



County of Ottawa

Board of Commissioners

Philip D. Kuyers
Chairperson

James C. Holtrop
Vice-Chairperson

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

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Website: www.miOttawa.org

May 3, 2012

To All Ottawa County Commissioners:

The Ottawa County Board of Commissioners will meet on **Tuesday, May 8, 2012 at 1:30 p.m.**, for the regular **May** 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 Visser
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 April 24, 2012 Board of Commissioners Meeting.

2. [Payroll](#)

Suggested Motion:

To authorize the payroll of May 8, 2012 in the amount of \$_____.

3. [Correspondence Log 426](#)

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 April 16, 2012 through April 27, 2012](#)
Suggested Motion:
To approve the general claims in the amount of \$3,452,446.63 as presented by the summary report for April 16, 2012 through April 27, 2012.
5. [Ottawa County Parks and Recreation 2011 Annual Report](#)
Suggested Motion:
To receive for information the Ottawa County Parks and Recreation 2011 Annual Report.
6. [Ottawa County Department of Human Services \(DHS\) 2011 Annual Report](#)
Suggested Motion:
To receive for information the Ottawa County Department of Human Services (DHS) 2011 Annual Report.
7. [Ottawa County Michigan State University Extension \(MSUE\) 2011 Annual Report](#)
Suggested Motion:
To receive for information the Ottawa County Michigan State University Extension (MSUE) 2011 Annual Report.
8. [Ottawa County West Michigan Enforcement Team \(WEMET\) 2011 Annual Report](#)
Suggested Motion:
To receive for information the Ottawa County West Michigan Enforcement Team (WEMET) 2011 Annual Report.

B. Action Items:

From the Planning and Policy Committee

1. [Acceptable Use Policy \(Second Reading\)](#)
Suggested Motion:
To approve the Acceptable Use Policy (second reading).
2. [Electronic Mail and Privacy Policy \(Second Reading\)](#)
Suggested Motion:
To approve the Electronic Mail and Privacy Policy (second reading).
3. [Internet Use Policy \(Second Reading\)](#)
Suggested Motion:
To approve the Internet Use Policy (second reading).

C. Appointments:

From the Human Resources Committee

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

*Regina Sjoberg
*Gary Brower
Frederick Kincaid

to fill two (2) Private Sector vacancies on the Community Action Agency Advisory Board beginning immediately and ending December 31, 2014 (three (3) year term).

2. [Board Appointments](#)

Suggested Motion:

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

*Lauren Miller

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

*Brian VanderMeer

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

3. [Board Appointments](#)

Suggested Motion:

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

*Beth Egge
Diane Rosie

to fill one (1) Primary Consumer vacancy on the Community Mental Health Board beginning immediately and ending March 31, 2015 (three (3) year term).

D. Discussion Items:

From Administration

1. [Ottawa County Parks and Recreation 2011 Annual Report](#)
(Presented by: John Scholtz, Director of Parks and Recreation)
2. [Ottawa County Department of Human Services \(DHS\) 2011 Annual Report](#)
(Presented by: Michelle Martin, Director Ottawa County Department of Human Services)
3. [Ottawa County Michigan State University Extension \(MSUE\) 2011 Annual Report](#)
(Presented by: Betty Blase, District Coordinator Michigan State University Extension)
4. [Ottawa County West Michigan Enforcement Team \(WEMET\) 2011 Annual Report](#)
(Presented by: D/F/Lt. Michael Harvitt, Section Commander)

9. Report of the County Administrator
10. General Information, Comments, and Meetings Attended
11. Public Comments
12. Adjournment

OTTAWA COUNTY BOARD OF COMMISSIONERS
ADDITION TO AGENDA

Tuesday, May 8, 2012

1:30 PM

B. Action Items:

From Administration

4. [Intent to Increase Millage Levy and Schedule Public Hearing](#)

Suggested Motion:

To approve and authorize the Board Chair and Clerk to sign the resolution of Intent to Increase the 2012 Millage Rate for Ottawa County and schedule a public hearing on May 22, 2012.

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

The Ottawa County Board of Commissioners met on Tuesday, April 24, 2012, at 1:30 p.m. and was called to order by the Chair.

Mr. Holtvluwer pronounced the invocation.

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

Present at roll call: Messrs. Visser, Kuyers, Swartout, Mrs. Ruiter, Messrs. DeJong, Rycenga, Baumann, Karsten, Holtrop, Holtvluwer. (10)

Absent: Mr. Disselkoen. (1)

Presentation of Petitions and Communications

The Chair presented Dennis Swartout and Roger Rycenga with their Ottawa County 15 years of service pins.

B/C 12-063 Mr. Swartout moved to approve the agenda of today as presented and amended adding Action Item #12 – Ottawa County Officers' Compensation Commission Resolution. The motion passed.

B/C 12-064 Mr. Holtrop moved to approve the following Consent Resolutions:

1. To approve the Minutes of the April 10, 2012 Board of Commissioners Meeting and Board of Commissioners Work Session.
2. To authorize the payroll of April 24, 2012 in the amount of \$524.13
3. To approve the general claims in the amount of \$12,192,390.43 as presented by the summary report for April 2, 2012 through April 13, 2012.
4. To receive for information the Ottawa County Sheriff's Office 2011 Annual Report.
5. To receive for information the Ottawa County Prosecuting Attorney's 2011 Annual Report.
6. To receive for information the 20th Judicial Circuit and Ottawa County Probate Courts 2011 Annual Report.
7. 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 March 2012.

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

- B/C 12-065 Mr. Swartout moved to receive and approve the Ottawa County Strategic Plan and 2012 Business Plan. The motion passed.
- B/C 12-066 Mr. Rycenga moved to receive bids for Macatawa Greenspace Phase II Improvements and accept the low bid from Plaggemars Construction in the amount of \$85,280.00 with funding to come from the Parks and Recreation budget. The motion passed as shown by the following votes: Yeas: Messrs. DeJong, Rycenga, Baumann, Holtvluwer, Visser, Holtrop, Swartout, Karsten, Mrs. Ruiter, Mr. Kuyers. (10)
- B/C 12-067 Mr. Rycenga moved to receive for review and comment the Acceptable Use Policy (first reading). The motion passed.
- B/C 12-068 Mr. Rycenga moved to receive for review and comment the Electronic Mail and Privacy Policy (first reading). The motion passed.
- B/C 12-069 Mr. Rycenga moved to receive for review and comment the Internet Use Policy (first reading). The motion passed.
- B/C 12-070 Mr. Swartout moved to approve the 2012 Equalization Report and to appoint the Equalization Director to represent Ottawa County at State Equalization hearings. The motion passed as shown by the following votes: Yeas: Messrs. Swartout, Holtvluwer, Visser, Holtrop, Karsten, Baumann, Rycenga, DeJong, Mrs. Ruiter, Mr. Kuyers. (11)
- B/C 12-071 Mr. Swartout moved to approve the recommendation of extension to the County contract with Vredeveld Haefner LCC for one additional year for Ottawa County, Ottawa County Drain Commission, and the Ottawa County Insurance Authority. The motion passed as shown by the following votes: Yeas: Mr. Holtvluwer, Mrs. Ruiter, Messrs. Holtrop, Rycenga, Baumann, Visser, Karsten, DeJong, Swartout, Kuyers. (10)
- B/C 12-072 Mr. Swartout moved to approve the recommendation to designate \$1,250,000 of the 2011 General Fund year-end unreserved undesignated fund balance for the 2013 budget. The motion passed as shown by the following votes: Yeas: Messrs. Rycenga, DeJong, Karsten, Mrs. Ruiter, Messrs. Baumann, Visser, Swartout, Holtvluwer, Holtrop, Kuyers. (10)
- B/C 12-073 Mr. Swartout moved to approve and authorize the Board Chair and Clerk to sign the Resolution to confirm the \$10 notary fee for the Ottawa County Sheriff's Office pertaining to the issuance of hand gun purchase permits. The motion passed as shown by the following votes: Yeas: Messrs. Visser, Kuyers, Swartout, Mrs. Ruiter, Messrs. DeJong, Rycenga, Baumann, Karsten, Holtrop, Holtvluwer. (10)
- B/C 12-074 Mr. Swartout moved to approve the request from Michigan Works to create one (1) FTE Senior Accountant (Unclassified Paygrade 6, C Step) at a cost of \$79,442.00. Funding for this position to come from Workforce Development Funds. The motion passed as shown by the following votes: Yeas: Messrs. Swartout, Holtvluwer, Visser, Holtrop, Karsten, Baumann, Rycenga, DeJong, Mrs. Ruiter, Mr. Kuyers. (10)

B/C 12-075 Mr. Swartout moved to approve the request from Michigan Works to create one (1) FTE Team Supervisor (Unclassified Paygrade 5, C Step) at a cost of \$73,426.00. Funding for this position to come from Workforce Development Funds. The motion passed as shown by the following votes: Yeas: Mr. Holtvluwer, Mrs. Ruiter, Messrs. Holtrop, Rycenga, Baumann, Visser, Karsten, DeJong, Swartout, Kuyers. (10)

B/C 12-076 Mr. Swartout moved to approve in whole or in part and authorize the Board Chair and Clerk to sign the Resolution regarding the recommendations of the Ottawa County Officers' Compensation Commission for 2013 and 2014. The motion passed as shown by the following votes: Yeas: Messrs. Rycenga, Karsten, Mrs. Ruiter, Messrs. Baumann, Visser, Swartout, Holtrop, Kuyers. (8)

Nays: Messrs. DeJong, Holtvluwer. (2)

Discussion Items

1. Ottawa County Sheriff's Office 2011 Annual Report – The Ottawa County Sheriff's Office 2011 Annual Report was presented by Gary Rosema, Sheriff.
2. Ottawa County Prosecuting Attorney's 2011 Annual Report – The 2011 Prosecuting Attorney's Annual Report was presented by Ron Frantz, Prosecuting Attorney.
3. 20th Judicial Circuit and Ottawa County Probate Courts 2011 Annual Report – The 2011 20th Judicial Circuit and Ottawa County Probate Courts Annual Report was presented by Kevin Bowling, Circuit Court Administrator.

The County Administrator's report was presented.

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

B/C 12-077 Mr. Holtrop moved to adjourn at 2:48 p.m. subject to the call of the Chair. The motion passed.

DANIEL C. KRUEGER, Clerk
Of the Board of Commissioners

PHILIP KUYERS, Chairman
Of the Board of Commissioners

Action Request



Committee: Board of Commissioners

Meeting Date: 5/8/2012

Requesting Department: County Clerk

Submitted By: Misty Cunningham

Agenda Item: Payroll

SUGGESTED MOTION:

To authorize the payroll of May 8, 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: 5/8/2012

Requesting Department: County Clerk

Submitted By: Misty Cunningham

Agenda Item: Correspondence Log 426

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			
Date	Correspondent	Content	Referred To
4/13/2012	DEPT OF THE ARMY	INVITE TO FORUM/WORKSHOP	ADMINISTRATOR, COMMISSIONERS
4/3/2012	MICHAEL DALMAN, HOLLAND TWP CLERK	NOTICE OF HEARING	ADMINISTRATOR, KUYERS, BAUMANN, KARSTEN
4/24/2012	MICHAEL DALMAN, HOLLAND TWP CLERK	NOTICE OF HEARINGS	ADMINISTRATOR, KUYERS, BAUMANN, KARSTEN
4/2/2012	DEPT OF HOMELAND SECURITY	PUBLIC NOTICES	ADMINISTRATOR, COMMISSIONERS
From:	To:		
4/1/2012		4/30/2012	

Action Request



Committee: Board of Commissioners

Meeting Date: 5/8/2012

Requesting Department: Fiscal Services

Submitted By: Bob Spaman

Agenda Item: Monthly Accounts Payable for April 16, 2012 through April 27, 2012

SUGGESTED MOTION:

To approve the general claims in the amount of \$3,452,446.63 as presented by the summary report for April 16, 2012 through April 27, 2012.

SUMMARY OF REQUEST:

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

FINANCIAL INFORMATION:

Total Cost: \$3,452,446.63 | General Fund Cost: \$3,452,446.63 | 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 – April 16, 2012 to April 27, 2012
Date: April 30, 2012

I have reviewed the Accounts Payable Listing for April 16 through April 27, 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

Camera and Accessories – Sheriff's Department	\$ 6,542.00
IVT Equipment for Courtroom – 20 th Circuit Court	\$ 3,674.50
Fiscal Services ERP Project	\$ 41,683.16
18 – Ford Interceptors – Sheriff's Department	\$439,272.00
3 – Ford Fusions – Community Mental Health	\$ 44,712.00

Fund 2450 – Public Improvement Fund

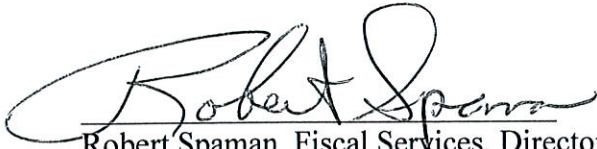
195 Foot Monopole at 12255 Johnson Street	\$ 42,800.00
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If you have any additional questions, please feel free to contact me.

Total Checks/Automated Clearing House (ACH) 04/16/2012 through 04/30/2012

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 \$3,451,030.87. The amount of claims to be approved totals \$3,452,446.63.

*Adjustments are voided checks or ACH.


Robert Spaman, Fiscal Services, Director

4/30/12
Date

We hereby certify that the Board of Commissioners has approved the claims on this 8th day of May, 2012.

Philip Kuyers, Chairperson
Board of Commissioners

Daniel Krueger, Clerk

ACCOUNTS PAYABLE CHECKS/ACH 04/16/2012 THROUGH 04/27/2012

<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	381,461.65	(155.79)	381,305.86
1500	CEMETERY TRUST	0.00	0.00	0.00
2081	PARKS & RECREATION	89,601.71	0.00	89,601.71
2082	PARK 12	0.00	0.00	0.00
2160	FRIEND OF COURT	1,873.47	0.00	1,873.47
2170	9/30 JUDICIAL GRANTS	1,836.15	0.00	1,836.15
2210	HEALTH	71,689.47	0.00	71,689.47
2220	MENTAL HEALTH	822,291.84	(234.52)	822,057.32
2271	SOLID WASTE CLEAN-UP	52,989.23	0.00	52,989.23
2272	LANDFILL TIPPING FEES	3,836.34	0.00	3,836.34
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	42,800.00	0.00	42,800.00
2550	HOMESTEAD PROPERTY TAX	0.00	0.00	0.00
2560	REGISTER OF DEEDS AUTOMATION FUND	825.44	0.00	825.44
2590	LIPPERT GRANT	0.00	0.00	0.00
2601	PROSECUTING ATTORNEY GRANTS	0.00	0.00	0.00
2602	WEMET	2,800.00	0.00	2,800.00
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	6,622.50	0.00	6,622.50

ACCOUNTS PAYABLE CHECKS/ACH 04/16/2012 THROUGH 04/27/2012

<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	9,457.23	0.00	9,457.23
2640	EMT HOLLAND-PARK	0.00	0.00	0.00
2650	EMT GEORGETOWN TOWNSHIP	0.00	0.00	0.00
2661	SHERIFF ROAD PATROL	634.42	0.00	634.42
2690	LAW LIBRARY	0.00	0.00	0.00
2740	WIA-ADMIN. COST POOL	881.16	0.00	881.16
2741	WIA-YOUTH	5,085.71	0.00	5,085.71
2742	WIA-ADULT	10,400.81	0.00	10,400.81
2743	WIA-6/30 GRANT PROGRAMS	55,900.59	0.00	55,900.59
2744	WIA-12/31 GRANT PROGRAMS	0.00	0.00	0.00
2747	WIA-WORK FIRST YOUTH	0.00	0.00	0.00
2748	WIA-9/30 GRANT PROGRAMS	51,646.84	(400.00)	51,246.84
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	130.26	0.00	130.26
2810	FEMA	0.00	0.00	0.00
2850	COMMUNITY CORRECTIONS PROG. GRANT	2,231.42	0.00	2,231.42
2870	COMMUNITY ACTION AGENCY (CAA)	32,960.39	(565.45)	32,394.94
2890	WEATHERIZATION	170.03	0.00	170.03
2900	DEPT OF HUMAN SERVICES	0.00	0.00	0.00
2901	DEPT OF HUMAN SERVICES	5,843.70	0.00	5,843.70
2920	CHILD CARE - PROBATE	156,289.14	0.00	156,289.14
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 04/16/2012 THROUGH 04/27/2012

<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	934.65	0.00	934.65
2970	DB/DC CONVERSION	0.00	0.00	0.00
5160	DELINQUENT TAXES	3,591.15	0.00	3,591.15
6360	INFORMATION TECHNOLOGY	15,933.34	0.00	15,933.34
6410	WATER & SEWER REVOLVING	0.00	0.00	0.00
6450	DUPLICATING	22.61	0.00	22.61
6550	TELECOMMUNICATIONS	1,936.54	0.00	1,936.54
6641	EQUIPMENT POOL	535,883.66	0.00	535,883.66
6770	PROTECTED SELF-FUNDED INSURANCE	500.00	0.00	500.00
6771	PROTECTED SELF-FUNDED HEALTH INS.	664,557.88	0.00	664,557.88
6772	PROTECTED SELF-FUNDED UNEMPL INS.	0.00	0.00	0.00
6775	LONG-TERM DISABILITY INSURANCE	8,813.14	0.00	8,813.14
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	328,781.19	(60.00)	328,721.19
7040	IMPREST PAYROLL	41,127.25	0.00	41,127.25
7210	LIBRARY PENAL FINE	0.00	0.00	0.00
7300	EMPLOYEE SICK PAY BANK	0.00	0.00	0.00
7360	OPEB TRUST	40,105.72	0.00	40,105.72
		<u>\$3,452,446.63</u>	<u>(\$1,415.76)</u>	<u>\$3,451,030.87</u>

Action Request



Committee: Board of Commissioners

Meeting Date: 5/8/2012

Requesting Department: Parks and Recreation

Submitted By: Misty Cunningham

Agenda Item: Ottawa County Parks and Recreation 2011 Annual Report

SUGGESTED MOTION:

To receive for information the Ottawa County Parks and Recreation 2011 Annual Report.

SUMMARY OF REQUEST:

In accordance with 2012 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: 3: Review existing and implement new strategies to maximize communication with citizens. & 5: Evaluate communication with other key stakeholders.

