



**Roger A. Bergman**  
Chairperson

**Matthew R. Fenske**  
Vice-Chairperson

# Ottawa County

Board of Commissioners

To All Ottawa County Commissioners:

The Ottawa County Board of Commissioners will meet on **Tuesday, January 12, 2021 at 1:30 PM** for the regular January meeting of the Board at the Ottawa County Fillmore Street Complex in West Olive, Michigan and via Zoom.

The Agenda is as follows:

1. Call to Order by the Chairperson
2. Invocation – Commissioner Fenske
3. Pledge of Allegiance to the Flag
4. Roll Call
5. Presentation of Petitions and Communications
  - A. Public Health Update, Lisa Stefanovsky
6. Public Comments
7. Approval of Agenda
8. Actions and Reports
  - A. Consent Resolutions:

From the County Clerk/Register

- I. Board of Commissioners Meeting Minutes  
Suggested Motion:

Francisco C. Garcia Joseph S. Baumann Douglas R. Zylstra Allen Dannenberg Randall J. Meppelink  
Kyle J. Terpstra James H. Holtvluwer Philip D. Kuyers Gregory J. DeJong

To approve the minutes of the [December 22, 2020 Board of Commissioners meeting](#) and the [January 4, 2021 Board of Commissioner Organizational Meeting](#),

From Administration

2. [Accounts Payable for December 14, 2020 - January 1, 2021](#)

Suggested Motion:

To approve the general claims in the amount of \$11,297,494.29 as presented by the summary report for December 14, 2020 to January 1, 2021.

3. [Post-Execution Ratification of Contracts under Section IV\(D\)\(2\) of the Ottawa County Contracting Authorization and Form Policy](#)

Suggested Motion:

To ratify all contracts currently pending on the post-execution ratification list as authorized under Section IV(D)(2) of the Ottawa County Contracting Authorization and Form Policy that was adopted on April 14, 2020.

4. [Ottawa County Treasurer's 2019-2020 Annual Report](#)

Suggested Motion:

To receive for information the Ottawa County Treasurer's 2019-2020 Annual Report.

5. [Ottawa County Diversity, Equity and Inclusion 2019-2020 Annual Report](#)

Suggested Motion:

To receive for information the Ottawa County Diversity, Equity and Inclusion 2019-2020 Annual Report.

6. [Ottawa County Parks and Recreation 2019-2020 Annual Report](#)

Suggested Motion:

To receive for information the Ottawa County Parks and Recreation 2019-2020 Annual Report.

B. Action Items: None

C. Appointments: None

D. Discussion Items:

I. [Ottawa County Treasurer's 2019-2020 Annual Report](#)

Presented by: Amanda Price, County Treasurer



2. [Ottawa County Diversity, Equity and Inclusion 2019-2020 Annual Report](#)

Presented by: Robyn Afrik, Diversity, Equity and Inclusion Director

3. [Ottawa County Parks and Recreation 2019- 2020 Annual Report](#)

Presented by: Jason Shamblin, Parks and Recreation Director

9. Report of the County Administrator

A. [COVID-19 Administrative Rules 22-25](#)

10. General Information, Comments, and Meetings Attended

11. Public Comments

12. Adjournment

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

The Ottawa County Board of Commissioners met on Tuesday, December 22, 2020 at 1:30 p.m. and was called to order by the Chair.

Commissioner DeJong 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: Francisco Garcia (by Zoom), Joseph Baumann, Douglas Zylstra (by Zoom), Allen Dannenberg, Randall Meppelink (by Zoom), Kyle Terpstra (by Zoom), James Holtvluwer (by Zoom), Gregory DeJong, Philip Kuyers, Roger Bergman, Matthew Fenske. (11)

Communications from County Staff

A. Public Health Update – Lisa Stefanovsky, Health Officer, presented a COVID-19 update.

B/C 20-229 Matthew Fenske moved to approve the agenda of today as presented. The motion passed as shown by the following votes: Yeas: Philip Kuyers, James Holtvluwer, Randall Meppelink, Kyle Terpstra, Francisco Garcia, Douglas Zylstra, Matthew Fenske, Allen Dannenberg, Gregory DeJong, Joseph Baumann, Roger Bergman. (11)

B/C 20-230 Matthew Fenske moved to approve the following Consent Resolutions:

1. To approve the Minutes of the December 8, 2020 Board of Commissioners meeting.
2. To approve the general claims in the amount of \$5,055,159.12 as presented by the summary report for November 30 – December 11, 2020.
3. To approve the 2021 budget adjustments per the attached schedule.

The motion passed as shown by the following votes: Yeas: Douglas Zylstra, Matthew Fenske, Joseph Baumann, Philip Kuyers, Francisco Garcia, Randall Meppelink, Allen Dannenberg, Gregory DeJong, James Holtvluwer, Kyle Terpstra, Roger Bergman. (11)

B/C 20-231 Gregory DeJong moved to approve the following wage and benefit adjustments for Unclassified, Group N, and Group T Employees for 2021: a) Wages: Effective January 1, 2021, increase the existing salary schedule by 2% (Excluding Elected Officials, Judges,

and Board of Commissioners); b) Benefits: In 2021, the employee co-pay on the 100/80 (High) plan would remain at 20%. The High Deductible Health Plan with a Health Savings Account would have a zero co-pay, and the deductibles in 2021 would be \$1,400 (Single) and \$2,800 (family), and the Employer will fund the deductible for 2021 at 50% (\$700 single/\$1,400 two person/family) (including Elected Officials and Judges). The motion passed as shown by the following votes: Yeas: Joseph Baumann, Francisco Garcia, Randall Meppelink, James Holtvluwer, Gregory DeJong, Douglas Zylstra, Kyle Terpstra, Philip Kuyers, Allen Dannenberg, Matthew Fenske, Roger Bergman. (11)

B/C 20-232 Gregory DeJong moved to approve and authorize the Board Chairperson and Clerk/Register to sign the Resolution to dissolve the Ottawa County Remonumentation Committee. The motion passed as shown by the following votes: Yeas: Kyle Terpstra, James Holtvluwer, Douglas Zylstra, Philip Kuyers, Gregory DeJong, Randall Meppelink, Joseph Baumann, Matthew Fenske, Allen Dannenberg, Francisco Garcia, Roger Bergman. (11)

B/C 20-233 Gregory DeJong moved to approve the trail easement from Thomas and Dora Runyon at 11822 60<sup>th</sup> Avenue at a cost of \$2,258. The motion passed as shown by the following votes: Yeas: Philip Kuyers, James Holtvluwer, Francisco Garcia, Allen Dannenberg, Gregory DeJong, Douglas Zylstra, Kyle Terpstra, Randall Meppelink, Joseph Baumann, Matthew Fenske, Roger Bergman. (11)

B/C 20-234 Joseph Baumann moved to approve and authorize the Board Chairperson and Clerk/Register to sign the Ottawa County and Riopelle Building Company, LLC II Second Lease Renewal Addendum for the property at 1207 South Beechtree in Grand Haven. The motion passed as shown by the following votes: Yeas: Francisco Garcia, Matthew Fenske, Douglas Zylstra, Allen Dannenberg, Kyle Terpstra, Randall Meppelink, James Holtvluwer, Joseph Baumann, Philip Kuyers, Gregory DeJong, Roger Bergman. (11)

B/C 20-235 Joseph Baumann moved to approve and authorize the Board Chairperson and Clerk/Register to sign the Conservation Easement Option Agreement with Michael B. Bronkema and Lona K. Bronkema in the amount of \$477,950 for +/- 121 acres located in Olive Township, Michigan. The motion passed as shown by the following votes: Yeas: Allen Dannenberg, Joseph Baumann, Matthew Fenske, Randall Meppelink, Francisco Garcia, Gregory DeJong, James Holtvluwer, Douglas Zylstra, Philip Kuyers, Roger Bergman. (10)

Nays: Kyle Terpstra. (1)

B/C 20-236 Joseph Baumann moved to approve and authorize the Board Chairperson and Clerk/Register to sign the contract with the Ottawa County Road Commission for the final segment of the Lakeshore Drive Paved Shoulder Project. The motion passed as

shown by the following votes: Yeas: Philip Kuyers, James Holtvluwer, Randall Meppelink, Kyle Terpstra, Francisco Garcia, Douglas Zylstra, Matthew Fenske, Allen Dannenberg, Gregory DeJong, Joseph Baumann, Roger Bergman. (11)

B/C 20-237 Joseph Baumann moved to approve the request from Community Mental Health to upgrade one (1) Mental Health Clerk (Group T, CMH-6) from .5 FTE to 1.0 FTE for a difference of \$19,110.51. The motion passed as shown by the following votes: Yeas: Matthew Fenske, Douglas Zylstra, Philip Kuyers, Francisco Garcia, James Holtvluwer, Joseph Baumann, Gregory DeJong, Randall Meppelink, Allen Dannenberg, Kyle Terpstra, Roger Bergman. (11)

B/C 20-238 Francisco Garcia moved to place into nomination the name of (\*indicates recommendation from the Interview Subcommittee):

\*Thomas Oonk

and to select one (1) to fill one (1) Township Representative vacancy on the Land Bank Authority beginning January 1, 2021 and ending December 31, 2024. The motion passed as shown by the following votes: Yeas: Douglas Zylstra, Matthew Fenske, Joseph Baumann, Philip Kuyers, Francisco Garcia, Randall Meppelink, Allen Dannenberg, Gregory DeJong, James Holtvluwer, Kyle Terpstra, Roger Bergman. (11)

#### Discussion Items

1. Closed Session to Discuss Union Negotiations Pursuant to OMA Section 8c.

B/C 20-239 Douglas Zylstra moved to go into Closed Session at 2:05 p.m. for the purpose of strategy and negotiation sessions connected with the negotiation of a collective bargaining agreement pursuant to OMA Section 8c. (2/3 roll call vote required) The motion passed as shown by the following votes: Yeas: Joseph Baumann, Francisco Garcia, Randall Meppelink, James Holtvluwer, Gregory DeJong, Douglas Zylstra, Kyle Terpstra, Philip Kuyers, Allen Dannenberg, Matthew Fenske, Roger Bergman. (11)

B/C 20-240 Douglas Zylstra moved to rise from Closed Session at 2:27 p.m. The motion passed.

B/C 20-241 Philip Kuyers moved to ratify all labor contracts upon ratification of each group by each group. The motion passed as shown by the following votes: Yeas: Kyle Terpstra, James Holtvluwer, Douglas Zylstra, Philip Kuyers, Gregory DeJong, Randall Meppelink, Joseph Baumann, Matthew Fenske, Allen Dannenberg, Francisco Garcia, Roger Bergman. (11)

The County Administrator's report was presented.

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

B/C 20-242 Joseph Baumann moved to adjourn at 2:36 p.m. subject to the call of the Chair. The motion passed.

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

ROGER A. BERGMAN, Chairman  
Of the Board of Commissioners

**PROPOSED  
PROCEEDINGS OF THE OTTAWA COUNTY  
BOARD OF COMMISSIONERS  
JANUARY SESSION – ORGANIZATIONAL MEETING**

The Ottawa County Board of Commissioners met on Monday, January 4, 2021, at 1:00 p.m. and was called to order by the Clerk/Register.

Commissioner Zylstra 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, Douglas Zylstra, Allen Dannenberg, Randall Meppelink, Kyle Terpstra, James Holtvluwer, Gregory DeJong, Philip Kuyers, Roger Bergman, Matthew Fenske. (11)

The Honorable Juanita Bocanegra administered the Oath of Office to the Commissioners.

B/C 21-001 Douglas Zylstra moved to approve and authorize the Board Chairperson and Clerk/Register to sign the Resolution setting a one (1) year term for the position of Ottawa County Board Chairperson. The motion passed as shown by the following votes: Yeas: Philip Kuyers, James Holtvluwer, Frank Garcia, Allen Dannenberg, Gregory DeJong, Douglas Zylstra, Kyle Terpstra, Randall Meppelink, Joseph Baumann, Matthew Fenske, Roger Bergman. (11)

The Clerk/Register opened the floor for nominations for Temporary Chairperson.

B/C 21-002 Matthew Fenske moved to nominate Joseph Baumann as Temporary Chairperson. The motion passed.

B/C 19-003 Matthew Fenske moved that the nominations be closed and the Clerk/Register cast a unanimous ballot for Joseph Baumann. The motion passed.

Joseph Baumann, as Temporary Chair, opened the floor for nominations for the Chairperson of the Board of Commissioners.

B/C 21-004 Philip Kuyers moved to nominate Roger Bergman as Chairperson of the Board of Commissioners. The motion passed.

B/C 21-005 James Holtvluwer moved that nominations be closed and the Clerk/Register cast a unanimous ballot for Roger Bergman. The motion passed.

Chair Bergman called for nominations for the office of Vice-Chair of the Board of Commissioners.



B/C 21-006 Gregory DeJong moved to nominate Matthew Fenske as Vice-Chair of the Board of Commissioners. The motion passed.

B/C 21-007 Philip Kuyers moved that the nominations be closed and the Clerk/Register cast a unanimous ballot for Mr. Fenske. The motion passed.

The Honorable Juanita Bocanegra administered the Oath of Office to Chair Bergman and Vice-Chair Fenske.

The following 2021 Committee Appointments were presented:

<b>2021 Board of Commissioner and Committee Meetings Schedule</b>	
Board of Commissioner Meetings	2nd and 4th Tuesday of each month at 1:30 pm
Planning and Policy Committee	3rd Tuesday of each month at 8:30 am
Health and Human Services Committee	2nd Wednesday of each month at 9:00 am
Finance and Administration Committee	3rd Tuesday of each month at 10:30 am
Talent and Recruitment Committee	Quarterly 3/16, 6/29, 9/7 & 12/7 at 1:30 pm and as needed on the 2nd or 4th Tuesday preceding the regular BOC meeting (2021 schedule)
<b>2021 Standing Committee Assignments</b>	
<b>Health and Human Services</b>	<b>Planning and Policy</b>
Al Dannenberg, Chair	Greg DeJong, Chair
Joe Baumann	Matt Fenske
Jim Holtvluwer	Frank Garcia
Kyle Terpstra	Al Dannenberg
Randy Meppelink	Phil Kuyers
<b>Finance and Administration</b>	<b>Talent and Recruitment</b>
Joe Baumann, Chair	Frank Garcia, Chair
Greg DeJong	Doug Zylstra
Matt Fenske	Jim Holtvluwer
Doug Zylstra	Randy Meppelink
Phil Kuyers	Kyle Terpstra
<b>2021 Board and Commission Assignments</b>	
<b>Chair Bergman</b>	<b>Meppelink</b>
Area Community Services Employment & Training Council (ACSET)	Kent Ottawa Muskegon Foreign Trade Zone Authority
Lloyd's Bayou Lake Board	Land Bank Authority (LBA)

Ottawa County Insurance Authority	Ottawa County Central Dispatch Authority Policy Board
Plat Board	Veteran's Affairs Committee
Spring Lake Lake Board	
<b>Vice-Chair Fenske</b>	<b>Kuyers</b>
Agriculture Preservation Board	Parks and Recreation Commission
Community Corrections Advisory Board	
Lakeshore Regional Entity Oversight Policy Board	<b>Terpstra</b>
MSU Extension Advisory Board	Comprehensive Economic Development Strategy Committee (CEDS)
Ottawa County Community Mental Health Board	Local Emergency Planning Commission (LEPC)
West Michigan Shoreline Regional Development Commission	MSU Extension Advisory Board
<b>Garcia</b>	<b>Holtvluwer</b>
Area Community Services Employment & Training Council (ACSET)	Grand Valley Metropolitan Council (GVMC)
West Michigan Airport Authority (Tulip City Airport)	Ottawa County Community Mental Health Board
West Michigan Regional Planning Commission	Parks and Recreation Commission
<b>DeJong</b>	<b>Dannenberg</b>
Brownfield Redevelopment Authority	Food Services Appeals Board
Ottawa County Economic Development Corporation	Ottawa County Community Mental Health Board
Ottawa County Insurance Authority	Solid Waste Planning Committee
Parks and Recreation Commission	West Michigan Enforcement Team Policy Board (WEMET)
<b>Baumann</b>	<b>Zylstra</b>
Drain Board	Holland SmartZone Local Development Authority
Macatawa Area Coordinating Council Policy Board (MACC)	Ottawa County Community Mental Health Board
Ottawa County Insurance Authority	Lakeshore Regional Entity Oversight Policy Board (SUD)

<b>2021 Board and Commission Assignments</b>	
Agriculture Preservation Board	Matt Fenske
Area Community Services Employment & Training Council (ACSET)	Roger Bergman, Frank Garcia
Brownfield Redevelopment Authority	Greg DeJong
Community Corrections Advisory Board	Matt Fenske
Comprehensive Economic Development Strategy Committee (CEDS)	Kyle Terpstra
Drain Board	Joe Baumann
Food Services Appeals Board	Al Dannenberg
Grand Valley Metropolitan Council (GVMC)	Jim Holtvluwer
Holland SmartZone Local Development Authority	Doug Zylstra
Kent Ottawa Muskegon Foreign Trade Zone Authority	Randy Meppelink
Lakeshore Regional Entity (LRE) Oversight Policy Board	Matt Fenske
Lakeshore Regional Entity (LRE) Oversight Policy Board (SUD)	Doug Zylstra
Land Bank Authority (LBA)	Randy Meppelink
Lloyd's Bayou Lake Board	Roger Bergman
Local Emergency Planning Commission (LEPC)	Kyle Terpstra
Macatawa Area Coordinating Council Policy Board (MACC)	Joe Baumann
MSU Extension Advisory Board	Kyle Terpstra, Matt Fenske
Ottawa County Central Dispatch Authority Policy Board	Randy Meppelink
Ottawa County Economic Development Corporation	Greg DeJong,
Ottawa County Insurance Authority	Joe Baumann, Roger Bergman, Greg DeJong
Ottawa County Community Mental Health Board	Al Dannenberg, Doug Zylstra, Jim Holtvluwer, Matt Fenske
Parks and Recreation Commission	Jim Holtvluwer, Phil Kuyers, Greg DeJong
Solid Waste Planning Committee	Al Dannenberg
Spring Lake, Lake Board	Roger Bergman
Veteran's Affairs Committee	Randy Meppelink
West Michigan Airport Authority (Tulip City Airport)	Frank Garcia
West Michigan Enforcement Team Policy Board (WEMET)	Al Dannenberg
West Michigan Regional Planning Commission	Frank Garcia
West Michigan Shoreline Regional Development Commission	Matt Fenske

Commissioner Zylstra requested the Boards and Commissions be contacted to inform them of the new appointments for 2021. Administration will contact them.

