



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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April 5, 2012

To All Ottawa County Commissioners:

The Ottawa County Board of Commissioners will meet on **Tuesday, April 10, 2012 at 1:30 p.m.**, for the regular **April** meeting of the Board at the Ottawa County Fillmore Street Complex in West Olive, Michigan.

The Agenda is as follows:

1. Call to Order by the Chairperson
2. Invocation – Commissioner Holtrop
3. Pledge of Allegiance to the Flag
4. Roll Call
5. Presentation of Petitions and Communications
6. Public Comments and Communications from County Staff
 - A. Legislative Update, Jim Miller, Governmental Consultant Services, Inc.
7. Approval of Agenda
8. Actions and Reports
 - A. Consent Resolutions:

From the County Clerk

1. [Board of Commissioners Meeting Minutes](#)
Suggested Motion:
To approve the Minutes of the March 29, 2012 Board of Commissioners Meeting.
2. [Payroll](#)
Suggested Motion:
To authorize the payroll of April 10, 2012 in the amount of \$_____.

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

3. [Correspondence Log 425](#)
Suggested Motion:
To receive for information the Correspondence Log.

From Administration

4. [Monthly Accounts Payable for March 19, 2012 through March 30, 2012](#)
Suggested Motion:
To approve the general claims in the amount of \$2,668,205.91 as presented by the summary report for March 19, 2012 through March 30, 2012.
5. [Ottawa County Clerk's Office 2011 Annual Report](#)
Suggested Motion:
To receive for information the Ottawa County Clerk's Office 2011 Annual Report.
6. [Ottawa County Drain Commissioner's Office 2011 Annual Report](#)
Suggested Motion:
To receive for information the Ottawa County Drain Commissioner's Office 2011 Annual Report.

B. Action Items:

From Administration

1. [Appointment to Ottawa County Tax Allocation Board](#)
Suggested Motion:
To approve the name of Roger Cotner for appointment to the Ottawa County Tax Allocation Board, pursuant to MCL 211.205(e).

C. Appointments: None

D. Discussion Items:

From Administration

1. [Ottawa County Clerk's Office 2011 Annual Report](#)
(Presented by: Sherri Sayles, Chief Deputy Clerk)
2. [Ottawa County Drain Commissioner's Office 2011 Annual Report](#)
(Presented by: Paul Geerlings, Drain Commissioner)
9. Report of the County Administrator
10. General Information, Comments, and Meetings Attended
11. Public Comments
12. Adjournment

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

The Ottawa County Board of Commissioners met on Thursday, March 29, 2012, at 1:30 a.m. and was called to order by the Chair.

Mr. Karsten 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, Disselkoe, Karsten, Holtrop, Holtvluwer. (10)

Absent: Mr. Baumann. (1)

Public Comments and Communications from County Staff

- A. The Future of Agriculture in Michigan – A power point presentation was presented by Jim Byrum, President, Michigan Agri-Business Association.
- B. Erika Rosebrook, Associate Director, Office of Urban and Metropolitan Initiatives, introduced herself and gave a brief update on her new position stating she is ready to work with local communities.

B/C 12-049 Mr. Karsten moved to approve the agenda of today as presented. The motion passed.

B/C 12-050 Mr. Holtrop moved to approve the following Consent Resolutions:

1. To approve the Minutes of the March 13, 2012 Board of Commissioners Meeting.
2. To authorize the payroll of March 29, 2012 in the amount of \$521.58.
3. To approve the general claims in the amount of \$4,817,496.40 as presented by the summary report for March 5, 2012 through March 16, 2012.
4. To receive for information the Ottawa County Corporation Counsel 2011 Annual Report.
5. To receive for information the Ottawa County Michigan Works!/CAA 2011 Annual Report.
6. To approve and authorize the Board Chair and Clerk to sign the Resolution of Recognition and Tribute for Ryan Cotton, for his services to the residents of Ottawa County.

Ryan Cotton thanked the Commission and looks forward to working with Commissioner Disselkoen. He thanked the Administrator and all the Commissioners for excellent service.

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 February 2012.

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

B/C 12-051 Mr. Swartout moved to approve the proposal to contract with Plante and Moran, PLLC to conduct an IT Assessment and County Technology Plan at a cost of \$91,350. Funds to come from the IT Retrained Earnings account. The motion passed as shown by the following votes: Yeas: Mrs. Ruiter, Messrs. DeJong, Karsten, Swartout, Holtvluwer, Rycenga, Holtrop, Disselkoen, Visser, Kuyers. (10)

B/C 12-052 Mr. Swartout moved to approve the purchase of two (2) years of military service credits for Scott Ippel (Deputy, Ottawa County Sheriff's Office).

County Cost: \$18,360.00
Employee Cost: \$18,360.00
Total Cost: \$36,720.00

The motion passed as shown by the following votes: Yeas: Messrs. DeJong, Rycenga, Disselkoen, Holtvluwer, Visser, Holtrop, Swartout, Mrs. Ruiter, Mr. Kuyers. (9)

Nays: Mr. Karsten. (1)

B/C 12-053 Mr. Swartout moved to approve the request from Public Health to increase an Environmental Health Clerk from a .6 FTE to One (1) FTE (Group T, Paygrade 6) at a cost of \$17,653.00. Funding to come from Onsite Services and the Food Program. The motion passed.

B/C 12-054 Mr. Swartout moved to approve the request from Public Health to create One (1) FTE Environmental Health Technician (Group T, Paygrade 9) at a cost of \$59,811.00. Funding to come from the Waste Program and the Food Program. The motion passed.

B/C 12-055 Mr. Swartout moved to approve the request from Public Health to increase an Environmental Health Specialist from a .6 FTE to One (1) FTE (Group T, Paygrade 14) at a cost of \$30,853.00. Funding to come from the Food Program. The motion passed.

B/C 12-056 Mr. Swartout moved to approve the request from Community Mental Health to restructure the CMHOC Management Team at a cost of \$87,893.00. Funding to come from Medicaid Funds. The motion passed.

B/C 12-057 Mr. Swartout moved to approve the purchase of fixtures for the Grand Haven Courthouse Historic/Learning Center at a cost of \$23,477.00. Funding to come from Public Improvement Fund. The motion passed.

Discussion Items

1. Ottawa County Corporation Counsel 2011 Annual Report – The 2011 Corporation Counsel Annual Report was presented by Greg Rappleye, Corporation Counsel.
2. Ottawa County Michigan Works!/CAA 2011 Annual Report – The 2011 Michigan Works!/CAA Annual Report was presented by Angie Barksdale, Michigan Works! Program Supervisor and Paula Huyser, Community Action Agency House Program Supervisor.