ADMINISTRATION RECOMMENDATION: Recommended Not Recommended Without Recommendation

County Administrator:

Committee/Governing/Advisory Board Approval Date:

2011

Annual Report



Ottawa County Parks & Recreation Commission

2011 COMMISSION MEMBERS

Ted Bosgraaf, President

Bobbi Jones Sabine, Vice President

Philip D. Kuyers, Secretary

Paul Geerlings

James Holtvluwer

Roger Jonas

Jim Miedema

Ray Statema

David Vander Kooi

David Van Ginhoven

PARKS COMMISSION MISSION STATEMENT

The Ottawa County Parks and Recreation Commission enhances quality of life for residents and visitors, by preserving parks and open spaces and providing natural resource-based recreation and education opportunities.

2012 COMMISSION MEMBERS

Bobbi Jones Sabine, President

Paul Geerlings

Ray Statema

David Van Ginhoven, Vice President

James Holtvluwer

David Vander Kooi

Philip D. Kuyers, Secretary

Roger Jonas

Tom Werkman

Jim Miedema

County of Ottawa



The activities and programs of the Parks and Recreation Department are brought to you by the members of the Ottawa County Board of Commissioners.

Philip D. Kuyers, Chairman

Donald G. Disselkoen

Roger G. Rycenga

James C. Holtrop, Vice Chairman

James Holtvluwer

Dennis W. Swartout

Joseph S. Baumann

Robert Karsten

Stu P. Visser

Greg J. DeJong

Jane M. Ruiter

EXECUTIVE SUMMARY

2011 ANNUAL REPORT Ottawa County Parks and Recreation Commission

2011 was a year of progress for the Ottawa County Parks and Recreation Commission as it continued to expand and improve the county's system of parks and open spaces in the fourth budget year of its 10-year millage program as renewed by voters in 2006. At the end of 2011, the Ottawa County Parks and Open Space system included 26 County Parks and 13 Open Space lands totaling 6,343 acres.

Park maintenance and operations staff continued to meet the challenge to provide high standards in the growing park system. Park use increased throughout the park system, with particularly high winter use at Pigeon Creek Park. Trail use continues to expand at the 70-plus miles of multi-use trails found in the park system. Expanding land stewardship responsibilities provide challenges with growing invasive species threats and new habitat restoration commitments. A new focus on expansion of the Ottawa County Parks volunteer program will provide manpower to assist with these labor intensive activities.

The Parks Commission's interpretive programs' popularity continued in 2011 with 103 programs offered, including general nature walks, birding trips, butterfly-watching workshops, cross-country ski clinics, and many others. The base of operations for interpretive programs and staff is the Ottawa County Parks Nature Education Center at Hemlock Crossing. This new facility, which had its first full season of operation in 2011, also serves as a visitor center for the entire county park system.

The Parks Commission continued its focus in 2011 on the establishment of greenways along key river corridors and the Lake Michigan coast with the acquisition of 294 acres of additional park and open space land. Key land acquisitions included a spectacular 100-acre riverfront property which forms the core of the Grand River Ravines site in Georgetown Township and a 122-acre addition to Grand River Open Space in Tallmadge Township. Both acquisitions were made possible by state or federal grants, demonstrating the Parks Commission's commitment to leveraging park millage funds to accomplish its goals.

Two major park improvement projects were in the spotlight in 2011. The Holland Harbor Fishing Access Project was completed and dedicated as part of the Historic Ottawa Beach Parks. The improvements provide both fishing and walking access to a scenic stretch of shoreline where Lake Macatawa meets Lake Michigan. Improvements to Eastmanville Bayou Open Space were completed and opened to the public in the fall. Key features include a small boat launch on the bayou plus a universally accessible canoe and kayak launch on the Grand River. The groundbreaking also occurred for another major project, park improvements at Connor Bayou, with a dedication anticipated in August of 2012.

2011 ANNUAL REPORT
Ottawa County Parks and Recreation Commission

INTRODUCTION

The 2011 Annual Report of the Ottawa County Parks and Recreation Commission was developed to provide a brief summary of Commission activities for the 2011 calendar year to the Ottawa County Board of Commissioners as called for in the Board Rules. Additional information regarding all aspects of Parks Commission activities is available by contacting the County Parks Office.

ORGANIZATIONAL SUMMARY

The Ottawa County Parks and Recreation Commission oversees acquisition, development, operation and maintenance of twenty-six (26) County Parks, several undeveloped park properties and 13 Open Space lands totaling 6,343 acres (see Attachment A for a listing of all lands administered by the Parks Commission as of December 31, 2011). In addition, the Commission oversees management of the Musketawa Trail under an agreement with the Michigan Department of Natural Resources. The Commission's staff during 2011 consisted of sixteen full-time positions including the Parks and Recreation Director, Park Operations Superintendent, Parks Manager, six Park Supervisors, one Park Maintenance Worker, Coordinator of Park Planning and Development, Park Planner, Coordinator of Interpretive and Information Services, Naturalist/Information Specialist, Administrative Secretary and the Parks Secretary. The Parks Commission employs approximately 80 seasonal and part-time staff including Park Attendants, Grounds Attendants, an intern and part-time Gatekeepers for eleven of the parks.

MAINTENANCE AND OPERATIONS

The Parks Commission recognizes that to successfully grow the park system it is as important to maintain a commitment to high quality maintenance and operations at existing facilities as it is to develop new facilities. In 2011 there were new facilities with the addition of the Holland Harbor Fishing Access at Historic Ottawa Beach Parks and improvements to Eastmanville Bayou Open Space in Allendale. It was important to provide a special focus on these new facilities as they became established, but equally important was the thought and effort that was put into identifying maintenance needs at existing facilities. As part of these efforts, initial steps were taken to improve cost-accounting methods to help guide maintenance decision-making.

Park Use Trends

In January and February, skiing and sledding at Pigeon Creek Park was once again very popular. The summer at the lakeshore was also busy and both seasonal operations ran smoothly. In all seasons it was noted that use of trails in general increased and parks such as the Rosy Mound Natural Area, Hemlock Crossing and Mt. Pisgah at Historic Ottawa Beach Parks were very popular and well used.

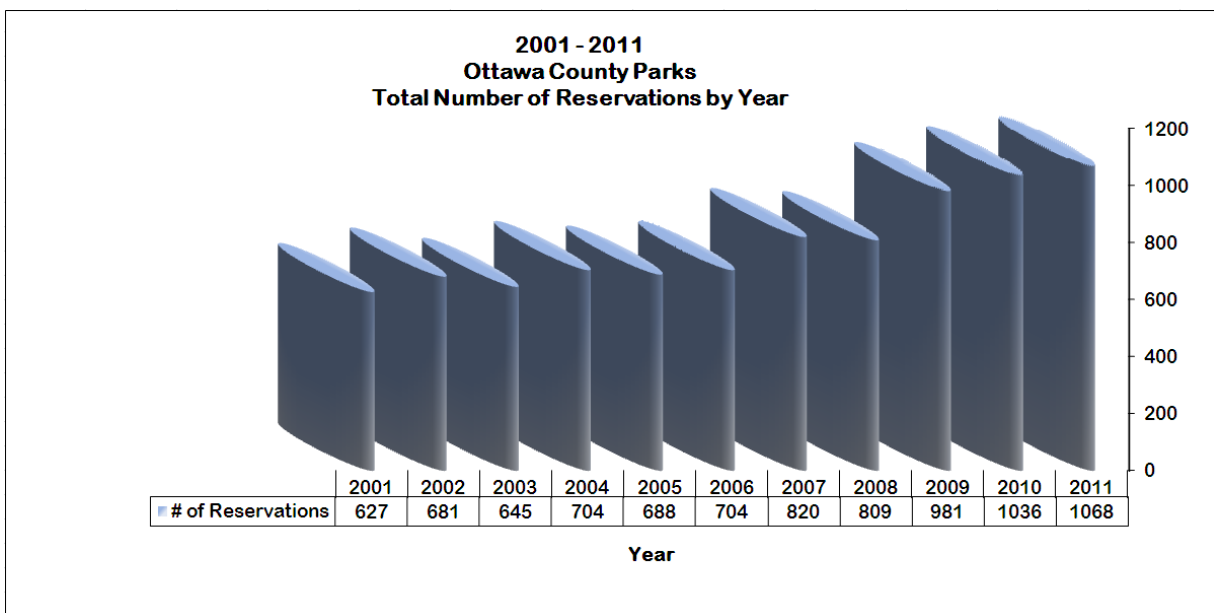
Park use has traditionally varied greatly with the weather, especially in the winter at Pigeon Creek Park and in the summer at the Lake Michigan beach parks. In 2011 the weather was generally favorable for outdoor activities, however it was not as compelling as 2010. Factoring in the impact of weather on park attendance, field staff felt that overall park and facility use increased in 2011 over past years.

Revenues

Pigeon Lodge ski/concession operations produced close to \$50,000 in revenues during busy winter weekends in January and February. This is second only to \$55,000 collected in 2010 and a big jump over all previous years. This would appear to reflect the established popularity of this park for skiing and sledding as well as the growing popularity of snowshoeing.

Motor vehicle fees are collected Memorial Day through Labor Day at four Lake Michigan parks, and also at Riverside Park for use of the boat launch. The total of \$262,000 for 2011 was less than the \$299,000 collected in 2010, but was the second highest total since fee collections began in 1989. It was anticipated in 2011 that Michigan’s new Recreational Passport fee program might make Holland State Park and Grand Haven State Park more popular and cut into County Park use. However, there was no evidence of that occurring.

Reservation fees were collected from 1068 reservations in 2011 which generated \$82,775 and served more than 73,000 people at the 20 reservation sites. The number of reservations continues to increase each year and has almost doubled in the last 10 years.



Field Staff Efforts in 2011

In 2011, field staff continued to meet the demands of an expanding work load resulting from growth of the park system. Facilities added in 2011 required special effort and attention as they became established, while facilities added in recent years and long-existing facilities required routine maintenance and general repairs. The complexity of the park operations system increases as new facilities are added. Duties are assigned to various field staff who are based at three operational centers spread around the county.

As part of our strategy to ensure that maintenance of existing sites does not fall below the desired quality level, special effort was put into comprehensive field inspections in the fall of 2011 by all Park Supervisors using a comprehensive format and considering a five-year time period. A series of meetings involving all field staff was held to identify tasks and help set task priorities for 2012 and subsequent years. In related efforts to help plan and establish strategies for the most cost-effective maintenance of the parks, operational staff worked with administrative staff to improve cost-accounting procedures with a goal to produce the best information possible for management decision-making.

Natural Resource Stewardship

In 2011 the full-time position of Natural Resources Management Supervisor was added to staff. This is a very important position in the department with a dual role of taking the lead for the Parks Commission's focus on natural resource stewardship, as well as managing a formal volunteer program (which is often related to stewardship tasks). With this position, the Ottawa County Parks and Recreation Commission is seeking to take an active and possibly a leadership role in networking with other stewardship and natural resources organizations in West Michigan.

Alternative Labor

Approximately 4,500 hours of volunteer service were used in 2011 for the maintenance and operations of parks and open spaces. This was up slightly from 4,000 hours in 2010. Volunteers participated in many ways including removal of invasive plants, completing projects during the United Way Day of Caring, completing Eagle Scout projects, performing playground inspections and other tasks.

Also in 2011, a significant effort was made to create a formal volunteer development plan to establish the best way to recruit, manage, recognize and retain high-quality volunteers. The written plan was approved by the Parks Commission in late 2011 and will be implemented in 2012. The goal is to expand the number of volunteer participation hours from the current total of 4,500 in 2011 to 10,000 or more by 2017.

EDUCATIONAL PROGRAMS AND ACTIVITIES

Public Interpretive Programs

The Ottawa County Parks Nature Education Center offered 103 public interpretive programs throughout the parks system in 2011. A total of 1,044 people attended these programs. These are programs that are listed in the park newsletter.

Following is a summary of 2011 public interpretive programs.

WINTER (December, January and February)

- How to Know Your Holiday Trees (1 program)
- Fireside Story Hour (1 program)
- Winter Family Fun (1 program)
- Animal Signs (1 program)
- A Close-Up Look at Winter Trees (1 program)
- Sleepy Snakes and Tired Turtles (1 program)
- Snowflakes: Micro Gems of Nature (1 program)
- Who is Watching You? (1 program)
- What Skull is That? (1 program)
- Galls: A Unique Relationship (1 program)
- Winter Birding Field Trips (1 trip)
- An Introduction to Birding (1 program with 2 sessions)
- Snowshoe Clinic (1 program)
- Cross Country Ski and Waxing Workshop (1 program)



SPRING (March, April and May)

- Signs of Spring Nature Walk Series (12 walks)
- Spring Bird Walks (6 walks)
- Spring Wildflower Walks (5 walks)
- Big Day Birding Trip (1 trip)
- Pigeon River Kayak Trips (5 trips)
- D.J. Angus Trips (2 trips)
- Creating a Natural Photo Story (1 program with 2 sessions)

SUMMER (June, July and August)

- Summer Interpretive Programs in the Parks Series (13 programs)
- Beach Zone (3 days)
- Ticks and Lyme Disease (1 program)
- The Secret Lives of Honey Bees (1 program)
- What's New in Hiking and Camping (1 program)
- Shorebird Field Trip (1 trip)
- Butterfly Counts (1 count)
- D.J. Angus Trips (2 trips)
- Programs Just For Kids (4 programs)
- Kids Nature Days (2 all-day programs)
- Pigeon River Kayak Trips (3 trips)



FALL (September, October and November)

- Fall Fungus Field Trip (1 trip)
- Fall Interpretive Programs in the Parks Series (8 walks)
- Beyond Bass-Amazing Fishes of Ottawa County (1 program with 2 sessions)
- Thursday Morning Bird Walks (3 walks)
- Agates Inside and Out (1 program)
- Children's Puppet Show (1 program)
- Birding the Pier Field Trip (1 trip)
- Raptor Watch at Mt. Pisgah (1 trip)
- Pigeon River Kayak Trips (5 trips)
- Fall Astronomy Programs and Sky Viewing (3 programs)



Nature Education Center

This is the first full operating year for the Ottawa County Parks Nature Education Center at Hemlock Crossing County Park. The center also serves as the information center for the entire Ottawa County parks system. The Coordinator of Interpretive and Information Services and the Parks Naturalist work out of the center. Other staff includes 8 part-time Naturalist Guides, one Summer College Intern and one part-time Custodian. The College Intern for 2011 was Julie Batty, a graduate student at GVSU.

In addition to the many public programs and school programs offered through the center, other responsibilities at the center are many fold and include general cleaning and maintenance, greeting visitors, creating and maintaining exhibits, rule enforcement, setting up and taking down tables/chairs for groups, and much more.



All of the Naturalist Guides have gone through a number of trainings on nature interpretation, working with different age groups, and content. The Naturalist Guides lead many of the school groups that visit the center and their wages are covered directly by the program fees. Five of the Naturalist Guides are also trained to work at the front desk to greet visitors, answer questions, and supervise the gift shop. These guides work on weekdays and weekends on a rotating basis. The two full-time naturalists work every other weekend year-round.

The Center is a LEED- certified building (gold level) and is designed to be energy efficient. The geothermal system, that provides both heating and air conditioning, did not function properly during 2011. Park staff is working with the project engineers and others to try and determine how to resolve the problems and get the system functioning properly.



2011 Nature Education Center Attendance

Walk-In Visitors	7,979	Does not include those attending programs
Public Programs	1,977	See list of public programs above
School and other Youth Groups	2,596	Total of 55 groups
Other Groups	998	Misc. adult and family programs
Total Attendance	13,550	

2011 Nature Education Center*

Revenue Source	Amount
Gifts Shop sales	\$ 9,185.27
Concessions	\$ 31.82
Parks Permits	\$ 553.00
Public Programs	\$ 5,212.00
School Programs	\$ 7,559.90
Reservations	\$ 480.00
Total Revenue	\$23,021.99



* Total revenue not including expenses

OTHER NATURE EDUCATION CENTER PROJECTS AND INFORMATION

ION Grant

The Nature Education staff applied for and received an Including Our Neighbors Fund grant through the Michigan Disability Rights Coalition. The \$15,835 (includes match) grant project was used to develop a program using animal skulls that will be offered to schools and the general public in 2012. The majority of the \$4,345 county match was through in-kind services.

Parks Note Cards

The Public Relations Committee approved a proposal by well known artist Amelia Hansen to create six original watercolor note cards of well-known scenes throughout the parks system in 2010. The cards were nearly completed at the end of 2011. The cards will be sold at the Nature Education Center gift shop, and the images may be used in other parks public relations materials.

Astronomy Programs

The Nature Education Center formed a partnership with the Shoreline Amateur Astronomical Association to provide astronomy programs and sky viewings year-round at Hemlock Crossing County Park. The programs began in summer 2011 and are very popular.

Nature Detectives Day Camp

Wetland Watch, a Spring Lake non-profit group, has been offering a program called Wetland Detectives for a number of years at one of the Spring Lake public schools. In 2011, the program was headquartered at the Nature Education Center. The 2011 camp was offered to 15 middle

school students and was called Nature Detectives. The program was held Tuesday through Thursday over a two-week period and was conducted by NEC staff and area resources people. The 6 days included a field trip on the D.J. Angus research vessel out of Grand Haven, a day at Rosy Mound, a kayak trip on the Pigeon River, and more. Wetland Watch has secured funding to offer the program again in 2012.



Friends of Ottawa County Parks Project Fund

The Friends group donated \$1,275 to the Nature Education Center to purchase snowshoes that the center will use in programs and also as rentals throughout the winter.

PARKS INFORMATION AND PUBLIC RELATIONS

Newsletter

Outdoors Ottawa County is the quarterly newsletter of the Ottawa County Parks & Recreation Commission. By the end of 2011, the newsletter was being mailed to over 5,000 households as well as being distributed to libraries and other locations. Another 1,500 individuals had signed up to view the newsletter online via an email notice sent by parks staff. The newsletter provides current information on park projects and includes the seasonal schedule of interpretive program and Friends of Ottawa County Parks events. The goal is to encourage more people to select the email option to save on future printing costs. Printing was increased to 8,000 copies per issue in the summer of 2011, primarily due to the need for more newsletters by Friends of Ottawa County Parks to distribute at their events. A group of volunteers assists in preparing the newsletters for mailing.

Parks Brochure

The Ottawa County parks brochure was updated with a new design. The brochure is the main public relations piece for parks and provides a map and information on all parks and open space lands in the county park system. The brochure also has general information on Ottawa County Parks. A total of 40,000 brochures were printed which will last several years.