- B/C 21-008 Francisco Garcia moved to approve the 2021 Board Rules as presented and to create a Board Rules Committee consisting of Chair Roger Bergman, Vice-Chair Matthew Fenske, Past-Chair Gregory DeJong, and two other Board Committee Chairs to be appointed by Chair Roger Bergman. The Board Rules Committee shall be tasked with creation of an annual Board Rules review and update process for Board of Commissioners consideration and approval no later than March 23, 2021.
- B/C 21-009 Douglas Zylstra moved to table Motion B/C 21-008. The motion failed as shown by the following votes: Nays: Francisco Garcia, Matthew Fenske, Allen Dannenberg, Randall Meppelink, James Holtvluwer, Joseph Baumann, Philip Kuyers, Gregory DeJong, Roger Bergman. (9)
- Yeas: Douglas Zylstra, Kyle Terpstra. (2)
- A vote was then taken on Motion B/C 21-008 as presented and the motion passed as shown by the following votes: Yeas: Philip Kuyers, James Holtvluwer, Randall Meppelink, Francisco Garcia, Matthew Fenske, Allen Dannenberg, Gregory DeJong, Joseph Baumann, Roger Bergman. (9)
- Nays: Kyle Terpstra, Douglas Zylstra. (2)
- B/C 21-010 Randall Meppelink moved to approve and authorize the Board Chairperson and Clerk/Register to sign a Resolution enabling the Ottawa County Treasurer to deposit all public funds in approved financial institutions, and execute any necessary contracts for the same, for the benefit of Ottawa County. The motion passed as shown by the following votes: Yeas: Matthew Fenske, Douglas Zylstra, Philip Kuyers, Francisco Garcia, James Holtvluwer, Joseph Baumann, Gregory DeJong, Randall Meppelink, Allen Dannenberg, Kyle Terpstra, Roger Bergman. (11)
- B/C 21-011 Kyle Terpstra moved to approve and authorize the Board Chairperson and Clerk/Register to sign the Indemnification Resolution for Ottawa County officers, employees, and volunteers, for losses and claims arising out of their conduct while acting within the scope of their authority. The motion passed as shown by the following votes: Yeas: Douglas Zylstra, Matthew Fenske, Joseph Baumann, Philip Kuyers, Francisco Garcia, Randall Meppelink, Allen Dannenberg, Gregory DeJong, James Holtvluwer, Kyle Terpstra, Roger Bergman. (11)
- B/C 21-012 Allen Dannenberg moved to approve and authorize the Board Chairperson and Clerk/Register to sign the Resolution to establish the list of banks that are available for the County Treasurer to deposit public funds. The motion passed as shown by the following votes: Yeas: Joseph Baumann, Francisco Garcia, Randall Meppelink, James Holtvluwer, Gregory DeJong, Douglas Zylstra, Kyle Terpstra, Philip Kuyers, Allen Dannenberg, Matthew Fenske, Roger Bergman. (11)

- B/C 21-013 Philip Kuyers moved to approve and authorize the Board Chairperson and Clerk/Register to sign a Resolution enabling the Ottawa County Treasurer to invest and reinvest surplus funds in compliance with the current Ottawa County Investment Policy and to execute any necessary contracts for the same. The motion passed as shown by the following votes: Yeas: Kyle Terpstra, James Holtvluwer, Douglas Zylstra, Philip Kuyers, Gregory DeJong, Randall Meppelink, Joseph Baumann, Matthew Fenske, Allen Dannenberg, Francisco Garcia, Roger Bergman. (11)
- B/C 21-014 James Holtvluwer moved to approve and authorize the Board Chairperson and Clerk/Register to sign a Resolution authorizing the Ottawa County Treasurer to deposit and invest Road Commission funds in identified financial institutions and execute related necessary contracts for the benefit for the Ottawa County Road Commission. The motion passed as shown by the following votes: Yeas: Philip Kuyers, James Holtvluwer, Francisco Garcia, Allen Dannenberg, Gregory DeJong, Douglas Zylstra, Kyle Terpstra, Randall Meppelink, Joseph Baumann, Matthew Fenske, Roger Bergman. (11)
- B/C 21-015 Douglas Zylstra moved to approve and authorize the Board Chairperson and Clerk/Register to sign a Resolution authorizing the Ottawa County Treasurer to deposit and invest drain funds in identified financial institutions and execute necessary related contracts for the benefit of the Ottawa County Water Resources Commissioner. The motion passed as shown by the following votes: Yeas: Francisco Garcia, Matthew Fenske, Douglas Zylstra, Allen Dannenberg, Kyle Terpstra, Randall Meppelink, James Holtvluwer, Joseph Baumann, Philip Kuyers, Gregory DeJong, Roger Bergman. (11)
- B/C 21-016 Kyle Terpstra moved to approve and authorize the Board Chairperson and Clerk/Register to sign a Resolution authorizing the Ottawa County Treasurer to waive administration fees and interest for real property taxes paid prior to May 1 by qualified persons, as set forth in the Resolution. The motion passed as shown by the following votes: Yeas: Allen Dannenberg, Joseph Baumann, Matthew Fenske, Randall Meppelink, Kyle Terpstra, Francisco Garcia, Gregory DeJong, James Holtvluwer, Douglas Zylstra, Philip Kuyers, Roger Bergman. (11)
- B/C 21-017 Francisco Garcia moved to approve and authorize the Board Chairperson and Clerk/Register to sign a Resolution authorizing the certification of a “Qualifying Statement” for bonding purposes. The motion passed as shown by the following votes: Yeas: Philip Kuyers, James Holtvluwer, Randall Meppelink, Kyle Terpstra, Francisco Garcia, Douglas Zylstra, Matthew Fenske, Allen Dannenberg, Gregory DeJong, Joseph Baumann, Roger Bergman. (11)

The Chair adjourned the meeting at 1:47 p.m.

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

Roger A. Bergman, Chairman  
Of the Board of Commissioners

# Action Request



**Committee:** Board of Commissioners

**Meeting Date:** 01/12/2021

**Requesting Department:** Fiscal Services

**Submitted By:** Karen Karasinski

**Agenda Item:** Accounts Payable for December 14, 2020-January 1, 2021

## Suggested Motion:

To approve the general claims in the amount of \$11,297,494.29 as presented by the summary report for December 14, 2020 to January 1, 2021.

## Summary of Request:

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

## Financial Information:

Total Cost: \$11,297,494.29	General Fund Cost: \$11,297,494.29	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:

Committee/Governing/Advisory Board Approval Date:

**Total CHECKS | EFTs | WIRES**



Dates: December 14, 2020  
to January 1, 2021

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:

\$11,297,494.29

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1,914 INVOICES	11,297,494.29
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Karen Karasinski

Karen Karasinski  
Fiscal Services Director

1/5/21  
Date

We hereby certify that the Board of Commissioners has approved  
the claims on Tuesday, January 12, 2021

Roger Bergman, Chairperson  
Board of Commissioners


Justin Roebuck  
Clerk/Register of Deeds

## Total CHECKS | EFTs | WIRES

	Dates: December 14, 2020	
	to January 1, 2021	
Total of all funds: <span style="float: right;">\$11,297,494.29</span>		
0000	TREASURY FUND	10,340.06
1010	GENERAL FUND	504,690.48
1500	CEMETERY TRUST	0.00
2081	PARKS & RECREATION	81,319.64
2160	FRIEND OF COURT	9,139.22
2180	OTHER GOVERNMENTAL GRANTS	393,396.97
2210	HEALTH	104,715.06
2220	MENTAL HEALTH	1,162,491.94
2221	MENTAL HEALTH MILLAGE	670,352.44
2225	SUBSTANCE USE DISORDER	153,671.57
2271	SOLID WASTE CLEAN-UP	26,460.00
2272	LANDFILL TIPPING FEES	11,348.77
2340	FARMLAND PRESERVATION	0.00
2430	BROWNFIELD REDEVELOPMENT	0.00
2444	INFRASTRUCTURE FUND	0.00
2550	HOMESTEAD PROPERTY TAX	0.00
2560	REGISTER OF DEEDS AUTOMATION FUND	1,774.50
2600	PUBLIC DEFENDERS OFFICE	31,549.57
2620	FEDERAL FOREITURE	0.00
2602	WEMET	10,613.47
2630	SHERIFF GRANTS & CONTRACTS	11,433.40
2631	CONCEALED PISTOL LICENSING	155.61
2901	DEPT OF HUMAN SERVICES	6,093.24
2920	CHILD CARE - PROBATE	18,836.63
2970	DB/DC CONVERSION	3,870,000.00



## Total CHECKS | EFTs | WIRES

	Dates: December 14, 2020 to January 1, 2021	
Total of all funds:		<b>\$11,297,494.29</b>

3010	DEBT SERVICE	0.00
4020	CAPITAL IMPROVEMENTS	381,568.80
4690	BUILDING AUTHORITY CONSTRUCTION PROJECT	8,720.00
5160	DELINQUENT TAXES	53.45
5360	LAND BANK AUTHORITY	0.00
6360	INNOVATION & TECHNOLOGY	181,376.78
6450	DUPLICATING	31.25
6550	TELECOMMUNICATIONS	375,892.86
6641	EQUIPMENT POOL	23,844.47
6770	PROTECTED SELF-FUNDED INSURANCE	18,815.95
6771	EMPLOYEE BENEFITS	995,766.89
6772	PROTECTED SELF-FUNDED UNEMPL INS.	0.00
6775	LONG-TERM DISABILITY INSURANCE	9,280.88
6780	OTTAWA CNTY-INSURANCE AUTHORITY	0.00
6810	DB/DC CONVERSION FUND	923,063.53
7010	TRUST & AGENCY	536,219.13
7015	TRUST & AGENCY JUVENILE COURT	1,209.50
7040	IMPREST PAYROLL	32,035.29
7210	LIBRARY PENAL FINE	0.00
7360	OPEB TRUST	42,451.69
8010	SPECIAL ASSESS. DRAINS	687,811.85
8011	DRAINS-CAPITAL PROJECTS FUND	0.00
8020	DRAINS-REVOLVING	0.00
8510	DRAINS-DEBT SERVICE FUND	0.00
8725	INLAND LAKE IMPROVEMENT	969.40
8800	BROWNFIELD REDEVELOPMENT AUTHORITY	0.00

# Action Request



<b>Committee:</b>	Board of Commissioners
<b>Meeting Date:</b>	01/12/2021
<b>Requesting Department:</b>	Corporation Counsel
<b>Submitted By:</b>	Doug Van Essen
<b>Agenda Item:</b>	Post-Execution Ratification of Contracts under Section IV(D)(2) of the Ottawa County Contracting Authorization and Form Policy

## Suggested Motion:

To ratify all contracts currently pending on the post-execution ratification list as authorized under Section IV(D)(2) of the Ottawa County Contracting Authorization and Form Policy that was adopted on April 14, 2020.

## Summary of Request:

Ottawa County has adopted a Contracting Authorization and Form Policy to handle the thousands of contracts that require the approval of the Ottawa County Board of Commissioners each year. Section IV (D)(2) of this Policy enables contracts of the courts and community mental health, contracts under \$70,000 in total, emergency contracts, grants renewals and other contracts that require prompt execution under exceptional circumstances to be signed by the Board Chairperson and County Clerk and then to be ratified after execution by the Board of Commissioners at its next meeting. The attached list is a collection of these contracts and is being approved in total pursuant to the consent rules of the Board.

## 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.

**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 S. Vansuberg*

Committee/Governing/Advisory Board Approval Date:

Document Name	Contract Type	Requesting Agency	Contract Amount	Contract Status	Fiscal - Org Code
Contract #1095: RATIFICATION (12/1/2020) - Vendor MACATAWA RESOURCE CENTER	RATIFICATION	COMMUNITY ACTION AGENCY	412.3	APPROVED	21806010
Contract #1096: RATIFICATION (12/1/2020) - Vendor MICHIGAN DEPARTMENT OF HEALTH AND HUMAN SERVICES	RATIFICATION	COMMUNITY ACTION AGENCY	293804	APPROVED	21805900
Contract #1098: RATIFICATION (12/3/2020) - Vendor INGHAM COUNTY	RATIFICATION	JUVENILE COURT	400000	APPROVED	29206620
Contract #1099: RATIFICATION (12/4/2020) - Vendor UNIVERSAL CREDIT SERVICES	RATIFICATION	FISCAL SERVICES	0	APPROVED	10101910
Contract #1100: RATIFICATION (12/4/2020) - Vendor HUNTINGTON BANK	RATIFICATION	TREASURER	0	APPROVED	10102530
Contract #1101: RATIFICATION (12/7/2020) - Vendor WORLDPAY	RATIFICATION	COMMUNITY ACTION AGENCY	1	APPROVED	21806011
Contract #1106: RATIFICATION (12/8/2020) - Vendor STATE OF MICHIGAN	RATIFICATION	FISCAL SERVICES	431207	APPROVED	22106086
Contract #1107: RATIFICATION (12/10/2020) - Vendor PETERSEN RESEARCH CONSULTANTS LLC	RATIFICATION	JUVENILE COURT	30000	APPROVED	29206624
Contract #1109: RATIFICATION (12/14/2020) - Vendor GOOD SAMARITAN MINISTRIES	RATIFICATION	COMMUNITY ACTION AGENCY	1649511	APPROVED	21806019
Contract #1110: RATIFICATION (12/14/2020) - Vendor THOMSON REUTERS	RATIFICATION	PUBLIC DEFENDER OFFICE	4042.9	APPROVED	26002990
Contract #1112: RATIFICATION (12/16/2020) - Vendor GRAND VALLEY STATE UNIVERSITY	RATIFICATION	PUBLIC HEALTH	3000	APPROVED	22106090
Contract #1113: RATIFICATION (12/16/2020) - Vendor LOVE IN ACTION	RATIFICATION	PUBLIC HEALTH	5000	APPROVED	22106086
Contract #1114: RATIFICATION (12/16/2020) - Vendor KRIS CONRAD	RATIFICATION	PUBLIC HEALTH	20000	APPROVED	22106086
Contract #1115: RATIFICATION (12/16/2020) - Vendor DATA WORKS	RATIFICATION	SHERIFFS DEPARTMENT	21739.36	APPROVED	10103510
Contract #1117: RATIFICATION (12/16/2020) - Vendor GEORGETOWN SENIOR CENTER	RATIFICATION	COMMUNITY ACTION AGENCY	3000	APPROVED	10106039
Contract #1119: RATIFICATION (12/28/2020) - Vendor MICHIGAN DEPARTMENT OF HEALTH AND HUMAN SERVICES	RATIFICATION	COMMUNITY ACTION AGENCY	85000	APPROVED	21805901
Contract #1120: RATIFICATION (12/28/2020) - Vendor MICHIGAN DEPARTMENT OF HEALTH AND HUMAN SERVICES	RATIFICATION	COMMUNITY ACTION AGENCY	42844	APPROVED	21805904
Contract #1122: RATIFICATION (12/31/2020) - Vendor PIONEER RESOURCES	RATIFICATION	PLANNING AND PERFORMANCE	128139	APPROVED	21805880

# Action Request



**Committee:** Board of Commissioners

**Meeting Date:** 01/12/2021

**Requesting Department:** Ottawa County Treasurer

**Submitted By:** Al Vanderberg

**Agenda Item:** Ottawa County Treasurer's 2019-2020 Annual Report

## Suggested Motion:

To receive for information the Ottawa County Treasurer's 2019-2020 Annual Report.

## Summary of Request:

In accordance with the 2020 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:

County Administrator:

Recommended  Not Recommended  Without Recommendation  
*Al Vanderberg*

Committee/Governing/Advisory Board Approval Date:



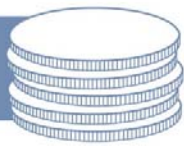
Ottawa County Treasurer's

# ANNUAL REPORT

Amanda Price, Treasurer | January 2021



Ottawa County  
*Where You Belong*



## JANUARY 2021

### Ottawa County Board of Commission Members,

The mission of the Treasurer’s office is to administer all roles and duties in a professional, effective, and responsive manner, thereby assuring confidence that both sound management and the best interests of the public are of foremost importance in the Treasurer’s office. In the Treasurer’s office, we live this mission each day.

### Overview

The majority of the work done by the Treasurer’s office is mandated by Michigan law. However, service levels are not mandated and excellent customer service can only be provided by our office if supported by the County Board of Commissioners and the Administration.

This annual report presents data and information for the 2019-2020 fiscal year. It can be broadly broken down by *“Dollars, Delinquencies, and Dogs.”*

### 2019-2020 Initiatives

- **IMPLEMENTATION** of Check Scanners at Grand Haven and Fillmore offices
- **IMPLEMENTATION** of Smart Safe at Grand Haven and Fillmore offices
- **RECONFIGURATION** of Fillmore offices to improve staff safety
- **ISSUE** RFP for Single Vendor Credit Card Processing
- **EXPLORE** alternate payment methods for witness and Juror Fees
- **PLAN** for New Cashiering Upgrade
- **ISSUE** RFP for financial advisor



*Exploring*

*Exploring*

*Exploring*

*On hold due to COVID*

### Amanda Price

Ottawa County Treasurer



In accordance with **Public Act 40 of 1932**, and by board resolution, the Office of the County Treasurer is the depository for all county funds.

Fund management activities include receipting for revenues; coordinating cash drawer and imprest cash for all departments; reconciling receivables; coordinating disbursement of funds held in trust; and coordinating signatures on and transfer of fund to cover county disbursements.

## Striking

Each year, the Treasurer along with Corporate Counsel, assist the local units of government in “striking” Personal Property taxes that have been delinquent more than five years and are uncollectable. In 2020, the Treasurer’s office helped 13 local units of government strike **\$3,113.51** uncollectable personal property taxes from their rolls. For each unit that participates in this joint filing, there is a direct reduction in that municipality’s legal expenses.

## Escheats

Checks that remain un-cashed for over one year must be escheated to the State of Michigan. Under recent changes in state law, we now retain and must account for all unclaimed checks under \$25. In Fiscal Year 2019-2020, the checks were reissued and, therefore, there were no escheated checks.

## County Funds at a glance

Fiscal Year	2018	2019	2020
<b>Depository Accounts</b>			
Accounts	29	23	20
Bank Charges	\$7,669.29	\$12,373	\$9,488
<b>Uncollected Delinquent Personal Property</b>			
County Tax	\$26,502	\$29,496	\$33,511.38
Parks Tax	\$2,652	\$3,959	\$3,321.16
E 911 Tax	\$3,645	\$2,918	\$4,475.86
Roads	\$2,009	\$3,139	\$44,115.16
CMH	\$918	\$1,611	\$2,221.71
<b>Taxes Stricken from Taxes Receivable</b>			
# of Local GU	15	16	13
# of Parcels	100	129	72
Total \$	\$12,198.25	\$29,663.89	\$3,113.51
<b>Unclaimed Checks – Escheated to State</b>			
# of Checks	57*	-	50
Total \$	\$9,408.09 *	-	\$4,444.81
Not Cashed under \$25	\$1,473.41*	-	\$510.67

\* No checks were escheated. All state checks were re-issued.



Cash and investment activities for the 12 months ending September 30, 2021, are discussed with this portion of the report and cover only the operations of the county that fall under the direct responsibility of the County Board of Commissioners.

The information on this page does not include the operations of the Ottawa County Insurance Authority, Ottawa County Building Authority, the Ottawa County Road Commission, the OPEB Trust, the Ottawa County Land Bank Authority or certain activities of the Water Resources Commissioner, unless identified specifically.

The primary objectives of the County’s investment activities (in priority order) are:

- 1) Protection of principal
- 2) Liquidity
- 3) Return on Investments

The investment activity throughout the year – and on September 30 – complies with the Ottawa County Investment Policy.

The total Year-To-Date return for 2020 was 2.43%, which compares with a 2020 Benchmark blended index earning of .273% (using  $\frac{2}{3}$  Barclay’s 1-5-year Government Index blended with  $\frac{1}{3}$  S&P 0-3-month T-Bill Index). The 5-year average total return on the county’s investments was 1.8%, as compared to 1.8% for the 5-year CPI average.

On September 30, 2020, approximately \$33.8 million of the Portfolio was laddered over a five-year period with a weighted average maturity of .5863 years. We will continue to ladder while investing to take advantage of the yield curve whenever possible.

## Invested Balanced September 30, 2020

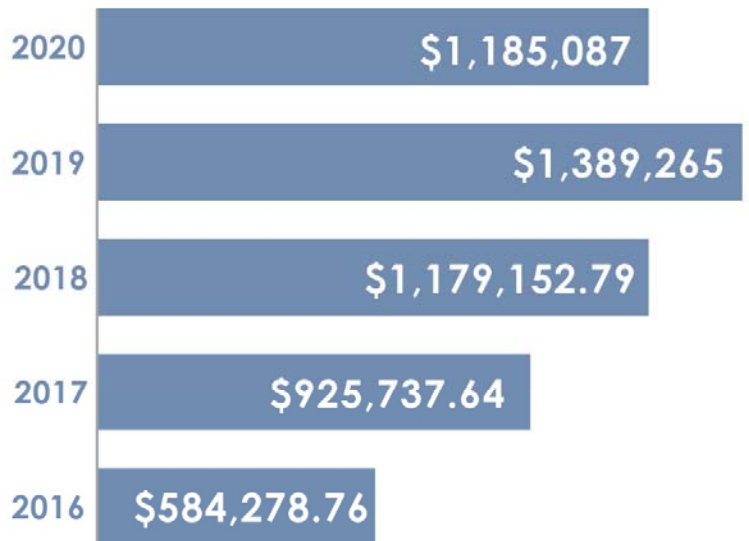
\$129,160,579	Par Value
\$130,639,597	Market Value

\$794,235	Accumulated change in fair market value
-----------	---

## Total Return Rate (net)

2020	2.438%
2019	3.811%
2018	0.480%
2017	0.383%
2016	1.988%
5-year average	1.820%

## Annual Interest Earned







The collection of Summer and Winter Property Taxes is the responsibility of our local units of government.

Throughout the year, the Treasurer's Office assists local government assessors and treasurers by verifying tax roll calculations prior to the bills being mailed to taxpayers. Local units electronically transfer their tax rolls to Ottawa County a minimum of three times during the tax year so that the tax roll totals can be verified making the March 1 settlement a much smoother process.

The State of Michigan relies on the Treasurer's office to coordinate collection and provide accountability for the **State Education Tax (SET)**, which is billed and collected by the local units. The offset to this workload is that the investment interested earnings on the SET levy can be retained by the County.

The current year tax rolls are turned over to the County Treasurer's office by the local units of government on March 1 of each year. A settlement process occurs during the month of March which consists of verifying the taxes billed and adjusted as well as delinquent tax rolls.

As a result of this process, the delinquent tax rolls are "purchased" using the county's **Delinquent Tax Revolving Fund**, which makes the local unit whole. The Treasurer's



office has done an estimate of cash available each April 1 through 2027 to determine if there is a need to bond for these payments.

Electronic settlement with the local units saves hours of staff time for the both the County Treasurer's

office and the local unit treasurers. The county website provides historical tax data online.

Tax rolls for 2004 through 2020 are saved electronically eliminating paper tax rolls and reducing physical vault storage capacity needs.