The County Administrator's report was presented.

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

Public Comments

1. Gary Rosema, Sheriff, explained the banners displayed in the lobby are for Child Abuse Prevention Month. There are ten banners which were paid for with private donations and are placed in many different public buildings to raise awareness and recognition of child abuse, bullying, substance abuse, etc.

B/C 12-058 Mr. Disselkoen moved to adjourn at 2:23 p.m. subject to the call of the Chair. The motion passed.

DANIEL C. KRUEGER, Clerk
Of the Board of Commissioners

PHILIP KUYERS, Chairman
Of the Board of Commissioners

Action Request



Committee: Board of Commissioners

Meeting Date: 4/10/2012

Requesting Department: County Clerk

Submitted By: Bob Spaman

Agenda Item: Payroll

SUGGESTED MOTION:

To authorize the payroll of April 10, 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: 4/10/2012

Requesting Department: County Clerk

Submitted By: Keith Van Beek

Agenda Item: Correspondence Log 425

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
3/12/2012	CAROLYN BOERSMA, SPRING LAKE TWP CLERK	NOTICE OF HEARING	ADMINISTRATOR, RUITER
From:	To:		
3/8/2012	3/31/2012		

Action Request



Committee: Board of Commissioners

Meeting Date: 4/10/2012

Requesting Department: Fiscal Services

Submitted By: Bob Spaman

Agenda Item: Monthly Accounts Payable for March 19, 2012 through March 30, 2012

SUGGESTED MOTION:

To approve the general claims in the amount of \$2,668,205.91 as presented by the summary report for March 19, 2012 through March 30, 2012.

SUMMARY OF REQUEST:

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

FINANCIAL INFORMATION:

Total Cost: \$2,668,205.91 | General Fund Cost: \$2,668,205.91 | 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 – March 19, 2012 to March 30, 2012
Date: April 2, 2012

I have reviewed the Accounts Payable Listing for March 19 through March 30, 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

5 – Vehicles – Sheriff's Department	\$127,426.25
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Fiscal Services ERP Project	\$ 3,617.45
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Fund 2450 – Public Improvement Fund

195 Foot Monopole in Robinson Township	\$ 1,664.47
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If you have any additional questions, please feel free to contact me.

AÇCOUNTS PAYABLE CHECKS/ACH 03/19/2012 THROUGH 03/30/2012

<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	383,664.71	(227.00)	383,437.71
1500	CEMETERY TRUST	0.00	0.00	0.00
2081	PARKS & RECREATION	88,357.50	0.00	88,357.50
2082	PARK 12	0.00	0.00	0.00
2160	FRIEND OF COURT	1,817.17	0.00	1,817.17
2170	9/30 JUDICIAL GRANTS	818.30	0.00	818.30
2210	HEALTH	22,393.23	0.00	22,393.23
2220	MENTAL HEALTH	850,834.74	0.00	850,834.74
2271	SOLID WASTE CLEAN-UP	0.00	0.00	0.00
2272	LANDFILL TIPPING FEES	1,340.02	0.00	1,340.02
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	1,664.47	0.00	1,664.47
2550	HOMESTEAD PROPERTY TAX	0.00	0.00	0.00
2560	REGISTER OF DEEDS AUTOMATION FUND	7,548.06	0.00	7,548.06
2590	LIPPERT GRANT	0.00	0.00	0.00
2601	PROSECUTING ATTORNEY GRANTS	59.94	0.00	59.94
2602	WEMET	36,715.27	0.00	36,715.27
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-ALLENDALÉ	0.00	0.00	0.00
2609	SHERIFF GRANT PROGRAMS	1,326.30	0.00	1,326.30

ACCOUNTS PAYABLE CHECKS/ACH 03/19/2012 THROUGH 03/30/2012

<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	17,981.51	0.00	17,981.51
2640	EMT HOLLAND-PARK	0.00	0.00	0.00
2650	EMT GEORGETOWN TOWNSHIP	0.00	0.00	0.00
2661	SHERIFF ROAD PATROL	2,059.50	0.00	2,059.50
2690	LAW LIBRARY	0.00	0.00	0.00
2740	WIA-ADMIN. COST POOL	2,510.25	0.00	2,510.25
2741	WIA-YOUTH	3,303.80	0.00	3,303.80
2742	WIA-ADULT	2,937.00	0.00	2,937.00
2743	WIA-6/30 GRANT PROGRAMS	3,742.49	0.00	3,742.49
2744	WIA-12/31 GRANT PROGRAMS	799.97	0.00	799.97
2747	WIA-WORK FIRST YOUTH	0.00	0.00	0.00
2748	WIA-9/30 GRANT PROGRAMS	82,419.74	0.00	82,419.74
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	482.76	0.00	482.76
2810	FEMA	0.00	0.00	0.00
2850	COMMUNITY CORRECTIONS PROG. GRANT	1,443.30	0.00	1,443.30
2870	COMMUNITY ACTION AGENCY (CAA)	5,681.66	0.00	5,681.66
2890	WEATHERIZATION	48,988.10	0.00	48,988.10
2900	DEPT OF HUMAN SERVICES	0.00	0.00	0.00
2901	DEPT OF HUMAN SERVICES	2,929.68	0.00	2,929.68
2920	CHILD CARE - PROBATE	55,402.49	0.00	55,402.49
2921	CHILD CARE - SOCIAL SERVICES	0.00	0.00	0.00
2930	SOLDIER & SAILORS RELIEF	0.00	0.00	0.00

ACCOUNTS PAYABLE CHECKS/ACH 03/19/2012 THROUGH 03/30/2012

<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	7,685.99	0.00	7,685.99
2970	DB/DC CONVERSION	0.00	0.00	0.00
5160	DELINQUENT TAXES	3,591.15	0.00	3,591.15
6360	INFORMATION TECHNOLOGY	6,207.25	0.00	6,207.25
6410	WATER & SEWER REVOLVING	0.00	0.00	0.00
6450	DUPLICATING	50.01	0.00	50.01
6550	TELECOMMUNICATIONS	1,924.10	0.00	1,924.10
6641	EQUIPMENT POOL	131,043.70	0.00	131,043.70
6770	PROTECTED SELF-FUNDED INSURANCE	0.00	0.00	0.00
6771	PROTECTED SELF-FUNDED HEALTH INS.	678.50	0.00	678.50
6772	PROTECTED SELF-FUNDED UNEMPL INS.	0.00	0.00	0.00
6775	LONG-TERM DISABILITY INSURANCE	17,646.21	0.00	17,646.21
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	845,810.80	(50.01)	845,760.79
7040	IMPREST PAYROLL	26,346.24	0.00	26,346.24
7210	LIBRARY PENAL FINE	0.00	0.00	0.00
7300	EMPLOYEE SICK PAY BANK	0.00	0.00	0.00
7360	OPEB TRUST	0.00	0.00	0.00
		<u>\$2,668,205.91</u>	<u>(\$277.01)</u>	<u>\$2,667,928.90</u>

Action Request



Committee: Board of Commissioners

Meeting Date: 4/10/2012

Requesting Department: Clerk's Office

Submitted By: Keith Van Beek

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

SUGGESTED MOTION:

To receive for information the Ottawa County Clerk's Office 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: 4: Continue to improve communication with Commissioners.

