



Gregory J. DeJong
Chairperson

Roger A. Bergman
Vice-Chairperson

Ottawa County

Board of Commissioners

To All Ottawa County Commissioners:

The Ottawa County Board of Commissioners will meet on **Tuesday, January 9, 2018 at 1:30 pm.**, for the regular January 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 Dannenberg
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/Register

1. Board of Commissioners Meeting Minutes
Suggested Motion:

To approve the Minutes of the December 26, 2017 Board of Commissioners meeting and January 2, 2018 Board of Commissioners Organizational Meeting.

Francisco C. Garcia Joseph S. Baumann Donald G. Disselkoen Allen Dannenberg Michael P. Haverdink
Kelly M. Kuiper James H. Holtvluwer Philip D. Kuyers Matthew R. Fenske

12220 Fillmore Street | West Olive, Michigan 49460 | 616-738-4898 | miOttawa.org

From Administration

2. [Monthly Accounts Payable for December 18, 2017 through December 29, 2017](#)
Suggested Motion:
To approve the general claims in the amount of \$3,532,356.95 as presented by the summary report for December 18, 2017 through December 29, 2017.
3. [Ottawa County Parks and Recreation 2017/2018 Annual Report](#)
Suggested Motion:
To receive for information the Ottawa County Parks and Recreation 2017/2018 Annual Report.
4. [Ottawa County Treasurer's Office 2017/2018 Annual Report](#)
Suggested Motion:
To receive for information the Ottawa County Treasurer's Office 2017/2018 Annual Report.

B. Action Items:

From the Planning and Policy Committee

1. [Indemnification Policy \(Second Reading\)](#)
Suggested Motion:
To approve the new Indemnification Policy (second reading).

C. Appointments: None

D. Discussion Items:

1. [Ottawa County Parks and Recreation 2017/2018 Annual Report](#)
(Presented by: John Scholtz, Parks and Recreation Director)
2. [Ottawa County Treasurer's Office 2017/2018 Annual Report](#)
(Presented by: Bradley Slagh, Ottawa County Treasurer)

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

Action Request



Committee:	Board of Commissioners
Meeting Date:	01/09/2018
Requesting Department:	Fiscal Services
Submitted By:	Karen Karasinski
Agenda Item:	Monthly Accounts Payable for December 18, 2017 through December 29, 2017

Suggested Motion:

To approve the general claims in the amount of \$3,532,356.95 as presented by the summary report for December 18, 2017 through December 29, 2017.

Summary of Request:

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

Financial Information:

Total Cost: \$3,532,356.95	General Fund Cost: \$3,532,356.95	Included in Budget:	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
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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: Goal 1: To Maintain and Improve the Strong Financial Position of the County.

Objective: Goal 1, Objective 1: Maintain and improve current processes and implement new strategies to retain a balanced budget.

Administration: Recommended Not Recommended Without Recommendation

County Administrator: *Alan G. Vandenbergh*

Committee/Governing/Advisory Board Approval Date:

Total Checks/Automated Clearing House (EFT) 12/18/2017 through 12/29/2017

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 amount of claims to be approved totals \$3,532,356.95.



Karen Karasinski
Fiscal Services Director

1/2/18

Date

We hereby certify that the Board of Commissioners has approved the claims on this 9th day of January, 2018.

Greg DeJong, Chairperson
Board of Commissioners

Justin Roebuck, Clerk/Register of Deeds

ACCOUNTS PAYABLE CHECKS/EFTS/WIRES 12/18/2017 THROUGH 12/29/2017

FUND NUMBER	FUND NAME	CHECK/EFT TOTALS	P-Card BATCH	CHECK/EFT/WIRE TOTALS FOR AP
0000	TREASURY FUND	0.00	0.00	0.00
1010	GENERAL FUND	379,376.84	0.00	379,376.84
1500	CEMETERY TRUST	0.00	0.00	0.00
2081	PARKS & RECREATION	42,193.42	0.00	42,193.42
2160	FRIEND OF COURT	704.67	0.00	704.67
2180	OTHER GOVERNMENTAL GRANTS	41,794.24	0.00	41,794.24
2210	HEALTH	23,539.90	0.00	23,539.90
2220	MENTAL HEALTH	1,323,466.34	0.00	1,323,466.34
2221	MENTAL HEALTH MILLAGE	128,616.10	0.00	128,616.10
2225	SUBSTANCE USE DISORDER	57,523.73	0.00	57,523.73
2271	SOLID WASTE CLEAN-UP	15,875.77	0.00	15,875.77
2272	LANDFILL TIPPING FEES	944.99	0.00	944.99
2340	FARMLAND PRESERVATION	3,250.00	0.00	3,250.00
2430	BROWNFIELD REDEVELOPMENT	0.00	0.00	0.00
2444	INFRASTRUCTURE FUND	0.00	0.00	0.00
2550	HOMESTEAD PROPERTY TAX	0.00	0.00	0.00
2560	REGISTER OF DEEDS AUTOMATION FUND	3,000.00	0.00	3,000.00
2602	WEMET	42,440.42	0.00	42,440.42
2630	SHERIFF GRANTS & CONTRACTS	0.00	0.00	0.00
2631	CONCEALED PISTAL LICENSING	0.00	0.00	0.00
2901	DEPT OF HUMAN SERVICES	49.63	0.00	49.63
2920	CHILD CARE - PROBATE	41,685.53	0.00	41,685.53
2970	DB/DC CONVERSION	-278,333.73	0.00	-278,333.73
3010	DEBT SERVICE	0.00	0.00	0.00
4020	CAPITAL IMPROVEMENTS	4,497.75	0.00	4,497.75
5160	DELINQUENT TAXES	0.00	0.00	0.00
5360	LAND BANK AUTHORITY	0.00	0.00	0.00
6360	INNOVATION & TECHNOLOGY	95.31	0.00	95.31
6450	DUPLICATING	0.00	0.00	0.00
6550	TELECOMMUNICATIONS	2,754.10	0.00	2,754.10
6641	EQUIPMENT POOL	101,522.31	0.00	101,522.31
6770	PROTECTED SELF-FUNDED INSURANCE	0.00	0.00	0.00
6771	EMPLOYEE BENEFITS	0.00	0.00	0.00
6772	PROTECTED SELF-FUNDED UNEMPL INS.	100.67	0.00	100.67

ACCOUNTS PAYABLE CHECKS/EFTS/WIRES 12/18/2017 THROUGH 12/29/2017

<u>FUND NUMBER</u>	<u>FUND NAME</u>	<u>CHECK/EFT TOTALS</u>	<u>P-Card BATCH</u>	<u>CHECK/EFT/WIRE TOTALS FOR AP</u>
6775	LONG-TERM DISABILITY INSURANCE	0.00	0.00	0.00
7010	AGENCY	414,622.79	0.00	414,622.79
7015	TRUST & AGENCY JUVENILE COURT	112.30	0.00	112.30
7040	IMPREST PAYROLL	1,018,506.42	0.00	1,018,506.42
7210	LIBRARY PENAL FINE	0.00	0.00	0.00
7360	OPEB TRUST	0.00	0.00	0.00
6780	OTTAWA CNTY-INSURANCE AUTHORITY	0.00	0.00	0.00
8010	SPECIAL ASSESS. DRAINS	162,405.63	0.00	162,405.63
8011	DRAINS-CAPITAL PROJECTS FUND	0.00	0.00	0.00
8020	DRAINS-REVOLVING	0.00	0.00	0.00
8510	DRAINS-DEBT SERVICE FUND	0.00	0.00	0.00
8725	INLAND LAKE IMPROVEMENT	1,611.82	0.00	1,611.82
8800	BROWNFIELD REDEVELOPMENT AUTHORITY	0.00	0.00	0.00
		<u>\$3,532,356.95</u>	<u>\$0.00</u>	<u>\$3,532,356.95</u>

Action Request



Committee:	Board of Commissioners
Meeting Date:	01/09/2018
Requesting Department:	Ottawa County Parks and Recreation
Submitted By:	Misty Cunningham
Agenda Item:	Ottawa County Parks and Recreation 2017/2018 Annual Report

Suggested Motion:

To receive for information the Ottawa County Parks and Recreation 2017/2018 Annual Report.

Summary of Request:

In accordance with the 2017/2018 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:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A
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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: Goal 3: To Maintain and Enhance Communication with Citizens, Employees, and Other Stakeholders.

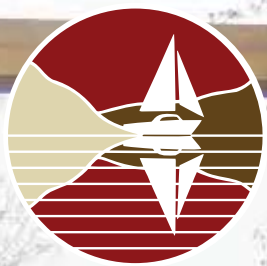
Objective: Goal 3, Objective 1: Regularly review and update communication strategies that guide the work of the County in this goal area.

Goal 3, Objective 4: Evaluate communication with other key stakeholders.

Administration: Recommended Not Recommended Without Recommendation

County Administrator:

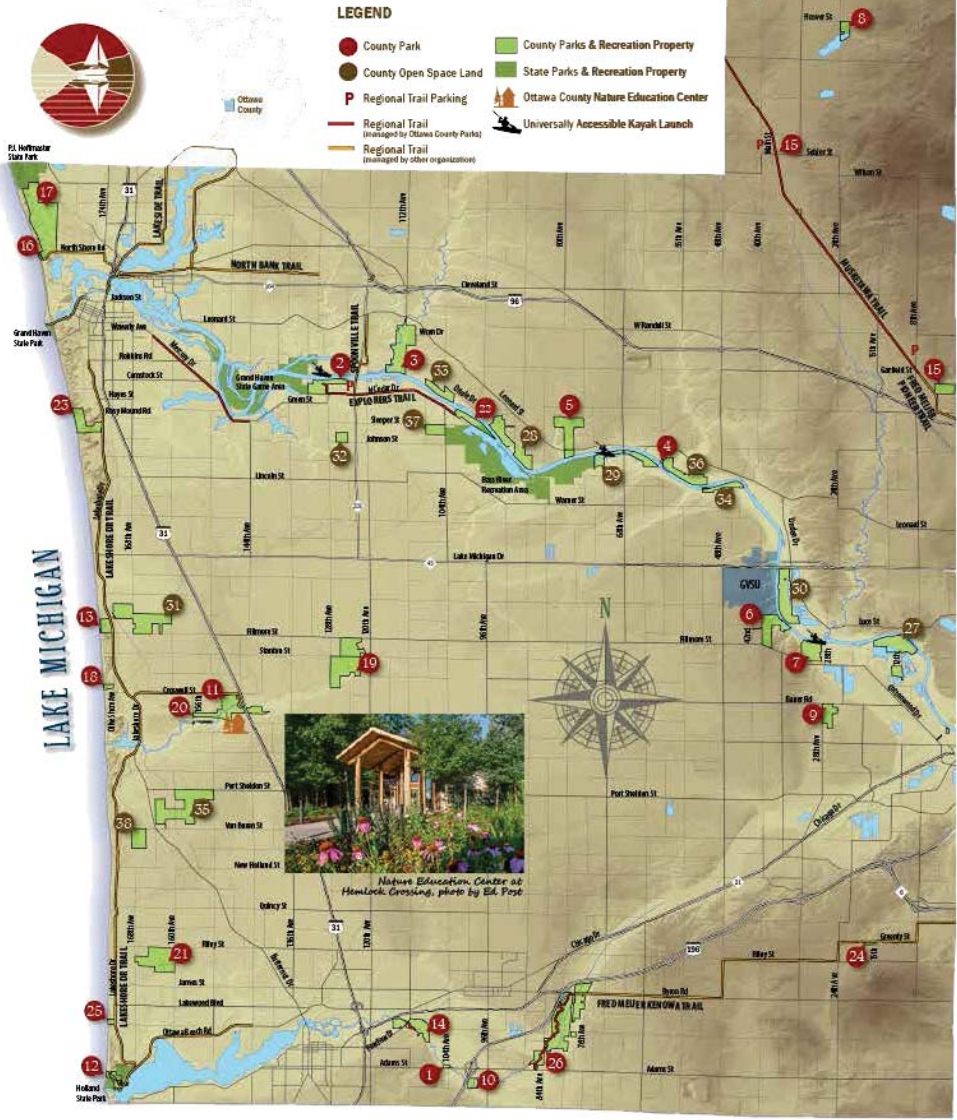
Committee/Governing/Advisory Board Approval Date:



2017 ANNUAL REPORT

PROPERTY OVERVIEW

Hike, bike, ski, paddle, play...
explore Ottawa County Parks



The Ottawa County Parks & Recreation Commission oversees acquisition, development, operation, and maintenance of 26 County Parks and 12 Open Space lands, totaling 6,538 acres. See page 20 for a listing of all lands administered by the Parks Commission.

In addition, the Parks Commission oversees management of the portion of the Musketawa Trail located in Ottawa County under an agreement with the Michigan Department of Natural Resources.

