



**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, December 11, 2018 at 1:30 PM** for the regular December meeting of the Board at the Ottawa County Fillmore Street Complex in West Olive, Michigan.

The Agenda is as follows:

1. Call to Order by the Chairperson
2. Invocation – Commissioner Baumann
3. Pledge of Allegiance to the Flag
4. Roll Call
5. Presentation of Petitions and Communications
6. Public Comments and Communications from County Staff
  - A. **City of Grand Haven Affordable Housing Task Force Update**, Rhonda Kleyn, Neighborhood Development Coordinator, Neighborhood Housing Services & Pat McGinnis, Grand Haven City Manager
  - B. Legislative Update, Jim Miller, GCSI
7. Approval of Agenda
8. Actions and Reports
  - A. Consent Resolutions:

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 the County Clerk/Register

1. Board of Commissioners Meeting Minutes  
Suggested Motion:  
To approve the Minutes of the [November 27, 2018 Board of Commissioners meeting](#).
2. [Correspondence Log 470](#)  
Suggested Motion:  
To receive for information the Correspondence Log.

From Administration

3. [Accounts Payable for November 19-30, 2018](#)  
Suggested Motion:  
To approve the general claims in the amount of \$3,242,976.70 as presented by the summary report for November 19-30, 2018.
4. [Ottawa County Planning and Performance Improvement 2018 Annual Report](#)  
Suggested Motion:  
To receive for information the Ottawa County Planning and Performance Improvement 2018 Annual Report.

From the Finance and Administration Committee

5. [2019 Budget Adjustments](#)  
Suggested Motion:  
To approve the 2019 budget adjustments per the attached schedule.

B. Action Items:

From Administration

1. [National Audubon Society Grant](#)  
Suggested Motion:  
To approve and authorize the Board Chairperson and Clerk/Register to sign the grant agreement with the National Audubon Society for the Sustain Our Great Lakes: Phase II Project for planning work at Ottawa Sands with the grant match of \$14,000 coming from the Parks budget in 2020 and 2021.

2. [Grand River Park Fishing Deck Renovation](#)  
Suggested Motion:  
To receive bids for the Grand River Park Fishing Deck Renovation Project and accept the low bid from JKB Construction in the amount of \$47,533.00 with funding from the Parks & Recreation budget.
3. [Statutory Requirements for Local Unit of Government Zoning Changes](#)  
Suggested Motion:  
To approve and authorize the Board Chairperson and Clerk/Register to sign the resolution (with a three-year sunset) to waive the statutory requirements to compel local units of government to submit proposed township zoning ordinances, proposed zoning text changes and township rezoning requests to the County Planning Commission.

From the Finance and Administration Committee

4. [58th District Court Probation and Community Corrections Personnel Request](#)  
Suggested Motion:  
To approve the request from District Court Probation and Community Corrections to combine one Probation Specialist (.65 FTE) and one Drug Test Lab Technician (.15 FTE) to create one Probation Specialist (.8 FTE), at a cost of \$11,620.
5. [Public Health Personnel Organizational Changes](#)  
Suggested Motion:  
To approve the request from Public Health to make the following position changes: upgrade one STD Program Supervisor (U-6) to a Nurse Practitioner Supervisor (U-8A) at a cost of \$19,639, upgrade one Environmental Health Clerk (T-6) to an Environmental Health Technical Support Clerk (T-8) at a cost of \$5,943 and add a .2 FTE to one CSHCS/HV Clerk (T-8) at a cost of \$13,290 at a total combined cost of \$38,871.00 with funding from the Essential Local Public Health Services Grant.
6. [Information Technology Services for Allendale Charter Township](#)  
Suggested Motion:  
To approve and authorize the Board Chairperson and Clerk/Register to sign the standard agreement to provide information technology services to Allendale Charter Township.

7. [Agreement for Representational Services with Jim Miller and Associates, LLC](#)  
Suggested Motion:  
To approve and authorize the Board Chairperson and Clerk/Register to sign an agreement with Jim Miller and Associates, LLC for representational services in the amount of \$12,000.
  
8. [Establishment of a Diversity, Equity and Inclusion Office \(DEI\)](#)  
Suggested Motion:  
To approve the establishment of a Diversity, Equity and Inclusion Office (DEI).

C. Appointments:

From the Talent and Recruitment Committee

1. [Land Bank Authority, KOMFTZ, WMRPC and CEDS Appointments](#)

Suggested Motion:

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

[\\*Amanda Murray](#)

and to select one (1) to fill one (1) Ottawa County Economic Development Representative vacancy on the Land Bank Authority beginning January 1, 2019 and ending December 31, 2024 (six (6) year term).

[\\*Amanda Murray](#)

and to select one (1) to fill one (1) Member vacancy on the Kent Ottawa Muskegon Foreign Trade Zone Authority (KOMFTZ) beginning January 1, 2019 and ending December 31, 2021 (three (3) year term).

[\\*Amanda Murray](#)

and to select one (1) to fill one (1) Private Sector vacancy on the West Michigan Regional Planning Commission (WMRPC) beginning January 1, 2019 and ending December 31, 2019 (one (1) year term).

[\\*Amanda Murray](#)

and to select one (1) to fill one (1) Private Sector vacancy on the Comprehensive Economic Development Strategy Committee (CEDS) beginning January 1, 2019 and ending December 31, 2019 (one (1) year term).

2. Board and Commission Appointments

Suggested Motion:

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

\*Angie Barksdale

and to select one (1) to fill one (1) Workforce Investment Board vacancy on the Community Corrections Advisory Board beginning January 1, 2019 and ending December 31, 2020 (two (2) year term).

\*Randall Schipper

and to select one (1) to fill one (1) Real Estate Attorney vacancy on the Remonumentation Committee beginning January 1, 2019 and ending December 31, 2020 (two (2) year term).

\*Rodney Unema

and to select one (1) to fill one (1) Surveyor vacancy on the Remonumentation Committee beginning January 1, 2019 and ending December 31, 2020 (two (2) year term).

\*Randal Cope

\*Roger Rycenga

and to select two (2) to fill two (2) War Veteran vacancies on the Veteran Affairs Committee beginning January 1, 2019 and ending December 31, 2021 (three (3) year term)

D. Discussion Items

From Administration

I. Planning and Performance Improvement Annual Report

(Presented by: Paul Sachs, Director of Planning and Performance Improvement)

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

# AFFORDABLE HOUSING 2018 TASK FORCE

PLAN ADOPTED AUGUST 20, 2018

The Grand Haven City Council is committed to ensuring that the housing stock in Grand Haven is safe and well maintained. Over the years efforts have focused on sensible planning, professional building, property maintenance code enforcement, and rental inspections. In 2017, City Council directed that more attention be paid to the cost of housing in Grand Haven and the role local government can or should play in the availability of housing options for all income levels. As a result, the Affordable Housing Task Force was formed in January of 2018.

This report provides recommendations to clearly define steps the City might take to become a catalyst, not an obstacle, to more housing options for all Grand Haven residents.

After initial research was complete, **three basic ideals** were set moving forward:

1

Everyone who works in Grand Haven should be able to **live** in Grand Haven

2

Grand Haven should have a **variety** of housing options

3

Those who live in Grand Haven should be able to **remain** in Grand Haven as they age



Grand Haven  
Coast Guard City USA

# Affordable Housing Plan



Grand Haven  
Coast Guard City USA

## Ten-Point Plan of Action:

1. Utilization of financial incentives/tools that can be accessed for City projects
  - a. Act 381 Brownfield Redevelopment
  - b. Community Revitalization Program
  - c. LIHTC (Low Income Housing Tax Credits)
  - d. MSHDA Financing
  - e. PILOTs (Payments in Lieu of Taxes)
2. Identify viable sites for high density and/or mixed use residential development to accommodate a diverse range of price points (public/private). Establish dialogue with owners of those sites, and proven developers, to encourage pursuit of projects and programs
3. Support higher density development in select districts
4. Establish public acquisition fund to assist in land assembly (Potentially at the Grand Haven Area Community Foundation)
5. Work with the Grand Haven Area Community Foundation to establish an Affordable Housing Community Fund to focus private resources
6. Regional Approach
  - a. Pursue regional support for housing staff to continue to work on housing affordability initiatives
  - b. Share plan and action steps with neighboring municipalities to create regional effort
  - c. Pursue Regional Housing Authority
7. Coordinate location of higher density residential development with readily available public and alternative transportation modes
8. Zoning ordinance rewrite with specific attention to affordable housing best practices
9. Provide quarterly progress reports to City Council and active partners
10. Submit annual report to Council and active partners for amendment and affirmation

**Implementing measures that promote affordable housing developments will benefit the city as a whole. In considering the recommendations made in this report, City leadership would be making Grand Haven a place not only to work and play, but to stay.**

2021

**PROPOSED  
PROCEEDINGS OF THE OTTAWA COUNTY  
BOARD OF COMMISSIONERS  
NOVEMBER MEETING – SECOND DAY**

The Ottawa County Board of Commissioners met on Tuesday, November 27, 2018, at 1:30 p.m. and was called to order by the Vice Chair.

Commissioner Dannenberg pronounced the invocation.

The Clerk/Register led in the Pledge of Allegiance to the Flag of the United States of America.

Present at roll call: Frank Garcia, Joseph Baumann, Donald Disselkoen, Allen Dannenberg, Michael Haverdink, Kelly Kuiper, James Holtvluwer, Philip Kuyers, Roger Bergman, Matthew Fenske. (10)

Absent: Gregory DeJong. (1)

Presentation of Petitions and Communications

Clerk/Register Roebuck read a thank you note from Zac VanOsdol thanking the Board for the County Tuition Reimbursement Program and supporting the education of employees. The Vice Chair so noted.

Public Comments and Communications from County Staff

- A. City of Grand Haven Affordable Housing Task Force Update – This will be presented at the next Board of Commissioners Meeting.
- B. Outstanding Customer Service Award Recipients – Vice Chair Bergman presented Marshall Boyd the Internal Customer Service Award and Amber Reagan the External Customer Service Award.

B/C 18-219 Matthew Fenske moved to approve the agenda of today as presented. The motion passed.

B/C 18-220 Matthew Fenske moved to approve the following Consent Resolutions:

1. To approve the Minutes of the November 15, 2018 Board of Commissioners meeting.
2. To approve the general claims in the amount of \$6,376,439.77 as presented by the summary report for November 5-16, 2018.
3. To approve the 2018 and 2019 budget adjustments per the attached schedule.



The motion passed as shown by the following votes: Yeas: Philip Kuyers, James Holtvluwer, Kelly Kuiper, Michael Haverdink, Frank Garcia, Donald Disselkoen, Matthew Fenske, Allen Dannenberg, Joseph Baumann, Roger Bergman. (10)

B/C 18-221 Donald Disselkoen moved to approve the following wage and benefit adjustments for Unclassified, Group N, and Group T Employees for 2019.

- a.) Wages: Effective January 1, 2019 increase the existing salary schedule by 2%. (Excluding Elected Officials, Judges, and Board of Commissioners)
- b.) Benefits: In 2019 the employee co-pay on the 100/80 (High) and the 90/70 (Low) POS plans would remain at 20%. The High Deductible Health Plan with a Health Savings Account would have a zero co-pay, and the deductibles in 2019 would be \$1,350 (single) and \$2,700 (family) and the Employer will fund the deductible for 2019 at 50% (\$675 single/\$1,350 two person/family). (Including Elected Officials and Judges)

The motion passed as shown by the following votes: Yeas: Allen Dannenberg, Joseph Baumann, Matthew Fenske, Kelly Kuiper, Michael Haverdink, Frank Garcia, James Holtvluwer, Donald Disselkoen, Philip Kuyers, Roger Bergman. (10)

B/C 18-222 Donald Disselkoen moved to approve and authorize the Board Chairperson and Clerk/Register to sign the Resolution exempting the County of Ottawa from the "Hard Cap" Health care cost limitations of Act 152 of the Public Acts of 2011, MCL 15.561 et seq., for medical benefit plan coverage year January 1, 2019 through December 31, 2019, as authorized by Section 8 of the Act, MCL 15.568. The motion passed as shown by the following votes: Yeas: Frank Garcia, Matthew Fenske, Donald Disselkoen, Allen Dannenberg, Michael Haverdink, Kelly Kuiper, James Holtvluwer, Joseph Baumann, Philip Kuyers, Roger Bergman. (10)

B/C 18-223 Donald Disselkoen moved to approve and authorize the Board Chairperson and Clerk/Register to sign the standard agreement to provide information technology services to Holland Charter Township for IT services in support of the new Public Safety Building Construction Project. The motion passed as shown by the following votes: Yeas: Philip Kuyers, James Holtvluwer, Frank Garcia, Allen Dannenberg, Donald Disselkoen, Michael Haverdink, Kelly Kuiper, Joseph Baumann, Matthew Fenske, Roger Bergman. (10)

B/C 18-224 Donald Disselkoen moved to approve and authorize the Board Chairperson and Clerk/Register to sign the agreement with Solid Design Software Solution LLC (dba SolidCircle) for the development of an Abuse and Neglect Case Management System at a cost not to exceed \$70,035.00. The motion passed as shown by the following votes: Yeas: Michael Haverdink, James Holtvluwer, Donald Disselkoen, Philip Kuyers, Kelly Kuiper, Joseph Baumann, Matthew Fenske, Allen Dannenberg, Frank Garcia, Roger Bergman. (10)

B/C 18-225 Donald Disselkoen moved to approve and authorize the Board Chairperson and Clerk/Register to sign a Conservation Easement Option Agreement in the amount of \$400,000.00 with Timothy and Christine Kruithoff for 67 acres located in Chester Township, Michigan, and 80 acres located in Wright Township, Michigan. The motion passed as shown by the following votes: Yeas: Joseph Baumann, Frank Garcia, Kelly

Kuiper, James Holtvluwer, Donald Disselkoe, Michael Haverdink, Philip Kuyers, Allen Dannenberg, Matthew Fenske, Roger Bergman. (10)

- B/C 18-226 Donald Disselkoe moved to approve and authorize the Board Chairperson and Clerk/Register to sign the Resolution declaring official intent to reimburse project expenditures with bond proceeds. The motion passed as shown by the following votes: Yeas: Donald Disselkoe, Matthew Fenske, Joseph Baumann, Philip Kuyers, Frank Garcia, Kelly Kuiper, Allen Dannenberg, James Holtvluwer, Michael Haverdink, Roger Bergman. (10)
- B/C 18-227 Donald Disselkoe moved to approve the request from Parks & Recreation to add one (1) non-benefited, part-time, Seasonal Parks Supervisor-Marina (not to exceed 1,000 hours per year) at a cost of \$16,275.40. The motion passed as shown by the following votes: Yeas: Matthew Fenske, Donald Disselkoe, Philip Kuyers, Frank Garcia, James Holtvluwer, Joseph Baumann, Kelly Kuiper, Allen Dannenberg, Michael Haverdink, Roger Bergman. (10)
- B/C 18-228 Donald Disselkoe moved to approve and authorize the Board Chairperson and Clerk/Register to sign the On-Call Architectural and Engineering Services Agreement between Ottawa County and Progressive AE. The motion passed as shown by the following votes: Yeas: Philip Kuyers, James Holtvluwer, Kelly Kuiper, Michael Haverdink, Frank Garcia, Donald Disselkoe, Matthew Fenske, Allen Dannenberg, Joseph Baumann, Roger Bergman. (10)
- B/C 18-229 Donald Disselkoe moved to approve and authorize the Board Chairperson and Clerk/Register to sign the Resolution authorizing the Ottawa County Brownfield Redevelopment Authority to grant and/or loan designated funds to qualified projects; and contingent upon approval from the EDC and BRA board, authorize the appropriation and/or movement of certain current unaudited fund balances totaling \$77,598.36 for the purpose of incentivizing county wide brownfield redevelopment. The motion passed as shown by the following votes: Yeas: Allen Dannenberg, Joseph Baumann, Matthew Fenske, Kelly Kuiper, Michael Haverdink, Frank Garcia, James Holtvluwer, Donald Disselkoe, Philip Kuyers, Roger Bergman. (10)
- B/C 18-230 Donald Disselkoe moved to approve and authorize the Board Chairperson and Clerk/Register to sign the Urban Cooperation Act Agreement between and among Ottawa County, the Ottawa County Land Bank Authorize, and the Ottawa County Brownfield Redevelopment Authority for the purpose of revitalization services. The motion passed as shown by the following votes: Yeas: Frank Garcia, Matthew Fenske, Donald Disselkoe, Allen Dannenberg, Michael Haverdink, Kelly Kuiper, James Holtvluwer, Joseph Baumann, Philip Kuyers, Roger Bergman. (10)
- B/C 18-231 Donald Disselkoe moved to approve and authorize the Board Chairperson and Clerk/Register to sign the agreement with the Ottawa County Sheriff's Office, Grand Haven Area Public Schools and the Ottawa Area Intermediate School District for a school resource officer at Grand Haven Public Schools, and the OAISD at a cost of \$34,925.46. The motion passed as shown by the following votes: Yeas: Philip Kuyers, James

Holtvluwer, Frank Garcia, Allen Dannenberg, Donald Disselkoen, Michael Haverdink, Kelly Kuiper, Joseph Baumann, Matthew Fenske, Roger Bergman. (10)

B/C 18-232 Donald Disselkoen moved to approve and authorize the Board Chairperson and Clerk/Register to sign a contract with Advanced Robot Systems, Inc. in the amount of \$20,000 for development and delivery of a six to eight week pilot wayfinding system robot for the Fillmore Administrator Complex. The motion passed as shown by the following votes: Yeas: Philip Kuyers, James Holtvluwer, Frank Garcia, Allen Dannenberg, Donald Disselkoen, Michael Haverdink, Kelly Kuiper, Joseph Baumann, Matthew Fenske, Roger Bergman. (10)

B/C 18-233 Allen Dannenberg moved to place into nomination the name(s) of (\*indicates recommendation from the Interview Subcommittee):

\*Kelly Rice  
Ryan Galligan  
and to select one (1) to fill one (1) Public vacancy on the Parks and Recreation Commission beginning January 1, 2019 and ending December 31, 2021 (three (3) year term).

Roll call vote:

Philip Kuyers – Rice	Kelly Kuiper - Rice
James Holtvluwer – Rice	Joseph Baumann - Rice
Frank Garcia – Rice	Matthew Fenske - Rice
Allen Dannenberg – Rice	Donald Disselkoen - Rice
Michael Haverdink – Rice	Roger Bergman - Rice

Total votes received: Kelly Rice – 10, Ryan Galligan – 0.

The Clerk/Register declared Kelly Rice appointed to the Parks and Recreation Commission.

B/C 18-234 Allen Dannenberg moved to place into nomination the name(s) of (\*indicates recommendation from the Interview Subcommittee):

\*Kelly Boeve  
\*MaryAnne Kowalski  
Timothy Piers  
and to select two (2) to fill two (2) Service Areas (CMH, PH, Sub Abuse, Com Alt Prog) vacancies on the Community Corrections Advisory Board beginning January 1, 2019 and ending December 31, 2020 (two (2) year term).

Roll call vote:

Donald Disselkoen – Boeve, Kowalski	Frank Garcia - Boeve, Kowalski
Philip Kuyers - Boeve, Kowalski	Allen Dannenberg - Boeve, Kowalski
Matthew Fenske - Boeve, Kowalski	Kelly Kuiper - Boeve, Kowalski

Joseph Baumann - Boeve, Kowalski  
James Holtvluwer - Boeve, Kowalski

Michael Haverdink - Boeve, Kowalski  
Roger Bergman - Boeve, Kowalski

Total votes received – Boeve – 10, Kowalski – 10, Piers – 0.

The Clerk/Register declared Kelly Boeve and MaryAnne Kowalski appointed to the Community Corrections Advisory Board.

B/C 18-235

Allen Dannenberg moved to place into nomination the name(s) of (\*indicates recommendation from the Interview Subcommittee):

\*Michael Bronkema

and to select one (1) to fill one (1) Agricultural vacancy on the Agricultural Preservation Board beginning January 1, 2019 and ending December 31, 2021 (three (3) year term).

\*Nichole Derks

and to select one (1) to fill one (1) Defense Attorney vacancy on the Community Corrections Advisory Board beginning January 1, 2019 and ending December 31, 2020 (two (2) year term).

\*Doug Kamphuis

and to select one (1) to fill one (1) Business Community vacancy on the Community Corrections Advisory Board beginning January 1, 2019 and ending December 31, 2020 (two (2) year term).

\*James Miedema

and to select one (1) to fill one (1) Member vacancy on the Road Commission beginning January 1, 2019 and ending December 31, 2024 (six (6) year term).

\*Josh Westgate

and to select one (1) to fill one (1) Township Representative vacancy on the Land Bank Authority beginning January 1, 2019 and ending December 31, 2024 (six (6) year term).

\*Amanda Murray

and to select one (1) to fill one (1) Ottawa County Economic Development Representative vacancy on the Land Bank Authority beginning January 1, 2019 and ending December 31, 2024 (six (6) year term).

\*Amanda Murray

and to select one (1) to fill one (1) Member vacancy on the Kent Ottawa Muskegon Foreign Trade Zone Authority (KOMFTZ) beginning January 1, 2019 and ending December 31, 2021 (three (3) year term).

\*Amanda Murray

and to select one (1) to fill one (1) Private Sector vacancy on the West Michigan Regional Planning Commission (WMRPC) beginning January 1, 2019 and ending December 31, 2019 (one (1) year term).