ADMINISTRATION RECOMMENDATION: Recommended Not Recommended Without Recommendation

County Administrator:

Committee/Governing/Advisory Board Approval Date:

Ottawa County Clerk Annual Report 2011

Daniel C. Krueger, County Clerk

HIGHLIGHTS FROM 2011

Inside this issue:

Vital Records	2
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Another year has passed and, again, we have made some significant improvements and additions in the services we provide to the citizens of Ottawa County.

In last year's report I mentioned the electronic death certificate program we were piloting with several other counties. After approximately 6 months of the pilot we were on our own and began seeing what we could evolve off of that program.

One of the obvious areas of interest came from our funeral directors who were clamoring for a more direct delivery of the certified certificate of death and a method that would allow them to receive the certificates electronically in their offices.

To that end we expanded our electronic certification program, which was developed in the court records office, to our vital records area initially, to death certificates. We started with two of our larger funeral homes as pilots and found, to their satisfaction, we could provide certified copies of the death certificates within a short time of having received the original copy from them. They could provide the copies to family members while they were in their offices making ar-

rangements. This allowed the family to speed the process of notifying insurance agencies, changing bank accounts, etc.

All of our county funeral directors, as well as some in neighboring counties, are now obtaining their death certificates through this method.

We streamlined our DBA reminders and CCW appointment process by going to a postcard which saved us time and money. We began the utilization of a signature pad and the capturing of photos in our processing of Concealed Pistol Licenses and imaged those records as they were processed so we no longer store any of the paper records for this process.

A good deal of last year was spent working with the Federal Department of State on the implementation of their new rules for the processing of passports. While the new process is cumbersome at this juncture, we have made it work and still receive the revenue generated from the passport process.

I mentioned earlier the Circuit Court Records electronic certification process (TrueCertify) being expanded into our vital records

area. Well, court records is where the process was begun and where it was first utilized. We were able, with our vendor, to develop the program to allow for certification of court records and email those documents to whomever wishes to have them. This process cuts down on staff time and saves paper and postage while enhancing the delivery of the documents to the parties in a much smaller time, usually same day. It should be noted that this is one of less than a handful of programs throughout the country that can accomplish this process.

Finally, we have begun processing our own bond checks for Circuit Court. This provides more efficient and faster service to those needing their bond money returned by shortening the process by several weeks.

I should mention too, we are continuing to pursue legislative efforts on a number of fronts to reduce costs and promote more efficient service through the use of technology.

Sincerely,

Daniel C. Krueger, CCO, MCCO
County Clerk

ADDITIONAL HIGHLIGHTS

It seems like every year gets busier and busier with new technology and activities in the Clerk's Office and 2011 was true to that description.

In September, TrueCertify was implemented. This allows the Clerk's Office to email electronically certified copies of a majority of our documents. We are one of the first in the country to use this technology. In November, we implemented

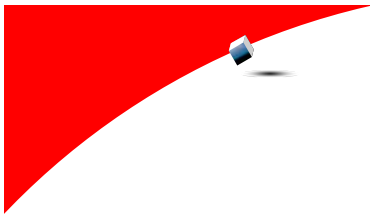
Truefiling. This allows for electronic submission of documents to the court through the internet on most of the civil and domestic cases.

We also began processing our own bond checks. This allows our customers to receive their money back immediately instead of waiting up to two weeks while the check is being

processed.

As always, I would like to thank our staff for all they do. Without them, we would not be able to implement new ideas and focus on quality service to our customers and the citizens of Ottawa County.

Sherri Sayles, CMC
Chief Deputy Clerk



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



VITAL RECORDS

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

The majority of certified copies requested from our office consist of birth, marriage, and death records. In 2011, the Clerk's Office processed 6,343 birth, 10,789 death and 625 marriage certified copies.

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

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

followed when accepting these applications.

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

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

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

We offer Clerk's Certificates for important papers traveling outside of Michigan. This is a statement acknowledging that the Notary Public who witnessed the signature is a current and duly commissioned Notary. We distributed 70

certificates in 2011, which was the same as in 2010.

Concealed weapons applications are accepted, managed, processed, and eventually stored here. A concealed weapons permit is only granted after an extensive background check is performed and the applicant has met all of the necessary requirements. 1,428 applicants appeared before the CCW Board in 2011.

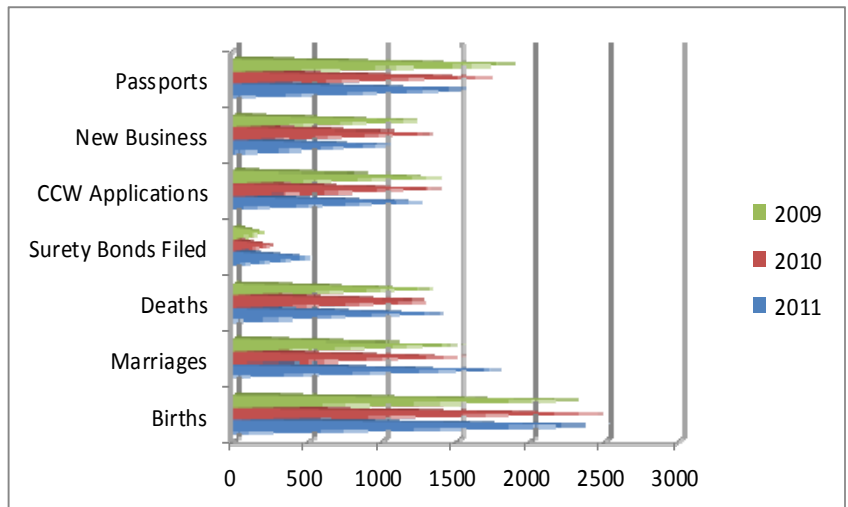
An Oath of Office is for those individuals who must be sworn in to their respective offices. Oaths of Office are prepared and filed in our office.