6,538

ACRES

26

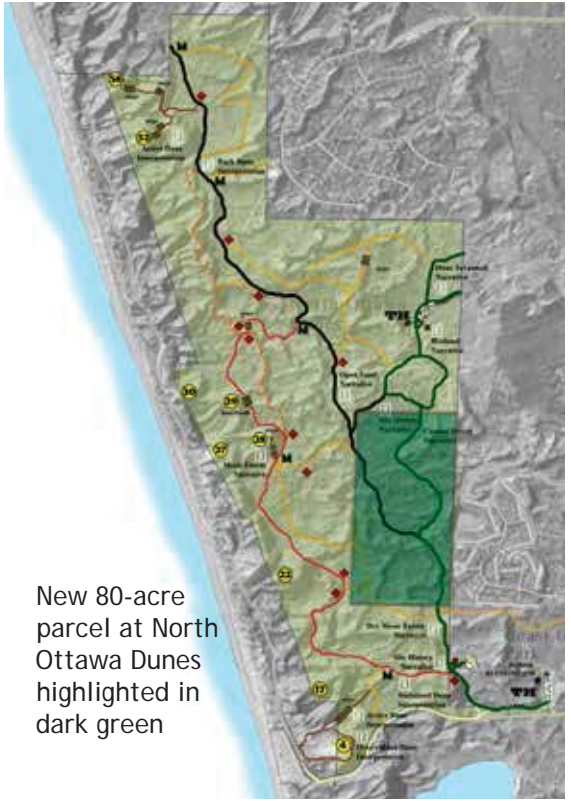
COUNTY PARKS

12

OPEN SPACES

LAND ACQUISITION

After years of waiting, complex land negotiations and transfers facilitated by Spring Lake Township, were completed resulting in an 80-acre tract of pristine dune land being added to the North Ottawa Dunes park site. This addition is a logical extension of efforts to secure a contiguous block of natural land along the Lake Michigan shoreline for both people and wildlife.



New 80-acre parcel at North Ottawa Dunes highlighted in dark green

MAINTENANCE & OPERATIONS

Maintenance & Operations is by far the largest division of the County Parks Department. Responsibilities of the operations staff include maintaining and updating all of the Park and Open Space land, facilities, and equipment spread across 6,500+ acres. They work to keep the parks clean, safe, and fun. Here are some stats for FY2017.

IT TAKES...

11
FULL-TIME STAFF

89
PART-TIME &
SEASONAL STAFF

75,000
HOURS OF LABOR

...TO MAINTAIN PARKS TO
HIGH STANDARDS



1 MILE

OF SNOW FENCE USED
TO CONTROL BLOWING
SAND ON BEACHES
(520 T-STAKES)

1,100

FEET, OR 22,000 LBS OF
ACCESSIBLE WALKWAY,
INSTALLED & REMOVED
AT LAKESHORE PARKS

1,520

FACILITY RESERVATIONS
PREPARED

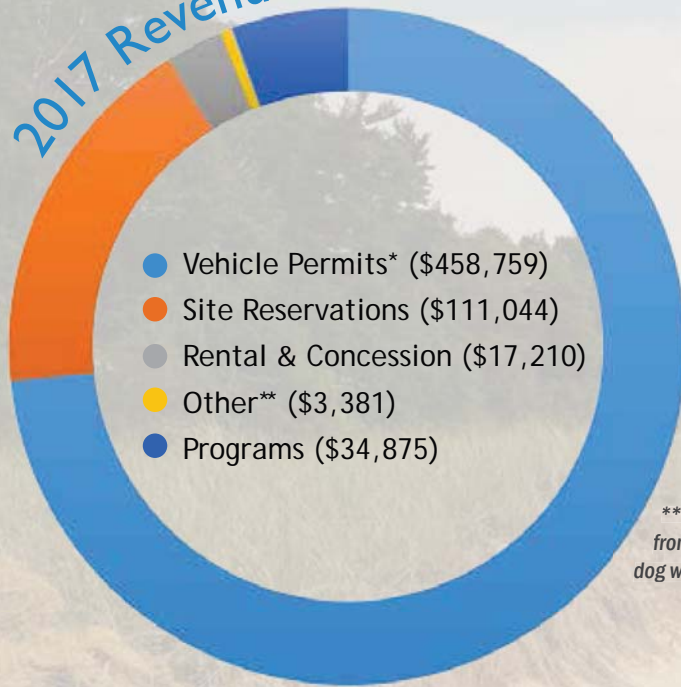
372

DOWNED TREES
CLEARED

56

SWIM BUOYS
INSTALLED

2017 Revenues



This chart reflects revenue from fees & charges only

** Vehicle permits include boat launch fees (new in 2017)*

*** Other revenues are from hunting and the dog wash station*

9,406
ANNUAL
PERMITS SOLD

33%
SOLD FROM
KIRK PARK

↑ 18%
REVENUE FROM
PERMITS SINCE 2015

28%
OF PERMITS
PURCHASED BY
RESIDENTS WERE
HANG TAGS

HANG TAGS

2017 was the first year residents could choose to purchase a hang tag instead of a sticker. The hang tags are transferable between cars and hang from the rearview mirror instead of being stuck on the windshield. The cost was equal to purchasing a resident annual, plus a multi-car permit. The hang tags were popular, and many residents appreciated that they did not need to stick it to their windshield.



MAINTENANCE & OPERATIONS

CROCKERY CREEK NATURAL AREA

Parks staff made many improvements to Crockery Creek in 2017, including the creation of a new entrance sign and an accessible path to the updated information kiosk. Staff also installed:

- Boulders to keep vehicles off the grass
- New picnic tables
- A solar-powered parking lot security light

Trails were graded, and ditches and culverts were installed to increase drainage and prevent muddy trail conditions. A particularly muddy and treacherous portion of trail was improved with new on-grade stairs. The completed improvements create a longer, more usable trail system with an additional loop connection.



GRAND RAVINES LODGE

Following the conversion of the home at Grand Ravines to a rentable facility, parks staff made a number of improvements to ready it for the public. They completed finishing work, purchased and installed appliances, installed an audio-visual system, created a "Bride's Room" from attic space that was not being used, landscaped, and added signage.

MAINTENANCE & OPERATIONS

RULE ENFORCEMENT

One of the most important and often under-appreciated duties of a park operation staff person is rule enforcement. Park rules ensure that everyone can enjoy the park safely.

The Parks Commission updated its Park and Open Space rules in 2017 to clarify visitor questions and accommodate changes in technology and trends, including drones and hammocking.

While incidents of vandalism and theft are uncommon, and violence in our parks is almost unheard of, dogs off-leash remains a real hot button issue for many visitors. Unauthorized camping and/or fires, drone use, and the use of hammocks where not permitted were some other common issues.

Many park employees are authorized by the Ottawa County Sheriff's office to write civil infraction tickets for park rule violations.

627

CIVIL INFRACTIONS
WRITTEN



SUSTAINABILITY

The Parks Commission published its first Sustainability Plan in 2017, incorporating goals for both environmental and financial sustainability.

An easy target is continuing to convert light fixtures that need to be replaced or repaired to LED. New LED parking lot lights were installed at Grand River Park, Spring Grove Park, and Hager Park. More lights on the sledding hill and trails at Pigeon Creek were upgraded to LED.

In addition to lighting, staff reviewed and reduced mowed areas. About 25% of the mowed turf was eliminated at Riverside Park without negatively affecting recreational opportunities. This saved over 100 hours of labor and 150 gallons of fuel (~\$1,500).

RIVERSIDE BOAT LAUNCH

An annual motor vehicle permit is required to use the boat launch at Riverside Park (the daily boat launch fee was eliminated). Instead of staff collecting money at the park, the nearby Oaklea Store sells annual vehicle permits. Boat launch revenue increased 35%, from \$9,294 in 2016 to \$14,294 in 2017.

DOG WASH STATION

A dog wash station was installed in the new restroom building at south Grand Ravines. It is similar to a self-service car wash, with settings such as flea shampoo, conditioner, fragrant dog perfume, vacuum, and blow dry. The wash has proven to be very popular. While it was only in use for a quarter of the year, within that short time it generated almost \$2,000 in revenue.



OLD LIGHTING
AT PIGEON CREEK

3,550

WATTS

LED LIGHTING

840

WATTS

35% ↑

REVENUE FROM
BOAT LAUNCH

NATURE STEWARDSHIP

INVASIVE SPECIES MANAGEMENT & HABITAT RESTORATION



THE POWER OF KIDS² AT EASTMANVILLE BAYOU

Hard working students and hungry goats are the dream team for invasive plants removal! Allendale Public School students and the goats returned for a third year at Eastmanville Bayou.

The service-based learning partnership with Allendale Public Schools was formed because school leaders were interested in teaching students about invasive plant management and goats. In addition to the time spent volunteering, each student in the program worked on a year-long writing project about the effect of invasive species on natural lands.

While students made significant progress clearing oriental bittersweet on their own, progress in areas where both the goats and the students worked was incredible.

The ultimate goal of service-based learning projects, like these, is to increase capacity to do stewardship at the landscape level by educating and empowering our community.



Middle school students clearing bittersweet

Welcome, wildflowers!

Parks staff was excited to find trout lily and bloodroot this spring. These wildflowers were found in an area where students have been pulling garlic mustard and other invasive plants for multiple years. Wildflowers had not been seen in this area of the park prior to this year.



2011



Eastmanville Bayou overrun with bittersweet.
You can't tell, but this is a view of the river.

Below are similar spots along the river where the goats & students have been working.
Not only were they able to *significantly* knock back bittersweet, creating a view shed
along the river, but sedges, wildflowers, and young trees have begun to grow in these areas.



2017

NATURE STEWARDSHIP

VOLUNTEERS

Volunteers help Ottawa County Parks provide a high level of land stewardship through invasive species control, implementation of land management and stewardship plans, restoration of degraded sites, and continued inventory of natural features throughout the park system.

“We love the diversity of projects that are offered. Every year we get to explore new parks and help with new projects. My children have gained a wealth of knowledge about nature, wildlife, and conserving the environment. They have learned what it is to work and try and make a difference. We have been so fortunate to have met friends who we now consider part of our family.”

— Estelle Charroud,
Volunteer Park Steward
(Holland)

PARK STEWARDS

The Park Stewards program celebrated its first anniversary in 2017. It was created for a number of particularly enthusiastic volunteers who had the time and desire to volunteer frequently. Caring for our natural resources could use an infinite amount of staff and financial resources, so tasking dedicated volunteers with some of these projects seemed like a perfect fit. Spring through fall, a project is offered once during the work week and once on a weekend. Park Stewards aren't required to attend every workday, but many of them do!

The program isn't connected to a specific property or project, so it complements the consistency of other programs where groups return to one park many times per year. Park Stewards' projects have included tree planting, bank stabilization, surveying for and pulling invasive plants, planting monarch waystations, and installing blue bird boxes. They have worked in various parks and open spaces all over the county.

“The bog search was my favorite adventure to date. It provided me with a wealth of information and it was a joy to venture out on such a challenging trek. Although I appreciate the plantings and managing invasive plants, adventures like the search for Marne Bog renew my desire to help our environment. Thank you for giving us volunteers such interesting tasks. I continue to be amazed at the number of parks and land available for the public to explore. I'm so privileged to be a part of this group.”

— Mark Schroder, Volunteer Park Steward (Holland)



10,595

VOLUNTEER HOURS

1,811

VOLUNTEERS

448

ACRES MANAGED
WITH THE HELP OF
VOLUNTEERS

31

PROPERTIES
MANAGED WITH
THE HELP OF
VOLUNTEERS

HWA TASK FORCE

Last year, Hemlock Woolly Adelgid (HWA) was detected for the first time in the Upper Midwest and in Ottawa County. This invasive pest has devastated forests along the East Coast of the United States since the early 1950's. Within Michigan, there are an estimated 170 million hemlock trees that are at risk of dying from HWA; the loss of hemlock within local forests is just the beginning.

Long-term studies from the East Coast have documented extensive negative effects caused by the loss of hemlock on the ecology and economy of the infested areas.

Ottawa County Parks spearheaded the creation of a local task force dedicated to saving the state's hemlock trees. The task force will search for funds to survey for the pest, assist land owners with the cost of treatment, and educate the community.

In conjunction with the West Michigan Shoreline Regional Development Commission, Ottawa County Parks applied for a \$600,000 Great Lakes Restoration Initiative Grant to help cover surveying and treatment costs for private land owners. Funding from Ottawa County's Environmental Fund (\$25,000) was approved by the Board of Commissioners in December. The task force continues to search for funds to assist land owners with the cost of treatment, as well as to survey for the pest and educate the community.



Identify



Report



Take Action



Learn More

saveMIhemlocks.org



SLOW THE SPREAD

In March, the HWA Task Force invited Allison Kanoti, a forest entomologist with Maine's Forest Service, to present to natural resource professionals and the general public.

Kanoti shared her experience managing for HWA on the leading front of the East Coast invasion. The presentation was followed by a question and answer session. There were about 50 attendees, and the presentation was streamed via Facebook Live for those who were unable to attend. Over 350 people viewed the presentation online.