\*Amanda Murray

and to select one (1) to fill one (1) Private Sector vacancy on the Comprehensive Economic Development Strategy Committee (CEDS) beginning January 1, 2019 and ending December 31, 2019 (one (1) year term).

\*Douglas Lansky

and to selection one (1) to fill one (1) Surveyor vacancy on the Remonumentation Committee beginning January 1, 2019 and ending December 31, 2020 (two (2) year term).

\*Ryan Galligan

and to select one (1) to fill one (1) Supervisory/Assessor vacancy on the Remonumentation Committee beginning January 1, 2019 and ending December 31, 2020 (two (2) year term).

B/C 18-236 James Holtvluwer moved to amend motion B/C 18-235 removing Amanda Murray's nomination to all committees until Administration confirms she doesn't need to be an Ottawa County resident. The motion passed.

A vote was then taken on the motion as amended and the amended motion passed as shown by the following votes: Yeas: Joseph Baumann, Frank Garcia, Kelly Kuiper, James Holtvluwer, Donald Disselkoen, Michael Haverdink, Philip Kuyers, Allen Dannenberg, Matthew Fenske. Roger Bergman. (10)

B/C 18-237 Allen Dannenberg moved to place into nomination the name(s) of (\*indicates recommendation from the Interview Subcommittee):

\*Timothy Grifhorst

and to select one (1) to fill one (1) Member vacancy on the Road Commission beginning January 1, 2019 and ending December 31, 2024 (six (6) year term). (Requires a 2/3 majority vote to override the 12 year term-limit provision) The motion failed as shown by the following votes: Nays: Donald Disselkoen, Matthew Fenske, Philip Kuyers, Allen Dannenberg, James Holtvluwer, Michael Haverdink, Roger Bergman. (7)

Yeas: Joseph Baumann, Frank Garcia, Kelly Kuiper. (3)

B/C 18-238 Allen Dannenberg moved to place into nomination the name of Timothy Grifhorst to fill one (1) Member vacancy on the Road Commission beginning January 1, 2019 and ending December 31, 2022 (four (4) year term). The motion passed as shown by the following votes: Yeas: Matthew Fenske, Donald Disselkoen, Philip Kuyers, Frank Garcia, James Holtvluwer, Joseph Baumann, Kelly Kuiper, Allen Dannenberg, Michael Haverdink, Roger Bergman. (10)

B/C 18-239 Donald Disselkoen moved to go into Closed Session at 2:26 p.m. for the purposed of discussing a property acquisition pursuant to OMA Section 8d. (2/3 roll call vote required) The motion passed as shown by the following votes: Yeas: Michael Haverdink, James Holtvluwer, Donald Disselkoen, Philip Kuyers, Kelly Kuiper, Joseph Baumann, Matthew Fenske, Allen Dannenberg, Frank Garcia, Roger Bergman. (10)

B/C 18-240 Matthew Fenske moved to rise from Closed Session at 2:39 p.m. The motion passed.

B/C 18-241 Philip Kuyers moved to approve the purchase of a Grand River Trailway Easement from Cottonwood Associates, LLC for \$10,000 as required for a future segment of the Grand River Greenway Idema Explores Trail with funding from the Parks and Recreation budget and authorize the Parks and Recreation Director to sign the documents required for this transaction. The motion passed as shown by the following votes: Yeas: Frank Garcia, Matthew Fenske, Donald Disselkoen, Allen Dannenberg, Michael Haverdink, Kelly Kuiper, James Holtvluwer, Joseph Baumann, Philip Kuyers, Roger Bergman. (10)

The Administrator's report was presented.

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

Public Comments

James Miedema, Jamestown Township, thanked the Commissioners for his reappointment to the Ottawa County Road Commission.

B/C 18-242 Joseph Baumann moved to adjourn at 2:50 p.m. subject to the call of the Vice Chair. The motion passed.

JUSTIN F. ROEBUCK, Clerk/Register  
Of the Board of Commissioners

ROGER BERGMAN, Vice Chair  
Of the Board of Commissioners

# Action Request



**Committee:** Board of Commissioners  
**Meeting Date:** 12/11/2018  
**Requesting Department:** County Clerk/Register of Deeds Office  
**Submitted By:** Misty Cunningham  
**Agenda Item:** Correspondence Log 470

**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:	<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 4: Evaluate communication with other key stakeholders.

**Administration:**  Recommended  Not Recommended  Without Recommendation

County Administrator:

Committee/Governing/Advisory Board Approval Date:

<b>CORRESPONDENCE LOG</b>			
<b>Date</b>	<b>Correspondent</b>	<b>Content</b>	<b>Referred To</b>
11/26/2018	LIVINGSTON COUNTY BOC	RESOLUTION IN SUPPORT OF HB 4986	ADMINISTRATOR, COMMISSIONERS
10/22/2018	BERRIEN CO BOC	RESOLUTION OPPOSING LEGALIZATION OF MARIJUANA	ADMINISTRATOR, COMMISSIONERS
10/22/2018	BAY CO BOC	RESOLUTION OPPOSING SB 1031	ADMINISTRATOR, COMMISSIONERS
10/18/2018	HOUGHTON CO BOC	RESOLUTION SUPPORTING OJIBWAY CORRECTIONAL FACILITY	ADMINISTRATOR, COMMISSIONERS
10/8/2018	ALGER COUNTY BOC	RESOLUTION OPPOSING HB 6049 & SB 1025	ADMINISTRATOR, COMMISSIONERS
10/5/2018	ALGER COUNTY BOC	RESOLUTION OPPOSING HB 5752 & HB 5753	ADMINISTRATOR, COMMISSIONERS
10/5/2018	ALGER COUNTY BOC	RESOLUTION OPPOSING SB 1031	ADMINISTRATOR, COMMISSIONERS
10/5/2018	ALGER COUNTY BOC	RESOLUTION OPPOSING LEGALIZATION OF MARIJUANA	ADMINISTRATOR, COMMISSIONERS
10/5/2018	ALGER COUNTY BOC	RESOLUTION FOR DEVELOPMENT OF AN ADDITIONAL LOCK	ADMINISTRATOR, COMMISSIONERS
9/18/2018	MENOMINEE CO BOC	RESOLUTION OPPOSING HB 5752 & 5753	ADMINISTRATOR & COMMISSIONERS
10/16/2018	MICHAEL DALMAN, HOLLAND TOWNSHIP CLERK	NOTICE OF HEARING	ADMINISTRATOR, BAUMANN, DANNENBERG
9/11/2018	MICHAEL DALMAN, HOLLAND TWP CLERK	NOTICE OF HEARING	ADMINISTRATOR, BAUMANN, DANNENBERG
From:	To:		
8/30/2018		11/27/2018	



# Action Request



**Committee:** Board of Commissioners

**Meeting Date:** 12/11/2018

**Requesting Department:** Fiscal Services

**Submitted By:** Karen Karasinski

**Agenda Item:** Accounts Payable for November 19-30, 2018

## Suggested Motion:

To approve the general claims in the amount of \$3,242,976.70 as presented by the summary report for November 19-30, 2018.

## Summary of Request:

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

## Financial Information:

Total Cost: \$3,242,976.70	General Fund Cost: \$3,242,976.70	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 | EFTs | WIRES**

 <p>Ottawa County Where You Belong.</p>	<p>Dates: November 19, 2018 to November 30, 2018</p>
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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:


**\$3,242,976.70**

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1,115 INVOICES	3,242,976.70
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\_\_\_\_\_  
Karen Karasinski  
Fiscal Services Director


  
\_\_\_\_\_  
Date

\_\_\_\_\_  
We hereby certify that the Board of Commissioners has approved  
the claims on Tuesday, December 11, 2018  
\_\_\_\_\_

\_\_\_\_\_  
Greg DeJong, Chairperson  
Board of Commissioners


\_\_\_\_\_  
Justin Roebuck  
Clerk/Register of Deeds

## Total CHECKS | EFTs | WIRES

 <p style="text-align: center;"><b>Ottawa County</b> <i>Where You Belong</i></p>	Dates:            November 19, 2018  to                    November 30, 2018	
Total of all funds:		<b>\$3,242,976.70</b>

0000	TREASURY FUND	0.00
1010	GENERAL FUND	510,341.28
1500	CEMETERY TRUST	0.00
2081	PARKS & RECREATION	208,732.29
2160	FRIEND OF COURT	9,387.59
2180	OTHER GOVERNMENTAL GRANTS	57,561.52
2210	HEALTH	132,150.11
2220	MENTAL HEALTH	562,196.87
2221	MENTAL HEALTH MILLAGE	65,658.32
2225	SUBSTANCE USE DISORDER	138,401.05
2271	SOLID WASTE CLEAN-UP	0.00
2272	LANDFILL TIPPING FEES	3,476.55
2340	FARMLAND PRESERVATION	261.00
2430	BROWNFIELD REDEVELOPMENT	0.00
2444	INFRASTRUCTURE FUND	0.00
2550	HOMESTEAD PROPERTY TAX	0.00
2560	REGISTER OF DEEDS AUTOMATION FUND	0.00
2600	PUBLIC DEFENDERS OFFICE	29,185.05
2602	WEMET	4,727.11
2630	SHERIFF GRANTS & CONTRACTS	31,365.09
2631	CONCEALED PISTOL LICENSING	0.00
2901	DEPT OF HUMAN SERVICES	238.54
2920	CHILD CARE - PROBATE	99,848.65
2970	DB/DC CONVERSION	0.00

## Total CHECKS | EFTs | WIRES

	Dates: November 19, 2018 to November 30, 2018	
Total of all funds:		<b>\$3,242,976.70</b>

3010	DEBT SERVICE	450.00
4020	CAPITAL IMPROVEMENTS	1,406.29
5160	DELINQUENT TAXES	3,266.30
5360	LAND BANK AUTHORITY	84.53
6360	INNOVATION & TECHNOLOGY	58,456.17
6450	DUPLICATING	7,647.00
6550	TELECOMMUNICATIONS	6,587.77
6641	EQUIPMENT POOL	30,183.00
6770	PROTECTED SELF-FUNDED INSURANCE	0.00
6771	EMPLOYEE BENEFITS	961,373.92
6772	PROTECTED SELF-FUNDED UNEMPL INS.	0.00
6775	LONG-TERM DISABILITY INSURANCE	0.00
6780	OTTAWA CNTY-INSURANCE AUTHORITY	0.00
6810	DB/DC CONVERSION FUND	0.00
7010	TRUST & AGENCY	192,856.23
7015	TRUST & AGENCY JUVENILE COURT	792.30
7040	IMPREST PAYROLL	16,164.40
7210	LIBRARY PENAL FINE	0.00
7360	OPEB TRUST	50,424.01
8010	SPECIAL ASSESS. DRAINS	59,753.76
8011	DRAINS-CAPITAL PROJECTS FUND	0.00
8020	DRAINS-REVOLVING	0.00
8510	DRAINS-DEBT SERVICE FUND	0.00
8725	INLAND LAKE IMPROVEMENT	0.00
8800	BROWNFIELD REDEVELOPMENT AUTHORITY	0.00

# Action Request



<b>Committee:</b>	Board of Commissioners
<b>Meeting Date:</b>	12/11/2018
<b>Requesting Department:</b>	Ottawa County Planning and Performance Improvement
<b>Submitted By:</b>	Misty Cunningham
<b>Agenda Item:</b>	Ottawa County Planning and Performance Improvement 2018 Annual Report

## Suggested Motion:

To receive for information the Ottawa County Planning and Performance Improvement 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:



Ottawa County

# County of Ottawa Planning and Performance Improvement



FY2018 Annual Report



# Ottawa County

*Where You Belong<sup>®</sup>*

The activities and programs of this department are brought to you by  
the Ottawa County Board of Commissioners.

## **2018 County Board of Commissioners**

Gregory J. DeJong, Chairperson  
Roger A. Bergman, Vice Chairperson  
Joseph S. Baumann  
Allen Dannenberg  
Donald G. Disselkoe  
Matthew R. Fenske  
Francisco C. Garcia  
Michael P. Haverdink  
James H. Holtvluwer  
Kelly M. Kuiper  
Philip D. Kuyers

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## DIRECTOR'S NOTE

There was never a dull moment in the Planning and Performance Improvement Department this past year with the myriad activities that kept energy flowing and projects rolling. From program evaluations and paved shoulders to brownfield development and broadband, staff has achieved great success in so many areas.

Best Financial Credit Union, a Brownfield Redevelopment Authority project that opened its doors to the public in January, received the Grand Haven Chamber's Business Recognition Award for Spring Lake Village. The multi-year groundwater study was completed in April, making way for the development of the Comprehensive Groundwater Management Plan and the new groundwater website. The County's Farmland Preservation Program preserved its second farm, and the Department successfully raised all the funds necessary to add more paved shoulders along Lakeshore Drive. Staff was instrumental in the creation of the County's new Public Defender Office, and it is continuing to evaluate the effectiveness of Ottawa Food programs. The variety of projects buzzing around the office is energizing and the staff's work ethic is top notch!

The Department added three new staff members to its office: a Project Support Specialist, a Farmland Preservation Analyst, and an Intern. Staff has enjoyed volunteering at various organizations to give back to the community and spend time together outside of the office. Teamwork is at the core of our success, and I'm grateful for the strong, cohesive group that calls this Department home. I am excited for the future successes we will share together as a team!

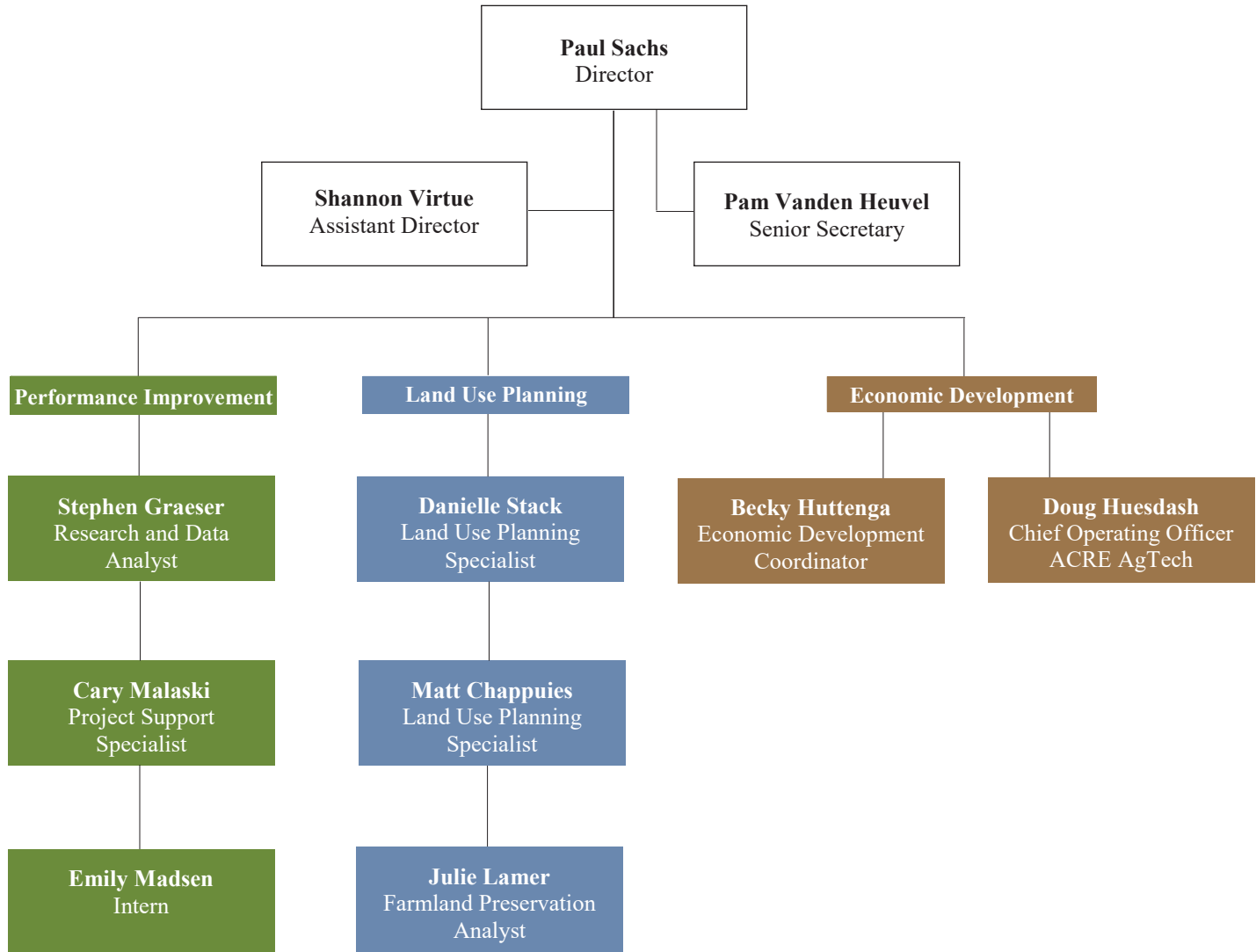


Top Row (left to right): Paul Sachs, Shannon Virtue, Becky Huttenga, Julie Lamer, Doug Huesdash  
Bottom Row (left to right): Cary Malaski, Stephen Graeser, Danielle Bouchard, Matt Chappuies, Pam Vanden Heuvel, Emily Madsen

# ORGANIZATIONAL CHART

## Boards and Committees

- Ottawa County Planning Commission
- ACRE AgTech Board of Directors
- Broadband Advisory Committee
- Brownfield Redevelopment Authority Board/Economic Development Corporation
- Groundwater Task Force/ Groundwater Executive Committee
- Remonumentation Committee/Peer Group
- Agricultural Preservation Board



# PERFORMANCE IMPROVEMENT PROJECTS

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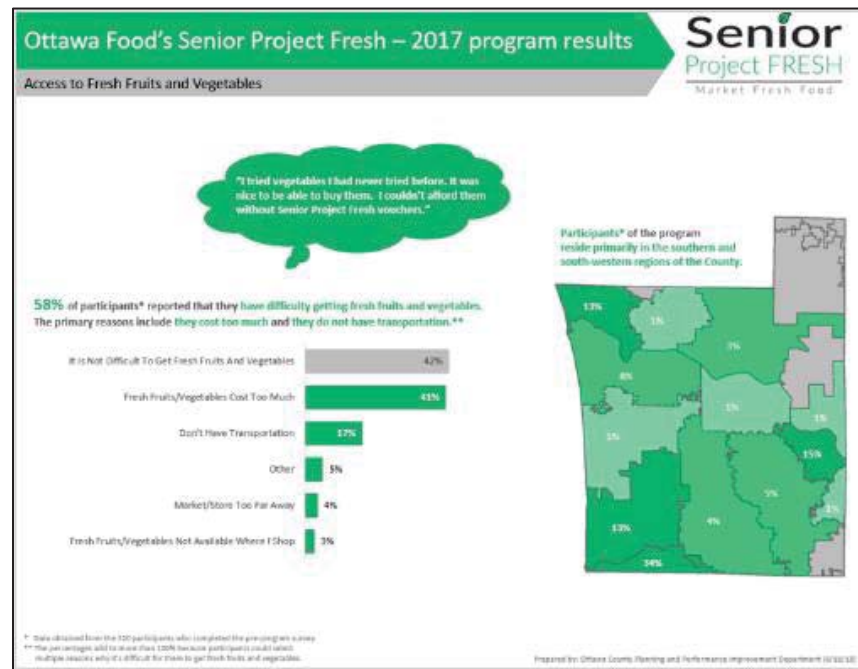
The Performance Improvement Division continues its effort to improve organizational performance and maximize the use of financial resources.

## Strategic Planning, Program Evaluations, and Cost Analyses

The following strategic plans, program evaluations, and cost analyses were completed and/or initiated in fiscal year 2018:

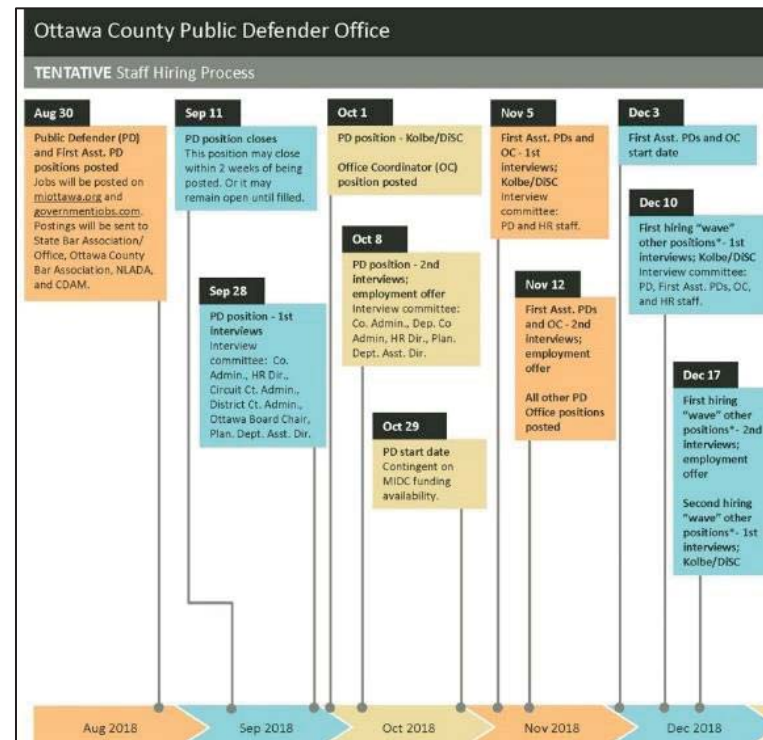
**Ottawa Food:** The Department is continuing to assist Ottawa Food by evaluating the effectiveness of five of its “Healthy Ottawa” projects. The five projects address Ottawa Food’s three priority areas for Ottawa County—eliminate hunger; increase healthy eating habits; and increase the sourcing of local food.