NaturE-mail

NaturE-mail is an email list that was started a number of years ago by the parks naturalist. The original NaturE-mail list was primarily nature enthusiasts who were alerted to ongoing natural phenomena that were hard to predict in advance (like a rare bird sighting or the peak of spring wildflower blooming). In June 2011, the purpose of the list was changed to a weekly email listing upcoming programs. The NaturE-mail list now stands at over 1,400 people.

Web Site

The web site continues to be a good source for up-to-date information on parks, park projects, programs and more.

Social Networking

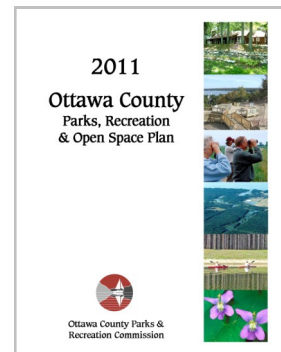
Parks Naturalist Kristen Hintz developed a Facebook page for the parks web site in accordance with the Ottawa County Social Media Policy. At the end of 2011, the site had nearly 500 “friends.”

PARK PLANNING

Planning efforts to efficiently develop and manage existing park and open space properties were initiated at several sites, including the following:

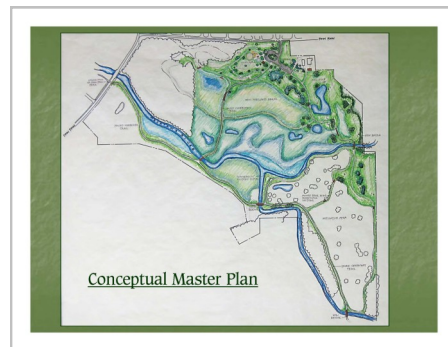
2011 Parks, Recreation and Open Space Plan

This comprehensive plan document is updated every five years and serves as the primary guide for park planning, acquisition, and development in the near future. The newest plan was finalized, adopted by the Parks Commission, and approved by the Recreation Division of the Department of Natural Resources in early 2011. This approval makes Ottawa County Parks eligible for certain state grants such as the Michigan Natural Resources Trust Fund.



Holland Country Club Planning

Conceptual master planning work was completed for this 122-acre site located primarily in the City of Holland. The planning process included detailed site analysis, public input meetings, and preparation of a detailed site plan specifying proposed restoration areas and locations of visitor amenities including parking, trails, play area, picnicking and a disc golf course. The Parks Commission intends to implement first phase park improvements in 2012.



Ottawa Beach Pumphouse Architectural Study

Ottawa County Parks partnered with the Historic Ottawa Beach Society to engage an architectural firm to undertake a review of this historic building to assess the structural challenges associated with restoration. Conceptual plans were completed which illustrated the improvements necessary to utilize the building as a historical museum and also make the surrounding site suitable for public use. This work included a detailed



cost estimate and renderings of the proposed facility. Ottawa County Parks made a commitment to fund a portion of the improvements and lease the building to the Historic Ottawa Beach Society (HOBS). The planning work and lease commitment allows HOBS to begin fundraising efforts to pay for the bulk of the building improvements and other work needed to establish the museum.

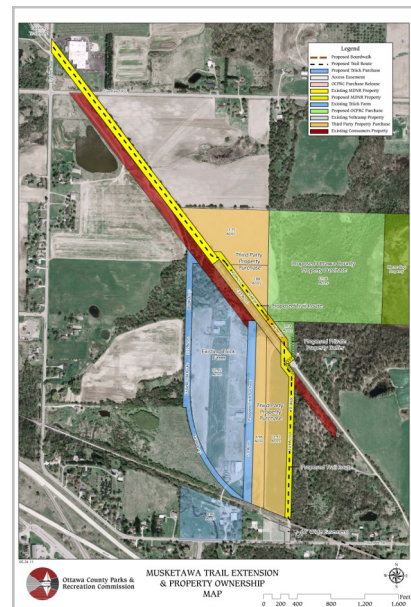


Macatawa Shoreline/Parkside Marina Study

The Parks Commission hired a firm specializing in marina design and development to conduct a feasibility study for the waterfront area which includes the Parkside Marina at the Historic Ottawa Beach Parks. The work included a market feasibility study, marina master plan including a public walkway, and operational options. The plan was received by the Parks Commission with vocal opposition from the current marina operator and patrons. The Parks Commission is still assessing its next step with an expressed goal to maximize the public benefit of this key waterfront property which is currently under lease to the private operator.

Musketawa Trail Extension

Extensive efforts were expended to coordinate, negotiate, plan, and permit an alternate trail route for the easterly extension of the Musketawa Trail to minimize the impact on an adjacent farmer. This effort included extensive coordination with many parties including the Ottawa County Planning and Performance Improvement Department, the County Board of Commissioners, various state agencies, Kent County, and design consultants. The end result was the successful design of an alternate trail route and purchase of the necessary property.



Eastmanville Farm Memory Grove

Detailed designs were developed for an interpretive plaza to be located in a grove of mature trees near the park entrance. The plaza will feature displays highlighting the history of this site as the county’s poor farm, including more detailed information about some of the interesting people who lived there. Much volunteer effort has supported this project.

Waterfront Walkway at Historic Ottawa Beach

A grant was submitted to and approved by the Michigan Natural Resources Trust Fund for funding assistance with the final segment of waterfront walkway along Lake Macatawa at Historic Ottawa Beach.



LAND ACQUISITION

The Parks Commission continued its progress in expanding its land base to meet future park and open space needs in Ottawa County with the purchase of 294 acres of land in 2011. This includes the following properties:

Marne Bog Acquisition and Extension of the Musketawa Trail

Working in cooperation with the County's Planning and Performance Improvement Department and the Board of Commissioners, Ottawa County Parks acquired a 43-acre property in Wright Township to accomplish two objectives: 1) add land and provide access to the Marne Bog Natural Area, a special natural community which had been targeted for purchase for many years, and 2) provide an alternate route for the Musketawa Trail Extension around the Triick Farm, a feedlot operation that may have been negatively impacted by the planned route for the State trail. The trail extension will connect the existing Musketawa Trail, a 26-mile recreational trail in Muskegon and Ottawa Counties, to regional trails in Kent County.

Grand River Ravines

Ottawa County Parks acquired two properties in Georgetown Township totaling 119 acres with 2,640 feet on the Grand River. One of the properties, a 100-acre site with one home on a high bluff overlooking the river, had been an acquisition target for over a decade. The property includes deep wooded ravines that ranked among the County's highest-quality natural lands in a 1988 survey by the Michigan Natural Features Inventory. Total cost of the property was \$1,688,750 and a Michigan Natural Resources Trust Fund Grant contributed nearly \$600,000 toward the purchase. An adjacent 19-acre parcel, also with riverfront and ravines, was acquired later in the year for \$186,000. A private donor contributed \$80,000 toward the purchase of this parcel which will be called the John J. Helstrom Natural Area. The adjacent 68-acre Fillmore at the Bend Open Space properties will be combined with the newly acquired 119 acres to form a new 187-acre county park called Grand River Ravines. Preliminary plans call for hiking trails as well as a paved pathway for biking, roller-blading and other non-motorized uses. Fishing access and docks are proposed along the waterfront, as is a canoe/kayak landing. An existing structure will be used as a multi-purpose building for interpretive programs and group rentals including meetings and retreats.



Grand River Open Space Expanded

A 122-acre property in Tallmadge Township was acquired to expand its Grand River Open Space property within the Grand River Greenway. The purchase price of \$475,000 is offset by \$220,000 in funding through Ducks Unlimited and the U.S. Fish and Wildlife Service. The property will be combined with the existing 111-acre Grand River Open Space land to form a 233-acre county open space to be managed primarily for habitat preservation. Hiking trails will be provided as will opportunities for hunting, fishing and wildlife viewing. This was also a key acquisition in protecting the scenic viewshed from Grand River Ravines.

Donation Expands Pigeon River Open Space

The L.W. Timmer family made its third land donation in the past six years to expand the Pigeon River Open Space property to 40 acres. This undeveloped property located east of the highway has 2,354 feet of Pigeon River frontage and preserves an important habitat corridor for wildlife.

PARK DEVELOPMENT AND IMPROVEMENTS

Many significant park improvement projects were undertaken in 2011 as summarized below:

Holland Harbor Fishing Access Project

Construction was completed on this \$600,000 project to provide new access to the shore of Lake Macatawa adjacent to the Holland channel into Lake Michigan and the Holland State Park beach. The project, funded in part by a \$500,000 grant from the Great Lakes Fishery Trust, includes a small parking area, seating and interpretative displays with historical and marine themes, and extensive boardwalks and docks to provide barrier-free access along the shoreline and out into the lake. Special emphasis was placed on designing facilities that will benefit fishermen in reaching desirable angling locations as well as providing circulation for the general public.



Eastmanville Bayou Improvements

Construction was completed for site access improvements at this highly visible site adjacent to the 68th Street bridge over the Grand River. Improvements include new paved parking, a small boat launch on the inland Eastmanville Bayou, a pedestrian underpass of 68th Street to provide safe access to trails on the eastern half of the site, rustic toilets, a shelter, and picnic tables. A unique barrier-free canoe/kayak launch on the Grand River was also installed and has been very well received by kayak enthusiasts.



Ottawa Beach (Park 12) Walkway Repairs

As part of a scheduled sequence of public walkway improvements, another significant section of badly deteriorated concrete walkway was removed and replaced. This was the fourth phase of walkway improvements completed to date. An additional walkway improvement project is scheduled for 2012.



Fred Meijer Kenowa Trail at Spring Grove

Working with Zeeland and Jamestown Townships, Ottawa County Parks assisted this project with \$200,000 in funding and design assistance for portions of the trail that run adjacent to Spring Grove Park and the Upper Macatawa Natural Area (UMNA). The Meijer Kenowa Trail is an important regional trail that will eventually connect Holland via the Macatawa Greenway through the UMNA to the Kent Trails non-motorized pathway system in Kent County.



Upper Macatawa Natural Area Restoration

Wetland restoration work was completed on an additional 20-acre area north of Byron Road. The work included new shallow-water wetland areas and buffer plantings adjacent to the neighboring subdivision. The project was funded with assistance from the Natural Resource Conservation Service through the United States Department of Agriculture.

Musketawa Trail Extension

Construction of the alternate trail route began, including trail clearing, trail base installation, and screening for the adjacent land owner. The construction project, the bulk of which is located in Kent County, is directly overseen by the Kent County Road Commission on behalf of Kent County Parks.



Macatawa Open Space (Holland Country Club) Restoration

Ottawa County Parks was awarded a \$646,800 grant from the EPA through its Great Lakes Restoration Initiative grant program to restore wetlands and improve water quality. The project involves working with partners to implement best management practices identified in the Macatawa Watershed Implementation Plan including 32 acres of wetland restoration plus streambank stabilization in the lower riverfront portions of the site. Earthwork began in the fall of 2011 to excavate new wetland areas and prepare them for additional restoration and native seeding. Excavated soils were strategically placed to complement future recreation facilities to be constructed in 2012.

Pine Bend Parking Area Improvements

The existing gravel parking area serving Pine Bend Park and the Weaver house was paved in response to growing needs for a clean, stable parking surface for more formal events. Drainage was also improved to reduce or eliminate seasonal flooding of a portion of the existing parking area.



Connor Bayou

Construction began on a \$535,000 project to add visitor amenities to this beautiful but undeveloped site, and to implement portions of the park master plan adopted in 2010. Site improvements will include a new entrance with park sign, widening the gravel entry drive, paved parking near the waterfront, hiking and ski trails, overlook decks, kayak landing, fishing dock and picnic areas. The log structure on the site will be improved to facilitate group use, including the addition of a large deck overlooking the river. Park improvements will be completed by mid-summer of 2012.

2012 PARKS COMMISSION GOALS

Integrate New Operational Commitments While Continuing High Quality Park Operations –

The Parks Commission will strive to continue balancing operational capability with growth of the park system. A major focus will be to expand the Commission's ability to utilize volunteers in controlling invasive species and other land management tasks.

Fiscal Responsibility – Continue emphasis on reducing costs, exploring new revenue sources and operating in the most cost-effective manner possible in response to declining property tax revenues. Cost-accounting work will continue to better identify the cost of individual parks, and programs and facilities to allow for improved decision-making both short-term and long-range.

Diversified Funding Strategy – Continue the focus on maintaining a diversified long-range funding strategy for the county park system as identified in the *2011 Parks Plan*, with continued focus on expanding donations from the private sector and identifying new sources of public grant support.

Long Range Parks Plan – Following completion and adoption of the updated long-range plan in 2011, staff and the Commission will seek to implement the various strategies identified in the plan in 2012.

Public Relations – Recognizing the importance of good public relations and the rapidly evolving changes in the media, the Parks Commission will seek an outside consultant to audit its current public relations efforts and work with the Commission to develop a strategic public relations plan to promote awareness of the county park system with county residents and visitors.

Grand River Greenway – The Parks Commission will push forward with the development of a more detailed greenway master plan and work to build public and local government support for the greenway initiative. The Commission will continue efforts to expand public access to recently acquired greenway properties, including trails at Bur Oak Landing and other open space properties, in addition to larger scale improvements planned for Connor Bayou. A goal is to begin a master plan for the Grand River Ravines property. Efforts will continue to enhance the recently developed Grand River Heritage Water Trail. Efforts will continue to monitor and acquire target properties in the river corridor, seeking grant support as needed. Finally, the Parks Commission will partner with the Grand River Greenway Parks Celebration 2012 Committee, a citizen group which has come together to take the lead in planning a year-long celebration of parks along the Grand River, including a focus on both natural and cultural history.

Pigeon River Greenway – Continue to monitor the availability of key lands in the river corridor for potential acquisition, and promote use of existing parks.

Macatawa River Greenway – Implement the master plan for the recently acquired Holland Country Club property, including the large EPA-funded restoration project and first phase park improvements. Continue work with greenway partners to expand and improve the greenway system.

Lake Michigan Coastal Greenway – Complete the Olive Shores park improvement project and open this new Lake Michigan park to public use in early 2012.

Interpretive Programs and Nature Education Center – Continue to improve operations and programming at the Nature Education Center, and continue to expand programs for

school and other youth groups. Continue soliciting donations for the Nature Education Center Endowment Fund.

Friends Group – Continue close coordination and collaboration with Friends Group, which serves as a support group for Ottawa County Parks.

Historic Ottawa Beach Parks (Park 12) – Begin planning and engineering to construct the final segment of the waterfront walkway at the Historic Ottawa Beach Parks. Assistance with the \$600,000 project will be provided by a \$300,000 grant from the Michigan Natural Resources Trust Fund. Continue working with the Historic Ottawa Beach Society toward the goal of establishing a museum in the historic pumphouse. Continue to evaluate alternatives for improving public access to and benefits from the waterfront properties at this site including leased marina property.

Stewardship Activities – Continue efforts to provide a high level of land stewardship through control of invasive species, development of land management and stewardship plans, and restoration of degraded sites. Focus on habitat restoration at the Macatawa Greenspace property. Evaluate the need to cooperatively manage deer populations in and around various park sites to protect native vegetation and the ecological health of the park properties.

Bend Area Site – Continue to work with the mining companies and other landowners to implement the Bend Area Master Plan, with a long-range goal of expanding opportunities for swimming and other water-based activities in eastern Ottawa County.

Eastmanville Farm – Continue work to improve public access for equestrians and hikers, and expand historic interpretation with the development of the Memory Grove as identified in the site master plan. Continue efforts to collaborate with the agricultural community to develop a farm park at Eastmanville Farm.

Accessibility – Continue to make modifications to parks and facilities to remove barriers and achieve universal accessibility to the greatest extent possible throughout the park system.

Open Space Lands – Continue efforts to improve public awareness and access to Open Space lands. Construct and mark trails at selected open-space lands to facilitate greater public use.

Ottawa County Parks and Open Spaces				
Acreage and Water Frontage		Water Frontage		
December 31, 2011				
Parks and Open Spaces	Acreage	Lake Michigan Frontage (feet)	River Frontage (Grand River, Pigeon & Macatawa) (feet)	
			Bayou & Inland Lake Frontage (feet)	
<u>Grand River Greenway</u>				
Connor Bayou	142	0	4,563	1,687
Crockery Creek Natural Area	334	0	2,640	0
Jubb Bayou (Open Space)	97	0	4,589	4,026
Riverside Park	95	0	6,737	0
Bur Oak Landing (Open Space)	261	0	7,392	5,267
Eastmanville Farm	229	0	1,365	0
Eastmanville Bayou Open Space	157	0	9,364	8,300
Deer Creek Park	2	0	530	0
Ripps Bayou (Open Space)	172.5	0	7,550	7,992
Kuits Bayou (Open Space)	80	0	6,191	2,650
Grand River Open Space (Open Space)	233	0	6,456	0
Grand River Ravines	187	0	2,640	0
Grand River Park	162	0	2,505	0
Bend Area (Open Space)	258	0	6,931	0
	2,409.5	0	69,453	29,922
<u>Pigeon River Greenway</u>				
Hemlock Crossing/Pine Bend	239	0	7,920	0
Pigeon River Open Space	40	0	2,354	0
Pigeon Creek Park	282	0	3,200	0
Pigeon Creek Forest (Open Space)	130	0	0	0
	691	0	13,474	0
<u>Macatawa River Greenway</u>				
Holland Country Club	122	0	4,815	0
Adams Street Landing	10	0	1,100	0
Hawthorn Pond	40	0	1,792	0
Upper Macatawa Natural Area	612	0	13,100	0
	784	0	20,807	0
<u>Lake Michigan Coastal Greenway</u>				
North Ottawa Dunes	513	0	0	0
North Beach Park	7	745	0	0
Rosy Mound Natural Area	164	3,450	0	0
Kirk Park	68	1,850	0	0
Olive Shores	20.5	738	0	0
Tunnel Park	22.5	950	0	0
Historic Ottawa Beach Parks	58	756	0	2,560
	853	8,489	0	2,560
<u>General Parks, Open Space and Trails</u>				
Musketawa Trail	NA	0	0	0
Conklin Trailhead	0	0	0	0
Mame Trailhead	0	0	0	0
Un-named Site - Wright Township	8	0	0	0
Grose Park	40	0	0	823
Mame Bog	83	0	0	0
Robinson Forest (Open Space)	80	0	0	0
Johnson Street Forest (Open Space)	50	0	0	0
Hiawatha Forest (Open Space)	365	0	0	0
Hager Park	104	0	0	0
Port Sheldon Natural Area (Open Space)	440	0	0	0
VanBuren Street Dunes (Open Space)	120	0	0	0
Spring Grove Park	16	0	0	0
Riley Trails	300	0	0	0
	1,606	0	0	823
	6,343.5	8,489	103,734	33,305
Miles		1.6	19.6	6.3

Action Request



Committee: Board of Commissioners

Meeting Date: 5/8/2012

Requesting Department: Department of Human Services (DHS)

Submitted By: Misty Cunningham

Agenda Item: Ottawa County Department of Human Services (DHS) 2011 Annual Report

SUGGESTED MOTION:

To receive for information the Ottawa County Department of Human Services (DHS) 2011 Annual Report.

SUMMARY OF REQUEST:

In accordance with 2012 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: 3: Review existing and implement new strategies to maximize communication with citizens. & 5: Evaluate communication with other key stakeholders.

ADMINISTRATION RECOMMENDATION: Recommended Not Recommended Without Recommendation

County Administrator:

Committee/Governing/Advisory Board Approval Date:

Ottawa County Department of Human Services



Annual Plan 2011

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Login to MI Bridges

* User ID

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User Login

Forgot your password? Is your account locked? Please enter your User ID and [Click Here](#)

Community Partners Login



If you do not have a user id and password, click on 'Apply For Benefits' or 'View My Case' to create an account.

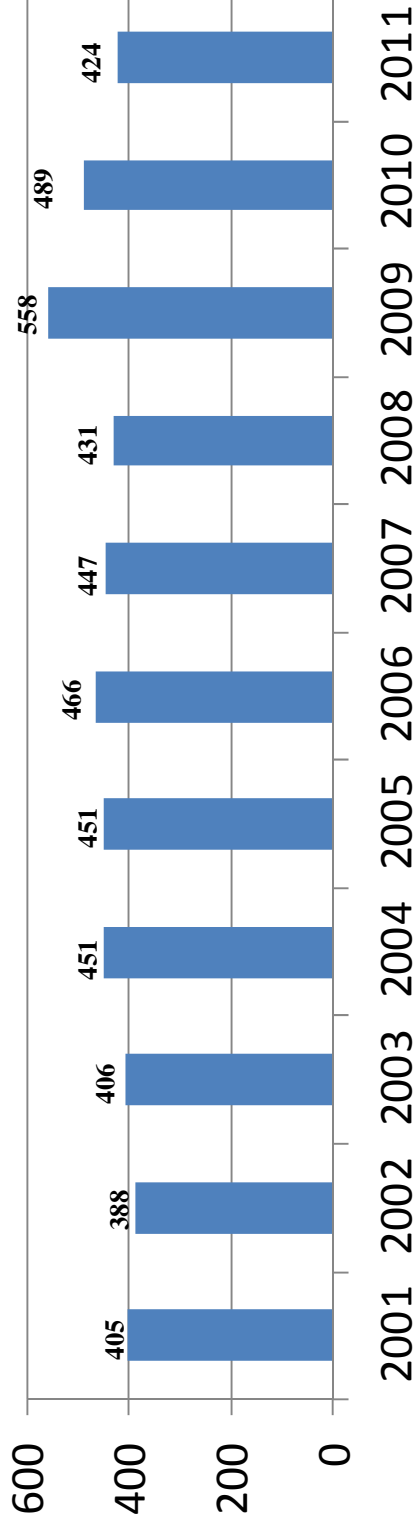
If you have not used a computer very much and would like to practice before you get started, [click here](#).

[Click here](#) to see MIBridges training videos.

Ottawa County DHS provides Cash Assistance

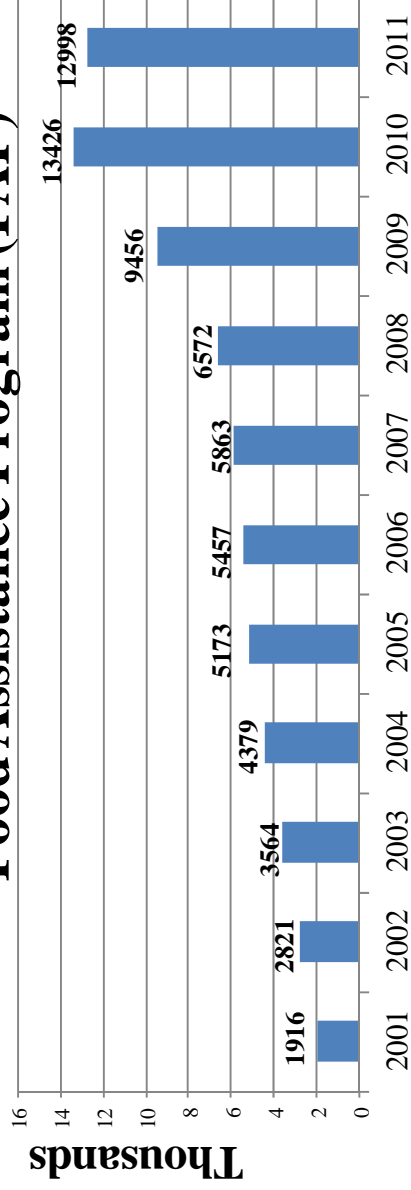
- Family Independence Program (FIP)
 - Food Assistance Program (FAP)
 - Child Development and Care (CDC)
 - State Disability Assistance (SDA)
 - State Emergency Relief (SER)
-

FIP Caseload



- The goal of the Family Independence Program (FIP) is to help families achieve self-support and independence, and to reduce dependence on public assistance. The Family Independence Program provides cash assistance to families with children and pregnant women who meet income and asset requirements. FIP recipients may be assigned to the Jobs, Education, and Training (JET) program for assistance in finding a job or to develop needed job skills.
- In November 2011 DHS implemented the 48/60 month time limit for cash assistance. Ottawa County had 10 families affected by this change. These 10 families included 7 parents with disabled children, 2 parents who were disabled with work limitations and 1 family experiencing Domestic Violence. Ottawa County will not have any more families affected by this change until September 2012. A plan has been put in place to assist families reaching their time limits.
- **The average FIP payment per family in Ottawa County in FY 2011 was \$377 per month.**
- **Ottawa County families received \$1,917,863 in total FIP payments during 2011.**

Food Assistance Program (FAP)



The Food Assistance Program provides financial assistance to increase the food purchasing power of low-income households. Families obtain their benefits through the Bridge Card.

Effective October 1, 2011, a household of 4 with a monthly net income of \$2,223 or less, qualified for benefits. (The maximum monthly FAP benefit for a family of four is \$668 with zero income; the minimum is \$2. FAP benefits decrease as income increases.

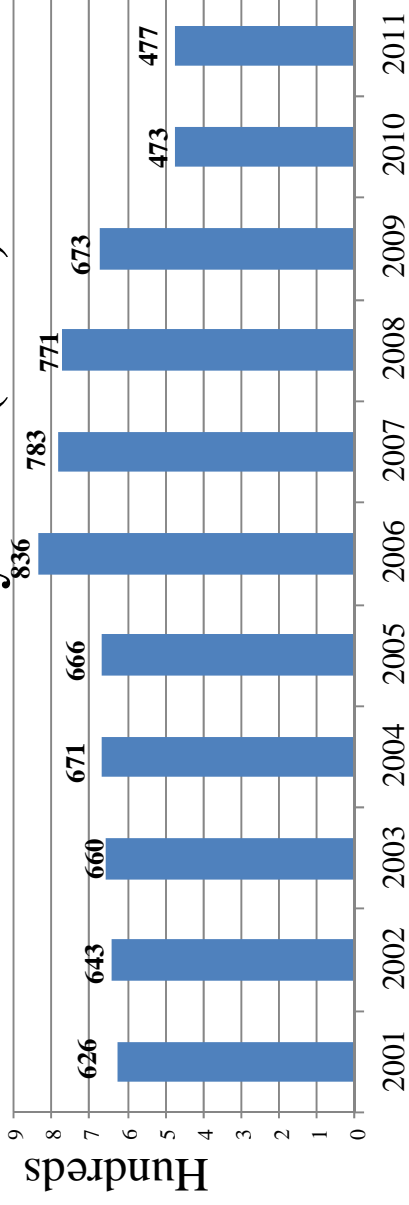
In March 2011, DHS placed new restrictions on a college students ability to receive food assistance. As a result of this change, Ottawa County closed 2,390 food cases in March. Currently, we have 781 college students receiving food assistance. In October 2011, DHS began counting assets for food assistance. In January 2012, a small adjustment was made to exclude one vehicle.

Food assistance cases have been steadily decreasing during the year with a high of 14,432 cases in January to a low of 11,279 cases in December.

In 2011, monthly FAP benefits averaged \$121 per person in Ottawa County. Ottawa County citizens received \$40,243,486 in FAP benefits during 2011.



Child Day Care (CDC)



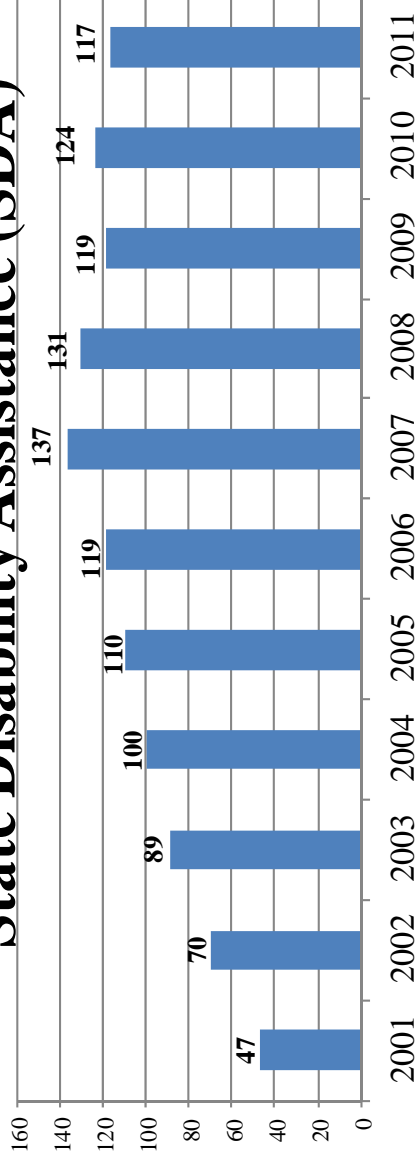
The Child Day Care program provides funding for all or a portion of child day care expenses when the parent, legal guardian, or other caretaker is unavailable to provide child care due to employment, attending high school, GED, or training classes; and/or a health/social condition for which treatment is being received. This program provides payments for children up to age 13. (Note: Children ages 13-18 may receive child care under certain circumstances.)

In June 2011, Governor Snyder transferred the responsibility of the daycare program to the Department of Education. DHS continued to determine eligibility for this program for the remainder of the year but changes are anticipated in the future.



Ottawa County provided CDC payments to an average of 477 families per month during 2011. The average monthly child care payment per family was \$493 per month. The Total Child Day Care payments for FY 2011 in Ottawa County was \$2,765,685.

State Disability Assistance (SDA)



The State Disability Assistance Program is a cash assistance program for disabled individuals without dependent children. To be eligible for this program, the individual must be disabled and unable to work for at least 90 days due to a physical or mental disability, be enrolled in special education classes or be a caretaker for an individual who is disabled for at least 90 days and unable to care for themselves as verified by a medical provider.

A typical SDA grant for an individual with no money is \$269 a month for an individual who applied prior to September 30, 2011. Due to state budget cuts, the monthly grant amount was reduced to \$200 a month beginning in October.

In 2011, Ottawa County DHS averaged 117 recipients a month. Total funds spent on SDA in Ottawa County for 2011 was \$359,268.

State Emergency Relief (SER)

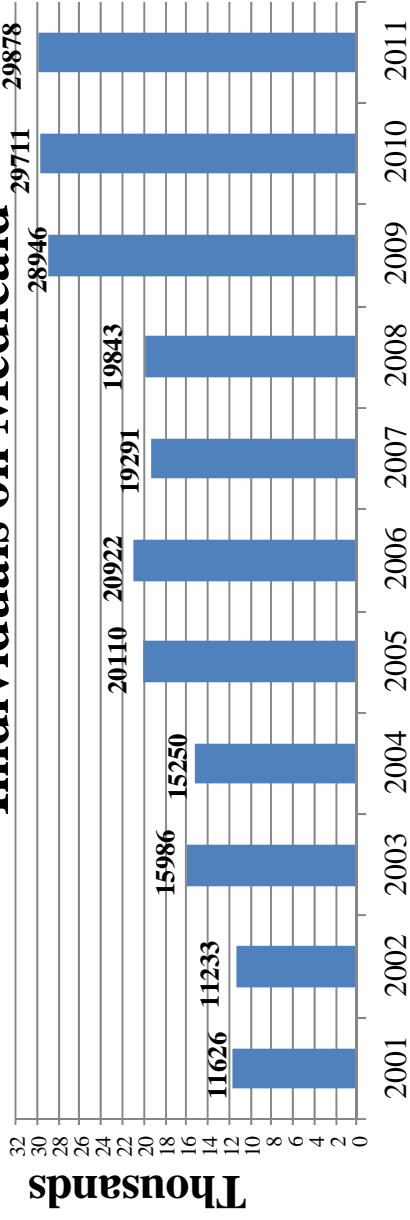
The State Emergency Relief Program provides limited financial assistance to individuals/families facing emergencies that threaten their health or safety. Covered services include rent payments to avoid homelessness, house payments and property-tax payments when foreclosures or tax sales are imminent, home repairs and utility assistance to shut-offs or to restore service. State Emergency relief is funded both by state and federal funds. Expenses for last year include the following:

	2011	2010
➤ Rental Assistance	\$120,537	\$67,988
➤ Home Ownership (mortgage foreclosures, tax sales)	\$16,949	\$14,454
➤ Utilities (water & Sewer Shut-offs) & Deposits	\$16,203	\$ 9,029
➤ Burial Assistance	\$24,299	\$27,481
➤ Heat Assistance	\$561,402	\$518,232
➤ Electric Assistance	\$823,366	\$759,743
➤ Furnace Repair and Replacement	\$67,927	\$37,174
➤ Total SER payments for 2011	\$1,630,683	

Cash into Ottawa County through DHS programs (FY '11)

➤ Family Independence Program (FIP)	\$ 1,917,863
➤ Food Assistance Program (FAP)	\$40,234,486
➤ Child Day Care Program (CDC)	\$ 2,765,685
➤ State Emergency Relief (SER)	\$ 1,630,683
➤ State Disability Assistance (SDA)	\$ 359,268
➤ TOTAL	\$46,907,985

Individuals on Medicaid



Medicaid provides necessary health care services to cash and SSI recipients and other low-income, medically-needy persons who are; under the age of 21; pregnant; disabled; blind; or age 65 and older. Although Medicaid in Michigan is administered by the Michigan Department of Community Health, Medicaid eligibility is determined by DHS according to an individual's or family's income and assets. There are over 30 different Medicaid categories in Michigan to help low-income families and individuals access the medical care they need. Eligible clients receive a MI-Health Card, which verifies Medicaid eligibility for medical providers. This is a federal and state funded program.

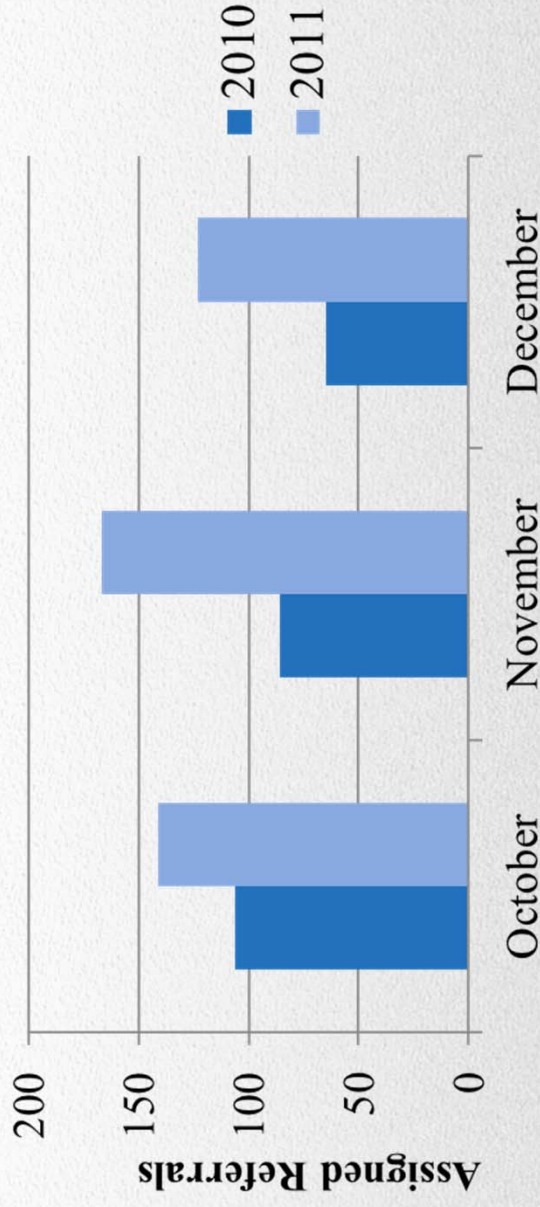
At the end of 2011, Ottawa County had 29,659 individuals active for Medicaid.



Ottawa County DHS provides Individual and Family Services

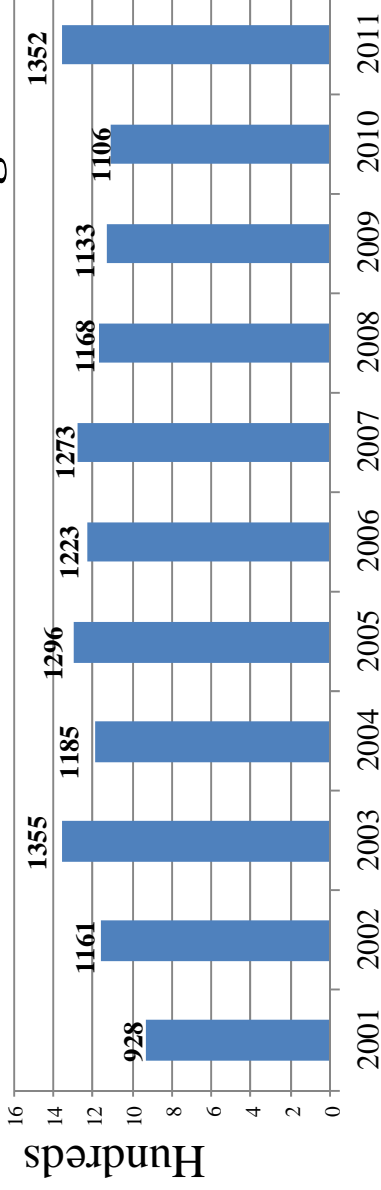
- Protective Services for Children
 - Foster Care & Foster Home Licensing
 - Prevention Services
 - Adult Protective Services
 - Adult Independent Living Services
 - Adult Community Placement Services
-

Centralized Intake



On September 12, 2011, Ottawa County began participating in the Centralized CPS intake process. Over the past several months, Ottawa County has seen a 53% increase in the number of assigned referrals for investigation. Some of this increase is being seen statewide but much of it is related to the standardization of threatened harm to children.

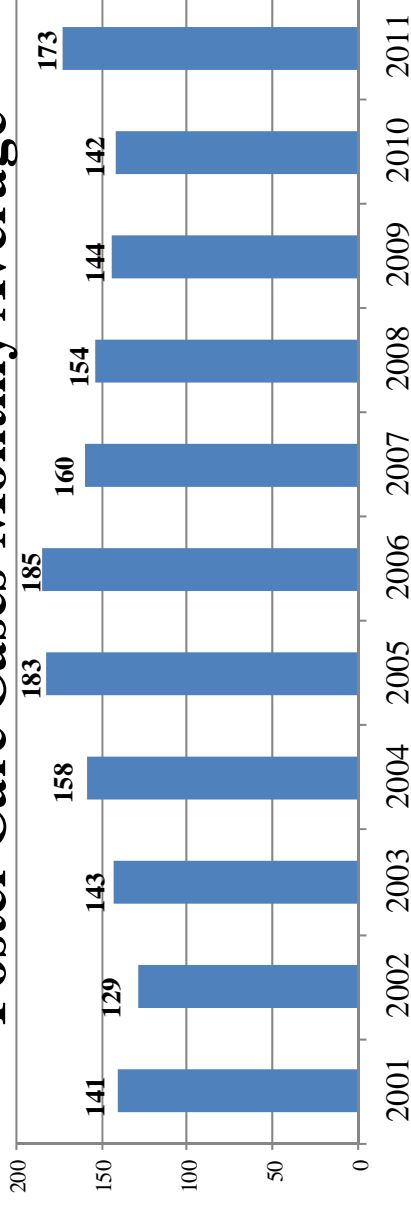
Children's Protective Services Investigations



Children's Protective Services (CPS) investigates or remedies abuse, neglect or exploitation of children under the age of 18 when the alleged perpetrator is a parent, legal guardian or an adult who is responsible for the child's health or welfare. Anyone may make a complaint if abuse or neglect is suspected. DHS has only investigative authority, enforcement authority is with the police and the courts. Services do not apply to the unborn.

In FY 2011, Ottawa County DHS received 2,794 CPS referrals. Of that number, 1,352 (48%) were assigned for abuse/neglect investigations. From the completed investigations, 78 petitions were filed involving 151 children. 103 of these children were removed and placed in out-of-home care, which is a placement percentage of 68%.

Foster Care Cases-Monthly Average



The Children's Foster Care staff provides placement, supervision and monitoring services for children in foster care who cannot remain in their own homes due to abuse or neglect. A primary goal of the foster care staff is to reunite children with their families. If this is not possible, workers will petition the courts to have parental rights terminated and adoption may become the goal. Funding is provided by a combination of federal, state and/or county appropriations depending on the family's eligibility.

In 2011, Ottawa County DHS averaged 173 children in foster care.

In October 2011, there were 183 children in foster care.

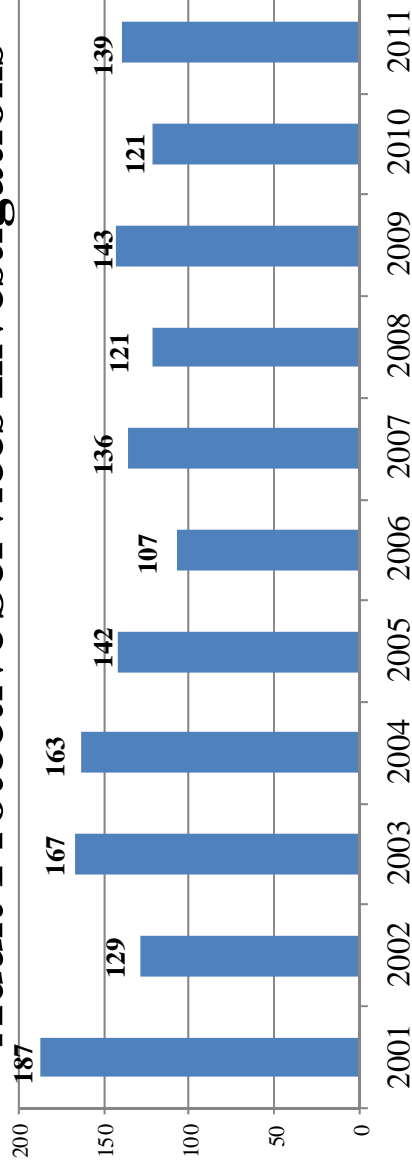
Of that number 60% were supervised by private agency staff and 40% by DHS staff.

Prevention Services

Prevention Services are family-based services which connect the family with community resources to prevent child abuse and neglect. Ottawa County DHS provides these services directly by a Prevention caseworker that works half-time, by collaborating with community resources and by purchasing the following prevention services:

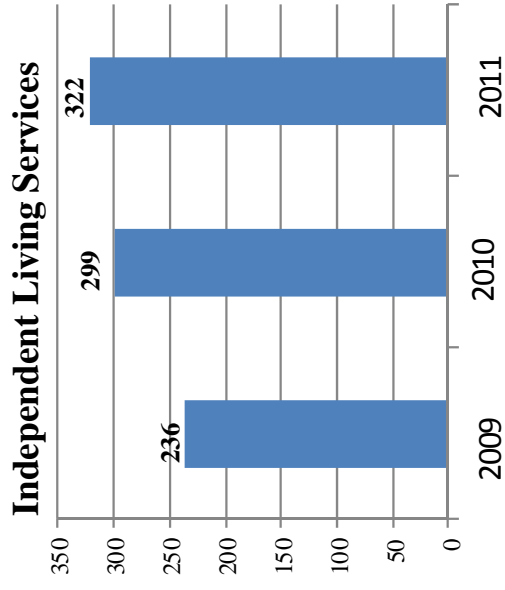
➤ Families First	\$303,248
➤ Counseling	\$177,322
➤ Families Together Building Solutions	\$150,000
➤ Emergency Shelter	\$ 30,000
➤ Family Reunification Program	\$235,530

Adult Protective Services Investigations



Adult Protective Services is a critical program that requires extensive coordination with, and support from, mental health, public health and law enforcement agencies; the probate courts; the aging network, and the general public. Program staff investigate allegations of abuse, neglect or exploitation and provide protection to vulnerable adults.

The goal of the Adult Protective Services Program is to assist those persons 18 years or older who have been abused, neglected, or exploited and who are vulnerable and unable to take the necessary steps to correct their situation.



Adult Independent Living Services provides case management, home-help services, and supported services to enable individuals to remain in their own homes as an alternative to nursing home or institutional placement.

Number of families receiving services from Ottawa County DHS on a monthly basis

<u>Financial Assistance Cases</u>	<u>Services Cases</u>
FIP (Cash Assistance)	Children's Protective Services 104
Food Assistance	Foster Care 173
Day Care	Adult Protective Services 139
State Disability Assistance	<u>Independent Living Services 322</u>
Medicaid	TOTAL 738
<u>State Emergency Relief 495</u>	
TOTAL 44,665	



Department of Human Services

Department of Human Services Board

Gail RingelbergChairperson
Bob VanderzwaagMember

Administration

Michelle MartinDirector
Nathan BishopProgram Manager

Office Location

12185 James Street – Suite 200
Holland, MI 49424

Mission

The Ottawa County Department of Human Services assists children, families and vulnerable adults to be safe, stable and self-supporting.

Action Request



Committee: Board of Commissioners

Meeting Date: 5/8/2012

Requesting Department: Michigan State University Extension (MSUE)

Submitted By: Misty Cunningham

Agenda Item: Ottawa County Michigan State University Extension (MSUE) 2011 Annual Report

SUGGESTED MOTION:

To receive for information the Ottawa County Michigan State University Extension (MSUE) 2011 Annual Report.

SUMMARY OF REQUEST:

In accordance with 2012 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

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Goal: 2: To Maintain and Enhance Communication with Citizens, Employees, and Other Stakeholders.

Objective: 3: Review existing and implement new strategies to maximize communication with citizens. & 5: Evaluate communication with other key stakeholders.

ADMINISTRATION RECOMMENDATION: Recommended Not Recommended Without Recommendation

County Administrator:

Committee/Governing/Advisory Board Approval Date:

MSUE OTTAWA COUNTY ANNUAL REPORT

Message from the District Coordinator

Michigan State University Extension's (MSUE's) mission is to help people improve their lives through an educational process that applies knowledge to critical issues, needs and opportunities.

In this report, you will learn more about how this mission translates to real life through MSU Extension's work in Ottawa County during 2011:

- » Ongoing research about the impact of road salt on blueberry fields
- » Local producers learn to set up food safety trace back protocols as a result of participating in Good Agricultural Practices programs taught by MSUE staff
- » Calf Care School, held in Zeeland with MSUE dairy educators and local veterinarians, focused on care of dairy calves from birth through weaning. Sale of dairy products generates over \$48 million annually in Ottawa County
- » Small to medium-sized greenhouse managers learning to improve cost management and production efficiency by learning to use MSUE greenhouse software
- » Adult mentors working one-on-one with youth, who increase self-confidence and skills
- » Business development along Ottawa County's coastal communities through MSUE Sea Grant educators working with the charter boat industry
- » 4-H youth and volunteer leaders, working together to gain expertise in areas such as agriculture, gardening, craftsmanship and food. At the same time, youth explore new ideas, technology and careers.
- » Parents who have been referred by the courts to "Alternatives to Anger" MSU Extension classes, learning how to raise their children without losing control.

MSU Extension has changed in many ways since our beginnings in the early 1900's. But we have not changed our focus, which is to connect education and research on campus to the people and businesses in the communities we serve. Thank you for your continued support of this critical partnership.

Betty Blase, District Coordinator
Michigan State University Extension

Mission

Michigan State University helps people improve their lives through an educational process that applies knowledge to critical issues, needs and opportunities.

Contact Us

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Room 122
West Olive, MI 49460
(616) 994-4580

msue.ottawa@county.msu.edu

www.msue.msu.edu/ottawa

Ag Literacy education for the general public

According to the 2007 USDA Census of Agriculture, Ottawa County had 1,451 farms covering 170,539 acres. They produced a market value of crop and livestock sales over \$391,000,000, resulting in a number 1 state ranking in value of crops including nursery and greenhouse, a number 3 ranking in value of livestock sold, and a dollar value in total sales of second in the state.

Agriculture is an important industry and way of life in Ottawa County, but over time more and more people are not aware of where their food comes from, even here. With a county population of more than 240,000, and only about 2,000 farmers, it doesn't take long for people to start to believe that their food comes from the grocery store. That's why efforts in the area of Ag Literacy education, including "Ag in the Classroom" and "Breakfast on the Farm", are more important than ever. Both of these efforts were an important part of MSUE programming in Ottawa in 2011.

Ag in the Classroom:

Since 1981, the USDA has encouraged states to implement programs about agriculture in local classrooms. In partnership with Ottawa Farm Bureau and MSU Extension, Ottawa County has supported a local Ag in the Classroom educational project for the past 11 years, beginning under the leadership of then Ottawa Farm Bureau President Phil Kuyers.

Brenda Raterink, a local dairy farmer, is the face of Ag in the Classroom in Ottawa County. Each year she reaches 4,000 youth in elementary and middle schools in the county, teaching about seeds and plants, food's journey from farm to consumer, the environment, and basic agriculture economics.

In looking at teacher evaluations from classes Brenda has taught, they are overwhelmingly positive, saying that this connects kids to the real world around them, that students are learning through hands-on activities, and that students can use this information to start discussions with their parents. One frequent suggestion was to make the lessons longer!

Breakfast on the Farm:

Breakfast on the Farm (BOTF) gives consumers and farm neighbors a first-hand look at modern food production and at the farm families who work hard to produce a safe, wholesome food supply for Michigan communities and the world. Since the inaugural Michigan BOTF event was held at Dutch Meadows Dairy, a family-owned dairy farm near the mid-Michigan town of St. Johns in 2009, interest in replicating this event has led to the formation of three events in 2010, eight for 2011 and eight for 2012.

In 2011, Ottawa County was one of eight sights selected in the state to host BOTF at the Daybreak Dairy near Zeeland. Held on Saturday, August 13, this was an event that the Holland Sentinel called: “. . . a free taste of farm life.”

Event hosts Nate and Jenny Elzinga own and operate Daybreak Dairy. They milk around 220 cows and grow corn and alfalfa, which they feed to their cows. The Elzingas, along with other local farmers, Extension Educators and agriculture related representatives, were on hand to explain farm operations and answer questions. Kids of all ages – young and old alike experienced a memorable outing on a modern-day Michigan farm—1,545 attended the breakfast which featured Michigan grown and produced products!

This fun, family- friendly educational event was free and open to the public. Ottawa County Breakfast on the Farm was presented by Ottawa County MSU Extension and Ottawa County Farm Bureau along with the generous support of many sponsors.



Small Fruit Programs

Ottawa MSUE Small Fruit program conducted two major initiatives during 2011:

- Continued evaluation of the Integrated Road Salt Management Program (IRSMP) implemented by the Ottawa County Road Commission to ameliorate the impact of deicing salt on blueberries.
- A Traceability and GAP training program for blueberry, other small fruit growers and fruit industry in general.

» **Integrated Road Salt Management Program** Blueberry fields alongside main highways in Ottawa County are exposed each winter to road salt (sodium chloride) spray that is created by passing vehicles. Dieback and winter injury to blueberries increases as more salt is applied to roads. The evaluation conducted during 2011 included flower bud damage at the end of winter, and sodium and chloride concentration in ground water at the root zone. Results indicated flower bud damage at the front row of fields facing major highways ranged from 85 to 95% in 2010 and 93 to 100% in 2011. In secondary highways, damage ranged from 3 to 4% in 2010 and 10% in 2011. This was not significantly different from percentages observed in 2010 at the same sites.

Sodium and chloride concentration in ground water at the blueberry root zone were compared with water samples in 2005. Sodium concentrations at fields facing major highways were 32, 16 and 13 parts per million (ppm) at US-31, 120th Ave., and M-45, respectively. With one exception, *these concentrations were higher than samples collected in 2005 but not significantly different*. At the same sites chloride concentrations were 76, 75, and 64 ppm. *These concentrations were higher than in 2005 but with one exception were not significantly different*. The exception was the site located at US-31 and Tyler St. where sodium and chloride concentrations in 2005 were 110 and 226 ppm compared with 32 and 76 ppm in 2011. This difference represents a 3-fold reduction in the amount of sodium chloride deposited in blueberry fields alongside the US-31 Highway.

Although there is a substantial reduction in the amount of sodium chloride used to de-ice highways in Ottawa County, its impact on blueberry fields is not completely clear. But there is a significant improvement in secondary highways. At those sites, flower bud damage is not different than “normal” winter bud mortality (< 10%), although sodium/chloride concentration remains at levels similar to those at the beginning of the IRSMP implementation. However, at fields alongside major highways damage remains unchanged despite reduction in the amount of sodium chloride deposited.

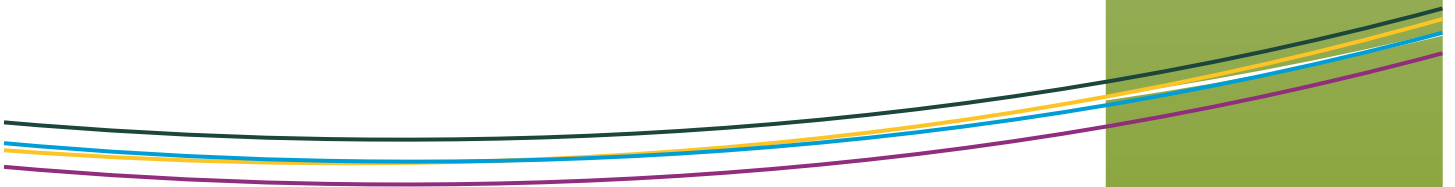
Our results are strongly influenced by the variability in the winter intensity. Therefore we conclude that more research is needed to fully appreciate the impact of the IRSMP program.

- » **Good Agricultural Practices (GAP) and Traceability program:** Four workshops and hands-on assistance were offered to Ottawa County small fruit growers for implementing their GAP and traceability protocols as part of their food safety program. Approximately 57 growers attended these workshops.

Why are these educational workshops important? One example involves the satisfactory resolution of an incident of food safety allergy related to the use of one chemical product sprayed in blueberries. The case was referred to MSU Extension by the Michigan Department of Human Health and involved two people that consumed blueberries produced in Ottawa County, purchased at two Meijer's Stores located in Lansing and Kalamazoo, MI. Forty eight hours after the incident was reported, MSU Extension, the grower involved, and the MSU Department of Entomology were able to determine the cause of the health problems. The MSUE small fruit program located the grower, the grower implemented his trace back/recall protocols and the Department of Entomology conducted the pesticide residue analysis immediately. No harmful levels of pesticides were found in the fruit and the grower did not have to recall the product. Without a trace back/recall protocol and GAP training, the grower could have been forced to recall all the fruit sold to Meijer's causing him an economic disaster.

Dairy Programs

Calf Care School was held in Zeeland in March 2011. Care of dairy calves from birth to weaning was the focus of this workshop. A total of 32 dairy farm owners and employees as well as agribusiness professionals learned about the various aspects of calf management. The program emphasized current, science-based information that could be applied on all dairy farms. MSU Extension dairy educators and two local veterinarians made the presentations and facilitated the hands-on activities. Participants indicated an increase in knowledge for each topic presented. The highest rated topics were: care at calving, colostrum management, and health concerns in young calves. Most of the changes planned on the farms represented will result in enhanced immune systems in the calves and fewer health problems.