PROGRAMS & EDUCATION

4,564
PUBLIC PROGRAM
PARTICIPANTS

↑ 40%
ATTENDANCE

PUBLIC PROGRAMMING

EAST SIDE PROGRAMMING

The Nature Education Center has served as “home base” for interpretive programs since its opening. Last year, regularly scheduled public programming was expanded to the eastern part of the county. Additional owl prowls, woodcock programs, and night walks were intentionally scheduled at Grand Ravines to serve families in the area.

A few of the summer camps offered at Hemlock Crossing were also offered at Grand River Park.

SOLAR ECLIPSE

On August 21, approximately 250 people gathered at Hemlock Crossing to observe the partial solar eclipse event. The Holland Shoreline Amateur Astronomical Association (SAAA) members brought their telescopes with filters so visitors could get a good view of the event. Solar eclipse glasses were shared and passed around for people to use as they waited to view through the telescopes.



Spring eagle hike at Grand Ravines

STEP IT UP

What began as a cross-collaboration with Parks and the Department of Public Health has grown to include IT/GIS and Planning & Performance, as well as the Parks and Health Department of Allegan County. Hundreds of Ottawa County residents, employees, and neighbors participated in this walking challenge that aims to get participants moving more, specifically outdoors in parks.

“Thank you for these walks! Because of these walks, my husband and I are getting out into our county parks, spending time together, meeting new people, and learning new things. These activities have improved the quality of our life.”

– Step it Up participant / Ottawa County resident

PROGRAMS & EDUCATION

K-12 & OTHER SPECIAL PROGRAMMING



Interest in K-12 nature-based education continues to increase each year. A special brochure was created highlighting the year-round, curriculum-based programming that the Nature Education Center staff offers. Nature Education Center staff expects to serve more students each year.



Rosy Mound Natural Area

LOCATION, LOCATION, LOCATION

While many K-12 programs are hosted at Hemlock Crossing, teachers are interested in visiting a variety of parks throughout the county. The number of students served in parks other than Hemlock Crossing increased by 67% in FY 2017.



Grand Ravines

PADDLE NATION GRANT AWARD

This summer, Friends of Ottawa County Parks (FOOCP) was awarded funding (\$2,496) through the Paddle Nation Grant Program to provide opportunities for adolescent youth to enjoy local waterways through kayaking trips. FOOCP partnered with Ottawa County Parks and GR Paddling to introduce underserved populations to the sport by providing equipment, instruction, and guidance needed for positive experiences along the Pigeon River and Grand River.

Parks staff organized kayak trips with the Heights of Hope Leadership Program and three Boys and Girls Clubs of Holland (Northside, Southside, and Holland Heights) for 64 students and their mentors. The grant

award covered the cost of the program, as well as six fully funded scholarships to an Ottawa County Parks kayaking summer camp.

Kristen Hintz, Parks Coordinator of Interpretive Services, was very excited for the opportunity to take these groups on kayak outings. "Most kids had never kayaked before," said Hintz. "They enjoyed paddling quietly down the river... just relaxing and getting the opportunity to view wildlife."

"Many of the participants had never kayaked on a river before," said Hintz. Even after through paddling instructions and demonstrations, some students were timid starting out, but quickly became more comfortable throughout the trip. Kids enjoyed exploring along the river, viewing wildlife, enjoying each other's company and finding space to quietly relax and enjoy the solitude"



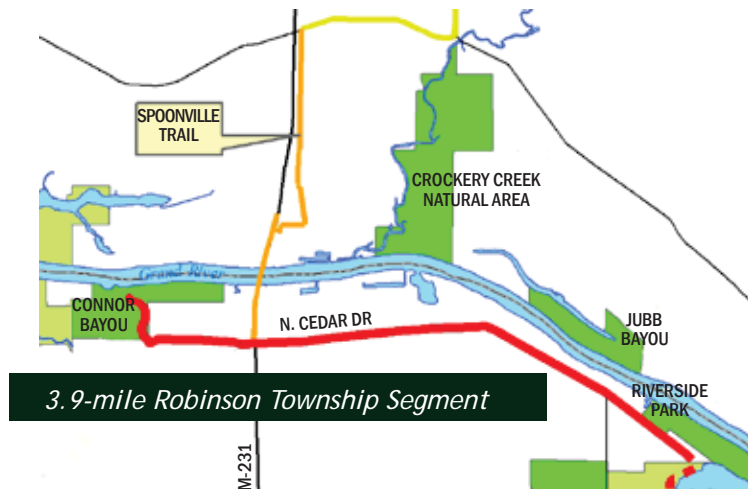
PARK PLANNING

Many planning efforts to efficiently develop and manage existing park and open space properties were made in FY 2017.

GRAND RIVER GREENWAY & EXPLORERS TRAIL

Work continued to finalize a route for the proposed non-motorized paved trail along the Grand River, including working with landowners, securing funding, and developing final design and engineering plans for segments in both Robinson and Georgetown Townships.

A new logo was also developed to promote the trail and its unique features.



PUMPHOUSE ADDITION

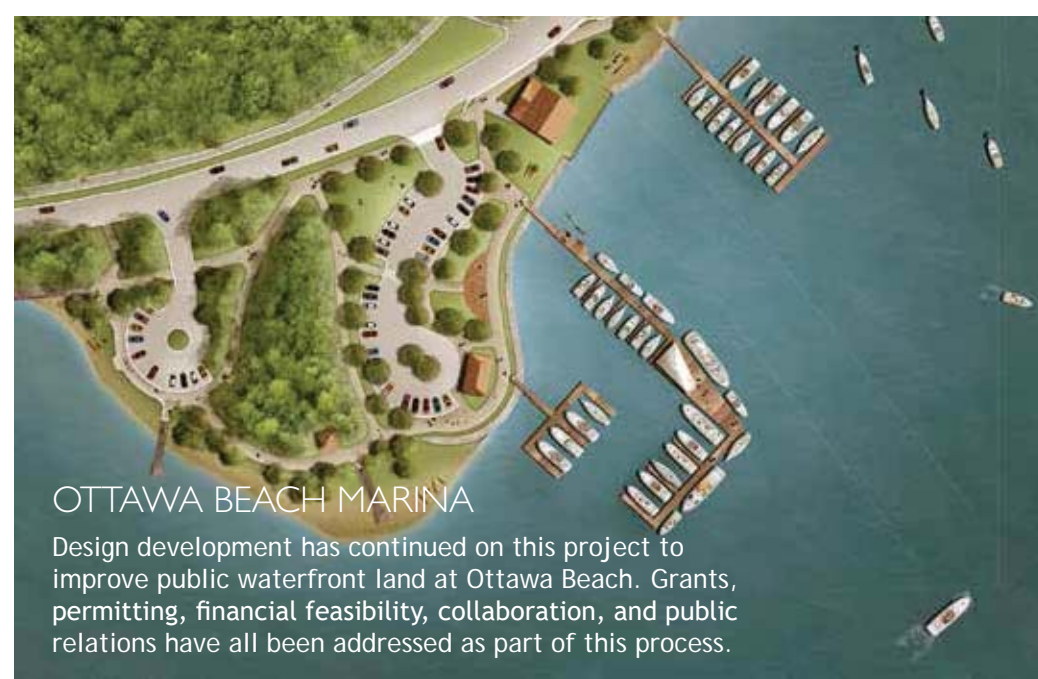
Detailed engineering and architectural design work was completed for a small addition to the existing Historic Ottawa Beach Pumphause building. The addition includes new modern restrooms and a small covered area which will make the building much more suitable for group gatherings and other events including Historic Ottawa Beach Society sponsored interpretive functions.

NORTH OPERATIONS CENTER

Detailed planning, design, and construction documents were prepared for a new operations building at Eastmanville Farm. This building is intended to serve all of the park properties in the north management zone of the park system.

HAGER VISITOR CENTER ROOF

Architectural analysis and conceptual design was completed to address continuing leaks and other problems with the roof system at the Hager Visitor Center. This building houses the Vanderlaan Room and DeVries Room, two rental facilities that are popular year-round.

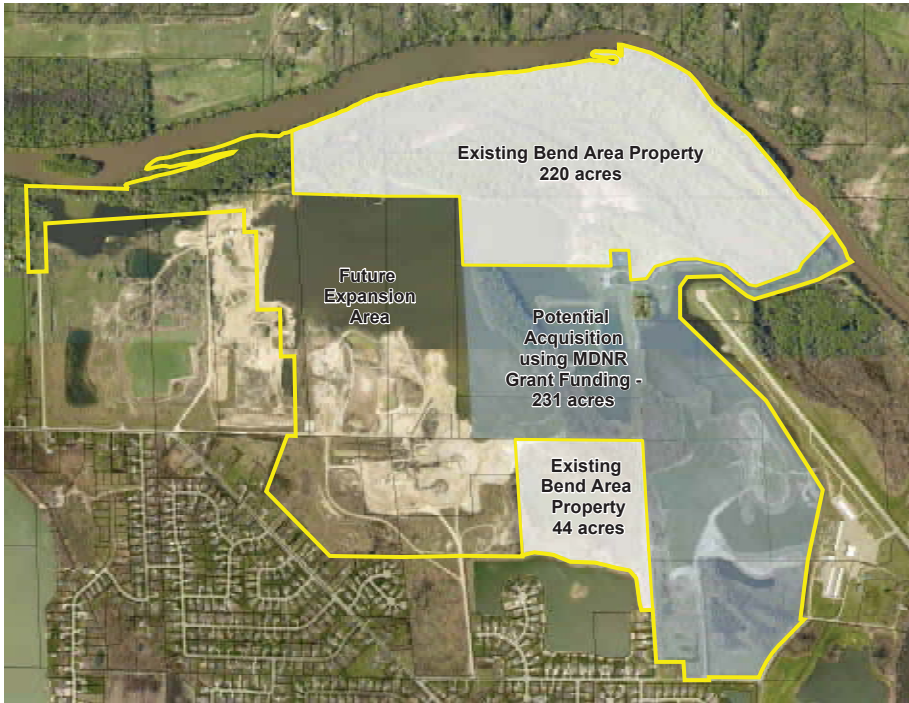


OTTAWA BEACH MARINA

Design development has continued on this project to improve public waterfront land at Ottawa Beach. Grants, permitting, financial feasibility, collaboration, and public relations have all been addressed as part of this process.

BEND AREA EXPANSION

Following notification of a successful grant application to help fund purchase of an additional 231 acres of property adjacent to existing open space land, planning and environmental work has continued in preparation for future park access and improvements.



“As a new resident to eastern Ottawa County, having bicycle access to Bend Area Park was a factor in choosing the house we bought. With the options that it currently provides our family of four and the future plans for it, it is a very exciting time to be a witness to the recovery of the land and the development of a foundational type of park. This park will be a gateway to the rest of the county as the park system develops around it.”

— Patrick Garrett (Jenison)

STEARNS CREEK ACQUISITION PROJECT

Analysis and preliminary planning for this 117-acre site at the headwaters of Stearns Bayou was completed in preparation for submittal of a grant application to the Michigan Natural Resources Trust Fund.



IMPROVEMENTS & DEVELOPMENT

OTTAWA BEACH PUMPHOUSE RENOVATION

Continued improvements to the historic building included the completion of brick paving and a glass floor in one corner of the building to help interpret the historic water pump that functioned to supply water to area residents in the early 1900's.

CROCKERY CREEK TRAIL IMPROVEMENTS

In conjunction with an addition and improvements to the existing trail system by park staff and volunteers, a particularly muddy and treacherous portion of trail was improved with new on-grade stairs (*photos on page 5*).

WEAVER HOUSE DECK RECONSTRUCTION

Following the unfortunate collapse of the deck connected to the historic Weaver House, engineering analysis and improved design were completed, as well as reconstruction of the 700-square-foot deck that adds valuable outdoor space to this popular rental facility.



HAGER PARK FOOTBRIDGE

A deteriorating wood bridge that impeded stream flow was replaced with a new steel-framed, single span bridge as part of continuing efforts to improve and make trails more accessible.

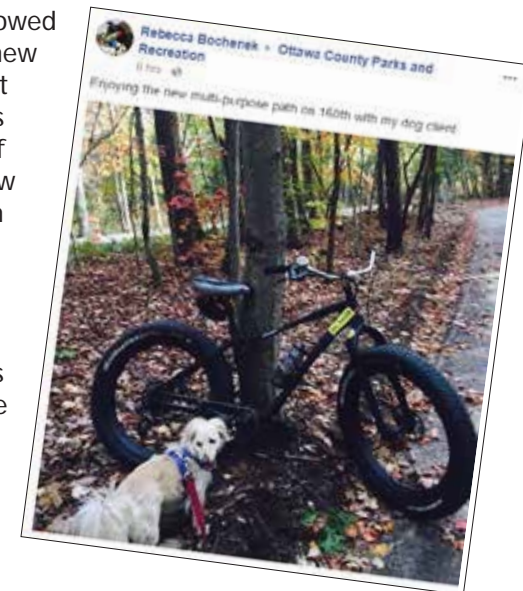


RILEY TRAILS PARKING AREA PAVING

Heavy use at this main access to Riley Trails resulted in drainage problems at the existing gravel parking area. This project regraded and paved the lot to create a clean all-weather surface for park users.