During the last year, the Department created a best practices list for the Meet Up and Eat Up (MUEU) project, a MUEU site expansion map, and compiled meal count data for MUEU. Survey results were also analyzed and compiled for the Senior Project Fresh project, the Prescription for Health project, and the CSA to Pantry project. The Department also participated in Ottawa Food’s strategic planning process for 2019-2021.



**Public Defender Office:** The Department actively participated in the creation of Ottawa County’s first compliance plan and cost analysis plan for a new Public Defender Office. Ottawa County was required to complete and submit this plan to the Michigan Indigent Defense Commission (MIDC) in November 2017. After several iterations, the MIDC accepted Ottawa County’s plan in June 2018. The Department then played an active role in implementing the Public Defender Office along with a group of dedicated County and court employees.

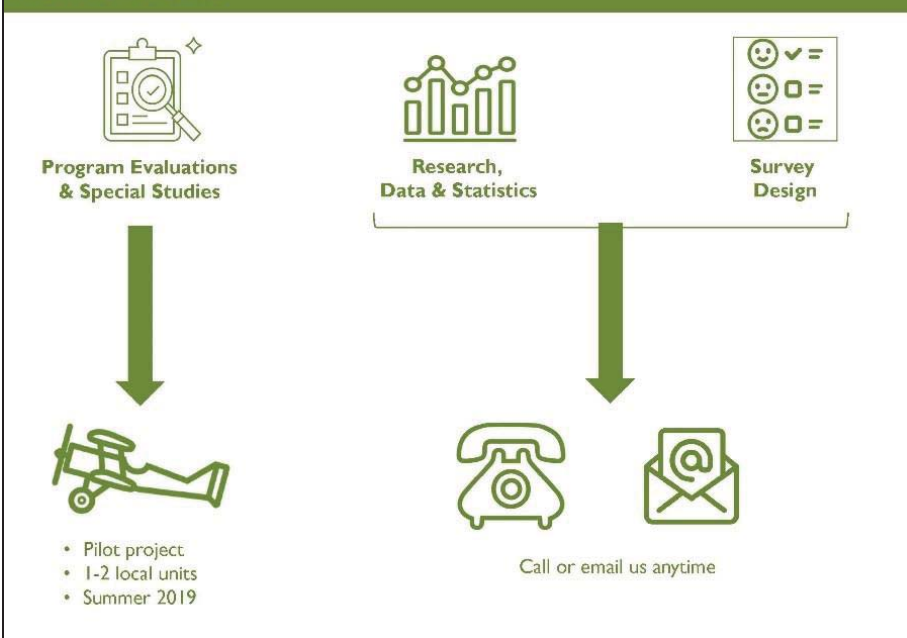
The Department’s work included the creation of a webpage, FAQ document, and hiring process timeline; participating in interviews for the Public Defender; presenting at an informational meeting with defense attorneys and other court and law enforcement personnel; regularly communicating with the MIDC; and working closely with County departments to ensure the Public Defender Office is implemented successfully.



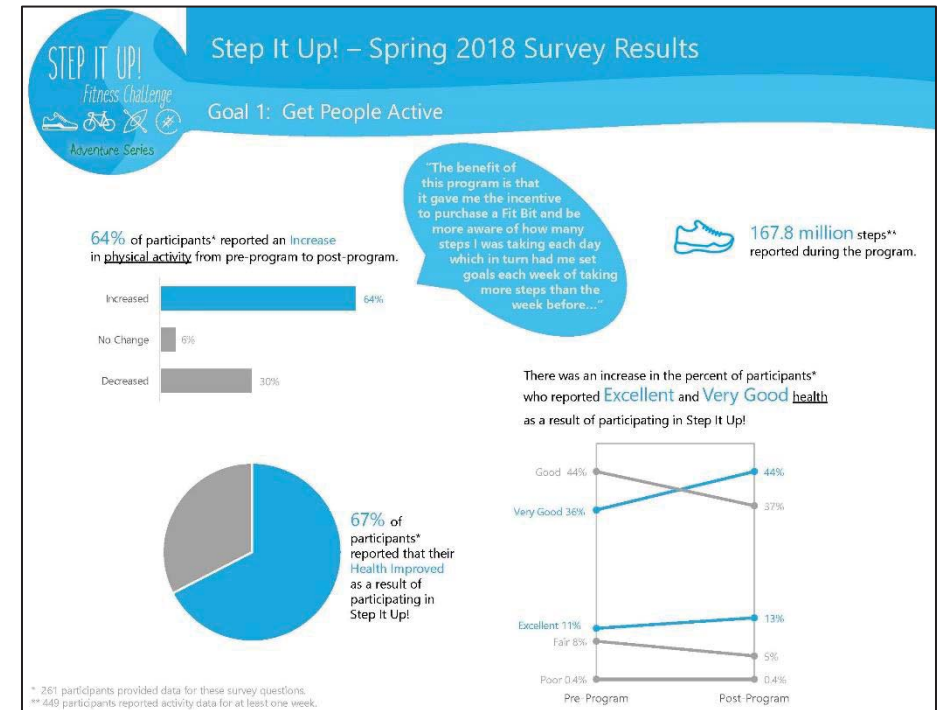
# PERFORMANCE IMPROVEMENT PROJECTS

**Local Unit Data and Evaluation Services:** The Department began exploring the possibility of offering some of its services—program evaluations, special studies, research, data/statistics compilation, survey design—to local units of government as a new shared-service offering. The idea grew out of the fact that the Department has been working with local units on various projects in the recent past, such as helping update Spring Lake Village’s master plan. The Department presented the idea to local units at the annual fall meeting and received requests from several local units to discuss project ideas in further detail. The Department will be meeting with these local units over the next several months to determine how it can provide assistance.

## How It Works



**Step It Up:** The Department continues to participate in the Step It Up program as an active member of the committee. During the spring of 2018, the Department analyzed participant survey and weekly activity data.

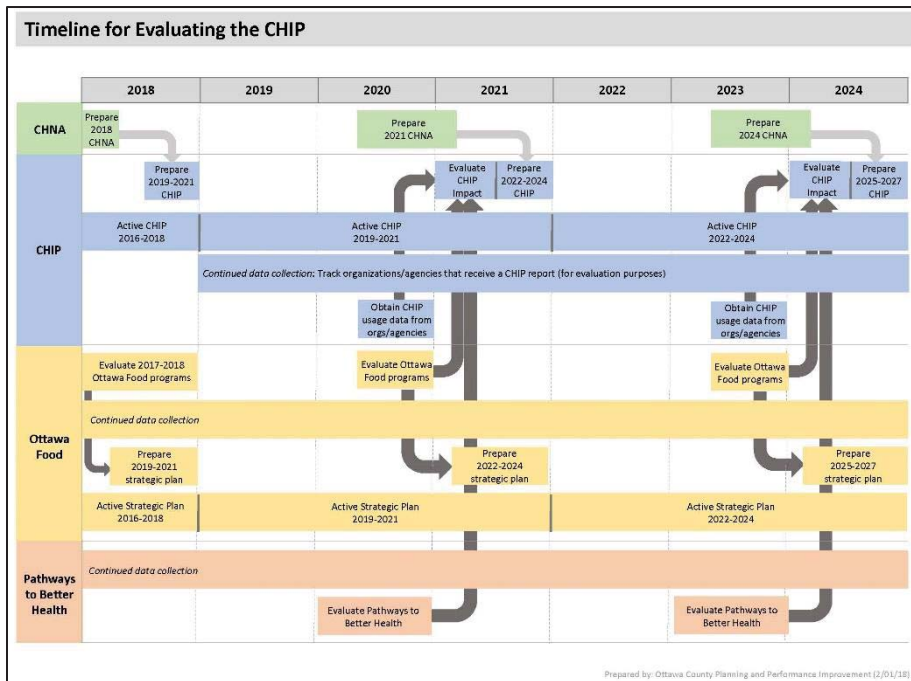


**Lakeshore Nonprofit Alliance:** The Department began working with the Lakeshore Nonprofit Alliance (LNA) in September 2018. The Department will be distributing Nonprofit Sector Assessments to hundreds of LNA members in 2019. The goal of the Assessment is to measure whether LNA is achieving its vision of a valued, effective, and sustainable nonprofit sector. During the next year, the Department will be reviewing survey questions and providing feedback to LNA, collecting survey responses, analyzing the survey data, and compiling the results in an aggregate format. LNA will be paying the County for these services.



# PERFORMANCE IMPROVEMENT PROJECTS

**Community Health Improvement Program (CHIP):** The Department worked with the Ottawa County Department of Public Health and Community Spoke on an evaluation timeline to visually show how to evaluate the CHIP. The results of this effort are depicted below. The Department also actively participated in the CHIP strategic planning process that took place throughout the spring and summer of 2018. Survey questions to gather feedback from participants of the CHIP strategic planning process were also compiled by the Department.



**Sheriff's Senior Volunteer Program:** The Department continues to provide the Sheriff's Office with quarterly program statistics for its Senior Volunteer Program. The program statistics include the number of hours spent on each volunteer activity, the number of miles traveled to complete each activity, the number of hours of volunteer service provided by each Senior Volunteer, and other ancillary program statistics such as the number of handicapped parking violations discovered.

**Wear One:** The Department began working with the Ottawa County Department of Public Health on an evaluation of their Wear One program. The goal of the evaluation is a five-year progress report of Wear One— including its history, accomplishments, and recommendations for the next 5 years. One component of the progress report will be survey data gathered from 18-25 year olds countywide regarding the effectiveness of the Wear One program. The Department designed the survey and is working with the Department of Public Health to collect survey responses from the target population.



## County Dashboards

The Department continues to maintain the County's web-based Performance Dashboard by updating 19 datasets annually. The County and State Government Dashboard includes Ottawa County and Michigan statistics in highly visual, interactive charts and graphs.



## County Department Performance Outlines

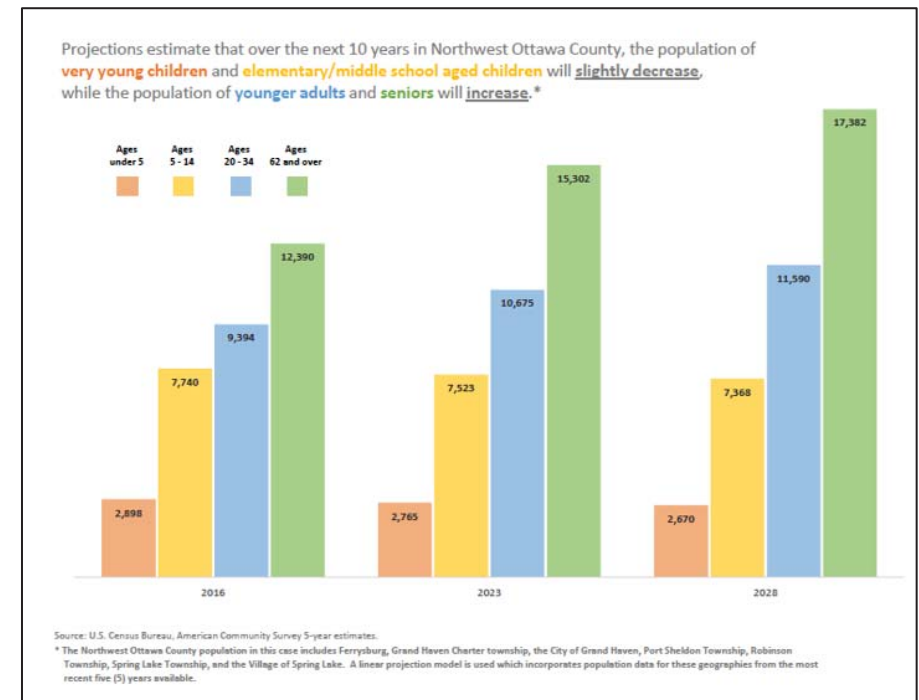
The Department is continuing to work with the Departments/Courts in the County to update all Performance Outline(s) to the new template. This involves working one-on-one with Department/Court leaders to refine their goals, objectives, and measures. During fiscal year 2018, one outline was updated to the new format and progress was made to update six other outlines to the new format. This brings the total outlines updated to 37 of 44 outlines.

Mission Statement			
Provide services to the County Board and Administration, County staff, local leaders and agencies, citizens, and community planners to increase economic development, maintain and improve quality of life, improve organizational performance, and maximize the use of financial resources.			
Department Description			
The Planning and Performance Improvement Department initiates programs to strengthen businesses and increase jobs in the County as well as programs to improve quality-of-life for residents. The Department is also responsible for conducting outcome-based evaluations of County programs and services to improve organizational performance and to maximize the use of financial resources. The statistical data that is researched and compiled by the Department is used by County departments, local communities, and local agencies to bolster applications for grant funding, enhance bond ratings, recruit prospective businesses to the County, and enhance market opportunities for existing local businesses.			
Primary Goals and Objectives			
County Goal: Continually improve the County's organization and services			
Department Goal 1: Improve organizational performance and maximize the use of financial resources			
Objective 1) Evaluate County services/programs to verify cost-effectiveness or to provide recommendations to ensure that services/programs are cost-effective			
Objective 2) Conduct special studies to assess the impact of organizational changes to County services/programs or alternative options for providing services/programs			
County Goal: Contribute to the long-term economic, social and environmental health of the County			
Department Goal 2: Strengthen businesses and increase jobs in Ottawa County			
Objective 1) Foster the development and expansion of ag-technology businesses			
Objective 2) Increase the number of new businesses in all sectors of the economy and new capital investment in existing local businesses			
Department Goal 3: Protect and improve quality-of-life in Ottawa County			
Objective 1) Ensure safe and efficient transportation corridors and non-motorized pathways			
Objective 2) Preserve farmland, open space, and scenic vistas and byways			
Objective 3) Mitigate the impacts of development on water quality and quantity, and ensure that new development is not negatively impacted by elevated water tables			
Primary Outcome Measures			
Annual Measures	2017 Actual	2018 Target	2019 Target
Department Goal 1: Improve organizational performance and maximize the use of financial resources			
Total verified cost-effective programming from administrative/outcome evaluations and special studies	\$5,879,969	\$5,982,150	\$6,085,940
Total cost-savings from programming requiring improvement, modification, privatization, or discontinuation as a result of administrative/outcome evaluations and special studies	\$2,147,899	\$2,197,496	\$2,298,004
County return-on-investment from Performance Improvement services	\$39.68	\$35.53	\$35.17
Department Goal 2: Strengthen businesses and increase jobs in Ottawa County			
# of new jobs created by ACRE AgTech clients (cumulative)	1	2	4
# of jobs created by projects assisted through Ottawa County Brownfield Redevelopment administered programs (cumulative)	497	518	522
Total private and/or public investment in projects assisted through the Ottawa County Brownfield Redevelopment Authority (cumulative)	\$49,836,353	\$50,986,353	\$51,986,353

## Research and Data Assistance

The Department continues to assist County departments and local organizations with requests for County statistics and other data. Some of the assistance provided by the Department during the past year includes:

- Compiled tax payment data for several companies for Lakeshore Advantage
- Provided guidance on calculating and comparing crime rates for the Sheriff's Office
- Assembled population by age group data for Northwest Ottawa County—both historical and projections—for The Chamber of Grand Haven, Spring Lake, and Ferrysburg
- Calculated the margin of error for department survey results for Human Resources
- Provided demographic information using a 1, 3, and 5-mile radius for Spring Lake Village

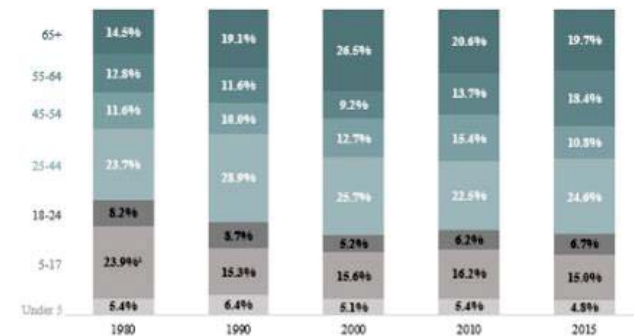


### Spring Lake Village Master Plan Updates

The Department assisted Spring Lake Village with updates to their Master Plan. This involved gathering and compiling data, as well as providing tables, graphs, maps, and related write-ups for various sections of the Master Plan. The Department also made several enhancements to the data visualizations in those sections. The data provided included population, employment, income, housing, zoning, tax millage and taxable values, water and sewer rates, and school enrollment. This is the Department’s first data project that is generating revenue for the County.

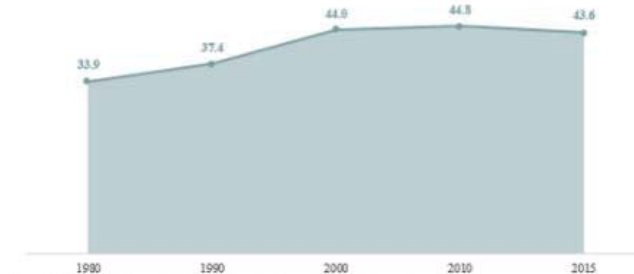
The average age of Village residents increased from 1980 to 2010, and then decreased from 2010 to 2015. Although the largest age group in the Village is between 25 and 44, nearly half of Village residents are 45 years of age or older. Between 2010 and 2015, the Village saw the largest decline in the population aged 45 to 54 (See Figures 3.4 and 3.5).

Figure 3.4 – Age distribution (Village of Spring Lake)



1. Includes 18 and 19 year olds  
Source: 1980-2010 U.S. Census and 2011-2015 American Community Survey 5-year estimates

Figure 3.5 – Average age (Village of Spring Lake)



Source: 1980-2010 U.S. Census and 2011-2015 American Community Survey 5-year estimates

### Demographic and Economic Data Compilation

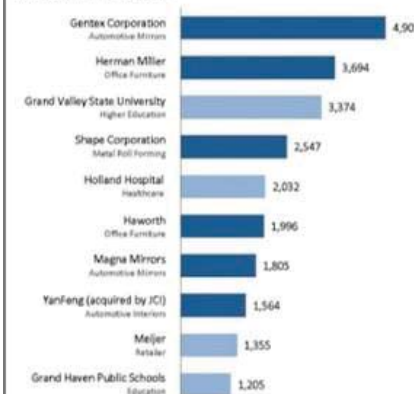
The Department continues to maintain an assortment of up-to-date demographic and economic statistics for Ottawa County and its local units of government on the County webpage. These include annual population estimates and projections, unemployment statistics, and residential/commercial construction activity data.

#### Largest Companies

The largest companies in an area often play a major role in the community in which they are located—providing employment, money, and character to the people of the region. For this Data Book, the largest companies are ranked on number of employees and sales volume.

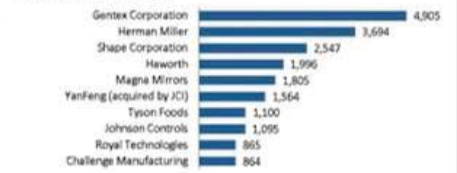
##### Largest Companies in Ottawa County (2016)

Based on Number of Employees\*



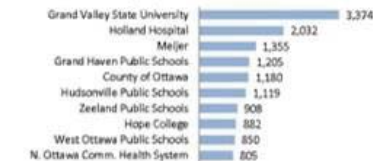
##### Largest Manufacturing Companies in Ottawa County (2016)

Based on Number of Employees\*



##### Largest Non-Manufacturing Companies in Ottawa County (2016)

Based on Number of Employees\*





# LAND USE PLANNING PROJECTS

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The Land Use Planning Division continues its effort to protect and improve the quality of life in Ottawa County as well as provide administrative support to the Ottawa County Planning Commission (**Appendix A**).

## LAND USE PLANNING PROJECTS

### Farmland Preservation Program

In the spring of 2018, the Farmland Preservation Board (**Appendix B**) approved Tim and Christine Kruthoff's Farmland Preservation application for preservation of their three farms. Located in Chester and Wright Townships, the properties total just shy of 150 acres and boast livestock and cash crops. Progress toward the closing and preservation of their farms will continue into 2019.

On July 2, 2018, the Ottawa County Farmland Preservation Program closed on its second permanently preserved farm. Over 55 acres of the Klein Farm in Chester Township will always be used as agricultural land. This fourth-generation family farm, which is operated by David and Jim Klein, raises beef cattle and grows corn, wheat, and soybeans. A sign unveiling occurred in the fall of 2018.



On September 20, 2018, the Farmland Preservation Program hosted its 2<sup>nd</sup> annual Farms are the Tapas fundraising event at beautiful Terra Square in Hudsonville. The evening featured a master chef cooking competition with chefs from The Farmhouse Deli, Butch's Dry Dock, Sonder Eatery, and The Elbo Room. A silent auction featured agricultural-themed items and the keynote speaker was Gary Wruble, General Manager of the Michigan Celery Cooperative. All-in-all, this important event raised \$11,504 for farmland preservation in Ottawa County.



To complement the County's program that preserves local farmland, Staff is researching available grant funding for additional tools and resources to boost the program's effectiveness. Staff is considering addressing succession issues, enhancing profitability, creating comprehensive master plans, and more.