# REAL TAXES RETURNED DELINQUENT



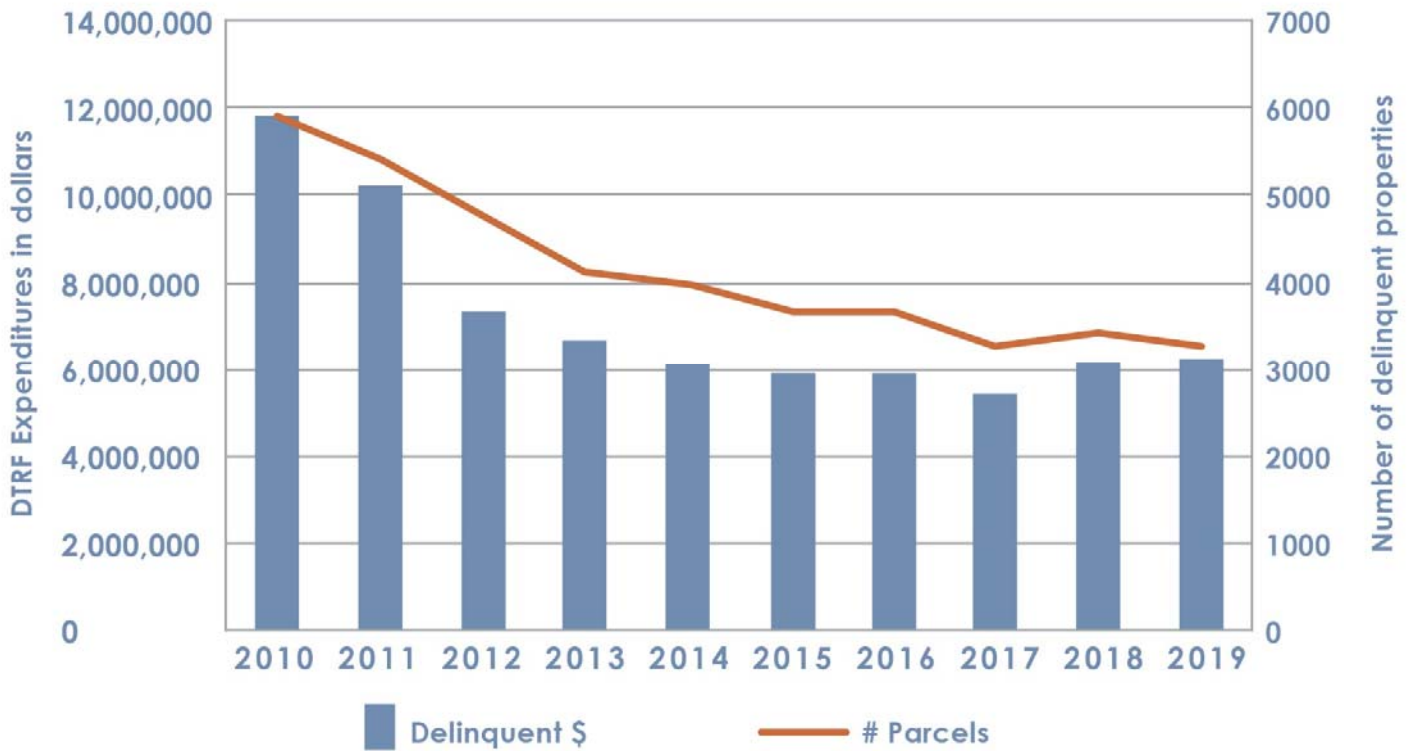
The County operates a *Delinquent Tax Revolving Fund (DTRF)* from which the County pays all other taxing authorities their portion of delinquent property taxes as settled on **March 1** of each year. The payments are distributed to the local units around **April 8**.

By maintaining the DTRF, Ottawa County is not forced to borrow to reimburse the local units. The DTRF has become one of the financing tools of the county.

The graph below shows the volume of delinquent parcels and the total dollars necessary in each year to “purchase” the delinquent taxes.



### Historical Delinquent Dollars and Delinquent Parcels





It is the responsibility of the County Treasurer to collect the delinquent real property taxes.

Functions associated with delinquent taxes include:

- **Writing receipts**
- **Processing tax roll adjustment to prior years tax rolls (for up to 20 years)**
- **Processing bankruptcy claims**
- **Managing the annual forfeiture and foreclosure process**
- **Acting as Foreclosing Governmental Unit**

Although our office is charged with the collection of delinquent property taxes, we view our job as assisting taxpayers with the payment of their taxes.

Our goal is to reduce the number of foreclosures as much as possible. We assist taxpayers by:

- **Meeting with them to discuss their financial situation**
- **Developing payment plans**

## Delinquent Property Taxes at a Glance

Fiscal Year	2018	2019	2020
<b>Real Taxes Returned Delinquent</b>			
No. of Properties	3,276	3,439	3,261
Dollars in Millions	\$5,441,612.00	\$6,191,820.00	\$6,229,975.68
<b>Forfeited and Foreclosed</b>			
Certified Mail Count	2138	2317	2232
Property Forfeited	427	411	410
Property Foreclosed	17	13	7
Financial Hardship Given	23	24	20
<b>Tax Collections</b>			
Receipts Written	4635	4703	4888
Dollars in Millions	\$6.50	\$6.70	\$7.70
Interest & Fees	\$916,963	\$901,963	\$1,025,116
<b>Tax Roll Adjustments</b>			
No. Processed	503	446	605
<b>Foreclosed Land Sale in 2020</b>			
Proceeds from Sale	\$62,300.00	\$233,580.19	\$7,800
<b>Total Tax, Fees &amp; Interest Billed</b>	<b>-15,085.62</b>	<b>-37,535.97</b>	<b>-5,369.77</b>
Less charge Back to Tax Units	\$0.00	\$0.00	\$0.00
<b>Total Gain (Loss) on 2020 Land Sales</b>	<b>\$47,218.38</b>	<b>\$196,044.22</b>	<b>\$2,430.23</b>

- **Referring them to local and state resources that could assist with taxes**
- **Instituting monthly ACH withdrawals from checking accounts**
- **Use of Hardship Deferral\***

\* In 2019, we used the deferral to protect 24 property and in 2020 we used the deferral to protect 20 properties.

Seven properties were foreclosed on April 1, 2020.

These seven parcels were either vacant land or gap parcels and all but one was sold at auction.

The remaining property was land-locked and not purchased by the adjacent landowner.



**The Ottawa County Landbank Authority (LBA)** was formed in 2010. The original steering committee determined it was important for the private sector to take the lead on the property development as much as possible, so the LBA seeks only to acquire tax foreclosed properties if they remain unsold after both property tax auctions.

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

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

The LBA does not have taxing authority and was established with its only funding stream coming from property sale transactions.

2020 data and financial information is below:

- No new properties were added and none sold.
- One property is held by the Land Bank. The property is in Holland Township and is 8.6 feet wide by 139 feet long

## Ottawa County Land Bank Authority finances

	2020 Actual
<b>REVENUE</b>	
Tax Capture	\$ -
Sale of Property	\$ -
<b>TOTAL REVENUE</b>	
<b>EXPENSES</b>	
Legal Services	\$ -
Administrative Expense	\$ -
Dues & Memberships	\$ 125.00
Mileage	\$ -
Conference	\$ -
Project Cost Incentive Grant	\$ -
<b>TOTAL EXPENSES</b>	
<b>NET</b>	
Prior Year End Fund Balance	\$49,305.77
<b>YEAR-END FUND BALANCE</b>	<b>\$49,180.77</b>

### Ottawa County Land Bank Authority Board Members

**Amanda Price**  
County Treasurer, (by statute), Chair

**Rebecca Hopp**  
Ferrysburg Mayor, Vice-chair

**Joshua Westgate**  
Wright Township, Supervisor, Secretary

**Tim Maday**  
City of Zeeland, Treasurer

**Randy Meppelink**  
County Commissioner, Appointed County Member

**Amanda Murray**  
Ottawa County EDC Member

**Glenn Nykamp**  
Zeeland Township Supervisor, Township Member

**Alan Vanderberg**  
County Administrator, Appointed County Member

**Dale Wyngarden**  
Citizen Member

# DOG AND KENNEL LICENSE PROGRAM

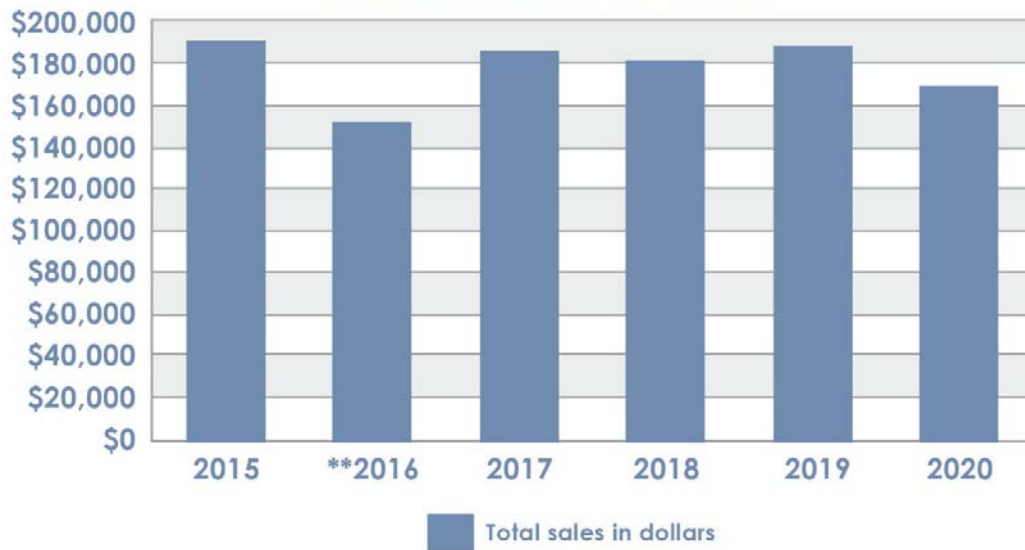


The County Treasurer's Office manages the dog and kennel license program for the County. Ottawa County sells both one year and three-year licenses on a year-round basis. Fees for yearly dog licenses are:

- \$25 male or female
- \$10 for spay or neutered dogs
- \$10 for puppies 7 months or younger

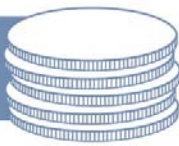
In 2018, the Animal Ordinance was updated and now reports most violations as civil infractions versus misdemeanors which allows animal control officers to write tickets without concern of creating a criminal record for the owner.

### Dog License Sale Revenues



### Total Active Dog Licenses in Each Year





# 2020 DOG DATA

## TOP BREEDS

- 1** Labrador Retriever  
1,090
- 2** Golden Retriever  
523
- 3** German Shepherd  
376

## TOP NAMES

- 1** Bella  
120
- 2** Charlie  
101
- 3** Bailey  
92



Rocky (left) with pal Remi at Kirk Park.



## PROPERTY TAX SEARCH

A tax search is a **documented, paid tax status verification** from the Ottawa County Treasurer’s Office.

The verification may be of delinquent tax status, historical tax roll amounts (including if paid or not) and legal descriptions. Tax searches are also performed for warranty deed certification. A legislative change in 2016 increased the price for certifying deeds and revenue has seen a jump in fee income since that year. The new fee is a minimum of \$5 for up to 25 deeds.

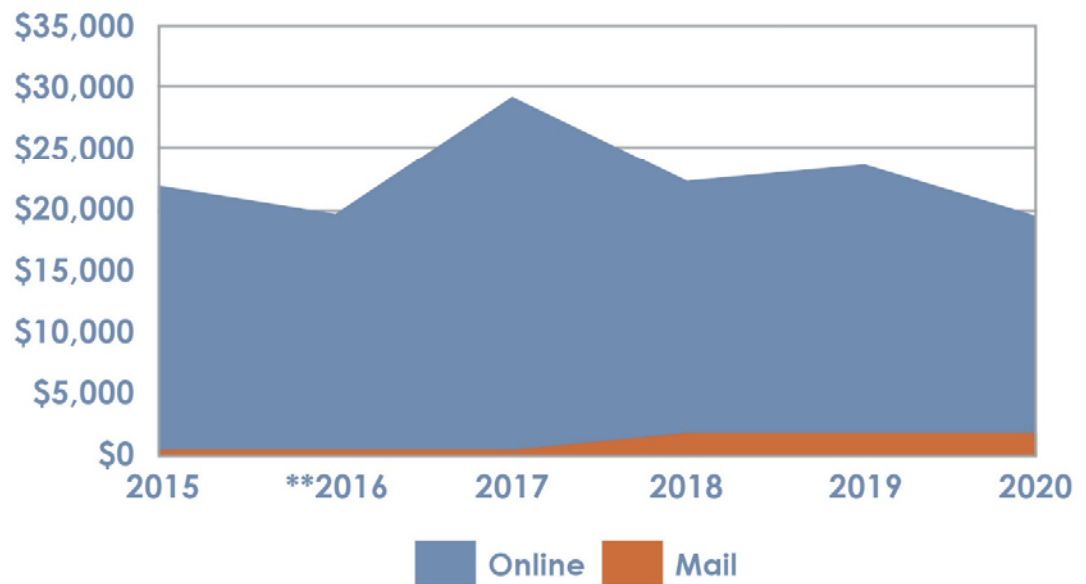
Tax search requests are received via U.S. Postal Service or the county’s website. The fee is set by State statute at a maximum of 50 cents per parcel/year. Through the online search service, customers are able to verify the property information and then obtain written documentation for delinquent and paid taxes 24 hours a day/365 days per year.

Public terminals are available at both the Fillmore and Grand Haven offices for individuals to do their own searches and at no charge.

Tax searches are also performed for Warranty Deed Certification. A 2016 legislative change increased the price for certifying deeds and our revenue saw a significant increase in fee income. The new fee set by State statute is a minimum of \$5 for up to 25 deeds.

Fiscal Year	2018	2019	2020
<b>Certification Revenue</b>			
Deed Certification	\$38,368	\$36,056	\$31,271
<b>Tax Search Revenue</b>			
Mail Searches	\$1,732	\$1,787	\$2,002
Business On-line Search	\$16,190	\$17,192	\$13,903
Personal On-line Search	\$3,995	\$4,295	\$3,108
Total Search \$	\$21,917	\$23,274.00	\$19,013
<b>Online Utilization</b>	<b>92%</b>	<b>92%</b>	<b>89%</b>

Annual revenue





The Treasurer's Office is the designated collection office for the Bureau. The Bureau processes violation tickets issued by:

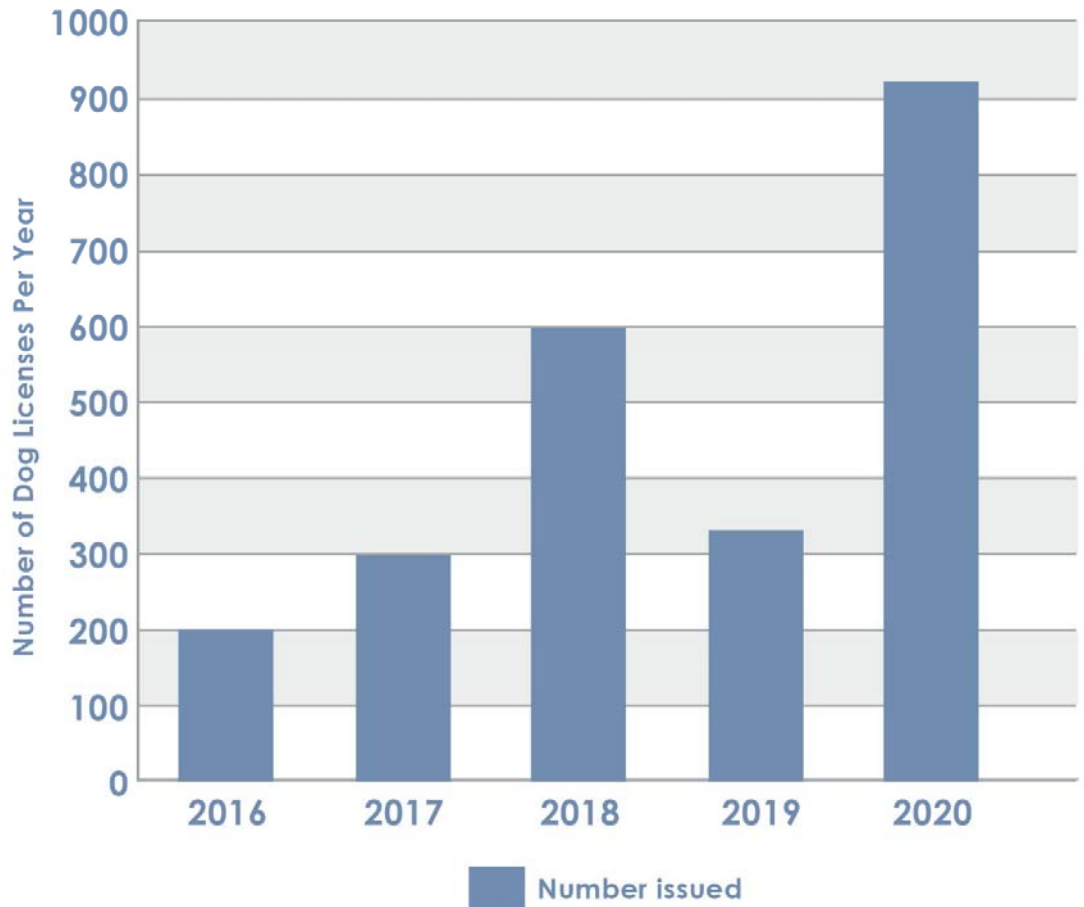
- **County Parks Department**
- **County Water Resources Commission**
- **Environmental Health**
- **Sheriff's Animal Control Officers**

The fines are established by County Ordinance and any fines not paid are turned over to District Court to The Municipal Civil Infraction Bureau was established by the Board of Commissions in 1995. The County be processed as any other citation in the court.

Beginning in 2013, the Parks Department issued a notice that a citation could be voided if a county Parks Pass was purchased within two weeks of the citation

Fiscal Year	2017	2018	2019	2020
<b>Citations Disposition</b>				
Issued	300	604	328	934
Paid In Person	130	170	183	117
\$ Collected	\$9,993	\$9,237	\$10,734	\$7,228
Paid Online	71	247	112	395
\$ Collected	\$2,869	\$10,138	\$5,521	\$17,611
Total Revenue	\$12,862	\$19,375	\$16,225	\$24,839
To District Court	73	142	9	132
Dismissed	1	-	1	61
Pending	28	5	-	-

**Citations issued**





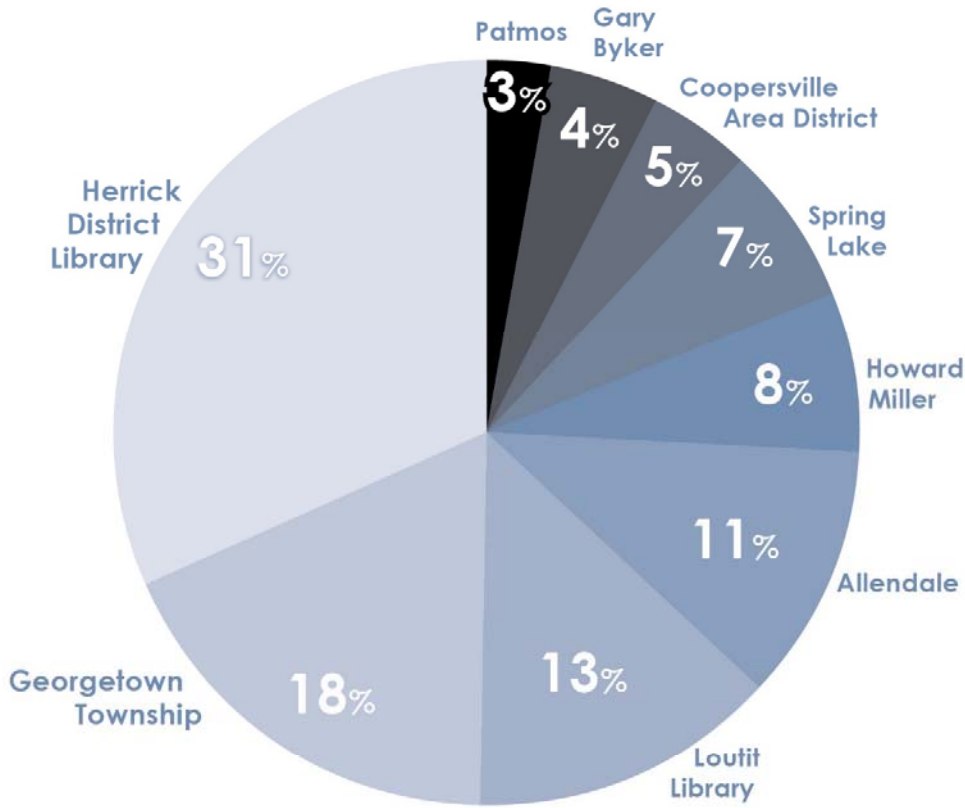
# LIBRARY PENAL FINES



**Public Act 59 of 1964** established the Penal Fine distribution system which supports public libraries. This law also established the collection and distribution of penal fines based on population of the jurisdiction the local library services.

Ottawa County has nine public libraries: Allendale, Coopersville, Georgetown Township, Patmos (Jamestown), Herrick District (Holland), Gary Byker Memorial (Hudsonville), Loutit District (Grand Haven), Spring Lake District, and Howard Miller (Zeeland).