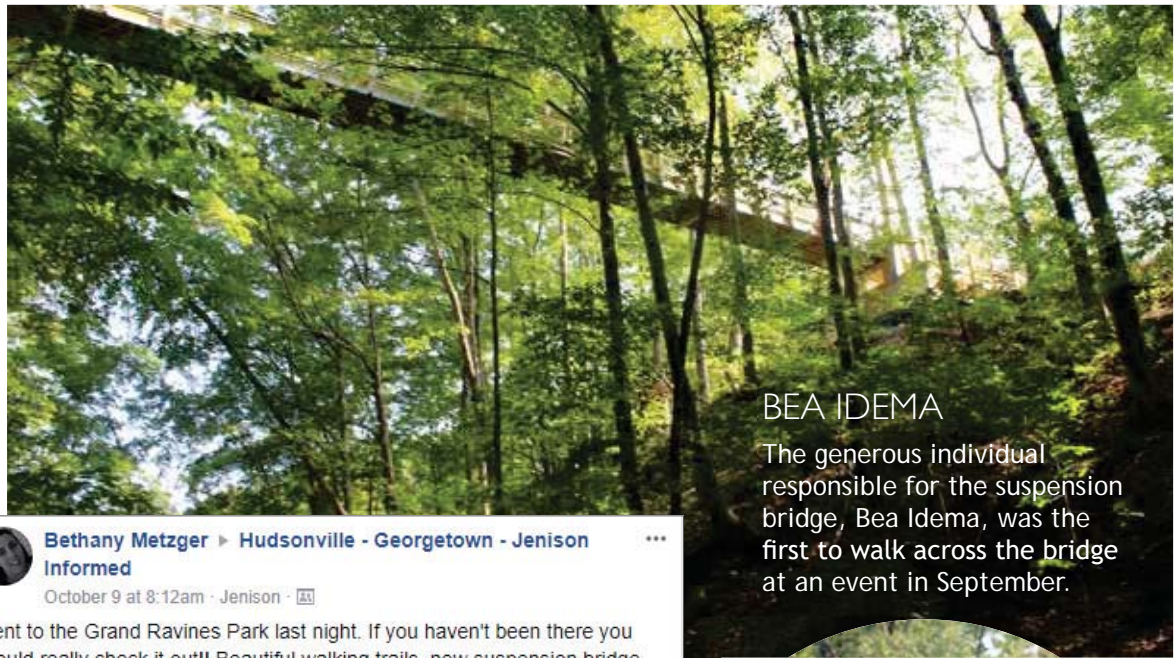
RILEY TRAILS/I 60TH AVE. TRAIL

In support of Park Township's efforts to expand and improve their non-motorized pathway system, Ottawa County allowed construction of a new path along the east edge of Riley Trails on the west side of 160th Ave. This new trail winds through a heavily wooded section of park and provides an attractive route for both park users and others who are passing through.



GRAND RAVINES

More than three years of planning and construction culminated in the formal opening and dedication of this signature park adjacent to Grand Valley State University on the Grand River. Completion of paved trails, waterfront improvements, additional parking, a modern restroom building, and a spectacular pedestrian suspension bridge highlight the beautiful woods, ravines, and riverfront.



BEA IDEMA

The generous individual responsible for the suspension bridge, Bea Idema, was the first to walk across the bridge at an event in September.



Bethany Metzger ▸ Hudsonville - Georgetown - Jenison
Informed
 October 9 at 8:12am · Jenison · 🌐

Went to the Grand Ravines Park last night. If you haven't been there you should really check it out!! Beautiful walking trails, new suspension bridge over the ravine, canoe/kayak launch on the Grand River. So thankful for such a beautiful family (and dog) friendly place in our community!! — at [Grand Ravines North County Park](#).

Grand Ravines North County Park
 Travel & Transportation · Jenison
 Kate Alvarez and 5 others have been here

146 Reactions 17 Comments

Ashtley Marg is at [Grand River Ravines North](#)
 October 18 at 9:12am · Jackson · 🌐

There are a few reasons we moved to Michigan, and this... is definitely one of them 🍂🍁🌳🌲🏞️

2 Comments



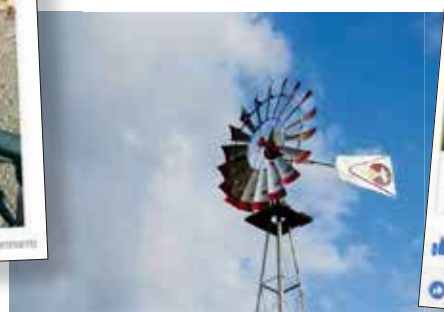
Greg Conti reviewed [Grand Ravines Dog Park](#) —
 September 29 · 🌐

If my dog died and went to heaven THIS PARK is what doggie heaven would look like... well, except it would also have a large pond to swim in... but this dog park is really close to perfect! Large fenced-in areas to play in, off-leash walking trails through grassy areas and some forested underbrush. Then there's also the larger park's on-leash trails... with its wooden features like stairs decking and 2 bridges (suspension, covered), WOW!! And if that's not enough, there's even more: Doggie and human water fountains and sheltered shade areas, paved paths, doggie poop bag dispensers and poop containers everywhere, benches... human bathrooms and vending machines... a doggie wash/rinse facility... plenty of parking... zillion of friendly dogs and owners... whew, I'm outta breath. I just want to say "thank-you" to the doggie gods who made this all possible.

Grand Ravines Dog Park
 Dog Park
 3,514 Likes
 177 talking about this

Like Comment Share

[Grand Ravines Dog Park](#), [Jeff Larabel](#) and [Nancy Pedersen Wright](#)



COMMUNICATIONS



New Parks Brochure

An updated version of the Parks Brochure was created in spring 2016. They are very popular at community events, public libraries, and at the Nature Education Center. Approximately 40,000 are distributed over three years.



Measurable shortlink to GovDelivery press release



Maximizing Reach

Once you have all of the necessary marketing tools, and the time to use them, the key is making them all work together to maximize reach.

Social Media

Social media continues to be an easy and efficient way to communicate with the community.



↑ 32%
FACEBOOK LIKES

GovDelivery

Ottawa County Parks holds three of the top 10 topics in GovDelivery. Roughly 150 bulletins were sent in FY 17.

Website

The website remains a crucial communication tool, with over 250,000 visits annually (an increase of 7%).

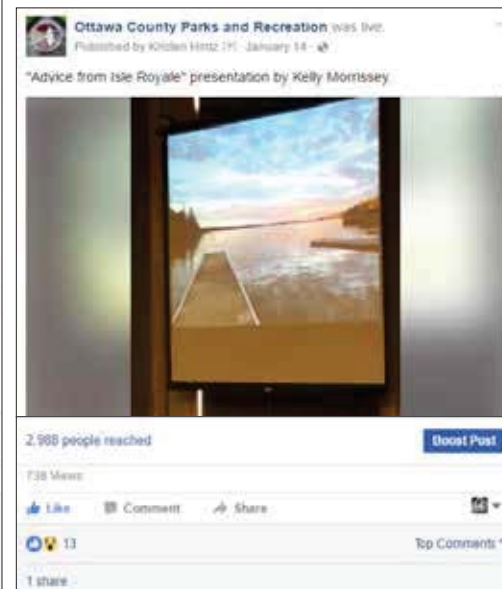
7,871

QUARTERLY E-NEWS
SUBSCRIBERS
(GOVDELIVERY)

Quarterly Newsletter

Over 30,000 parks newsletters are distributed each year. Efforts will be made in 2017 to add more of these stories to the website, in a search-friendly way.

258,754
ANNUAL WEB VISITS



Facebook Live

In 2016 Ottawa County Parks used Facebook Live to reach broader audiences during select programs and presentations. The *Advice from Isle Royale* presentation had 90 attendees the Nature Education Center and another 700 online.



BRIDGING COMMUNITY TO NATURE
 LEARN MORE | DONATE | GET INVOLVED
 ottawacountyparksfoundation.org



friendsofocp.org

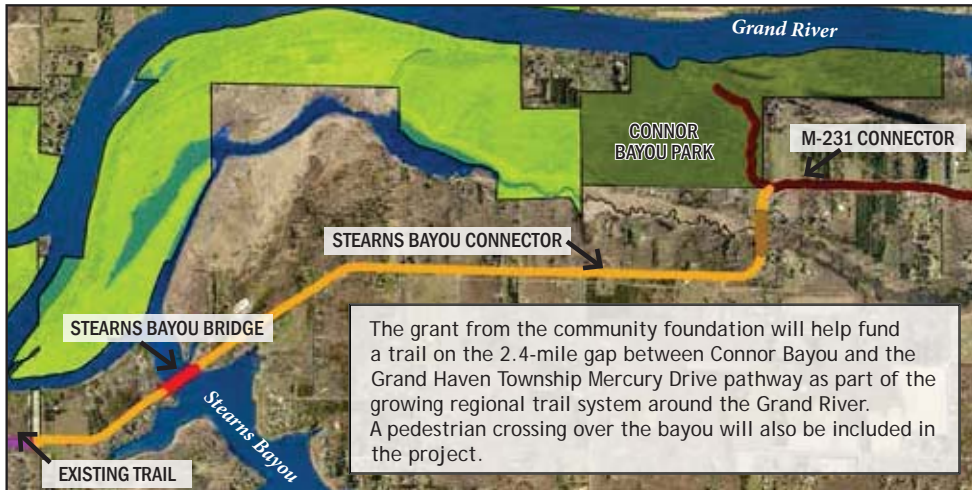
The Ottawa County Parks Foundation officially launched in the spring of 2017. Since then, the board members have worked hard to raise funds for operating expenses, as well as apply for grant funding to support the Grand River Greenway Explorers Trail.

\$125,000 Grant Award

The Grand Haven Area Community Foundation Board awarded a \$125,000 grant to the Ottawa County Parks Foundation for the Grand River Explorers Trail/Stearns Bayou Connector.

The Friends of Ottawa County Parks support the parks system in many ways, including volunteering at parks, promoting the parks at community events, leading hikes, and more!

In 2017 they applied for grants to assist WMEAC with costs of the Grand River Clean Up, to expand the stewardship program model for middle school age students, and to promote kayak training and excursions. All of these endeavors are undertaken through cooperative plans involving multiple groups or organizations in Ottawa County.



PARKS COMMISSION

David VanGinhoven, President
Ray Statema, Vice President
Philip Kuyers, Secretary
Joe Bush
Tom Elhart
Matthew Fenske
James Holtvluwer
Roger E. Jonas
Kelly N. Rice
Tom Werkman

BOARD OF COMMISSIONERS

Greg DeJong, Chair
Roger Bergman, Vice Chair
Joe Baumann
Matthew Fenske
Francisco C. Garcia
James Holtvluwer
Kelly Kuiper
Philip Kuyers
Allen Dannenberg
Mike Haverdink
Don Disselkoen

PARKS STAFF

Director
John Scholtz

Park Planning & Development

Coordinator of Park Planning & Development
Curt TerHaar
Park Planner
Aaron Bodbyl-Mast

Administration

Administrative Assistant
Kyle Roffey
Communication Specialist
Jessica VanGinhoven
Senior Secretary
Tabitha Rowley
Parks Secretary
Mary Bohn

Interpretive Services

Coordinator of Interpretive Services
Kristen Hintz
Parks Naturalist
Curtis Dykstra
Secretary
Mindy Stanton

Park Maintenance & Operations

Coordinator of Park Maintenance & Operations
Jason Boerger
Park Operations Manager
Bob Reichel
Guest Services Supervisor
Elaine Eberling
Natural Resources Management Supervisor
Melanie Manion
Parks Supervisors
Anne Engvall (North)
Eric Frifeldt (West)
Collin Zackrison (East)
Leif VanHorssen (Central)
Parks Equipment Specialist
Jeremy Hamstra
Parks Maintenance
Aaron Goodell
Bob Shannon
Tom Dorton

The Parks Commission also employs a part-time Volunteer Outreach Coordinator as well as over 100 seasonal and part-time staff, including Naturalist Guides, Park Attendants, Grounds Attendants, an intern, and Gatekeepers.

LONG-TERM FUNDING

Income from fee revenues provides an important source of operating revenues; grants for park improvements and land acquisition provide crucial help for expanding and improving the park system. However, it is the voter-supported parks millage that provides the core funding which supports all facets of the parks program. This 10-year millage was renewed in 2016 with over 72% of public support.

As the park system has grown over the past 20 years, so has the percentage of the millage required to operate and maintain the park system. While the bulk of the funds will be used for that purpose, there are still new projects on the horizon for the next 10 years, including completion of the Grand River Greenway, expansion and development of the Bend Area, continued progress on the Macatawa Greenway through land acquisition and trail extension, improvements to the

Crockery Creek Natural Area, progress on the Pigeon River Greenway, and renovations and upgrades at all parks and open spaces.

The Ottawa County Parks Foundation was created to raise funds to assist the Ottawa County Parks and Recreation Commission in achieving its goals.