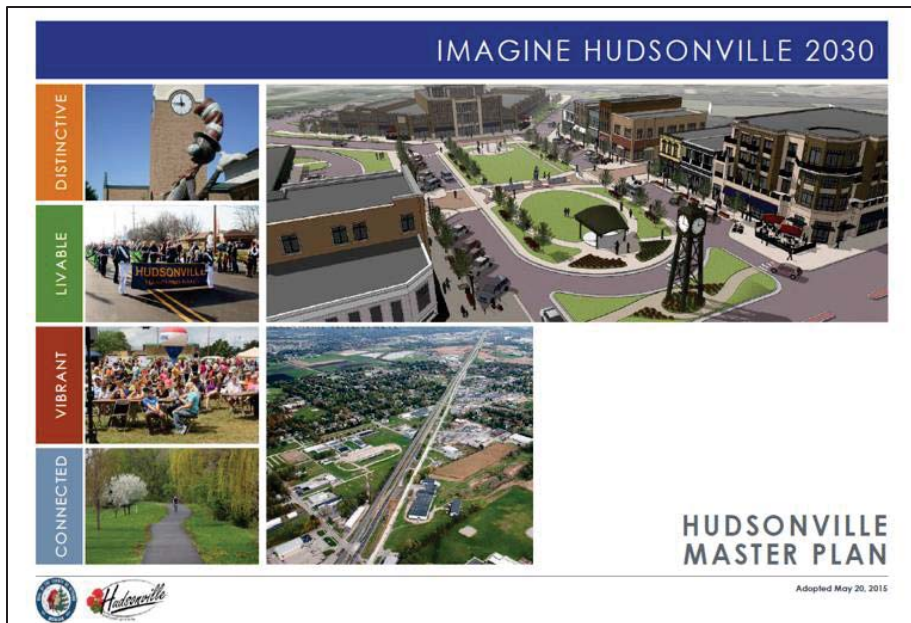
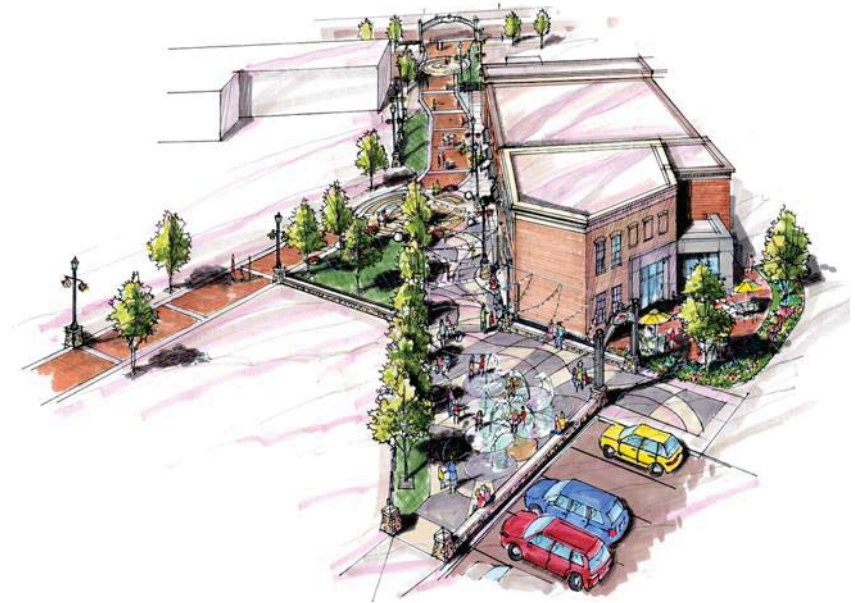


# LAND USE PLANNING PROJECTS

## Urban Smart Growth

The final component of the Urban Smart Growth project is almost complete. The Department has been working with Hudsonville city officials and architects at Nederveld to create a final draft of the City's Zoning Code by the end of 2018. The City Planning Commission will obtain public feedback on the new Code, with anticipated approval of the Code by the City Commission in early 2019, following a public hearing.

Department staff are partnering with GVSU's Planning and Urban Design Department to have students create a case study that focuses on the success of the Hudsonville Urban Smart Growth Demonstration Project. This will serve as a valuable tool to highlight the benefits of improving urban vibrancy, livability, and aesthetic character to other communities that are considering implementing a similar program. This project is expected to be completed by the end of 2019.

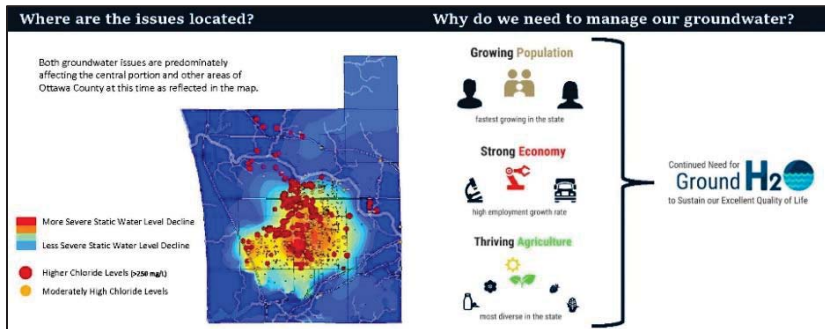


## Ottawa County Water Plan

The Michigan State University Institute of Water Research (MSU IWR) team presented the findings of the comprehensive groundwater study, as well as the results of the Phase II future groundwater scenario modeling for Ottawa County, to the County’s Groundwater Task Force (**Appendix C1**) in December 2017. The results indicate that, without intervention, the quality and quantity of the County’s bedrock groundwater aquifer system will continue to decline.

With the completion of the comprehensive groundwater study, the County commenced developing a Comprehensive Groundwater Management Plan to help guide communities, residents, and businesses in sustaining our groundwater. The Plan will include educational outreach, water conservation strategies, land use planning techniques, policy and permitting updates, and water and wastewater infrastructure expansion recommendations. The Plan is being steered by an “Executive Committee” (**Appendix C2**) comprised of John Yellich, Director of the Michigan Geological Survey, Dr. Alan Steinman, Director of the GVSU Annis Water Resources Institute, the County Administrator, and employees from the County’s Environmental Health, Public Utilities, and Planning Departments. It is likely that this Plan will serve as a model for other counties across the State.

The Department’s newly created groundwater website, [www.miottawa.org/groundwater](http://www.miottawa.org/groundwater), went live in September. It features the most recent updates to the groundwater project, a countywide groundwater mapping tool, videos that provide a look into the groundwater study, and much more. A press release was sent out in August to update the public on developments to the groundwater study and announce the new website.



## M-231 Bypass

Collaborating with MDOT, the Macatawa Area Coordinating Council (MACC), and Zeeland Charter Township, the Department has continued its work on Phase II of the M-231 Bypass. A resolution of support for Phase II has been passed by seven municipal jurisdictions, the MACC and Lakeshore Advantage. The Department will continue to seek additional support from other jurisdictions and planning agencies as well. A future interchange with I-196 near Zeeland, which would provide much-needed relief in this congested area, especially near Chicago Drive, is an integral part of Phase II’s overall success. The County is pursuing a property acquisition for this project.



## Spoonville Trail

With Phase I of the Spoonville Trail complete, the Department, in collaboration with engineers at Prein & Newhof, have been concentrating its efforts on the planning of Phase II, a 1.7-mile-long stretch from 120<sup>th</sup> Avenue and Leonard Road to Nunica. This section that will wind through the picturesque ravines of the Terra Verde Golf Course will be the final stretch of trail that will create a 50-mile loop of trail ways in Ottawa County.

To complement the pathway, the Department, along with MDOT, the Parks Department, and engineers at Prein & Newhof, are planning to construct a trailhead parking lot on 120<sup>th</sup> Avenue that will feature 18-20 parking spaces as well as a larger area for bus parking.

A GoFundMe campaign has been created to raise the remaining \$80,000 that is needed to complete the trail. Once the project is 100% funded, construction can begin.



## Lakeshore Drive Paved Shoulders

Continuing its work on the expansion of paved shoulders in various parts of the County, the Department successfully raised all the funds necessary to construct an extra foot of paved shoulder along the 5.34 mile-long stretch of Lakeshore Drive from New Holland to 168<sup>th</sup> Avenue. Funding partners include Ottawa County, Park Township, the Ottawa County Parks and Recreation Commission, the MACC, Haworth, the Shine Foundation, Rock 'n' Road Cycle, and Velo-City Cycles. The project will be completed in segments, with the first segment from New Holland to Riley completed in the fall of 2018. The second segment, which stretches from Riley to Lakewood, is scheduled to be completed in the summer of 2020. The third segment, from Lakewood to 168<sup>th</sup> Avenue, is scheduled for completion in the summer of 2021.



### Pathmapper

Over the last year, Staff have completed the updates to the non-motorized data in the GIS system and continue to work collaboratively with the County's GIS Department to organize this data into a user-friendly format. The GIS Department is working to make these changes "live" and launch all of the non-motorized pathway data as its own portal on the GIS Department's website. A target completion date for this is January 2019.

Upon completion of the updates to the GIS data, it was clear that Ottawa County is home to an amazing variety and abundance of connected trails and paved shoulders. In response, the Department commenced the PathMapper Project, which will feature pre-selected route maps for restaurant and brewery tours, park tours, historical Ottawa tours, popular cycling routes, festival tours, commuter routes, and much more. Eventually the Department anticipates offering this information on a dedicated pathway and paved shoulder website within the miOttawa domain as well as a mobile application for users to access in real time. Users will be able to submit comments, suggest future routes, and more. Completion dates for these tools are early-to-mid 2019.



### West Michigan Pike Markers

If you stop by the Department, you'll likely notice a new artifact on display in our lobby—an early 20<sup>th</sup> century West Michigan Pike Marker. This stone marker is one of many that historically guided motorists along the West Michigan Pike, a series of roads and state parks, that stretched from Michigan City, Indiana, up to Mackinac City. Recovered behind an abandoned house adjacent to Spring Lake Country Club (SLCC), this marker, along with another identical one, have generously been donated to the County by the SLCC for historical purposes. While one will stay on display for public viewing in the office, plans for the other marker include displaying it at local historical venues or museums.

Staff is currently working with local historians on developing a route similar to the West Michigan Pike that could be enjoyed by motorists and cyclists.



### “Sustainable Transportation and Innovative Community Design Series” Event

A 2-day event featuring nationally acclaimed speaker and sustainable transportation expert Ian Lockwood was held on March 12 and 13 in the City of Holland. The event featured a casual dinner with Ian at the New Holland Brewing Company, followed by a day of lectures and workshops that focused on the benefits of walkability, sustainable transportation, community design, site plans, patterns for city health, and more. This event was organized in conjunction with the County’s Department of Public Health and the MACC. Many West Michigan organizations were represented, including engineers, local officials, planners, planning commissioners, MDOT representatives, students, and local bike shop owners. The event was a great success.



## LAND USE PLANNING PROJECTS

### Planning & Zoning Fundamentals

Formerly known as “Excellence Through Training,” the Ottawa County Planning Commission and Board of Commissioners once again sponsored free training sessions for local government officials, planners, zoning administrators, planning commission and ZBA members, architects, engineers, students, and interested citizens. This year’s 3-session format in February and March covered an introduction to planning and zoning, the role of a planning commissioner, and the essentials of being a ZBA member. Lawyers from Dickinson Wright presented to over 80 attendees on topics ranging from meetings/public hearings and FOIA to rezoning, PUDs, variances, appeals, and more. Each session had time for Q&A with Ron and Crystal Bultje from Dickinson Wright.

Next year’s format will feature two sessions in February—one that focuses on planning commission responsibilities and one that focuses on the roles of being a ZBA member.



### On-Staff Planners/Zoning Administrator Meetings

The bi-annual On-Staff Planners/Zoning Administrator meetings were held this year on May 9<sup>th</sup> and October 24<sup>th</sup> at the Fillmore complex. The goal of these meetings is to get all County planners and zoning administrators together to discuss new and on-going projects, programs, and other initiatives across the County. Representatives from 12 local units were in attendance at both the spring and fall meetings.

New to this year’s format was time set aside for several local units to talk about projects in their communities. Holland Township discussed its newly adopted zoning ordinance, the Village of Spring Lake talked about recent updates to its master plan, and the City of Grand Haven discussed its new sensitive overlays district, beach overlay district, and its homeowner’s guidebook. The Department plans to continue with this new format, as it received positive feedback from attendees.



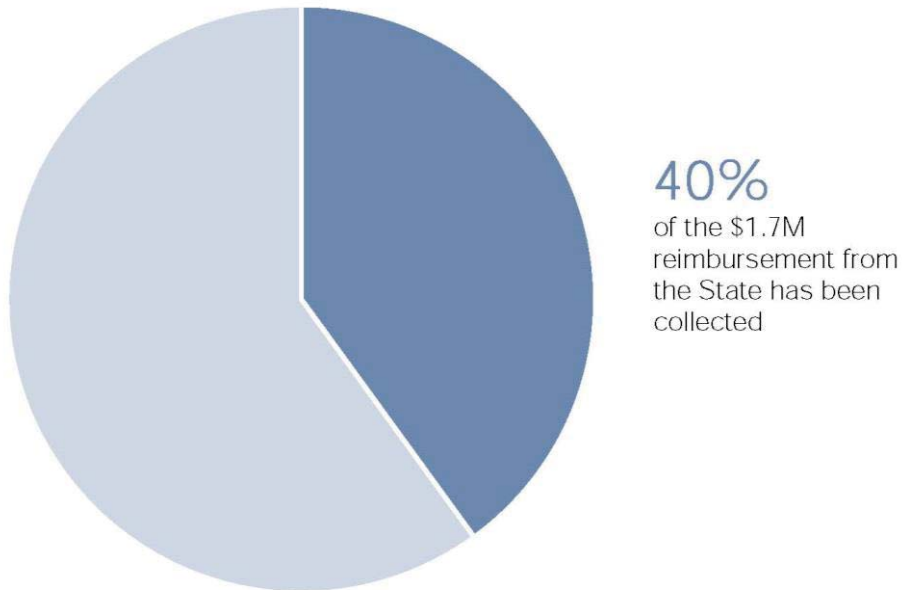


## Remonumentation

The Department continues to provide administrative oversight for the Survey and Remonumentation Grant Program. During 2017, surveyors completed the GPS phase of the Program. Beginning in 2018, surveyors commenced the ongoing maintenance phase of the Program.

The maintenance phase of the program was created as a tool to maintain the work completed during the GPS phase of the Program. Since all the GPS coordinates in Ottawa County are now set, work to preserve the corners in perpetuity can begin, starting from corners that were first set in the 1990s when the Program began.

The Department continues to collect annual reimbursements from the State for the expedited Program agreement. By the close of FY2018 the Department has received \$699K in reimbursements, with \$1.04M remaining. Complete reimbursement of the \$1.74 million is expected in 2024.



# ECONOMIC DEVELOPMENT PROJECTS

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The Economic Development Division continues its effort to strengthen businesses and increase the number of jobs in Ottawa County.

## Brownfield Redevelopment Authority

A \$24,850 grant from the Michigan Department of Environmental Quality (MDEQ) was awarded to the Ottawa County Brownfield Redevelopment Authority (OCBRA) (**Appendix E**) to investigate environmental contamination at a former gravel mine and oil well field in Georgetown Township with the goal of restoring the area to productive use. Located east of the Fillmore Street and Cottonwood Drive intersection, the 231-acre property is part of a 700-acre recreational area that the Ottawa County Parks and Recreation

Commission is proposing. The “Bend Area” recreational facility will include a swimming beach, kayaking and canoeing, picnicking, hiking, and fishing. This property will be part of a system of connected park lands along the Grand River, accessible from multiple existing and future recreational trail systems, such as the Ottawa County Explorer’s Trail and the Kent County Trail System. When complete, the estimated investment in this redevelopment project will be almost \$15 million.



Best Financial Credit Union (BFCU), an OCBRA project that was granted funding in 2016, opened its doors to the public on January 16, 2018. Located at 612 West Savidge in Spring Lake, this OCBRA project received the Grand Haven Chamber’s Business Recognition Award for Spring Lake Village in June. Being a BRA project, it utilized incentives from the EPA, DEQ, and a Tax Increment Financing plan.

BRA staff is currently collaborating with the Hudsonville City Manager and the Executive Director of the Hudsonville Chamber of Commerce to offer incentive packages for properties they are interested in redeveloping in the downtown area. One project will be mixed use, and the other could potentially be an affordable housing site.



## ECONOMIC DEVELOPMENT PROJECTS

The OCBRA is in the process of piloting a Brownfield Investment Program (BIP) which will provide incentives for Phase I and possibly Phase II site assessments for Ottawa County projects. The funding for this locally led program will come from a combination of monies generated from administration of brownfield and economic development projects and an interlocal agreement with the Ottawa County Land Bank Authority. The resolution creating the BIP will also allow for the development of the administrative framework and procedures needed for the Local Brownfield Revolving Loan Fund that will become one of the financial tools in the future through tax capture from approved brownfield plans. Tax capture for the revolving loan fund is not scheduled to begin until approximately 2030.

In order to most effectively deploy these new tools, OCBRA is creating a Brownfield Collaborative. This will allow for better communication in and among municipalities who have their own BRAs as well as with those who do not. The goal is to keep a good selection of brownfield properties available as options for developers doing site selections.



### ACRE AgTech

ACRE AgTech, a 501(c)6 non-profit, saw a lot of exciting opportunities and growth over the year. In the fall of 2017, Synergy Power LLC installed its first residential-scale prototype pilot project at an off-site location. Representatives from the Michigan Agency for Energy visited Synergy to explore opportunities to fund a pilot test and demonstrations of its system on a dairy farm. This resulted in them offering support of developing this technology, and ACRE staff is working with both entities to develop the arrangement. Synergy Power is negotiating additional funding from its investor and is planning to secure its first sales of this technology soon.



In November 2017 ACRE marked its 3-year anniversary! Just a few months later Tim Parker, President of Grand Angels, joined ACRE's Board of Directors (**Appendix F**), and Cliff Meeuwesen and Jim Byrum accepted roles on the board as Chair and Vice Chair, respectively. ACRE staff continues to meet statewide with potential sponsors, supporters, foundations, legislative bodies, and state agencies in an effort to grow and expand. Next Creative, a Holland marketing agency, and Fischer Insurance Agency in Bellaire both joined as sponsors. ACRE staff continues to explore many grant opportunities for its portfolio clients, including Digested Organics LLC and TwoScoreTwo Inc.

A transition plan to relocate ACRE AgTech out of the County Fillmore complex and enhance its sustainability is underway and is anticipated to be complete by December 2019. Details on the new business model for ACRE will come later in the year. Meanwhile, ACRE is pursuing the implementation of a statewide entrepreneurial Accelerator program to support ag-technology innovation. The target launch date for this is summer of 2019.

Visit [www.acreagtech.com](http://www.acreagtech.com) for more information.

## Countywide Broadband Internet

During the past year, the Department continued its efforts to expand and promote high-speed broadband internet access throughout the County. In a collaborative effort between Connect Michigan, the Department, and the Broadband Advisory Committee (**Appendix G**), a Community Technology Action Plan was developed. It was finalized in June, and thereafter Committee members assumed responsibility for completing projects within the Plan. Committee members logged their progress in a shared digital document that the Department created.

The Department will send out a press release in late 2018 to announce the completion of the Community Technology Action Plan and to announce the Department's new broadband initiative website. The website will include the latest broadband initiative developments, information about different types of broadband internet, helpful links, and other information that residents and businesses will find useful.

The Department is assisting County library directors with applying for grant funding from local community foundations to develop a mobile hotspot device lending initiative. This will allow library patrons to check out, free of charge, a hotspot device that will give them temporary internet access. This program is a huge success at the few libraries in the County who have already implemented it.

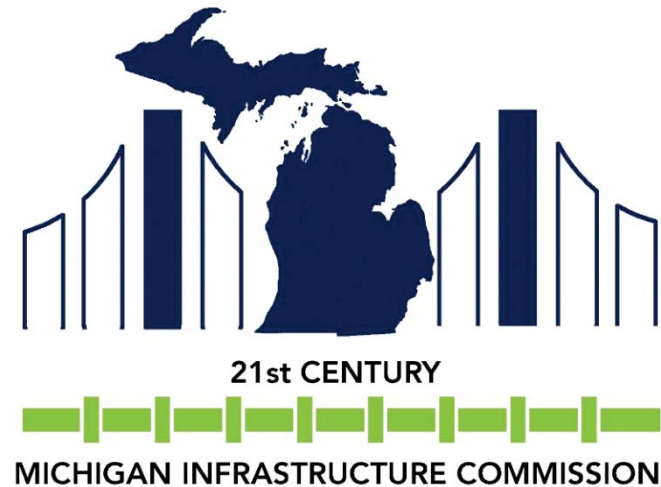


## Ottawa County Business Resource Team

Representatives from approximately 30 different economic, education, and workforce development agencies are developing an Ottawa County Business Resource Team, modeled after the Muskegon Business Resource Team. The goal of this collaborative is to make it simpler and more efficient for business interests in the County to find the right resources to address their specific barriers to growth.

## 21st Century Infrastructure Commission

In October 2017, the Board of Commissioners reviewed a Data Sharing Plan for the Michigan Infrastructure Asset Management Pilot Program. In the Pilot, entities within Region 4 (West Michigan) and Region 10 (Southeast Michigan) intend to identify existing data, assets, attributes, and data needs within their regions that are representative of assets statewide. A goal is to create a regional structure for future implementation of data collection and evaluation efforts. By its conclusion, participants in this Pilot will forward recommendations on how the State of Michigan and its partners can operationalize a statewide comprehensive asset management database and system, including where an appropriate system would be housed and the staffing needed to implement and manage the system. The Department connected with County Public Utilities to obtain requested asset data from local Public Works Agencies.