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

Traffic Control Orders are received from the Road Commission or Department of Transportation. Orders are for traffic signs at specific locations. We filed 22 Orders in 2011.

STATISTICS FOR VITAL RECORDS

	<u>2009</u>	<u>2010</u>	<u>2011</u>
New Births	2,550	2,563	2,584
Marriages	1,568	1,620	1,865
Deaths	1,407	1,463	1,471
Surety Bonds Filed	207	279	523
CCW Apps	1,502	1,435	1,381
DBA's	1,395	1,411	1,165
Passports	2,056	1,812	1,653



ELECTIONS

The Elections Division of the County Clerk’s Office oversaw the conduct of five elections in 2011. A special election in February, School Board and millage elections in May, the City Primary Election in August, a Village Election in September and the City General Election in November.

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

ming and testing of all elections equipment and the proofing and printing of all ballots countywide. Elections Staff also assists our 23 local city and township clerks as well as any candidates for office with any elections questions or needs they may have.

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

ELECTION COMMISSION

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

elections. The Election Commission is also responsible for holding clarity hearings in relation to recall petitions within Ottawa County.

They may also be called upon to appoint temporary township, city or county officials if a sufficient number of board members are recalled, so as to prevent a quorum from being met. These appointments are in

CANVASSING

The Canvassing Board consists of four appointed members, two from each of the two political parties casting the greatest number of votes for Secretary of State at the preceding General November Election. Each member is appointed by the Board of Commissioners from three nominations which are provided by the county political parties. The members serve four year terms, which are

staggered, meaning two terms expire every odd numbered year.

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

REGISTERED VOTERS

The Elections Division of the County Clerk’s Office processed a total of 13,009 voter registrations in 2011. This includes name and address changes that are passed to our office from the Michigan Secretary of State, as well as mail in voter registrations and Federal post card registrations from members of the military or oversees voters. As of December 2011, there were 180,541 registered voters in Ottawa County.

CAMPAIGN FINANCE

All candidates, political action committees and ballot question committees at the county level or below are required to file campaign finance documents with the County Clerk. These documents are kept on file with the Elections Division, and help to maintain the accuracy, integrity and openness of the elections process. Elections Staff processed 85 separate campaign finance filings in 2011. Our staff also began the process of scanning and indexing all campaign finance records for easier public access and more convenient storage.



effect until the next election can be held to fill the vacancies.

The Ottawa County Election Commission met six times in 2011, for the purpose of approving ballots for the May, August and November elections and the conduct of clarity hearings for local recall petitions.

EQUIPMENT

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

The Ottawa County Board of Canvassers met five times in 2011 to certify the February, May, August, September and November elections.

CIRCUIT COURT RECORDS



Lady Justice

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

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

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

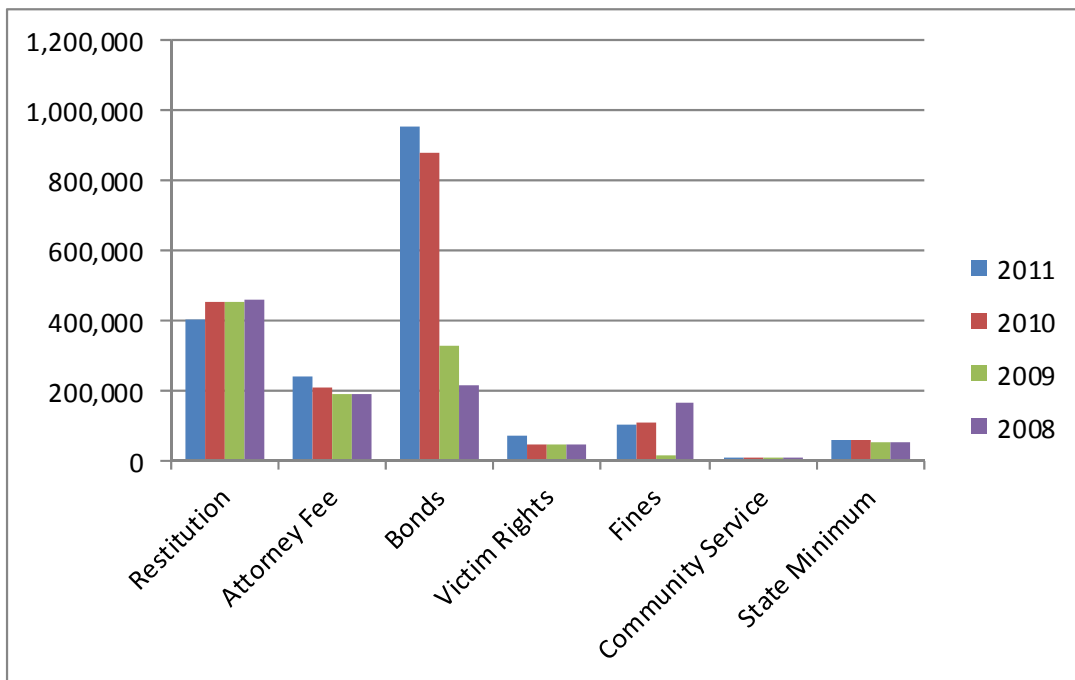
* These records are maintained by the Family Division of the 20th Circuit Court located in West Olive, Michigan.

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

ACCOUNTING

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

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



STATISTICS FOR CIRCUIT COURT RECORDS

	<u>2009</u>	<u>2010</u>	<u>2011</u>
Criminal Cases	1040	1007	918
Criminal Appeals	5	3	7
Civil Cases	572	524	423
Civil Appeals	43	46	44
Divorce Cases	1029	1003	1101
Divorces Granted	1054	1067	866
Cases to Appellate & Supreme Courts	30	25	23
Paternity	158	159	130
Support	304	265	239
Personal Protection Orders	822	727	808
Other Domestic Relations	31	34	36
UIFSA	17	12	18
Adoptions	149	147	142
Neglect & Abuse	79	93	83
Other Family	50	66	67
Release for Adoption	49	60	60
Juvenile Delinquency	1431	1338	1283

ADDITIONAL COLLECTIONS

	<u>2010</u>	<u>2011</u>
Filing Fees	\$249,469	\$240,010
Order Fees	\$ 72,450	\$ 78,900
Motion Fees	\$ 25,291	\$ 24,232
Jury Trial Fees	\$ 9,775	\$ 10,370
Garnishments	\$ 13,230	\$ 11,325
Record Searches	\$ 2,911	\$ 11,791



REPORTING TO STATE AGENCIES

Circuit Court Records prepares a Judgment of Sentence for each individual convicted of a felony, high court misdemeanor or probation violation and is responsible for reporting these issues to the appropriate governmental agencies such as Michigan Secretary of State, Michigan State Police and Michigan Department of Corrections. The Clerk’s Office must also send a state abstract to the Secretary of State for all cases involving a motor vehicle. In addition, Circuit Court Records prepares and submits the Record of Divorce or Annulment to the Michigan Department of Community Health in conjunction with divorce cases filed with the Court.