Parks & Open Spaces	Acreage	Lake Michigan Frontage (feet)	River Frontage (feet)	Bayou & Inland Lake Frontage (feet)
Grand River Greenway				
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)	263	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)	173	0	7,550	7,992
Kuits Bayou (Open Space)	80	0	6,191	2,650
Grand River Open Space	279	0	7,890	0
Grand Ravines	187	0	2,640	0
Grand River Park	162	0	2,505	0
Bend Area (Open Space)	258	0	6,931	0
Georgetown East Property	3	0	0	0
Georgetown East Property	6	0	405	0
Total Grand River Greenway	2,467	0	71,292	29,922
Pigeon River Greenway				
Hemlock Crossing/Pine Bend	239	0	7,920	0
Pigeon River Open Space	46	0	2,354	0
Pigeon Creek Park	282	0	3,200	0
Pigeon Creek Forest (Open Space)	130	0	0	0
Total Pigeon River Greenway	697	0	13,474	0
Macatawa River Greenway				
Paw Paw Park	172	0	6,878	0
Adams Street Landing	10	0	1,100	0
Hawthorn Pond Natural Area	40	0	1,792	0
Upper Macatawa Natural Area	612	0	13,100	0
Total Macatawa River Greenway	834	0	22,870	0
Lake Michigan Coastal Greenway				
North Ottawa Dunes	593	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	21	738	0	0
Tunnel Park	23	950	0	0
Historic Ottawa Beach Parks	58	756	0	2,560
Total Lake Michigan Coastal Greenway	934	8,489	0	2,560
General Parks, Open Spaces, and Trails				
Musketawa Trail	n/a	0	0	0
Un-named Site (Wright Township)	8	0	0	0
Grose Park	40	0	0	823
Marne 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
Van Buren Street Dunes (Open Space)	120	0	0	0
Spring Grove Park	16	0	0	0
Riley Trails	300	0	0	0
Total Parks, Open Spaces, and Trails	1,606	0	0	823
GRAND TOTAL	6,538	8,489	107,636	33,305
TOTAL MILES	-	1.6	20.4	6.3

Action Request



Committee:	Board of Commissioners
Meeting Date:	01/09/2018
Requesting Department:	Ottawa County Treasurer's Office
Submitted By:	Misty Cunningham
Agenda Item:	Ottawa County Treasurer's Office 2017/2018 Annual Report

Suggested Motion:

To receive for information the Ottawa County Treasurer's Office 2017/2018 Annual Report.

Summary of Request:

In accordance with the 2017/2018 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:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A
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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: Goal 3: To Maintain and Enhance Communication with Citizens, Employees, and Other Stakeholders.

Objective: Goal 3, Objective 1: Regularly review and update communication strategies that guide the work of the County in this goal area.

Goal 3, Objective 4: Evaluate communication with other key stakeholders.

Administration: Recommended Not Recommended Without Recommendation

County Administrator: *Alan S. Vansuberg*

Committee/Governing/Advisory Board Approval Date:

2017 Annual Report of the County Treasurer



Treasurer of Ottawa County

Bradley J. Slagh

Presented January 2018

County of Ottawa

Office of the County Treasurer 2017 Annual Report

January 2018

Honorable Commissioners of the Ottawa County Board

Overview

The bulk of the work completed in the County Treasurer's Office is mandated by Michigan law. However, service levels are not mandated and good service can only be provided by direction of the Treasurer and if supported by the Board of Commissioners. In light of that partnership this Annual Report not only presents the numeric facts, it also includes some of the ways the Treasurer's Office, in conjunction with the Board, is expanding access to information, encouraging automation, reducing costs, or benefiting our citizens in other ways.

2017 Initiatives

Top Dog Photo Contest

With the help of Shannon Felgner our County Communications Manager, the Treasurer's Office created and ran the second iteration of a Dog Photo contest. This year's contest included a Master-Dog Look Alike contest. The goal of these photo contests was to raise awareness that Michigan law requires that dog owners license their dogs along with getting them vaccinated. We were able to partner with 11 local vendors who donated approximately \$700 of dog related merchandise and gift cards for our contest winners. It is disappointing to note that this year there was no noticeable increase in dogs being licensed during the contests. The contest did provide several opportunities to get the word out on the importance of licensing and the law.

Innovation Fund Request for Integrated Credit Card Process

David Cook from the IT Department and the Treasurer's office collaborated to present a funding request for \$75,000 of Innovation Funds to explore and implement an Integrated Credit Card vendor and standardization that brings multiple systems and processes under one system, which will bring consistent pricing and handling for all departments and offices. The project was approved, and project kick off will be in 2017-2018 fiscal year and funding will be appropriated as necessary. Anticipated return on investment shows an expected break even in 3 years.

Web Dog licensing system

BS&A was no longer upgrading the dog licensing system. Therefore we transitioned to Web Dog licensing which provides on-line licensing for individuals and veterinarians. It is also providing better information to our Animal Control officers in their vehicles.



Resolution 4000 x 3200 px - free download - www.psdgraphics.com



Foreclose

Focus

It continues to be my privilege to work for the County of Ottawa; and in conjunction with the Board of Commissioners and other elected officials to ensure that the work of our citizens is being done well. I appreciate the focus our County Board and Administration has placed on customer service and on continuous improvement, things that appear to often be in short supply in a government environment, but are being pushed as the norm in Ottawa County.

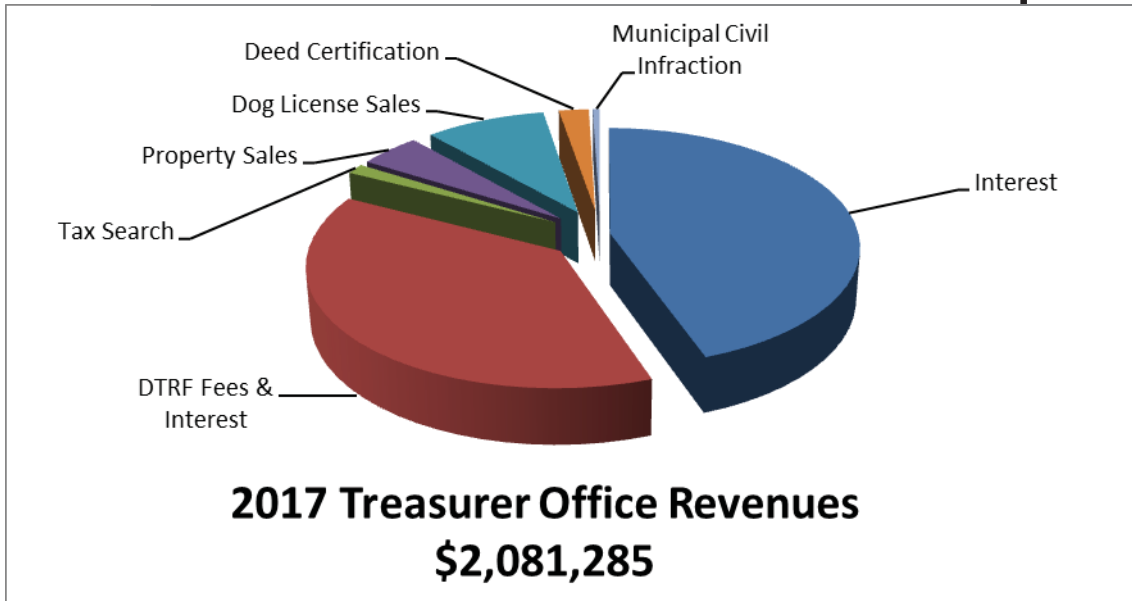
I look forward to continuing to work with the Board of Commissioners and the talented and capable people in other Departments & Offices. We must constantly look for ways to improve our operations while delivering reliable service to our residents. The Treasurer's Office intends to do just that.

Bradley Slagh
County Treasurer

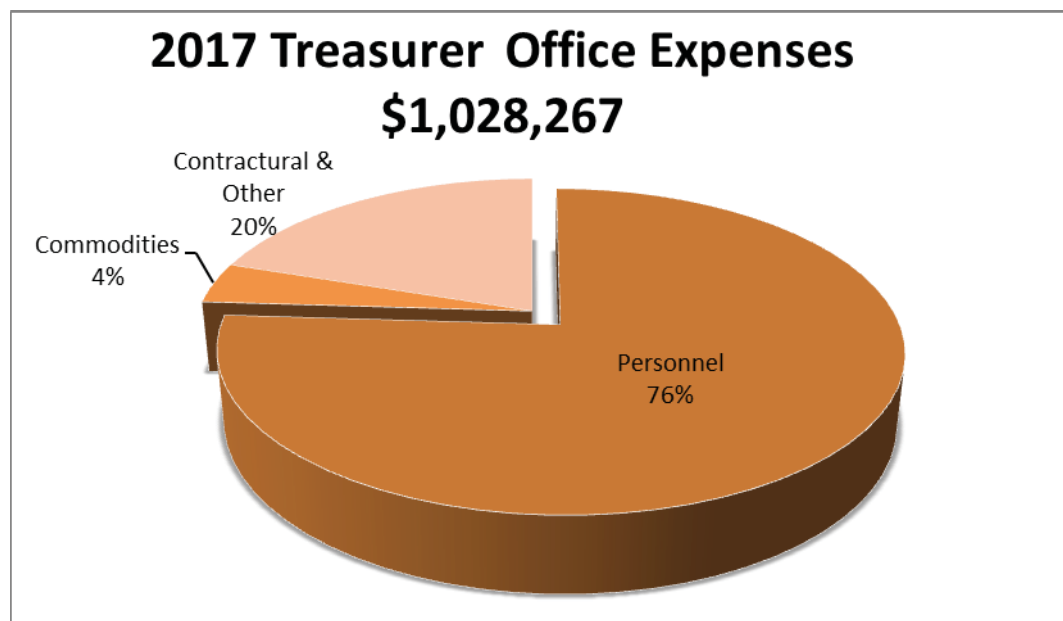
Expected Projects for 2018

- RFP and potential implementation of a single vendor for credit card processing and the software necessary to eliminate dual entry for credit card transactions
- Help the Sheriff move dog licensing violations to a civil offense rather than a criminal offense.
- Explore additional ways to reduce expense through other payment options for witness and juror fees
- Banking RFP & selection of lead bank
- Test and expected transition to Tyler Cashiering version 17.4

Treasurer Revenue vs. Expense



2017 Total Revenue in Treasurers Office		2017 Total Treasurer Expenses	
Interest	\$925,738.00	General Fund	
DTRF Fees & Interest	\$791,136.00	Personnel	\$669,988.73
Tax Search	\$28,388.00	Commodities	\$27,304.68
Property Sales	\$94,840.00	Contractual	\$145,201.23
Dog License Sales	\$185,005.00	Total General Fund	\$ 842,494.64
Deed Certification	\$45,819.00	Delinquent Tax Efforts	
Municipal Civil Infraction	\$10,359.00	Personnel	\$111,223.19
Total Revenue	\$2,081,285.00	Commodities	\$15,093.95
		Contractual	\$59,455.70
		Total Delinquent	\$ 185,772.84
		Total Expenses	\$1,028,267.48



Custodian of County Funds

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

Michigan law requires that the County’s banking relationship be bid out on a regular basis. The last Request for Proposal (RFP) was completed in 2014, and will need to be sent out again in 2018. The Michigan Assoc. of County Treasurers is working to get legislation enacted that updates and clarifies the law related to all County Office’s banking responsibilities and the timing of RFP issuance.

Performance measurements for this function are:

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

Striking

Each year the Treasurer along with Corporate Counsel assist the local units in “striking” Personal Property taxes that have been delinquent more than 5 years and are uncollectable. In 2017 we helped 18 Local Units of Government strike 106 uncollectable Personal Properties from their rolls. For each unit that participates this joint filing there is a direct reduction in that municipality’s legal expenses.

Escheats

Checks that remain un-cashed over one year must be escheated to the State. Under recent law changes we now retain and must account for all unclaimed checks under \$25.

Fiscal Year	2015	2016	2017
Depository Accounts			
Accounts	26	23	22
Bank Charges	\$13,295	\$14,563	\$13,124
Uncollected Delinquent Personal Property			
County Tax	\$59,673	\$55,101	\$39,968
Parks Tax	\$5,587	\$7,201	\$3,701
E 911 Tax	\$0	\$5,176	\$5,149
Roads	\$0	\$1,626	\$2,132
CMH			\$653
Taxes Stricken from Taxes Receivable			
# of Local GU	15	13	18
# of Parcels	106	82	106
Total \$	\$ 10,208.54	\$ 6,225.06	\$ 5,718.40
Unclaimed Checks - Escheated to State			
# of Checks	375	344	71
Total \$	\$30,569.27	\$10,136.65	\$5,330.77
Uncashed under \$25			\$ 1,263.14

Ottawa County GF Investment Pool

Cash and investment activities for the 12 months ending September 30, 2017 are discussed below. This part of the report covers only the operations of the county that fall under the direct responsibility of the County Board of Commissioners. Therefore, the report that follows does not include operations of the Insurance Authority, Building Authority, the Road Commission, OPEB Trust, Land Bank Authority or certain activities of the Water Resources Commissioner, unless identified specifically.