# THE LIGHTER SIDE

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### GVSU's Sustainable Agriculture Project

In September the Department put on their muck boots, gardening gloves, and sun hats and headed out to GVSU's Sustainable Agriculture Project in Jenison for some hard labor in their fields. The heat and humidity didn't deter the staff from pruning, shoveling bark, or trimming garlic. This volunteer opportunity allowed the staff to get a closer look at the Project, which the Department has on-going communications with about collaborating on agricultural entrepreneurship.



### Volunteer Opportunity

In April the Department descended on the Hillcrest CRC in Hudsonville to provide a home-cooked meal to adults attending a job training meeting. A full spread of tacos with all the fixins, plus brownies and ice cream for dessert, were enjoyed by all. We were happy to support this worthwhile program that helps give adults the training they need to seek employment in their community.



### Chili Cook-Off

The Department holds a Chili Cook-Off each year a couple days before Thanksgiving. County employees come, taste, vote, and donate. After the votes were tallied, Becky Huttenga hoisted the bronze chili pot in victory in 2016, which was handed off to Paul Sachs in 2017, and most recently the Chili Cook-Off Champion title was claimed by Steve Namenye in 2018! The Department looks forward to hosting this fun event next year with new chilis, more donations, and a spicy battle for the next Chili Cook-Off Champion!



To date, these events have raised:

\$1,153.40 = 4,613 MEALS





# APPENDIX

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APPENDIX A: OTTAWA COUNTY PLANNING COMMISSION (2018)

<b><u>Name</u></b>	<b><u>Representing</u></b>	<b><u>Term Expires</u></b>
Matthew Fenske (Chair)	County Commissioner	12/31/2018
Kelly Kuiper (Vice Chair)	County Commissioner	12/31/2018
Timothy Grifhorst	Road Commissioner	12/31/2018
Nathan Pyle	Agriculture	12/31/2020
Patricia VerDuin	Business/Industry	12/31/2020
Jason Pasatta	Education/School District	12/31/2019
Ric Gajewski	Information Technology	12/31/2019
Kirk Perschbacher	Natural Resources	12/31/2019
David Kraker	Public Health	12/31/2020

## APPENDIX B: OTTAWA COUNTY AGRICULTURAL PRESERVATION BOARD (2018)

<b><u>Name</u></b>	<b><u>Representing</u></b>	<b><u>Term Expires</u></b>
Clifford Meeuwsen (Chair)	Agriculture	12/31/2019
Michael Bronkema	Agriculture	12/31/2018
Nathan Pyle	Agriculture	12/31/2020
Matthew Fenske	County Commissioner	12/31/2018
Vacant	Local Conservation	12/31/2018
Josh Hucul	Real Estate/Land Development	12/31/2019
Luke Meerman	Township Government	12/31/2018
Myra Koomen	Youth (AdHoc)	12/31/2018

## APPENDIX CI: GROUNDWATER TASK FORCE (2018)

<b><u>Name</u></b>	<b><u>Representing</u></b>
Phil Kuyers (Chair)	County Commissioner
Greg DeJong (Vice Chair)	County Commissioner
David Kraker	Ottawa County Planning Commission
Joe Bush	Ottawa County Water Resource Commission
Adam Elenbaas	Township Government
Bill Vandenberg	Township Government
Jim Bakker	Agriculture
Merle Langeland	Agriculture
Steve Hecksel	Well Drillers
Eric Neubecker	Well Drillers
Dale Zahn	Realtors/Homebuilders
Barbara Marczak	Engineering Firms/Environmental
Dr. Alan Steinman	Education/Environmental

## APPENDIX C2: OTTAWA COUNTY GROUNDWATER EXECUTIVE COMMITTEE (2018)

<b><u>Name</u></b>	<b><u>Company/Agency</u></b>
Alan Vanderberg	Ottawa County Administration
Paul Sachs	Ottawa County Planning & Performance Improvement
Dr. Alan Steinman	Grand Valley State University
John Yellich	Michigan Geological Survey
Pat Staskiewicz	Ottawa County Road Commission – Public Utilities
Adeline Hambley	Ottawa County Environmental Health
Matt Allen	Ottawa County Environmental Health
Matthew Chappuies	Ottawa County Planning & Performance Improvement

APPENDIX D1: OTTAWA COUNTY REMONUMENTATION COMMITTEE (2018)

<b><u>Name</u></b>	<b><u>Representing</u></b>	<b><u>Term Expires</u></b>
Kelly Kuiper	County Commissioner	12/31/2018
Justin Roebuck	County Clerk/Register	12/31/2020
Daniel Carlton	Supervisors/Assessors	12/31/2018
Josh Westgate	Supervisors/Assessors	12/31/2019
Randall S. Schipper	Real Estate Attorneys	12/31/2018
R. Dale Sall	Realtors	12/31/2019
Brett Laughlin, P.E.	Road Commission	12/31/2019
Rodney Unema, P.S.	Surveyors	12/31/2018
Douglas Lansky, P.S.	Surveyors	12/31/2018
Matt Nederveld, P.S.	Surveyors	12/31/2019
Randall Feenstra, P.S.	County Representative	12/31/2018

APPENDIX D2: OTTAWA COUNTY REMONUMENTATION PEER GROUP (2018)

**Name**

Donald Schiele, P.S.

Rod Unema

Randy Feenstra (County Representative)

Steve Lampen

Matt Nederveld

Jack Bueche

Maurice Rosema

Steve Vallier

Jim Leitch

**Representing**

Donald Schiele, P.S.

Exxel Engineering

Feenstra & Associates

Holland Engineering

Nederveld Associates

Pathfinder Engineering

Tru-Line Surveying

Westshore Consulting

Williams & Works

## APPENDIX E: OTTAWA COUNTY BROWNFIELD REDEVELOPMENT AUTHORITY BOARD (2018)

<b><u>Director</u></b>	<b><u>Expires</u></b>
<b>Mr. Al Vanderberg – Chair</b> County Administrator, County of Ottawa	12/31/2021
<b>Ms. Laurie Larsen – Vice Chair/Secretary</b> Retired, Consumers Energy and Grand Haven Township	12/31/2019
<b>Mr. Bradley Slagh – Treasurer</b> Treasurer, County of Ottawa	(Exempt per Bylaws)
<b>Mr. Rick Chapla</b> Vice President of Strategic Initiatives, The Right Place	12/31/2022
<b>Mr. Philip Kuyers</b> Ottawa County Commissioner, District 9	12/31/2018
<b>Mr. Kirk Perschbacher</b> Due Diligence Department Manager/Brownfield Manager, Lakeshore Environmental, Inc.	12/31/2019
<b>Ms. Lynn Kotecki</b> Advancement Officer, Outdoor Discovery Center Macatawa Green	12/31/2021
<b>Ms. Janessa Smit</b> Executive Director, Allendale Chamber of Commerce	12/31/2021
<b>Vacant Seat</b>	12/31/2022
<b>Ottawa County Clerk’s Office – Recording Secretary</b>	(Non-voting)

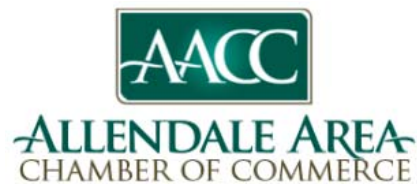
*These Board Members serve as Directors on both the Ottawa County Brownfield Redevelopment Authority Board and the Ottawa County Economic Development Corporation.*



## APPENDIX F: ACRE AGTECH BOARD OF DIRECTORS (2018)

<b><u>Name</u></b>	<b><u>Representing</u></b>	<b><u>Term Expires</u></b>
Clifford Meeuwsen (Chair)	Ottawa County Agri-Business	12/31/2020
Jim Byrum (Vice Chair)	Michigan Agri-Business Association	12/31/2018
Loren Koeman (Treasurer)	Financial At-Large	12/31/2018
Mark Schmidt (Secretary)	Ottawa County Non Agri-Business	12/31/2020
Cary Grover	Agri-Business At-Large	12/31/2019
Ian McGonical	Business Professional At-Large	12/31/2020
Kurt Brauer	Legal At-Large	12/31/2018
Vacant Seat	Member Counties	12/31/2020
Don Disselkoen	Ottawa County Commissioner	12/31/2019
Tim Parker	Ottawa County Economic Development	12/31/2020
Paul Windemuller	Ottawa County Farm Bureau	12/31/2020
Paul Sachs	ACRE AgTech (Executive Director)	Non-Voting Member

APPENDIX G: BROADBAND ADVISORY COMMITTEE (2018)





Ottawa County  
*Where You Belong<sup>®</sup>*

## County of Ottawa - Planning and Performance Improvement

12220 Fillmore Street, Room 260, West Olive, Michigan 49460

616-738-4852

[plan@miottawa.org](mailto:plan@miottawa.org)

# Action Request



**Committee:** Board of Commissioners

**Meeting Date:** 12/11/2018

**Requesting Department:** Fiscal Services

**Submitted By:** Karen Karasinski

**Agenda Item:** 2019 Budget Adjustments

## Suggested Motion:

To approve the 2019 budget adjustments per the attached schedule.

## Summary of Request:

Approve budget adjustments processed during the month for appropriation changes and line item adjustments.

Mandated action required by PA 621 of 1978, the Uniform Budget and Accounting Act.

Compliance with the Ottawa County Operating Budget Policy.

## Financial Information:

Total Cost: \$0.00	General Fund Cost: \$0.00	Included in Budget:	<input type="checkbox"/> Yes	<input checked="" 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.

Goal 1, Objective 2: Maintain and improve the financial position of the County through legislative advocacy.

Goal 1, Objective 3: Maintain or improve bond credit ratings.

**Administration:**  Recommended  Not Recommended  Without Recommendation

County Administrator:

Committee/Governing/Advisory Board Approval Date: 12/11/2018

Finance and Administration Committee

2019		Fund	Department	Explanation	Revenue	Expense
01-1164	Child Care		Juvenile Community Interv.	Eliminate Truency Officer and Adj Intensive Superviosr Program (ISP) Funding		\$ (320,868)
01-1164	Child Care		Detention	Eliminate Truency Officer and Adj Intensive Superviosr Program (ISP) Funding	\$ (160,434)	
01-1164	General Fund		General Fund Transfer-In	Eliminate Truency Officer and Adj Intensive Superviosr Program (ISP) Funding	\$ (160,434)	
02-582	General Fund		Sheriff	Correct the OCIA reimbursement for Sheriff Office Training Program	\$ 19,133	
02-763	Sheriff Grants and Contracts		Georgetown&Jenison	Adjustment for contract approved by Board	\$ 100,823	\$ 100,823
02-763	General Fund		Transfer Out-Sheriff G&C	Adjustment for contract approved by Board		\$ 33,271
02-763	General Fund		Contingency	Adjustment for contract approved by Board		\$ (33,271)
02-1096	General Fund		Contingency	Clerk-Temp Assignment		\$ (2,000)
02-1096	General Fund		County Clerk	Clerk-Temp Assignment		\$ 2,000

# Action Request



**Committee:** Board of Commissioners  
**Meeting Date:** 12/11/2018  
**Requesting Department:** Parks & Recreation Department  
**Submitted By:** Misty Cunningham  
**Agenda Item:** National Audubon Society Grant

## Suggested Motion:

To approve and authorize the Board Chairperson and Clerk/Register to sign the grant agreement with the National Audubon Society for the Sustain Our Great Lakes: Phase II Project for planning work at Ottawa Sands with the grant match of \$14,000 coming from the Parks budget in 2020 and 2021.

## Summary of Request:

Ottawa County Parks is working to complete acquisition of the Ottawa Sands property and is looking forward to going through a park master planning process in 2019 if the acquisition is completed successfully. As part of the master planning process for the site, Ottawa County Parks is seeking to assess the current condition of the wetlands and lake's shoreline, and evaluate their potential for ecological and recreational improvements. This information will feed into the Master Plan process to aid in making well-informed, sustainable decisions for the site. The project will include, but not be limited to, assessing the wetlands and lake's shoreline habitat for fish and bird species of greatest conservation need.

In order to accomplish this, staff recommends becoming a sub-grant recipient of National Audubon's Sustain Our Great Lakes: Phase II project through National Fish and Wildlife Foundation's Sustain Our Great Lakes grant program. The agreement would provide \$10,000 of funding towards the process. Match for this grant is proposed to be \$14,000 from Ottawa County Parks Budget, from the 2020 and 2021 Fiscal Years, and can include staff time and wetland restoration work done at other county park sites as match.

## 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 2: To Contribute to the Long-Term Economic, Social and Environmental Health of the County.

**Objective:** Goal 2, Objective 3: Consider initiatives that contribute to the environmental health and sustainability of the County and its' residents.

**Administration:**  Recommended  Not Recommended  Without Recommendation

County Administrator: *Alan G. Vandenberg*

Committee/Governing/Advisory Board Approval Date:



## MEMORANDUM

Date: December 3, 2018

To: Board of Commissioners

From: John Scholtz, Parks and Recreation Director

RE: National Audubon Grant

Ottawa County Parks is working to complete acquisition of the Ottawa Sands property and is looking forward to going through a park master planning process in 2019 if the acquisition is completed successfully. As part of the master planning process for the site, Ottawa County Parks is seeking to assess the current condition of the wetlands and lake's shoreline, and evaluate their potential for ecological and recreational improvements. This information will feed into the Master Plan process to aid in making well-informed, sustainable decisions for the site. The project will include, but not be limited to, assessing the wetlands and lake's shoreline habitat for fish and bird species of greatest conservation need.

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Proposed motion:

*To approve and authorize the Board Chair and Clerk/Register to sign the grant agreement with the National Audubon Society for the Sustain Our Great Lakes: Phase II Project for planning work at Ottawa Sands with the grant match of \$14,000 coming from the Parks budget in 2020 and 2021.*



## GRANT AGREEMENT

**THIS AGREEMENT** is hereby made by and between National Audubon Society, Inc. (“Audubon”) and Ottawa County Parks and Recreation (“Recipient”) according to the following terms and conditions:

**I. AUDUBON:** Audubon is identified as follows:

National Audubon Society, Inc.  
225 Varick Street, 7<sup>th</sup> Floor  
New York, New York 10014

Project Manager’s Name: Bradford Kasberg  
Address: 17 N. State St, Suite 1690  
Chicago, IL, 60602

Business Telephone: (312) 453-0230 x 2005

**II. PROJECT TITLE:** Sustain Our Great Lakes: Phase II

**III. RECIPIENT:** The Recipient is identified as follows:

Name:

Name: Ottawa County Parks and Recreation

Project Manager Name: Melanie Manion  
Address: 12220 Fillmore St.  
West Olive, MI 49460

Business Telephone (616) 738-4810  
Business Fax (616) 738-4812  
E-mail [mmanion@miottawa.org](mailto:mmanion@miottawa.org)

**V. PROJECT DESCRIPTION:**

Recipient shall use the funds provided for herein only for those specific purposes described herein and in the project proposal approved by Audubon, unless otherwise agreed in writing by Audubon.



All work under this Agreement shall comply with all relevant laws and regulations, including, but not limited to, the provisions of Section VIII (12) below. All funds provided to Recipient pursuant to this Grant Agreement shall be expended on the Project, and shall in no way be used to compensate Recipient.

The specific work to be performed shall be as described in Exhibit A (the "Work") pursuant to the budget specified in Exhibit B (the "Budget", and together with the Work, the "Project), each such Exhibit A and B attached hereto and incorporated herein.

**V. TERMS OF PAYMENT:**

Recipient hereby agrees to provide \$14,000 in non-federal match to execute the scope of work.

Audubon shall disburse to Recipient a total of [\$10,000] in the following manner: Audubon will disburse to Recipient (i) [\$10,000] upon final invoice and report. The final disbursement shall be made to the Recipient with receipt of the Final Report described in Section VIII (3) below.

Recipient acknowledges that all of Audubon's obligations under this Agreement are contingent on funding from third party sources, and agrees that in the event of any cancellation of such third party funding, Audubon may terminate this Agreement pursuant to Section VIII (9) below.

**VI. "RESERVED"**

**VII. TERM OF AGREEMENT:** This Agreement will take effect on 01/01/2019  
and will terminate on 08/21/ 2021

**VIII. CONDITIONS:** In accepting this Agreement, Recipient hereby agrees to the following terms and conditions:

1. Recipient shall use the funds provided for herein only for those specific purposes described herein and in the project proposal approved by Audubon, unless otherwise agreed in writing by Audubon.
2. Contracting Party hereby certifies that it is tax-exempt under Internal Revenue Code, 24 USC Section 170(c) as a political subdivision of the State and is registered with the appropriate state authorities.
3. Recipient shall provide Audubon with progress reports and a full accounting of Recipient's actual expenses, cash balance and projected expenses every six months (the "Six Month Reports"). The Six Month Reports shall be submitted by **May 1 and November 1** each year for the duration of the Project. A final accounting ("Final Report") must arrive no later than two months after completion of the Project. Recipient shall return any funds remaining upon completion of the Project to Audubon within thirty (30) days of completion. Failure to submit reports on time may result in termination of this Agreement.
4. Audubon shall have the right to audit all of Recipient's financial records pertaining to Audubon. All financial records must be maintained separately from all other accounts.
5. At Audubon's option, Audubon has the right to claim ownership of any equipment purchased by Recipient with Audubon funds provided for hereby. Any equipment not permitted by Audubon to be retained by Recipient shall be returned at the time of the Project's completion or disposed of in accordance with Audubon's instructions.

6. All right, title and interest to data collected pursuant to this Agreement (the "Data") shall be owned jointly by Audubon and Recipient. Both parties shall have the right to use, reproduce, distribute and make derivative works from the Data without reference to the other party. Other copyrightable materials (the "Materials") created pursuant to this Agreement shall be owned by Audubon. Material shall include all reports, notes, studies, photographs, negatives, designs, drawings, specifications, materials, tapes, disks, or other materials, whether in tangible or electronic forms, prepared by Recipient, its employees, agents, or subcontractors.
7. Recipient will give appropriate credit to Audubon for its financial support in any and all press releases, publications, annual reports, video credits, dedications and other public communications regarding the Project. Recipient will provide Audubon with copies of such materials for review and approval prior to publication and as part of the reporting process. Acknowledgement of Audubon shall be made in the following manner: *"This Project is supported by Audubon."*
8. Recipient may publish or make a presentation on the research results from the Project; provided, however, that prior to any such publication or presentation Recipient will provide a copy of the proposed material to Audubon for advance review, protection of any intellectual property described therein, and for deletion of any inadvertently-included Audubon confidential information. Upon receipt, Audubon may request an additional reasonable delay from the date of Audubon's receipt of Recipient's document. Recipient will forward two copies of any such publication to Audubon.
9. Notwithstanding anything to the contrary contained in this Agreement, should the Recipient fail to comply with any of the conditions of this Agreement, Audubon may, at its sole discretion, immediately terminate this Agreement. In the event of termination, Audubon may cancel all unpaid installments under this Agreement. Audubon also reserves the right to recall all unexpended funds or be reimbursed by Recipient should Audubon, in its sole discretion, determine that funds have been expended in violation of the terms of this Agreement. Audubon will provide Recipient with written notice of such termination, the reasons therefor and the amount of all funds to be returned or reimbursed. Recipient shall return or reimburse Audubon for such funds within thirty (30) days of receipt of such notice. This Agreement may also be terminated by mutual agreement or by Audubon with or without cause upon prior written notice
10. Recipient is expected to behave humanely toward animals encountered in fieldwork, and Recipient's behavior will be evaluated in this regard by Audubon. Recipients should note the following excerpt from the Animal Behavior Society's Guidelines for the Use of Animals in Research:  
  
*"Observation of free-living animals in their natural habitats may involve disruption, particularly if feeding, capture or marking is involved. While field studies further scientific knowledge and advance an awareness of human responsibility towards animal life, investigators, should always weigh any potential gain in knowledge against the adverse consequences of disruption for the animals used as subjects and also for other animals and plants in the ecosystem."*
11. Recipient has no authority to enter contracts or agreements on behalf of Audubon unless agreed to by Audubon in writing. This Agreement does not create a partnership, joint venture or agency relationship between the parties hereto. It is understood that Recipient (or any of its employees or associates) is not an employee of Audubon and nothing in this Agreement confers such employee status upon Recipient or any of its employees or associates. Recipient acknowledges and agrees that it shall not be entitled to receive from Audubon any statutory or fringe benefits of any kind, including without being limited to those extended by Audubon to its own employees. Recipient declares that Recipient has complied with all federal, state, and local laws regarding business permits and licenses that may be required to carry out the work to be performed under this Agreement.
12. (a) Recipient shall comply with all applicable laws, regulations, policies and procedures of the United States of America or any agency thereof, including, but not limited to, the USA Patriot Act (Pub. L. No.

107-56) and the Foreign Corrupt Practices Act (Pub. L. No. 95-213), the State of **Mississippi** or any agency thereof and any local governments or political subdivisions that may affect the performance of services under this Agreement.

(b) Recipient certifies that there was no conflict of interest in its application for this Agreement. Recipient further certifies that the funds provided for hereby will not be expended for payments that are, or give the appearance of, a conflict of interest, except as disclosed in writing to Audubon and allowed by Audubon prior to such expenditure.

(c) (1) Recipient certifies that the Recipient will not:

A. Attempt to influence legislation or support lobbying within the meaning of section 501(c)(3) of the U.S. Internal Revenue Code using any of the funds granted by Audubon; or

B. Use any portion of these funds to participate or intervene in any political campaign on behalf of or in opposition to any candidate for public office, to cause any private benefit to occur, or to take any other action inconsistent with Section 501(c)(3) of the U.S. Internal Revenue Code.