Ottawa County 2019-2020 Penal Fine Distribution

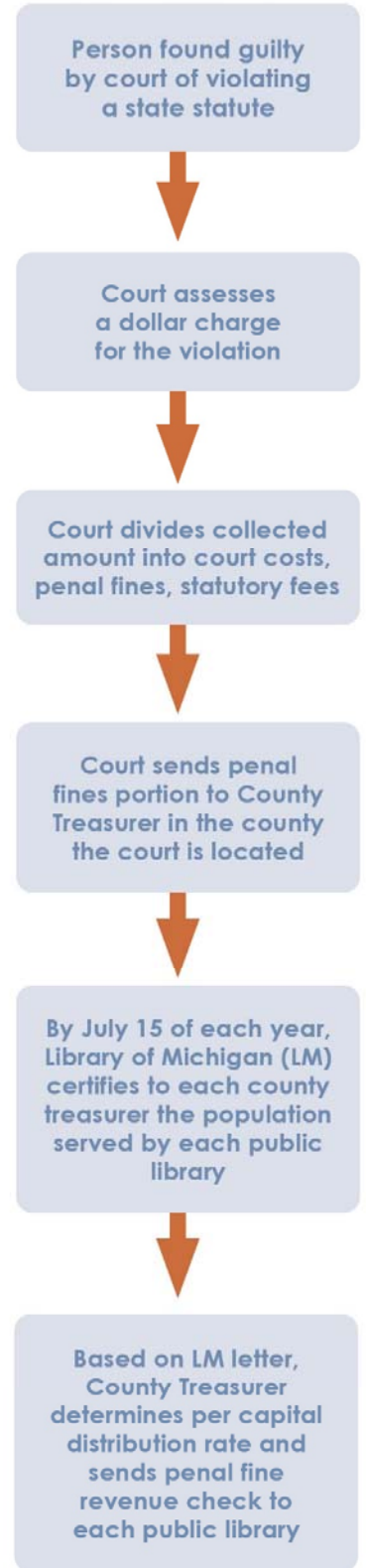


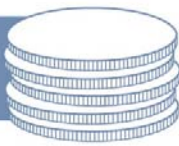
The County Treasurer’s office receives the penal fines throughout the year. In July, the Library of Michigan sends out a listing of the eligible libraries and associated populations, and the County Treasurer’s office disburses the collected penal fine funds to each library. In recent years, the penal fines distribution total has ranged from **\$700,000 to over \$920,000**. In 2019, the total distributed was **\$849,762.93** and in 2020 the distribution amount totals **\$755,171.24**, which is likely due to fewer penal fines being written during COVID shut-downs.

### Fine Distribution by Library

Allendale Township	\$80,964.48
Coopersville Area District	\$33,956.82
Georgetown Township	\$134,501.84
Patmos (Jamestown)	\$20,135.91
Herrick District	\$236,853.21
Gary Byker Memorial	\$31,440.54
Loutit District	\$101,738.76
Spring Lake District	\$52,272.07
Howard Miller	\$63,307.61
<b>TOTAL</b>	<b>\$755,171.24</b>

### Life of a Penal Fine





## X



**Remodel** a portion of our vault area into a conference room with an entrance outside of our main office thus eliminating access to the interior of the Treasurer's main office. This is a priority to ensure the safety of the staff.

**Study and implement** Public Acts 255 and 256 as they pertain to foreclosures in Ottawa County. These two bills are the legislative fixes to the Rafaeli decision by the Michigan Supreme Court.



**Cashiering Software Upgrade**

**Make it through COVID-19!**





**QUESTIONS?**

# Action Request



**Committee:** Board of Commissioners

**Meeting Date:** 01/12/2021

**Requesting Department:** Ottawa County Administration

**Submitted By:** Al Vanderberg

**Agenda Item:** Ottawa County Diversity, Equity and Inclusion 2019-2020 Annual Report

## Suggested Motion:

To receive for information the Ottawa County Diversity, Equity and Inclusion 2019-2020 Annual Report.

## Summary of Request:

In accordance with the 2020 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
--------------------	---------------------------	---------------------	------------------------------	-----------------------------	---

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.

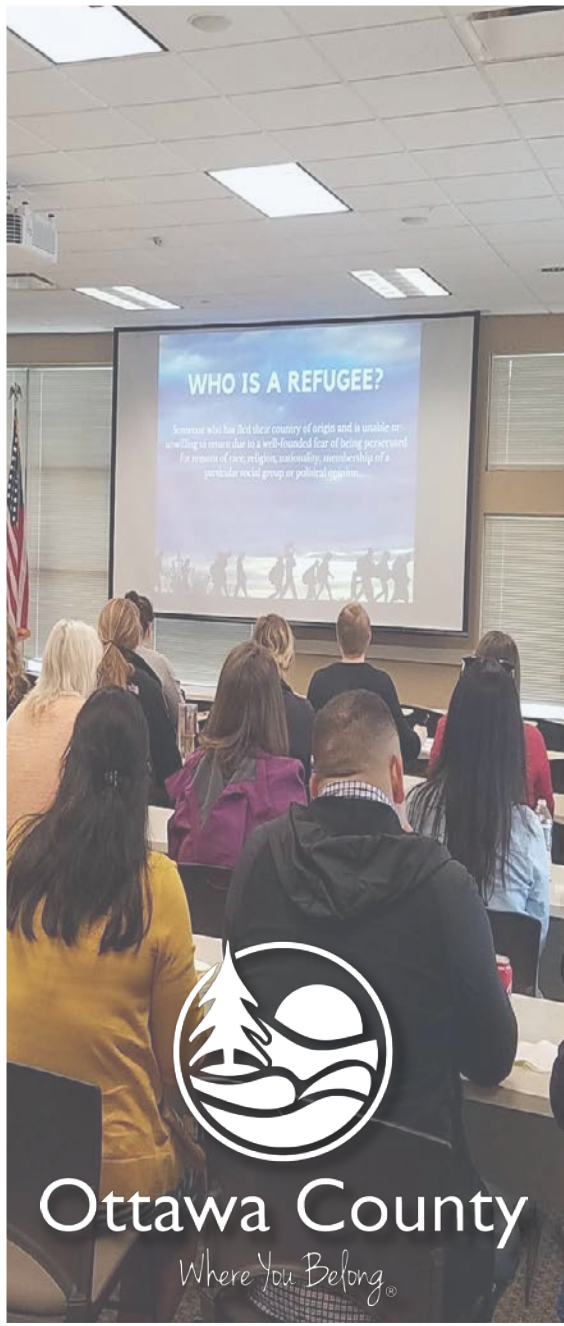
Goal 3, Objective 4: Evaluate communication with other key stakeholders.

**Administration:**  Recommended  Not Recommended  Without Recommendation

County Administrator:

*Al Vanderberg*

Committee/Governing/Advisory Board Approval Date:



DEPARTMENT OF  
**DIVERSITY,  
EQUITY &  
INCLUSION**



Ottawa County  
*Where You Belong*

June.2019- Dec.2020  
ANNUAL REPORT



# CONTENT

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Cultural Intelligence Comm.: B

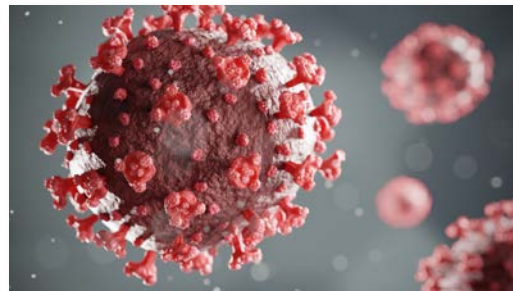
DEI Work Group: C

# DIRECTOR'S NOTE

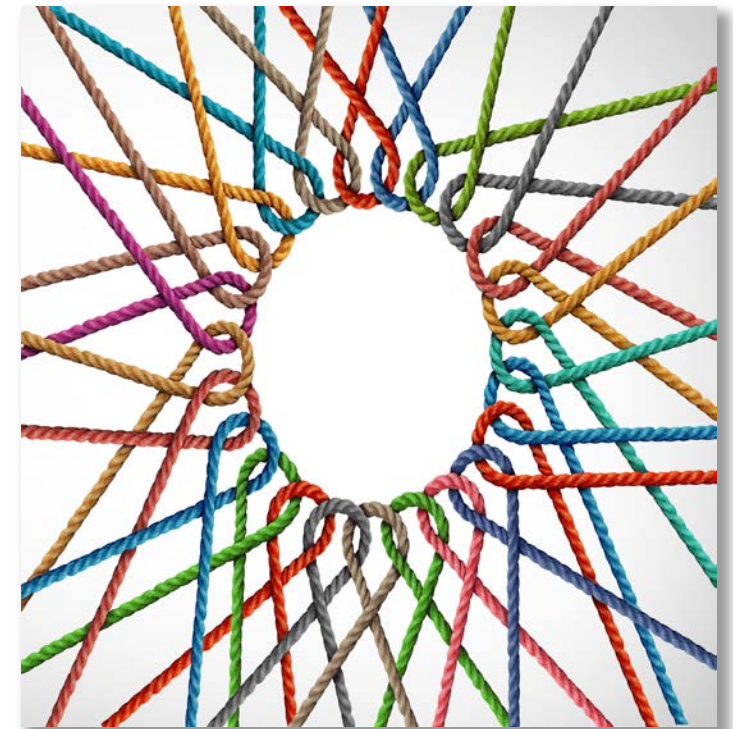


When the Diversity, Equity and Inclusion (DEI) Office was created, it was done so with the purpose of aligning, supporting and building on Ottawa County's vision of being a place *Where You Belong*. Belonging, is an ongoing culture that is created to have all people feel welcome across differences. It's manifested in four ways; relationships, conversations, physical space and written word<sup>1</sup>. Studies also show that when individuals feel a sense of belonging, they give, engage, volunteer, work and play more. To a place like Ottawa County, this translates into being a safer, healthier and economically vibrant place to live.

To look back then, on the office's first year accomplishments, we were undoubtedly met with incredible opportunities and milestone achievements.



But nothing could have prepared any of us for the world events that would unravel, disrupt and disorient our remaining year. 2020 highlighted the importance of DEI work. The office partnered to address disparities in our community that were amplified due to COVID-19. We also facilitated critical conversations among leaders, employees and the community following the aftermath of George Floyd's death.



<sup>1</sup> <https://digdeepforequity.org/team/>

# DIRECTOR'S NOTE

Looking ahead: The DEI office has five core goals, three were initiated in 2019.

**First**, the DEI Strategic Framework, which allows the County to sustainably operationalize DEI throughout their departments and programs.

**Second**, the completion of the Racial Equity Toolkit, which helps remove implicit bias from decision making processes and creates equitable and more accessible pathways for all residents.

**Third**, working with our external municipalities, townships, cities and villages to operationalize DEI work. In addition, the office established over 50 multi-sector partnerships in the first year and responded to over 90 requests for service in the first 60 days of the office's implementation.



The need for Diversity, Equity and Inclusion (DEI) is on-going and ever-evolving. How the County is poised to respond to the opportunities will directly translate into long-term economic viability.

We are thankful for the leadership of the County, Al Vanderberg, County Administrator and the Board of Commissioners (BOC) for their commitment to DEI and the vision of making Ottawa County a place *where you belong*.

– Robyn Afrik, *Ottawa County DEI Director*





**Robyn Afrik**  
Director



**Kassidy Zender**  
Sr. Secretary



**CULTURAL INTELLIGENCE COMMITTEE (CIC)**



**Judy Kettring**  
CIC Chair



**Cynthia Smeyers**  
CIC Co-Chair



15 CIC Members

**OTTAWA COUNTY'S  
DIVERSITY, EQUITY  
& INCLUSION (DEI)  
STAFF**

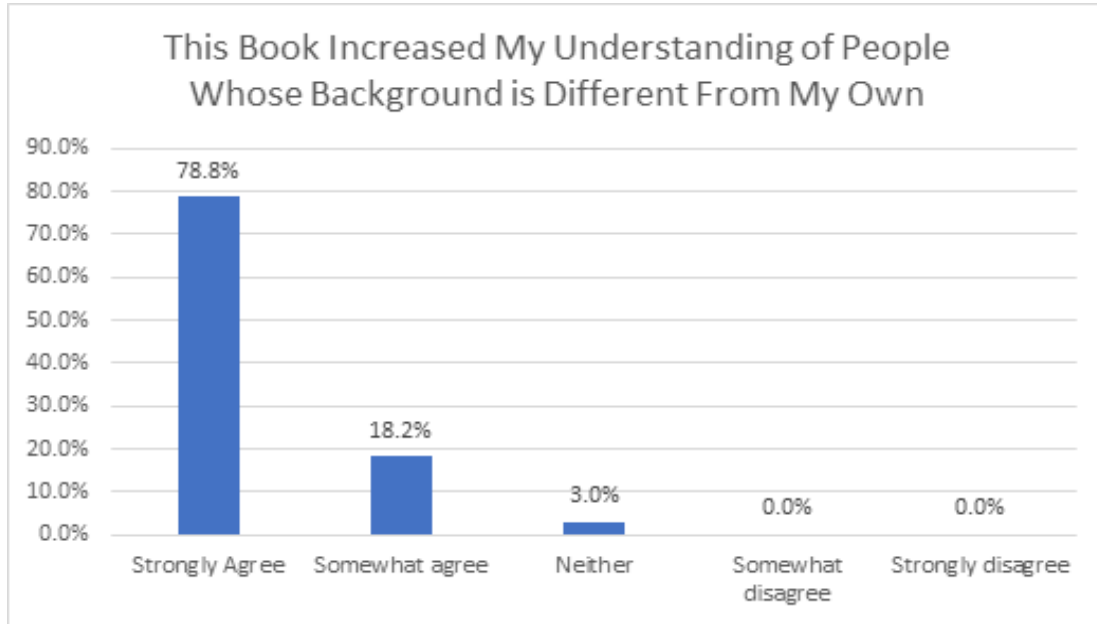
# 1

# PROJECTS & OUTCOMES

*CLC Projects & Diversity Forum*  
2019-2020

# CIC PROJECTS

## CIC BOOK CHALLENGE



## SUMMARY :

In 2020, 40 Ottawa County employees participated in a diversity book challenge. This challenge required CIC members to read a book by a diverse author to expand their mindset and understand different life experiences. Through this program, over 50 books were read by employees.



# CIC PROJECTS

## SOCIAL MEDIA TEAM

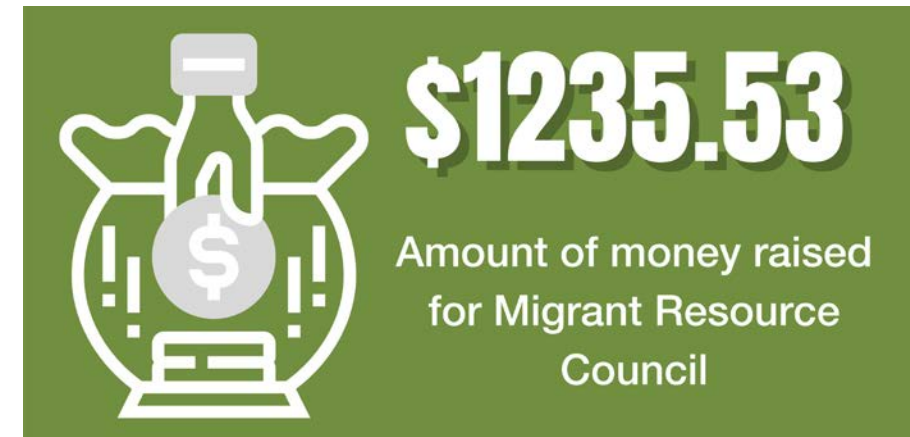
The CIC has recently utilized Ottawa County's social media handles to bring light to issues around cultural intelligence. For instance, CIC members collectively came together to discuss the death of George Floyd and put out a letter condemning the actions of the Minneapolis Police officers involved. CIC does not condone violence or racism in the community. This, as well as training, resources, and events, are examples of shared information on the OC Facebook page and the CIC site.



## MIGRANT RESOURCE COUNCIL

Migrant Resource Councils improve the quality of life for migrant and seasonal farmworkers and their families. They accomplish this mission by providing a forum for local coordination and cooperation on matters related to the wellbeing of farmworkers within their service area. Members are public and private agency representatives, growers, farmworkers, and concerned citizens.

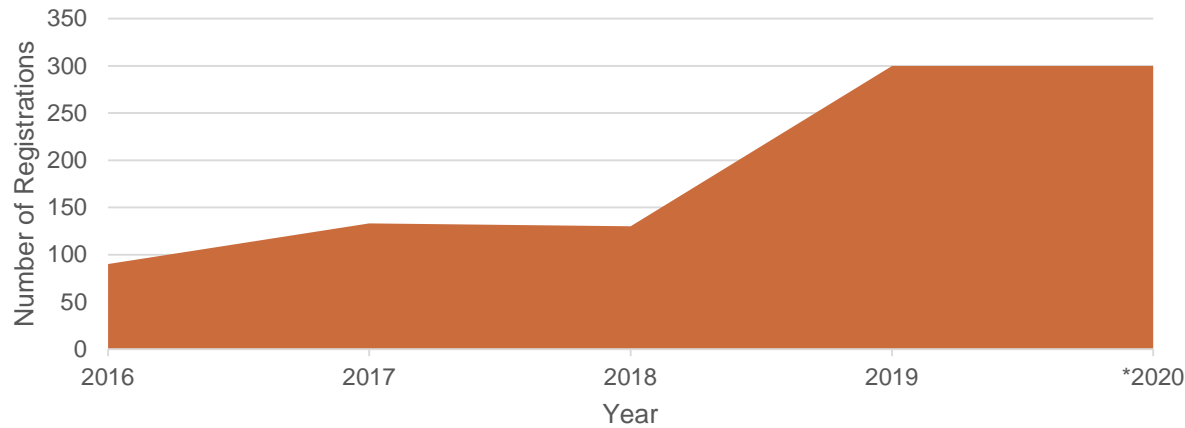
Ottawa County's MRC members conducted an internal employee fundraiser in 2019. Money was raised through a bucket collection through the CIC. Buckets were put out to various departments. The total collected for the fundraiser was \$1235.53, which was donated to MRC to use as they needed.



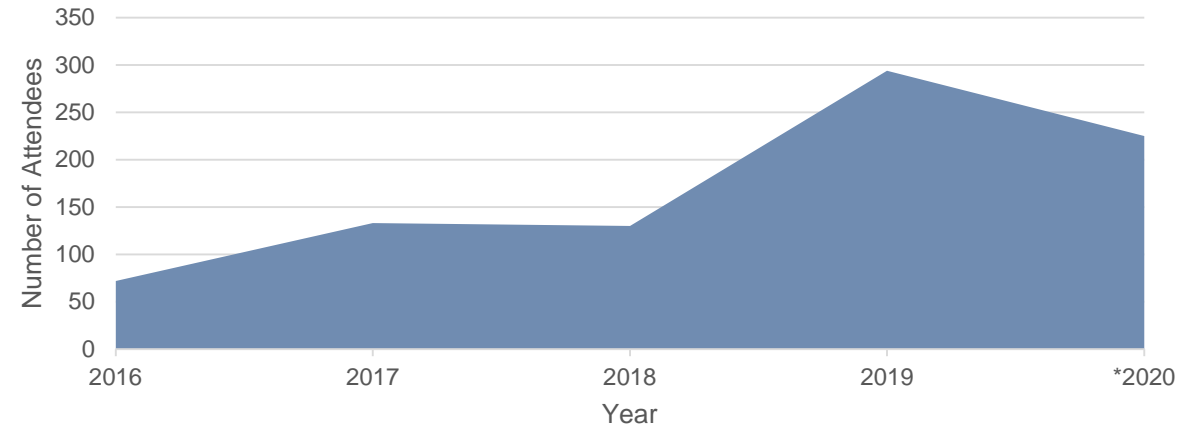
# FORUM RESULTS

## DIVERSITY FORUM ATTENDANCE

Diversity Forum Registrations (2016-2020)



Diversity Forum Attendance (2016-2020)



\*2020 Diversity Forum was a virtual event.

## KEY OUTCOMES :

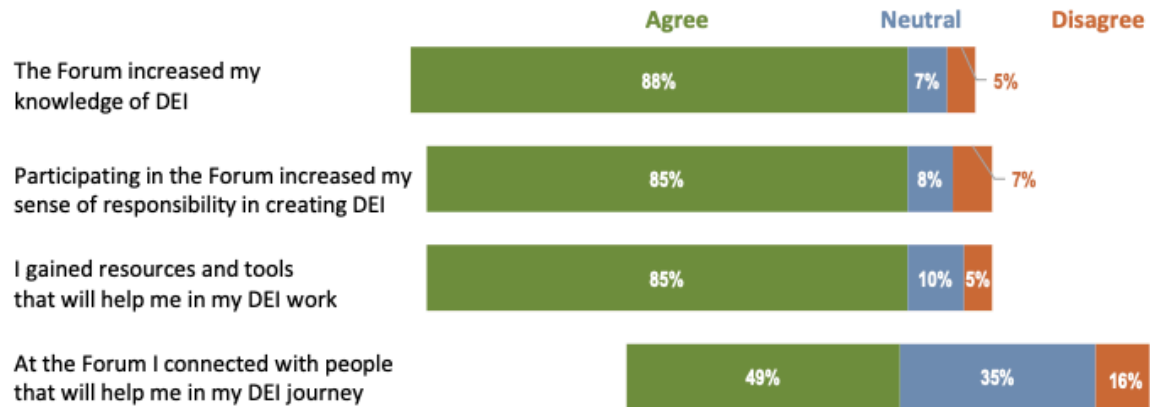
2016 marked the first annual Diversity Forum held by the CIC with 72 people in attendance. The Diversity Forum brings Ottawa County employees and community leaders together to advance learning and understanding around cultural intelligence. After the establishment of the DEI Office in 2019, the CIC transitioned under DEI and partnered with the City of Holland to host the 4<sup>th</sup> annual Diversity Forum. This Forum attracted 300 attendees, a 131% increase from the previous year. In 2020, the 5<sup>th</sup> annual Diversity Forum was held virtually, increasing participation from outside of the state.



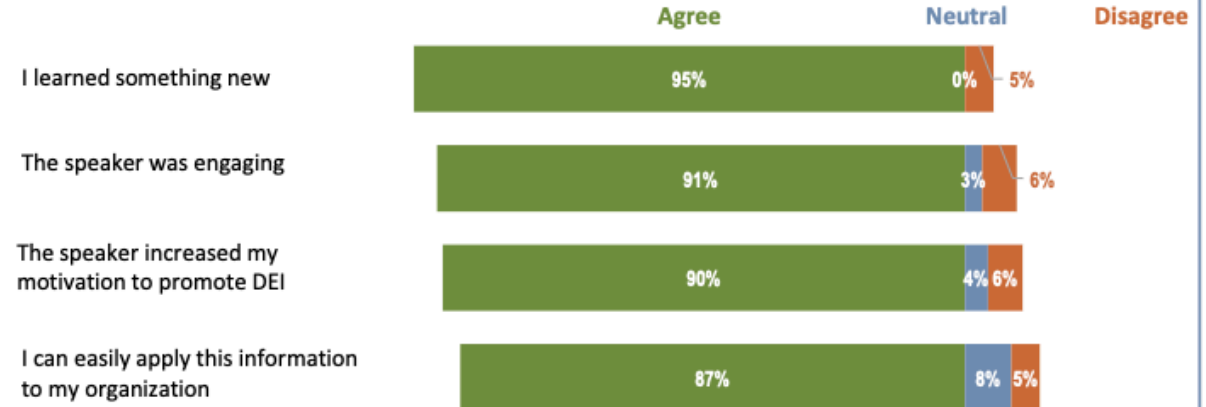
# FORUM RESULTS

## DIVERSITY FORUM FEEDBACK (2020)

### Overall Forum Feedback



### Keynote Feedback



### KEY OUTCOMES :



We were pleased to see overall responses were immensely positive and showed favorable gains in applicable knowledge. We also found that 85% felt the Diversity Forum increased their individual responsibility to create DEI upon the conclusion of the event.

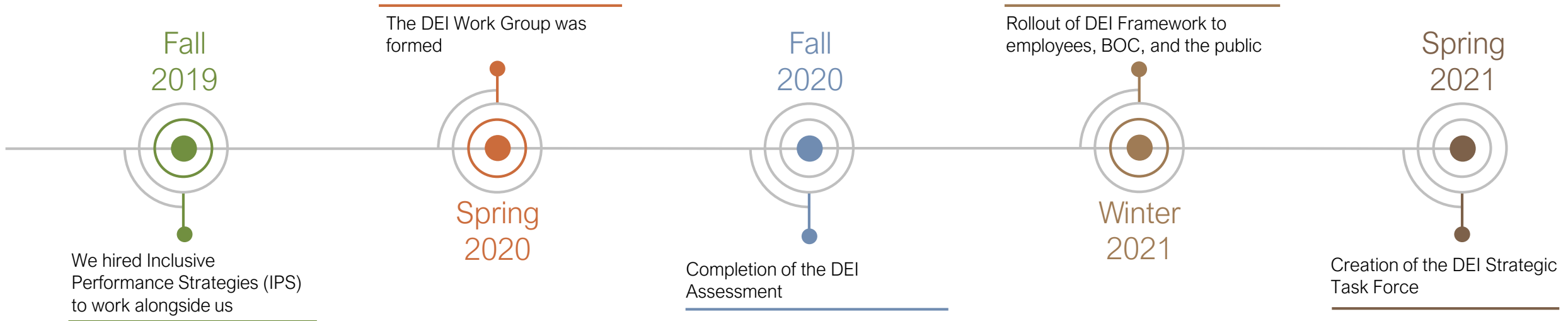
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# DEI GOALS & TIMELINES

*Ongoing and Future Projects for  
the DEI Office*

# GOAL 1: DEI STRATEGIC PLAN

## EXPECTED TIMELINE



### KEY TAKEAWAYS :

**PURPOSE :** To operationalize and sustain DEI work in Ottawa County

**STATUS :** Ongoing

**STAKEHOLDERS :** Inclusive Performance Strategies (IPS), DEI Work Group, County Administration, County Employees

### DESCRIPTION :

The DEI Strategy helps sustainably operationalize DEI work throughout the County within individual departments. This is one of the five goals of the DEI Office.



# GOAL 1: DEI STRATEGIC PLAN (cont.)

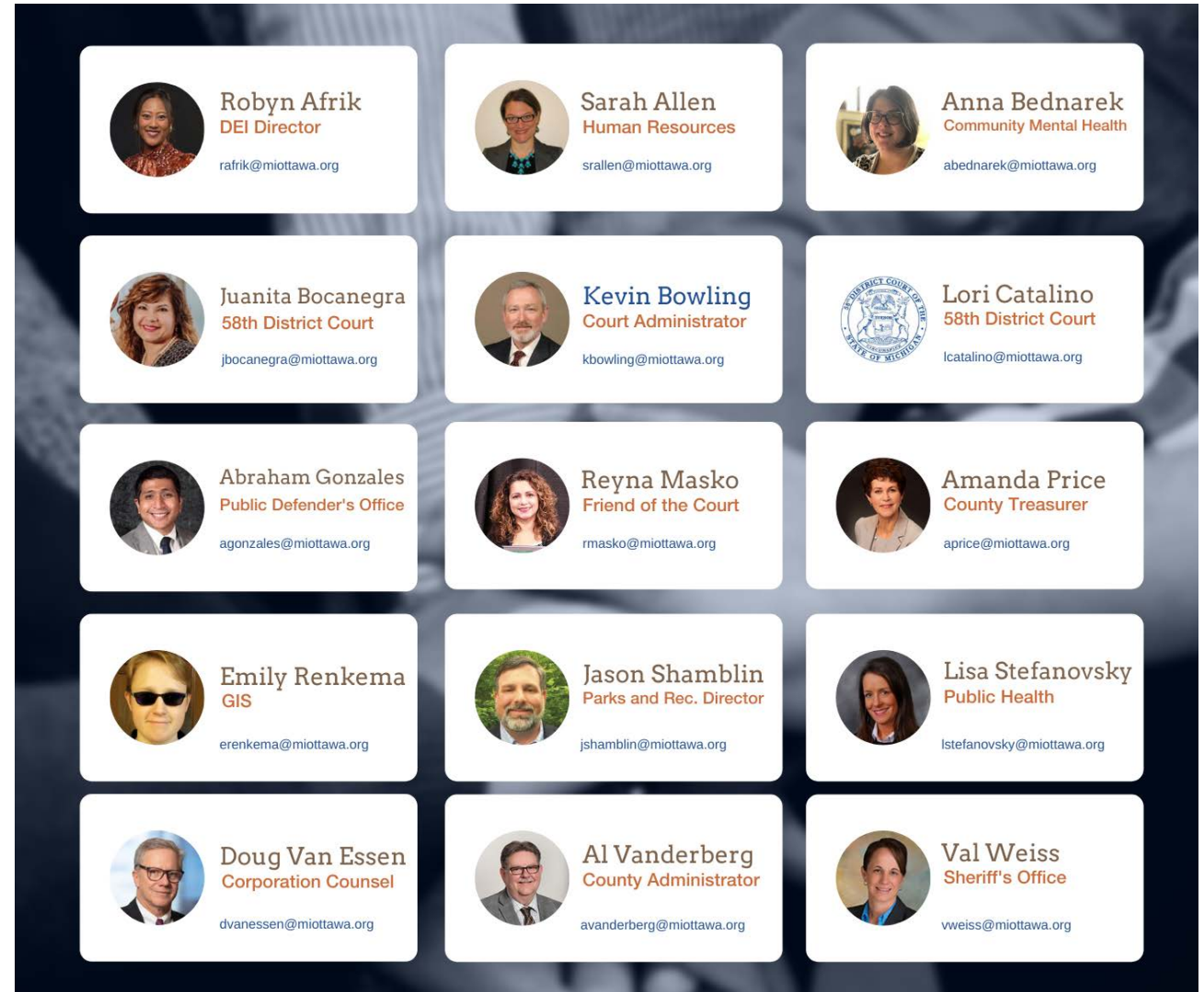
## DEI WORK GROUP:

In March of 2020, the Ottawa County Diversity, Equity and Inclusion (DEI) Workgroup was formed.

The OCDEI Workgroup consists of 15 county employees across different departments and levels of leadership to assist the DEI Office in providing feedback during the document audit and to ensure participation in assessment activities is diverse and well represented.

This group met for four months consecutively and played an integral role in supporting the DEI Office toward the ultimate creation of a Diversity, Equity and Inclusion (DEI) Strategy, one of five goals for the DEI Office.

The OCDEI Workgroup was led by Robyn Afrik and Al Vanderberg.



# GOAL 2: RACIAL EQUITY TOOLKIT



Ottawa County  
Diversity, Equity & Inclusion Office

## Racial Equity Toolkit Worksheet: An Opportunity to Operationalize Equity

### Step #1 – Desired Results

1. What are the desired community results for your line of business (i.e. – In what ways are residents' health, wealth and well-being better because the service we provide is effective?)
  - a. What organization outcomes (departmental and programmatic measures of effectiveness) will we use to determine if we perform this service well?
2. Describe the policy, program, practice, procedure or budget decision (for the sake of brevity, we refer to this as a "proposal" in the remainder of these steps).
3. What does this proposal have an ability to impact?

<input type="checkbox"/> Children and youth	<input type="checkbox"/> Health
<input type="checkbox"/> Community engagement	<input type="checkbox"/> Housing
<input type="checkbox"/> Contracting equity	<input type="checkbox"/> Human services
<input type="checkbox"/> Criminal justice	<input type="checkbox"/> Jobs
<input type="checkbox"/> Economic development	<input type="checkbox"/> Parks and recreation
<input type="checkbox"/> Education	<input type="checkbox"/> Planning / development
<input type="checkbox"/> Environment	<input type="checkbox"/> Transportation
<input type="checkbox"/> Food access and affordability	<input type="checkbox"/> Utilities
<input type="checkbox"/> Government practices	<input type="checkbox"/> Workforce equity
	<input type="checkbox"/> Other

### Step #2 – Analysis of Data

What's the data? What does the data tell us?

## S U M M A R Y :

In December of 2019, the Ottawa County DEI Office completed the Racial Equity Toolkit. Moving forward, this Racial Equity Toolkit will be used as part of the greater DEI Strategy.

Removing and/or significantly reducing implicit bias from programming, procedures, and decision-making leads to increased engagement and accessibility to services and operations.

## K E Y T A K E A W A Y S :

**P U R P O S E :** To eliminate bias from our programming, processes, and decision-making

**S T A T U S :** Complete

**S T A K E H O L D E R S :** Ottawa County employees, leadership, and municipalities

# GOAL 3: LOCAL MUNICIPALITY PARTNERSHIP

## GARE LEARNING COMMUNITIES OF PRACTICE

LOCAL GOVERNMENT LEARNING COMMUNITIES



Ottawa County  
Diversity, Equity & Inclusion Office

### GARE STEERING COMMITTEE



ROBYN AFRIK  
Ottawa County



DEMARIO JOHNSON  
Village of Spring Lake



ESTHER FIFELSKI  
City of Holland



TO BE FILLED



TO BE FILLED

### GROUP A



### GROUP B



LOCAL GOVERNMENT ALLIANCE ON RACE & EQUITY



## DESCRIPTION:

A Learning Community of Practice (LCoP) is different than a work team. These groups are brought together by a common interest and a shared commitment to learning. This group is defined by obtaining knowledge and guidance, rather than by task, and exists because inclusion in this group brings value to each participating municipality.

### GARE | RACE FORWARD READINESS WORKBOOK FOR LOCAL GOVERNMENT



### MONTH 2 CHECKLIST

ORGANIZATIONAL AREA OF COMPETENCE	TASK OR ACTIVITY	PERSONS ASSIGNED	COMPLETED
Self assigned to work with GARE Race Forward representatives to set up the equity mission, vision and engage with community and leadership throughout the process.	Conduct and review a presentation to Department Chairperson and other leadership and reporting on meeting with GARE.		<input type="checkbox"/>
	Conduct and review a presentation to Department Chairperson and other leadership and reporting on meeting with GARE.		<input type="checkbox"/>
Assigned to review the impact of all budgeting (if it already exists a Core Equity Team Lead will meet with their Budget Committee, the Director of Financial Change) (check the box below)	Develop an application or process in place to encourage equitable representation on the Core Equity Team of employees in the following categories?		<input type="checkbox"/>
	<ul style="list-style-type: none"> <li>Age</li> <li>Race</li> <li>Sexual orientation</li> <li>Year of Birth</li> <li>Level of education/professional management or leadership</li> <li>Language spoken</li> <li>Religion</li> <li>Geographic location within jurisdiction</li> </ul>		<input type="checkbox"/>
Decide the process will "Recognize" Leadership and Senior Leadership, Senior Staff, and other key personnel to build and strengthen relationships across departments prior to the engagement with GARE.			<input type="checkbox"/>
			<input type="checkbox"/>

**PURPOSE:** For municipalities to remove implicit bias from their policies and programs, and operationalize a racial equity plan

**METHOD:** Using the GARE methodology and resources through collaborative open-source sharing

**STATUS:** Ongoing

# GOAL 3: LOCAL MUNICIPALITY PARTNERSHIP (cont.)

## EXAMPLE SIX-MONTH READINESS TIMELINE

Task or Activity	Month					
	1	2	3	4	5	6
City/County manager, Senior Leadership, and Equity Lead meet and review GARE documents	█					
Presentation to Department Directors and other key/integral staff regarding contracting with GARE	█					
Staff assigned to work with GARE/Race Forward representatives to roll out the equity initiative, review and engage with materials/resources provided by GARE		█				
Develop process to recruit or strengthen (if it already exists) Core Equity Team		█				
Lead staff read "Racial Equity Core Teams: The Engines of Institutional Change"		█				
Develop application/interest form using GARE examples		█				
Discuss process with Department Directors and Senior Leadership. Express expectations for their involvement. OR Plan team building opportunities to build and strengthen relationships across departments prior to the engagement with GARE		█				
Prepare for Employee Equity Assessment			█			
Review the survey questions and sample email language			█			
Strengthen Infrastructure			█			
Set staff up for success (e.g., change staff titles, reorganize reporting structures, provide administrative support)				█		
Share expectations and project timeline with Core Equity Team				█		
Solidify Core Equity Team Composition				█		
City/County Manager announces initiative and employee equity assessment to staff				█		
Attend Monthly GARE Connection Meetings					█	
Debrief GARE Connection Meetings with Core Equity Team					█	
Review GARE Supplies and Materials Document						█
Begin initiative with GARE						█

The six-month readiness timeline provides participating LCoP municipalities with a guided assessment and action steps to prepare for operationalizing racial equity work. These tasks are essential and will equip municipalities with the knowledge to assess their organization's current state and set them up for long-term success.

### ABOUT GARE :

The Government Alliance on Race and Equity (GARE) is a national network of government working to achieve racial equity and advance opportunities for all. Across the country, governmental jurisdictions are:

- making a commitment to achieving racial equity;
- focusing on the power and influence of their own institutions; and,
- working in partnership with others

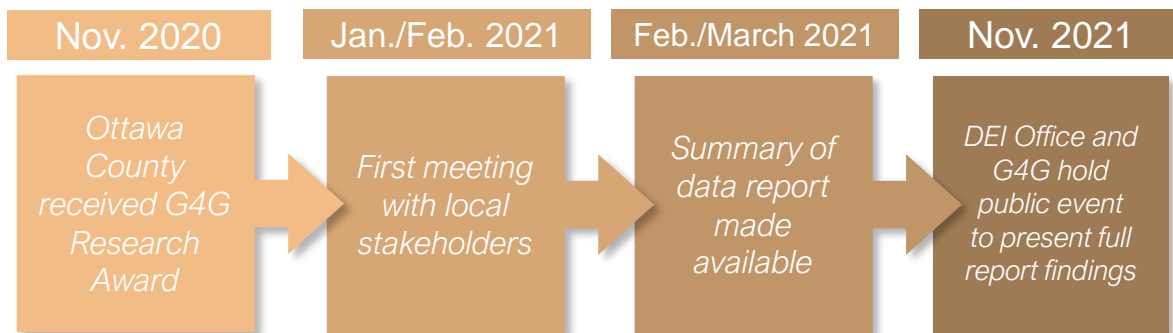
# BONUS GOAL: WELCOMING INITIATIVES (G4G)

## SUMMARY OF G4G AWARD:

**PURPOSE:** The DEI Office will use the Ottawa County Gateways for Growth (G4G) Research award to better understand how our immigration population impacts our economy, and where Ottawa County has been shaped, strengthened, and enriched.

**IMPORTANCE:** Having access to this important data will inform us on our immigration inclusion planning efforts, which is a benefit to us all. Ottawa County and 18 others in the newest cohort, join a network of 71 localities deploying economic research and multi-sector welcoming plans to forward inclusion and economic opportunity for all.

## TIMELINE:



## ABOUT THE ORGANIZATIONS:



**G4G** is a competitive opportunity for localities to receive research support and technical assistance from NAE and Welcoming America to improve immigrant inclusion in their communities.



**NAE** is a bipartisan research and advocacy organization fighting for smart federal, state, and local immigration policies that help grow our economy and create jobs for all Americans.



**Welcoming America** is a non-profit, non-partisan research organization that helps local governments and nonprofit organizations to build a welcoming infrastructure in more than 200 communities across the United States

# 3

# OTHER DEI OFFICE HIGHLIGHTS

# 2019-2020 HIGHLIGHTS

## CFHZ



In June 2020, \$20,000 was awarded to the DEI Office by the Holland/Zeeland Area Community Foundation. These funds were used to complete the GARE Racial Equity Toolkit, which helps significantly reduce and/or remove implicit bias from programs, policies, procedures and decision-making. Funds will also bring the national initiative, G4G, to Ottawa County. This program helps communities to develop multi-sector plans to better integrate immigrants and refugees into the local community, as these populations often experience implicit and explicit racism. The DEI Office leads the development of an equity plan for Ottawa County by identifying implicit bias in internal policies, procedures, practices, and in external service delivery.



## 58<sup>th</sup> DIST. COURT

The 58th District Court staff gathered for an entire day of professional development focused on procedural fairness and ensuring equal access for all. The events of this day were organized by the 58th District Court judges and leadership team who partnered with Robyn Afrik, Ottawa County Diversity, Equity and Inclusion Director and Lucia Rios, Disability Advocate and Access Consultant. The curriculum was geared toward a recognition by all court staff that their pledges of fairness require extra and more strategic efforts to assure equal access to all court users, including those with disabilities. Employees noted both facility and procedural characteristics, adequacy of signs, languages expressed, appropriate privacy, disability barriers and other attributes. Moving forward, District Court will continue this important work by collaborating with and working alongside Afrik in the Ottawa County Diversity, Equity and Inclusion Office.

## MDHHS GRANT



miOttawa Department of  
**Public Health**



DEI Office partnered with the Department of Public Health to receive the Michigan Department of Health and Human Services Grant. This grant will support the implementation of a 2021 Ottawa County Migrant Health survey. The last known comprehensive health survey was done in our community in 2002. The funding will allow us to conduct the survey in Year 1 (Summer 2021) and then complete strategic planning implementation in Years 2 and 3 (pending approval in future years).

# 2019-2020 HIGHLIGHTS

## GAINS CENTER'S ADULT DRUG COURTS

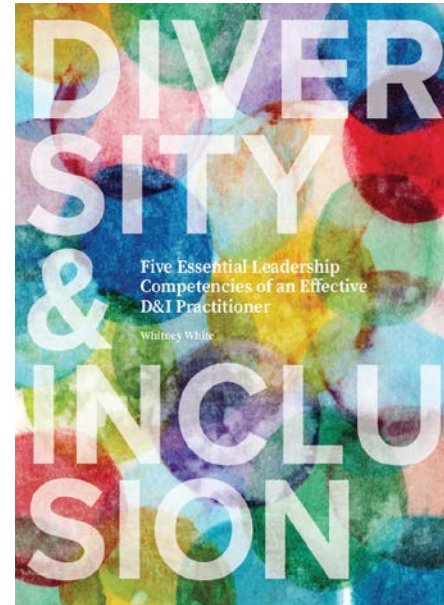


**NDCI**  
NATIONAL DRUG  
COURT INSTITUTE



The DEI Office partnered with the Ottawa County Recovery Court to apply for a grant from the GAINS Center. In March 2020, the Recovery Courts were awarded this grant and selected to receive training on an Equity & Inclusion process developed by the National Drug Court Institute (NDCI).

## DEI TALNET GUIDEBOOK



The DEI Office serves on the Talent2025 DEI Work Committee and partners with West Michigan CEO's and Businesses to advance the work of D&I. The DEI Office collaborated with Talent 2025, TalNet, and IncludeAll to publish the D&I guidebook in December 2020.