Ottawa County ranks #1 in Michigan in value of nursery, greenhouse, floriculture and sod, over \$129 million annually—USDA Census of Agriculture, 2007

Caught You Looking: Summary Report of Findings from 2011 Pilot Study using Eye-Tracking Technology

Condensed from the original report by

Bridget Behe, Allison Jones, Kristin Getter, Tom Fernandez, and Tom Dudek

Michigan State University

April 9, 2012

When garden retailers create displays of items for sale, what is the most effective arrangement that will catch the attention of consumers? With funding from Michigan Floriculture Growers Council and Metro Detroit Flower Association, and collaboration of Master Tag (Montague, MI) and six retail garden centers, eye-tracking data were collected from approximately 120 participants in May, 2011. Participants wore Tobii Eye-Tracking glasses (Figure 1) to perform simple plant selection tasks, and in some instances wore the glasses while shopping. Currently, the glasses lose ability to track the participants' eyes in moderate to bright light and consumers wearing prescription glasses cannot wear the eye-tracking glasses at the same time. Indoor tasks are readily tracked.

Asking study participants to complete 2-3 tasks, such as selecting the best or a favorite plant, took less than 5 minutes to complete. After the tasks, many participants were willing to wear the glasses during the remainder of their shopping experience. The results indicated that most participants viewed plants and displays from left to right (as Americans typically read from left to right). Few of the shopping participants looked at signs, and those who did look, saw them for a very brief time. Most shopping participants looked briefly at the end or edge of the bench, but not more than 1-2 feet in and only viewed more of the bench when there was something on the end to catch their eye. Also, an unusual element attracted more visual attention than a homogenous display of the same type of plant, even if they were of very high quality.

Figure 1. Tobii eye-tracking glasses and recorder.



Figure 2 shows a heat map created using the software after participants viewed a display. The darker areas of red show where more viewing occurred and the lighter shades of green show where there was less viewing. Areas where there is no color were not viewed directly by study participants.

While we consider this study to be preliminary (and are not drawing firm conclusions), we did secure additional grant funding and have since collected more data. Our findings indicate that the better plant material should be located to the **left** of the display to readily capture a consumer's attention.

Figure 2. Heat map created from study participants wearing glasses.



Greenhouse Cost of Production Software Training

MSU Extension educators Thomas Dudek, Roger Betz and Dr. Adam Kantrovich conducted three educational hands-on workshops during 2011 that enabled participants to learn how to use new MSUE greenhouse software.

The software was designed to enable small to medium size greenhouse growers to improve cost management and production efficiency. Accurate cost estimation helps growers set prices that enable them to recover costs and maintain profitability. This Excel spreadsheet-based program allows a grower to evaluate and compare up to 100 different plant products taking into consideration all fixed and variable cost aspects of growing these plants. This allows growers to evaluate pricing decisions and compare various input costs before implementing them in their production program.

Because of the three workshops, 46 producers were trained on how to use the software. Since the initial training, six have requested additional assistance on the topic, which was provided. An evaluation to determine impacts will be undertaken in 2012 to learn results from our efforts.

Farm Management

Michigan agricultural businesses are competing for market share and profits domestically and in a world economy. Food safety concerns, highly volatile energy prices, an aging population of active farmers, tax law changes, weather-related disasters, credit availability and cost are challenges. The Michigan economy is threatened by a global recession that has increased unemployment, threatening agriculturally-related job retention and job growth.

In 2011, MSU Extension educator Dr. Adam Kantrovich worked with more than 60 farm producers in Ottawa County, providing enterprise financial analysis and tax management education. Elements of this education included:

1. Development of business strategies, planning skills and practices
2. Agricultural producers will have and use a business plan for their farm business and new ventures.
3. Use of business planning skills to make informed decisions regarding business opportunities
4. Goals will be set based on benchmarks, improving profitability
5. Risk management will be evaluated through financial analysis annually

This effort not only potentially saves individual farms thousands of dollars but allows farm owners to make better management decisions. The MSUE Farm Management program has also worked with farms in financial distress, assisting them in plan development for financial restructuring to keep them in business. In addition to these activities, Kantrovich worked with multiple farms in business transition/succession to keep the farm going into the next generation.

Kantrovich continues efforts to support the West Michigan Agricultural Center. He developed many of the documents for this organization to receive 501c-3 status and continues to act as treasurer for the organization and provide financial farm management advisement for the group. The organization will educate agricultural producers and the general public about commercial agricultural production methods.

Master Gardener Program

MSUE Master Gardener program in Ottawa had 26 new certified Master Gardeners in 2011, and 80 total active MG's. MSUE Master Gardener volunteers continue to serve community gardens in the county which provide healthy produce to local pantries and agencies who feed the hungry. In 2011, approximately 4,800 people enjoyed fresh produce from community gardens as a result in part of the efforts of local MSUE Master Gardeners.

For the past 7 years, the Consumer Horticulture program of MSU Extension in Ottawa County has had an agreement with the City of Grand Haven to build and maintain a community educational garden at the site of the Memorial Airpark in Grand Haven. Native plants areas, vegetable gardens planted and maintained by youth enrolled in the Youth Education Program with MSUE, flowering shrubs and grasses have become a beautiful part of the garden landscape. With changes in the MSUE Master Gardener program statewide and a reduction in local staff, this agreement came to an end in late 2011. MSUE staff and Master Gardeners met with the Grand Haven City Manager to design a transition plan, moving the garden to the control of local volunteers who will maintain and expand it as a community vegetable garden. MSU Extension is proud to have been part of this effort, and is very proud of the MSUE Master Gardeners who continue to support it.



One of several community gardens maintained by Master Gardener volunteers.





Sea Grant Focus Areas:

- **Healthy coastal ecosystems**
- **Sustainable coastal development**
- **Safe and sustainable seafood supply**
- **Hazard resilience in coastal communities**

What could be done if Asian carp invade Ottawa County waters?

Asian carp have attracted a lot of attention in recent years, with much debate centered on how to keep the jumping silver carp and voracious bighead carp from entering Lake Michigan through canals in the Chicago area. Less thought has been given to how we might respond if (or when) these destructive invaders are found in local waters.

Michigan Sea Grant's Dr. Dan O'Keefe hosted a series of presentations and discussions to explore the potential response to carp invasion during 2011. These included a series of town hall meetings with state legislators and the Michigan Department of Natural Resources, as well as discussions specific to local waters such as Lake Macatawa and the Grand River. The Grand River is a worst-case-scenario in terms of carp invasion because it provides the variety of habitats needed by carp throughout their life cycle. Unfortunately, no sure-fire method for eradicating carp exists but several control options are available including fish poisons, netting, changes to fish barriers, and the stocking or protection of native predators.

When given a hypothetical situation where a single silver carp was captured from local waters, most participants preferred an increase in monitoring and removal netting to some of the more costly options that may also produce negative impacts to native carp predators and competitors. Many people appreciated the chance to rationally discuss the pros and cons of available options before a crisis situation develops.



Asian Silver carp are known for their ability to jump, sometimes hitting boat passengers

Extension Food and Health Programs in Ottawa County

Through community-based approaches, MSU Extension delivers high-quality and affordable education to serve the needs of children, families and communities. MSU Extension programming promotes healthy lifestyles and educates Michigan residents, allowing each individual to acquire skills to take control and manage personal health, consume an affordable and nutritious diet, improve family and community relationships, and reduce the spread of disease.

- » In Ottawa County, the MSU Extension staff focused on establishing relationships with local community agencies and schools in 2011. MSUE educator Monica Smith is an active member of the Ottawa County Food Council, contributing to the strategic planning process and networking with members of the council to set priorities for 2012 around nutrition education and access to healthy whole foods for all county residents. MSUE educator Stephanie Marino has been involved with the Ottawa/Allegan Regional Coordinated School Health Team as well as the Ottawa County Building Healthy Communities Coalition.
- » Nutrition education series for limited-income participants were offered at Jefferson Elementary, and at both Harbor House and Chester Ray substance abuse rehabilitation centers.
- » MSUE educator Holly Tired has worked in partnership with Pathways MI to provide parenting education in Ottawa County. Participants include parents involved in the family court system. Classes have been taught at Pathways, Herrick Library, and a local church. Parents are offered a series of 10 lessons from an evidence-based curriculum with topics such as brain development in children and teens, communication, family rules, and alternatives to spanking.





4-H Youth Mentoring 2011 Summary

73% of mentored youth decreased the frequency of offenses during their match.

76% of mentored youth decreased the severity of offenses during their match.

58% of mentored youth no longer have an open court case.

41% of mentored youth did not commit any offenses during their match.

Mentoring Programs

Ottawa County 4-H Youth Mentoring seeks to reduce the frequency and severity of offenses committed by youth ages 8-17 in the community. It is a collaborative effort between Michigan State University Extension and the Twentieth Judicial Circuit Court, Family Division/Juvenile Services. In 2011, Ottawa County 4-H Youth Mentoring efforts included the following initiatives:

- » **4-H Youth Mentoring** engaged 49 youth and 37 volunteers in mentoring efforts in 2011. Of these, 27 youth and 27 volunteers were matched in one-to-one community based mentoring relationships, and 22 youth and 10 volunteers were matched in site-based group mentoring relationships. Youth referrals included: 78% youth on probation, 15% youth at risk for future court involvement, 7% of youth on consent calendar.
- » **Journey 4-H Youth Mentoring** matches adult volunteers in one-to-one, community based mentoring relationships with court-involved youth. The program serves youth who are on probation or are at risk of future involvement with the court by giving them an opportunity to have a caring adult role model. A mentor helps to empower youth to increase self-esteem, gain life skills and engage in pro-social activities.
- » **Journey 4-H: The Outdoor Challenge (TOC)** provides matches with structured, skill building, outdoor activities that give matches the opportunity to grow their relationship and try new things. This year Ottawa and Muskegon County's Outdoor Challenge programs jointly hosted 35 hours of activities and gave matches the ability to participate in an additional 50 hours of independent outdoor activity time. 19 of the 27 community-based matches in our program were involved in TOC.



CHILDREN AND YOUTH

13



- » **4-H Tech Wizards** is part of a state wide 4-H initiative; Ottawa County was chosen as one of the two pilot sites for Michigan. This project utilizes small group mentoring to engage court involved and at risk youth in activities involving science, technology, engineering, and mathematics. In its first year, 4-H Tech Wizards has been able to establish partnerships with Innotec, Ventura Manufacturing, the Juvenile Justice Institute and Central High School, engaging 22 youth and 10 mentors.
- » **The Ottawa County Mentoring Collaborative (OCMC)** brings together 14 mentoring programs in the community to support mentors and mentored youth. In 2011 the OCMC offered 35 activities with more than 93 matches attending throughout the year including 2 multiple county events partnering with the Muskegon and Kent County Collaboratives.

“(The best thing about having a mentor is that) someone takes an interest in me and likes me. We do fun things together.”

– Mentored Youth

“The best thing about having a mentor is having someone you trust. You grow a whole different connection – as you would with family or friends.”

– Mentored Youth





4-H Youth Development Programs

In 2011 the MSU Extension Ottawa County 4-H program had approximately 1200 youth members with over 300 adult volunteers active in over 75 clubs. Programs focus on the seven Guiding Principles for Positive Youth Development:

- 1) Youth develop positive relationships with adults and peers
- 2) Youth are physically and emotionally safe
- 3) Youth are actively engaged in their own development
- 4) Youth are considered participants rather than recipients in the learning process
- 5) Youth develop skills that help them succeed
- 6) Youth recognize, understand and appreciate multiculturalism
- 7) Youth grow and contribute as active citizens through service and leadership.

Here is a sampling of 4-H youth programs offered in Ottawa County which follow these guiding principles:

- » **Spring Achievements** The annual Spring Achievements event was held on April 19, 2011 with more than 60 children modeling their outfits and 257 still exhibits. These children were well supported as over 250 people packed into the Fillmore Complex Main Conference room to watch the event. What do youth learn by participating?
 - » They build confidence by speaking to judges about their projects and by modeling in a room full of people
 - » They develop and improve skills necessary to complete their projects
- » **Veterinary Science** This education program for 4-H youth began in 2011. Led by the Hope College pre-veterinary medicine club, Club Animalia, with Chelsea Campbell and Dr. Greg Fraley providing direction. The group met twice monthly, focusing on the National 4-H Vet Science Curriculum. Learning is hands on. For example, at one meeting youth learned about vaccines, then practiced different types of injections by inserting dyes into oranges. Guest speakers included Dr. Maja Makagon from MSU (animal welfare), and Dr. Tim Evans from Grand Valley (ethno botany).
- » **State Competition:** Our 4-H teams placed in the following statewide events:
 - » The hippology team placed second at the state Horse Jamboree and two teens were Reserve Champions at the State Horse Show
 - » The goat team was first in the state (goat judging, quiz bowl, skill-a-thon),
 - » The dairy teams placed in the top ten in all venues (dairy judging, quiz bowl, skill-a-thon)

STAFF DIRECTORY

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*Thank you to the Ottawa County Board of Commissioners
for their continued support of the educational and
outreach programs of Ottawa County MSU Extension.*

Stu P. Visser, District 1

Phillip D. Kuyers, District 2

Dennis W. Swartout, District 3

Jane M. Ruiten, District 4

Greg J. DeJong, District 5

Roger Rycenga, District 6

Joseph S. Baumann, District 7

Donald Disslekoen, District 8

Robert W. Karsten, District 9

James C. Holtrop, District 10

James Holtvluwer, District 11

Action Request



Committee: Board of Commissioners

Meeting Date: 5/8/2012

Requesting Department: West Michigan Enforcement Team (WEMET)

Submitted By: Misty Cunningham

Agenda Item: Ottawa County West Michigan Enforcement Team (WEMET) 2011 Annual Report

SUGGESTED MOTION:

To receive for information the Ottawa County West Michigan Enforcement Team (WEMET) 2011 Annual Report.

SUMMARY OF REQUEST:

In accordance with 2012 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: 3: Review existing and implement new strategies to maximize communication with citizens. & 5: Evaluate communication with other key stakeholders.

ADMINISTRATION RECOMMENDATION: Recommended Not Recommended Without Recommendation

County Administrator:

Committee/Governing/Advisory Board Approval Date:

Action Request



Committee: Board of Commissioners

Meeting Date: 5/8/2012

Requesting Department: Administration

Submitted By: Keith Van Beek

Agenda Item: Acceptable Use Policy (Second Reading)

SUGGESTED MOTION:

To approve the Acceptable Use Policy (second reading).

SUMMARY OF REQUEST:

County policies require periodic review and updates. This request is to review the County policies and forward them to the Board of Commissioners for a first and second reading before final approval.

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: 4: To Continually Improve the County's Organization and Services.

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

ADMINISTRATION RECOMMENDATION: Recommended Not Recommended Without Recommendation

County Administrator:

Committee/Governing/Advisory Board Approval Date: Planning and Policy Committee 4/12/2012



County of Ottawa

ACCEPTABLE USE POLICY

I. POLICY

Computer and communications equipment issued by the County of Ottawa is considered County property until properly disposed. Such equipment will be used in a manner that ensures compliance with all related policies pertaining to computers, software, communications, and information. Equipment is intended for use pursuant to County business. Personal use shall be limited to minimal incidental use – refer to Fiscal Policy regarding tax implications. Any information created using County computers remains the property of the County. Individuals assigned County equipment are responsible for the equipment assigned to them. Inappropriate use that might bypass security measures, exposes the County to risks such as; virus, spam, spyware and intrusion attacks, compromise of network systems and services, degradation of service, increased support costs and legal liability.

This policy applies to employees, contractors, consultants and temporary employees using any computer equipment that is provided by the County of Ottawa including the County's communication infrastructure.

II. STATUTORY REFERENCES

None

III. COUNTY LEGISLATIVE OR HISTORICAL REFERENCES

Board of Commissioners Resolution Number and Policy Adoption Date:

Board of Commissioners Review Date and Resolution Number:

Name and Date of Last Committee Review:

Last Review by Internal Policy Review Team: March 22, 2012



County of Ottawa

IV. PROCEDURE

1. Under no circumstances is an employee of the County of Ottawa authorized to engage in any activity that is illegal under local, state, federal or international law while using a County owned resource or while operating equipment from a County owned or operated facility.
2. County Systems may not be used to solicit for personal gain or for the advancement of a political or religious belief.
3. Passwords must be kept secure and not shared with others. Authorized users are responsible for the security of their passwords and accounts. Passwords are to be changed every 90 days.
4. Confidential or Personal Identity information will not be retained on local storage media.
5. In the event that Confidential or Personal Identity information needs to be placed on local media, the Security Officer will be contacted and if approved, the information will be encrypted in accordance with acceptable encryption standards or policies. This information will be removed from the media as soon as the requirement is complete.
6. Non-County employees requiring access to County Computers will submit a written request including name, contact information, agency and justification to the responsible/supported department head or elected official. Endorsed requests will be forwarded to the Information Technology (IT) Department for final review and approval. Requests not meeting these requirements and technology that is incompatible will be rejected.
7. Employees are responsible for the proper care and security of equipment assigned to them, and are liable for damages resulting from willful intent or negligence. Charges for repair due to misuse of equipment or services may be the responsibility of the employee as determined on a case-by-case basis.
8. All software in County-owned or controlled computers must be installed and used in strict accordance with a current licensing agreements. No software from personal sources nor software licensed to others is permitted to be installed or used in County computers, including freeware and shareware unless otherwise authorized by the Director of the Information Technology/IT Department.
9. Lost or stolen equipment will be reported immediately to the Insurance Authority and the IT Department.



County of Ottawa

10. Change in ownership will be reported upon transfer to the IT Department Help Desk with the appropriate contact information.

11. Any employee found to have violated this policy may be subject to disciplinary action, up to and including termination of employment.

12. All non-County users will comply with all County IT policies.

V. REVIEW PERIOD

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

Action Request



Committee: Board of Commissioners

Meeting Date: 5/08/2012

Requesting Department: Administration

Submitted By: Keith Van Beek

Agenda Item: Electronic Mail and Privacy Policy (Second Reading)

SUGGESTED MOTION:

To approve the Electronic Mail and Privacy Policy (second reading).

SUMMARY OF REQUEST:

County policies require periodic review and updates. This request is to review the County policies and forward them to the Board of Commissioners for a first and second reading before final approval.

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: 4: To Continually Improve the County's Organization and Services.

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

ADMINISTRATION RECOMMENDATION: Recommended Not Recommended Without Recommendation

County Administrator:

Committee/Governing/Advisory Board Approval Date: Planning and Policy Committee 4/12/2012



County of Ottawa

USE OF ELECTRONIC MAIL AND PRIVACY POLICY

I. POLICY

Electronic Mail (E-Mail) is a technological resource and is provided to the employees of the County of Ottawa as a business communications tool. The County considers all E-Mail to be the property of the County. The County provides employees no guarantee of privacy for any E-Mail messages or notes. While the County reserves the right to review all electronic records, it prohibits employees from reading other employees' E-Mail except in those situations that require access for legitimate business reasons.

It is the intent of this policy to establish guidelines regarding the usage, ownership and confidentiality of E-Mail at the County. E-Mail is a productivity tool that is designed to enhance communications between people. ~~This communication method helps to break down status barriers, avoid telephone tag, and to help control work interruptions.~~

II. STATUTORY REFERENCES

None

III. COUNTY LEGISLATIVE OR HISTORICAL REFERENCES

Board of Commissioners Resolution Number and Policy Adoption Date:

Board of Commissioners Review Date and Resolution Number:

Name and Date of Last Committee Review:

Last Review by Internal Policy Review Team: March 22, 2012



County of Ottawa

IV. PROCEDURE

1. All computers and electronic and telephonic media (including fax and telex) are the property of the County of Ottawa and are to be used solely for business purposes except as authorized under other County Policies, Rules or Procedures.
2. Use of County property and transmissions will be monitored as needed by authorized County personnel to ensure that legitimate business interests are being carried out during the use of such property.
3. The approval process for sending E-Mail to "All Employees" will be through the County Administrator or a designated representative.
4. When using E-Mail, always know to whom you are sending a message. Double check names and addresses in order to avoid inadvertent broadcasts.
5. When sending E-Mail to large groups place group names in the bcc (blind copy) field to prevent addressees from inadvertently sending "Reply to all" responses that can congest networks and E-Mail servers.
6. Do not send potentially embarrassing messages over the E-Mail network.
7. Do not send highly sensitive or confidential messages over the E-Mail network unless properly encrypted, and sent by and to parties authorized to have access to the information.
8. Do not send E-Mail soliciting support, participation or funds for personal business or on behalf of personal interest groups or to express political opinions.
9. Sign off the computer whenever you leave your desk in order to protect your E-Mail. If you do not, someone else may use your password to view your E-Mail or to send messages with your User ID.
10. Remember to do the following: 1) change your password often, 2) do not use an obvious password, and 3) never share with anyone your password (if someone knows your password, it would be like giving them the key to your front door). You may be held responsible for any policy violations committed and exposing information to unauthorized access.
11. Violations of any part of this policy may result in disciplinary action up to and including termination according to established County policies.

V. REVIEW PERIOD



County of Ottawa

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

Action Request



Committee: Board of Commissioners

Meeting Date: 5/08/2012

Requesting Department: Administration

Submitted By: Keith Van Beek

Agenda Item: Internet Use Policy (Second Reading)

SUGGESTED MOTION:

To approve the Internet Use Policy (second reading).

SUMMARY OF REQUEST:

County policies require periodic review and updates. This request is to review the County policies and forward them to the Board of Commissioners for a first and second reading before final approval.

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: 4: To Continually Improve the County's Organization and Services.

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

ADMINISTRATION RECOMMENDATION: Recommended Not Recommended Without Recommendation

County Administrator:

Committee/Governing/Advisory Board Approval Date: Planning and Policy Committee 4/12/2012



County of Ottawa

INTERNET USE POLICY

I. POLICY

Access to the Internet is recognized by the County of Ottawa as a technological resource and is provided to its employees as a business communications tool. There are numerous resources, available through the Internet, which allow employees to gather information, conduct research, training, networking, and monitoring information pertinent to their technical areas. Every employee has a responsibility to maintain and enhance the County's public image and to use the Internet in a responsible manner. Access to the Internet, transmittal and receipt of information over the Internet, software and files downloaded through the Internet, and information accessed on the Internet must be in compliance with County Personnel Policies as well as existing standards and procedures of the Information Technology (IT) Department.

All County employees are authorized to access the Internet unless specifically denied access by their Department head. Department heads wishing to deny access to specific employees will notify the IT Director or a designated representative via e-mail, noting the reason for this denial. Denying access using technical means should be used as a last resort. Employees who are misusing or suspected of misusing internet access should be counseled and corrected by their immediate supervisor. If internet abuse is suspected, IT can be contacted to monitor the access of specific computers on the County network. For confidentiality, these requests should be directed to the IT Director, or a designated representative, by the Department head.

Employees accessing the Internet are representing the County. The use of the Internet via the County's computer/telecommunications system is reserved solely for the conduct of County business. With the exception of incidental personal use, all [communications internet access](#) should be for County business purposes.

II. STATUTORY REFERENCES

None

III. COUNTY LEGISLATIVE OR HISTORICAL REFERENCES

Board of Commissioners Resolution Number and Policy Adoption Date:

Board of Commissioners Review Date and Resolution Number:

Name and Date of Last Committee Review:

Last Review by Internal Policy Review Team: [March 22, 2012](#)



County of Ottawa

IV. PROCEDURE

1. The Internet is not to be used for personal gain or advancement of personal views. The use of County of Ottawa information and communication systems for any communication or activity which is in violation of any law or County policy is strictly prohibited.
2. Unless expressly authorized by the County Administrator or designee Users are ~~expressly~~ prohibited from using computer systems within the County's network for any of the following purposes (The following examples are not meant to be an all inclusive list):
 - a. Solicitation of non-County business, or any use of the Internet for personal gain.
 - b. Copying or transmission of any document, software or other intellectual property protected by copyright, patent or trademark law, without proper authorization by the owner of the intellectual property.
 - c. Engaging in any communication that is threatening, defamatory, obscene, offensive, or harassing.
 - d. Political activities including sending political messages and solicitation of funds.
 - e. Gambling.
 - f. Viewing, downloading, or exchanging obscene material.
 - g. Illegal activities of any kind.
 - h. Disclosure of protected health information in a manner inconsistent with our Privacy Policies and Procedures.
 - i. Use of e-mail addresses for marketing purposes without explicit permission from the target recipient.
 - j. Forwarding of e-mail from in-house or outside legal counsel, or the contents of that mail, to individuals outside of the County without the express authorization of counsel.
 - k. Misrepresenting, obscuring, suppressing, or replacing a user's identity on an electronic communication.
 - l. Obtaining access to the files or communications of others with no substantial County business purpose.
 - m. Attempting unauthorized access to data or attempting to breach any security measure on any electronic communication system, or attempting to intercept any electronic communication transmissions without proper authorization.

~~n. Using personal Voice over IP (VOIP) i.e. Skype.~~



County of Ottawa

e.g. Accessing streaming media sites for non-business use
i.e.g. Internet Radio.

3. The County retains the rights to the information transmitted on or stored in all information and communication systems and equipment. The County retains the right to access and review all materials and information contained in or used in connection with County computer and communication systems. Employees should be mindful that they should have no expectation of privacy when utilizing the Internet and all information stored or transmitted could be subject to disclosure as a public record under the Freedom of Information Act, or on other grounds. For these reasons, all communications and uses of information should be consistent with the Employee Behavior, Discipline and Rules of Conduct Human Resources Policy.
4. Violations of this policy may result in disciplinary action up to and including termination of employment. In addition, the County may refer cases to the appropriate authorities for civil and/or criminal prosecution.
5. This policy applies to all County computers accessing the Internet via the County's network. County supported computers not connecting to the internet via the County's network will not be governed by the restrictions of this policy.

V. REVIEW PERIOD

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

Action Request



Committee: Board of Commissioners

Meeting Date: 5/08/2012

Requesting Department: Fiscal Services

Submitted By: Bob Spaman

Agenda Item: Intent to Increase Millage Levy and Schedule Public Hearing

SUGGESTED MOTION:

To approve and authorize the Board Chair and Clerk to sign the resolution of Intent to Increase the 2012 Millage Rate for Ottawa County and schedule a public hearing on May 22, 2012.

SUMMARY OF REQUEST:

In order to comply with Truth in Taxation requirements, a public hearing must be held to levy the maximum amount under Headlee provisions if the levy would yield an amount more than the sum of the tax levied at the base rate on additions within Ottawa County for the current fiscal year, plus an amount equal to the taxes levied for operating purposes for the concluding fiscal year on existing property.

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: 1: To Maintain and Improve the Strong Financial Position of the County.

- Objective: 1: Maintain and improve the financial position of the County through legislative advocacy.
2: Implement processes and strategies to address operational budget deficits with pro-active, balanced approaches.
3: Approve strategies to 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:

The Ottawa County Board of Commissioners
of the County of Ottawa
Grand Haven, Michigan

RESOLUTION OF INTENT TO INCREASE 2012 MILLAGE RATE FOR OTTAWA COUNTY.

At a meeting of the Board of Commissioners of the County of Ottawa, Ottawa County, Michigan, held at the Ottawa County Administrative Annex, Olive Township, Michigan in said County on May 8, 2012, at 1:30 p.m. local time.

PRESENT: Members -

ABSENT: Members -

The following preamble and resolution were offered by _____ and supported by:

WHEREAS, Act 5, Public Acts of Michigan, 1982, as amended, MCLA 211.24e, provides that without specific action taken by the Ottawa County Board of Commissioners, the Board of Commissioners shall not levy ad valorem property taxes for operating purposes for the current fiscal year which yield an amount more than the sum of the tax levied at the base rate on additions within Ottawa County for the current fiscal year, plus an amount equal to the taxes levied for operating purposes for the concluding fiscal year on existing property; and

WHEREAS, said Act 5 provides that the Ottawa County Board of Commissioners may approve the levy of an additional millage rate, within its present authorized or proposed millage rate, only after providing certain notice to the public and holding a public hearing for the purpose of receiving testimony and discussing the levy of an additional millage rate for the ensuing fiscal year; and

WHEREAS, this Ottawa County Board of Commissioners has been advised by the County Equalization Director that the state taxable valuation for the 2012 tax year of property located within Ottawa County is \$9,316,153,677; and

WHEREAS, based upon the state taxable valuation of the County and revenues received from Convention Facility Tax under the Public Acts 106 and 107 of 1985 and the Cigarette Tax under Public Acts 219 and 264 of 1987 would limit the County's 2012 total tax levy to 4.3360 mills; and

NOW THEREFORE, BE IT RESOLVED THAT,

1. The Ottawa County Board of Commissioners, pursuant to said Act 5, proposes a levy for 2012 of 4.3565 mills, including 0.4400 mills for E-911 operating purposes in 2013, 0.3165 mills for Park expansion, development and maintenance purposes in 2013 and 3.6000 mills for allocated operating purposes in 2012, which includes an additional millage rate of .0205 mills.

2. A public hearing shall be held on May 22, 2012, at 1:30 p.m. at the Ottawa County Board of Commissioners' Board Room, located in the Ottawa County Administrative Annex, Olive Township, for the purpose of receiving testimony and discussing the levy.

YEAS: Members -

NAYS: Members -

ABSTAIN: Members -

RESOLUTION DECLARED ADOPTED.

Chairperson, Philip Kuyers

County Clerk, Daniel Krueger

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 May 8, 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 _____ day of _____, A.D., 2012.

County Clerk, Daniel Krueger

Action Request



Committee: Board of Commissioners

Meeting Date: 5/8/2012

Requesting Department: Administrator's Office

Submitted By: Misty Cunningham

Agenda Item: Board Appointments

SUGGESTED MOTION:

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

*Regina Sjoberg

*Gary Brower

Frederick Kincaid

to fill two (2) Private Sector vacancies on the Community Action Agency Advisory Board beginning immediately and ending December 31, 2014 (three (3) 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 5/8/2012

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

Date 04/05/2012

Position Applying For Community Action Agency Advisory Board/Private Sector (BC)

Position Applying For _____

Position Applying For _____

Name Regina Sjoberg

Address 17542-B Parkwood Drive

City Spring Lake ST MI Zip 49456

Last 4 digits of social security number 1901 Birth Month 1 Birth Day 14

Contact Information:

Home Phone 616-842-4495 Work Phone --

E-mail Jorneaux@att.net Fax Number 616-842-4495

Education:

School Indiana University School Indiana University

Degree MS Library Science Degree MS Education

Employment Background:

Current Employer Retired Position _____

Responsibilities _____

Previous Employer Big Brothers Big Sisters of the Lakeshore Position Executive Director

Responsibilities _____

Oversight of all financial, staffing, and operational activities.

Length of Residency in Ottawa County 22

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 am currently a Council Member for the City of Ferrysburg, and serve on the Planning Commission and County Ambulance Oversight Committee. I served on Ferrysburg's ZBA for ten years, and on its Deer Advisory Board. I was President of the Board of the West MI Academy of Arts and Academics - a charter school -and have served on AHA, preschool, and condo association and other boards throughout my adult life.

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 have an ongoing commitment to community service, and am especially interested in supporting the needs of the least vocal of our county's residents. This group often includes seniors, the poor, and people facing physical or mental challenges. This particular board is a good match for my interests, experience, education, and skills - as well as for my heart!

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:

Appointed by Governor/Department of Human Services Board/, Business/Industrial/Tourism (BC)/Ottawa County Planning Commission/, County Resident/Department of Human Services Board/

Thank you for your interest in Ottawa County Government

April 25, 2012
Ottawa County Community Action Agency Board
12251 James St., Ste. 300
Holland, MI 49424

To Whom it May Concern,

Please consider this letter as application for the opening on the Community Action Agency advisory board.

As a member of the media for nearly 20 years, I had the opportunity to cover several CAA sponsored events and have been impressed with the passion of the agency employees as they strive to move forward the mission of the agency.

I have previously served on the board of Solid Rock Ministries, a non-profit ministry whose mission is to provide basic home repairs for those who are unable to provide for themselves. The goals of Solid Rock and the Community Action Agency are very similar, and both are close to my heart.

I would consider it a privilege to be part of Community Action Agency and look forward to being part of the organization in the future.

Thank you,

Gary Brower

Gary A. Brower

590 Sleepy Hollow Lane, Holland, MI 49423

Phone: 616.392.6162 Mobile: 616.566.2648

E-mail: garybrower@charter.net

Professional Experience

Aug. 2011 to present

Assistant Manager of Marketing and Communications

Zeeland Farm Services, Inc., Zeeland MI

I am responsible for all internal and external corporate communications for parent and subsidiary companies. Produce three quarterly newsletters, as well as one bi-monthly and two monthly employee newsletters. I edit and proof management submissions to the newsletters and write employee features. I schedule and post social media submissions daily, and also assist with the marketing of ZFS' retail vegetable oil, including writing press releases and ad copy.

April 2009 to present

Communications Consultant

Hamilton Community Schools, Hamilton, MI

I work with the school district on a free-lance basis, editing and sometimes paginating its bi-monthly district-wide newsletter.

May 2005 to Aug. 2011

Community Publications Editor/City Editor

The Holland Sentinel, Holland, MI

As Community Publications Editor, I planned, wrote, edited and paginated a weekly publication for The Holland Sentinel. I was responsible for all editorial content of the newspaper, as well as all layout and design for each publication. I also oversaw a group of correspondents who regularly contributed to the publication, and was responsible for updating the corresponding website.

As City Editor, I managed a staff of eight reporters, three photographers, interns and correspondents. Responsibilities included planning of local news coverage and daily assigning of stories and photographs, as well as producing feature ideas and projects, copy editing local stories and working with night editors in determining placement of stories. Also did performance reviews and staff evaluations.

Aug. 2003 to May 2005

Sales Associate

Woodland Realty Inc, Holland, MI

Worked with clients in the buying and selling of residential real estate. Currently hold active real estate salesperson license in State of Michigan.

Aug. 1999 to Aug. 2003

Sports Editor

The Holland Sentinel, Holland, MI

I managed the award-winning sports department of a daily newspaper. I supervised a full-time staff, as well as a network of correspondents. Responsibilities included planning daily coverage of local, regional and national sporting events, as well as creating feature ideas and special projects. Wrote columns and stories, edited most all local copy and designed daily sports pages under extreme deadline pressure.

Dec. 1988 to Aug. 1999

Various positions

The Holland Sentinel, Holland, MI and Grand Rapids Press, Grand Rapids, MI

Began as part-time special sections writer at the Holland Sentinel before being promoted to general assignment writer, business editor, sportswriter and assistant sports editor. As a sports correspondent at the Grand Rapids Press, I was responsible for covering local events and feature writing, as well as assigning other correspondents to cover events and news in the area.

Education

Central Michigan University, Mount Pleasant, MI 1984-88. Bachelor of Arts Degree, Double major in Journalism and Broadcast & Cinematic Arts.

Awards

I have won numerous writing and editing awards from organizations ranging from the Associated Press to the Michigan Press Association to the Michigan Harness Racing Association.

References

Dr. Timothy Brown, President, Western Theological Seminary, Holland, MI 616.392.8555

Dr. Scott Korpak, Assistant Superintendent, Forest Hills Public Schools, Grand Rapids, MI 616.493.8806

Gary Feenstra, Former Superintendent, Zeeland Public Schools, Zeeland, MI 616 392.7758

Jim Timmermann, Opinion Page Editor, The Holland Sentinel, Holland, MI 616.546.4261

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

Date 04/25/2012

Position Applying For Community Action Agency Advisory Board/Private Sector (BC)

Position Applying For _____

Position Applying For _____

Name Gary A Brower

Address 590 Sleepy Hollow Lane

City Holland ST MI Zip 49423

Last 4 digits of social security number 997 Birth Month 6 Birth Day 22

Contact Information:

Home Phone 616-566-2648

Work Phone 616-392-6162

E-mail garybrower@charter.net

Fax Number 616-566-2648

Education:

School Central Michigan University

School _____

Degree Bachelor's Degree in Communications

Degree _____

Employment Background:

Current Employer Zeeland Farm Services, Inc. Position Asst Marketing Manager

Responsibilities

Assist in the promotion of the goods and services of Zeeland Farm Services. Responsible for all internal and external newsletters, as well as the firm's social media presence.

Previous Employer The Holland Sentinel Position Community Publications Editor

Responsibilities

Wrote and paginated a weekly newspaper covering the Zeeland area. Also covered the city of Zeeland, Zeeland Township and Holland Township for the Holland Sentinel.

Length of Residency in Ottawa County 19

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 am currently serving on the Pumpkinfest organizing board in Zeeland.

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 believe in the mission of the Community Action Agency and would consider it a privilege to help shape that mission and move it forward.

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 03/15/2012

Position Applying For Community Action Agency Advisory Board/Private Sector (BC)

Position Applying For _____

Position Applying For _____

Name Frederick Kincaid

Address 17226 Arthur Ct.

City Spring Lake ST MI Zip 49456

Last 4 digits of social security number 3097 Birth Month 7 Birth Day 7

Contact Information:

Home Phone 616-846-1890 Work Phone --

E-mail frederick@kincaid.org Fax Number 616-846-1890

Education:

School Frank Cody HighSchool School Great Lakes Community College

Degree HighSchool Diploma Degree _____

Employment Background:

Current Employer _____ Position _____
Responsibilities _____

Previous Employer Michigan Bell Telephone Co. Position _____
Responsibilities _____
June 1, 1965-January 22, 2008

Length of Residency in Ottawa County 4

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?

Altersgate Methodist Church Board - Midland 1980-1983

Michigan Bell Telephone Large Business Growth Board 1991-1995

Michigan Bell Telephone Accounting Center Safety Board 2000-2005

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?

To serve and help others.

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:

Private Sector (BC)/Community Action Agency Advisory Board/

Thank you for your interest in Ottawa County Government

Action Request



Committee: Board of Commissioners

Meeting Date: 5/8/2012

Requesting Department: Administrator's Office

Submitted By: Misty Cunningham

Agenda Item: Board Appointments

SUGGESTED MOTION:

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

*Lauren Miller

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

*Brian VanderMeer

to fill one (1) Environmental Interest Group vacancy 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 5/8/2012

Lauren K. Miller
4919 Big Bass Drive
Hudsonville, MI 49426
(517) 648-2040
miller.laurenkay@gmail.com

OBJECTIVE

Proven skills as a Safety Manager with many positive results and incident rate decreases in a manufacturing setting. Extensive learning and practical experience in Occupational Safety and Health Management, with which has contributed to reduced work related injuries and worker's compensation costs. Graduated as Grand Valley State University's only student with a bachelor's degree in the Occupational Safety and Health field certified as an Emergency Medical Technician and Hazardous Materials First Responder.

EMPLOYMENT HISTORY

Ventra Grand Rapids 5, Grand Rapids, MI

09/2011 - Present Environmental Health and Safety Manager

Johnson Controls Interiors, LLC., Grand Rapids, MI

03/2011 - 09/2011 Environmental Safety and Health Manager

Brinks, Inc., Walker, MI

08/2009 - 03/2011 Vault Supervisor

Rock-Tenn Company, Battle Creek, MI

05/2010 - 08/2010 Safety Coordinator (Temp)

Grand Valley State University, Allendale, MI

08/2006 - 12/2010 Student

EDUCATION

Bachelor of Science

Major: Occupational Safety and Health

Grand Valley State University, MI

CERTIFICATES AND LICENSES

Certified Storm Water Operator, Michigan DEQ, MI

Emergency Medical Technician, State of Michigan, MI

SKILLS AND ABILITIES

Oversee the many different aspects of environmental, health and safety in this automotive manufacturing plant. Environmental job tasks include maintaining ISO 14001 certification through EMS audits. As the facility's only storm water operator, ensure regulatory compliance through audits / inspections and provide environmental training plant-wide. Review and update storm water pollution prevention planning (SWPPP), spill prevention control & counter measures plan (SPCC), pollution incident prevention plan (PIPP), and storm water/ air permits as necessary. Conduct monthly reporting as specified in permit requirements. Health and Safety job tasks include conducting initial first aid assessments and initiating the appropriate medical management response for all injured or ill employees as well as delivering first aid care. Maintain effective communications with the human resources manager, plant manager and others as appropriate of all injuries and safety incidents. Coordinate the investigation of near miss incidents and injuries by posting information, signs, posters, barriers, and other materials to warn of potential and actual safety hazards and to prevent access to hazardous conditions. A large amount of time is spent on the production floor inspecting facilities to detect existing or potential incidents and health hazards, determine and recommend corrective or preventative measures where specified, and follow up to ensure measures have been implemented. Responsible for planning, implementation, presentation and tracking of all plant training for all employees in work site safety and environmental practices. Fire prevention, ergonomics, correct handling techniques for chemicals, toxins, and other materials as well as other on-site training requirements are also delivered plant-wide on an annual basis. Plan and present the monthly Wellness Program with safety committee members.

HONORS AND ACTIVITIES

Phi Sigma Sigma, Iota Iota Chapter | September 2006 – April 2010 •Treasurer (September 2006 – April 2008) •Rock against Rape (2007 – 2009) •Relay for Life (2007 - 2009) •Make a Difference Day (2006-2009) St. Mark's Episcopal Church | 2006 - Present •Food Bank Volunteer •Server at Church Dinners •Fundraiser coordinating •Volunteer Marketing

NOTES / OTHER INFORMATION

Very talented and driven. I understand essential job functions the first time I am taught, and require no remediation. I am very dependable and can adapt to most work environments.

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

Date 03/27/2012

Position Applying For Solid Waste Planning Committee/Industrial Waste Generator (BC)

Position Applying For _____

Position Applying For _____

Name Lauren K Miller

Address 4919 Big Bass Drive

City Hudsonville ST MI Zip 49426

Last 4 digits of social security number 9863 Birth Month 2 Birth Day 9

Contact Information:

Home Phone 517-648-2040

Work Phone 616-666-5104

E-mail miller.laurenkay@gmail.com

Fax Number 517-648-2040

Education:

School Grand Valley State University

School _____

Degree Bachelors of Science - Occupational Safety & Heal

Degree _____

Employment Background:

Current Employer Ventra Grand Rapids 5 Position Environmental Health & Safety Manager

Responsibilities

Oversee the many different aspects of environmental, health and safety in this automotive manufacturing plant. Environmental job tasks include maintaining ISO 14001 certification through EMS audits. As the facility's only storm water operator, ensure regulatory compliance through audits / inspections and provide environmental training plant-wide. Review and update storm water pollution prevention planning (SWPPP), spill prevention control & counter measures plan (SPCC), pollution incident prevention plan (PIPP), and storm water/ air permits as necessary. Conduct monthly reporting as specified in permit requirements. A large amount of time is spent on the production floor inspecting facilities to detect existing or potential incidents and health hazards, determine and

Previous Employer Johnson Controls Position Environmental Safety & Health Manager

Responsibilities

Oversee the many different aspects of environmental, health and safety in this automotive manufacturing plant. Environmental job tasks include maintaining ISO 14001 certification through EMS audits. As the facility's only storm water operator, ensure regulatory compliance through audits / inspections and provide environmental training plant-wide. Review and update storm water pollution prevention planning (SWPPP), spill prevention control & counter measures plan (SPCC), pollution incident prevention plan (PIPP), and storm water/ air permits as necessary. Conduct monthly reporting as specified in permit requirements. A large amount of time is spent on the production floor inspecting facilities to detect existing or potential incidents and health hazards, determine and

Length of Residency in Ottawa County 2

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

Yes No

If so, describe

Father (Jay Graham) - Meridian Township, Okemos, MI

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

Would like to gain experience on a committee. I am member of many different Health & Safety associations and local groups. Certified Storm Water Operator.

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 would like to gain experience on a committee - especially a committee that focuses on an aspect of my career.

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:

Director/Brownfield Redevelopment Auth. Board/, Environmental Health Director (A)/Sanitary Board of Appeals/, Environmental Interest Group (BC)/Solid Waste Planning Committee/, Environmental Representative/Facility Review Subcommittee/, Environmental Sector (BC)/Ottawa County Planning Commission/, Industrial Waste Generator (BC)/Solid Waste Planning Committee/

Thank you for your interest in Ottawa County Government

April, 16 2012

Ottawa County Administrative Offices
1220 Fillmore Street
West Olive, MI 49460

To whom it may concern:

I am writing to express my interest in being considered to participate on the Ottawa County Solid Waste Planning Committee representing and Environmental Interest Group. This position was brought to my attention by Randy Dozeman. I have both a thorough understanding of the local environment and the need for appropriate solid waste planning and will be a valuable member of this committee.

I have served as the Business Development Manager at the Outdoor Discovery Center Macatawa Greenway (ODCMG) for the last two years and have been involved with the ODCMG since 2008. In this time have been able to develop a solid understanding of the natural resources in Ottawa County and how they add to the quality of life in the County. I have partnered with local businesses to protect and provide access to natural habitat while progressing local development including working with Waste Management to receive the Wild Life at Work Certification. I look forward to serving on this committee and helping to guide the development of Ottawa County.

Thank you for your time and consideration.

Sincerely,

Brian VanderMeer

Brian VanderMeer

Brian P. VanderMeer

Current Address: 505 W30th Apt. A-5 ♦ Holland, MI 49423 ♦ (616)298-9291 ♦ brianvmeer@gmail.com

Education

Hobart College

Bachelor of Arts, Economics major
Mathematics minor, Environmental Studies minor

Geneva, NY

May 2010

Andean Center of Latin American Studies

HWS Study Abroad

Quito, Ecuador

Spring 2009

Centro Tinku

HWS Study Abroad

Cusco, Peru

Spring 2009

Experience

Outdoor Discovery Center & Macatawa Greenway

Business Development Manager

Holland, MI

Oct. 2011 – Present

- Coordinate volunteer groups on ODCMG properties
- Manage day-to-day office
- Research, write and execute grants in support of the mission of the ODCMG
- Create and organize presentations and PR releases to donors, sponsors, foundations, partners and the community

Assistant Director

May 2011-Sep. 2011

- Co-wrote grant proposals
- Created budget reports and cost benefit analysis for each program
- Wrote project updates for all major projects.

R.R. Keller Associates

Assistant Investor

Manchester, NH

Summer 2009

- Located and set up CD investments with local and non-local banks.
- Research and suggest stocks and bonds with high yield and strong backing.
- Compiled detailed monthly investment reports of stocks, bonds, CDs.
- Coordinate proper due diligence and record keeping of current CDs.

Activities

Holland Young Professionals

2010 - Present

Grand Rapids Young Professionals

2011 - Present

National Society for Leadership and Success associate member

2008 - 2010

Hobart and William Smith fencing club

2006 - 2010

Hobart and William Smith glassblowing club

2006 - 2010

Vice-President

Fall 2008

Co-President/Treasurer

Fall 2009 - 2010

Hobart club soccer founding member

2008 - 2010

Skills

First Aid, AED, CPR, Microsoft Excel, PowerPoint, Word, Adobe InDesign, SAS,
Conversational Spanish

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

Date 04/17/2012

Position Applying For Solid Waste Planning Committee/Environmental Interest Group (BC)

Position Applying For _____

Position Applying For _____

Name Brian VanderMeer

Address 505 30th Street Apt A5

City Holland ST MI Zip 49423

Last 4 digits of social security number 6218 Birth Month 5 Birth Day 22

Contact Information:

Home Phone 616-393-9453 Work Phone --

E-mail brian@outdoordiscovery.org Fax Number 616-393-9453

Education:

School Hobart College School _____

Degree Economics Degree _____

Employment Background:

Current Employer Outdoor Discovery Center Macatawa Green Position Business Development Manager

Responsibilities

My main responsibilities are to: develop and strengthen local community partnerships, manage all volunteers, coordinate day-to-day operation of the Outdoor Discovery Center Macatawa Greenway.

Previous Employer _____ Position _____

Responsibilities

Length of Residency in Ottawa County 5

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?

My past board experience comes from both my academic and professional work. In college I served as President, Vice-President, Treasurer and Board Member to inter-collegiate organizations. More recently, in my professional life I lead the Development Committee at the Outdoor Discovery Center Macatawa Greenway.

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 believe that it is important for any governmental board to have a balance of members that accurately reflects and advocates for the different points of view in the community. With my personal and professional background I bring an important view that will help to provide a complete picture of the situation. Appropriate planning for the solid waste in Ottawa County is a necessary step in guiding the development and economic success of our region. It is important to continue to develop in ways that enhance and preserve our natural resources without inhibiting growth in Ottawa County. While serving on this committee I will ensure that both our natural resources and the community's access to them kept in mind and considered and the valuable aspect of our community that they are

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

Action Request



Committee: Board of Commissioners

Meeting Date: 5/8/2012

Requesting Department: Administrator's Office

Submitted By: Misty Cunningham

Agenda Item: Board Appointments

SUGGESTED MOTION:

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

*Beth Egge
Diane Rosie

to fill one (1) Primary Consumer vacancy on the Community Mental Health Board beginning immediately and ending March 31, 2015 (three (3) 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 5/8/2012

Ottawa County Administrative Offices
12220 Fillmore Street
West Olive, MI 49460

February 7, 2012

To Whom It Concerns:

I am interested in the open position on the Community Mental Health Board as a Primary Consumer. I was first diagnosed with Bipolar Disorder and General Anxiety Disorder in 2008 after being hospitalized for the first time. In the following two years, I struggled with various medications and horrible side effects resulting in two additional in-patient hospitalizations and a partial hospitalization. During this time my teenage Daughter was also struggling with Depression and Panic Disorder.

I remember how frustrating it was trying to find help or options for treatment when what we were trying was not working for me. I had private insurance through my husband's business but in 2009 our financial struggles force me to suspend my private therapist led me to CMH. While my mental illness was severe enough to warrant services and our income was very low, our assets were too high and my Medicaid spend down requirements were unreachable to receive services. A search for a support group led me to the Holland Drop In Center. At the Drop In Center I learned that I was not alone. I found others who were open and willing to share their experiences and what worked for them. It took a lot of work and support from my family and other consumers to reach a point in my own recovery where I could begin to give back.

I joined the Board of the Drop In Center in 2009. I was elected to Vice President and then President in 2010. In the process of the Board removing the past Director from her position, I stepped down as President of the Board and became Secretary/ Treasurer in order to assist Penny Hesse, the interim Director at that time, with the financial responsibilities of running the Drop In Center. When Penny Hesse took a paid position with CMH, I volunteered to take the position as Interim Director while the Board determines the best configuration for staffing the Drop In Center.

The more I work with the Drop In Center consumers, the more I realize how many different stories of hopelessness to hope to recovery there are in our community. I believe that I my experience in my both my professional life before my diagnosis, the journey that I and my family have taken with my illness and what I have learned from the wonderful consumers that have become my friends at the Drop In Center, give me a unique perspective that could greatly benefit the Community Mental Health Board.

Thank you for your consideration.

Beth Butler Egge

Beth B. Egge

Objective

To obtain a position on the Community Mental Health Board as a Primary Consumer

Professional Experience

- | | | |
|-------------------|--|-------------------------|
| <i>2003— 2008</i> | <i>Aromech Inc.</i> | <i>Holland, MI</i> |
| | Office Administrator
Handling of all financial aspects of the business including payroll, invoicing, purchasing, and accounts payable. General office administration and human resources. | |
| <i>2002— 2003</i> | <i>Bethany Christian Services</i> | <i>Grand Rapids, MI</i> |
| | Therapeutic Recreational Specialist
Run therapeutic groups for adolescent males in a residential treatment program. | |
| <i>2000— 2002</i> | <i>Bedford Freeman & Worth</i> | <i>New York , NY</i> |
| | Sales Representative - College Textbooks – Michigan Area | |
| <i>1997— 2000</i> | <i>Rogersville High School</i> | <i>Rogersville, MO</i> |
| | High School English Teacher | |
| <i>1991- 1995</i> | <i>St. John's Regional Hospital</i> | <i>Springfield, MO</i> |
| | Certified Therapeutic Recreation Specialist | |

Education

Degrees

- | | | |
|-------------------|--|------------------------|
| <i>1983— 1987</i> | <i>Missouri State University</i> | <i>Springfield, MO</i> |
| | Bachelor of Science –Therapeutic Recreation | |
| | <i>Cum Laude</i> | |

Certifications

- | | | |
|-------------------|---|------------------------|
| <i>1995— 1997</i> | <i>Missouri State University</i> | <i>Springfield, MO</i> |
| | Missouri State Teaching Certificate – High School English | |

Professional and Community Memberships

Holland Drop In Center Board of Directors – Secretary/Treasurer

Holland Leadership Class of 2008

Macatawa Bay Yacht Club Board of Directors – 2007-2009

Macatawa Bay Junior Association- 2003-2005

References

References available upon request.

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

Date 02/07/2012

Position Applying For Community Mental Health Board/Primary Consumer (BC)

Position Applying For _____

Position Applying For _____

Name Beth B Egge

Address 1706 South Shore

City Holland ST MI Zip 49423

Last 4 digits of social security number 1130 Birth Month 4 Birth Day 17

Contact Information:

Home Phone 616-335-5881

Work Phone 616-510-1070

E-mail beth.egge@gmail.com

Fax Number 616-335-5881

Education:

School Missouri State University

School _____

Degree Bachelor of Science - Therapeutic Recreation

Degree _____

Employment Background:

Current Employer Disabled Position _____

Responsibilities _____

Previous Employer Aromech Inc Position Office Administrator

Responsibilities _____

Handling of all financial aspects of the business including payroll, invoicing, purchasing, and accounts payable. General office administration and human resources.

Length of Residency in Ottawa County 8

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 am currently the Secretary/Treasurer of the Holland Drop In Center Board of Directors. I have also served on the Board of Directors for Macatawa Bay Yacht Club and the Macatawa Bay Junior Association

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?

As a consumer with Bipolar disorder and as a parent with children who receive services, I believe I could bring valuable insight and experience to this Board. I am at a point in my own recovery that I can advocate for other consumers

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:

Commissioner/Technology Committee/, Commissioner (BC)/Community Mental Health Board/

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 02/08/2012

Position Applying For Community Mental Health Board/Primary Consumer (BC)

Position Applying For _____

Position Applying For _____

Name Diane M Rosie

Address 70 West 13th Street, #E

City Holland ST MI Zip 49423

Last 4 digits of social security number 8307 Birth Month 10 Birth Day 16

Contact Information:

Home Phone 616-510-0825 Work Phone --

E-mail drsissie@gmail.com Fax Number 616-510-0825

Education:

School Davenport University School West Ottawa High School

Degree Medical Coding and Billing Degree Graduate

Employment Background:

Current Employer Disabled Position _____
Responsibilities _____

Previous Employer Hayworth Position Assembly
Responsibilities _____

Length of Residency in Ottawa County 62

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?

President Hair Dressers Association of West Michigan - 10 years.

Board member Community Action House - 1 year

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?

As a primary consumer of mental health services, I have experienced great personal growth and achievement and would like the opportunity to give back to the agency and community that has served me so well.

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:

Commissioner (BC)/Community Mental Health Board/

Thank you for your interest in Ottawa County Government