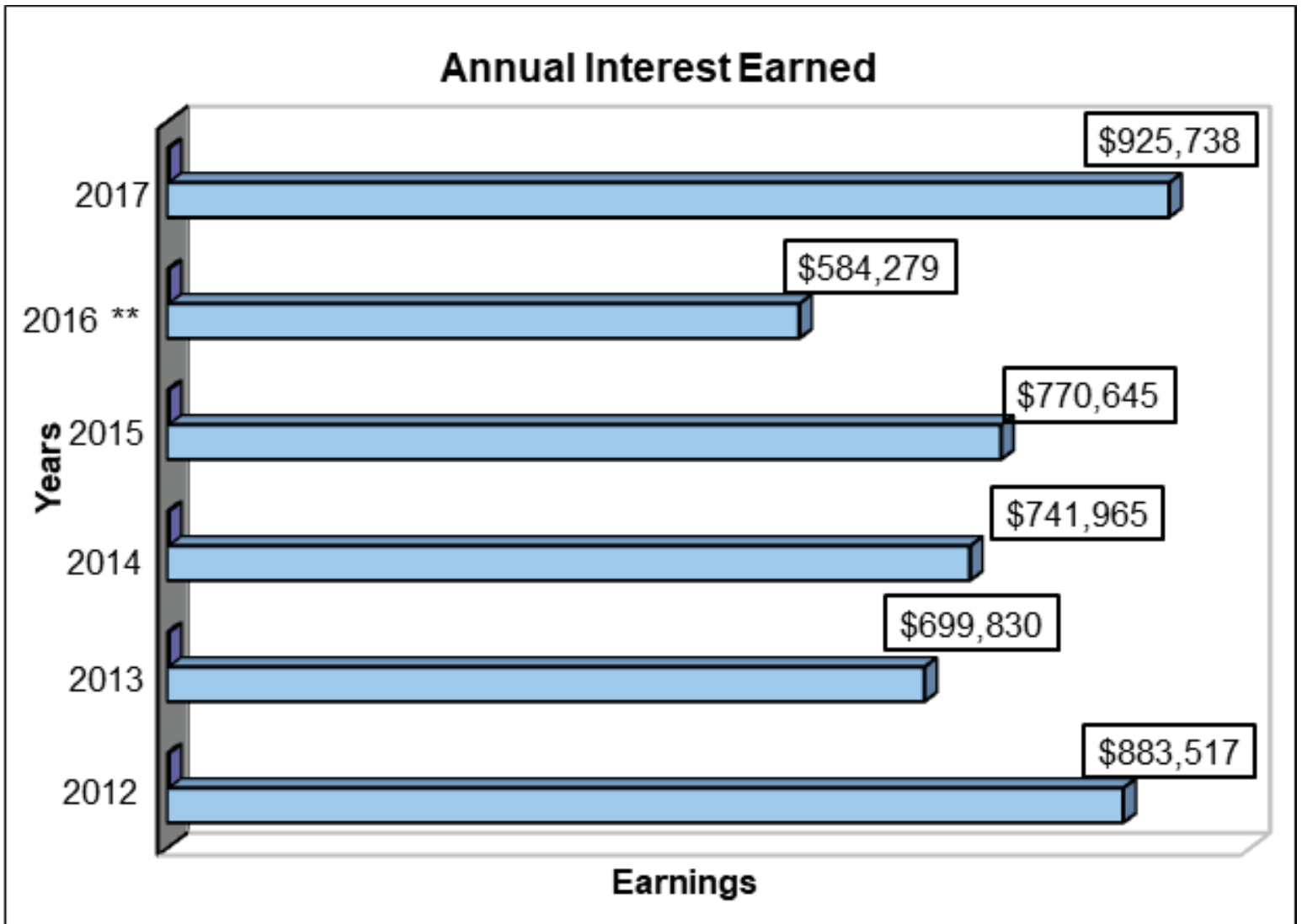
The primary objectives of the County's investment activities, in priority order are: first the protection of principal, second liquidity and last creating return on investments. The investment activity throughout the year and at September 30 was in compliance with the Ottawa County Investment Policy.

The total YTD return for 2017 was 1.071% which compares with a 2017 Benchmark blended index earning of .013% (using 2/3 Barclay's 1-5 year Government Index blended with 1/3 S&P 0-3 month T-Bill Index). The 5-year average total return on the county's investments was 0.863% as compared to 1.34% for the 5 year CPI average.

At September 30, 2017 approximately \$34.2 million of the portfolio was laddered over a ten year period with an average portfolio maturity of 2.66 years. We will continue to ladder while investing to take advantage of the yield curve whenever possible.

Invested Balance at September 30, 2017			
\$106,879,736	Par Value		
\$106,828,144	Market Value		
(\$616,073)	Accumulated change in fair value		
Total Return Rate (net)			
2017	0.383%		
2016	1.988%		
2015	0.721%		
2014	1.362%		
2013	-0.139%		
5-year average	0.863%		
Gross Interest Dollars Earned			
2017	\$925,738		
**2016	\$584,279		
2015	\$770,645		
2014	\$741,965		
2013	\$699,830		
** Nine Month year			
Graph of Annual Interest Earned - Next Page			

Annual Interest Earnings General Fund



** 2016 includes only 9 months of interest as a result of fiscal year change

Delinquent Property Tax Administration

It is the responsibility of the County Treasurer to collect delinquent real property taxes. Functions associated with delinquent taxes include writing receipts, processing tax roll adjustments to prior year tax rolls (for up to 20 years), processing bankruptcy claims, and managing the annual forfeiture and foreclosure process, and being the Foreclosing Unit of Government.

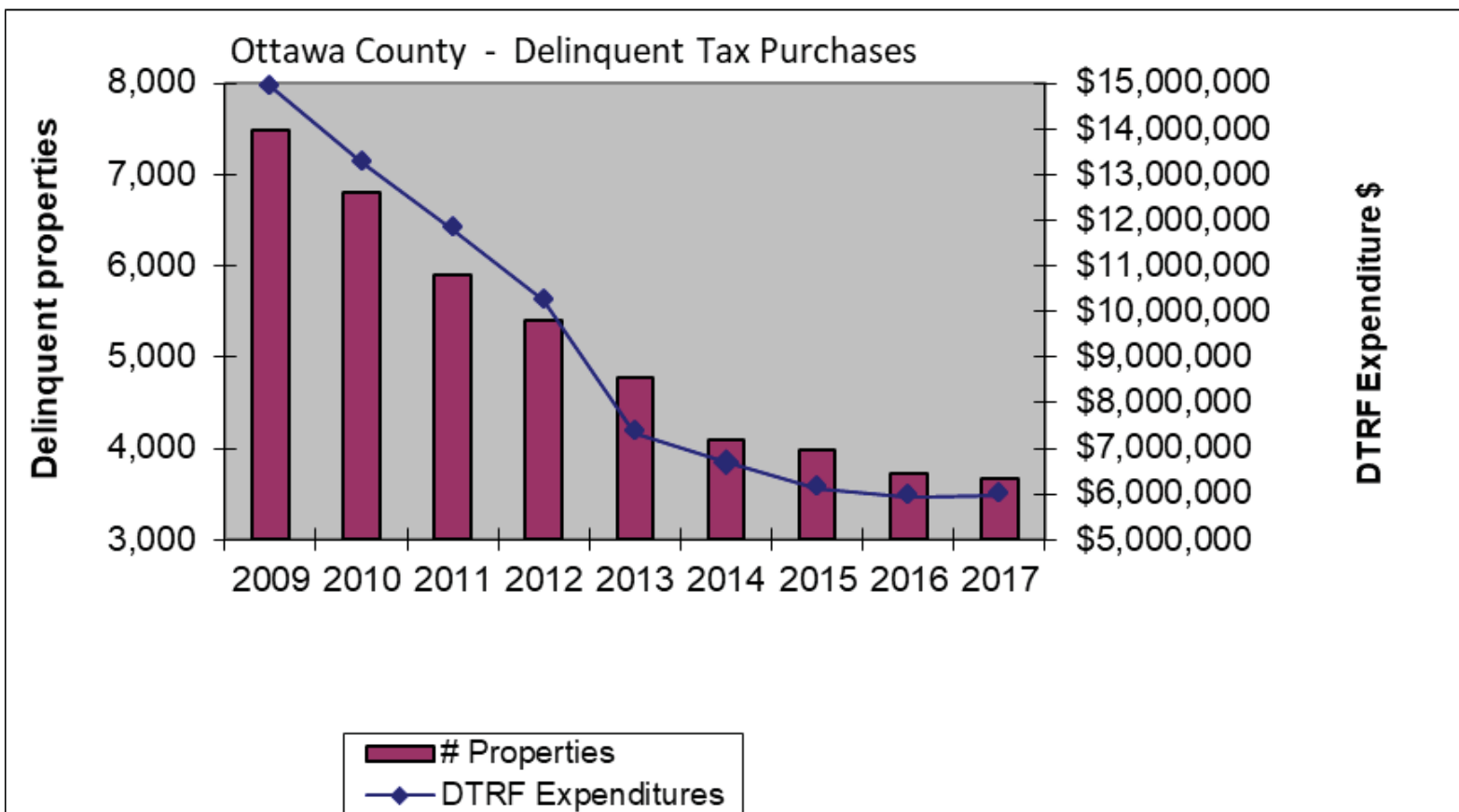
The performance measurements for delinquent tax administration are designed to: increase efficiencies to be better able to manage additional workload without staff additions; to reduce unit costs in managing forfeitures and foreclosures; and to institute foreclosure prevention programs. One of the prevention methods provided by statute is a Hardship Deferral. It was used to protect twenty (20) properties from foreclosure in 2017.

Of the 15 properties foreclosed on March 31, 2017, all but four properties were sold at public auction. These four will be deeded to the local unit of government, unless by resolution of the local unit they have them remain with the County Treasurer.

Fiscal Year	2015	2016	2017
Real Taxes Returned Delinquent			
No. of Properties	3,991	3,728	3,675
Dollars in Millions	\$6,126,281	\$5,943,030	\$5,975,696
Forfeited and Foreclosed			
Certified Mail Count	2210	1130	2237
Property Forfeited	503	448	387
Property Foreclosed	17	16	15
Financial Hardship given	30	24	20
Tax Collections			
Receipts Written	5575	4469	5007
Dollars in Millions	\$6.3	\$5.8	\$6.8
Interest & Fees	\$1,028,436	\$744,033	\$791,137
Tax Roll Adjustments			
No. Processed	602	729	666
Foreclosed Land Sale in 2017			
Proceeds from Sale			\$117,100.00
Total Tax, Fees & Interest Billed			(\$22,260.44)
Less Charge Back to Tax Units			\$0.00
Total Gain (Loss) on 2014 Land Sales			\$94,839.56

Real Taxes Returned Delinquent

The County operates a Delinquent Tax Revolving Fund (DTRF) from which the County pays the all other taxing authorities their portion of the delinquent property taxes, (in essence “buying in” the delinquent tax) as settled March 1 each year; with the payments being distributed annually around April 8. By maintaining the Delinquent Tax Revolving Fund the County is not forced to borrow, and the DTRF has become one of the financing tools of the county. The graph below shows the volume of delinquent parcels and the total dollars necessary in each year to “buy in” the delinquent taxes.





Formed in 2010, the original steering committee determined that it was important for the private market to take the lead on property development as much as possible, so the Ottawa County Land Bank only seeks to acquire tax foreclosed properties if they remain unsold after both property auctions.

The purchase and anticipated changes to these properties will reset the property values thereby bringing additional tax revenue to the community. These are exactly the type of results that the Ottawa County Land Bank Authority was established to produce.

All ongoing support to accomplish the work of the LBA is provided by the County Treasurer's office, other than legal assistance being provided by the County's Corporate Counsel.

The Ottawa County Land Bank Authority does not have taxing authority and was established with its only funding stream coming from property sale transactions. Specific information for 2017 is below while actual Financial Results from 2017 operations are shown on the following page.

- No new properties were added and none sold
- Only one property is being held by the Land Bank. It is in Holland Township and it 8.6 feet wide by 139 feet long
- The LBA has only one "5/50" plan in place, it is for property in Holland City, which provided the only 2017 income for the LBA

Ottawa County Land Bank Authority

OTTAWA COUNTY LAND BANK AUTHORITY		
2017 Actual		
REVENUE		
Sale of Property		\$ -
Tax Capture		\$ 1,589.08
TOTAL REVENUE		\$ 1,589.08
EXPENSES		
Insurance		\$ -
Legal Services		\$ -
Administrative Expense		\$ -
Dues & Memberships		\$ 125.00
Mileage & Conference		\$ 113.95
TOTAL EXPENSES		\$ 238.95
NET		\$ 1,350.13
YEAR END 2016 FUND BALANCE		\$ 91,915.00
YEAR END 2017 FUND BALANCE		\$ 93,265.13

Ottawa County Land Bank Authority Board Members

Bradley Slagh, County Treasurer, by statute, Chair
 Glenn Nykamp, Zeeland Township Supervisor, Vice-Chair, Appointed Township Member
 Leon Stille, Cockery Township Supervisor, Secretary, Appointed Township Member
 Ken Rizzio, Ottawa County EDC, Treasurer, Appointed EDC Member
 Dale Wyngarden, Appointed Citizen Member
 Alan Dannenberg, County Commissioner, Appointed County Member
 Rebecca K Hopp, Ferrysburg Mayor, Appointed City Member
 Timothy P Maday, City of Zeeland, Appointed City Member
 Alan Vanderberg, County Administrator, Appointed County Member

Current Property Tax Administration

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

The State continues to place reliance on the County Treasurer's staff to coordinate collections and provide accountability for the State Education Tax (SET) which is billed and collected by the local units. The limited offset to this workload is the investment interest earnings on the State Education Tax levy, which can be retained by the County.