The guide serves to develop D&I as a field of practice in West Michigan— a status already obtained by fields such as medicine, manufacturing or industrial psychology.



# 2019-2020 HIGHLIGHTS

## LEDA'S CALL TO ACTION PLEDGE



The DEI Office partnered with Lakeshore Ethnic Diversity Alliance (LEDA), the Grand Haven Community Foundation, and the Holland/Zeeland Community Foundation to come up with the LEDA Pledge. This pledge highlights the deeply ingrained racism in communities across the country and promotes conversations to help us find common ground and address the inequities that have been a part of our country for over 400 years. The hope is that communities will commit to finally dismantling barriers, thus ensuring that people of all races and ethnic backgrounds have equal access and opportunity to participate fully in the lives of their communities.

## INFORUM ANNUAL CAPSTONE



In November 2020, InForum, a woman-focused statewide nonprofit, hosted its annual capstone event on the topic of antiracism. The 2020 program featured keynote speaker Kelley Carter, a Michigan native and senior entertainment reporter of ESPN's *The Undeclared*, where she focuses on the relationship between race, pop culture and sports.

Following the keynote address, Robyn Afrik, the first director for the Ottawa County DEI Office, moderated a panel discussion featuring panelists Michelle LaJoye-Young, Kent County sheriff; Kelsey Perdue, Kids Count project director at the Michigan League for Public Policy; and Milinda Ysasi, Grand Rapids city commissioner and executive director of The SOURCE. The conversation focused on what community members can do to make strides toward equity and inclusion.

# 2019-2020 HIGHLIGHTS

## WEST COAST CHAMBER



Accomplishments of the DEI Office were highlighted in the August 2020 issue of the Michigan West Coast Chamber's *Connect*. Ottawa County was recognized with the 2019 Corporate Champion of Diversity Award at the West Coast Chamber's Celebrating Diversity Luncheon. At the time, Ottawa County had recently established the DEI Office responsible for

developing templates to discover and eliminate implicit bias, promoting diversity and implementing training programs to be an internal consultant in diversity, equity and inclusion topics and issues.

In addition, Robyn Afrik was a guest on the West Coast Chamber's Member Question of the Day. The discussion was about the unconscious biases that we all have, and how those can make their way into our workplaces. Robyn shared information on where bias comes from, how we can evaluate our workplaces for bias, and how we can build stronger, more diverse organizations by understanding how bias affects the way we think and work.



# WEST MICHIGAN WOMAN

## WEST MICHIGAN WOMEN

Robyn Afrik was profiled in the November 2020 issue of the West Michigan Women Magazine. She was asked about her career and her opinion on DEI work:

**Q:** *Why do you believe DEI work is worth fighting for?*

**Robyn:** *I prefer to say DEI is truly a leadership issue. It doesn't have to be a "fight" worth "fighting for." It can be so many other things, as long as leaders realize their role in making it what it is and reinforcing the concept that every single person has a part to play in it, whether they're aware of it or not. It's more painful not to do this work than it is to do it.*

# 2019-2020 HIGHLIGHTS

## MPWRD MAGAZINE



Director of Diversity, Equity & Inclusion  
Ottawa County

MPWRDX.com

Robyn Afrik was nominated for the MPWRD Influential Awards for January 2021. The Influential Awards recognize the Black, Hispanic, Asian Pacific, and Indigenous Native Americans (HABI+) in our community that are shaping culture, community, business, and humanity. The event was created to recognize the Leaders, Pioneers, Innovators, Challengers, Preservers, Connectors, and Visionaries that are helping make Grand Rapids, and West Michigan a great place to live and work.



THANK YOU FOR YOUR INTEREST IN THE UNITED WAY 21-DAY EQUITY CHALLENGE – WE HOPE YOU WILL JOIN US.

## UNITED WAY EQUITY CHALLENGE

In the Fall of 2020, United Way introduced their Equity Challenge. Over the 21-day Challenge, participants took a self-guided learning journey that examines the history and impacts of racism and how it shapes people's lived experience in Ottawa County. The hope of the Challenge was to raise individuals' awareness, change their understanding, and shift the way people behave.

LEDA and Ottawa County partnered with the Greater Ottawa County United Way to do a video series to debrief over the 21-day Equity Challenge

MENU ≡



September 2nd and September 9th, we spoke with Liz De La Luz and Robyn Afrik. Liz is the Vice President of Community Impact – Greater Ottawa County United Way, and Robyn is the Director of Diversity, Equity, and Inclusion – Ottawa County. We talked about the United Way 21-Day Equity Challenge and shared our reflections and observations.



September 16th, we spoke with Liz De La Luz, Robyn Afrik, Al Vanderberg, and Patrick Moran. Liz and Patrick are from the Greater Ottawa County United Way and Robyn and Al are from Ottawa County Administration. Al is Ottawa County Administrator and Patrick is the President of the Greater Ottawa County United Way. We talked about the United Way 21-Day Equity Challenge and shared our reflections and observations. This is the last in a series of three conversations.

## HOPE COLLEGE



# Hope COLLEGE

**NOTICE OF NONDISCRIMINATION**  
Hope College seeks to be a community that affirms the dignity of all persons as bearers of God's image. It is Hope College policy not to discriminate on the basis of age, color, disability, family status, genetic information, height, national origin, pregnancy, race, religion, sex, or weight, except in the event of a bona fide occupational qualification. Hope College is an Equal Opportunity Employer.  
[Industries and additional information](#)

**CHIEF OFFICER FOR CULTURE AND INCLUSION**  
Sonja Trent-Brown  
President's Office  
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141 East 12th Street  
Holland, MI 49423  
616.395.6829  
[inclusive@hope.edu](mailto:inclusive@hope.edu)

Inclusion is an active process that values and engages every individual as co-creators and co-owners of our Hope College culture.



### STATEMENT ON RACISM

At Hope College, we have a very clear stance: Racism is evil.

The DEI Office serves on the Hope College Racial Equity Steering Committee. Hope College created the Racial Equity Steering Committee to receive and respond to community suggestions and concerns and address inclusive excellence across campus.

# 2019-2020 HIGHLIGHTS

## NORTH OTTAWA WELLNESS FOUNDATION NEWSLETTERS

Past Issues Translate ▾



Helping Self, Helping Others

**Ottawa County  
Department of  
Diversity, Equity and  
Inclusion**

Understanding Implicit Bias

[www.mtottawa.org/Departments/Diversity/](http://www.mtottawa.org/Departments/Diversity/)

### Implicit Bias and a Healthy Community

As advisory council members of the [North Ottawa Wellness Foundation](#), we are pleased to promote the Ottawa County Department of Diversity, Equity and Inclusion. This department, created in December of 2019, develops and carries out an equity plan, and identifies and corrects bias in Ottawa County operations and service delivery. A key initiative of this office is to identify implicit bias in internal policies, procedures, practices, and in external service delivery. This critical assistance is extended to local units of government that desire to tackle similar objectives.

Ottawa County Department of Diversity, Equity and Inclusion  
When we think about the health and wellness of a community, it's easy to start out by thinking "physical & environmental safety." While physical &

The DEI Office partnered with the North Ottawa Wellness Foundation, dedicated to facilitating physical, mental and emotional wellness in Northwest Ottawa County. Through a series of newsletters sharing research-based strategies, this partnership informed residents about resources and information on DEI and its relationship to healthy communities.

This partnership was established at the request of Monica VerPlank, founder of the Wellness Foundation.



# 2019-2020 HIGHLIGHTS

## VIRTUAL BROWN BAG PANEL

On June 23, 2020, the DEI Office hosted an Ottawa County employee Brown Bag Panel with County Administrator Al Vanderberg, Sheriff Steve Kempker, CIC Chair/Community Health Worker Judy Kettring, HR Manager Sarah Allen, Bob VandePol from Pine Rest, and DEI Office Director Robyn Afrik.

90 employees participated in the event. The panel was curated in response to the events surrounding George Floyd and gave employees an opportunity to hear from leaders about their response and to ask questions regarding the aftermath of the tragic events.

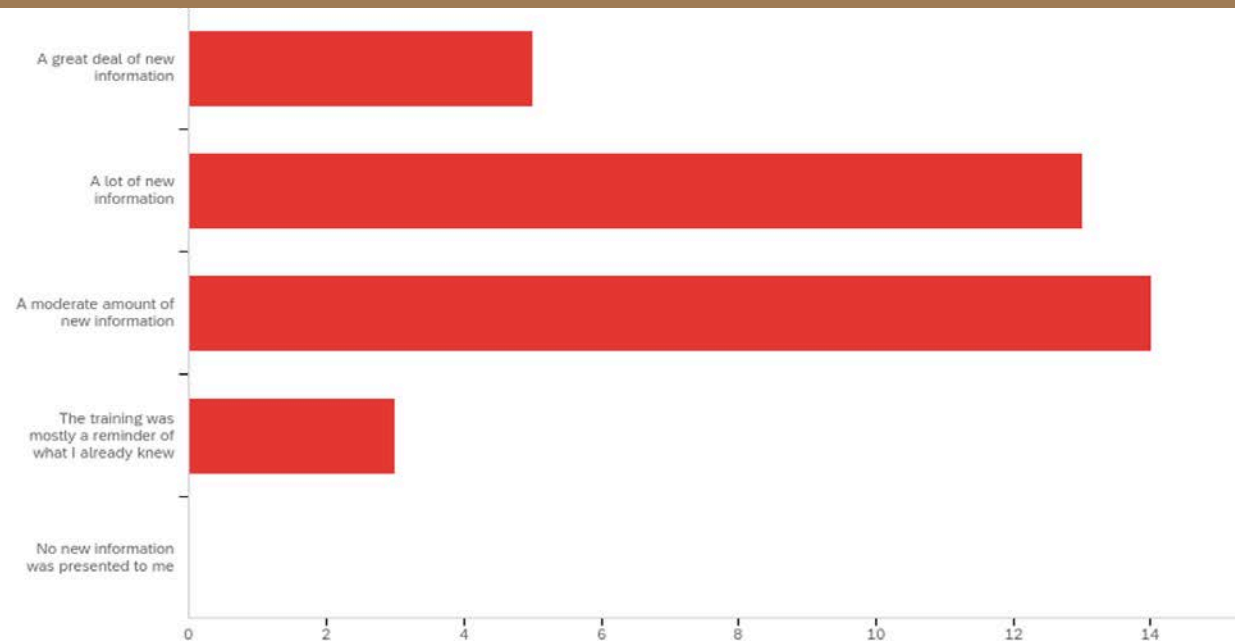


# 2019-2020 HIGHLIGHTS

## DIVERSITY TRAINING

The DEI Office partnered with Human Resources, Talent Development, to host three diversity trainings for Ottawa county employees. The training was a three part series called, Race the Power of Illusion. Employees had an opportunity to hold a discussion with the DEI Director and continue learning how to apply the information into their personal and professional settings. Below are the numbers of participants in each training; to the right is participants responses on what new information they learned from the training.

Race Episode 1 Discussion	4/17/2020	17
Race Episode 2 Discussion	4/24/2020	15
Race Episode 3 Discussion	5/1/2020	16



## MSU EXTENSION

Between November and December of 2020, the MSU Extension invited the Ottawa County DEI Office and Board Chair, Roger Bergman to co-present at the orientation for new commissioners. All sessions were held virtually and participants learned the importance of DEI in County work, the role of a commissioner in supporting a DEI Office and the implementation of the DEI Office.

### MSU Extension: New Board of Commissioner (BOC) Presentation on the Importance of Diversity, Equity & Inclusion (DEI)

Presenters:  
 Roger Bergman, Ottawa County BOC Chair  
 Robyn Afrik, she, her/s, Director of DEI, she, her/s



# 2019-2020 HIGHLIGHTS

## OUR 2019-2020 PARTNERS

The DEI Office has amassed incredible partnerships within the first year. Over 50 organizations have collaborated to promote and support the ongoing work of the DEI Office in Ottawa County. With their leadership, financial sponsors, and resources, we are leveraging this work for greater impact. Below are just a few of our many partners we'd like to thank. *Please see Appendix A for a more comprehensive list. Please also note that this list will be continually updated.*



## THANK YOU BOARD OF COMMISSIONERS

**“Diversity, Equity, and Inclusion work would not be possible without a supportive group of Commissioners. Through their involvement, dedication to learn, and leadership, we have been able to successfully begin the process of operationalizing DEI work within the County. The DEI Office would like to recognize and thank our board members’ for their work within this department, as well as the entire Ottawa County community.”**

### OTTAWA COUNTY’S BOARD MEMBERS:



Chair  
Roger Bergman  
*District 10*



Vice Chair  
Matthew Fenske  
*District 11*



Francisco C. Garcia  
*District 1*



Allen Dannenberg  
*District 4*



James Holtvluwer  
*District 7*



Joe Baumann  
*District 2*



Randall J. Meppelink  
*District 5*



Greg J. DeJong  
*District 8*



Doug R. Zylstra  
*District 3*



Kyle J. Terpstra  
*District 6*



Philip D. Kuyers  
*District 4*



# 4

# APPENDIX

*Partnerships & Programs, CIC Members, DEI  
Work Group Members*

# APPENDIX A1

## PARTNERSHIPS & SPONSORS FOR DEI OFFICE

### GRAND RAPIDS :

- Kent County
- Meijer
- GR Source
- NAACP
- Grand Rapids Chamber of Commerce
- Grand Valley State University
- Talent 2025
- Bethany Christian Services
- 2 B Inclusive
- WGVU Radio
- Davenport University
- Urban League
- Goei Center
- ALPACT
- TalNet
- Warner Norcross and Judd
- West Michigan Asian American Association
- Grand Rapids Community College
- Foresight
- YWCA West Central Michigan
- Grand Rapids Foundation
- West Michigan Environmental Alliance Coalition
- Cultural Intelligence
- West Michigan Diversity Officer Collaborative
- InForum
- Design Group International
- Kellogg Foundation
- IncludeAll

### HOLLAND :

- Community Foundation of the Holland/Zeeland Area
- Women of Color Give
- West Coast Chamber
- Out on the Lakeshore
- City Council League of Women's Voters
- Western Seminary
- Herman Miller Cares
- Children's Advocacy Center
- City of Holland
- Housing Next
- Holland Public Schools
- Kenowa Industries
- Tiara Yachts
- Cunningham Dalman PC
- The Doug & Ketzi Zylstra Giving Fund
- PADNOS
- Hope College
- Lakeshore Ethnic Diversity Alliance
- Lighthouse Immigration Advocates
- SPOKE
- Holland Township
- Tulip Time
- Herrick Library
- The Brooks Family
- Holland Museum
- Lakeshore Advantage
- Holland Christian High School
- Ready for School
- Latin Americans United for Progress
- Metal Flow Corporation
- West Michigan Community Bank
- Warner Norcross & Judd
- Trans-Matic
- Disability Lakeshore Network

### ALLENDALE :

- Grand Valley State University

### HUDSONVILLE :

- Hudsonville Chamber of Commerce

# APPENDIX A2

## PARTNERSHIPS & SPONSORS FOR DEI OFFICE

### GRAND HAVEN :

- North Ottawa Community Hospital
- Loutit District Library
- Momentum Center
- Shape Corporation
- JSJ Corporation
- North Ottawa Wellness Foundation
- Grand Haven Human Relations Commission

### ZEELAND :

- Zeeland Township
- Zeeland City
- Disher Design
- Gentex

### EAST MICHIGAN :

- Huron Clinton Metroparks
- Washtenaw County
- Michigan Department of Civil Rights
- Michigan Parents of Children with Visual Impairment

### NATIONWIDE :

- SAMHSA's GAIN Center
- Government Alliance on Race & Equity (GARE)
- National Drug Court Institute (NDCI)
- Gateways for Growth (G4G)
- New American Economy
- Welcoming America

# APPENDIX B

## CULTURAL INTELLIGENCE COMMITTEE MEMBERS (Jan. 2020)

<u>NAME:</u>	<u>COUNTY POSITION:</u>	<u>DEPARTMENT:</u>
Sarah Allen	HR Manager	Human Resources
Adrianna Bedolla	District Court Clerk II	58 <sup>th</sup> District Court
Derick Chia	Epidemiologist	Public Health
Albert Doorn	Mental Health Program Coordinator	Community Mental Health
Abraham Gonzales	Asst. Public Defender	Public Defenders Office
Vern Helder	Magistrate	District Court-Holland
David Macias	Attorney Referee	20 <sup>th</sup> District Court
Natalie Martinez	Probation Officer/Substance Abuse Assessor	District Court Probation & Community Corrections
Judy Kettring	Community Health Worker	Public Health
Glorie Orozco	Community Health Worker	Public Health
Emily Renkema	GIS Programmer/Technician	Innovation & Technology
Antarae Robinson	County Treasurer	Public Service Center Clerk
Daniel Ruiz	Sergeant	Sheriff Department
Cynthia Smeyers	MIHP Social Worker	Public Health
Anna White	Asst. Public Defender	Public Defenders Office
Chad Whitman	Probation Officer/Substance Abuse Assessor	District Court Probation & Community Corrections

# APPENDIX C

## DEI WORK GROUP MEMBERS

<u>NAME:</u>	<u>COUNTY POSITION:</u>	<u>DEPARTMENT:</u>
Robyn Afrik	DEI Director	Administration
Sarah Allen	HR Manager	Human Resources
Anna Bednarek	Program Comm. Development Coordinator	Community Mental Health
Juanita Bocanegra	Judge	District Court-Holland
Kevin Bowling	Circuit Court Administrator	Circuit Court-West Olive
Lori Catalino	District Court Administrator	District Court-Holland
Abraham Gonzales	Asst. Public Defender	Public Defenders Office
Reyna Masko	FOC Investigator	Circuit Court
Amanda Price	County Treasurer	Administration
Emily Renkema	GIS Programmer/Technician	Innovation & Technology
Jason Shamblin	Parks & Rec. Director	Parks & Recreation
Lisa Stefanovsky	Public Health Officer	Public Health
Doug Van Essen	Corporation Counsel	Administration
Al Vanderberg	County Administrator	Administration
Val Weiss	Undersheriff	Sheriff Department



# Ottawa County<sup>®</sup>

Diversity, Equity & Inclusion Office

Phone: (616) 994-4755  
12220 Fillmore Street  
Room 310  
West Olive, MI 49460

<https://www.miottawa.org/Departments/Diversity/>



# Action Request



<b>Committee:</b>	Board of Commissioners
<b>Meeting Date:</b>	01/12/2021
<b>Requesting Department:</b>	Ottawa County Parks and Recreation
<b>Submitted By:</b>	Al Vanderberg
<b>Agenda Item:</b>	Ottawa County Parks and Recreation 2019-2020 Annual Report

### Suggested Motion:

To receive for information the Ottawa County Parks and Recreation 2019-2020 Annual Report.

### Summary of Request:

In accordance with the 2020 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
--------------------	---------------------------	---------------------	------------------------------	-----------------------------	---

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:

*Al Vanderberg*

Committee/Governing/Advisory Board Approval Date:



# 2020 ANNUAL REPORT

Ottawa County Parks & Recreation Commission  
October 1, 2019 - September 30, 2020



# Letter from the Director

This year has been a challenging one for many reasons, but there has been a silver lining. As a community, we have re-connected to nature, collectively venturing outdoors more often for our general well-being. Parks became essential to coping with the unknown. This phenomena was not isolated to Ottawa County.



Throughout the year, many national news articles emphasized the connection between the health and wellness of communities in relation to their access to parks.

In Ottawa County, we have been overwhelmed by the enthusiasm for our parks this year and couldn't be more thankful residents determined parks to be an essential service with the renewal of the 10-year Parks & Recreation millage in 2016. It is because of civic action, generosity, and love of parks that we are able to offer high-quality natural areas and parks services.

The summer season brought even more visitors, undeterred by the effects of extremely high water levels throughout the county, but especially along the lakeshore. Lake Michigan has left its mark and there is much work to be done when the lake recedes.

A rather difficult moment of 2020 was losing former Parks & Recreation Commission President and Ottawa County Parks Foundation Board Member, David VanGinhoven, in June. His leadership, integrity, and love of the outdoors is widely known, and he will be missed by many.

This year challenged us all in many ways, but we made it through and learned to adapt. We are proud of park staff here, and nationwide, who worked to keep parks open and safe during this year when parks proved to be more important than ever.

Jason D. Shamblin, Director  
Ottawa County Parks & Recreation

## By the numbers



This spring, Google began offering monthly mobile data reports to provide insights into what has changed in response to policies aimed at combating COVID-19.

During the months of May-August, Google reported increases in visits to parks in Ottawa County of between **300%-500%** compared to the baseline, or "normal," day.

For more information on these reports, visit: [google.com/covid19/mobility](https://google.com/covid19/mobility)



Photo by Fely Sapid Dewey

## 2020 Awards

John Scholtz, former Director of Ottawa County Parks & Recreation, received the 2019 Key Partner Award from MSU Extension.



## Table of Contents

Parks at a Glance	3
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# Ottawa County Parks & Recreation At-a-Glance

7,206  
ACRES

28  
COUNTY PARKS

12  
OPEN SPACES

157  
MILES OF TRAIL

The Parks & Recreation Commission also oversees management of the portion of the Musketawa Trail, located in Ottawa County, under an agreement with the Michigan Department of Natural Resources and a portion of the Spoonville Trail in partnership with Crockery Township.

