engage County leaders in an inclusive effort to develop a consistent customer service approach and will include the new approach in employee training programs from orientation moving forward. We plan to develop process tools from Disney, Nordstrom, and other models of excellence while making sure that the customer service brand retains our own Ottawa County DNA. Misty Cunningham will work closely with this effort as she is currently the focal point of many of those seeking service from Ottawa County. Both our external and internal customers deserve the very best customer service and our goal will be to do just that!

Continuous Improvement

The *lizard brain* is the part of the human brain that unconsciously protects us. For example, if you have ever driven somewhere, arrived, and not remembered the actual driving part...the lizard brain got you there safely. The lizard brain also remembers times when we were embarrassed and tries to avoid those situations in the future. A great lizard brain example is the story of the young couple that celebrates their first Christmas together and invites her parents and grandparents for dinner. As she is preparing the ham

she cuts both ends off and puts it in the pan and then into the oven. She pauses and asks her mother why it is that they always cut the ends off of the ham when preparing it. Her mother thinks and says that the daughter should ask the grandmother why the ham is prepared this way because this is also the way that the mother has always prepared the ham. When the grandmother is asked the question upon arrival, she responds that when she and the grandfather were first married, they had a small pan to cook the ham in and both ends were cut off in order for the ham to fit into the pan. We have an example from one department where a certain document was being handled with two separate stamping processes. When a new department head asked why this was the case he learned that a mistake had been made 10 years ago and the second stamp process added. It was determined that the second process added little value and 4 hours of employee time was immediately terminated when the process was ended. Most organizations have many examples of this that can be ferreted out.

We believe that organizations have lizard brains as well, epitomized by bureaucratic work process routines that go on for decades, in some cases without being questioned. The County has accomplished many initiatives that have attacked the unconscious routines such as departmental reviews and program evaluations that have implemented changes that have saved over \$6.9 million in the past 8 years. The new Justice Imaging system, miOttawa.org, and the new Fiscal Services ERP are examples of radical changes to long term work process flows that have resulted in increased efficiency and in some cases, bottom-line cost savings.

State and federal revenue sources are down and economists say that it will take a long time for the tax base to recover once we break even and begin to add value once again. We must look within the organization for efficiencies that will provide additional resources for the future. The City of Grand Rapids has documented savings of approximately \$1 million per year from its continuous improvement program and the City of Fort Wayne has documented more than \$33 million in savings from its program.

The point person for this initiative will be Shannon McGoran, currently a .70 FTE Accountant in Fiscal Services.

Cultural Competency

Another new initiative for 2012 will be development of an in-house cultural competency effort to complement efforts by major private and non-profit sector organizations to improve cultural competency throughout the organization in order to better compete for the global talent pool. The basic premise is that if this is critically important to major employers in the County we should be active and involved as well. We will engage county business, minority, and educational leaders in a process to define cultural competency and build a learning program around it.

Changes necessary to staff these initiatives on an ongoing basis will be part of a larger reorganization involving the Administrator's Office, Fiscal Services, and Human Resources that will result in net savings to the budget. Temporary consulting services may be utilized to get one or more of these initiatives up and running.

There will be other new initiatives in addition to the four C's. We will continue to define and develop the concept of *Administrative Infrastructure*. Ottawa County has a number of administrative departments that support all departments and offices of the County and are necessary for the effective functioning of the organization including Fiscal Services, Human Resources, Information Technology, Facilities, Corporation Counsel, and Planning and Performance Improvement. In the past we have made specific programs and systems available to local units of government such as Geographic Information Systems (GIS), Justice Imaging and miOttawa.org. The Governor's push for intergovernmental collaboration is causing Ottawa County and others to reevaluate our *Administrative Infrastructure* in order to determine what extent efficiencies can be gained and redundancy eliminated by combining some functions with other local governments.

Initiatives for 2012 include the following:

- Continue the many ongoing discussions with local units of government relative to cost sharing.
- Complete the Road Commission and Public Utilities Report separately examining how best these functions should be organized.
- Continue working with the Holland/Zeeland Future Search process, now a formal standing committee of the Macatawa Area Coordinating Council, as these eleven governments work to find commonality in service provision.
- Continue working with the 8 counties that make up the West Michigan Strategic Alliance to find areas of cooperation.
- A study of the Information Technology function to position the County in the rapidly changing technology world will be completed by early summer, a focus on how to define and maximize cloud computing opportunities and IT for an increased role as business solutions consultant to the organization will be important facets of the evaluation.
- A renewed focus on development of a volunteer system utilizing the increasing number of Baby Boom generation retirees and youth looking for opportunities to gain experience. This will also include a component of seeking youth participation on various County boards and commissions.

Conclusion

Former hockey great Wayne Gretsky once said "A good hockey player plays where the puck is. A great hockey player plays where the puck is going to be." Ottawa County has thus far survived the Great Recession and its aftermath by continuing to make investments in facilities, technology, and most importantly; employees. Raising the organization to a greater capacity in the areas of communication, customer service, continuous improvement, and cultural competency further moves the County to where the puck will be in the future.

The Administration and staff appreciate the leadership of the Board of Commissioners and look forward to working with you toward the betterment of Ottawa County in 2012.

B/C 12-028 Mr. Holtrop moved to approve the agenda of today as presented. The motion passed.

B/C 12-029 Mr. Holtrop moved to approve the following Consent Resolutions:

1. To approve the Minutes of the February 14, 2012 Board of Commissioners Strategic Planning Meeting and the February 14, 2012 Board of Commissioners Meeting.
2. To authorize the payroll of February 28, 2012 in the amount of \$528.72.
3. To approve the general claims in the amount of \$3,660,385.77 as presented by the summary report for February 6, 2012 through February 17, 2012.
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 January 2012.

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

B/C 12-030 Mr. Swartout moved to approve and authorize the Board Chair and Clerk to sign the Resolution declaring March 4-10, 2012 as “Agricultural Week in Ottawa County”. The motion passed.

B/C 12-031 Mr. Swartout moved to receive the Government Finance Officers Association’s Certificate of Achievement for Excellence in Financial Reporting for the County of Ottawa’s December 31, 2010 Comprehensive Annual Financial Report. The motion passed.

Robert Spaman, Fiscal Services Director, presented the award to Connie VanderSchaaf. This is the 28th year the County has received the award.

B/C 12-032 Mr. Swartout moved to approve following personnel requests from Community Mental Health to create:

- One (1) FTE Mental Health Clinician – CBOT (Group T, Paygrade 15) at a cost of \$41,408.00.
- One (1) FTE Mental Health Specialist (Group T, Paygrade 13) to one (1) FTE Mental Health Clinician – MDT2 (Group T, Paygrade 15) at a cost of \$3,883.00.
- One (1) FTE Mental Health Nurse (Group T, Paygrade 14) at a cost of \$39,382.00.
- One (1) FTE Peer Specialist (Group T, Paygrade 07) at a cost of \$28,209.00.

- One (1) FTE Staff Psychiatrist (Unclassified, Paygrade 19) at a cost of \$61,095.00.
- One (1) FTE Team Supervisor – MDT (Unclassified, Paygrade 06) at a cost of \$48,961.00.
- Three (3) Temporary Unbenefitted Records Processing Clerk I positions at a cost of \$20,760.00.

Funding to come from Medicaid funds.

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

B/C 12-033 Mr. Swartout moved to approve the request from the 20th Circuit Court, Friend of the Court, to reclassify a .8 FTE (Unclassified, Paygrade 05) to a 1 FTE (Unclassified, Paygrade 12) Legal Self-Help Center Director at the cost of \$31,164.00. Funding to come from existing grants. The sunset status of the position would continue and extend to the full FTE. The motion passed as shown by the following votes: Yeas: Mrs. Ruiter, Messrs. Baumann, DeJong, Karsten, Swartout, Holtvluwer, Holtrop, Disselkoen, Visser, Kuyers. (10)

B/C 12-034 Mr. Swartout moved to approve the request to reinstate the Tuition Reimbursement Program (HR Policy 13), effective August 2012. The motion passed as shown by the following votes: Yeas: Messrs. DeJong, Baumann, Disselkoen, Holtvluwer, Visser, Holtrop, Swartout, Karsten, Mrs. Ruiter, Mr. Kuyers. (10)

B/C 12-035 Mr. Swartout moved to approve and authorize the Board Chair and Clerk to sign the Resolution approving participation in the Holland-Zeeland Service Sharing Initiative and related cost share of the Economic Vitality Incentive Program (EVIP) grant at a total cost of \$10,438.54. The motion passed as shown by the following votes: Yeas: Messrs. Swartout, Holtvluwer, Visser, Holtrop, Karsten, Disselkoen, Baumann, DeJong, Mrs. Ruiter, Mr. Kuyers. (10)

Discussion Items

A. Health Insurance for Commissioners – The Officers’ Compensation Committee started meeting last week. Mr. Kuyers recommends the Commissioners eliminate health/vision/dental insurance options and that the Ottawa County Officers’ Compensation Committee take this into consideration.

B/C 12-036 Mr. Swartout moved to adopt as off January 1, 2013, a Board of Commissioners compensation package that would eliminate health/vision/dental insurance options, while allowing the Commissioners to purchase health/vision/dental insurance options at their full cost. The motion passed as shown by the following votes: Yeas: Ms. Ruiter, Messrs. Holtrop, Disselkoen, Visser, Karsten, Swartout, Kuyers. (7)

Nays: Messrs. Holtvluwer, Baumann, DeJong. (3)

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

B/C 12-037 Mr. Disselkoen moved to adjourn at 2:28 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: 3/13/2012

Requesting Department: County Clerk

Submitted By: Bob Spaman

Agenda Item: Payroll

SUGGESTED MOTION:

To authorize the payroll of March 13, 2012 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: All

Objective: All

ADMINISTRATION RECOMMENDATION: Recommended Not Recommended Without Recommendation

County Administrator: _____

Committee/Governing/Advisory Board Approval Date: _____

Action Request



Committee: Board of Commissioners

Meeting Date: 3/13/2012

Requesting Department: County Clerk

Submitted By: Keith Van Beek

Agenda Item: Correspondence Log 424

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: All

Objective: All

ADMINISTRATION RECOMMENDATION: Recommended Not Recommended Without Recommendation

County Administrator:

Committee/Governing/Advisory Board Approval Date:

CORRESPONDENCE LOG 424

Date	Correspondent	Content	Referred To
2/23/2012	MICHAEL DALMAN, HOLLAND TWP CLERK	NOTICE OF HEARING	ADMINISTRATOR, KUYERS, BAUMANN, KARSTEN
2/29/2012	ALGER CO BD OF COMMISSIONERS	OPPOSE EARLY RELEASE OF VIOLENT OFFENDERS RESOLUTION - OPPOSING EARLY RELEASE OF VIOLENT OFFENDERS	ADMINISTRATOR, COMMISSIONERS
2/15/2012	OAKLAND CO BOARD OF COMMISSIONERS		ADMINISTRATOR, COMMISSIONERS
2/29/2012	OCEANA CO BD OF COMMISSIONERS	RESOLUTION RE FOREIGN WORKER PROGRAM	ADMINISTRATOR, COMMISSIONERS
1/24/2012	KELLI SOBEL, STATE TAX COMMISSION	REVOKE FAC EXEMPT CERT	ADMINISTRATOR, DEJONG
From:	To:		
1/16/2012	3/7/2012		

Action Request



Committee: Board of Commissioners

Meeting Date: 3/13/12

Requesting Department: Fiscal Services

Submitted By: Bob Spaman

Agenda Item: Monthly Accounts Payable for February 20, 2012 through March 2, 2012

SUGGESTED MOTION:

To approve the general claims in the amount of \$2,225,420.78 as presented by the summary report for February 20, 2012 through March 2, 2012.

SUMMARY OF REQUEST:

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

FINANCIAL INFORMATION:

Total Cost: \$2,225,420.78 | General Fund Cost: \$2,225,420.78 | 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:

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 – February 20, 2012 to March 2, 2012

Date: March 5, 2012

I have reviewed the Accounts Payable Listing for February 20 through March 2, 2012. 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

IT Equipment Upgrades	\$30,201.95
Parks Department – Tractor & Loader	24,540.58

Fund 2450 – Public Improvement Fund

Robinson Tower Construction	
195' Monopole at 12255 Johnson Street	\$ 7,891.25
Project Management Fee	1,000.00

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

Total Checks/Automated Clearing House (ACH) 02/20/2012 through 03/02/2012

I hereby certify that to the best of my knowledge the List of Audit Claims, a summary of which is attached, constitutes all claims received and audited for payment. The List of Claims shows the name of claimant, amount of claim, check number, ACH number, check date and ACH date. The net amount of checks/ACH written during the period was \$2,224,657.81. The amount of claims to be approved totals \$2,225,420.78.

*Adjustments are voided checks or ACH.


Robert Spaman, Fiscal Services, Director

3/6/12
Date

We hereby certify that the Board of Commissioners has approved the claims on this 13th day of March, 2012.