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

Electronic settlement with the local units saves hours of staff time for the County Treasurer's Office and for the treasurers of local units of government. The County Web Site provides historical tax roll data on line. Tax rolls for 2004 thru 2017 are now saved electronically – eliminating the need for paper tax rolls and reducing the need to expand physical vault storage space.

Property Tax Search

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

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

Tax searches are also performed for warrantee deed certification. A legislative change during 2016 increased the price for certifying deeds and our revenue line has seen a significant jump in fee income.

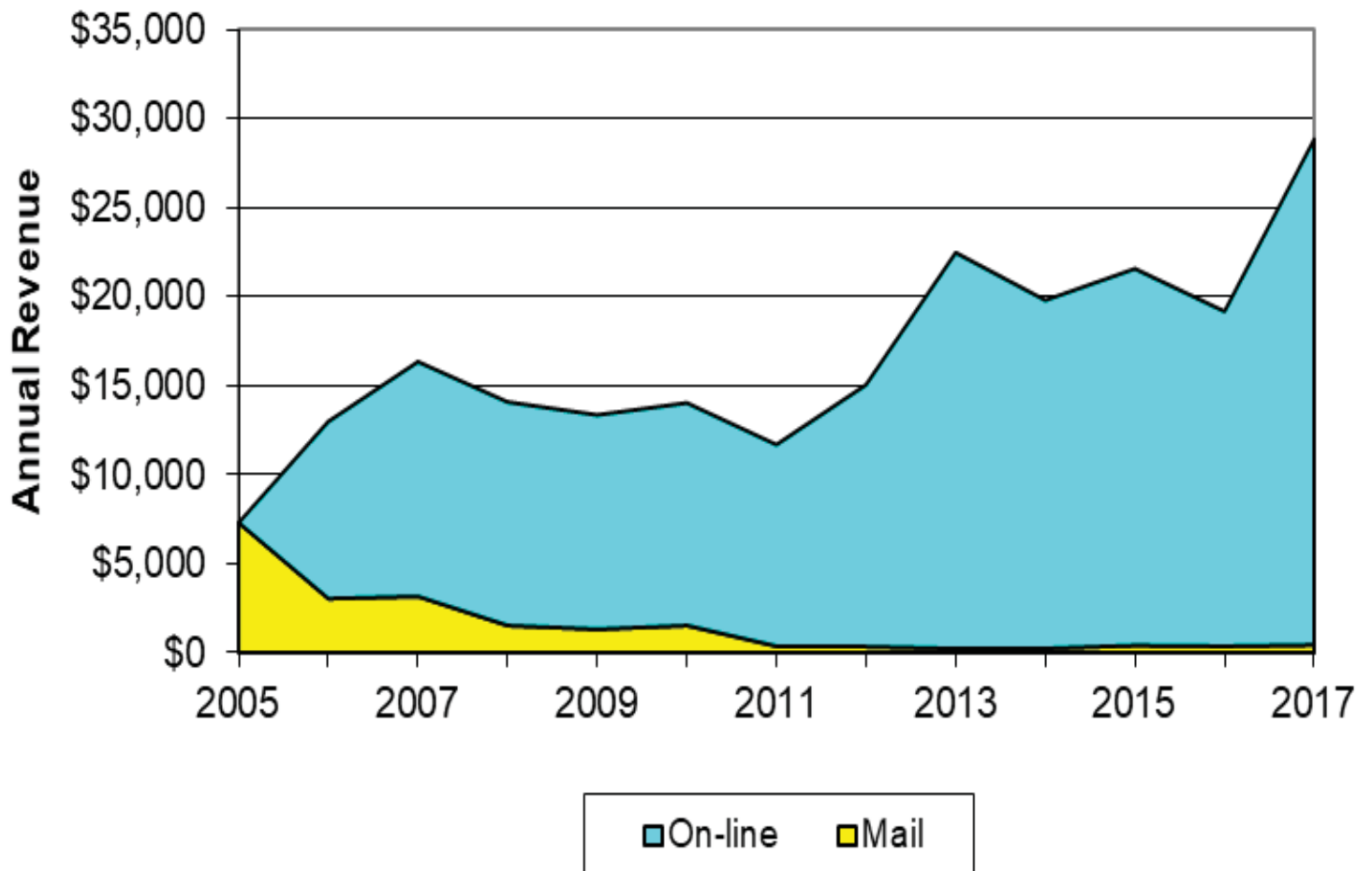
The new fee set by State statute is a minimum of \$5 for up to 25 deeds.

A County Board policy decision in 2005 was to add On-line searching capabilities in 2006 and then eliminate verbal responses to search requests from corporations. This has resulted in significant reductions of staff time required to process these requests. Our reduction of one staff position in 2010 was almost entirely attributable to this automation effort.

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

Fiscal Year	2015	2016	2017
Certification Revenue			
Deed Certification	\$8,485	\$33,478	\$45,819
Tax Search Revenue			
Mail Searches	\$413	\$374	\$447
Business On-line Search	\$17,301	\$14,258	\$23,139
Personal On-line Search	\$3,852	\$4,168	\$4,802
Total Search \$	\$21,566	\$18,800	\$28,388
On-Line Utilization	98%	98%	98%

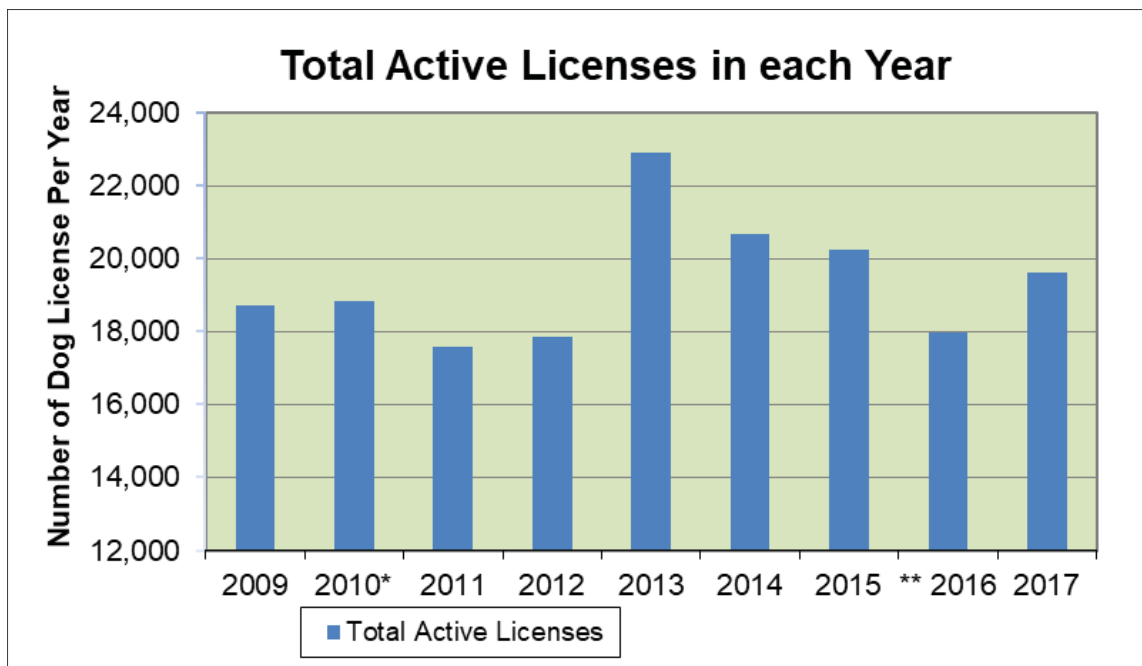
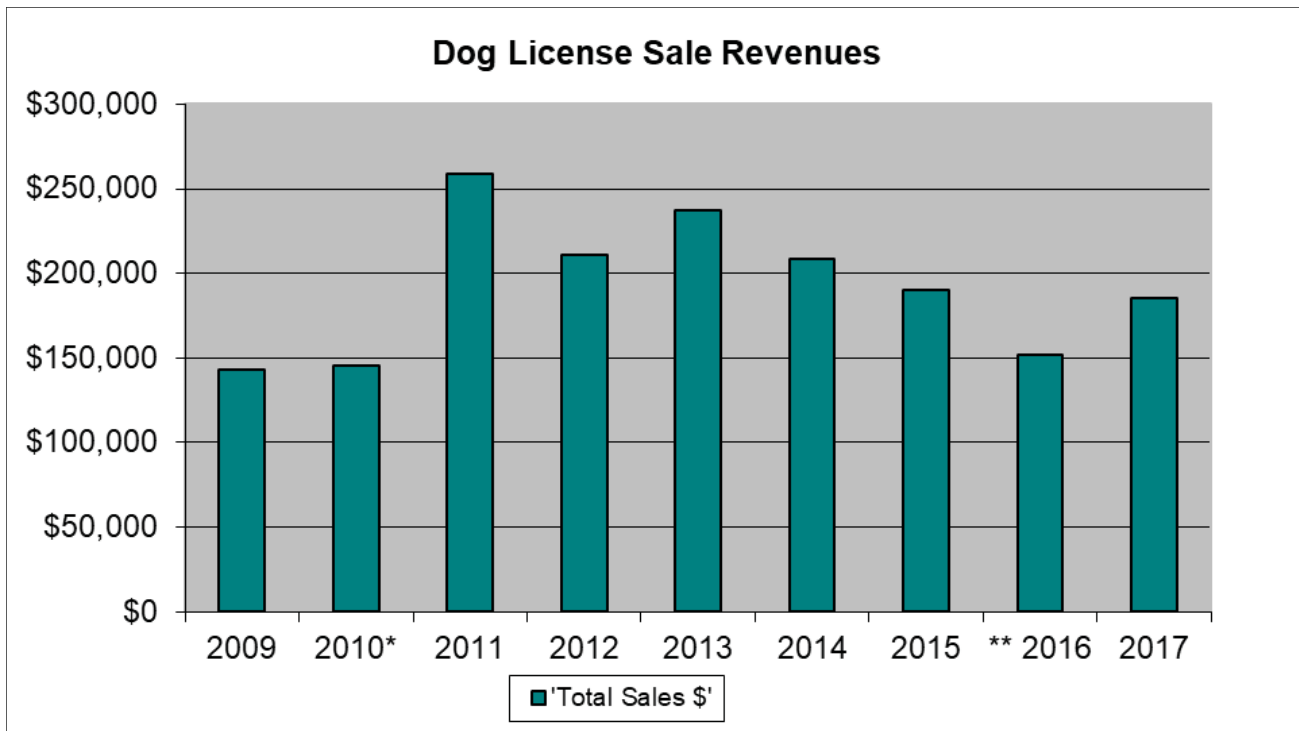
Tax Search Revenue



Dog and Kennel License Program

The County Treasurer's Office manages the dog and kennel license program for the County. In 2011 Ottawa County implemented a change and began selling both one year and three year licenses on a year round basis, that same year the license price increased for the first time in at least 10 years. Fees for yearly dog licenses are now \$25 male or female; \$10 spay or neutered; \$10 puppy (7 months or younger).

In 2013 the Sheriff, Treasurer and County Administration created a animal census that addressed both educational efforts on preventing rabies and encouraging licensing of dogs. It was successful in covering all the program expenses and encouraged over 3,500 new dogs to be licensed. Short of other similar efforts the total number of licensed dogs will continue to fall, along with corresponding revenues.



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

** 2016 only shows 9 months of sales until Sept 30, 2016 in transition to new fiscal year end.

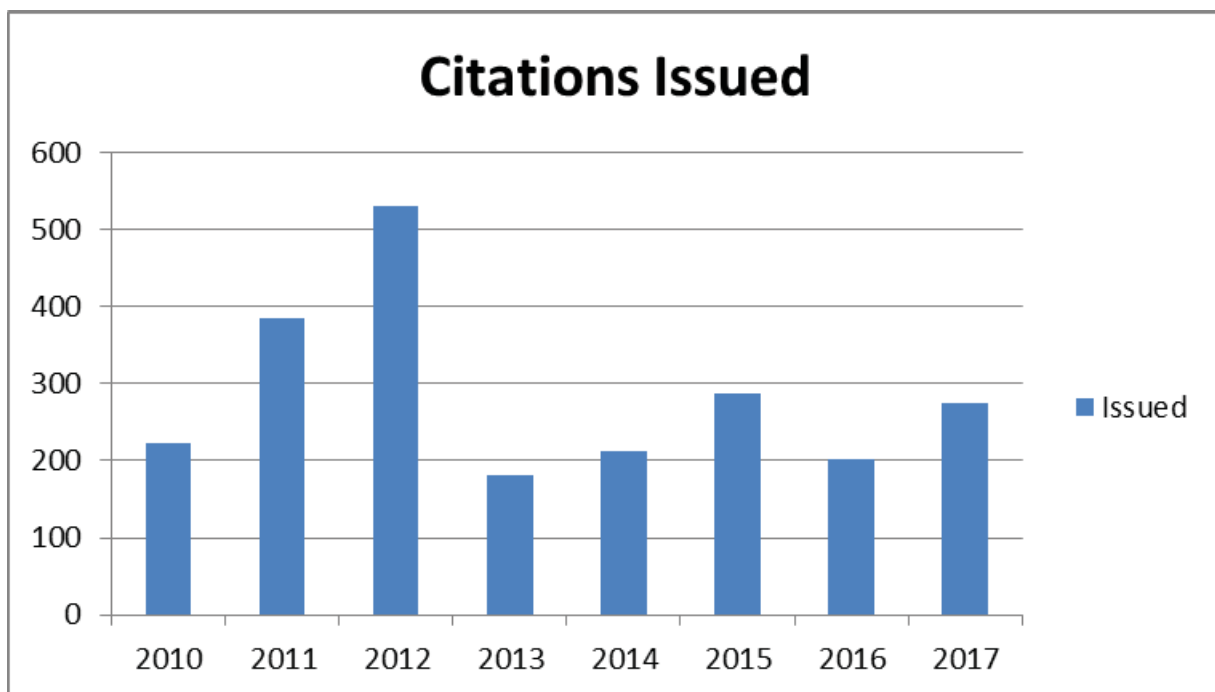
Municipal Civil Infraction Bureau

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

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

Beginning in 2013 the Parks Department issued a notice that a citation could be voided if a County Parks Pass was purchased inside of two weeks. This created a significant reduction in citations issued and associated revenue as seen in the graph below.

Fiscal Year	2015	2016	2017
Citations Disposition			
Issued	287	202	274
Collected	118	92	112
Collected \$	\$ 7,347.00	\$ 5,748.00	\$ 7,841.00
Paid on Line	57	80	62
Paid on Line \$	\$ 2,288.00	\$ 3,195.00	\$ 2,518.00
Total Revenue	\$ 9,635.00	\$ 8,943.00	\$ 10,359.00
To District Court	89	70	49
Dismissed	22	40	23
Pending	1	2	28



Cemetery Trust Fund



History:

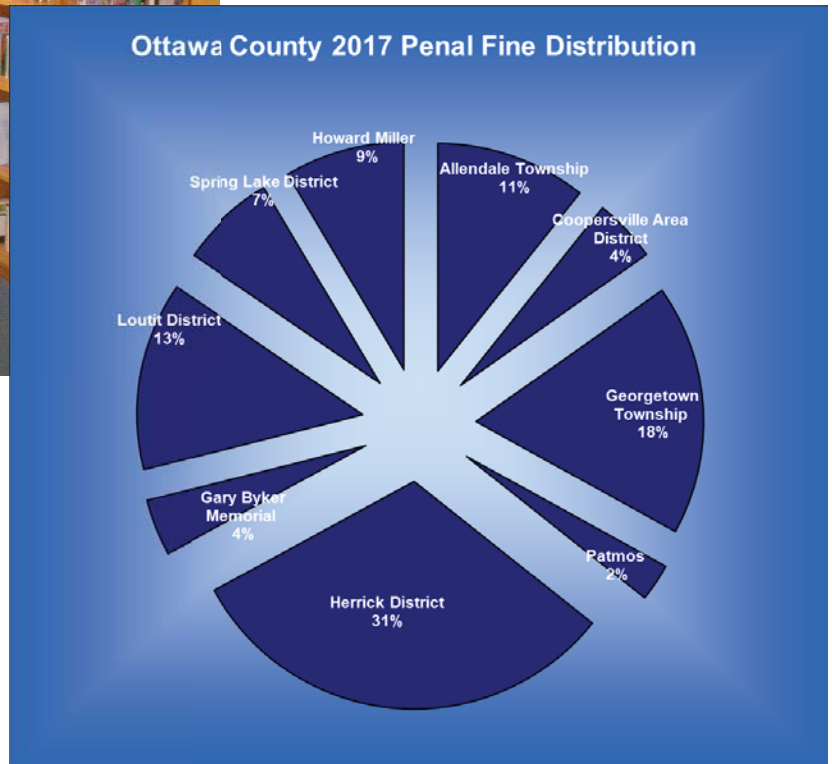
As part of Michigan Public Act 81 of 1903 the legislature created a requirement that the county treasurer accept any sum of money (of at least \$50) for the perpetual care of cemetery lots. The county treasurer must deposit the funds and pay out the interest on a regular basis for said care, and shall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

Today:

- In Ottawa County's Cemetery Trust, the County Treasurer has 23 separate accounts that we maintain for site maintenance at burial sites in seven (7) different cemeteries. The original deposit amounts for these trusts range from \$50.00 (the minimum stipulated by the law) to \$500.00. The Treasurer invests the balance and accrued interest for these funds for 5 years and then turns all of the accumulated interest over to the various organizations that are responsible for cemetery maintenance. The original balances are then rolled into a new investment account to begin the process again.
- Interest was last paid out to the cemeteries December 2016.
- At fiscal year end there was \$5,817.09 in the Cemetery Trust and it is invested at Michigan CLASS in a pooled liquid asset account.



Library Penal Fines



Public Act 59 of 1964 established the Penal Fine distribution rules that are designed to help establish and support public libraries, which are to be available to all residents of the state. That law also solidified the collection and distribution of penal fines based on population of the jurisdiction the local library serves.

Ottawa County has nine public libraries and the County Treasurer's office receives the penal fines throughout the year and then annually in July, after the Library of Michigan sends out a listing of the eligible libraries and associated populations, disburses the collected funds to each library. In recent years the penal fines distribution total has ranged from \$700,000 to over \$920,000. In 2017 the total distributed was \$826,633.70, and was divided in the percentages shown in the graph above.

Penal Fine Revenue Flow Chart





Treasurer Office Mission Statement

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

The 2017 Annual Report of the Ottawa County Treasurer's Office is submitted to the following members of the Ottawa County Board of Commissioners in January 2018. The activities and programs of the Treasurer's office are funded by the people and approved by the members of the Ottawa County Board of Commissioners.

Bradley J Slagh, County Treasurer

Commissioner Francisco C. Garcia, District 1
Commissioner Joseph S. Baumann, District 2
Commissioner Donald Disselkoen, District 3
Commissioner Allen Dannenberg, District 4
Commissioner Mike P. Haverdink, District 5
Commissioner Kelly Marie Kuiper, District 6
Commissioner James H Holtvluwer, District 7
Commissioner Greg J. DeJong, Chair, District 8,
Commissioner Philip D. Kuyers, District 9
Commissioner Roger A Bergman, District 10
Commissioner Matthew Fenske, District 11

Action Request



Committee: Board of Commissioners
Meeting Date: 01/09/2018
Requesting Department: Administration
Submitted By: Misty Cunningham
Agenda Item: Indemnification Policy (Second Reading)

Suggested Motion:

To approve the new Indemnification 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:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A
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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: Goal 4: To Continually Improve the County's Organization and Services.

Objective: Goal 4, Objective 1: Conduct activities and maintain systems to continuously improve to gain efficiencies and improve effectiveness.

Administration: Recommended Not Recommended Without Recommendation

County Administrator: *Alan G. Vandenbergh*

Committee/Governing/Advisory Board Approval Date: 12/14/2017

Planning and Policy Committee

12/26/2017

Board of Commissioners



Ottawa County

Legal Policy

Indemnification Policy

I. POLICY

In its discretion, the Ottawa County ("County") may furnish an employee or officer of the County or any Funding Unit, with legal defense through counsel selected by the Ottawa County, Michigan, Insurance Authority ("OIA") and, also in the County's separate discretion, with payment of judgments, fines, penalties, settlements and any other expenses actually and reasonably incurred in connection with an actual or threatened civil, criminal, administrative or investigative action, claim, or proceeding (an "Action") brought against such employee by reason of being an employee or officer of the County or Funding unit serving at its request as a member of or representative to an entity outside the County.

II. STATUTORY REFERENCES

MCL §49.73; MCL §46.11

III. COUNTY LEGISLATIVE OR HISTORICAL REFERENCES

The original Board policy on this subject matter was adopted in the 1980's

Board of Commissioners Resolution Number and Policy Adoption Date:

Board of Commissioner Review Date and Resolution Number:

Name and Date of Last Committee Review:

Last Review by Internal Policy Review Team: December 1, 2017



Ottawa County

Legal Policy

IV. PROCEDURE

- A. For purposes of this Policy, in addition to the defined terms above, the following words have the following meanings:
1. “Board of Commissioners” means the Ottawa County Board of Commissioners.
 2. “Covered Person” means an employee, officer or elected official or deputy elected official of Ottawa County or a Funding Unit.
 3. “Funding Unit” means the 20th Circuit Court, 58th District Court, Ottawa County Probate and/or Family Courts or any other entity or organization that is considered a “funding unit” within the Ottawa County General Appropriations’ Act or under the Uniform Budgeting and Accounting Act.
 4. “OIA” means the Ottawa County, Michigan Insurance Authority.
- B. Defense and/or payment under this Policy may be available only if all of the following conditions are met to the satisfaction of the County, in its sole discretion:
1. The Covered Person’s actions or omissions were wholly within the scope of his or her County or Funding Unit duties and authority as determined in the exclusive discretion of the Board of Commissioners and/or OIA’s Administrative Policy Board;
 2. The Covered Person’s actions or omissions were in good faith, and in a manner reasonably believed to be lawful and in the best interests of the County or Funding Unit as determined in the exclusive discretion of the Board of Commissioners and/or OIA’s Administrative Policy Board;
 3. The Covered Person’s acts or omissions did not constitute dishonesty, gross negligence, recklessness, willful misconduct, or the intentional infliction of harm, and the employee did not receive any financial profit or advantage to which he/she was not legally entitled, as determined in the exclusive determination of the Board of Commissioners and/or OIA’s Administrative Policy Board. Notwithstanding the preceding sentence, a Covered Person’s intentional infliction of harm in protecting life or safety, in furtherance of security, or under similar circumstances shall not be grounds for denying him or her the benefits of this policy, provided that (a) such actions are reasonably believed by the employee to be permitted by applicable law and County’s and/or Funding Unit’s policies, procedures and protocols, and (b) all other requirements of this Policy are met.



Ottawa County

Legal Policy

4. The original or a copy of any summons, complaint, notice, demand, letter, or other document or pleading in the Action, or a writing setting forth the substance of any claim, complaint or charge made orally, was delivered to the County's Administrator and/or Corporation Counsel consistent with the County's Legal Services Policy or within twenty-four (24) hours after receipt of such document, oral claim, complaint, or charge, whichever is earlier, along with a specific request in writing that the County defend or otherwise pay for the defense of the Covered Person pursuant to this Policy.
 5. The employee cooperates continuously and fully with the County and OIA and their chosen lawyers or representatives in the defense of the Action.
 6. The County and/or OIA shall have the right to control the defense of the Action, including the right, in its sole discretion, to decide whether or not to settle the Action, and if so, the terms of the settlement.
- C. The protection in this Policy shall not extend to:
1. Consulting or other outside professional or business activities for which the Covered Person receive compensation exceeding reasonable expenses from a party other than the County or Funding Unit.
 2. Acts or omissions while an employee is on an unpaid leave of absence from the County and/or Funding Unit.
 3. Actions that a Covered Person may affirmatively initiate or propose initiating against any other person or entities.
 4. Actions that a Covered Person may affirmatively initiate or propose initiating against any the County or the Funding Unit.
 5. Any action to the extent that the damage or loss is indemnifiable under any insurance which is in force and covers the Covered Person.
 6. Any indemnification prohibited by law.
- D. The benefits of this Policy shall not enlarge the rights, which would have been available to any third party plaintiff or claimant in the absence of this Policy. This is not to be considered a third party beneficiary benefit.
- E. The provision of a legal defense by the County or OIA, even if provided pursuant to the Legal Services Policy, shall not be deemed to be a determination that the County and/or OIA will indemnify the Covered Person. Rather, the Board of Commissioners



Ottawa County

Legal Policy

and OIA fully reserve the right to consider the indemnification matter separately from the defense. Furthermore, the Board of Commissioners and OIA are not bound by the factual and/or legal findings of any court, hearings' board, arbitrator, commissioner, or administrative or tribunal, but rather reserve the right to exercise their own discretion in deciding whether or not to indemnify the Covered Person.

- F. Ottawa County reserves the right to change or withdraw this Policy in its sole discretion.

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.