See page 13 for a listing of all lands administered by the Parks Commission.



Photo by June Kuiper

### Where you belong

Ottawa County is blessed with a natural resource base as extensive as any other county in the state. The Lake Michigan shoreline, sand dune formations, waterways, wetlands, bayous, and woodlands all contribute to make Ottawa County a very special environment. These resources have the potential to support many healthy outdoor recreation activities.

Ottawa County is also the fastest growing county in the state, which is a reflection of the area's unique natural attractions, diverse economy, and other indicators of a high quality of life.

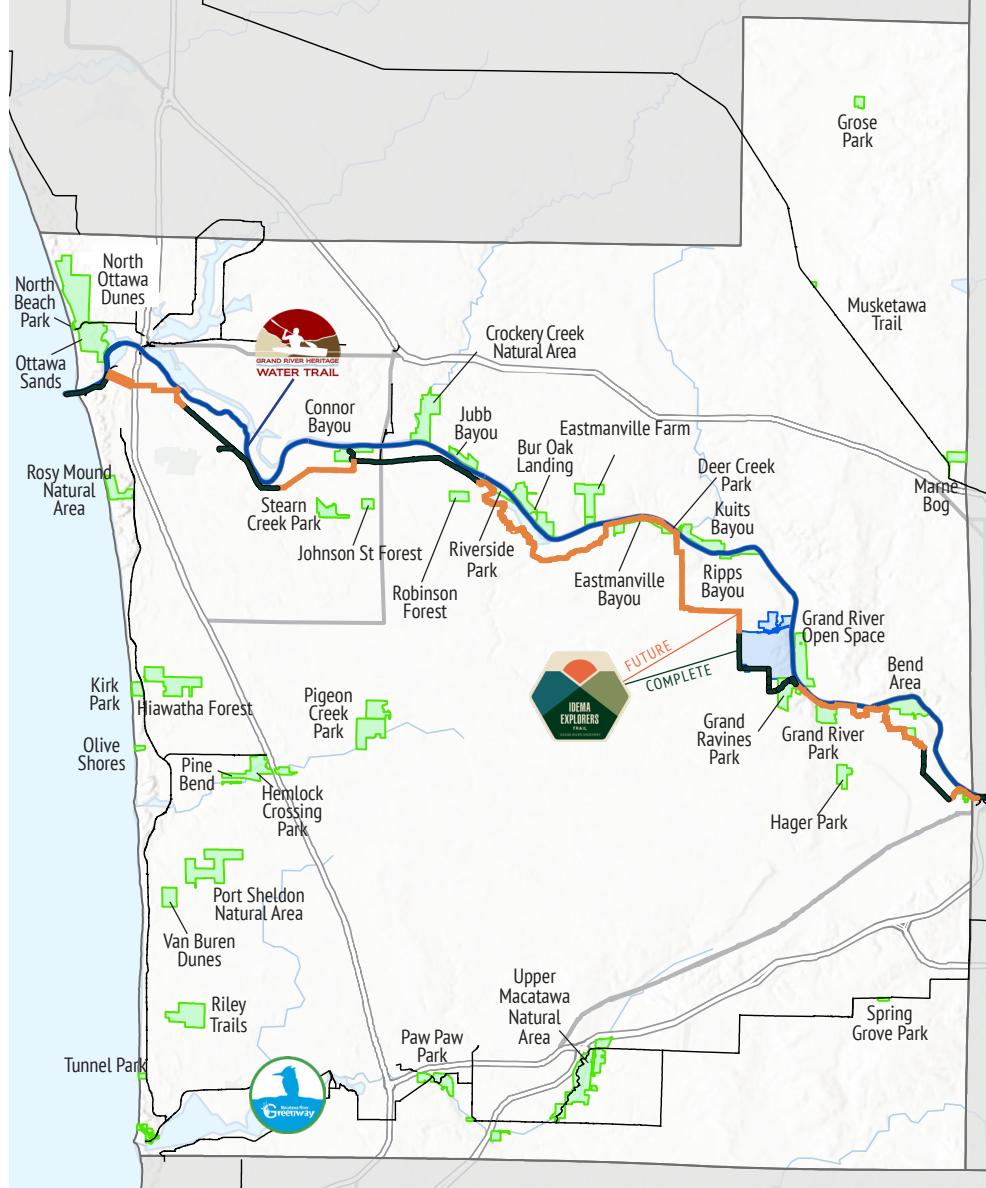
### Greenways in Ottawa County

There are four greenways in Ottawa County, each different and special in its own way:

- Grand River Greenway
- Lake Michigan Coastal Greenway
- Macatawa River Greenway
- Pigeon River Greenway

### What is a greenway?

A greenway is a connected and ecologically related corridor of park or protected green spaces near an urban area, set aside for recreational use or environmental protection.



# Navigating Challenges: Adapting to COVID

In March, parks were deemed essential and remained open while many other places closed. The parks suddenly became popular with new users and regulars alike.

Working with the County's COVID response team, we made adjustments to support the popularity of parks:

- Limit parking at the most popular parks
- Posted signs about social distancing
- Created and shared a COVID park etiquette video on social media
- Made many trails one-way
- Temporarily closed restrooms and playgrounds
- Closed indoor reservation facilities



COVID etiquette signage posted at busy parks

Most visitors were understanding as we navigated the many Executive Orders and CDC recommendations to keep our visitors safe, but still continued to offer outdoor recreation.

We committed to providing nature programs and resources, even though our Nature Center was closed. Though many were new to the medium, staff produced 30 virtual programs and built a resource library for students, parents, and teachers to access for free:

[miOttawa.org/naturetoyou](http://miOttawa.org/naturetoyou)

As the months rolled on, we were able to obtain cleaning supplies and Personal Protective Equipment needed to re-open restrooms, just in time for the summer season.

When outdoor gathering restrictions were loosened, we were able to offer outdoor reservation facilities and re-open playgrounds and the Grand Ravines Dog Park. We also held summer camps and outdoor programming with smaller groups of participants.

While indoor gathering restrictions fluctuated, we were not able to re-open our indoor facilities to meet new requirements, and 865 reservations including weddings, anniversaries, and family reunions had to be canceled.

Through all of this, park staff was able to work in the field or from home every day to perform their essential duties.

Even with the many obstacles we faced, parks were clean and safe every day. Improvements and repairs continued, and most importantly, enjoyment of the parks continued.

*[I] wanted to let the Ottawa County Park staff know that they are appreciated. In an effort to get out of the house during the pandemic, I decided to visit all the [Ottawa County Parks] beginning in April. Today I finished the job. After walking, paddling, and biking all the parks, I am much more aware of how fortunate we are to live in Ottawa County. There are some truly beautiful places in our county that I never knew existed. It's been one of the few silver linings of the pandemic for me.*

– Tory Carter, Ottawa County Resident



Limited overflow parking at Rosy Mound Natural Area



Closed restroom



Socially-distanced presentation at Stearns Creek Park



Thru hike at North Ottawa Dunes



Whistle of the Whip-poor-will program at Pigeon Creek Park

# Navigating Challenges: High Water

## High Water Damage

High water continued to be a major issue and required staff to monitor stairs, boardwalks, overlooks, bridges, boat launches, kayak launches, and some trail routes.

As Lake Michigan rose, our beaches turned into sand cliffs, forcing the removal of wooden access structures at Rosy Mound, Tunnel Park, and Kirk Park. Debris in the form of lumber from other's stairs, docks, and boardwalks continued to wash up on beaches in large quantities after every storm. Sets of stairs that have been buried for decades were exposed and then left hanging from the cliff before staff were able to remove them. Access to the dog beach at Kirk Park and the dune ridge trail fell victim to the waves as well. Many houses that neighbor North Beach Park were in danger of falling into the lake before the Parks & Recreation Commission allowed a contractor to use the park to stage materials and equipment to save these homes.

Inland, the rivers overflowed their banks, closing boat launches at Deer Creek, Eastmanville Bayou, Grand River Park, and Riverside Park. The universal kayak launches were modified to adjust to the high water, but installation on the flooded banks still proved difficult.

Paths near the river or in low areas remained flooded most of the year, and concrete along Lake Macatawa was undercut and nearly lost. North Ottawa Dunes was saturated from the high water table when we allowed water to be pumped into the park to save surrounding homes from flooding.



Ridge trail at Kirk Park collapsed due to erosion



Closed platform at Rosy Mound Natural Area; stairs to the lake were removed in FY19



Buried stairs at Kirk Park



Access to neighbors via North Beach Park



Flooded trail at Riverside Park

## Macatawa Watershed Clean Up

### Lakeshore Coastal Greenway Macatawa River Greenway



In partnership with the Macatawa Area Coordinating Council and five other West Michigan partners, the Lakeshore Clean Up Coalition was formed. Beach clean ups were hosted late in the year in an effort to remove the debris on the beach due to high water levels.

This work was funded by a Trash Removal in Great Lakes Communities grant through the Environmental Protection Agency and will continue next year.

Learn more: [the-macc.org/cleanup-events](http://the-macc.org/cleanup-events)



## LAKESHORE CLEANUP COALITION



Beach clean-up volunteers at lakeshore parks



# Highlights on the Lakeshore

## Ottawa Sands Master Plan

### Lake Michigan Coastal Greenway

Ottawa County Parks & Recreation began a formal master plan design process for the Ottawa Sands early in the year.

The process included formal input sessions with various stakeholder groups including, local municipalities; further input from park staff, leadership, and friends; as well as engagement with the general public through an online survey, Instagram photo challenge, and on-site field day.

The site was also analyzed from both natural resource and recreational perspectives. On-site work included a vegetation and natural community inventory, wetland inventory, a herpetology study, lake evaluation, and numerous site walks by the site design team and others.

The process will culminate with a final comprehensive plan for site preservation, restoration/natural enhancement and recreational improvements.

More information about this master plan:  
[miOttawa.org/ottawasands](http://miOttawa.org/ottawasands)



Ottawa Sands Park Field Day



Community Visioning Plan Open House event at Coast Guard Park



## Ottawa Beach Marina

### Lake Michigan Coastal Greenway

Further south along the lakeshore, in Holland, the first year of operation at the Historic Ottawa Beach Marina on Lake Macatawa was successful. More information on marina revenue can be found on page 11.



Aerial view of Ottawa Beach Marina

## Partner Feature: Pumphouse Museum & Learning Center

### Lake Michigan Coastal Greenway

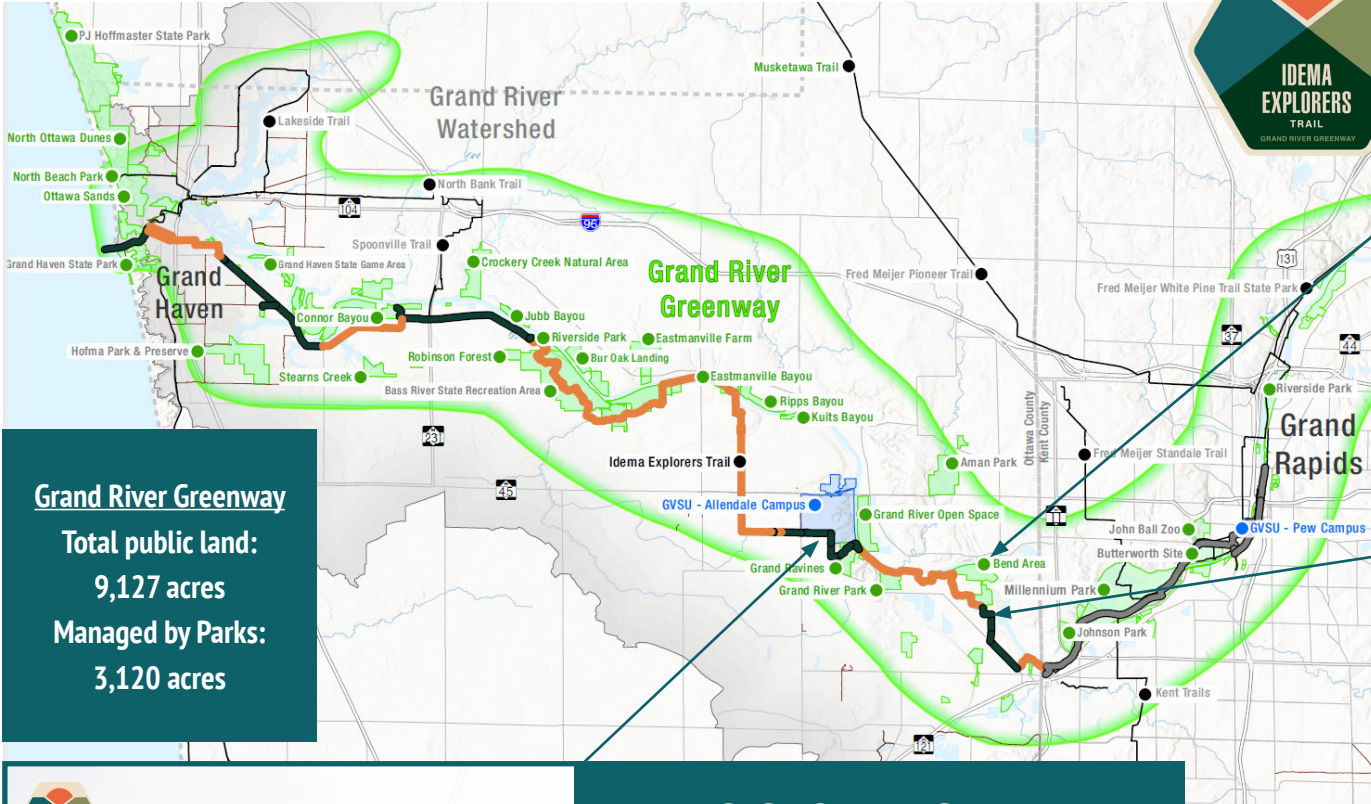
Despite COVID restrictions, our partner, the Historic Ottawa Beach Society, was able to safely welcome nearly 1,000 visitors to the Pumphouse Museum & Learning Center this year to enjoy the Holland's Earliest Amusements exhibit.

The exhibit told the stories of the parallel creation, operation, and demise of both Lakewood Farm and Zoo and Jenison Electric Park. At its peak, Lakewood drew 1,000,000 visitors a year, and, with Jenison Park, marked the beginning of Holland as a tourist mecca.



Pumphouse Museum & Learning Center

# Greenway Trails



**Grand River Greenway**  
 Total public land:  
 9,127 acres  
 Managed by Parks:  
 3,120 acres

## Bend Area Expansion

### Grand River Greenway

The Bend Area was expanded not once, but twice this year, now totaling 421 acres! The expansion of this park has long been planned as part of the greenway.

**2020 Bend Area expansions**

## Trail Planning & Construction

### Grand River Greenway

Efforts continued to finalize a route for the proposed non-motorized paved trail along the Grand River including, working with landowners, securing funding, and developing preliminary and final design and engineering plans for the Stearns Connector, Eastmanville Connector, Bass River, and Jenison Mill Segments of the trail.

**Trail construction along 12th Avenue in Georgetown Township, completed this summer**



## Versluis GVSU Campus Segment

### Grand River Greenway

Partners gathered on Grand Valley State University's campus to celebrate the completion of the Versluis GVSU Campus Segment of the Idema Explorers Trail. The completed trail now connects Grand Ravines to GVSU's Allendale campus and the Allendale business district.

**Pictured: Matt Fenske, Judge Peter Versluis, Bea Idema, President Philomena V. Mantella, Ambassador Peter Secchia, and Greg DeJong**

## Trail Planning

### Macatawa River Greenway

The Macatawa Greenway Team continues to meet regularly to determine the next steps for connecting the greenway. There are continued discussions and intensive planning with various stakeholders and agencies.

**Velo Kids on the Macatawa River Greenway Trail through Upper Macatawa Natural Area**

# Restoration & Stewardship

## Bayou Connectivity

### Grand River Greenway

Three new culverts were added under an access drive to improve fish habitat and user access at Riverside Park. This work was funded by the DNR's Aquatic Habitat Grant program and matched by funds from our millage.

Nearly 1,000' of Grand River shoreline was armored to protect it from erosion. Shoreline restoration was funded through the Sustain Our Great Lakes program, awarded via the US Fish & Wildlife Service.

Learn more: [news.miottawa.org/riverside-restoration-update](https://news.miottawa.org/riverside-restoration-update)



New culvert being placed under road



Shoreline armoring

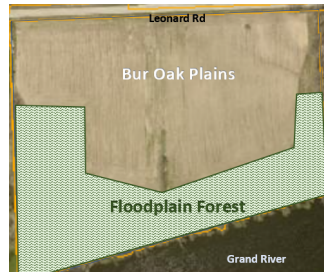
## Riparian Restoration

### Grand River Greenway

Partnering with the Southwest Michigan Land Conservancy, the Parks & Recreation Commission secured a nationally competitive grant from the Wildlife Conservation Society's Climate Adaptation Fund for a project on a 52-acre section of Eastmanville Farm along the Grand River.

Staff began preparing the site for the creation of a bur oak savanna, a once abundant ecosystem in Michigan.

Learn more: [news.miottawa.org/efarm-restoration](https://news.miottawa.org/efarm-restoration)



Eastmanville Farm south of Leonard Rd

## Hemlock Woolly Adelgid (HWA) Task Force

### Lake Michigan Coastal Greenway

After surveying thousands of hemlocks at Ottawa Sands and North Ottawa Dunes, staff moved on to pest management. Nearly 2,000 trees on county park land have been treated for hemlock woolly adelgid. You can identify a tree that has been treated by searching for an aluminum tag at its base.

The West Michigan CISMA has treated an additional 7,700 trees on both private and public property, including in Mason County, which is now the most northern location of HWA. Learn more about this forest pest and how you can help: [saveMIhemlocks.org](https://saveMIhemlocks.org)



HEMLOCK WOOLLY ADELGID

## Oak Savanna Restoration

### Grand River Greenway

A significant portion of restoration work was completed at Stearns Creek Park to encourage growth of native species. Harvesting old pine plantations allows more sunlight to shine through, welcoming plant species that thrive in an oak savanna ecosystem, like the Eastern prickly pear, as well as the wildlife those plants support, like the Eastern box turtle.

Learn more: [news.miottawa.org/oak-savanna-restoration](https://news.miottawa.org/oak-savanna-restoration)

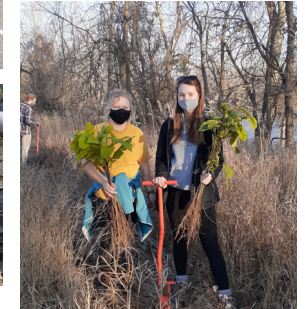
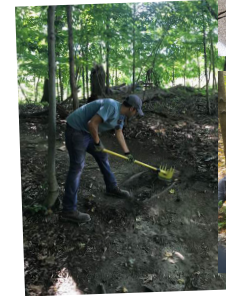


Pine removal at Stearns Creek Park



## Parks Volunteers

Typically Parks staff can rely on about 10,000 hours of volunteer support, with the majority focused on stewardship tasks, such as invasive plant removal and seed collection. Nearly half of those hours are attributed to school groups. Unfortunately in 2020, most school-based outings were canceled. Thankfully we still had many volunteers work on their own or with a group later in the year. We look forward to seeing more students soon!



Thank you to all of our volunteers! From maintaining trails to natural resources support, we are grateful for your time and effort.

# Ottawa County Parks Nature Center

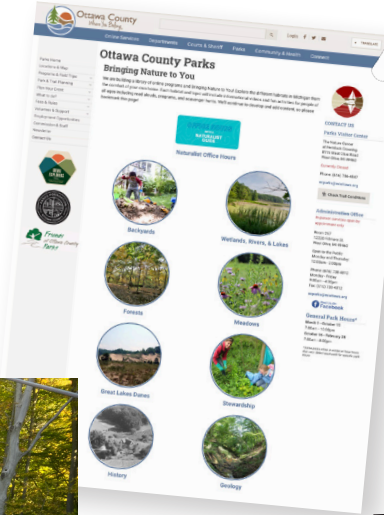
## 10 Years of Nature Education

### Pigeon River Greenway

Our Nature Center, located at Hemlock Crossing County Park, celebrated its 10th anniversary this year. We weren't able to gather for a large party as planned, but we were proud to be able to adapt to new COVID restrictions to still provide nature program and activities to people of all ages – both in-person and online.

In partnership with Loutit District Library, Spring Lake District Library, the Tri-Cities Historical Museum, the City of Grand Haven, and the Village of Spring Lake we offered a number of family-friendly story walks along accessible trails in parks.

Photo by Blair Celano



Liked by ottawacountyparks and 140 others  
 celanopics She was happy dancing to find another Story Walk. The book "Over in the Forest" is put out on signs at one of the Conner Bayou trails in Grand Haven twp. As you walk along the trail you can read the book and each sign has a "try this" activity at the bottom. We enjoyed the 1 mile walk with this book's song and rhymes and would recommend it. The first sign is on the opposite side of the lodge from the parking lot along the Grand River. This book will be up until August 23rd.



Did you know that birding was an activity that saw a major increase in popularity during COVID shutdowns? We saw many new faces when bird walks resumed.