(2) Recipient shall abide by U.S., state and local laws with regard to non-discrimination with respect to individuals working under this Agreement on the basis of race, color, religion, sex, age, sexual orientation, disability, national or ethnic origin veteran status or any other prohibited basis.

13. Recipient agrees to indemnify, defend, save and hold harmless Audubon from and against all claims, demands, liabilities, suits, damages and costs of every kind and nature whatsoever, including court costs and attorney's fees, arising out of or caused by Recipient, its agents or employees in the performance of this Agreement.
14. This is the entire Agreement of the parties with respect to the subject matter hereof and supersedes all prior agreements.
15. This Agreement shall not become effective unless and until its provisions have been agreed to by Recipient and the Agreement is duly executed by the parties hereto.
16. This Agreement is entered into in the State of New York and shall be construed in accordance with the internal substantive laws of New York applicable to contracts to be wholly performed therein. The parties agree that any action, suit or proceeding based upon any matter, claim or controversy arising hereunder or relating hereto shall be brought solely in the State Courts of or the Federal court in the State and County of New York; except that in the event either party is sued by a third party or joined in any other Court or in any forum by a third party in respect of any matter which may give rise to a claim hereunder, the parties consent to the jurisdiction of such court or forum over any claim which may be asserted therein between the parties thereto. The parties hereto irrevocably waive any objection to the venue of the above-mentioned courts, including any claim that such action, suit or proceeding has been brought in an inconvenient forum.

**NATIONAL AUDUBON SOCIETY, INC.**

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Date:

By: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name:

Title:

**Ottawa County on behalf of Ottawa County Parks and Recreation**

By: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name:

Title:

By: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name:

Title:

## Exhibit A – Project Description

The work will include:

1. Restoring wetland ecology at Stearns Bayou. Restoration will include invasive control via the spraying of herbicide and the targeted restoration of *Ziziana aquatica* (wild rice).

30 acres of coastal estuary Ottawa County Parks will selectively herbicide narrow-leaved cattail and purple loosestrife in 2019 and 2020 following several years of successful invasive phragmites control. Invasive vegetation and native plant communities will be mapped and closely monitored. Project partners will now work with the local Odawa and Pottawatomi Tribes to begin managing the current stand of rice and establishing 30 acres of coastal estuary with robust native plant communities.

2. Conducting inventories and developing plans for the Ottawa Sands property, including coastal wetlands in The Sag and the nearshore environment throughout the rest of the newly acquired Ottawa Sands. The development of contracts to conduct field inventories will be performed by Ottawa County Parks and Recreation.

Audubon Great Lakes will take the lead on all bird monitoring efforts within Ottawa Sands, The Sag, and Stearns Bayou. Ottawa County Parks will manage the contracts for all other necessary inventories, site assessments, and planning. Necessary inventories and assessments include: (non-bird) wildlife inventories of Ottawa Sands, as well as sediment testing and bathymetry studies of The Sag and the lake within Ottawa Sands.

# Action Request



**Committee:** Board of Commissioners

**Meeting Date:** 12/11/2018

**Requesting Department:** Parks & Recreation Department

**Submitted By:** Misty Cunningham

**Agenda Item:** Grand River Park Fishing Deck Renovation

## Suggested Motion:

To receive bids for the Grand River Park Fishing Deck Renovation Project and accept the low bid from JKB Construction in the amount of \$47,533.00 with funding from the Parks & Recreation budget.

## Summary of Request:

Since it was constructed in the early 1990's, the boardwalk/deck extending into the small inland lake at Grand River Park has been a popular destination for regular park visitors and those who rent the nearby picnic building. The deck is often used by fishermen since it allows access to deeper parts of the lake, but is also popular with other park visitors for walking and wildlife viewing.

At the time of construction, the park was owned and operated by Georgetown Township. Since ownership was transferred to Ottawa County Parks in 1998, minor repairs by park staff have been completed to various components of the structure. However, necessary repairs, especially to the wood railing, have increased in recent years as portions of the deck reach the end of their life expectancy.

Engineering analysis in 2017 revealed that the major structural components of the deck remain in good condition. Therefore, this project proposes to remove all of the existing deteriorated decking and railings, make any repairs to the underlying framing, and then install new wood decking, wood railing with wire mesh infill panels, and wood curbing in areas where railing is not necessary. The new railing will also incorporate shorter barrier-free railings to provide ADA accessible fishing locations.

## Financial Information:

Total Cost: \$47,533.00	General Fund Cost: \$0.00	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 2: To Contribute to the Long-Term Economic, Social and Environmental Health of the County.

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

**Objective:** Goal 2, Objective 2: Consider initiatives that contribute to the social health and sustainability of the County and its' residents.

**Administration:**  Recommended  Not Recommended  Without Recommendation

County Administrator:

Committee/Governing/Advisory Board Approval/Date:



## MEMORANDUM

Date: December 3, 2018  
To: Ottawa County Board of Commissioners  
From: Curt TerHaar, Coordinator of Park Planning & Development  
RE: Grand River Park Fishing Deck Renovation

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Since it was constructed in the early 1990's, the boardwalk/deck extending into the small inland lake at Grand River Park has been a popular destination for regular park visitors and those who rent the nearby picnic building. The deck is often used by fishermen since it allows access to deeper parts of the lake, but is also popular with other park visitors for walking and wildlife viewing.

At the time of construction, the park was owned and operated by Georgetown Township. Since ownership was transferred to Ottawa County Parks in 1998, minor repairs by park staff have been completed to various components of the structure. However, necessary repairs, especially to the wood railing, have increased in recent years as portions of the deck reach the end of their life expectancy.

Engineering analysis in 2017 revealed that the major structural components of the deck remain in good condition. Therefore, this project proposes to remove all of the existing deteriorated decking and railings, make any repairs to the underlying framing, and then install new wood decking, wood railing with wire mesh infill panels, and wood curbing in areas where railing is not necessary. The new railing will also incorporate shorter barrier-free railings to provide ADA accessible fishing locations.

Proposed motion:

*To receive bids for the Grand River Park Fishing Deck Renovation Project and accept the low bid from JKB Construction in the amount of \$47,533.00 with funding from the Parks & Recreation budget.*

This request relates to a non-mandated activity and supports Goal #3 "To contribute to a healthy physical, economic and community environment," and Goal #4 "To continually improve the County's organization and services."



**Ottawa County Parks &  
Recreation Commission**  
12220 Fillmore  
West Olive, Michigan 49460

**Proposal Tabulation  
Grand River Park Fishing Deck Renovation  
November 29, 2018  
5:00 p.m.**

	COMPANY (BIDDER)	TOTAL BID	Bid Items						
			Remove railing and decking	Structural Repairs (allowance)	New wood decking	Wood curbing	42" tall railing	ADA railing	Bonds
1	<b>JKB Construction</b>	<b>\$47,533.00</b>	\$4,500.00	\$2,500.00	\$27,027.00	\$3,618.00	\$8,448.00	\$1,440.00	\$0.00
2	<b>Skye Contracting</b>	<b>\$51,500.00</b>	\$9,744.00	\$2,500.00	\$14,742.00	\$2,902.00	\$17,952.00	\$3,060.00	\$600.00
3	<b>Griffith Builders</b>	<b>\$54,750.00</b>	\$12,971.10	\$2,500.00	\$12,530.70	\$8,040.00	\$14,467.20	\$3,741.00	\$500.00
4	<b>JWK Construction</b>	<b>\$57,751.00</b>	\$4,150.00	\$2,500.00	\$27,617.41	\$4,924.49	\$16,272.71	\$2,286.39	\$0.00
5	<b>Onder Construction</b>	<b>\$59,148.00</b>	\$10,000.00	\$2,500.00	\$19,656.00	\$8,040.00	\$16,192.00	\$2,760.00	\$0.00
6	<b>Pel Construction</b>	<b>\$59,600.00</b>	\$32,150.00	\$2,500.00	\$7,375.00	\$5,500.00	\$5,615.00	\$4,960.00	\$1,500.00
7	<b>Bultsma Construction</b>	<b>\$63,176.21</b>	\$20,630.00	\$2,500.00	\$16,339.05	\$8,409.84	\$10,334.72	\$4,962.60	\$0.00
8	<b>McGraw Construction</b>	<b>\$68,234.00</b>	\$7,283.74	\$2,500.00	\$24,078.60	\$2,311.50	\$26,551.36	\$4,525.80	\$983.00
9	<b>Riverworks Construction</b>	<b>\$86,185.00</b>	\$19,000.00	\$2,500.00	\$24,570.00	\$10,050.00	\$24,640.00	\$4,200.00	\$1,225.00
10	<b>LJ Construction</b>	<b>\$98,383.00</b>	\$25,000.00	\$2,500.00	\$27,027.00	\$12,864.00	\$24,992.00	\$4,500.00	\$1,500.00
11	<b>TJM Services</b>	<b>\$133,871.00</b>	\$55,000.00	\$2,500.00	\$36,855.00	\$7,236.00	\$24,640.00	\$4,140.00	\$3,500.00
12	<b>Erhardt Construction</b>	<b>\$177,156.00</b>	\$38,172.00	\$2,500.00	\$34,569.00	\$33,773.00	\$57,235.00	\$9,757.00	\$1,150.00
13	<b>Grunwell-Cashero Co</b>	<b>\$266,100.00</b>	\$50,000.00	\$2,500.00	\$54,054.00	\$32,964.00	\$106,304.00	\$17,100.00	\$3,178.00



# Action Request



<b>Committee:</b>	Board of Commissioners
<b>Meeting Date:</b>	12/11/2018
<b>Requesting Department:</b>	Planning & Performance Improvement Department
<b>Submitted By:</b>	Paul Sachs
<b>Agenda Item:</b>	Statutory Requirements for Local Unit of Government Zoning Changes

## Suggested Motion:

To approve and authorize the Board Chairperson and Clerk/Register to sign a resolution (with a three-year sunset) to waive the statutory requirements to compel local units of government to submit proposed township zoning ordinances, proposed zoning text changes and township rezoning requests to the County Planning Commission.

## Summary of Request:

Pursuant to the Michigan Zoning Enabling Act, townships are required to submit zoning amendments to the County Planning Commission. In 2010, the County Board of Commissioners adopted a resolution waiving this requirement. This resolution included a five-year sunset provision, followed by subsequent resolution in 2015 which included a three-year sunset provision.

The resolutions were adopted for the following reasons:

1. The majority of local units of governments requested that Ottawa County waive this Statutory requirement because it's time consuming, local units could be open to litigation if the review process was not followed pursuant to Statute and since local units are free regardless to disregard the County's recommendations and comments related to submitted zoning amendment reviews.
2. Due to staffing limitations, the Planning and Performance Improvement Department (PPID) does not have the time or resources necessary to prepare a staff report to the Planning Commission for each proposed zoning change.

(continued on the next page)

## 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 2: To Contribute to the Long-Term Economic, Social and Environmental Health of the County.

**Objective:** Goal 2, Objective 1: Consider initiatives that contribute to the economic health and sustainability of the County and its' residents.

**Administration:**  Recommended  Not Recommended  Without Recommendation  
County Administrator: *Alan G. Vandenberg*

Committee/Governing/Advisory Board Approval Date:

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**Summary of Request Continued:**

As noted above, the resolutions included sunset provisions in order to provide an opportunity to study the impact of the resolutions before adopting a successor resolution. Over the past three years since the adoption of the 2015 successor resolution, PPID has not noted any negative consequences of adopting the resolution and local units remain in favor of maintaining the waiver. Furthermore, PPID still does not have adequate staff resources to analyze and prepare reports on proposed local unit zoning changes.

**COUNTY OF OTTAWA**

**STATE OF MICHIGAN**

**RESOLUTION**

At a regular meeting of the Board of Commissioners of the County of Ottawa, Michigan, held at the Fillmore Street Complex in the Township of Olive, Michigan on the 11th day of December 2018 at 1:30 o'clock p.m. local time.

PRESENT: Commissioners: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

ABSENT: Commissioners: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

It was moved by Commissioner \_\_\_\_\_ and supported by Commissioner \_\_\_\_\_ that the following Resolution be adopted:

WHEREAS, Section 307 of the Michigan Zoning Enabling Act (MCLA 125.3307) requires that a township submit any proposed rezoning, new zoning ordinance, and proposed text amendment to a zoning ordinance to a county planning commission (or the equivalent) for review and recommendation where such a body exists and such submission review requirements has not been waived or modified by the county board of commissioners for the county involved. More specifically, MCLA 125.3307 states in relevant part as follows:

**125.3307 Review and recommendations after hearing; submission to township; submission to coordinating zoning committee; waiver of right to review.**

Sec. 307

(1) Following the hearing required in Section 306, a township shall submit for review and recommendation the proposed zoning ordinance, including any zoning maps, to the zoning commission of the county in which the township is situated if a county zoning commission has been appointed as provided under this act.

(2) If there is not a county zoning commission or a county planning commission, the proposed zoning ordinance shall be submitted to the coordinating zoning committee. The coordinating zoning committee shall be composed of either 3 or 5 members appointed by the legislative body of the county for the purpose of coordinating the zoning ordinances proposed for adoption under this act with the zoning ordinances of a township, city, or village having a common boundary with the township.

(3) The county will have waived its right for review and recommendation of an ordinance if the recommendation of the county zoning commission, planning commission, or coordinating zoning committee has not been received by the township within 30 days from the date the proposed ordinance is received by the county.

(4) The legislative body of a county by resolution may waive its right to review township ordinances and amendments under this section.

WHEREAS, the authority accorded to a county planning commission (or the equivalent body) under MCLA 125.3307 is recommendatory only – the township involved is free to disregard the county body’s recommendations and comments; and

WHEREAS, townships often find the county submission requirement under MCLA 125.3307 to be cumbersome and time-consuming. Furthermore, if the county submission procedure is not followed precisely, it could lead to court challenges thereafter for the township zoning matter involved; and

WHEREAS, many counties in Michigan have waived the MCLA 125.3307 county submission requirement or have made it optional for townships; and

WHEREAS, in 2008 the Ottawa County Board of Commissioners adopted a resolution to waive the statutory requirement that township zoning amendments and other similar changes (except for rezonings within 500 feet of a local unit boundary) be submitted to the Ottawa County Planning Commission for review prior to taking effect; and

WHEREAS, significant time and resources are required to review and process each local rezoning request which further impacts the ability to complete more pertinent Countywide planning projects; and

WHEREAS, in 2010 and 2015 respectively, the County Board of Commissioners adopted a resolution which waived the requirement for the mandatory submission process whereby townships are required, before adoption, to submit rezonings, new zoning ordinances, and proposed amendments to zoning ordinances to the Ottawa County Planning Commission (or its successor) for recommendation; and

WHEREAS, the most recent 2015 resolution included a three-year sunset provision which expires on December 30, 2018; and

WHEREAS, during this three-year period, neither the County Planning Commission nor the local units of government have reported or experienced any negative consequences of waiving this requirement; and

WHEREAS, efforts to collaboratively enhance coordination of land use planning activities countywide are currently being pursued which align with the intent of the Statute referenced herein but do not result in excessive administrative burden for local units or the County to accomplish that end.

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

1. Pursuant to MCLA 125.3307, the Ottawa County Board of Commissioners hereby waives the mandatory submission process whereby townships are required before adoption to submit rezonings, new zoning ordinances, and proposed amendments to zoning ordinances to the Ottawa County Planning Commission (or its successor) for recommendation.

2. Any township in Ottawa County may, at its sole and absolute discretion, submit a proposed new zoning ordinance, text amendment to a zoning ordinance, to the Ottawa County Planning Commission (or its successor) if it so chooses for informal review and comment. Any such submissions to the county pursuant to this Section 2 are optional only and shall not be mandatory.

3. This resolution is revocable and may be amended or modified at any time by resolution of the Ottawa County Board of Commissioners.

4. This resolution shall have immediate effect. Furthermore, the Ottawa County Clerk is hereby directed to send a copy of this resolution to all townships located within Ottawa County.

5. This resolution shall automatically “sunset” and be of no further effect as of noon on December 30, 2021. The Ottawa County Board of Commissioners will study the impact of this resolution over the next three years before determining whether or not to adopt a successor resolution regarding this subject matter.

YEAS: Commissioners: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

NAYS: Commissioners: \_\_\_\_\_

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ABSTENTIONS: Commissioners: \_\_\_\_\_

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RESOLUTION ADOPTED:

\_\_\_\_\_  
Chairperson, Ottawa County  
Board of Commissioners

\_\_\_\_\_  
Ottawa County Clerk/Register

# Action Request



<b>Committee:</b>	Board of Commissioners
<b>Meeting Date:</b>	12/11/2018
<b>Requesting Department:</b>	Human Resources
<b>Submitted By:</b>	Marcie Ver Beek
<b>Agenda Item:</b>	58th District Court Probation and Community Corrections Personnel Request

## Suggested Motion:

To approve the request from District Court Probation and Community Corrections to combine one Probation Specialist (.65 FTE) and one Drug Test Lab Technician (.15 FTE) to create one Probation Specialist (.8 FTE), at a cost of \$11,620.

## Summary of Request:

Currently, both positions are vacant. Due to the limited hours of each position, there has been high turnover in both and difficulty in recruitment compared to other positions. By increasing the current part-time Probation Specialist from .65 FTE to a .8 FTE, it should attract more candidates and decrease the amount of time spent on hiring and training of these positions.

## Financial Information:

Total Cost: \$11,620.00	General Fund Cost: \$11,620.00	Included in Budget:	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A
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If not included in budget, recommended funding source:

DC Probation savings or if necessary General Fund Contingency

**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.

Goal 4, Objective 3: Maintain and expand investments in the human resources and talent of the organization.

**Administration:**  Recommended  Not Recommended  Without Recommendation

County Administrator:

Committee/Governing/Advisory Board Approval Date: 12/11/2018

Finance and Administration Committee



**58<sup>th</sup> District Court Probation & Community Correction**

Probation Specialist current cost	\$35,357.34
Current Temporary hours	\$9,154.83
<u>New position (salary &amp; benefits)</u>	<u>(\$56,131.66)</u>
Difference	(\$11,619.49)

# Action Request



<b>Committee:</b>	Board of Commissioners
<b>Meeting Date:</b>	12/11/2018
<b>Requesting Department:</b>	Public Health
<b>Submitted By:</b>	Marcie Ver Beek
<b>Agenda Item:</b>	Public Health Personnel Organizational Changes

**Suggested Motion:**

To approve the request from Public Health to make the following position changes: upgrade one STD Program Supervisor (U-6) to a Nurse Practitioner Supervisor (U-8A) at a cost of \$19,639, upgrade one Environmental Health Clerk (T-6) to an Environmental Health Technical Support Clerk (T-8) at a cost of \$5,943 and add a .2 FTE to one CSHCS/HV Clerk (T-8) at a cost of \$13,290 at a total combined cost of \$38,871.00 with funding from the Essential Local Public Health Services Grant.

**Summary of Request:**

Public Health recently received an increase in the Essential Local Public Health Services Grant. The allocation is restricted to the Hearing, Vision, Food, STD, Onsite Wastewater Treatment, CSHCS, Private and Type II Water Supply, Communicable Disease and Immunization programs. This money will be allocated to the requested changes to personnel in order to better fit the current and upcoming needs of the department. Attached is the full background, current challenges and upcoming changes that will impact organizational objectives.

The organizational changes would be paid for by the Essential Local Public Health Services Grant at a total cost of \$38,871. If the grant money was discontinued, Public Health would be required to find additional funding sources, as to not increase the cost to the General Fund.

**Financial Information:**

Total Cost: \$38,871.00	General Fund Cost: \$0.00	Included in Budget:	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A
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If not included in budget, recommended funding source:

Essential Local Public Health Services Grant, budget adjustment to follow

**Action is Related to an Activity Which Is:**     Mandated     Non-Mandated     New Activity

**Action is Related to Strategic Plan:**

**Goal:** Goal 2: To Contribute to the Long-Term Economic, Social and Environmental Health of the County.

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

**Objective:** Goal 2, Objective 2: Consider initiatives that contribute to the social health and sustainability of the County and its' residents.

Goal 4, Objective 3: Maintain and expand investments in the human resources and talent of the organization.

**Administration:**     Recommended     Not Recommended     Without Recommendation

County Administrator: *Alan G. Vandenberg*

Committee/Governing/Advisory Board Approval Date: 12/11/2018

Finance and Administration Committee

2019 Estimated Costs per Deductions  
Employee Costs

<b>STD Supervisor</b>		704000	721000		715000	715000	716000	719000	723000	716000	717000	716002	720000	722000	724000	718001	718000	718002	716000			
FTE	Wages	Longevity	TOTAL	FICA	Medicare	Health	Dental	Vision	Health Ac	Life	OPEB	Work Cor	FUTA	LTD	MATCH	MERS	MERS XTR/	HSA EMR	Benefits	TOTAL COST		
Nurse Supervisor U-6 Step A	1.0000	57,115.92	-	57,115.92	3,541.19	828.18	17,976.82	1,002.43	107.54	572.00	113.09	-	93.16	456.93	131.37	1,000.00	3,426.96	6,008.59	1,300.00	36,558.24	93,674.16	
Nurse Practitioner Supervisor U-8A Step A	1.0000	72,756.60	-	72,756.60	4,510.91	1,054.97	17,976.82	1,002.43	107.54	572.00	144.06	-	118.67	582.05	167.34	1,000.00	4,365.40	7,653.99	1,300.00	40,556.17	113,312.77	
																					<b>Difference</b>	<b>19,638.61</b>
<b>Environmental Health</b>																						
<b>Technical Support Clerk</b>		704000	721000		715000	715000	716000	719000	723000	716000	717000	716002	720000	722000	724000	718001	718000	718002	716000			
FTE	Wages	Longevity	TOTAL	FICA	Medicare	Health	Dental	Vision	Health Ac	Life	OPEB	Work Cor	FUTA	LTD	MATCH	MERS	MERS XTR/	HSA EMR	Benefits	TOTAL COST		
Clerk T-6 Step F	1.0000	38,565.18	-	38,565.18	2,391.04	559.20	17,976.82	1,002.43	107.54	572.00	76.36	-	62.90	308.52	88.70	1,000.00	2,313.91	4,057.06	1,300.00	31,816.47	70,381.65	
Envirnmental Health Technical Support Clerk T-8 Step F	1.0000	43,297.98	-	43,297.98	2,684.47	627.82	17,976.82	1,002.43	107.54	572.00	85.73	-	70.62	346.38	99.59	1,000.00	2,597.88	4,554.95	1,300.00	33,026.22	76,324.20	
																					<b>Difference</b>	<b>5,942.56</b>
<b>CSHCS/HV Clerk</b>																						
<b>CSHCS/HV Clerk</b>		704000	721000		715000	715000	716000	719000	723000	716000	717000	716002	720000	722000	724000	718001	718000	718002	716000			
FTE	Wages	Longevity	TOTAL	FICA	Medicare	Health	Dental	Vision	Health Ac	Life	OPEB	Work Cor	FUTA	LTD	MATCH	MERS	MERS XTR/	HSA EMR	Benefits	TOTAL COST		
CSHCS/HV Clerk T-8 Step G	0.8000	29,342.34	-	29,342.34	1,819.23	425.46	14,381.00	801.00	85.60	572.00	58.10	-	47.86	234.74	67.49	1,000.00	1,760.54	3,086.81	1,040.00	25,379.82	54,722.16	
CSHCS/HV Clerk T-8 Step G	1.0000	36,678.18	-	36,678.18	2,274.05	531.83	17,976.82	1,002.43	107.54	572.00	72.62	-	59.82	293.43	84.36	1,000.00	2,200.69	3,858.54	1,300.00	31,334.13	68,012.31	
																					<b>Difference</b>	<b>13,290.14</b>
																				<b>Total Cost</b>	<b>\$ 38,871.31</b>	

## ELPHS funding allocation

- .2 CSHCS/HV clerk (Increase Irene from .8 fte to 1.0 fte following breakdown below)

.1fte – CSHCS (22106050) – Approximately \$5,000

Justification: New process –

- 1) Clerk will update client information in Insight/Patagonia
- 2) Clerk will upload all NOAs into DMP
- 3) All clients transferring into OC/out of OC, clerk will track and submit information/collect information and input into state data system
- 4) Update provider data base
- 5) State requires 1.5 fte rep per 1300 clients. We are currently at around 1200-1300 clients with a 1.0 fte rep and .4 clerk

.1fte-Hearing and Vision (22106030/22106031)- Approximately \$5,000

Justification:

- 1) Enter all 3-6 year olds (encounter) into Patagonia to be batched and sent to CHAMPS for eligibility check (completed prior to screening can bring in Medicaid outreach dollars)
- 2) Referral follow up from providers (VH techs currently completing) – Clerk will receive results from provider, input results into EMR, close case, follow up with parents who have children who have been referred but have not followed up with their provider
- 3) Send clients letters with results (currently sending a provider's office with one letter listing all the children with Medicaid in their practice with their results. Providers want separate letters per client to put in individual client files)
- 4) Added two additional screening techs to screen preschool, day care centers and Head Starts. This will require additional resources to create encounters and bill Medicaid for 3-6 year old services

- Vision screener - #3 screeners @ \$7,000 = \$21,000

**Total allocation amount: \$31,000**

CSHCS (22106050) - \$5,000  
HV (22016030/22106031 - \$26,000

**Proposal for Clinical Health Team Supervisor Restructure  
11-15-18**

**Recommendation:**

- To change the required credential of the Clinic Health Team Supervisor for Sexual Health (Family Planning and Sexually Transmitted Disease) from a Bachelors Nurse to a Nurse Practitioner.

**Rational:**

- The Sexual Health team has been going through a program merger between the Family Planning and Sexually Transmitted Disease teams for the past three years. It is evident that further restructuring of this new program is evident. To have a Nurse Practitioner at the supervisory level would bring clinical expertise and clear direction to this team.
- A higher level of clinic oversight is needed in the program due to additional clinical requirements from MDHHS regarding HIV, PREP, partner services, Title X and CDC.
- An NP has the knowledge and education to determine the delineation of staff by credentials as well as which billable codes and diagnostic codes to use.
- The NP supervisor would assist to write the clinical policies and procedures that govern this team and assure clinical consistency and clear direction.
- Increase in patient load, the NP would see patients at least one day a week and would serve as back up to the other part-time NPs. Thus, have firsthand knowledge to how the clinic is functioning and lend support to the team.
- Improve overall team communication and collaboration by solving problems timely.

**Additional billable revenue:**

Increase in patients to be seen by the NP, currently seen in the STD clinic by an RN: 452 patients to generate approximately \$15,000.

## New Classification of Environmental Health Technical Support Clerk

A change in classification to an EH Clerk/Technical Support is needed for the following reasons:

- Due to a Board of Commissioners request for a 10 day turnaround time for permits and evaluations, and significant increases in the number of well and septic permits and real estate evaluations, current staff are unable to complete pool, campground, and septage hauler inspections, in addition to beach water sampling
- The pool, campgrounds, and septage hauler inspections are state mandated/contracted programs that OCDPH completes for the state of Michigan
- As a cost saving measure and for development of a future Environmental/Public Health Workforce, these inspections are currently performed by summer interns that are hired in May and leave in August. There is a significant amount of training invested in these individuals in order to get them to be able to perform the level OCDPH expects. This training must be repeated yearly with each new cohort of interns that are only here for a short time
- The constant staffing changes creates issues in consistent enforcement and messaging and causes confusion in the regulated community
- There is not a consistent point of contact for the facilities that are regulated for questions, training issues, compliance follow-up, and other program needs as different people perform those inspections every summer and then may not return.
- Currently, an Environmental Health Supervisor conducts all the training and oversight of the interns. This does not allow him to conduct supervisory duties and requires that he be out of the office for an extended period of time and required work is pushed back. A new position would allow the inspections to be spread out over 12 months and free up summer interns to help with the hundreds of final inspections that occur during the peak summer months.
- These facilities, specifically pools and campgrounds, directly impact public health as thousands of individuals use these facilities daily in Ottawa County. For example, we received a complaint on 11/9/18, for an incident at an aquatic facility which resulted in numerous competitive swimmers experiencing coughing and other respiratory symptoms because of elevated levels of disinfection byproducts. The complainant claimed that it resulted in her daughter having to go to urgent care after the swim meet for treatment including steroids and Benadryl. This swimmer had other underlying health concerns, but this incident only underscores the importance of these inspections and the number of individuals that can be negatively affected
- As several new hotels are under construction and several recently completed hotels are added to the list for pool inspections, the mandated number of pools needing inspections are growing.
- Additionally, several campgrounds have been constructed in the last two years and have increased the number of campground inspections required
- Changes that are being made in software utilization by the Field Services Program will dramatically reduce the amount of paperwork that is completed and it is expected those changes will create the opportunity for a current Environmental Health employee to accept the increased duties and responsibilities of a change in classification
- By changing the classification of a current position, the cost may only be \$3000-5000/ year

- If the increased in state funding is not permanent, the increased cost of the change in classification could be taken from the budget of the interns as their work would be partially completed by the new position

The duties of the EH Clerk/Technical Support would be more complex and involve oversight of summer interns. Those changes include the following:

- Oversight of summer interns
- Training of summer interns
- Input on the hiring/selection of summer interns
- Completion of specialized training and receiving the certification of Certified Pool Operator
- Conducting offsite inspections of pools, campgrounds, and septage haulers
- High degree of professional judgement and autonomy in assessing a facilities compliance with applicable rules
- Conducting enforcement and compliance on regulatory concerns identified during inspection
- Contacting the state coordinators for those programs and keeping up to date on regulatory changes in those programs
- Ensuring all facilities are inspected on an annual basis and all reports are submitted to the state
- Responsible for education and outreach for all above programs, as well as conducting/hosting training for facilities
- Performs a wide variety of Environmental Health Administrative work involving detailed knowledge of Ottawa County Environmental Health programs, policies and procedures as well as complex rules and regulations specific to Environmental Health programs
- Functions as project manager to coordinate inspections and compliance for pool inspections and aquatic facilities, campgrounds, septage haulers, beach sampling, and other various Environmental Health programs
- Serves on and/or participates in various administrative and clinical committees as directed by the Environmental Health Supervisors and records minutes if required
- Compiles mailing lists and manages correspondence to stakeholders for program projects
- Assists with compliance/enforcement activities in Environmental Health including the completion and sending of civil citations for a variety of outstanding compliance issues
- In absence of RPC II at Environmental Health front desk, completes job functions of that position
- 2 years of college education in environmental, earth or other sciences, or equivalent education or work experience

# Action Request



<b>Committee:</b>	Board of Commissioners
<b>Meeting Date:</b>	12/11/2018
<b>Requesting Department:</b>	Innovation & Technology
<b>Submitted By:</b>	Dave Hulst
<b>Agenda Item:</b>	Information Technology Services for Allendale Charter Township

## Suggested Motion:

To approve and authorize the Board Chairperson and Clerk/Register to sign the standard agreement to provide information technology services to Allendale Charter Township.

## Summary of Request:

Allendale Charter Township has requested hosting and IT services with the Ottawa County Innovation & Technology Department. The agreement is the standard agreement used for services to local units.

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

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

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

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

Goal 4, Objective 4: Examine opportunities for increased cooperation and collaboration with local government and other partners.

**Administration:**  Recommended  Not Recommended  Without Recommendation

County Administrator:

Committee/Governing/Advisory Board Approval Date: 12/11/2018

Finance and Administration Committee



## AGREEMENT FOR INFORMATION TECHNOLOGY SERVICES

This Agreement is made as of January 1, 2019, by Allendale Charter Township, a Michigan municipal corporation, 6676 Lake Michigan Drive, PO Box 539, Allendale, MI 49401, (“the Township”) and Ottawa County, a Michigan municipal corporation, 12220 Fillmore St., West Olive, MI 49460 (“the County”), with reference to the following facts and circumstances:

A. The State of Michigan encourages cooperation and service sharing between local government units like the Township and Ottawa County.

B. The Township has requested that Ottawa County’s Innovation and Technology Department provide assistance in delivering information technology services (as described and defined in this Agreement), and has agreed to reimburse Ottawa County for these services as provided for in this Agreement.

C. Ottawa County is willing to assist the Township by providing the requested information technology services under the terms and conditions of this Agreement.

NOW, THEREFORE in consideration of the mutual promises and representations, set forth in this Agreement, and for other good and valuable consideration, the receipt and adequacy of which is hereby acknowledged, the Township and the County agree as follows:

1. **General Agreement:** The County agrees to provide information technology services for the Township. The services will be administered by the County Innovation and Technology (“IT”) Director, or designated representative, who will oversee said services and communicate with the Township Manager, or designated representative. The County agrees to perform the following services through its employees, and provide the materials set forth herein:

A. **Scope of Service** – The specific scope of services is as follows:

1. **IT Support Services** – Support Services between the Township and the County Innovation and Technology Department, includes any issues involving ongoing computer support, installation, and troubleshooting and repair of hardware and software issues. Assisting Township staff with questions and use of existing technology. Support Services are documented through the IT Service Desk Incident and Request Fulfillment process and are recorded as tickets.

2. **IT Project Services** – Project Services may be requested by the Township in addition to IT Support Services. Project Services will be classified as such based on the purpose of adding, changing, or enhancing the Townships technology. Project Services are documented through the IT Project Requests process. Although billed similarly to Support Services for County IT Staff (time and rate), Projects often require additional financial commitment based on expected staff hours, equipment and/or services.

3. **Approval of IT Project Services** – While IT Support issues are considered an immediate need of all Township staff, Projects generally involve a financial commitment. Therefore, the Township Manager, or approved designee, will approve all Project Services prior to the County performing such services. This approval will be documented in a writing

signed by the Township Manager or approved designee on a form provided by IT through its IT Project Request process. The County will provide information on the scope of work to be performed and the estimated cost associated with the work if requested by the Township.

4. **Hosting** – County provided server hosting for documents and applications. The annual hosting cost will be incurred on a pro-rata basis (with start date agreed to by the Township Manager and the County IT Director) based on the County Fiscal year (Oct 1 – Sep 30). The County will provide the implementation, configuration, migration services, servers and other related equipment to store the applications and documents of the Township and to backup that information. The Township will provide all computers, switching and connections at Township offices to access the servers at the County.
- B. **Qualified Staff** - All Ottawa County employees engaged in the performance of this Agreement shall be professional in manner and appearance, and be trained and qualified.
  - C. **Equipment and Supplies** – Any equipment, software, licenses and supplies purchased by the County for the Township will be charged back to the Township at actual cost to the County including shipping.
  - D. **Conduct of Operations** - Both parties recognize that good public relations are vital to the success of this partnership. During the terms of this Agreement, Ottawa County employees shall endeavor to promote understanding and amicable relations with all members of Township staff and the public.

When systems or resources are scheduled to be shutdown, notice shall be relayed in advance to the Township to allow for alternate arrangements. When possible, system maintenance should not be scheduled during regular business hours.

## 2. **Payment for Services Provided:**

- A. **Support and Project Cost** –The Township will be charged for Support and Project services an hourly rate for actual time spent by staff, covering the cost of the County including salary, benefits and overhead. The County will notify the Township in advance and in a writing of the hourly rate and any changes in the hourly rate. Charges would also include any direct costs incurred for equipment (switches, cabling, software licenses, etc.) or services (internet or fiber access) that are required to support this Agreement with the Township.
- B. **Annual Cost (Non-Hosted)** – Annual costs for organizations whose applications are not hosted on County servers will pay the annual fixed costs as needed to cover licensing costs, and fixed services such as County provided offsite backup services, internet service, etc. Such costs will be listed as an addendum to this agreement. Any changes to the annual costs will be provided in writing at least 30 days prior to the annual renewal.
- C. **Annual Cost (Hosting)** – A set cost for providing server space and backup capabilities to host Township data to include the staff costs to support and maintain the operability of that service. Baseline costs for this service is stated in the original addendum to this agreement. If not terminated, the agreement will automatically increase annually under the guideline of the

inflation rate multiplier under MCL 211.34d as calculated by the State of Michigan, but not less than 0% and not to exceed 5%.

- D. **Rate Changes** - All hosted organizations will be notified of the rate change prior to the start of the County's Fiscal Year. Billing for the entire annual hosting service will occur during the first quarter of each County fiscal year unless the Township requests a different billing period.
  - E. **Invoices** - Invoices will be provided to the Township from the County including line item detail. Invoices will be processed and paid by the Township in accordance with standard Township procedures.
3. **Independent Contractor**: At all times and for all purposes under this Agreement, the relationship of the County and its personnel to the Township shall be that of an independent contractor. All employees of the County who perform services under this Agreement shall be and remain employees of the County, subject to the discipline, supervision, direction, policies and control of the County, the County Administrator, and the Innovation and Technology Director.
4. **Indemnification and Hold Harmless**: Each party shall defend, indemnify and hold the other party harmless from claims which are the result of an alleged error, mistake, negligence or intentional act or omission of the other party, its officers, employees, agents and assigns.
5. **Insurance**: The Township will include the County, the County Innovation and Technology Department and their officers, employees and agents as additional named insureds on a policy of insurance for all risks that the Township assumes under this Agreement. The required insurance policy shall have comprehensive general policy limits of not less than \$1,000,000. The County will include the Township and its officers, employees and agents as additional named insureds on any commercial policy of insurance for all risks assumed by the County under this Agreement. If the County is insured through a Memorandum of Coverage ("MOC") provided by the Ottawa County, Michigan, Insurance Authority, it will provide a copy of that MOC to the Township upon its request. The required insurance policy or MOC will have comprehensive general policy limits of not less than \$1,000,000. The County will provide Worker's Compensation Coverage on its employees. Written proof of the existence of such insurances will be supplied by the Township and the County as of effective date of this Agreement, and at such times during the term thereafter as the County or the Township may reasonably require.
6. **Term of Agreement**: The effective date of this Agreement shall be <Month> <YYYY>. This Agreement shall continue in effect from the effective date through September 30, 2024. Either party may terminate this Agreement upon sixty (60) days advance written notice to the other.
7. **Miscellaneous**:
- A. **Section Headings**. The headings of the several sections shall be solely for convenience of reference and shall not affect the meaning, construction or effect hereof.
  - B. **Severability**. If any one or more of the provisions contained in this Agreement shall for any reason be held to be invalid, illegal or unenforceable in any respect, then such provision or provisions shall be deemed severable from the remaining provisions hereof, and such

invalidity, illegality or unenforceability shall not affect any other provision hereof, and this Agreement shall be construed as if such invalid, illegal or unenforceable provision had never been contained herein.

C. **Entire Agreement and Amendment.** In conjunction with matters considered herein, this Agreement contains the entire understanding and agreement of the parties and any promises, representations, agreements, warranties or undertakings by any of the parties, either oral or written, of any character or nature are merged and superseded herein. This Agreement may be altered, amended or modified only by an instrument in writing, executed by the parties to this Agreement and by no other means. Each party waives their future right to claim, contest or assert that this Agreement was modified, canceled, superseded or changed by any oral agreements, course of conduct, waiver or estoppel.

D. **Successors and Assigns.** All representations, covenants and warranties set forth in the Agreement by or on behalf of, or for the benefit of any or all of the parties hereto, shall be binding upon and inure to the benefit of such party, its successors and assigns.

E. **Terms and Conditions.** The terms and conditions used in this Agreement shall be given their common and ordinary definition and will not be construed against either party.

F. **Execution of Counterparts.** This Agreement may be executed in any number of counterparts and each such counterparts shall for all purposes be deemed to be an original; and all such counterparts, or as many of them as the parties shall preserve undestroyed, shall together constitute one and the same instrument.

Exhibit A: Annual and Hourly Rates Allendale Charter Township

In witness whereof the parties have executed this Agreement as of the effective date set forth herein.

**ALLENDALE CHARTER TOWNSHIP:**

By: \_\_\_\_\_  
Adam Elenbaas  
Its: Supervisor

By: \_\_\_\_\_  
Laurie Richards  
Its: Township Clerk

**COUNTY OF OTTAWA:**

By: \_\_\_\_\_  
Gregory J. Dejong  
Its: Chairperson, Board of Commissioners

By: \_\_\_\_\_  
Justin F. Roebuck  
Its: County Clerk/Register of Deeds



Ottawa County

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Exhibit A: Annual and Hourly Rates Allendale Charter Township

Annual Hosting Costs

Product	Cost
Server Backup and monitoring	\$7,000
Microsoft Office 365 Administration	T&M
Sophos EndPoint Protection	Included
Sophos Encryption	Included
PC monitoring, Alerting, and Remote Access	Included
Server Monitoring and Alerting	Included
Internet Access – 150MBPs	Included
Security Awareness Training	Included
Windows Patch Management licensing	Included
Agent License Cost – One Time Fee	Included
Agent License yearly Maintenance	Included

**2018 Hourly Rates (Time and Materials for IT Services and Projects)**

Manager of Technology and Infrastructure	\$74.80/Hr
Manager of Applied Technology	\$74.80/Hr
Project Management Coordinator	\$74.80/Hr
Network Admin. III/Telecomm. Admin./App. Spec. III/	\$71.22/Hr
Business Analyst II/App Spec II/Network Admin II	\$65.42/Hr
PC Tech III/Network Admin I	\$54.49/Hr
PC Tech II/SD Tech II	\$47.40/Hr
IT Senior Secretary	\$36.46/Hr

# Action Request



<b>Committee:</b>	Finance and Administration Committee
<b>Meeting Date:</b>	12/11/2018
<b>Requesting Department:</b>	Administrator's Office
<b>Submitted By:</b>	Al Vanderberg
<b>Agenda Item:</b>	Agreement for Representational Services with Jim Miller and Associates, LLC

## Suggested Motion:

To approve and forward to the Board of Commissioners an agreement with Jim Miller and Associates, LLC for representational services in the amount of \$12,000.

## Summary of Request:

Jim Miller is retiring from GCSI at the end of this year. The contract with GCSI still has a year and a half left, and Mr. Bob DeVries will take over as the primary GCSI contact for Ottawa County. Due to the ongoing and worsening CMH financial crisis, we recommend contracting with Jim Miller to represent Ottawa County and Ottawa County CMH in dealing with the State Legislature and State Executive on mental health funding issues.

The cost would be \$12,000 for one-year. We will reassess at the end of the first year as to the necessity of continuing the agreement. The cost will be split \$6,000 each from General Fund Contingency and CMH.

## Financial Information:

Total Cost: \$12,000.00	General Fund Cost: \$6,000.00	Included in Budget:	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A
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If not included in budget, recommended funding source:

General Fund Contingency and Community Mental Health, budget adjustment to follow

**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 2: Maintain and improve the financial position of the County through legislative advocacy.

**Administration:**  Recommended  Not Recommended  Without Recommendation

County Administrator:

Committee/Governing/Advisory Board Approval Date:

## **AGREEMENT FOR CONSULTING SERVICES**

Ottawa County, Michigan (“County”) and Jim Miller and Associates, LLC (“the Consultant”) hereby enter into this contract for the provision of consulting services.