FRIEND OF THE COURT

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

ANNUAL REPORT

All cases filed with the Court must be reported to the State Court Administrator’s Office annually. Several portions of this report are prepared and submitted by the Circuit Court Records Division of the Clerk’s Office. This report contains important statistical information regarding caseload data such as the number of new cases filed each year. This report also tracks the age of each case in order to monitor the number of days that the Court spends on each case from the date of filing to the date of final disposition. This information is used by the State Court Administrative Office to assist in the preparation of the Michigan Supreme Court Annual Report as well as for other important reporting purposes.

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

JURY

The Clerk’s Office also administers and maintains the jury by working in conjunction with the Jury Board to process jury questionnaires, process requests for excusal from jury service, process payroll for jury service and provide correspondence to jurors verifying jury service. The Clerk’s Office also plays an integral role in the juror selection process by summoning the jury to court when a jury trial is scheduled and assisting with the selection, swearing in and sequestration of the jury during a trial.

LOCATIONS/HOURS

Vital & Circuit Court Records:

Health Services Building
 12251 James Street
 Holland, MI 49424
 Monday through Friday
 8:00 a.m. to 11:30 a.m. &
 12:30 p.m. to 5 p.m.
 (616) 494-5566

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

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

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

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

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

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

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

CLERK OF THE BOARD OF COMMISSIONERS

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

County Directory

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

Posting Vacancies

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

PLAT BOARD

The Plat Board is a statutory committee consisting of the County Register of Deeds, County Treasurer, and County Clerk. The Board's responsibility is to review all preliminary plats to determine the viability of the subdivision name and to review all plats to determine the accuracy of the description in relation to the corresponding plat. In 2010, the Board met 6 times. In 2011, the Plat Board met 3 times, approving 2 preliminary plats.



Action Request



Committee: Board of Commissioners

Meeting Date: 4/10/2012

Requesting Department: Drain Commissioner's Office

Submitted By: Keith Van Beek

Agenda Item: Ottawa County Drain Commissioner's Office 2011 Annual Report

SUGGESTED MOTION:

To receive for information the Ottawa County Drain Commissioner's Office 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: 4: Continue to improve communication with Commissioners.

ADMINISTRATION RECOMMENDATION: Recommended Not Recommended Without Recommendation

County Administrator:


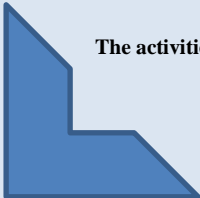
Committee/Governing/Advisory Board Approval Date:



*OTTAWA COUNTY
DRAIN COMMISSIONER*

Annual Report

**January 1, 2011
Thru
December 31, 2011**



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

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OTTAWA COUNTY DRAIN COMMISSIONER'S OFFICE

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

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

Service Provided by the Drain Commissioner

The following are responsibilities mandated by Statute:

The Drain Commissioner and his staff are responsible for the construction, operation and maintenance of approximately 850 storm water management systems ("County Drains") in Ottawa County. These systems are designed to provide storm water management, drainage, flood prevention and stream protection for urban and agricultural lands. Construction and maintenance of these County Drains can be accomplished through petition by property owners, resolution or petition by public entities and general maintenance by the Drain Commissioner under Public Act 40 of 1956, as amended. Typical duties include inspection, enforcement, response and analysis of citizen complaints on drainage problems and the administration of construction and maintenance of drains.

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

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

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

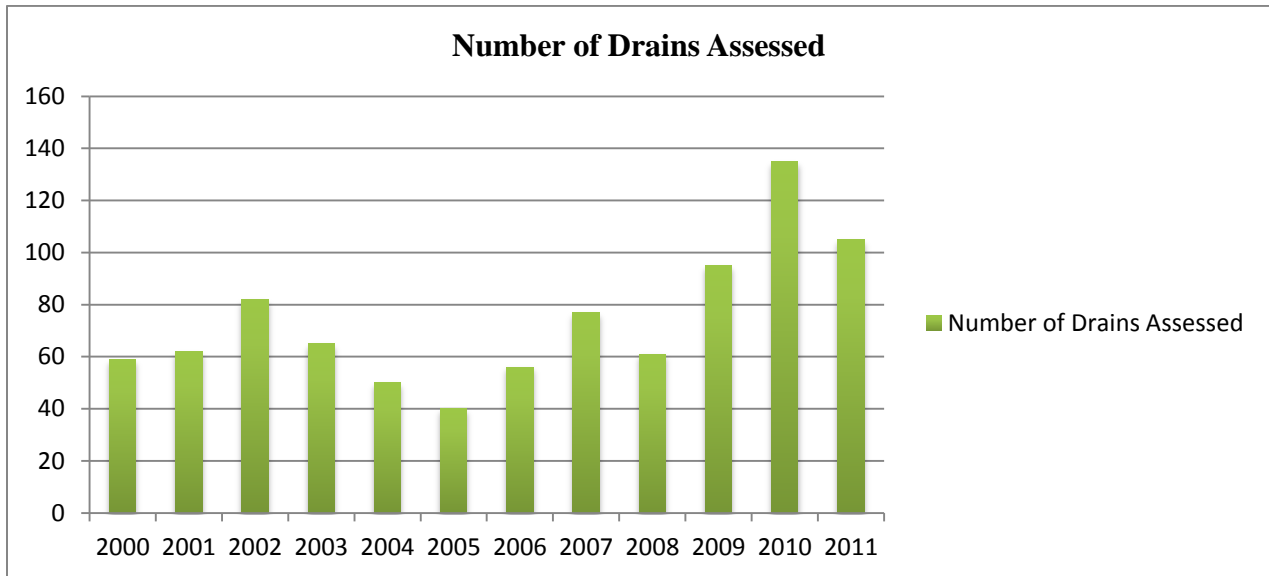
In addition, the Ottawa County Board of Commissioners has designated the office of the Drain Commissioner responsible for the following:

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

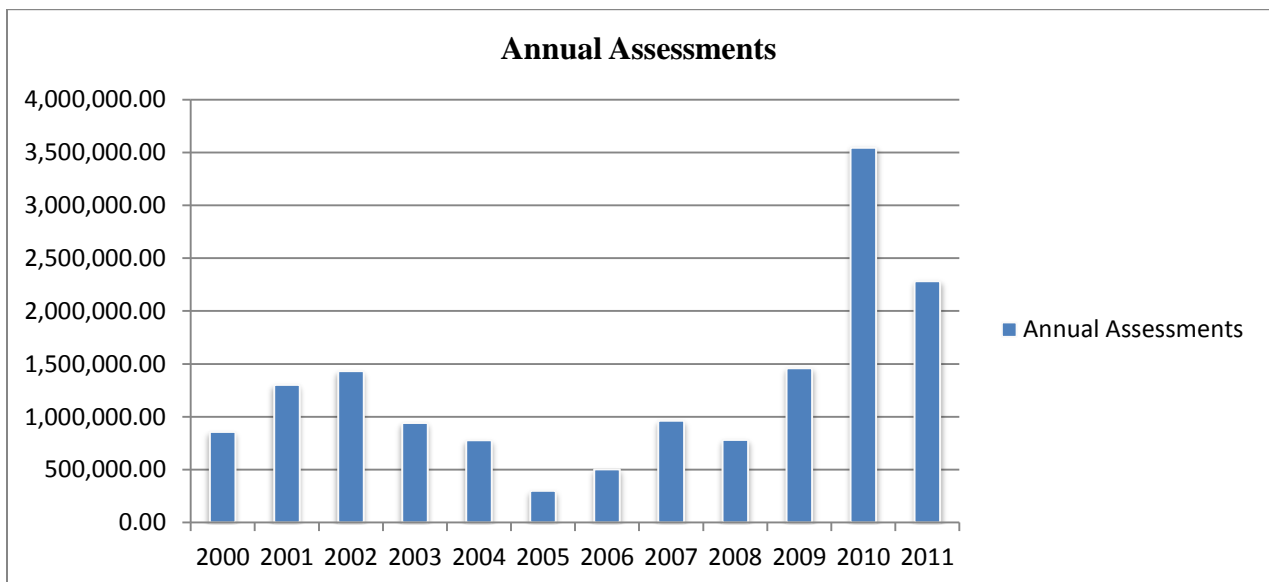
The Drain Commissioner is responsible for coordinating all requirements of the Federal Clean Water Act, Phase II, as they pertain to Ottawa County Drains. These requirements include; a Public Education Plan, a Public Participation Plan, an Illicit Discharge and Elimination Plan, a Construction Site Runoff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

DRAIN PROJECTS

As we look back over 2011, we can finally see a close to the endless flow of petitions received related to the extreme storm events of 2008 & 2009 and the flooding they caused. All petitions associated with these storms have been addressed, except the Park West Drain in Park Township which, due to easement and permit acquisition will not be assessed until 2012. The impact on the total number of drains that were assessed in the years following them is significant as shown on the graph below.



The financial impact of the 2008 and 2009 storm events is even more evident when you look at the annual assessment totals.



REVENUES

Fees

• Soil Erosion Permit Fees	35,971.00	
• Development Review Fees	45,265.63	
• Development Administration Fees	4,100.00	
• Drain Use Permit Fees	2,050.00	
• License Agreement Fees	200.00	
Total Fees	87,586.63	87,586.63

Assessments

• 8010 Fund	2,094,557.72	
• 8200 Fund	28,200.00	
• 8300 Fund	98,803.46	
• 8510 Fund	46,762.87	
Total Assessments	2,268,324.05	2,268,324.05

Interest Earned

• Drain Funds	17,130.15	
• Revolving Maintenance Fund	430.00	
• Debt Service Funds	192.99	
• Construction Funds	447.73	
• Lake Boards	980.18	
Total Interest	19,181.05	19,181.05

Miscellaneous Revenue

• Lake Boards – Spring Lake 2011 Tax Collection	224,143.51	
• Future Maintenance – 433 Agreements	2,500.00	
• Prepaid Drain Maintenance	13,357.70	
• Assessment Payoffs	43,445.03	
• Note Payments	86,273.28	
• Drain Project Plan Fees	570.00	
Total Misc. Revenue	370,289.52	370,289.52

TOTAL REVENUE **\$2,745,381.25**

2011 DRAIN ASSESSMENT ROLL												
Drain Name	Finan Sys #	Township	City	Typ/City at large	Typ/City Individuals	County at large	Co. Road at large	CSX Railroad	M.D.O.T.	Total		
OTAWA COUNTY DRAIN COMMISSION												
2011 DRAIN ASSESSMENT ROLL												
DRAIN ASSESSMENTS - 8010 FUND												
AVINK	A190	BLENDON		2,530.76		104.52	104.52			2,739.80		
BASS CREEK	B110	ALLENDALE		229.78								
		BLENDON		986.47								
		GEORGETOWN		3,375.61		63.05	63.05			1,717.96		
BAZON	B140	HOLLAND		3,334.61								
		PARK		7,753.10								
		PORT SHELDON		353.86		659.53	659.53			12,760.63		
BEAR CREEK (2 of 7)	B145	ROBINSON			7,573.44					7,573.44		
BERG	B220	GRAND HAVEN		4,540.00	11,154.95							
		ROBINSON		1,100.00	2,600.95	1,202.05	1,202.05			22,000.00		
BETHKE	B250	ROBINSON				5,262.31				5,262.31		
BETHKE (Maintenance)	B250	ROBINSON		400.00	3,357.34	121.33	121.33			4,000.00		
BLACK CREEK OF ZEELAND	B270	BLENDON		462.60								
		GEORGETOWN		18.00								
		HOLLAND		2,925.90								
		JAMESTOWN		4.10								
		OLIVE		504.00								
		ZEELAND		2,610.00								
		HOLLAND		858.66		261.45	261.45			9,000.00		
BLUFF LAKES	B375	ZEELAND		615.60		85.72	85.72	37.80		6,700.00		
BOONE	B380	HOLLAND		498.56								
		ZEELAND		6.29		5.55	5.55	1.04		1,022.29		
		HOLLAND		426.32						3,944.28		
BOOZER (1 of 2)	B390	CHESTER		577.54						1,115.00		
BOSCH & HULST	B410	HOLLAND		900.00	3,044.28	278.75	278.75			2,500.00		
BREWER FARMS	B465	GEORGETOWN		557.50		425.00	425.00			2,350.05		
BRIDLEWOOD	B472	JAMESTOWN		1,621.53		364.26	364.26					
BROWER	B490	HOLLAND		7,425.00	11,274.57							
		ZEELAND		14,850.00	29,598.58							
		ZEELAND		22,468.05	53,365.89	2,947.73	2,947.73	1,321.65	1,900.80	148,500.00		
BUTTERMILK CREEK	B570	GRAND HAVEN		11,001.90	17,222.03					31,000.00		
COOPER (2 of 2)	C290	PORT SHELDON			20,603.83					38,025.86		
CORY BISHOP	C320	GEORGETOWN		1,255.50		69.75	69.75			1,395.00		
COUNTRY ACRES	C331	TALLMADGE		426.18		24.41	24.41			475.00		
COUNTRY ACRES ESTATES	C330	JAMESTOWN		568.37		116.08	116.08			800.53		
DELEUW	D140	HOLLAND		96,500.00	209,713.80	39,893.10	39,893.10			386,000.00		
DRAGHT	D200	HOLLAND		1,866.77		100.64	100.64			2,135.00		
EASTWAY & TUBBS	E100	ALLENDALE		1,451.40					66.95			
		OLIVE		650.00								
		ROBINSON			3,650.64	273.96	273.96			6,500.00		
ELENBAAS	E150	BLENDON		1,218.39								
		OLIVE		1,444.29		94.16	94.16			2,851.00		
ELTERS	E160	PARK		7,509.74		282.63	282.63			8,075.00		
ESKER CREEK	E168	ZEELAND		443.95		39.17	39.17			522.29		
FARMERS		CHESTER		141.81								
		WRIGHT		1,359.20		166.76	166.76			1,834.53		
FIELDSTONE ESTATES	F165	GEORGETOWN		1,614.42		397.58	397.58			2,409.58		
FOSTER GRAHAM	F190	ROBINSON		550.00	4,469.84	240.08	240.08		404.40	5,500.00		
GRAND TRUNK	G150	CROCKERY		300.01	5,093.99	100.80	100.80			6,000.00		
GRISWOLD	G170	POLKTON		11,471.18		351.91	351.91			12,175.00		
HARLEM	H130	HOLLAND		962.40								
		OLIVE		855.60								
		PARK		1,455.60								
		PORT SHELDON		230.80		211.40	211.40	36.00	36.80	4,000.00		