## 2020: The Year of the Video

Though many were new to the medium, staff produced 30 virtual programs and built a resource library for students, parents, and teachers to access for free:

[miOttawa.org/naturetoyou](http://miOttawa.org/naturetoyou)

The videos were also shared on social media and by e-mail. Check out some examples below!



Read alouds and Gabagouache tour

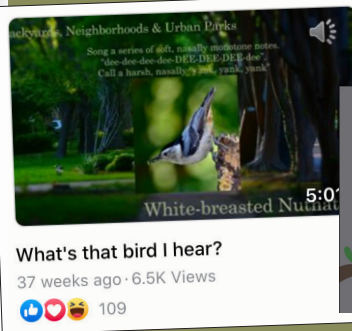


Wildlife Encounters program with "live" searches in the species' habitat



Spring Beauty

Wildflower ID and accompanying Scavenger Hunt activities



What's that bird I hear?  
 37 weeks ago · 6.5K Views  
 109

Bird identification by sound for a variety of habitats, including your backyard!



Spring volunteer workdays were canceled, but this video ID'ing garlic mustard encouraged park visitors to remove this invasive plant on their own!



# Supporting Organizations

While income from fees and permits provide an important source of operating revenues, the voter-supported parks millage provides core funding for Ottawa County Parks. In addition to supporting a wide variety of park improvements and operations, the millage helps secure grant funds that are critical to the expansion and improvement of the park system. The 10-year millage was renewed in 2016 with over 72% of public support.

## Ottawa County Parks Foundation

As the park system has grown over the past 20 years, so has the percentage of the millage required to operate and maintain properties. While the bulk of the funds will be used for that purpose, there are still new projects on the horizon, including:

- Construction of trails along the Grand River and Macatawa River Greenways
- Extension of the Pigeon River Greenway
- Expansion and development of the Bend Area and Ottawa Sands
- Support of nature education programming

The Ottawa County Parks Foundation exists to raise funds to assist the Ottawa County Parks & Recreation Commission in achieving its goal and is expected to have an expanding role in the future.

In 2020, the Parks Foundation secured pledges for over \$600,000 for parks projects, including the Grand River Greenway. While they were unable to host in-person fundraising events, they worked hard to offer virtual alternatives and continued to raise funds through their Stewardship Circle and Park Sustainers Club.

Learn more: [ottawacountyparksfoundation.org](http://ottawacountyparksfoundation.org)



Board Members Marjie Viveen and Bobbi Sabine share a laugh at the Foundation's Jigsaw Puzzle Contest on February 15, 2020

## Friends of Ottawa County Parks

The Friends of Ottawa County Parks (FOOCP) is a membership-based organization that supports the parks through stewardship and monitoring, as well as community outreach. Unfortunately, many of their typical outreach activities were limited this year.



FOOCP was one of our earliest supporters of the Prescribed Browsing Project. Throughout the years they have supported the program by purchasing feed, fencing, and veterinarian care.

The Grants Committee awarded the first grant from the Statema Stewardship Fund to support PARKS BINGO in cooperation with OAISD through *Little Read Lakeshore*, a larger effort hosted by Hope College.

They also continued to support the Nature Center by donating goodies for Coffee with the Birds Mug Club members.

Learn more: [friendsofocp.org](http://friendsofocp.org)



Many of our Friends are active volunteers and are part of the Park Stewards. This group meets once a week and goes on all sorts of adventures to care for our natural resources.



# Operating Revenue

## Operating Parks through a Pandemic

From a revenue standpoint, Ottawa County Parks & Recreation had a consistent year. While many facility rental reservations had to be canceled, motor vehicle permit sales were at an all-time high.

When many parks budgets are on the “chopping block” due to budget constraints on local governments, we were grateful for our operating millage and support from the Ottawa County Parks Foundation.

The Parks & Recreation millage continues to be a key factor in our ability to secure large grants.

## Interesting Operations Facts

- Pigeon Creek Lodge was only open 11 days in FY2020 (14 days in FY2019 and 30 days in FY2018)
- Rentals canceled due to COVID: 865
- Rental Facilities cleaned before and after their rental: 563 (1,540 in FY2019)
- Special events held in parks: 51 (25 canceled due to COVID) (173 in 2019)
- Commercial Photography permits issued or renewed: 19

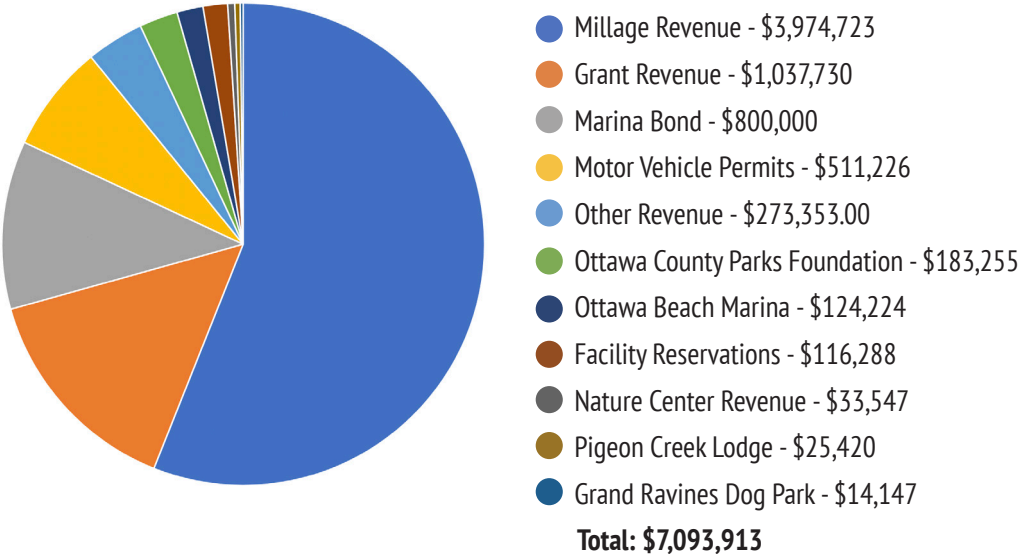


The Pigeon Creek Lodge transitioned to nearly all compostable disposables, partnered with a compost company, and offered re-usable mugs, with beverage discounts as incentives.

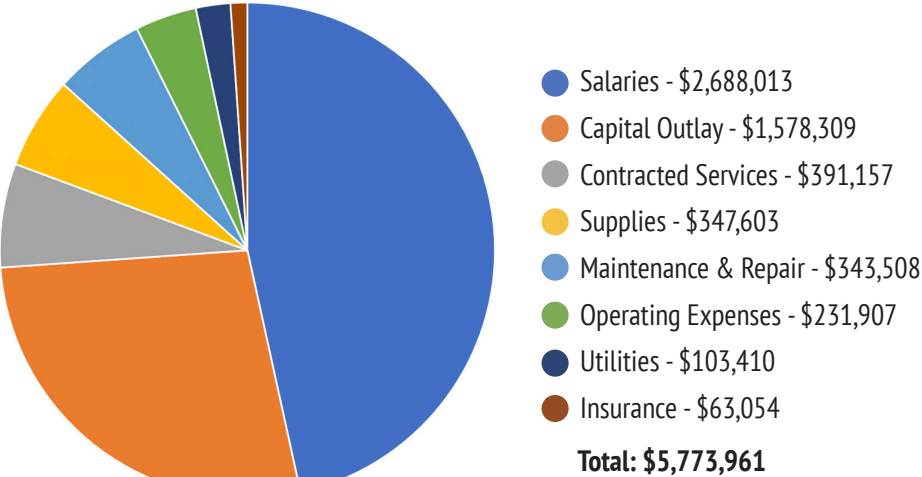


Despite smaller beaches, we welcomed more visitors to Lake Michigan than ever before, with masks on, of course.

2020 Revenues

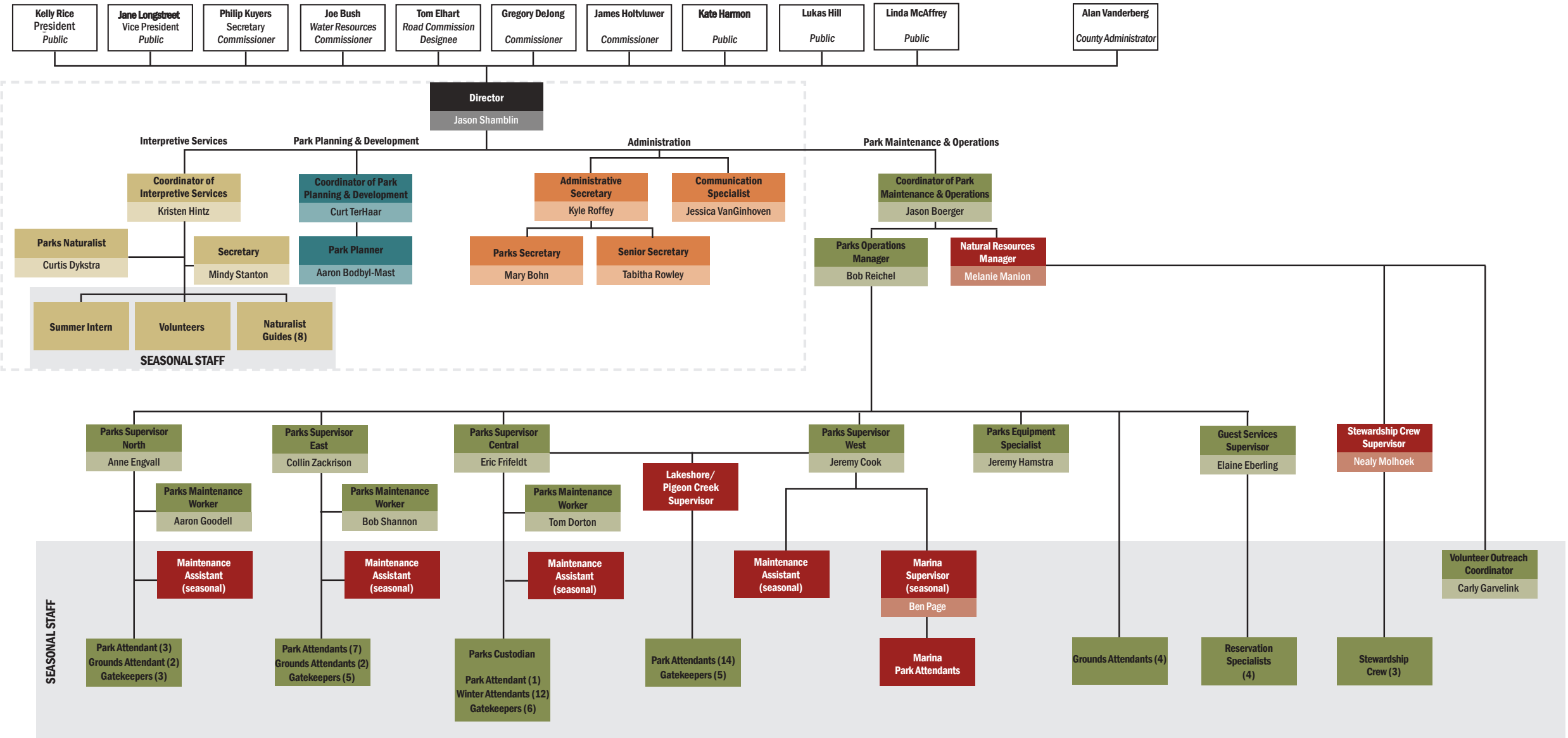


2020 Expenses



# Board & Staff

as of January 2021



# Property Data

PROPERTY DATA	ACREAGE	WATER FRONTAGE (Linear feet)		
		Lake Michigan Frontage	River Frontage	Bayou & Inland Lake Frontage
Parks and Open Spaces	Total Acres			
<b>GRAND RIVER GREENWAY</b>				
Idema Explorers Trail				
Stearns Creek	118			6,213
Connor Bayou	142		4,563	1,687
Crockery Creek Natural Area	334		2,640	
Jubb Bayou (Open Space)	97		4,589	4,026
Riverside Park	95		6,737	
Bur Oak Landing (Open Space)	263		7,392	5,267
Eastmanville Farm	229		1,365	
Eastmanville Bayou Open Space	157		9,364	8,300
Deer Creek Park	2		530	
Ripps Bayou (Open Space)	173		7,550	7,992
Kuits Bayou (Open Space)	80		6,191	2,650
Grand River Open Space	279		7,890	
Grand River Ravines	202		2,640	
Grand River Park	162		2,505	
Bend Area (Open Space)	421		10,032	33,263
Un-named Site - GTTowship (4 parcels)	31		647	
<b>Grand River Greenway Total</b>	<b>2,785</b>	<b>0</b>	<b>74,635</b>	<b>63,185</b>
<b>PIGEON RIVER GREENWAY</b>				
Hemlock Crossing/Pine Bend	239		7,920	
Pigeon River Open Space	46		2,354	
Pigeon Creek Park	282		3,200	
Pigeon Creek Forest (Open Space)	130			
<b>Pigeon River Greenway Total</b>	<b>697</b>	<b>0</b>	<b>13,474</b>	<b>0</b>
<b>MACATAWA RIVER GREENWAY</b>				
Paw Paw Park	172			
Adams Street Landing	10		1,100	
Hawthorn Pond	40		1,792	
96th Ave Property	5		1,471	
Upper Macatawa Natural Area	612		13,100	
<b>Macatawa River Greenway Total</b>	<b>839</b>	<b>0</b>	<b>17,463</b>	<b>0</b>

PROPERTY DATA	ACREAGE	WATER FRONTAGE (Linear feet)		
		Lake Michigan Frontage	River Frontage	Bayou & Inland Lake Frontage
Parks and Open Spaces	Total Acres			
<b>LAKE MICHIGAN COASTAL GREENWAY</b>				
North Ottawa Dunes	593			
North Beach Park	7	745		
Ottawa Sands	345		5,740	8,400
Rosy Mound Natural Area	164	3,450		
Kirk Park	68	1,850		
Olive Shores	21	738		
Tunnel Park	23	950		
Historic Ottawa Beach Parks	58	756		2,560
<b>Lake Michigan Coastal Greenway Total</b>	<b>1,279</b>	<b>8,489</b>	<b>5,740</b>	<b>10,960</b>
<b>GENERAL PARKS, OPEN SPACES, TRAILS</b>				
Musketawa Trail				
Un-named Site - Wright Township	8			
Grose Park	40			823
Marne Bog (Open Space)	83			
Robinson Forest (Open Space)	80			
Johnson Street Forest (Open Space)	50			
Hiawatha Forest (Open Space)	365			
Hager Park	104			
Port Sheldon Natural Area (Open Space)	440			
VanBuren Street Dunes (Open Space)	120			
Spring Grove Park	16			
Riley Trails	300			
<b>Total</b>	<b>1,606</b>	<b>0</b>	<b>0</b>	<b>823</b>
<b>Grand Total</b>	<b>7,206</b>	<b>8,489</b>	<b>111,312</b>	<b>74,968</b>

**ADMINISTRATIVE RULE # 2020-22**  
**COVID-19 County Management Plans**

**AUTHORITY FOR RULE:** On March 26, 2020, the Ottawa County Board of Commissioners conferred on the Ottawa County Administrator the authority to issue Administrative Rules governing Ottawa County operations in the face of the COVID 19 pandemic and the national declaration of emergency related thereto. That authority has been thrice extended. This authority flows from the declaration of emergency existing pursuant to MCL §30.410, and specifically MCL §30.410(1)(a) permits the County to develop an emergency management plan to address its necessary services during the COVID 19 Pandemic

**PURPOSE OF RULE:** To allow Ottawa County funded personnel to meet the challenges of providing necessary public services during the COVID 19 State of emergency through a County COVID 19 Preparedness and Response Plan.

**BACKGROUND:** Because of COVID 19, many County funded personnel have to work hours or work rule conditions that are inconsistent with their general work rules under Michigan law or pursuant to a contract or collective bargaining agreement.

**RULE:** All Ottawa County COVID 19 Preparedness and Response Plans for county operations as issued by the Administrator's Office and under his authority pursuant to its Authority as described above are approved, ratified and extended through periodic updates.

Signed by Administrator:  \_\_\_\_\_

Date: December 18, 2020

Board of Commissioners notification date: January 12, 2021

**ADMINISTRATIVE RULE # 2020-23**  
**COVID-19 Grant Acceptance and Distribution Authorization**

**AUTHORITY FOR RULE:** On March 26, 2020, the Ottawa County Board of Commissioners conferred on the Ottawa County Administrator the authority to issue Administrative Rules governing Ottawa County operations in the face of the COVID 19 pandemic and the national declaration of emergency related thereto. That authority has been thrice extended. This authority flows from the declaration of emergency existing pursuant to MCL §30.410, and specifically MCL §30.410(1)(a) permits the County to develop emergency measures to address its necessary services during the COVID 19 Pandemic.

**PURPOSE OF RULE:** To allow Ottawa County funded personnel to meet the challenges of providing necessary public services during the COVID 19 State of emergency through acceptance of funding grants available to compensated COVID 19 response workers in County government.

**BACKGROUND:** Because of COVID 19, many County funded personnel have to work extended hours beyond what their compensation was designed to compensate. Federal, state and outside grants are available to assist Ottawa County in adequately compensate such personnel.

**RULE:** Ottawa County and its fiscal agents are authorized to accept federal, state or any other outside grants to assist the County in its COVID 19 response, specifically including grants that will enable the County to provide additional and/or adequate compensation to COVID 19 responders. All such grants must be approved by my office. This Rule also allows a plan for distribution of such funds to employees who provide COVID 19 response according to a plan that my office approves.

Signed by Administrator:   
Date: December 18, 2020  
Board of Commissioners notification date: January 12, 2021

**ADMINISTRATIVE RULE # 2020-24**  
**COVID-19 Video Oath Administration**

**AUTHORITY FOR RULE:** On March 26, 2020, the Ottawa County Board of Commissioners conferred on the Ottawa County Administrator the authority to issue Administrative Rules governing Ottawa County operations in the face of the COVID 19 pandemic and the national declaration of emergency related thereto. That authority has been thrice extended. This authority flows from the declaration of emergency existing pursuant to MCL §30.410, and specifically MCL §30.410(1)(a) permits the County to develop emergency measures to address its necessary services during the COVID 19 Pandemic.

**PURPOSE OF RULE:** To allow Ottawa County elected officials, officers and deputies to administer and take necessary oaths of office through video communications.

**BACKGROUND:** During the beginning of a year and/or the beginning of electoral terms, oaths of office need to be taken and administered by Ottawa County elected officials, officers, and deputies. Due to COVID 19 restrictions, many of such personnel are working from home during the pandemic and are not available or should not attend gatherings, which normally occur during oath administrations. Such gatherings risk spreading the COVID 19 virus.

**RULE:** Ottawa County elected officials, officers, deputies and agents are authorized to administer or take oaths of office or authorization through video communication means. This administrative rule shall not obviate or eliminate the need for any signed statements or oaths that are also required by Michigan law, provided such written documents can be submitted through the mail or at convenient times when the officer or deputy is within the appropriate Ottawa County facility.

Signed by Administrator: \_\_\_\_\_



Date: December 18, 2020

Board of Commissioners notification date: January 12, 2021

## ADMINISTRATIVE RULE # 2020-25

### Extensions of Administrative Rules 2020-2, 2020-3, 2020-5, 2020-6, 2020-7, 2020-8, 2020-9, 2020-11, 2020-15, 2020-16, 2020-17, 2020-18

**AUTHORITY FOR RULE:** On March 26, 2020, the Ottawa County Board of Commissioners conferred on the Ottawa County Administrator the authority to issue Administrative Rules governing Ottawa County operations in the face of the COVID 19 pandemic and the national declaration of emergency related thereto. That authority has been thrice extended. This authority flows from the declaration of emergency existing pursuant to MCL §30.410, and specifically MCL §30.410(1)(a) permits the County to develop emergency orders to address the operations of county government during the COVID 19 Pandemic

**PURPOSE OF RULE:** To allow Ottawa County funded personnel to meet the challenges of providing necessary public services during the COVID 19 State of emergency the following rules have been enacted:

- 2020-2—Waiver of Convenience Fees
- 2020-3—Acquisition of Services and Supplies
- 2020-5—Chairperson Remote Signature Authorization
- 2020-6—Presentation of Annual Reports Digitally
- 2020-7—Board of Commissioner Rules regarding Remote Participation
- 2020-8—Dry Cleaning benefits to officers for uniform sanitation
- 2020-9—Waiver of Food Service License Fees
- 2020-11—Covid testing in the Jail
- 2020-15—Authorization of On-Call
- 2020-16—Modification of Building Access Restrictions
- 2020-17—External Use of County Building
- 2020-18—Extension of Vacation Usage

**BACKGROUND:** Because of COVID 19 work restrictions and the continued and even increased spread of the COVID 19 virus each of the rules above needs to be extended until the end of local declaration of emergency for the COVID 19 pandemic.

**RULE:** Retroactive to their expiration and through the duration of Ottawa County's declaration of a local emergency due to the COVID 19 pandemic as periodically extended or unless individually, in groups or collectively terminated earlier, the above referenced rules are extended.

Signed by Administrator:  \_\_\_\_\_

Date: January 7, 2021

Board of Commissioners notification date: January 12, 2021