### **I. PURPOSE**

The County is a body corporate organized under the Constitution and laws of the State of Michigan. Its purposes include operating of a community mental health program (“CMH”) to those within the community that have mental health needs or are developmentally disabled.

In order to fulfill its responsibilities, the County must secure a consultant to represent the interests of CMH relative to state government, including its administrative and legislative branches (“Representational Services”). The County is desirous of securing the Representational Services of the Consultant to serve its particular needs.

### **II. SCOPE OF SERVICES**

The Consultant agrees to provide such Representational Services as requested and required by the County.

The Consultant will endeavor to advise and apprise the County of all relevant developments or potential developments affecting CMH in the administrative and/or legislative branches of the State of Michigan. The Consultant agrees to provide status reports in response to specific requests by the County or its administration.

### **III. FEES**

The County agrees to pay the Consultant and the Consultant agrees to accept compensation for the first year of services at the flat rate of One Thousand Dollars (\$1,000.00) per month, payable by the first of the month.

### **IV. NOTIFICATION & WAIVER**

As a general matter, communications from the County to the Consultant shall be made to Jim Miller at the following address:

Jm Miller and Associates, LLC  
1245 Wineleaf Lane  
DeWitt Michigan, 48820  
[jmiller.mic@gmail.com](mailto:jmiller.mic@gmail.com).

The County contemplates that the Administrator or his or her designee shall be responsible for coordinating the County's responsibilities under this contract. Communications to the Administrator or his designee can be made as follows:



Ottawa County  
12220 Fillmore Street  
West Olive, Michigan 49460

**V. TERM**

This contract shall have an indefinite term beginning on January 1, 2019. Either party may terminate upon thirty (30) days notice.

**VI. INDEPENDENT CONTRACTOR**

The parties acknowledge that the Consultant is an independent contractor and not an employee. The Consultant shall not have the power to bind the County and shall not be entitled to any benefits of County employment. The Consultant shall be responsible for all tax withholdings and payment for the fees received.

**VII. ACKNOWLEDGEMENT AND COUNTERPARTS**

By executing this Agreement, the County representative acknowledges that its Board of Commissioners has duly approved it. By executing this Agreement, the Consultant representative acknowledges that the Consultant has fully approved the Agreement.

This Agreement may be executed in counterparts, each of which shall be deemed an original, and these counterparts shall constitute the same instrument and may be sufficiently evidenced by one or the other.

**VIII. MERGER**

This Agreement shall be interpreted under, and in a manner consistent with Michigan law, including amendments and changes from time to time. This Agreement constitutes the complete understanding between the parties and all prior or contemporaneous understandings, oral or in writing, are merged herein. This Agreement may only be modified by the mutual consent of the parties expressed in writing and signed in like form.

JIM MILLER and ASSOCIATES, LLC

OTTAWA COUNTY, MICHIGAN

By: \_\_\_\_\_  
Jim Miller, Principal

By: \_\_\_\_\_  
Gregory J. DeJong, Chairperson  
Ottawa County Board of Commissioners

By: \_\_\_\_\_  
Justin F. Roebuck, Clerk/Register  
Ottawa County

# Action Request



<b>Committee:</b>	Board of Commissioners
<b>Meeting Date:</b>	12/11/2018
<b>Requesting Department:</b>	Administrator's Office
<b>Submitted By:</b>	Al Vanderberg
<b>Agenda Item:</b>	Establishment of a Diversity, Equity and Inclusion Office (DEI)

**Suggested Motion:**

To approve the establishment of a Diversity, Equity and Inclusion Office (DEI).

**Summary of Request:**

Ottawa County began its Cultural Intelligence initiative in January of 2013. The origination of this effort came from participation on the LEDA CEO Advisory Board with the CEO's of many of our largest employers in the County. They made the case loud and clear that attracting global talent is their lifeline to the future and that they have problems retaining talent. Ottawa County and West Michigan could lose out on significant future investment if we are not more welcoming to those different than the cultural norm. We have accomplished much since then but even more remains to be accomplished. We partnered with LEDA to develop and deliver diversity training to over 650 employees. The CIC (Cultural Intelligence Committee) has both built stronger relationships with the minority community and encouraged the County to do more in this regard. The Board of Commissioners now sponsors tables at the LAUP Annual Dinner and the Minority Business Awards Luncheon and attend additional events. The 3rd Annual Diversity Forum was held a couple of weeks ago with over 150 participants who rated the event highly.

It is time to take this work to the next level. The DEI Office would consist of a department head level Director and a Senior Secretary.

...continued on page 2

**Financial Information:**

Total Cost: \$1,100,704.00	General Fund Cost: \$631,960.00	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:

See notes on page 2 of summary of request

**Action is Related to an Activity Which Is:**     Mandated     Non-Mandated     New Activity

**Action is Related to Strategic Plan:**

**Goal:** Goal 2: To Contribute to the Long-Term Economic, Social and Environmental Health of the County.

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

**Objective:** Goal 2, Objective 2: Consider initiatives that contribute to the social health and sustainability of the County and its' residents.

Goal 4, Objective 3: Maintain and expand investments in the human resources and talent of the organization.

**Administration:**     Recommended     Not Recommended     Without Recommendation  
 County Administrator: *Al Vanderberg*

Committee/Governing/Advisory Board Approval Date: 12/11/2018    Finance and Administration Committee

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**Summary of Request Continued:**

The primary focus for the DEI Department will be to develop templates for determining implicit bias where it exists in internal policies, procedures and practices and also in external service delivery. The Department would also lead development of a racial equity plan and work with all County areas on all issues related to diversity beyond race. The department would also work with local units of government on the same types of objectives.

The total cost over the first 5-years is projected at \$1,100,704 with the County share at \$631,960 (57% of total), and non-profit and private sector contribution totaling \$469,014 (43% of total). The funding plan is attached.

The recommendation is to establish the office at this time. That will signal the County's commitment to potential funders. We will not implement the office until fundraising is completed and the final budget approved by the Board.

## Ottawa County Diversity, Equity & Inclusion Office

### Estimated Annual Cost (FY2019 - FY2024)

	FY2019	FY2020	FY2021	FY2022	FY2023	FY2024
<b>Salary<sup>1</sup></b>						
Diversity, Equity & Inclusion Director	\$82,077	\$88,151	\$94,672	\$101,675	\$109,195	\$117,273
Senior Secretary	\$34,374	\$36,198	\$38,600	\$41,249	\$44,356	\$47,571
<b>Salary Total</b>	<b>\$116,451</b>	<b>\$124,349</b>	<b>\$133,272</b>	<b>\$142,924</b>	<b>\$153,551</b>	<b>\$164,844</b>
<b>Fringe Benefits<sup>1</sup></b>						
Diversity, Equity & Inclusion Director	\$42,884	\$45,361	\$47,999	\$50,811	\$53,809	\$57,005
Senior Secretary	\$30,104	\$31,442	\$32,978	\$34,624	\$36,440	\$38,333
<b>Fringe Benefits Total</b>	<b>\$72,988</b>	<b>\$76,803</b>	<b>\$80,977</b>	<b>\$85,435</b>	<b>\$90,249</b>	<b>\$95,338</b>
<b>Office Space and Equipment<sup>2</sup></b>						
Diversity, Equity & Inclusion Director	\$2,750	\$0	\$0	\$0	\$0	\$0
Senior Secretary	\$3,250	\$0	\$0	\$0	\$0	\$0
<b>Office Space and Equipment Total</b>	<b>\$6,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>IT Equipment and Software<sup>3</sup></b>						
Diversity, Equity & Inclusion Director	\$2,241	\$0	\$0	\$0	\$0	\$2,241
Senior Secretary	\$1,484	\$0	\$0	\$0	\$0	\$1,484
<b>IT Equipment and Software Total</b>	<b>\$3,725</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$3,725</b>
<b>Other Director Expenses</b>						
Conferences and events <sup>4</sup>	\$2,200	\$2,200	\$2,200	\$2,200	\$2,200	\$2,200
Memberships and mileage	\$650	\$650	\$650	\$650	\$650	\$650
<b>Other Director Expenses Total</b>	<b>\$2,850</b>	<b>\$2,850</b>	<b>\$2,850</b>	<b>\$2,850</b>	<b>\$2,850</b>	<b>\$2,850</b>
<b>Annual Cost</b>	<b>\$202,014</b>	<b>\$204,002</b>	<b>\$217,099</b>	<b>\$231,209</b>	<b>\$246,650</b>	<b>\$266,757</b>

Source: Ottawa County Human Resources Department; Ottawa County IT Department; Ottawa County Facilities Maintenance Department

<sup>1</sup> Salary and fringe benefits reflect a 2% annual cost-of-living adjustment, 5% annual health insurance increase, and salary step increases.

<sup>2</sup> Office space and equipment reflects the cost of an adjustable worksurface, desktop space, chair, and robust storage. The cost for the Senior Secretary is higher since they will require more storage space.

<sup>3</sup> IT equipment and software reflects the cost of a computer and its associated equipment as well as Microsoft Office Pro software. The cost for the Diversity, Equity & Inclusion Director is higher since they will require a laptop computer instead of a desktop PC. The equipment will be replaced once every five years.

<sup>4</sup> Conferences and events reflects the cost of attending one national and one state conference each year as well as the cost to attend between 8 and 10 local diversity galas and summits.

### Proposed Funding Sources (FY2019 - FY2024)

	FY2019	FY2020	FY2021	FY2022	FY2023	FY2024
<b>Annual Cost</b>						
Annual Cost	\$202,014	\$204,002	\$217,099	\$231,209	\$246,650	\$266,757
<b>Proposed Funding Sources</b>						
Ottawa County	\$12,575	\$77,995	\$109,975	\$196,955	\$234,460	\$266,757
Community Foundation Holland/Zeeland Area	\$25,000	\$0	\$0	\$0	\$0	\$0
Grand Haven Area Community Foundation	\$80,730	\$64,290	\$50,215	\$29,194	\$10,078	\$0
<b>Other Funding Sources</b>	<b>\$83,709</b>	<b>\$61,717</b>	<b>\$56,909</b>	<b>\$5,060</b>	<b>\$2,112</b>	<b>\$0</b>

**Total Request from Other Funding Sources: \$209,507 (19% of total)**

**Request from Foundations: \$259,507 (24% of total)**

**Ottawa County Contribution (5 years): \$631,960 (57% of total)**

# Action Request



<b>Committee:</b>	Board of Commissioners
<b>Meeting Date:</b>	12/11/2018
<b>Requesting Department:</b>	Administration
<b>Submitted By:</b>	Misty Cunningham
<b>Agenda Item:</b>	Land Bank Authority, KOMFTZ, WMRPC and CEDS Appointments

**Suggested Motion:**

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

\*Amanda Murray  
and to select one (1) to fill one (1) Ottawa County Economic Development Representative vacancy on the Land Bank Authority beginning January 1, 2019 and ending December 31, 2024 (six (6) year term).

\*Amanda Murray  
and to select one (1) to fill one (1) Member vacancy on the Kent Ottawa Muskegon Foreign Trade Zone Authority (KOMFTZ) beginning January 1, 2019 and ending December 31, 2021 (three (3) year term).

\*Amanda Murray  
and to select one (1) to fill one (1) Private Sector vacancy on the West Michigan Regional Planning Commission (WMRPC) beginning January 1, 2019 and ending December 31, 2019 (one (1) year term).

\*Amanda Murray  
and to select one (1) to fill one (1) Private Sector vacancy on the Comprehensive Economic Development Strategy Committee (CEDS) beginning January 1, 2019 and ending December 31, 2019 (one (1) year term).

**Summary of Request:** The Board of Commissioners makes appointments to the various Boards and Commissions of the County per Board Policy – Appointments to Boards and Commissions.

**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 1: To Maintain and Improve the Strong Financial Position of the County.  
 Goal 2: To Contribute to the Long-Term Economic, Social and Environmental Health of the County.  
 Goal 3: To Maintain and Enhance Communication with Citizens, Employees, and Other Stakeholders.  
 Goal 4: To Continually Improve the County's Organization and Services.

- Objective:** Goal 1, Objective 1: Maintain and improve current processes and implement new strategies to retain a balanced budget.  
 Goal 2, Objective 2: Consider initiatives that contribute to the social health and sustainability of the County and its' residents.  
 Goal 3, Objective 4: Evaluate communication with other key stakeholders.  
 Goal 4, Objective 4: Examine opportunities for increased cooperation and collaboration with local government and other partners.

**Administration:**     Recommended     Not Recommended     Without Recommendation  
 County Administrator: *Alan S. Vandenberg*

Committee/Governing/Advisory Board Approval Date: 11/27/2018    Talent and Recruitment Committee

11/27/2018    Board of Commissioners

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

Date 10/09/2018

Position Applying For Land Bank Authority/Representative OC Econ. Dev. Corp.

Position Applying For \_\_\_\_\_

Position Applying For \_\_\_\_\_

Name Amanda Murray

City Caledonia ST MI Zip 49316

**Contact Information:**

**Education:**

School University of Wisconsin-Madison School Washington State University

Degree Master's, Urban and Regional Planning Degree Bachelor's, Business Administration

**Employment Background:**

Current Employer Lakeshore Advantage Position Vice President, Business Solutions

**Responsibilities**

- Managed the primary business research and retention visit strategy.
- Oversaw the talent attraction strategy and programming.
- Lead expansion and attraction projects, site selection and full RFP development.
- Educated and led companies through the tax abatement application process.
- Developed partnerships with strategic partner organizations and service providers.
- Maintained relationships and communication with government investors.

Previous Employer Williamson, Inc. Position Vice President, Economic Development

**Responsibilities**

- Conducted visits to key national markets to meet with site location consultants and market the county for corporate relocation and expansion projects.
- Worked closely with state, regional and local officials to promote the area and assist existing companies in expanding.
- Facilitated key meetings for prospective company executives with city and state leaders, assisted with city, county, and state incentive package negotiations, performed site selection search and analysis according to prospect site requirements, and conducted site tours for prospect visits.

Length of Residency in Ottawa County 0

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

Yes  No

If so, describe

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

I currently serve on the Allendale Chamber of Commerce Board, West Michigan Regional Planning Commission and Kent-Ottawa-Muskegon Foreign-Trade Zone. In my previous position, I served on the Williamson County Young Professionals Council Board, Tennessee District Export Council and the North Tennessee Workforce Development Board.

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

If not, why not? \_\_\_\_\_

Why do you want to be considered for this appointment?

I believe economic development organizations play an important role in understanding and seeing first hand local economic trends, challenges and opportunities within the communities they work. In my position as Vice President of Business Solutions at Lakeshore Advantage team, I work directly with companies and community leaders throughout the county and believe I can provide valuable input to the land bank authority board. My past experience in economic development in other states, along with my educational background in urban and regional planning will also be an asset to the board and its future discussions.

**Thank you for your interest in Ottawa County Government**

# Action Request



<b>Committee:</b>	Board of Commissioners
<b>Meeting Date:</b>	12/11/2018
<b>Requesting Department:</b>	Administration
<b>Submitted By:</b>	Misty Cunningham
<b>Agenda Item:</b>	Board and Commission Appointments

## Suggested Motion:

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

\*Angie Barksdale

and to select one (1) to fill one (1) Workforce Investment Board vacancy on the Community Corrections Advisory Board beginning January 1, 2019 and ending December 31, 2020 (two (2) year term).

\*Randall Schipper

and to select one (1) to fill one (1) Real Estate Attorney vacancy on the Remonumentation Committee beginning January 1, 2019 and ending December 31, 2020 (two (2) year term).

\*Rodney Unema

and to select one (1) to fill one (1) Surveyor vacancy on the Remonumentation Committee beginning January 1, 2019 and ending December 31, 2020 (two (2) year term).

\*Randal Cope

\*Roger Rycenga

and to select two (2) to fill two (2) War Veteran vacancies on the Veteran Affairs Committee beginning January 1, 2019 and ending December 31, 2021 (three (3) year term).

**Summary of Request:** The Board of Commissioners makes appointments to the various Boards and Commissions of the County per Board Policy – Appointments to Boards and Commissions.

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

Goal 2: To Contribute to the Long-Term Economic, Social and Environmental Health of the County.

Goal 3: To Maintain and Enhance Communication with Citizens, Employees, and Other Stakeholders.

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

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

Goal 2, Objective 2: Consider initiatives that contribute to the social health and sustainability of the County and its' residents.

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

Goal 4, Objective 4: Examine opportunities for increased cooperation and collaboration with local government and other partners.

**Administration:**  Recommended  Not Recommended  Without Recommendation

County Administrator:

Committee/Governing/Advisory Board Approval Date: 12/11/2018

Talent and Recruitment Committee



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

Date 10/17/2018

Position Applying For Community Corrections Advisory Board/Workforce Investment Board

Position Applying For \_\_\_\_\_

Position Applying For \_\_\_\_\_

Name Angie Barksdale

City Allendale ST MI Zip 49401

**Contact Information:**

**Education:**

School West Michigan University School Grand Valley State University

Degree Masters in Family & Consumer Science Degree Bachelors in Psychology

**Employment Background:**

Current Employer West Michigan Works!/ACSET Position COO

**Responsibilities**

In coordination with CEO, plan, coordinate, and supervise the development and implementation of region-wide workforce programs in order to meet the talent needs of local businesses. Assist CEO in recruiting and managing regional Workforce Development Board and Governing Board. Responsible for merging four separate Michigan Works! Agencies into one, West Michigan Works!. Including the transition of 150+ staff into the new organization, updating internal policies & procedures, and ensuring services to customers were uninterrupted. Directly supervisor Regional Director of Business Solutions, Regional Director of Talent Solutions, IT Manager, Facilities Manager and Retentions Solutions Manager. Maintain positive relationships with Community Based Organizations, Federal,

Previous Employer Ottawa County Michigan Works!/County of Position Deputy Director

**Responsibilities**

In coordination with Executive Director, plan, coordinate, and supervise the development and implementation of county-wide workforce programs in order to meet the demands of local businesses. Responsible for transitioning organization from a sub-contracted service delivery model to directly hiring, employing and managing all front-line staff. Directly supervise Business Services Team, Procurement/Contract Coordinator, Quality Assurance Coordinator, Career Development Team Supervisor and Employment Readiness Team Supervisor. Oversee the management of 20+ staff implementing TANF, WIA and TAA programs. Assist Executive Director in recruiting the Workforce Development Board.

Length of Residency in Ottawa County 16

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

Yes  No

If so, describe

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

Ottawa County Community Corrections Advisory Board 2016-2018

Allendale Chamber of Commerce; President 2014, Board Member 2010 – 2016

Holland Noon Rotary; President 2014-2015, President Elect 2013-2014, Board Member 2008-2016

Allendale Community Foundation; Board Member 2010-2016

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

If not, why not? \_\_\_\_\_

Why do you want to be considered for this appointment?

As an Ottawa County resident I am very interested in participating in county wide work that will assist our community in continuing to be a great place to live, work & play. My work with Michigan Works! focuses on assisting our employers with their talent needs. Individuals connected with the correction system are a talent pool in need of assistance in being prepared for and connecting with meaning-full employment. I am interested in finding ways we can leverage our work & partner with others to assist both employers and citizens.

**Thank you for your interest in Ottawa County Government**

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

Date 11/12/2018

Position Applying For Remonumentation Committee/Real Estate Attorney (BC)

Position Applying For \_\_\_\_\_

Position Applying For \_\_\_\_\_

Name Randall S Schipper



City Holland ST MI Zip 49423



**Contact Information:**



**Education:**

School Aquinas College

School University of Illinois College of Law

Degree BA, Magna Cum Laude, Economics and Political Science

Degree JD, Magna Cum Laude

**Employment Background:**

Current Employer Cunningham Dalman, PC

Position Attorney

Responsibilities

Real Estate, Environmental, and Land Use Law

Previous Employer Warner Norcross & Judd

Position Attorney

Responsibilities

Real Estate, Environmental, and Land Use Law

Length of Residency in Ottawa County 25

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

Yes  No

If so, describe

I serve on the boards of Ottawa Area Intermediate School District and West Ottawa Public Schools

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

In addition to the OAISD and WO boards of education, I founded and served on the board of Destination Education of Holland and serve on the board of the Holland SmartZone LDFA.

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

If not, why not? \_\_\_\_\_

Why do you want to be considered for this appointment?

I have practiced RE law for over 30 years. I am anal about the need for legal descriptions to be accurate. Having correct monuments is a critical part of that.

**Thank you for your interest in Ottawa County Government**

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

Date 11/12/2018

Position Applying For Remonumentation Committee/Surveyor (BC)

Position Applying For \_\_\_\_\_

Position Applying For \_\_\_\_\_

Name Rodney D Unema

\_\_\_\_\_

City Hudsonville ST MI Zip 49426

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Contact Information:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Education:**

School Michigan Technological University

School \_\_\_\_\_

Degree B.S. of Land Surveying

Degree \_\_\_\_\_

**Employment Background:**

Current Employer Exxel Engineering Inc.

Position Survey Department Manager

Responsibilities

Oversite of survey projects and staff at Exxel Engineering.

Previous Employer \_\_\_\_\_

Position \_\_\_\_\_

Responsibilities

Length of Residency in Ottawa County 34

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

Yes  No

If so, describe

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

I have been a member of the Ottawa County Remonumentation Peer group since its beginning in 1992 (?) and a member of the Remonumentation Committee since +/- 2005

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

If not, why not? \_\_\_\_\_

Why do you want to be considered for this appointment?

To continue to be a part of the Ottawa County remonumentation project and planning.

**Thank you for your interest in Ottawa County Government**