Philip Kuyers, Chairperson
Board of Commissioners

Daniel Krueger, Clerk

ACCOUNTS PAYABLE CHECKS/ACH 02/20/2012 THROUGH 03/02/2012

<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	494,457.28	(165.97)	494,291.31
1500	CEMETERY TRUST	0.00	0.00	0.00
2081	PARKS & RECREATION	22,946.47	0.00	22,946.47
2082	PARK 12	0.00	0.00	0.00
2160	FRIEND OF COURT	2,599.84	0.00	2,599.84
2170	9/30 JUDICIAL GRANTS	1,133.10	0.00	1,133.10
2210	HEALTH	26,504.14	0.00	26,504.14
2220	MENTAL HEALTH	909,483.70	(497.00)	908,986.70
2271	SOLID WASTE CLEAN-UP	56,685.72	0.00	56,685.72
2272	LANDFILL TIPPING FEES	1,661.57	0.00	1,661.57
2320	TRANSPORTATION SYSTEM	0.00	0.00	0.00
2420	PLANNING COMMISSION	0.00	0.00	0.00
2430	BROWNFIELD REDEVELOPMENT	0.00	0.00	0.00
2444	INFRASTRUCTURE FUND	0.00	0.00	0.00
2450	PUBLIC IMPROVEMENT	8,891.25	0.00	8,891.25
2550	HOMESTEAD PROPERTY TAX	0.00	0.00	0.00
2560	REGISTER OF DEEDS AUTOMATION FUND	2,870.61	0.00	2,870.61
2590	LIPPERT GRANT	0.00	0.00	0.00
2601	PROSECUTING ATTORNEY GRANTS	0.00	0.00	0.00
2602	WEMET	45,236.26	0.00	45,236.26
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 02/20/2012 THROUGH 03/02/2012

<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	19,137.33	0.00	19,137.33
2640	EMT HOLLAND-PARK	0.00	0.00	0.00
2650	EMT GEORGETOWN TOWNSHIP	0.00	0.00	0.00
2661	SHERIFF ROAD PATROL	336.40	0.00	336.40
2690	LAW LIBRARY	0.00	0.00	0.00
2740	WIA-ADMIN. COST POOL	7,969.23	0.00	7,969.23
2741	WIA-YOUTH	5,247.46	0.00	5,247.46
2742	WIA-ADULT	3,905.67	0.00	3,905.67
2743	WIA-6/30 GRANT PROGRAMS	5,075.54	0.00	5,075.54
2744	WIA-12/31 GRANT PROGRAMS	836.89	0.00	836.89
2747	WIA-WORK FIRST YOUTH	0.00	0.00	0.00
2748	WIA-9/30 GRANT PROGRAMS	72,398.22	0.00	72,398.22
2749	WIA-3/31 GRANT PROGRAMS	0.00	0.00	0.00
2750	GRANT PROGRAMS-PASS THRU	0.00	0.00	0.00
2800	EMERGENCY FEEDING	3,337.91	0.00	3,337.91
2810	FEMA	0.00	0.00	0.00
2850	COMMUNITY CORRECTIONS PROG. GRANT	642.43	0.00	642.43
2870	COMMUNITY ACTION AGENCY (CAA)	5,514.20	0.00	5,514.20
2890	WEATHERIZATION	29,561.69	0.00	29,561.69
2900	DEPT OF HUMAN SERVICES	0.00	0.00	0.00
2901	DEPT OF HUMAN SERVICES	3,120.00	0.00	3,120.00
2920	CHILD CARE - PROBATE	87,918.63	0.00	87,918.63
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 02/20/2012 THROUGH 03/02/2012

<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	2,422.60	0.00	2,422.60
2970	DB/DC CONVERSION	0.00	0.00	0.00
5160	DELINQUENT TAXES	3,591.15	0.00	3,591.15
6360	INFORMATION TECHNOLOGY	25,908.43	0.00	25,908.43
6410	WATER & SEWER REVOLVING	0.00	0.00	0.00
6450	DUPLICATING	320.04	0.00	320.04
6550	TELECOMMUNICATIONS	13,714.23	0.00	13,714.23
6641	EQUIPMENT POOL	54,742.53	0.00	54,742.53
6770	PROTECTED SELF-FUNDED INSURANCE	0.00	0.00	0.00
6771	PROTECTED SELF-FUNDED HEALTH INS.	682.50	0.00	682.50
6772	PROTECTED SELF-FUNDED UNEMPL INS.	0.00	0.00	0.00
6775	LONG-TERM DISABILITY INSURANCE	0.00	0.00	0.00
6776	PROTECTED SELF-FUNDED DENTAL INS.	0.00	0.00	0.00
6777	PROTECTED SELF-FUNDED VISION	0.00	0.00	0.00
6782	PROTECTED SELF-FUNDED INS PROG M.H.	0.00	0.00	0.00
7010	AGENCY	287,110.96	(100.00)	287,010.96
7040	IMPREST PAYROLL	19,456.80	0.00	19,456.80
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>\$2,225,420.78</u>	<u>(\$762.97)</u>	<u>\$2,224,657.81</u>

Action Request



Committee: Board of Commissioners

Meeting Date: 3/13/2012

Requesting Department: Treasurer's Office

Submitted By: Keith Van Beek

Agenda Item: Ottawa County Treasurer's Office 2011 Annual Report

SUGGESTED MOTION:

To receive for information the Ottawa County Treasurer's Office 2011 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 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: 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 Without Recommendation

County Administrator:

Committee/Governing/Advisory Board Approval Date:

2011 Annual Report of the County Treasurer



Treasurer of Ottawa County

Bradley J. Slagh

March 2012

County of Ottawa

Office of the County Treasurer 2011 Annual Report

March 2012

Honorable Commissioners
Ottawa County Board of Commissioners

Overview

The bulk of the work completed in the County Treasurers Office is mandated by Michigan law. However, the opportunity to determine the level of service provided is in the hands of the Treasurer but must be supported by the Board of Commissioners. In light of that partnership this Annual Report not only presents the numeric facts, it also includes in these opening pages some of the ways the Treasurer's Office in conjunction with the Board, is expanding access and information, reducing costs, or benefiting our citizens in other ways.

2011 Major Initiatives

One and Three Year Dog Licenses & Increased License Fees

Implemented a new animal licensing framework that allows one & 3-year licenses that expire with the rabies vaccination and allowed customer mailings to be completed by staff rather than sub-contracted. Additionally, **veterinarians** and local units of governments can now sell licenses year round.

- Benefits:
- * Increased year over year revenue by over 70% in the first year
 - * Decreased mailing costs by over 35%
 - * Leveled staff work load in Treasurer Office
 - * Sales of licenses through veterinarians resulted in many previously unlicensed dogs obtaining a license
 - * Only local government units that want to sell licenses are now selling

RFP for Armored Carrier

Solicited bids for armored carrier service through an RFP. Results provided improved service and cost reduction of \$390 per month.

Summer Intern

Created a summer intern position that reduced total expense in the Delinquent Tax area by more than \$25,000. At the same time the number of property owners facing tax foreclosure that the Treasurer's Office was directly able to communicate with significantly increased over results from previous vendor. Additionally, it provided summer employment for an area college student.

2011 Major Initiatives (Cont.)

Electronic Filing (Going Green)

- A Through the Register of Deeds software – we are now able to electronically record both tax forfeitures and releases on property. Savings of 4 to 8 staff hours per filing per year.

- B Benefiting from the experience of the Courts and Clerk’s Office, we began utilizing On-Base software and are now saving many of our daily reports electronically rather than in print. Just one of those reports has reduced our daily printing by approximately 200 pages.

Reconciling General Checking Account to General Ledger

After some research, it was determined that part of the reconciliation of the General Checking Account was being completed by our department and part of it was being completed by the Fiscal Services Department. In an effort to streamline the work and to save time, our office has taken over this reconciliation completely. This has freed up valuable time for the Fiscal Services Department and has reduced the amount of total time taken to completely process the reconciliation by 2 days.

On-Line Entry of Dog License by Veterinarians and Local units of government

Through Web Tecs Inc., we have created a link through the County web site that allows the veterinarians and local units of government (LUG) to directly enter dog licenses into the BS&A License program. This allows quicker inputting for the vet or LUG for a renewing license as most of the fields are pre-filled. Additionally, there is less manual inputting for county treasurer staff if entered in through this option.

Civil Infraction On-Line Payments

Another project involving Web Tecs Inc., was using the County web site to accept payment of civil infraction tickets and eliminating the old method of tracking these citations using an Excel spreadsheet. This enables payment by credit card 24 x 7 and reduces much of the manual tracking previously necessary.

Bond Payments for District Courts

In an effort to reduce the number of checks being paid to the District Courts for bonds and to better automate the process, our department worked in conjunction with the Fiscal Services Department, the District Courts, and IT to process the payments made to the courts through a transfer directly into their checking accounts. The courts now receive the payment information from the Fiscal Services Department into their OnBase system along with a confirmation from our department on the dollar amount that was transferred into their checking accounts. This has eliminated approximately 35 checks a week, saved our office approximately ½ hour per week on the handling and processing of the checks, and has saved the courts time as they do not have to add up and deposit the checks. Additionally, it reduced our bank fees for each former check by a net cost of eleven cents each or about \$200 a year.

Treasurer Revenue vs Expenses

2011 Total Revenue for Treasurers Office		2011 Total Treasurer Expenses	
Interest	\$880,337	General Fund	\$819,736.40
SET Interest	\$34,459.00	Delinquent	<u>\$107,139.12</u>
DTRF Interest & Fees	\$1,835,386.00		\$926,875.52
Tax Search	\$11,688.00		
Property Sales	\$225,756.00		
Dog License Sales	\$258,617		
Deed Certification	\$5,696.00		
Municipal Civil Infraction	<u>\$15,238.00</u>		
	\$3,267,177.36		

Goals for 2012

- First property moved to Land Bank Authority & first land sales
- Evaluate providing Treasurer services for Local Gov't Units as requested
- Play integral part in implementation of Munis ERP software
- Further utilization of electronic imaging rather than printing paper reports
- "Hot Key" setup for BS&A and Fidler information for property searches
- Automatic GL entries from investment and dog licensing software to reduce manual entries and eliminate errors
- Communication & marketing on importance of dog licensing

Continuous Improvement

Blessed with a quality staff which includes a mixture of seniority and freshness, experience and willingness to change, the Treasurers Office is prepared to take on the challenges of reduced funding, that will continue to pressure the County and Local governments to find new ways of doing things. The foundational changes to processes and work flow through the ERP project and focus on increased customer service especially through our Web Site will pay dividends into the future.

I look forward to continuing to work with the Board of Commissioners and the talented and capable people in other Departments & Offices. We must constantly look for ways to improve our operations while delivering reliable service to our residents.

Respectfully submitted:

Bradley Slagh
Ottawa County Treasurer

Custodian of County Funds

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

Michigan law requires that the County's banking relationship be bid out on a regular basis. The results of the Request for Proposal (RFP) completed in 2010 for banking services show up best in the chart on this page under **Depository Accounts** and then under the category **Bank Charges**. The annual cost was reduced almost 50 Percent from the previous year.

Performance measurements for this function are:

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

Each year the Treasurer along with Corporate Counsel assist the local units in "striking" Personal Property taxes that have been delinquent more than 5 years. In 2011 we helped 16 Local Units of Government strike 91 uncollectable Personal Properties from their roles.

Checks that remain un-cashed must be escheated to the State. This was always a 5 year rotation until 2011 when law was changed to reduce the time to three years. Therefore the volume and dollar amount show a significant increase in 2011.

Fiscal Year	2009	2010	2011
Automated Receipting			
Manual	18,357	16,729	19,581
Electronic	556,675	675,625	571,044
Total	575,032	692,354	590,625
Ratio of electronic to total receipts written:			
	96.8%	97.6%	96.7%
Depository Accounts			
Accounts	27	36	37
Bank Charges	\$55,900	\$51,758	\$28,649
Uncollected Delinquent Personal Property			
County Tax	\$10,410	\$66,309	\$66,200
Parks Tax	\$974	\$6,105	\$6,196
E 911 Tax	\$1,356	\$8,499	\$8,624
Taxes Stricken from Taxes Receivable			
# of Local GU	14	16	16
# of Parcels	126	121	91
Unclaimed Check - Escheated to State			
# of Checks	313	269	432
\$ \$ Amount	\$5,639.07	\$7,483.57	\$21,303.94

Ottawa County GF Investment Pool

Cash and investment activities for the 12 months ending December 31, 2011 are discussed below. This report covers only the operations of the county that fall under the responsibility of the County Board of Commissioners. Therefore, the report that follows does not include operations of the Insurance Authority, Building Authority, the Road Commission, OPEB Trust or certain activities of the Drain Commissioner, unless identified specifically.

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

The total return for 2011 was 1.06% which compares with a 2011 blended index earning of 2.17% (using 2/3 Barclay's 1-5 year Government Index blended with 1/3 Citigroup 3-month T-Bill Index). The 5-year average total return on the county's investments was 2.78% as compared to 2.2% for the 5 year CPI average.

At December 31, 2011 approximately \$37.1 million of the portfolio was laddered over a seven year period with an average portfolio maturity of 3.06 years. We will continue to ladder and invest to take advantage of the yield curve whenever possible.

Invested Balance at December 31, 2011

\$82,782,040 Par Value
 \$83,400,093 Market Value

(\$61,230) Accumulated change in fair value

Total Return Rate

2011	1.032%
2010	1.242%
2009	1.096%
2008	4.421%
2007	6.103%
5-year average	2.779%

Gross Interest Dollars Earned

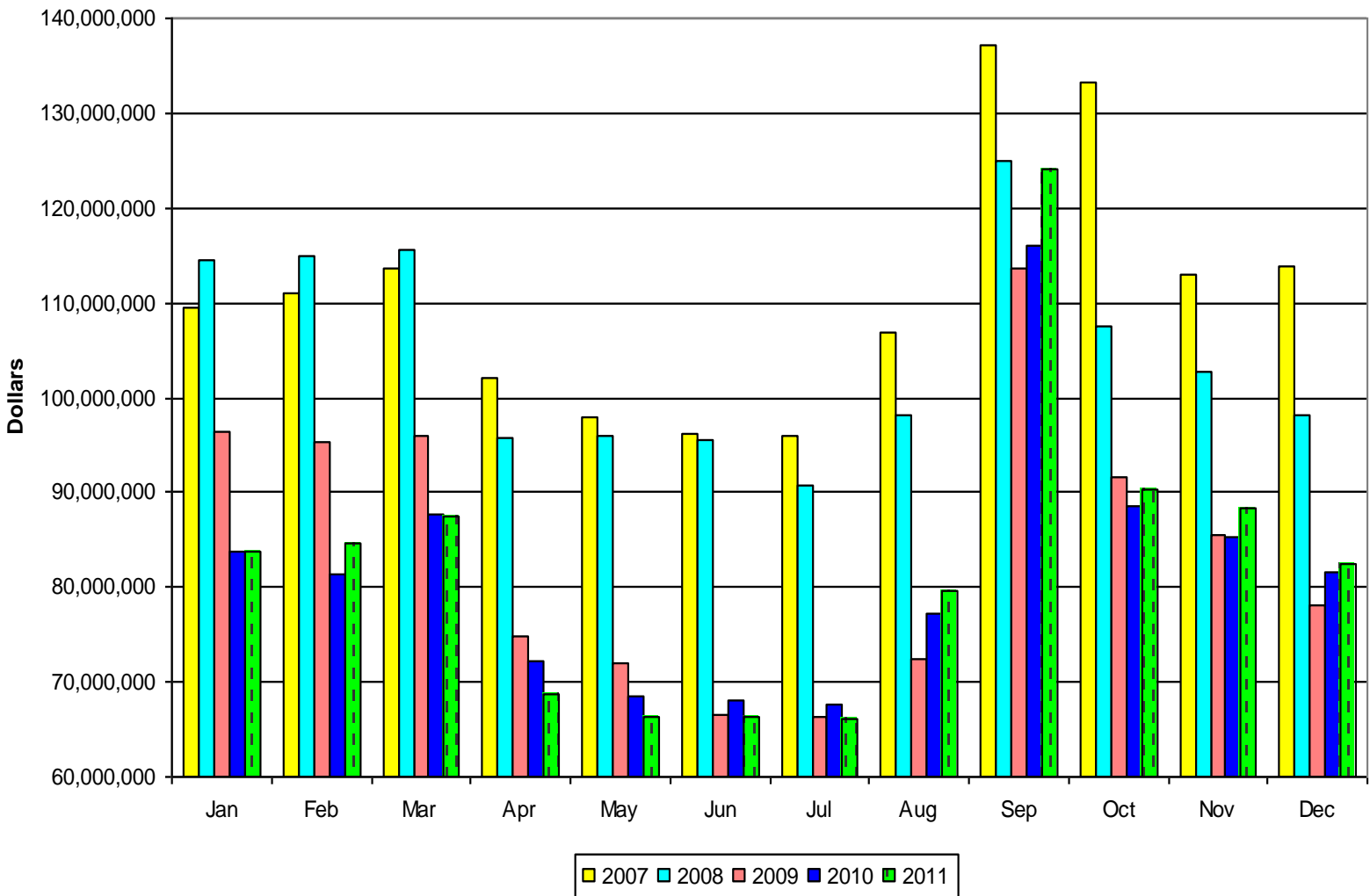
2011	\$880,337
2010	\$1,187,879
2009	\$1,690,543
2008	\$3,431,588
2007	\$4,792,276