SCOTT		S220	ROBINSON																	
SEVEL - BROOKSIDE BRANCH		S260	ALLENDALE		500.00	3,792.50	353.75	353.75												5,000.00
SPRING MEADOWS NO. 2		S471	JAMESTOWN		75,000.00	113,244.00	45,878.00	45,878.00												280,000.00
ULBERG		U192	JAMESTOWN		24,800.00	171,120.00	26,040.00	26,040.00												248,000.00
VANDERMOLLEN		V110	GEORGETOWN		275.00	4,755.84	234.58	234.58												5,000.00
VINCENIT (1 of 5)		V180	GRAND HAVEN		1,306.34	15,527.63	46.83	46.83												1,400.00
VIRGINIA PARK INTERCOUNTY		V200	PARK		6,442.00	15,527.63	1,616.00	1,616.00												15,927.63
VISSER		V205	OLIVE		2,161.52	10,154.30	94.24	94.24												9,674.00
WILLOW CREEK		W285	GEORGETOWN		1,625.00	437.50	437.50	437.50												2,500.00
YONKER		Y100	CROCKERY		650.00	1,097.85	1,097.85	1,097.85												13,000.00
Total 8010 Drain Assessments					820,753.17	855,495.04	189,615.10	222,456.69				1,426.49	4,811.23	2,094,557.72						
DRAIN ASSESSMENTS - 8510 FUND																				
MUNN (2 of 20)		M400	PARK			3,636.64														42,627.57
NUNICA (5 of 15)		N480	CROCKERY			4,135.30														4,135.30
Total 8510 Drain Assessments					0.00	46,762.87	0.00	0.00				0.00	0.00	46,762.87						
CHAPTER 20 DRAIN ASSESSMENTS - 8200 FUND																				
BLACK CREEK WATERSHED		115B	BLENDON		102.80															
			GEORGETOWN		4.00															
			HOLLAND		650.20															
			JAMESTOWN		9.80															
			OLIVE		112.00															
			ZEELAND		580.00															
			HOLLAND		190.80															
			ZEELAND		136.80															
			HOLLAND		14.89		58.10	58.10												89.00
GEDAR		100C	ZEELAND		530.67															2,000.00
DEWINDT		105D	GEORGETOWN		1,620.20		17.41	17.41												2,300.00
DOUGLAS STREET		100D	HOLLAND		1,184.24		157.88	157.88												1,500.00
EAST BR TO RUSH CREEK		100E	JAMESTOWN		562.62		540.00	540.00												3,000.00
HOUSEMAN		120H	GEORGETOWN		5,658.94		31.19	31.19												625.00
NO. 3		100N	HOLLAND		163.80		1,320.53	1,320.53												8,300.00
POST AVE BR TO WAKAZOO		105P	PARK		176.96		5.60	5.60												175.00
ROGERS		105R	ALLENDALE		82.74		11.52	11.52												200.00
ROSEWOOD STREET		130R	GEORGETOWN		3,585.00		702.50	702.50												3.82
RUSH CREEK IMPOUNDMENT		140R	BLENDON		520.00		702.50	702.50												5,000.00
			GEORGETOWN		2,230.00															
			JAMESTOWN		675.00		630.00	630.00												
Total 8200 Drain Assessments					21,516.46	0.00	3,481.45	2,851.45	8.40			150.00	342.24	28,200.00						
CHAPTER 21 DRAIN ASSESSMENTS - 8300 FUND																				
BLISS CREEK		B101	GEORGETOWN		1,986.00															
			JAMESTOWN		6,544.00															
			KENT COUNTY		10,526.00		250.00	250.00												20,000.00
LELA		L101	HOLLAND		497.18															487.18
MAPLEWOOD		M101	HOLLAND		525.00															
TULIP		T101	HOLLAND		23,175.00		62.50	62.50												25,000.00
			HOLLAND		38,575.02		258.20	258.20												53,306.28
Total 8300 Drain Assessments					86,802.68	0.00	570.70	570.70	0.00			9,240.38	10,859.38	98,803.46						
TOTAL DRAIN ASSESSMENTS (All Funds)																				
					929,072.31	902,257.91	193,667.25	225,878.84	1,434.89			16,012.85	2,268,324.05							

LIABILITIES

Notes – Taken out from 1/01/11 thru 12/31/11

• 8010 Drain Fund	\$ 515,000.00
Total	\$ 515,000.00

Notes - Taken out prior to 1/01/11 that are still outstanding as of 12/31/11

• 8010 Drain Fund	\$ 934,900.00
• 8200 Drain Fund	\$ 0.00
• 8300 Drain Fund	\$ 0.00
Total	\$ 934,900.00

Bonds – Taken out prior to 1/01/11 that are still outstanding as of 12/31/11

• Munn Drain (Final payment – 6/01/30)	\$ 475,000.00
• Nunica Drain (Final payment – 6/01/22)	\$ 63,433.36
Total	\$ 538,433.36

Revolving Drain Fund	\$ 174,959.56
Revolving Maintenance Fund	\$ 54,698.54
TOTAL LIABILITIES	\$2,217,991.46

EXPENDITURES

Drain Orders – Issued 1/01/11 thru 12/31/11 (#1568 thru #2246)	\$2,886,022.06
TOTAL EXPENDITURES	\$2,886,022.06

Note: A list of all drain orders issued that make up the total expenditure amount shown above is kept on file in the Office of the Drain Commissioner as required by Michigan Drain Code, Act No. 40 of the Public Acts of 1956, as amended.