Exhibits Attached

Graph of Potfolio Size as of December 31, 2011
 Graph of Annual Interest Earned

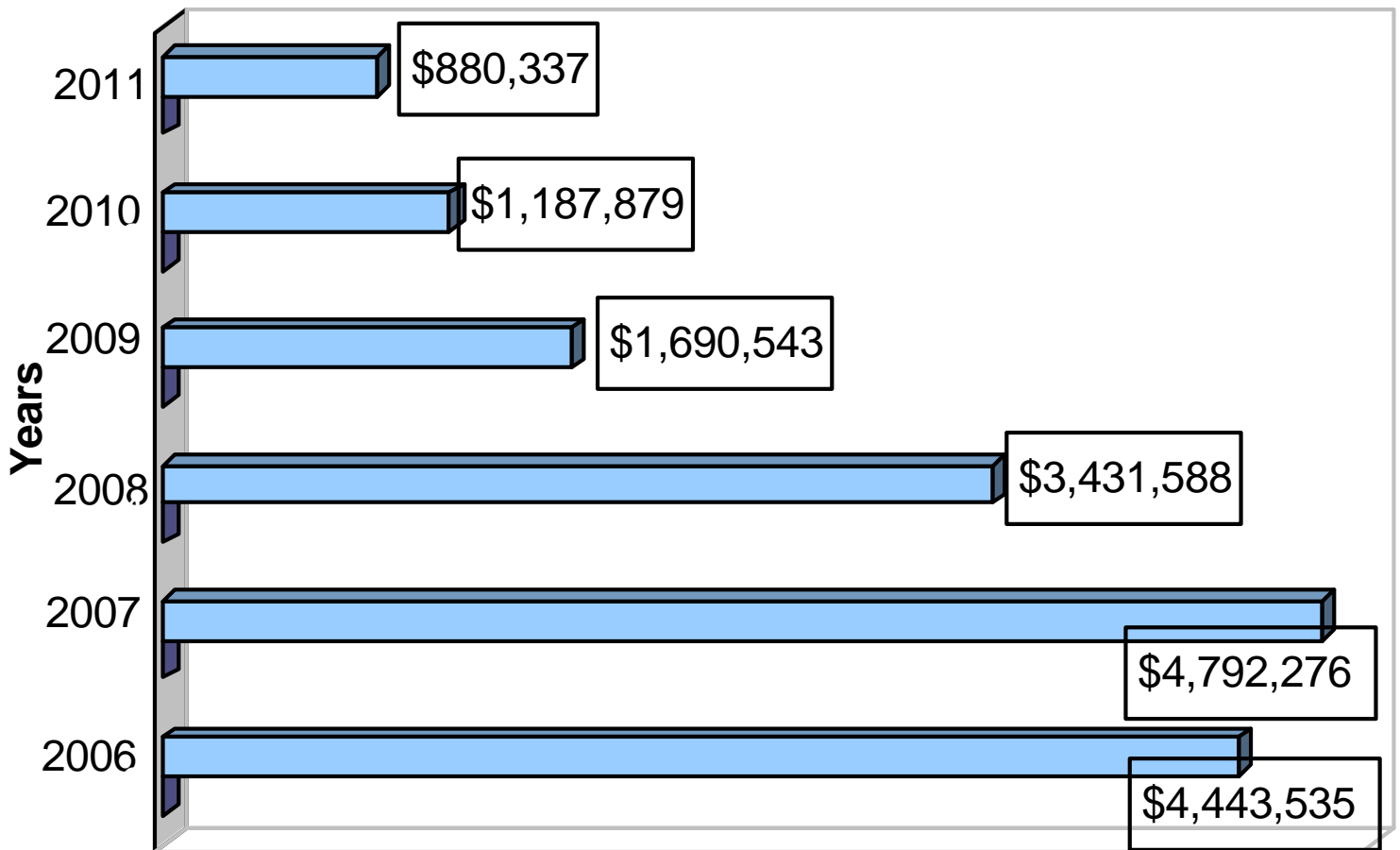
General Fund Portfolio Totals

Historical Comparison By Month



Annual Interest Earnings General Fund

Annual Interest Earned



Delinquent Property Tax Administration

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

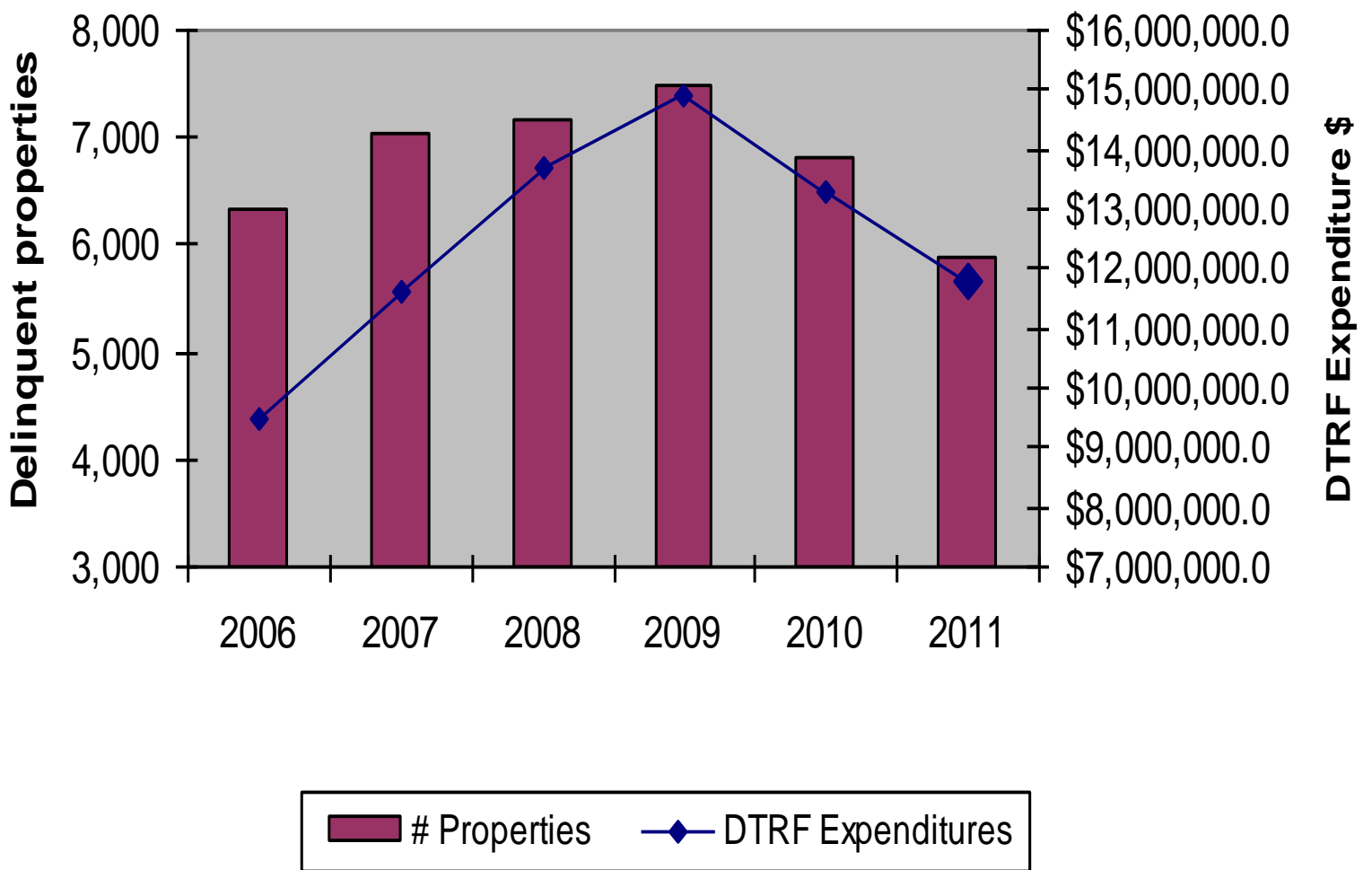
The performance measurements for delinquent tax administration are designed to: increase efficiencies to be better able to manage additional workload without staff additions; to reduce unit costs in managing forfeitures and foreclosures; and to institute foreclosure prevention programs. One of the prevention methods provided by statute is a Hardship Deferral. It was used to protect thirty four (34) properties from foreclosure in 2011, almost doubling usage from the prior year.

Of the 36 properties foreclosed on March 31, 2011, 32 properties were sold at public auction. Of the 4 that remained unsold, three become property of the County and one was moved to the Land Bank. An additional property was also moved to the Land Bank

Authority from a previous year foreclosure. There was a net gain in 2011 from the disposition of property of \$225,727.59. Some of these funds were used to pay off the previous year losses.

Fiscal Year	2009	2010	2011
Real Taxes Returned Delinquent			
No. of Properties	7493	6800	5891
Dollars in Millions	\$14.9	\$13.3	\$11.8
Forfeited and Foreclosed			
Certified Mail Count	2771	2367	2029
Property Forfeited	1290	973	932
Property Foreclosed	18	69	36
Financial Hardship given	9	18	34
Tax Collections			
Online Payments	10	69	98
Receipts Written	9620	8877	7640
Dollars in Millions	\$14.0	\$13.8	\$10.5
Interest & Fees	\$2,629,083	\$2,289,085	\$1,835,386
Tax Roll Adjustments			
No. Processed	645	610	928
Foreclosed Land Sale in 2011			
Proceeds from Sale			\$435,660.00
Total Tax, Fees & Interest			\$209,932.41
Less Charge Back to Tax Units			\$0.00
Gain (Loss) on 2008 Land Sale			\$225,727.59

Real Taxes Returned Delinquent



Ottawa County Land Bank Authority

After 2 years of planning and organizing to establish the Land Bank Authority, the County Treasurer, Board of Commissioners and the Michigan Fast Track Land Bank Authority signed an intergovernmental agreement to create the Ottawa County Land Bank Authority. The County Board of Commissioners has additionally established the Land Bank Board of Directors to include: two township representatives (Glenn Nykamp & Leon Stille), two city representatives (Ryan Cotton & David VanderHeide), Ken Rizzio, one County Commissioner (Roger Rycenga), one citizen (Dave Van Dyke), the County Administrator & the County Treasurer.

In the City of Holland on Lincoln just north of 32nd, was the site of Boeve Oil Company (a petroleum distributor) for more than two (2) generations. After the company went out of business, they were unable to sell the property because there was a known EPA fuel spill and unknown issues regarding usage history and multiple underground fuel tanks on the rest of the site. The property owners eventually stopped paying taxes and the commercial property and the house were foreclosed on for unpaid taxes.

With the help of Macatawa Area Coordinating Council we were able to get several grants to undertake the environmental impact studies required, so that a purchaser could easily understand all the ramifications and constraints of the site. Additionally, the grants for the Phase II study enabled us to not only determine the extent of pollution concerns, but also remove underground tanks and clean up some of the physical site problems as we did the study. Costs for these studies and clean up totaled more than \$80,000.

All expenses for the toxic clean-up and testing were grant funded so there were no direct costs experienced for that portion of the clean-up.

These two properties will be the first to be titled to the Land Bank Authority and marketed to bring them back to the private market.

We see the Land Bank continuing to focus on improving properties that the private market would not normally handle and returning them to a taxable status.

Current Property Tax Administration

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

The State continues to place reliance on the county treasurer’s staff to coordinate collections and provide accountability for the State Education Tax (SET) being billed and collected by the local unit. The offset to this workload is the investment interest earnings on the State Education Tax levy, which are retained by the County, the amount for 2011 is in the table to the right.

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

Electronic settlement with the local units saves hours of staff time for the County Treasurer’s Office and for the treasurers of local units of government. The County Web Site provides historical tax roll data on line. Tax rolls for 2004 thru 2011 are now saved electronically – eliminating the paper tax rolls and reducing the need to expand physical storage space.

State Education Tax Collection Pass-through			
Fiscal Year	2009	2010	2011
Dollars in Millions	\$58.5	\$56.5	\$54.8
No. of Payments	555	540	501
Interest Earned	\$42,509	\$39,994	\$34,459

Property Tax Search

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

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

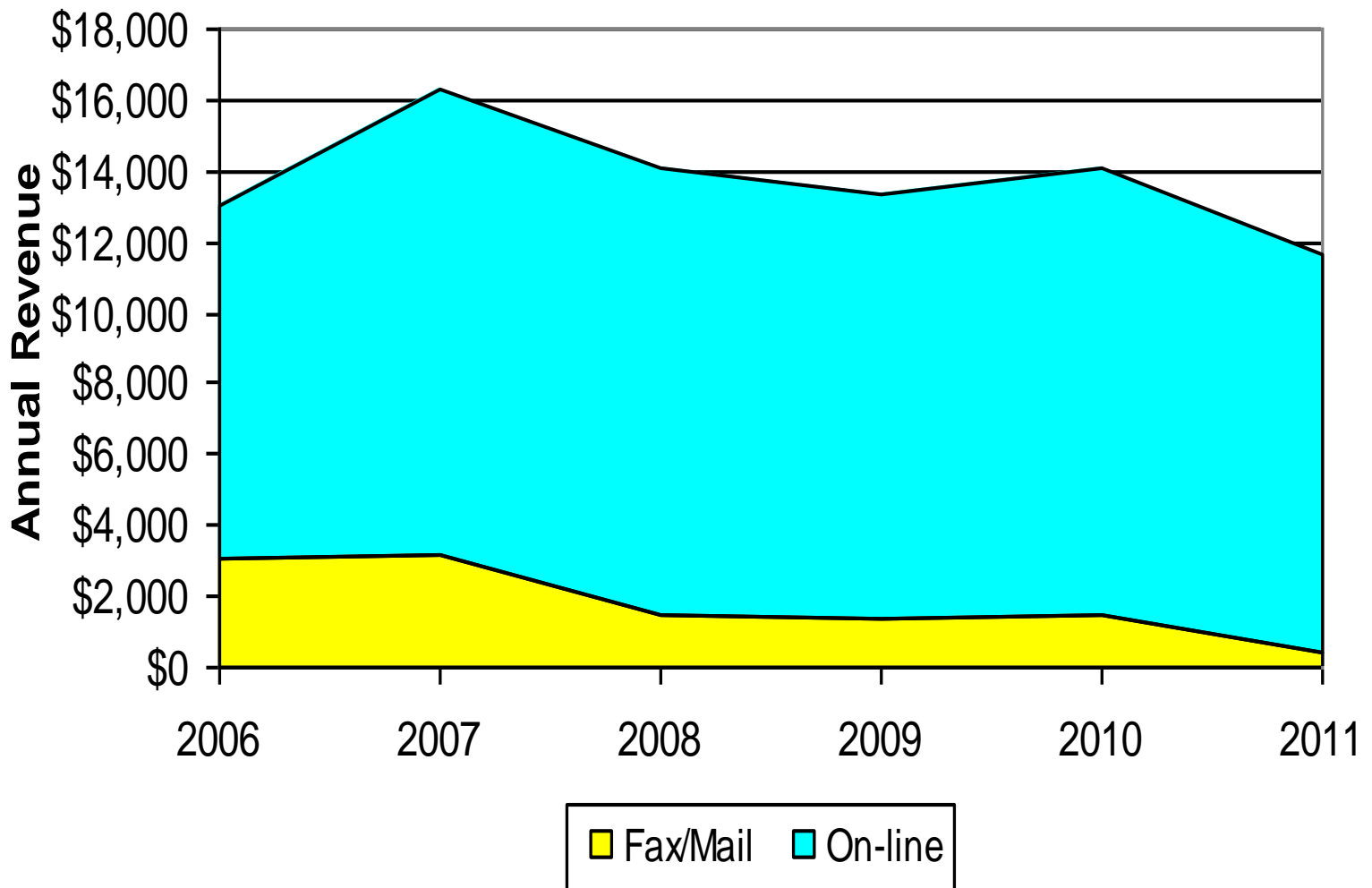
Tax searches are also performed for warrantee deed certification. The fee set by State statute is a minimum of \$1 per deed.

The performance measurement for tax searches is to continue to improve the accuracy and ease of access to the delinquent and paid tax information provided to our customers. The most significant policy decision to date was to add On-line searching capabilities in 2006 and then eliminate verbal responses to search requests from corporations. This has resulted in significant reductions of staff time required to process these requests. Our reduction of one staff position in 2010 was almost entirely attributable to this automation effort.

Through the on-line search service, customers are able 24 hours per day to verify the property information and then obtain written documentation for delinquent and paid taxes.

Fiscal Year	2009	2010	2011
Certification Revenue			
Deed Certification	\$5,015	\$5,382	\$5,696
Tax Search Revenue			
Fax/Mail Searches	\$1,327	\$1,535	\$378
On-Line Searches	\$12,028	\$12,497	\$11,311
Total Search \$	\$13,355	\$14,032	\$11,688
On-Line Utilization	90%	89%	97%

Tax Search Revenue



Dog and Kennel License Program

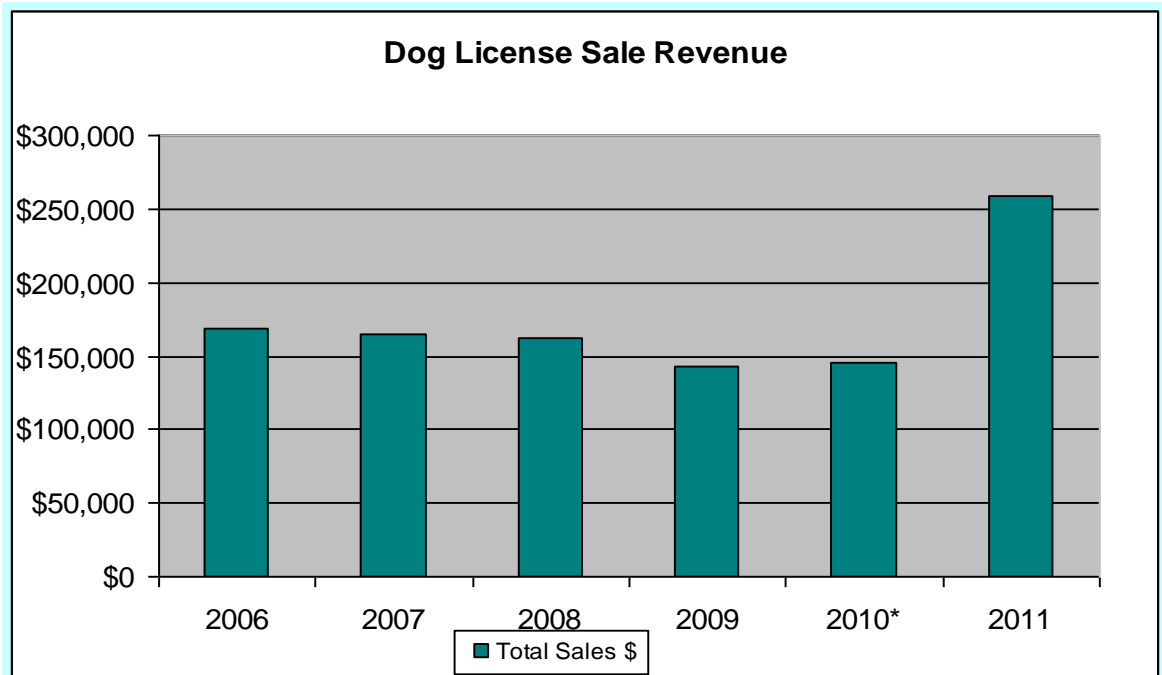
The County Treasurer's Office manages the dog and kennel license program. In 2011 Ottawa County implemented a change and began selling both one year and three year licenses on a year round basis. This evened out the work flow in the office enabling us to better utilize our staffing. The change generated lots of questions and some confusion because of the date changes. Our changes included a fee increase for the first time in at least 10 years. Fees for dog licenses are now \$25 male or female; \$10 spay or neutered; \$10 puppy.

For the sixth year in a row the County has experienced a reduction in the number of dog licenses purchased and renewed. This translates to almost 2,700 less dogs licensed in 2011 than in 2005. In conversations with the Sheriff and County Administrator we have determined to pursue a educational effort in 2012 that will encourage dog owners to obtain licenses. In 2013 we will explore conducting a census.

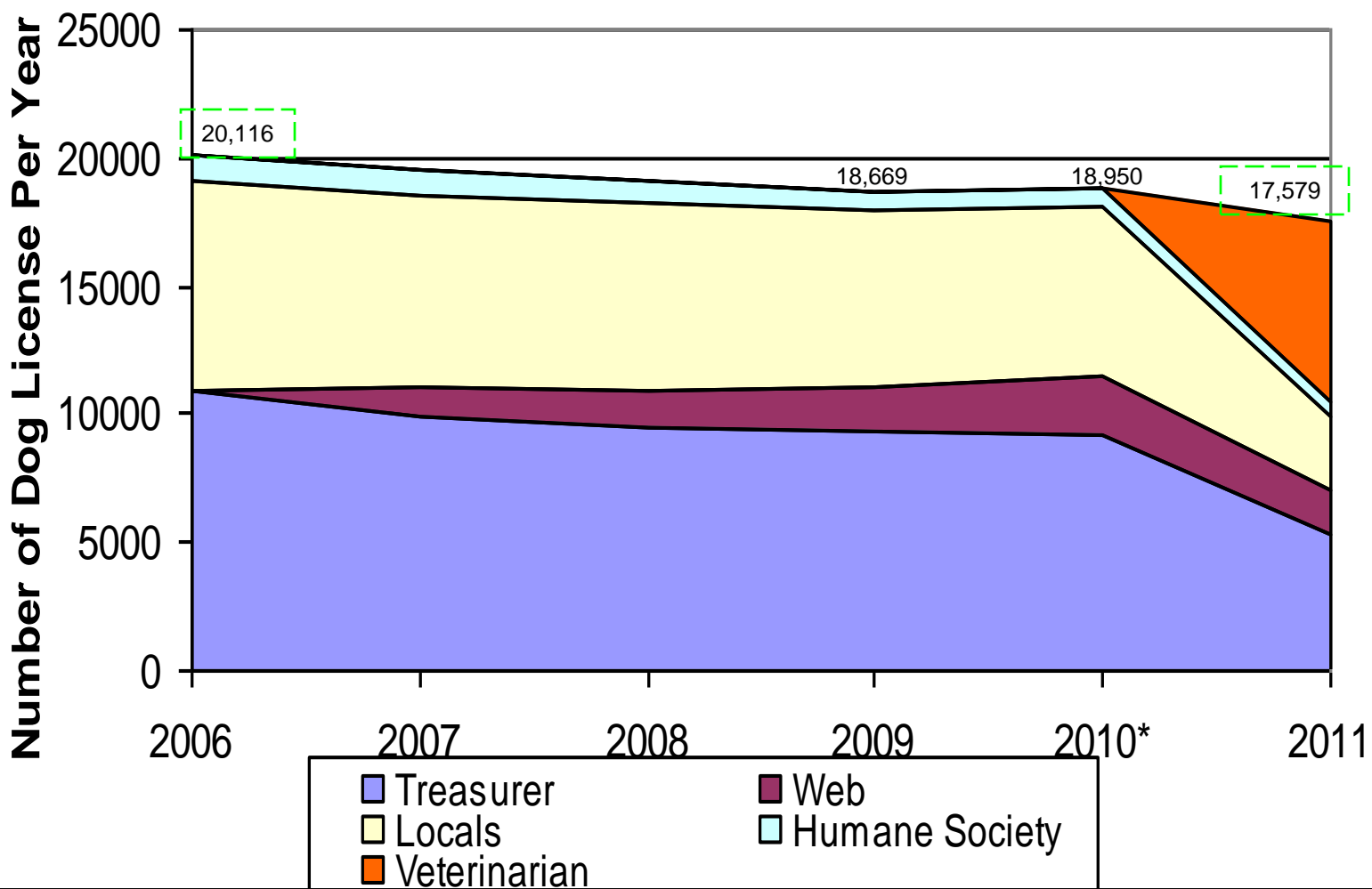
In 2010 the County Board approved a recommendation from the Treasurer to begin issuing both 1 & 3 year dog licenses. The change included selling licenses year round at each sales location and having the Veterinarians issuing licenses. We were hopeful that these customer requested changes would slow the trend of fewer dogs being licensed. The changes resulted in increased revenues as evident in the graph below but no increase in dogs licensed.

License Year	2009	2010	2011	
			Dog License Sold	
Treasurer	9,315	9,134	1 year	4,308
			3 year	1,003
Treasurer Web	1,711	2,292	1 year	1,498
			3 year	203
Local Treasurers	6,833	6,774	1 year	2,348
			3 year	553
Veterinary Offices			1 year	4,462
			3 year	2,605
Humane Society	810	750	1 year	572
			3 year	27
TOTAL DOGS	18,669	18,950		17,579
			1 year	\$146,550
			3 year	\$112,067
License Income	\$142,840	\$145,460		\$258,617

* Note: 2010 Dog licenses were sold for 13 months as we transitioned to the 3 year license sales



Dog Licenses: Sold by Location



* 2010 has 13 months of sales as a result of transition to 3 year license sales

Municipal Civil Infraction Bureau

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

Violations that are not paid as due to the Bureau are turned over to the District Court to be processed as other citations in the court.

Fiscal Year	2009	2010	2011
	Citations Disposition		
Issued	226	223	386
Collected	152	163	326
Revenue	\$11,367	\$8,788	\$15,238
To District Court	28	20	32
Dismissed	46	35	26
Pending		5	2

Cemetery Trust Fund



History:

As part of Michigan Public Act 81 of 1903 the legislature created a requirement that the county treasurer accept any sum of money (of at least \$50) for the perpetual care of cemetery lots. The county treasurer must deposit the funds and pay out the interest on a regular basis for said care, and shall annually provide a report to the Board on the amount on deposit, how it is invested and the total interest received.

Today:

- In Ottawa County's Cemetery Trust, the County Treasurer has 23 separate accounts that we maintain for site maintenance at burial sites in seven (7) different cemeteries. The original deposit amounts for these trusts range from \$50.00 (the minimum stipulated by the law) to \$500.00. The Treasurer invests the balance and accrued interest for these funds for 5 years and then turns all of the interest over to the organization that is responsible for cemetery maintenance. The original balances are then rolled into a new certificate of deposit to begin the process again.
- December 22, 2011, the interest distribution payments were made to the cemeteries for the interest earned on investments purchased from 2007 through 2011. The total of the interest distribution payments was \$686.89.
- December 12, 2011, a CD in the amount of \$5,770.00 was purchased for the Cemetery Trust at a rate of 0.75 from ChoiceOne Bank. This CD will mature on 12/12/12.



Treasurer Office Mission Statement

The Office of the Ottawa County Treasurer will administer all roles and duties in a professional, effective and responsive manner thereby assuring confidence that both sound management and the best interest(s) of the public are of foremost importance.

The 2011 Annual Report of the Ottawa County Treasurer's Office is submitted to the following members of the Ottawa County Board of Commissioners in March 2012. Their support for the mission, the programs, and the staff of the Treasurer's Office is greatly appreciated as we jointly serve the residents of Ottawa County.

Bradley J Slagh, County Treasurer

Commissioner Stu P. Visser, District 1

Commissioner Philip D. Kuyers, Chairperson, District 2

Commissioner Dennis W. Swartout, District 3

Commissioner Jane M. Ruiters, District 4

Commissioner Greg J. DeJong, District 5

Commissioner Roger G. Rycenga, District 6

Commissioner Joseph S. Baumann, District 7

Commissioner Donald Disselkoen, District 8,

Commissioner Robert Karsten, District 9

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

Commissioner Jim Holtvluwer, District 11

Action Request



Committee: Board of Commissioners

Meeting Date: 3/13/2012

Requesting Department: Public Health

Submitted By: Keith Van Beek

Agenda Item: Ottawa County Public Health 2011 Annual Report

SUGGESTED MOTION:

To receive for information the Ottawa County Public Health 2011 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 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: 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 Without Recommendation

County Administrator:

Committee/Governing/Advisory Board Approval Date:

1931 1932 1933 1934 1935 1936 1937 1938 1939 1940 1941 1942 1943 1944 1945 1946 1947 1948 1949 1950 1951 1952
1931 1955 1956 1957 1958 1959 1960 1961 1962 1963 1964 1965 1966 1967 1968 1969 1970 1971 1972 1973 1974 **2011**

Ottawa County Health Department Celebrating 80 Years of Excellence

Highlights to the Community 2011



1955 1956 1957 1958 1959 1960 1961 1962 1963 1964 1965 1966 1967 1968 1969 1970 1971 1972 1973 1974 1975 1976 1977 1978 1979 1980 1981 1982 1983 1984 1985 1986 1987 1988 1989 1990 1991 1992 1993 1994 1995 1996 1997 1998 1999 2000 2001 2002 2003 2004 2005 2006 2007 2008 2009 2010 2011 1931 1932 1933 1934 1935 1936 1937 1938
2011 1931 1932 1933 1934 1935 1936 1937 1938 **1931**

~ Celebrating 80 Years of Excellence ~

Preface

Lisa Stefanovsky, MEd, Health Officer

I am pleased to introduce the 2011 annual report and share in celebrating 80 years of exemplary service to the residents and visitors of Ottawa County. Throughout our history, Health Department staff has utilized the best scientific evidence available to protect our community against threats to human health. We have come a long way in the past 80 years but we still have much work to do. While many of the diseases that caused illness and death in 1931 are currently under control, they have not gone away (2011 saw the highest number of measles cases in the United States in 15 years). Public health workers must continually reinforce important measures to protect against the re-emergence of devastating historical diseases. We must also remain vigilant toward emerging health threats such as drug resistant strains of diseases that were once easily treated; the emergence of new pathogens; and rapidly increasing rates of diseases like diabetes and Alzheimer's.

As we look to the future, we strive to perform governmental public health in ways that ensure the highest degree of quality and cost effectiveness. Our public health work force has become actively engaged in the re-engineering of government processes that will sustain our excellence throughout the 21st century. This will require continued development in areas such as leadership, technology & innovation, health communications, health literacy, behavior change and collaboration.

I want to congratulate the Ottawa County Board of Commissioners for supporting 80 years of public health service and thank them for their vision and commitment to ensuring the health of our residents. I would also like to thank and acknowledge the contributions of our staff. Many of our programs set the bar for excellence and are models for others in Michigan. This is a direct result of the professionalism, integrity and commitment of the health department team.

In 1920, there were 131 county health departments in the U.S.; in 1931, 599 county health departments were providing services to one fifth of the U.S. population, including Ottawa County for the first time.

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Community Health Services

Community Health Services provides quality support, education and prevention programs to families, children and pregnant women throughout Ottawa County. Services are provided at the Health Department, in clinic settings, in homes, in schools and in community locations.

Maternal and Infant Health

The Maternal and Infant Health Program has an illustrious history in Ottawa County. In 1980, the Ottawa County infant death rate was 8.6/1000. In 1983, the Health Department ASSIST Program began to address the Ottawa County infant mortality rate . The program provided public health nurse support, increased education about prenatal care to pregnant women, and established a network among county agencies for referrals of pregnant women for support services. In recognition of this innovative approach, the Ottawa County ASSIST Program received the 1985 National Achievement Award in Washington DC from the National Healthy Mothers Healthy Babies Coalition.

In 1988, the State of Michigan instituted a program very similar to Ottawa County's ASSIST program called Maternal Support Services/Infant Support Services. Today, the Ottawa County Health Department continues working on the goal of reducing infant mortality by providing supportive services to pregnant women and their families through the Maternal/Infant Health Program. In the most recent data (2009), the infant death rate was 4.9/1000 in Ottawa County, a rate reduction of 43% since 1980.

Community Health	2011
Maternal Health Home Visits	1,134
Infant Health Home Visits	1,918
Infant Mental Health Home Visits	171

In 1900 in some U.S. cities, up to 30% of infants died before reaching their first birthday. In Ottawa County today, that number is less than 0.5%.

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Children's Special Health Care

Children's Special Health Care Services was first established as the Division of Services for Crippled Children in 1936. In 1988, the program adopted the name Children's Special Health Care Services to better reflect the more than 2,700 health problems covered by the program, and the new name describes the children CSHCS serves in a positive, respectful way. CSHCS continues Michigan's long history of providing medical care and treatment to local children with special needs, as shared in a note from a 2011 CSHCS client:

“Before my triplets blessed my life, I was in ignorant bliss about the realities of motherhood and the challenges of raising children with special needs. Since my children were born, at only 26 weeks and each weighing less than two pounds, they have taught me valuable lessons about love and strength that I didn't even know I needed to learn. Today, though our days are filled with mostly happy chaos, I must admit that managing the triplet's healthcare needs, appointments, medical information, insurance, IEP meetings... along with the ordinary worries and responsibilities of being a parent can be overwhelming. As a long-time CSHCS family, I have found that my yearly RN visit and the Plans of Care that she sends me, help me to cope by: 1) helping to manage my children's healthcare; 2) organizing large amounts of information; 3) planning for the future; and 4) reflecting on just how far we've come. “

Community Health	2011
Children's Special Health Care Average Monthly Enrollees	945
Children Screened for Vision	17,277
Children Referred for Vision Follow-up	1,298
Children Screened for Hearing	14,889
Children Referred for Hearing Follow-up	394

Safer deliveries in hospitals under aseptic conditions and improved provision of maternal care for the poor by states or voluntary organizations led to decreases in maternal mortality after 1930. During 1939-1948, U.S. maternal mortality decreased by 71%.

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Environmental Health Services

Environmental Health Services protect public health by ensuring risks from exposure to environmental hazards are minimized through prevention, identification, and response.

Food Safety

80 years ago, not much was known about the science of food safety. Today, we have the ability to not only observe and classify pathogens found in ill individuals and the food, but also sequence the pathogen's DNA for precise identification. Inspections have evolved from something based on basic sanitation, to an inspection that is based on science and risk factors. However, an increasingly global economy brings new concerns and risks. A single incident at the farm can cause illness not only to people in Ottawa County, but also around the world. This emerging problem makes product trace-back, and the ability to rapidly communicate with other agencies, and food establishments, a growing priority.

In 2011, the Food Program worked to strengthen its partnership with their customers. Recognizing that it is the responsibility of the restaurants to manage the risk levels in their establishments on a daily basis, the program has been working to educate restaurant staff, and enforce the appropriate regulations when necessary. To aid in efficiency, and support the relationship with local food establishments, assigned work areas for each inspector were created. An assigned area helps increase trust, builds rapport and creates consistency between the owner/manager and the health inspector. The feedback on this change has been extremely positive.

Environmental Health	2011
Food Inspections Conducted	1,833
Food Service Workers Trained in Food Safety	191
Food Service Complaints Investigated	28

In the 1930s, the main food and waterborne concern was Salmonella Typhi (Typhoid fever). In 2011, Nontyphoidal Salmonella, Toxoplasma, Listeria, and norovirus caused the most deaths. Approximately 3,000 foodborne related deaths occur in the United States each year.

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Solid Waste Program

Over the last 80 years, how communities handle refuse has changed dramatically. Waste disposal has moved from filling lowlands with mostly biodegradable materials like wood and paper, to modern high-tech landfills protecting the environment from hazardous materials, industrial wastes, chemicals, and the byproducts of modern life. In 2011, the Solid Waste Program expanded the personal pharmaceutical collection program to remove unwanted medications from the waste stream and water systems. The program acquired drop boxes and worked with the Sheriff's Department to place these at 6 locations throughout the county to facilitate disposal of controlled medications. For the previous 15 months, ending 12/31/11, the program collected approximately 1,600 pounds of unwanted medications. The program was able to secure approval to use the Kent County Waste to Energy incinerator for disposal, cutting pharmaceutical disposal costs from \$2200/ton to \$71/ton.

In 2011, the Waste Program also re-established a consumer electronics recycling program at no cost to the county or residents, and has recycled almost 15 tons of electronic devices. At the same time, the program renegotiated a recycling contract for a better rate, shorter term and cut hauling and processing fees by a little over 20%.

Environmental Health	2011
Resource Recovery Service Centers Customers	12,958
Gallons of Hazardous Waste Collected	11,207
Pounds of Solid Hazardous Waste Collected	71,270
Pounds of Pesticides Collected	11,207
Cubic Yards of Recyclables Collected	3,606
Recycling Memberships	659

In 1983, open dumps were prohibited by law. There are over 30 known historical waste disposal sites in Ottawa County. Currently, there are two regional municipal waste landfills, and two coal ash landfills operating within the county.

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Beach Water Quality

The beautiful swimming beaches throughout Ottawa County are a popular tourist destination and an important source of revenue for local communities. In an effort to make sure these beaches continue to be clean and inviting to residents and tourists, the Health Department has worked to increase water sampling and investigation at area beaches.

In 2011, the department was awarded multiple grants to increase the bathing beach program within the County. Over \$179,000 was awarded through the Great Lakes Restoration Initiative and the Clean Michigan Initiative-Clean Water Fund. Activities funded by these grants include increased monitoring at Grand Haven State Park and Grand Haven City beach. The increased visits and samples taken at these beaches will assist in the creation of a predictive model for beach quality. Working closely with the United States Geological Survey, computer models will be created from the data collected to allow the department to better predict days of impaired water quality in the future.

These grants have also provided for investigation at Dunton Park on Lake Macatawa. A service using dogs specially trained to signal at human sewage was deployed to investigate possible sources of contamination. Through a partnership with Hope College, samples are now being analyzed for human DNA markers to quantify the possible contamination. This data will then be utilized to identify areas of concern and implement improvements.

Environmental Health	2011
Beach Water Samples Collected	1,411
Real Estate Evaluations	1,023
Drinking Water Samples Collected	1,521
Well Permits Issued	313
Well Inspections Performed	819
Septic Permits Issued	476
Environmental Complaint Investigations	72

From the 1930s through the 1950s, state and local health departments made substantial progress in disease prevention activities, including sewage disposal, water treatment, food safety, and organized solid waste disposal.

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Health Promotion

The Health Promotion Division of the Ottawa County Health Department strives to promote positive health behaviors that enable people to increase control over and improve their health. Health Promotion provides comprehensive prevention education programs, collaborative community project leadership, reproductive health education, substance abuse prevention, chronic disease prevention programs and oral health services.

CHOOSE (Communities Helping Ottawa Obtain a Safe Environment)

In 2011, the CHOOSE coalition was awarded the National Science and Service Award by the Substance Abuse and Mental Health Services Administration in recognition of the successful work the coalition has done to reduce alcohol related traffic crashes in Ottawa County. CHOOSE uses a coalition model to alter high risk alcohol use and related problems through improved community awareness, increased responsible beverage service, reduced underage alcohol access, and enhanced enforcement efforts and their impact. Because of this unified effort, there has been a reduction in the number of alcohol retailers willing to sell alcohol to a minor, a reduction in the percentage of youth reporting that it is easy to get alcohol, improved training and support for alcohol retailers and an increase in enforcement efforts targeting drunk driving. Between 2004 and 2010, the culmination of these efforts resulted in a 30% decrease in the overall number of alcohol involved traffic crashes, a 59% reduction in the number of alcohol involved crashes for drivers between the age 16 and 20, and a 33% reduction in the rate of alcohol-involved crashed (per 1,000 residents) in Ottawa County.

Health Promotion	2011
Retailers Complying with Youth Alcohol Sales Law	91%
Retailers Complying with Youth Tobacco Sales Law	95%
Responsible Beverage Service Training Participants	275
Alcohol & Drug Test Kits Sold	362
National Science and Service Award	1

Although drinking by persons under the age of 21 has been illegal nationally since 1984, people aged 12 to 20 years drink 11% of all alcohol consumed in the United States.

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Safe Routes To Schools Initiative

In 1969, about half of all students in the U.S. walked or bicycled to school. Today, fewer than 15% of all student trips to/from school are made by walking or bicycling (about 25% take a bus, and over half are driven in private automobiles). Traffic safety is one of the top concerns parents have when deciding whether or not to allow their child to walk or bike to school. In 2011, Health Promotion was awarded a grant from the Michigan Department of Community Health to pilot a Safe Routes To School project at two Jenison Public Elementary Schools. Funding, consultation and technical assistance was provided to address some of the traffic concerns expressed by parents and school officials. Three speed limit signs with a digital radar display were installed near school locations where motorists were frequently driving at high speed before and after school. In addition, cross walks were either re-striped or created to alert drivers to pedestrian traffic. Students also received education on how to safely walk or bike to school paired with an incentive program to give them a chance to win a new bike, a helmet and lock.

Holland Farmer's Market Initiative

Downtown Holland, in Ottawa County, is defined by the USDA as a "food desert", which is an area where healthy food resources are scarce. Since 2009, the Health Promotion team has been working diligently with Holland schools and the Holland Farmer's Market to increase access to fresh fruits and vegetables for low income residents living within the "food desert". Because of this successful collaboration, the USDA awarded a \$43,376 grant to further expand access to healthy food choices in 2012 and 2013.

Health Promotion	2011
Student Walking Program Participants	210
Farmer's Market Youth Vouchers Redeemed	65%

During the early 1940s, 25% of WWII draftees showed evidence of past or present malnutrition. The most urgent challenge to nutritional health in the 21st century is obesity.

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“Miles of Smiles” Dental Program

Since 1994, the “Miles of Smiles” dental-office-on-wheels has been providing preventive and restorative dental services for Medicaid-insured and dentally-uninsured Ottawa County children.

In the 2010/2011 school year, 336 dental exams on “Miles of Smiles” documented 636 teeth with decay (an average of 1.89 cavities per child). However, since 1999, a 40% annual average reduction in tooth decay has been documented on “Miles of Smiles” patients. To date, over 27,000 patient appointments have been facilitated on this mobile dental office.

Historically, dental disease has been perceived as a disease that only involves the mouth. However, recent research documents that there is a correlation between oral disease and systemic diseases. Oral health plays a significant role in one’s general health and well-being throughout life. Dental disease has been associated with chronic diseases such as diabetes, stroke and heart disease. Dental disease has also been correlated with increased risk of poor birth and pregnancy outcomes such as preterm, low birth weight babies and gestational diabetes.

Health Promotion	2011
Dental Unit Exams, Assessments & X-Rays	3,705
Dental Unit Cleanings & Preventative Treatments	3,733
Dental Unit Restorative Services & Oral Surgeries	1,032
Dental Unit Health Education	1,003
In-School Dental Sealant Screenings	424
In-School Dental Sealant Placements	1,389
In-School Fluoride Treatments	404
In-School Dental Health Education	1,638
Head Start Fluoride Varnish Screenings	248
Head Start Fluoride Varnish Applications	235

Failure to meet the minimum standard of having six opposing teeth was a leading cause of rejection from military service in both world wars.

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Clinical Health

Clinic Services are provided out of homes, schools, clinics and community locations. Programs include: Communicable Disease prevention; Sexually Transmitted Disease (STD) Clinics; Immunization Services, Travel Clinic, information for travel and immunizations; Family Planning medical exams, pregnancy testing/counseling, prescription birth control, and education.

Immunizations

In 2010, the Federal Government provided temporary funding (though 9/30/11) to be used toward developing or augmenting programs to increase adult immunizations. The Ottawa County Health Department's Immunization Clinic chose to use the majority of that funding to send public health nurses to vaccinate the residents of the Holland Rescue Mission. Starting in March 2010, the Health Department held an immunization clinic at the mission once a month, alternating between the men's mission and women's mission.

As of December 2011, the mission clinic has vaccinated 375 residents and provided over 900 immunizations using vaccines provided free of charge by the Michigan Department of Community Health, and a manufacturer's assistance program. The residents and staff deeply appreciate the outreach to the mission. One resident said, "Thank you so much for coming here. I have always wanted to get these immunizations and knew that I needed them, but could never pay for them." The department continues to send nurses to the mission each month as these residents are a vulnerable, hard to reach, and often overlooked population.

Clinical Health	2011
School Children Compliant with Immunization Law	99%
Travel Clinic Client Encounters	722
Travel Immunizations Administered	1,191

National efforts to promote vaccine use among all children began with the appropriation of federal funds for polio vaccination after introduction of the vaccine in 1955.

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Family Planning

Family planning services began in Ottawa County in 1971 as an educational program spearheaded by a group of women in the community. This group of women provided education on family planning options and health information to groups throughout Ottawa County. The Ottawa County Health Department facilitated the startup of clinics in Ottawa County, with encouragement from this women's advocacy group. The first clinic was held in Grand Haven in July 1971. The initial clinics were held for four hours twice a month and consisted of the provision of medical exams, education and methods. For many women, this new clinic served as their only link to health care services. Forty years later, the Health Department continues to be viewed by many women as their primary care provider, especially for those who are low income, uninsured, or a minority. Today, clinics are held in all three Health Department locations providing eight hour clinics, sixteen times a month. In 2011, 1,633 women received a "well woman" exam through the Family Planning program.

Clinical Health	2011
STD & Pregnancy Prevention Education Participants	1,101
Pregnancy Prevention Client Encounters	2,426
- Uninsured	74%
- Low Income	92%
- Plan First	45%

In 1912, the modern birth-control movement began. Margaret Sanger, a public health nurse concerned about the adverse health effects of frequent childbirth, miscarriages, and abortion, initiated efforts to circulate information about and provide access to contraception.

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Communicable Disease Prevention

TB (tuberculosis) is often thought of as a disease of the past. However, TB remains one of the leading infectious disease killers around the world. Currently, an estimated one third of the world's population has TB infection and almost two million people die of active TB disease every year.

Until recently, the TB skin test was the only screening test available for detecting tuberculosis infection. Unfortunately, the TB skin test can have high error rates. The Ottawa County Health Department was one of the first local health departments in Michigan to start using the new FDA approved T-SPOT TB test to increase testing accuracy. The new T-SPOT blood test can help identify those persons who truly require medical treatment. In 2011, the Health Department conducted 94 T-SPOT blood tests, of those, 84 had previously tested positive with the skin test. With the T-SPOT, 58 cases or 62% tested negative for TB infection. The new T-SPOT TB test prevented unnecessary chest x-rays, intensive medication treatment, and medical care for many county residents.

Clinical Health	2011
Sexually Transmitted Disease Client Encounters	2,824
Communicable Disease Investigations	1,156
STD Treatments Administered	296
HIV Tests Performed	936

The first U.S. civilian whose life was saved by penicillin (March 1942), died in June 1999 at the age of 90 years. Her hospital chart is now at the Smithsonian Institution.

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Public Health Administration

Public Health Administration manages the daily operations of the three Health Department facilities, four recycle centers and over 80 dedicated staff. Administration also oversees Public Health Preparedness, Epidemiology, Medical Examiner, Electronic Medical Records (EMR) system, Public Health Communication, and Public Health Accreditation.

“Meaningful Use” Certification

The Ottawa County Health Department maintains over 200,000 electronic medical records from both past and current patients and clients. In 2011, the department began the process to become federally “Meaningful Use” certified as part of the Health Information Technology for Economic and Clinical Health (HITECH) Act. This multi-step process aligns the department’s current processes for managing electronic health records to a federal standard that will facilitate the ability of the department to share critical health information with other certified care providers. Conceptually, this will allow residents complete and electronic access to their health history regardless of when and where care has been provided. The department secured a grant to work with a consultant specializing in this process change. In addition, federal funding is available to cover system changes as project milestones are achieved over the next five years.

Administration	2011
Electronic Medical Records	204,890
Medical Examiner Investigations	161
Flu Granny Facebook Followers	1,064
BeachWatch Facebook Followers	339

Public Health is credited with adding 25 years to the life expectancy of people in the United States in the 20th century.

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Postscript

Paul Heidel, MD, MPH, Medical Director

Like all other areas of medicine and science, public health has seen dramatic advances in recent years. From the early days when public health was measured primarily in terms such as “disease outbreaks”, “pregnancy-related death rates” and “polluted water supplies”, public health has evolved into a means of preventing disease rather than just treating it. Instead of simply giving antibiotics for childhood illnesses, public health focuses on ensuring that children are fully immunized so that they do not become ill in the first place. Instead of just treating food and water borne illnesses, the goal of public health is to ensure a continually safe food and water supply for all residents. Instead of dealing only with the aftermath of failed pregnancies or childbirth, the goal of public health is to provide better prenatal and postnatal care to prevent such pregnancy-related complications from ever occurring.

The Ottawa County Health Department continues to focus its attention on disease prevention as the cornerstone of public health. Through its educational efforts within the community and the implementation of innovative and data-driven health initiatives, the Ottawa County Health Department continues to be a leader in public health issues and disease prevention. Along with its community partners it takes great pride in the fact that in a recent study done by the University of Wisconsin, Ottawa County was recognized as the healthiest county in the State of Michigan in 2011.

County Health System	2011
Michigan County Health Ranking	1

In the early 1900s, efforts at surveillance focused on tracking persons with disease; by mid-century, the focus had changed to tracking trends in disease occurrence. In 1947, the newly formed Communicable Disease Center, the early name for CDC, began the first disease surveillance system.

Financial Statement

	2005/06 Actual	2006/07 Actual	2007/08 Actual	2008/09 Actual	2009/10 Actual	2010/11 Actual
Revenues						
Licenses & Permits	\$385,459	\$362,473	\$392,769	\$404,832	\$459,368	\$552,669
Intergovernmental Revenue	\$3,247,491	\$4,349,298	\$4,055,163	\$3,572,158	\$4,392,368	\$5,133,020
Charges for Services	\$812,626	\$773,130	\$804,897	\$600,571	\$611,695	\$627,960
Interest & Rent	\$0	\$0	\$0	\$0	\$0	\$0
Other Revenue	\$181,923	\$213,200	\$223,774	\$218,015	\$241,946	\$199,754
Total Revenues	\$4,627,499	\$5,698,101	\$5,476,603	\$4,795,576	\$5,705,377	\$6,513,403
Expenditures						
Personnel Services	\$6,012,192	\$6,374,861	\$6,525,928	\$6,238,358	\$6,123,262	\$5,877,766
Supplies	\$1,192,476	\$1,756,591	\$1,780,394	\$1,151,064	\$1,271,842	\$1,224,418
Others Services & Charges	\$2,129,772	\$2,217,205	\$2,191,313	\$1,906,773	\$1,834,892	\$1,619,228
Capital Outlay	\$119,118	\$0	\$241,471	(\$8,087)	\$13,032	\$5,760
Total Expenditures	\$9,453,558	\$10,348,657	\$10,739,106	\$9,288,108	\$9,243,028	\$8,727,172
Excess (deficiency) of revenues over (under) expenditures Health Operations	(\$4,826,059)	(\$4,650,556)	(\$5,262,503)	(\$4,492,532)	(\$3,537,651)	(\$2,213,769)
Jail						
Revenue	\$20,458	\$18,361	\$13,397	\$6,180	\$0	\$0
Expenditures	\$779,283	\$860,792	\$795,491	\$268,752	\$0	\$0
Excess (deficiency) of revenues over (under) expenditures Jail Health	(\$758,825)	(\$842,431)	(\$782,094)	(\$262,572)	\$0	\$0
Excess (deficiency) of revenues over (under) expenditures - Total	(\$5,584,884)	(\$5,492,987)	(\$6,044,597)	(\$4,755,104)	(\$3,537,651)	(\$2,213,769)
Other Financing Sources (Uses):						
Transfers in	\$5,646,605	\$5,926,606	\$6,201,489	\$4,743,828	\$3,537,651	\$3,084,996
Transfers out			(\$1,300,000)			(\$871,527)
Total Other Financing Sources (Uses)	\$5,646,605	\$5,926,606	\$4,901,489	\$4,743,828	\$3,537,651	\$2,213,469
FTE (Employees)						
Health Operations	101.70	102.28	98.78	92.38	85.08	84.13

Board of Commissioners

The activities and programs of this department are brought to you by the members of the Ottawa County Board of Commissioners; Stuart Visser, Philip Kuyers, Dennis Swartout, Greg DeJong, Roger Rycenga, Joseph Baumann, Donald Disselkoe, Robert Karsten, James Holtrop, James Holtvluwer, and Jane Ruiter.

Visit www.miOttawa.org/health for more information about Ottawa County Public Health Services.

Action Request



Committee: Board of Commissioners

Meeting Date: 3/13/2012

Requesting Department: Parks and Recreation

Submitted By: Keith Van Beek

Agenda Item: Bid Tabulation – Grand River Park Boat Launch Improvements

SUGGESTED MOTION:

To receive bids for Grand River Park Boat Launch Improvements and accept the low bid from Rush Creek Excavating in the amount of \$51,499 with funding from the Parks and Recreation budget.

SUMMARY OF REQUEST:

The Ottawa County Parks and Recreation Commission has solicited bids for improvements to the Grand River Park Boat Launch including realignment of the parking and launch area, asphalt paving, addition of walkways, and landscaping. A total of 18 bids were received with the low bid of \$51,499 from Rush Creek Excavating which is within the project budget of \$58,000.

FINANCIAL INFORMATION:

Total Cost: \$51,499.00 | General Fund Cost: \$0.00 | Included in Budget: Yes | No

If not included in budget, recommended funding source: Parks and Recreation Budget

ACTION IS RELATED TO AN ACTIVITY WHICH IS:

Mandated | Non-Mandated | New Activity

ACTION IS RELATED TO STRATEGIC PLAN:

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

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

ADMINISTRATION RECOMMENDATION: Recommended | Not Recommended | Without Recommendation

County Administrator:

Committee/Governing/Advisory Board Approval Date: Planning and Policy Committee 3/8/2012



MEMORANDUM

Date: February 28, 2012
To: Ottawa County Board of Commissioners
From: John Scholtz, Parks and Recreation Director
RE: Bid Tabulation – Grand River Park Boat Launch Improvements

The Ottawa County Parks and Recreation Commission has solicited bids for improvements to the Grand River Park Boat Launch including realignment of the parking and launch area, asphalt paving, addition of walkways, and landscaping. A total of 18 bids were received with the low bid of \$51,499 from Rush Creek Excavating which is within the project budget of \$58,000.

Proposed motion:

To receive bids for Grand River Park Boat Launch Improvements and accept the low bid from Rush Creek Excavating in the amount of \$51,499 with funding from the Parks and Recreation budget.

This request relates to a non-mandated activity and supports Goal 3 of the Board of Commissioner's Strategic Plan: To contribute to a healthy physical, economic, and community environment.



Ottawa County Parks &
Recreation Commission

BID TABULATION
GRAND RIVER PARK BOAT LAUNCH IMPROVEMENTS
FEBRUARY 22, 2010 10AM

	COMPANY (BIDDER)	BID BOND	ADDENDUM #1	BASE BID
1	RUSH CREEK EXCAVATING	X	X	\$51,499.00
2	DENNY'S EXCAVATING	X	X	\$55,000.00
3	DE SAL EXCAVATING	X	X	\$57,239.00
4	TJM SERVICES	X	X	\$58,792.50
5	REDLINE EXCAVATING	X	X	\$59,269.50
6	ACCURATE EXCAVATORS	X	X	\$59,473.75
7	APEX CONTRACTORS	X	X	\$59,827.04
8	WEST MICHIGAN DIRTWORKS	X	X	\$60,445.10
9	KATERBURG VERHAGE	X	X	\$61,500.00
10	AL'S EXCAVATING INC.	X	X	\$62,965.50
11	STEIN CONSTRUCTION	X	X	\$65,300.40
12	SITE WORK SOLUTIONS INC.	X	X	\$65,757.00
13	BRAD LUBAHN LANDSCAPING/TREE MOVING CO.	X	X	\$66,245.00
14	GEORGETOWN CONSTRUCTION	X	X	\$66,298.20
15	OTTAWA EXCAVATORS	X	X	\$66,380.00
16	NORTHERN PIPELINE INC.	X	X	\$67,830.90
17	KOSTER EXCAVATING	X	X	\$71,862.28
18	WEICH BROTHER'S EXCAVATING	X	X	\$75,627.75

Action Request



Committee: Board of Commissioners

Meeting Date: 3/13/2012

Requesting Department: Parks and Recreation

Submitted By: Keith Van Beek

Agenda Item: Grant Application – Grand River Barrier-Free Kayak Launches

SUGGESTED MOTION:

To approve and authorize the Board Chair and Clerk to sign the resolution authorizing submittal of the Grand River Barrier-Free Kayak Launches grant proposal to the Michigan Natural Resources Trust Fund.

SUMMARY OF REQUEST:

The Ottawa County Parks and Recreation Commission is requesting authorization from the Board of Commissioners to submit a grant application to the State of Michigan through the Michigan Natural Resources Trust Fund for funding assistance to install barrier free canoe and kayak launch docks at Connor Bayou and Grand River Park. The launches provide a stable platform to enter and exit canoes and kayaks for novice and/or physically disabled users. The launches will supplement an existing barrier-free launch installed at Eastmanville Bayou in 2011 to provide a network of accessible locations along the Grand River.

Total cost of the improvements at the two parks is estimated at \$95,000 and grant funds in the amount of \$47,500 are requested from the Michigan Natural Resources Trust Fund with matching funds in the amount of \$47,500 to come from the County Parks millage.

FINANCIAL INFORMATION:

Total Cost: \$95,000.00 | General Fund Cost: \$0.00 | Included in Budget: Yes | No

If not included in budget, recommended funding source: \$47,500 Michigan Natural Resources Trust Fund & \$47,500 from County Parks Millage

ACTION IS RELATED TO AN ACTIVITY WHICH IS:

Mandated | Non-Mandated | New Activity

ACTION IS RELATED TO STRATEGIC PLAN:

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

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

ADMINISTRATION RECOMMENDATION: Recommended | Not Recommended | Without Recommendation

County Administrator:

Committee/Governing/Advisory Board Approval Date: Planning and Policy Committee 3/8/2012



MEMORANDUM

Date: February 28, 2012
To: Ottawa County Board of Commissioners
From: John Scholtz, Parks and Recreation Director
RE: Grant Application – Grand River Barrier-Free Kayak Launches

The Ottawa County Parks and Recreation Commission is requesting authorization from the Board of Commissioners to submit a grant application to the State of Michigan through the Michigan Natural Resources Trust Fund for funding assistance to install barrier free canoe and kayak launch docks at Connor Bayou and Grand River Park. The launches provide a stable platform to enter and exit canoes and kayaks for novice and/or physically disabled users. The launches will supplement an existing barrier-free launch installed at Eastmanville Bayou in 2011 to provide a network of accessible locations along the Grand River.

Total cost of the improvements at the two parks is estimated at \$95,000 and grant funds in the amount of \$47,500 are requested from the Michigan Natural Resources Trust Fund with matching funds in the amount of \$47,500 to come from the county parks millage.

Proposed motion:

To approve and authorize the Board Chairperson and Clerk to sign the resolution authorizing submittal of the Grand River Barrier-Free Kayak Launches grant proposal to the Michigan Natural Resources Trust Fund.

This request relates to a non-mandated activity and supports Goal #3 “To contribute to a healthy physical, economic and community environment.”

COUNTY OF OTTAWA

STATE OF MICHIGAN

RESOLUTION

At a regular meeting of the Board of Commissioners of the County of Ottawa, Michigan, held in the Ottawa County Fillmore Street Complex, West Olive, Michigan in said County on the 13th day of March, 2012 at 1:30 o'clock p.m. local time.

PRESENT:

ABSENT:

It was moved by Commissioner _____ and supported by Commissioner _____

that the following Resolution be adopted:

WHEREAS, the Parks and Recreation Commission has completed a long range plan for the Ottawa County park system identifying the need for expansion and improvement of Ottawa County parks and recreation facilities; and

WHEREAS, the Parks and Recreation Commission has identified the Grand River Barrier-Free Kayak Launches Project as a high priority for the 2013 fiscal year; and

WHEREAS, the County of Ottawa will be responsible for supplying a 50% local match (\$47,500 of the \$95,000 total project cost) for the proposed park improvement project;

NOW THEREFORE BE IT RESOLVED, that the Ottawa County Board of Commissioners authorizes submittal of the grant application for the Grand River Barrier-Free Kayak Launches Project to the Michigan Department of Natural Resources and fully intends to carry out the project if awarded.

Adopted/Issued this date by the Ottawa County Board of Commissioners.

YEAS:

NAYS:

ABSTENTIONS:

RESOLUTION ADOPTED.

Philip Kuyers
Chairman, Ottawa County
Board of Commissioners

Daniel C. Krueger
Ottawa County Clerk

CERTIFICATION

I, the undersigned, duly qualified Clerk of the County of Ottawa, Michigan, do hereby certify that the foregoing is a true and complete copy of a Resolution adopted by the Board of Commissioners of the County of Ottawa, Michigan, at a meeting held on March 13, 2012 the original of which is on file in my office. Public Notice of said meeting was given pursuant to and in compliance with Act No. 267, Public Acts of Michigan, 1976, as amended.

IN WITNESS WHEREOF, I have hereto affixed my official signature this ____th day of March, A.D., 2012.

Daniel C. Krueger, Ottawa County Clerk

Project Summary Sheet
GRAND RIVER BARRIER-FREE KAYAK LAUNCHES
Ottawa County Parks and Recreation Commission

Granting Agency: Michigan Natural Resources Trust Fund

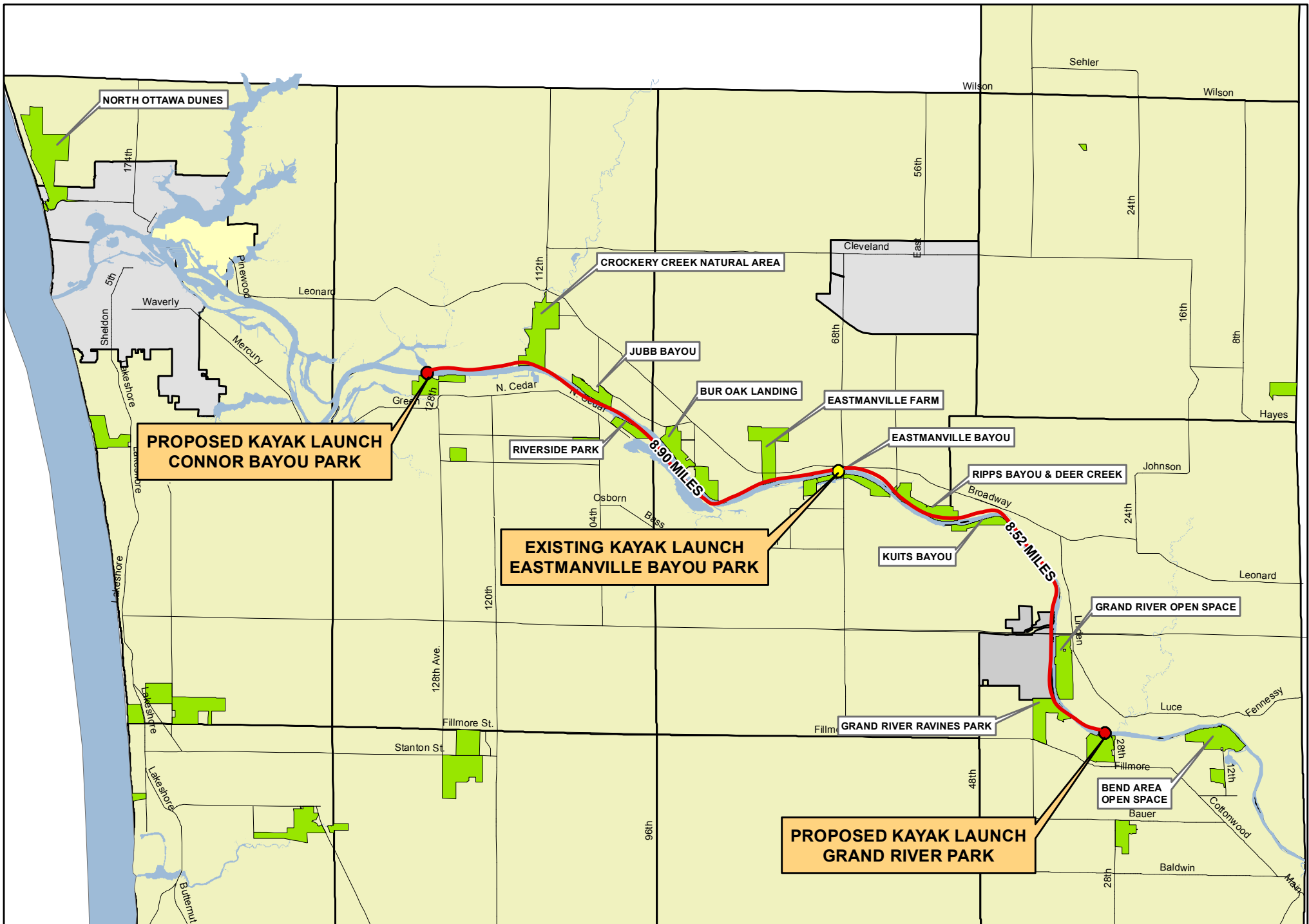
Grant Deadline: April 2, 2012

Project Summary: Ottawa County is seeking to construct and install two barrier-free kayak launch docks at strategic park locations along the Grand River. These launches are unique in that they provide a stable platform to enter and exit canoes or kayaks for novice and/or physically disabled users and assist them in a smooth transition into the water.

The two new launches, located at Grand River County Park in Georgetown Township and Connor Bayou County Park in Robinson Township (see location map attached), will supplement an existing similar launch installed at the Eastmanville Bayou County Park site in 2011. Together these three sites will provide an excellent network of accessible locations along the length of the Grand River in Ottawa County for people of various skill levels and physical abilities. The project also complements the recently implemented Grand River Heritage Water Trail and website thereby increasing opportunities for both recreation and education.

Project Budget:

Total Estimated Cost:	\$95,000
Proposed Trust Fund Grant:	\$47,500 (50%)
Proposed County Cost:	\$47,500 (50%)



2/28/12

Grand River Kayak Launches



Ottawa County Parks & Recreation Commission



Action Request



Committee: Board of Commissioners

Meeting Date: 3/13/2012

Requesting Department: Parks and Recreation

Submitted By: Keith Van Beek

Agenda Item: Grant Application – Grand River Open Space Expansion

SUGGESTED MOTION:

To approve and authorize the Board Chair and Clerk to sign the resolution authorizing submittal of the Grand River Open Space Expansion Project grant proposal to the Michigan Natural Resources Trust Fund.

SUMMARY OF REQUEST:

The Ottawa County Parks and Recreation Commission is requesting authorization from the Board of Commissioners to submit a grant application to the State of Michigan through the Michigan Natural Resources Trust Fund for funding assistance to acquire approximately 57 acres of riverfront property to expand the Grand River Open Space located in Tallmadge Township. The acquisition would add 1,800 feet of riverfront and increase the size of the site to 290 acres. The park land will be available for hunting, fishing, hiking and nature study.

Total cost of the acquisition is estimated at \$260,000 with grant funds in the amount of \$130,000 to be requested from the Michigan Natural Resources Trust Fund and matching funds in the amount of \$130,000 from the County Parks millage.

FINANCIAL INFORMATION:

Total Cost: \$260,000.00 | General Fund Cost: \$0.00 | Included in Budget: Yes | No

If not included in budget, recommended funding source: \$130,000 from the Michigan Natural Resources Trust Fund and \$130,000 from the County Parks millage.

ACTION IS RELATED TO AN ACTIVITY WHICH IS:

Mandated | Non-Mandated | New Activity

ACTION IS RELATED TO STRATEGIC PLAN:

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

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

ADMINISTRATION RECOMMENDATION: Recommended | Not Recommended | Without Recommendation

County Administrator:

Committee/Governing/Advisory Board Approval Date: Planning and Policy Committee 3/8/2012



MEMORANDUM

Date: February 28, 2012
To: Ottawa County Board of Commissioners
From: John Scholtz, Parks and Recreation Director
RE: Grant Application – Grand River Open Space Expansion

The Ottawa County Parks and Recreation Commission is requesting authorization from the Board of Commissioners to submit a grant application to the State of Michigan through the Michigan Natural Resources Trust Fund for funding assistance to acquire approximately 57 acres of riverfront property to expand the Grand River Open Space located in Tallmadge Township. The acquisition would add 1,800 feet of riverfront and increase the size of the site to 290 acres. The park land will be available for hunting, fishing, hiking and nature study.

Total cost of the acquisition is estimated at \$260,000 with grant funds in the amount of \$130,000 to be requested from the Michigan Natural Resources Trust Fund and matching funds in the amount of \$130,000 from the county parks millage.

Proposed motion:

To approve and authorize the Board Chairperson and Clerk to sign the resolution authorizing submittal of the Grand River Open Space Expansion Project grant proposal to the Michigan Natural Resources Trust Fund.

This request relates to a non-mandated activity and supports Goal #3 “To contribute to a healthy physical, economic and community environment.”

The Ottawa County Board of Commissioners
of the County of Ottawa
West Olive, Michigan

RESOLUTION INDICATING INTENTION TO UNDERTAKE THE GRAND RIVER OPEN SPACE EXPANSION PROJECT IF GRANT AWARDED.

At a regular meeting of the Board of Commissioners of the County of Ottawa, Michigan, held in the Ottawa County Fillmore Street Complex, West Olive, Michigan in said County on the 13th day of March, 2012 at 1:30 o'clock p.m. local time.

PRESENT:

ABSENT:

The following preamble and resolution were offered by Commissioner _____ and supported by Commissioner _____.

WHEREAS, the Parks and Recreation Commission has completed a long range plan for the Ottawa County park system identifying the need for expansion and improvement of Ottawa County parks and recreation facilities; and

WHEREAS, the Parks and Recreation Commission has identified the Grand River Greenway as a high priority initiative; and

WHEREAS, the Grand River Open Space Expansion Project is a key component of the Grand River Greenway initiative and has been identified as a high priority for the 2013 fiscal year; and

WHEREAS, the County of Ottawa will be responsible for supplying a 50% local match (\$130,000 of the \$260,000 total project cost) for the proposed land acquisition project;

NOW THEREFORE BE IT RESOLVED, that the Ottawa County Board of Commissioners authorizes submittal of the grant application for the Grand River Open Space Expansion Project to the Michigan Department of Natural Resources and fully intends to carry out the project if awarded.

Adopted/Issued this date by the Ottawa County Board of Commissioners.

YEAS:

NAYS:

ABSTENTIONS:

RESOLUTION ADOPTED.

Philip Kuyers
Chairman, Ottawa County
Board of Commissioners

Daniel C. Krueger
Ottawa County Clerk

CERTIFICATION

I, the undersigned, duly qualified Clerk of the County of Ottawa, Michigan, do hereby certify that the foregoing is a true and complete copy of a Resolution adopted by the Board of Commissioners of the County of Ottawa, Michigan, at a meeting held on March 13, 2012 the original of which is on file in my office. Public Notice of said meeting was given pursuant to and in compliance with Act No. 267, Public Acts of Michigan, 1976, as amended.

IN WITNESS WHEREOF, I have hereto affixed my official signature this ____th day of March, A.D., 2012.

Daniel C. Krueger, Ottawa County Clerk

Grant Summary Sheet
GRAND RIVER OPEN SPACE EXPANSION PROJECT
Michigan Natural Resources Trust Fund Proposal

Granting Agency: Michigan Natural Resources Trust Fund

Grant Deadline: April 2, 2012

Project Summary: Ottawa County is seeking to expand its Grand River Open Space site with the purchase of 57 acres of natural land including 1,800 feet on the Grand River in Tallmadge Township. The acquisition would expand Grand River Open Space to 290 acres with 8,256 feet (1.56 miles) of riverfront.

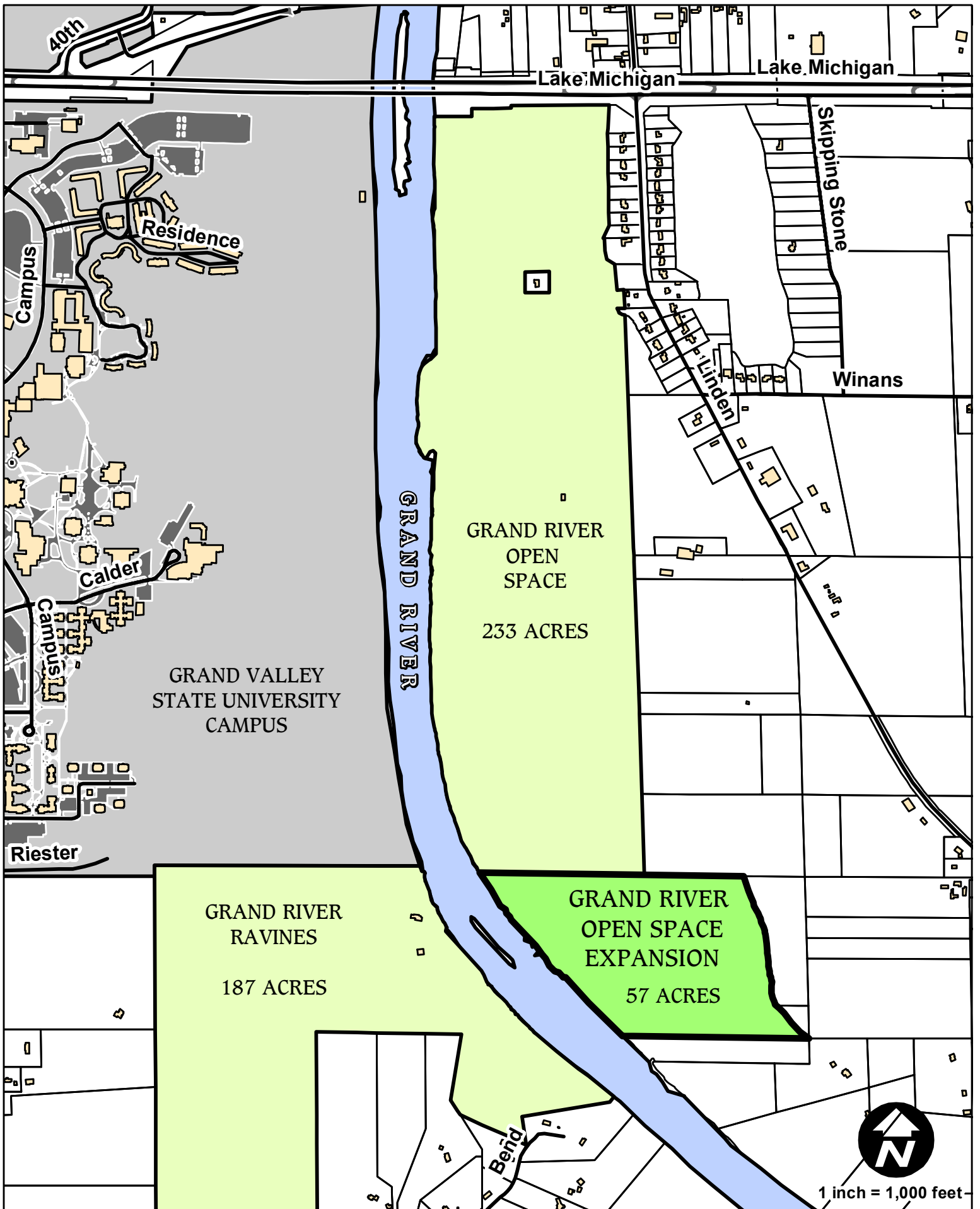
The land features a high forested riverbank with wooded wetlands inland of the river. One open area which has been grazed historically has excellent potential for restoration as a wet meadow.

Proposed uses of the site include trails for hiking and cross-country skiing, bird watching and nature study, plus hunting and fishing. The site would be open to hunting and fishing in accordance with DNR rules and regulations with no special permits anticipated.

The property is within the viewshed of Ottawa County's Grand River Ravines property (located on a bluff directly across the river) and acquisition will ensure that the natural qualities of the view are preserved. This preserved natural corridor will also protect habitat for an active eagle's nest located on the Grand River Ravines site.

<i>Project Budget:</i>	Total Estimated Cost:	\$260,000
	Proposed Trust Fund Grant:	\$130,000 (50%)
	Proposed County Cost:	\$130,000 (50%)

Resolution: See proposed resolution (attached) authorizing submittal of the grant project.



2/28/12

Grand River Open Space Expansion



Ottawa County Parks & Recreation Commission

Action Request



Committee: Board of Commissioners

Meeting Date: 3/13/2012

Requesting Department: Administration

Submitted By: Keith Van Beek

Agenda Item: Board Appointments

SUGGESTED MOTION:

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

*Randy Dozeman

*Russell Boersma

to fill two (2) Solid Waste Industry vacancies on the Solid Waste Planning Committee beginning immediately and ending December 31, 2013 (two (2) year term).

*Glen Nykamp

to fill one (1) Township Government vacancy on the Solid Waste Planning Committee beginning immediately and ending December 31, 2013 (two (2) year term).

*Matthew Hehl

*Edward Berghorst

to fill two (2) General Member vacancies on the Solid Waste Planning Committee beginning immediately and ending December 31, 2013 (two (2) year term).

SUMMARY OF REQUEST:

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

FINANCIAL INFORMATION:

Total Cost: \$0.00 | 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: 2: To Maintain and Enhance Communication with Citizens, Employees, and Other Stakeholders.

Objective: 5: Evaluate communication with other key stakeholders.

ADMINISTRATION RECOMMENDATION: Recommended | Not Recommended | Without Recommendation

County Administrator:

Committee/Governing/Advisory Board Approval Date: Human Resources Committee 3/13/2012

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

Date 01/31/2012

Position Applying For Solid Waste Planning Committee/Solid Waste Industry (BC)

Position Applying For _____

Position Applying For _____

Name Randy Dozeman

Address 725-40th. Ave.

City Zeeland ST MI Zip 49464

Last 4 digits of social security number 9239 Birth Month 12 Birth Day 29

Contact Information:

Home Phone 616-836-8492

Work Phone 616-688-5777

E-mail rdozeman@wm.com

Fax Number 616-836-8492

Education:

School Holland Christian High

School Davenport College

Degree High School

Degree Associate of Science-Business

Employment Background:

Current Employer Waste Management Position Sr. District Manager

Responsibilities

Currently I oversee the management of landfills in West Michigan including Autumn Hills/Zeeland, Hastings/Hastings and WestsideThree Rivers. I have worked for WM for 31 years (started in 1981) both in the collection, transfer and landfill side of our industry.

Previous Employer DeBruyn Produce Co. Position Accounting & Sales

Responsibilities

Primary responsibility was to make payments to all of our vegetable growers but also to work in sales during part of the year. Traveled to Arizona, Texas and Wisconsin. Worked for DeBruyn Produce for 9 years from 1971-1980.

Length of Residency in Ottawa County 60

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

Yes No

If so, describe

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

I served before both on the Ottawa County Solid Waste Committee as well as Kent County Solid Waste Committee.

The Ottawa County Appointment Policy sets a minimum expectation of 75% attendance for all members of boards and commissions appointed by the Ottawa County Board of Commissioners. If appointed, will you be able to comply with the terms of the Policy with regard to attendance? Yes No

If not, why not? _____

Why do you want to be considered for this appointment?

I work in the industry, my experience should be an asset for the Committee, I have a vested interest in Autumn Hills/Zeeland Township as well as I feel that the handling of Solid Waste is a vital component of any County/State Government.

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

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

Solid Waste Industry (BC)/Solid Waste Planning Committee/

Thank you for your interest in Ottawa County Government

Russell D. Boersma

Contact

Tel : 616-292-3786 Cell

e-mail : russell232000@yahoo.com

Address

10222 Summerwood Dr, Zeeland, MI 49464

Profile

Objective Seeking a position on the County Board where I can use my experience and related knowledge to assist the board on making informed and conscious decision.

Professional Attributes I have a background in Sales, Customer Service, and Management with emphasis on improvement and growth for the company and benefits delivered to the customers. I am self-driven, accountable, supportive, and diligent. I am an effective leader, problem solver and decision maker. I am quick to learner to new skills and meet new challenges.

Key Skills

Proficient or familiar with commonly used and new technologies, including:

Microsoft
Word, Excel, and Outlook

Windows
XP, Vista, and 7

Social Media
Facebook, facebook ads,
and twitter

Google
Gmail, Chrome, Adwords,
Maps, Calendar

Education

1995 to 1996 **General Studies**
LEWIS UNIVERSITY, Romeoville, IL

1996 to 1997 **General Studies**
TRINITY CHRISTIAN COLLEGE, Palos Heights, IL

Continuing Education

How to deal with difficult people
Grand Valley University, Holland, MI

Microsoft Excel, Beyond the Basics
Fred Pryor Seminars, Grand Rapids, MI

Work Experience

Arrowwaste, Inc., Holland, MI

**Driver, Dispatcher, Customer Service, Billing,
Sales, Office Manager, and General Manager**

February 2001 to Present

- ✓ I wear all the hats. In a year's time I have done all the positions at the company.
- ✓ A smaller company now I can see how all pieces of a waste company work together.

Homewood Disposal, Homewood, IL

Driver, Scale House, Dispatcher, Customer Service

August 1997 to February 2001

- ✓ Started as a helper, and promoted every 6 months
- ✓ Learned different positions fast and proficiently.

References

Available Upon Request

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

Date 02/10/2012

Position Applying For Solid Waste Planning Committee/Solid Waste Industry (BC)

Position Applying For _____

Position Applying For _____

Name Russell D Boersma

Address 10222 Summerwood Dr

City Zeeland ST MI Zip 49464

Last 4 digits of social security number 8781 Birth Month 4 Birth Day 18

Contact Information:

Home Phone 616-292-3786 Work Phone --

E-mail rboersma@arrowaste.com Fax Number 616-292-3786

Education:

School _____ School _____

Degree _____ Degree _____

Employment Background:

Current Employer Arrowaste, Inc. Position General Manager

Responsibilities
Day to Day operations of the company and office. I wear many hats that include sales, dispatching, HR, management.

Previous Employer Homewood Disposal Position Commercial Dispatch

Responsibilities
Handle the Daily commercial routes. Handle any customer or driver concerns

Length of Residency in Ottawa County 11

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

Yes No

If so, describe

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

I currently serve on the Kent County Solid Waste Management Advisory Committee

The Ottawa County Appointment Policy sets a minimum expectation of 75% attendance for all members of boards and commissions appointed by the Ottawa County Board of Commissioners. If appointed, will you be able to comply with the terms of the Policy with regard to attendance? Yes No

If not, why not? _____

Why do you want to be considered for this appointment?

I feel that with my experience and knowledge of Waste Management I can contribute and assist the board on making informed and conscious decision.

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

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

Thank you for your interest in Ottawa County Government

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

Date 02/23/2012

Position Applying For Solid Waste Planning Committee/Township Government (BC)

Position Applying For _____

Position Applying For _____

Name Glenn L Nykamp

Address 505 84th Avenue

City Zeeland ST MI Zip 49460

Last 4 digits of social security number 9480 Birth Month 3 Birth Day 18

Contact Information:

Home Phone 616-772-6701

Work Phone 616-218-2323

E-mail Glenn.Nykamp@zeelandtp.org

Fax Number 616-772-6701

Education:

School _____

School _____

Degree _____

Degree _____

Employment Background:

Current Employer _____ Position _____
Responsibilities _____

Previous Employer _____ Position _____
Responsibilities _____

Length of Residency in Ottawa County _____

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

Yes No

If so, describe

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

The Ottawa County Appointment Policy sets a minimum expectation of 75% attendance for all members of boards and commissions appointed by the Ottawa County Board of Commissioners. If appointed, will you be able to comply with the terms of the Policy with regard to attendance? Yes No

If not, why not? _____

Why do you want to be considered for this appointment?

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

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

Thank you for your interest in Ottawa County Government

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

Date 02/28/2012

Position Applying For Solid Waste Planning Committee/General Public (BC)

Position Applying For _____

Position Applying For _____

Name Matthew M Hehl

Address 14468 88th Ave

City Coopersville ST MI Zip 49404

Last 4 digits of social security number 5290 Birth Month 1 Birth Day 12

Contact Information:

Home Phone -- Work Phone --

E-mail _____ Fax Number --

Education:

School _____ School _____

Degree _____ Degree _____

Employment Background:

Current Employer Self Position Owner/Operator- Agriculture
Responsibilities _____

Previous Employer _____ Position _____
Responsibilities _____

Length of Residency in Ottawa County 45

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

Yes No

If so, describe

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

Ottawa County Commissioner
Ottawa County Farm Bureau Board,

The Ottawa County Appointment Policy sets a minimum expectation of 75% attendance for all members of boards and commissions appointed by the Ottawa County Board of Commissioners. If appointed, will you be able to comply with the terms of the Policy with regard to attendance? Yes No

If not, why not? _____

Why do you want to be considered for this appointment?

Have served on past boards for the County & want to have that same type of involvement.

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

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

Thank you for your interest in Ottawa County Government

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

Date 02/24/2012

Position Applying For Solid Waste Planning Committee/General Public (BC)

Position Applying For _____

Position Applying For _____

Name Edward Berghorst

Address 1781 Lakeview Drive

City Zeeland ST MI Zip 49464

Last 4 digits of social security number 7952 Birth Month 9 Birth Day 25

Contact Information:

Home Phone 616-772-6661 Work Phone --

E-mail ed.berghorst@gmail.com Fax Number 616-772-6661

Education:

School _____ School _____

Degree _____ Degree _____

Employment Background:

Current Employer Retired Position _____
Responsibilities _____

Previous Employer _____ Position _____
Responsibilities _____

Length of Residency in Ottawa County 81

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

Yes No

If so, describe

[Community Mental Health](#)

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

The Ottawa County Appointment Policy sets a minimum expectation of 75% attendance for all members of boards and commissions appointed by the Ottawa County Board of Commissioners. If appointed, will you be able to comply with the terms of the Policy with regard to attendance? Yes No

If not, why not? _____

Why do you want to be considered for this appointment?

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

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

Thank you for your interest in Ottawa County Government