DEVELOPMENT REVIEW

The Michigan Land Division Act (Public Act 591 of 1996) requires that the Drain Commissioner be responsible for reviewing the drainage or storm water management system of all platted developments. The Drain Commissioner has the authority to ensure that established drains and natural water courses, both inside and outside the plat, be improved or protected to the standards established by the Drain Commissioner. The law requires the Drain Commissioner to provide a written policy stating what is required to obtain approval for a proposed plat. The Ottawa County Drain Commissioner has adopted and published a set of Standards and Specifications for this purpose. These Standard & Specifications were reviewed and updated in 2011. Copies are available in the Office of the Drain Commissioner.

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

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

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

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

The following is a breakdown of the 38 developments that were reviewed by the Ottawa County Drain Commissioner's Office in 2011.

2011 DEVELOPMENTS

Township	Project Name	Section	Development Type
Allendale	48 West Village - Phase II	25	Apartments
	Countryside Greenhouse	30	Farm Market
	W. Campus Dr. Extension	25	Improvement
Crockery	Hathaway Lakes – Phase 4	17	Subdivision
	Meekhof's Lakeside Dock	16	Industrial
Georgetown	Cory Estates – Phase 3	27	Subdivision
	Cottonwood Centre	13	Commercial
	Fairway CRC Expansion	26	Church
	Family Fare Supermarket	21	Commercial
	Grand Lady Riverboat	2	Misc.
	O'Reilly Auto Parts	13	Commercial
	Rolling Hills Estates – Phase 3	16	Plat
	Wesco	17	Commercial
Grand Haven	CMA Plant Expansion	33	Industrial
	Watermark Church - Parking Lot	10	Church
Grand Haven City	Beechtree Office Riopelle	28	Office
	Tim Hortons USA	28	Commercial
Holland	112 th Business Park	23	Commercial
	13821 Riley Street Bldg. Addition	8	Industrial
	EBW Electronics Building Addition	5	Commercial
	Gentex – James Street	22	Industrial
	Johnson Controls – Lakewood Park	19	Industrial
	OMT – Veyhl Site	15	Industrial
	Perrigo – Parking Lot	8	Industrial
	Request Foods – Wastewater Bldg.	8	Industrial
	Savannah Lakes – Phase 3A	25	Site Condo
	Spectrum Health Holland Pavilion	21	Medical Office
	SportsQuest Youth Center Addition	12	Commercial
	Zeeland High Schools – Cafeteria	12	School
Holland City	Holland BPW Substation	15	Utility
Hudsonville City	Love Inc. – Parking Area Addition	32	Improvement
Jamestown	Evergreen Ministries Expansion	6	Church
	Spring Grove Farms – Phase II	4	Subdivision
Olive	Permaloc Addition	32	Commercial
Park	Benjamin's Hope	14	PUD
Wright	DeWys Manufacturing Expansion	25	Industrial
Zeeland	Gentex Expansion	7	Industrial
	Zeeland Public Schools – Adams Elementary	28	School

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

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

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

Between January 1, 2011 and December 31, 2011 there were 239 permits issued by Ottawa County Drain Commissioner's Office staff acting as the County Enforcing Agent for this State Statute. These permits were issued according to the Ottawa County Soil Erosion & Sedimentation Control Ordinance. This ordinance was revised and approved by the Board of Commissioners on August 27, 2002 (No. 02-1). Past records show 451 permits issued in 2005 which was a record high and 138 permits issued in 2009 which was a record low. The total number of permits issued in 2011 is a positive sign that the development trend we have been witnessing in the last several years is changing.

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

TOWNSHIP	PERMITS
Allendale	13
Blendon	4
Chester	2
Crockery	7
Ferrysburg	2
Georgetown	59
Grand Haven	33
Holland	39
Jamestown	3
Olive	2
Park	24
Polkton	5
Port Sheldon	9
Robinson	2
Spring Lake	19
Tallmadge	4
Wright	1
Zeeland	11
TOTAL	239

DEVELOPMENT TYPE	PERMITS
Apartment	1
Church	2
Commercial	15
Condominiums	3
Cut/Fill Project	6
Industrial	12
Misc.	11
Park	5
Pond	3
Residential – Minor	30
Sand Mining	1
School	7
Sidewalk	4
Single Family Home	125
Subdivision	2
Utility	11
Wetlands	1
TOTAL	239

CERTIFICATE

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

Paul Geerlings

Paul Geerlings
Ottawa County Drain Commissioner

Dated this 2nd Day of April, 2012.

This annual report for the period of January 1, 2011 to December 31, 2011 is submitted in compliance with Act 365 of the Public Acts of 1925 and Act 331 of the Public Acts of 1927.

Action Request



Committee: Board of Commissioners

Meeting Date: 4/10/2012

Requesting Department: Administrator's Office

Submitted By: Al Vanderberg

Agenda Item: Appointment to Ottawa County Tax Allocation Board

SUGGESTED MOTION:

To approve the name of Roger Cotner for appointment to the Ottawa County Tax Allocation Board, pursuant to MCL 211.205(e).

SUMMARY OF REQUEST:

Professor Kenneth VerBurg notes in Guide to Michigan County Government "The County Tax Allocation Board's basic duty is to review the budgets submitted by the various governmental units and to divide the 15 mills among them on the basis of what the Board considers most prudent, the materials presented and any other matters the board judges to be pertinent."

One member of the Board cannot be officially connected with or employed by any local or county unit and is selected by the Board of Commissioners.

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: 4: Maintain or improve bond ratings.

ADMINISTRATION RECOMMENDATION: Recommended Not Recommended Without Recommendation

County Administrator:

Committee/Governing/Advisory Board Approval Date: