



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, February 9, 2021 at 1:30 PM** for the regular February 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 Zylstra
3. Pledge of Allegiance to the Flag
4. Roll Call
5. Presentation of Petitions and Communications
 - A. Outstanding Customer Service Award Recipients
 1. Kelly Chapman, Community Mental Health
 2. Marshall Boyd, Innovation and Technology
 - B. 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:

To approve the Minutes of the [January 26, 2021 Board of Commissioners meeting](#).

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

From Administration

2. [Accounts Payable for January 18 - 29, 2021](#)

Suggested Motion:

To approve the general claims in the amount of \$8,570,665.96 as presented by the summary report for January 18 - 29, 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.

B. Public Hearings: None

C. Action Items:

From Administration

1. [Ottawa County Facilities Maintenance Department 2020 Annual Report](#)

Suggested Motion:

To receive for information the Ottawa County Facilities Maintenance Department 2020 Annual Report.

2. [Ottawa County Equalization Department 2020 Annual Report](#)

Suggested Motion:

To receive for information the Ottawa County Equalization Department 2020 Annual Report.

3. [Ottawa County Community Mental Health 2020 Annual Report](#)

Suggested Motion:

To receive for information the Ottawa County Community Mental Health 2020 Annual Report.

D. Appointments:

From the Talent and Recruitment Committee

1. [Ottawa County Economic Development Corporation/Brownfield Redevelopment Authority](#)

Suggested Motion:

To place into nomination the names of (*indicates recommendation from the Interview Subcommittee):

*Rebecca Hop
and to select one (1) to fill one (1) Director vacancy beginning immediately and ending December 31, 2026.

*Garry Post
and to select one (1) to fill one (1) Director vacancy beginning immediately and ending December 31, 2021.

2. [Lakeshore Regional Entity Substance Abuse Oversight Policy Board](#)

Suggested Motion:

To place into nomination the names of (*indicates recommendation from the Interview Subcommittee):

*Richard Kanten

*David Parnin

and to select two (2) to fill two (2) Lakeshore Regional Entity Substance Abuse Oversight Policy Board vacancies beginning immediately and ending December 31, 2023.

E. Discussion Items:

1. [Ottawa County Facilities Maintenance Department 2020 Annual Report](#)

Presented by John Shay, Deputy County Administrator

2. [Ottawa County Equalization Department 2020 Annual Report](#)

Presented by Michael Galligan, Equalization Director

3. [Ottawa County Community Mental Health 2020 Annual Report](#)

Presented by Lynne Doyle, Community Mental Health Director

4. [First Quarter Update to 2020-2021 Business Plan](#)

9. Report of the County Administrator

10. General Information, Comments, and Meetings Attended

11. Public Comments

12. Adjournment

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

The Ottawa County Board of Commissioners met on Tuesday, January 26, 2021, at 1:30 p.m. and was called to order by the Chair.

Commission DeJong pronounced the invocation.

The Chief Deputy Clerk pronounced 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)

Presentation of Petitions and Communications

A. Public Health Update – Lisa Stefanovsky, Health Officer, and Dr. Paul Heidel, Medical Director presented a COVID-19 update.

B/C 21-023 Joseph Baumann moved to approve the agenda of today as presented. 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.

B/C 21-024 Matthew Fenske moved to approve the following Consent Resolutions:

1. To approve the Minutes of the January 12, 2021 Board of Commissioners meeting and the January 12, 2021 Board of Commissioners Work Session.
2. To approve the general claims in the amount of \$5,827,586.97 as presented by the summary report for January 4 – 15, 2021.
3. To approve the 2021 budget adjustments per the attached schedule.

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 21-025 Philip Kuyers moved to approve and authorize the Board Chairperson and Clerk/ Register to sign the Resolution to extend a State of Emergency within Ottawa County

due to the COVID-19 pandemic. The motion passed as shown by the following votes:
Yeas: Francisco Garcia, Matthew Fenske, Allen Dannenberg, Randall Meppelink, James Holtvluwer, Joseph Baumann, Philip Kuyers, Gregory DeJong, Roger Bergman. (9)

Nays: Kyle Terpstra, Douglas Zylstra. (2)

- B/C 21-026 Gregory DeJong moved to approve and authorize the Board Chairperson and Clerk/ Register to sign the Resolution adopting the 2021 Ottawa County Parks, Recreation, and Open Space Plan as the official planning document for the Ottawa County Parks Commission and to recommend transmittal of the plan to the State of Michigan. The motion passed as shown by the following votes: Yeas: Allen Dannenberg, Joseph Bauman, Matthew Fenske, Randall Meppelink, Kyle Terpstra, Francisco Garcia, Gregory DeJong, James Holtvluwer, Douglas Zylstra, Philip Kuyers, Roger Bergman. (11)
- B/C 21-027 Gregory DeJong moved to approve and authorize the Board Chairperson and Clerk/ Register to sign the short-term lease with the West Michigan Agricultural Education Center to extend the lease by one year to allow farming activity in the 2021 season. 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 21-028 Gregory DeJong moved to approve and authorize the Board Chairperson and Clerk/ Register to sign the trail easements from Robert and Harriet Austin at 12222 60th Ave. at a cost of \$2,000.00 and from Dale and Kathy Knoper at 11840 60th Ave. at a cost of \$1,215.45. 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 21-029 Joseph Baumann moved to approve and authorize the Board Chairperson and Clerk/ Register to sign the Resolution to Authorize the Issuance of Not to Exceed \$465,000 Ottawa County Sewage Disposal Refunding Bonds, Series 2021 (Chester Township System No. 1). 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 21-030 Joseph Baumann moved to approve the request to increase the Project Support Specialist from 0.48 FTE non-benefited, to 0.8 FTE benefited, at a cost of \$34,598.83. 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 21-031 Joseph Baumann moved to approve the addition of a Public Health Financial Manager, as outlined below, at a total cost of \$27,395.22. 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 21-032 Joseph Baumann moved to approve and authorize the Board Chairperson and Clerk/Register to sign the contract with Matrix Consulting Engineers to provide lighting consulting services to upgrade the County's facilities to LED lighting in the amount of \$77,500. 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 21-033 Joseph Baumann moved to approve and authorize the Board Chairperson and Clerk/Register to sign the low bid from T@ Construction to construct men's and women's locker rooms at the Holland District Courthouse. The motion passed as shown by the following votes: Yeas: Francisco Garcia, Matthew Fenske, Allen Dannenberg, Kyle Terpstra, Randall Meppelink, James Holtvluwer, Joseph Baumann, Philip Kuyers, Gregory DeJong, Roger Bergman. (10)

Nays: Douglas Zylstra. (1)

The County Administrator's report was presented.

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

B/C 21-034 Joseph Baumann moved to adjourn at 2:45 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

Action Request



Committee: Board of Commissioners

Meeting Date: 02/09/2021

Requesting Department: Fiscal Services

Submitted By: Karen Karasinski

Agenda Item: Accounts Payable for January 18 - 29, 2021

Suggested Motion:

To approve the general claims in the amount of \$8,570,665.96 as presented by the summary report for January 18 - 29, 2021

Summary of Request:

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

Financial Information:

Total Cost: \$8,570,665.96	General Fund Cost: \$8,570,665.96	Included in Budget:	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
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If not included in budget, recommended funding source:

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

Action is Related to Strategic Plan:


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

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

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

Committee/Governing/Advisory Board Approval Date:

Total CHECKS | EFTs | WIRES

	Dates: January 18, 2021
	to January 29, 2021

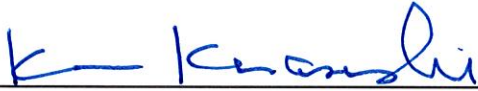
I hereby certify that to the best of my knowledge the List of Audit Claims, a summary of which is attached, constitutes all claims received and audited for payment. The amount of claims to be approved totals:

\$8,570,665.96

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1,140 INVOICES	8,570,665.96
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Karen Karasinski
Fiscal Services Director

2/1/21


Date

We hereby certify that the Board of Commissioners has approved
the claims on Tuesday, February 9, 2021

Roger Bergman, Chairperson
Board of Commissioners

Justin Roebuck
Clerk/Register of Deeds


Total CHECKS | EFTs | WIRES

 Ottawa County <i>Where You Belong.</i>	Dates: January 18, 2021
	to January 29, 2021
Total of all funds:	\$8,570,665.96

0000	TREASURY FUND	5,692.75
1010	GENERAL FUND	2,976,530.73
1500	CEMETERY TRUST	0.00
2081	PARKS & RECREATION	45,487.60
2160	FRIEND OF COURT	12,143.68
2180	OTHER GOVERNMENTAL GRANTS	623,309.75
2210	HEALTH	54,445.55
2220	MENTAL HEALTH	1,275,401.54
2221	MENTAL HEALTH MILLAGE	163,892.54
2225	SUBSTANCE USE DISORDER	100,212.10
2271	SOLID WASTE CLEAN-UP	19,794.19
2272	LANDFILL TIPPING FEES	7,342.81
2340	FARMLAND PRESERVATION	3,000.00
2430	BROWNFIELD REDEVELOPMENT	0.00
2444	INFRASTRUCTURE FUND	0.00
2550	HOMESTEAD PROPERTY TAX	0.00
2560	REGISTER OF DEEDS AUTOMATION FUND	2,000.00
2600	PUBLIC DEFENDERS OFFICE	7,552.37
2620	FEDERAL FOREITURE	0.00
2602	WEMET	47,607.20
2630	SHERIFF GRANTS & CONTRACTS	25,321.66
2631	CONCEALED PISTOL LICENSING	0.00
2901	DEPT OF HUMAN SERVICES	2,791.67

2920	CHILD CARE - PROBATE	28,710.65
2970	DB/DC CONVERSION	0.00

Total CHECKS | EFTs | WIRES

 Ottawa County <i>Where You Belong.</i>	Dates: January 18, 2021 to January 29, 2021	
Total of all funds:		\$8,570,665.96

3010	DEBT SERVICE	0.00
4020	CAPITAL IMPROVEMENTS	194,984.10
4690	BUILDING AUTHORITY CONSTRUCTION PROJECT	33,423.00
5160	DELINQUENT TAXES	2,281.20
5360	LAND BANK AUTHORITY	0.00
6360	INNOVATION & TECHNOLOGY	67,583.59
6450	DUPLICATING	0.00
6550	TELECOMMUNICATIONS	5,496.64
6641	EQUIPMENT POOL	0.00
6770	PROTECTED SELF-FUNDED INSURANCE	5,940.63
6771	EMPLOYEE BENEFITS	832,885.90
6772	PROTECTED SELF-FUNDED UNEMPL INS.	0.00
6775	LONG-TERM DISABILITY INSURANCE	0.00
6780	OTTAWA CNTY-INSURANCE AUTHORITY	0.00
6810	DB/DC CONVERSION FUND	1,178,882.82
7010	TRUST & AGENCY	518,680.26
7015	TRUST & AGENCY JUVENILE COURT	1,422.50
7040	IMPREST PAYROLL	10,392.32
7210	LIBRARY PENAL FINE	0.00
7360	OPEB TRUST	41,559.28
8010	SPECIAL ASSESS. DRAINS	264,896.93
8011	DRAINS-CAPITAL PROJECTS FUND	0.00
8020	DRAINS-REVOLVING	0.00

8510	DRAINS-DEBT SERVICE FUND	0.00
8725	INLAND LAKE IMPROVEMENT	11,000.00
8800	BROWNFIELD REDEVELOPMENT AUTHORITY	0.00

Action Request



Committee:	Board of Commissioners
Meeting Date:	02/09/2021
Requesting Department:	Corporation Counsel
Submitted By:	Doug Van Essen
Agenda Item:	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:

Committee/Governing/Advisory Board Approval Date:

Board Ratification Contracts

Report Start Date: 1/1/2021

Report End Date: 1/31/2021

Total Amount of Contracts: \$2,727,305.64

CONTRACT #	REQUESTED DATE	APPROVED DATE	REQUESTING AGENCY	VENDOR/3RD PARTY	CONTRACT AMOUNT	FISCAL OBJECT CODE
1117	12/16/2020	01/07/2021	COMMUNITY ACTION AGENCY	GEORGETOWN SENIOR CENTER	\$3,000.00	821000
1119	12/28/2020	01/07/2021	COMMUNITY ACTION AGENCY	MICHIGAN DEPARTMENT OF HEALTH AND HUMAN SERVICES	\$85,000.00	502000
1120	12/28/2020	01/07/2021	COMMUNITY ACTION AGENCY	MICHIGAN DEPARTMENT OF HEALTH AND HUMAN SERVICES	\$42,844.00	502000
1122	12/31/2020	01/07/2021	PLANNING AND PERFORMANCE	PIONEER RESOURCES	\$128,139.00	821000
1123	01/04/2021	01/07/2021	TREASURER	SYMPRO INC	\$6,294.64	808000
1124	01/04/2021	01/07/2021	PLANNING AND PERFORMANCE	GEORGETOWN SENIORS	\$56,326.00	821000
1125	01/05/2021	01/07/2021	COMMUNITY ACTION AGENCY	MICHIGAN STATE HOUSING DEVELOPMENT AUTHORITY - MSDHA	\$1,652,898.00	502000
1126	01/05/2021	01/07/2021	ADMINISTRATOR	TIM GARD	\$8,000.00	956000
1127	01/05/2021	01/19/2021	PLANNING AND PERFORMANCE	BIZSTREAM	\$26,993.00	801000
1128	01/12/2021	01/14/2021	COMMUNITY ACTION AGENCY	SENIOR RESOURCES	\$20,000.00	821000
1129	01/12/2021	01/14/2021	COMMUNITY ACTION AGENCY	HOLLAND BOARD OF PUBLIC WORKS	\$0.00	581000
1130	01/12/2021	01/14/2021	COMMUNITY ACTION AGENCY	HOLLAND BOARD OF PUBLIC WORKS	\$0.00	581000
1131	01/12/2021	01/14/2021	COMMUNITY ACTION AGENCY	HOLLAND BOARD OF PUBLIC WORKS	\$0.00	581000

1133	01/13/2021	01/14/2021	COMMUNITY ACTION AGENCY	MICHIGAN STATE HOUSING DEVELOPMENT AUTHORITY	\$268,653.00	561000
1134	01/13/2021	01/14/2021	SHERIFFS DEPARTMENT	MUTUAL AID AGREEMENT-GRAND HAVEN, HOLLAND, ZEELAND AND GVSU	\$0.00	704000
1135	01/13/2021	01/15/2021	FRIEND OF THE COURT	ANN MARING	\$1,250.00	704000
1142	01/22/2021	01/29/2021	JUVENILE COURT	COLESPEAKS	\$25,000.00	808000
1143	01/22/2021	01/28/2021	JUVENILE COURT	OAISD	\$159,542.00	808000
1144	01/22/2021	01/28/2021	JUVENILE COURT	OAISD	\$243,366.00	821041

Action Request



Committee:	Board of Commissioners
Meeting Date:	02/09/2021
Requesting Department:	Human Resources
Submitted By:	Regina MacMillan
Agenda Item:	Ottawa County Facilities Maintenance Department 2020 Annual Report

Suggested Motion:

To receive for information the Ottawa County Facilities Maintenance Department 2020 Annual Report.

Summary of Request:

In accordance with the 2021 Rules of the Ottawa County Board of Commissioners:

Section 4.6 - Annual Reports From Departments of County Government - It is the policy of the Board of Commissioners to receive annual, written and oral Reports from all Departments of County government. Written reports shall be in a form approved by the County Administrator and shall, in the ordinary course, be submitted directly to the Board of Commissioners through the County Administrator's Office.

Financial Information:

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

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

Action is Related to Strategic Plan:

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

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

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

Administration: Recommended Not Recommended Without Recommendation

County Administrator: 

Committee/Governing/Advisory Board Approval Date:



OTTAWA COUNTY

FACILITIES MAINTENANCE 2020 ANNUAL REPORT





About Us

- 2020 Budget: \$4,678,017
- Staff of 19 employees
 - 11 Maintenance Staff
 - 6 Custodial Staff
 - 2 Administrative Staff
- On call 24/7/365
- 3 Previous Customer Service Award Winners
- 7 Customer Service Nominations



About Us

Maintenance Staff



Frank Archer



David Bosse



Tom Camburn



Allyn Cribley



Tim Dekkinga



Dick DeWitt



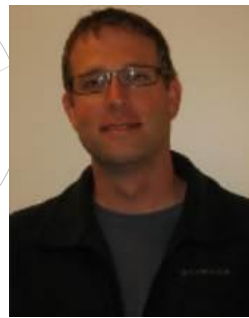
Gary Kessler



Juan Lopez



Matt Twa



Dan VanDerLeest



John Vargo



About Us

Custodial Staff



Bryan Bunday



Alex Chamberlain



Ron Cramblet



Justin Holt



Doug Maas



Cal Yonker



About Us

Administrative Staff



Dianne Adams



Jeanine Dittenbir

2020 Facilities Projects



Administration Building-Furniture Project

- New carpet and wallcoverings
- New office furniture



EMERGENCY OPERATIONS CENTER MONITOR PROJECT

OTTAWA COUNTY FACILITIES
MAINTENANCE





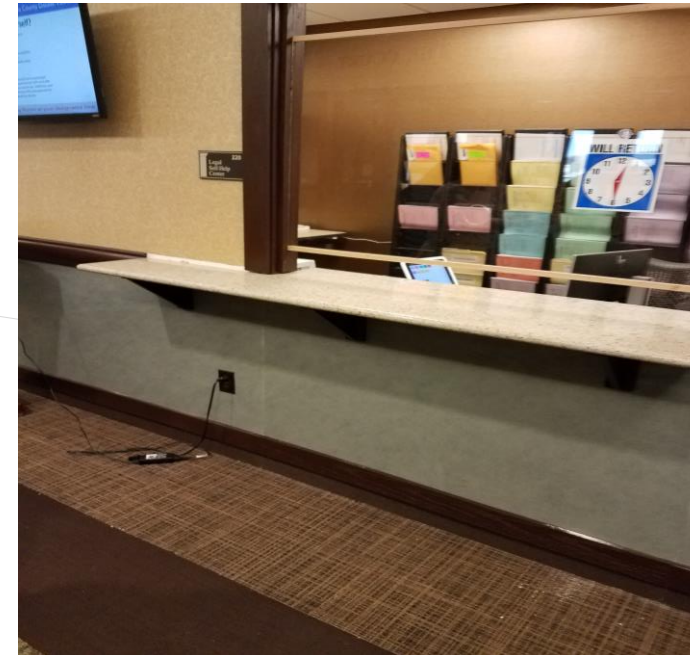
JAIL RE-ROOFING PROJECT

- Replaced roof over Region 4.
- Added new drain saddles to eliminate an existing issue with ponding water.
- Replaced access ladders.



••• Grand Haven Courthouse: Legal Self-Help Center

- Replaced door with a customer-service window and counter to improve security.





Grand Haven Courthouse: Boiler Repairs

- Facilities staff replaced rusted out components of boiler system.





Fulton Street: Landscaping and Carpet

- Facilities staff cleaned up the landscaping.
- New carpet was installed at Public Defender's Office.



Before



After





Juvenile Justice Institute Training Kitchen





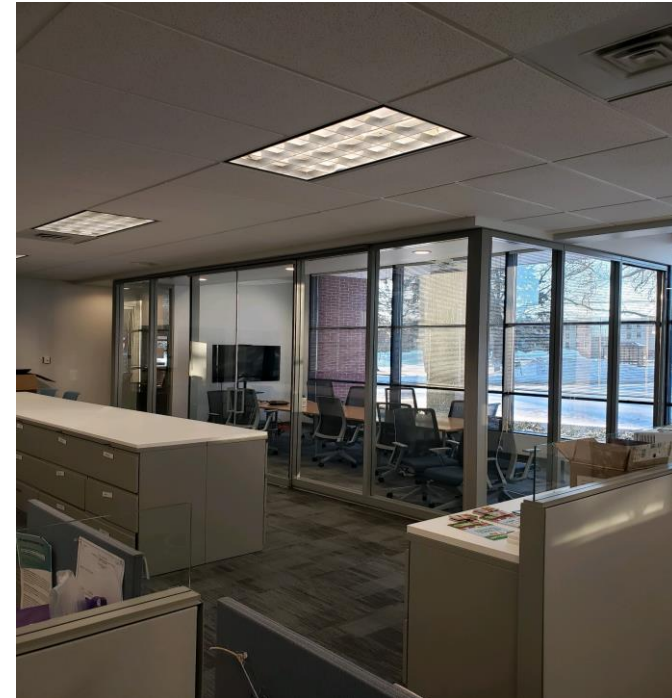
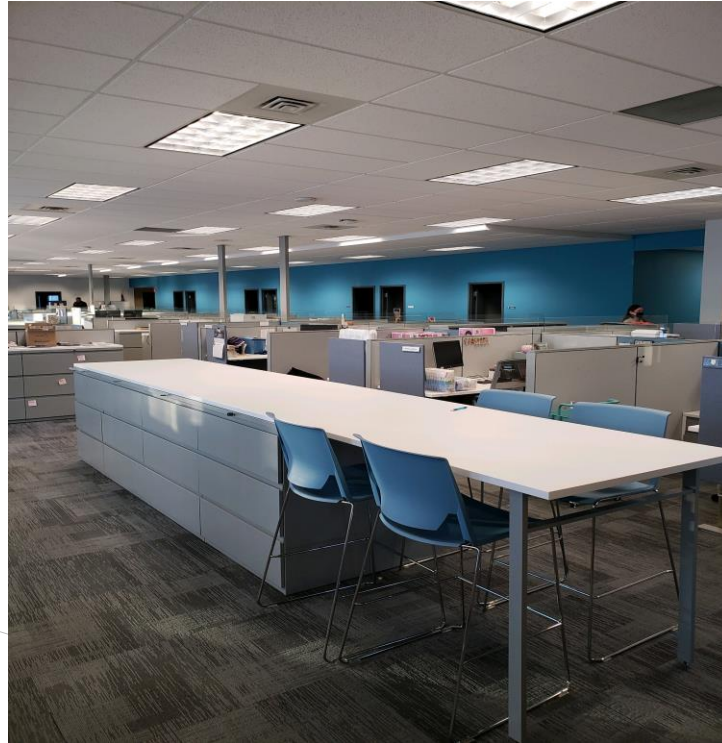
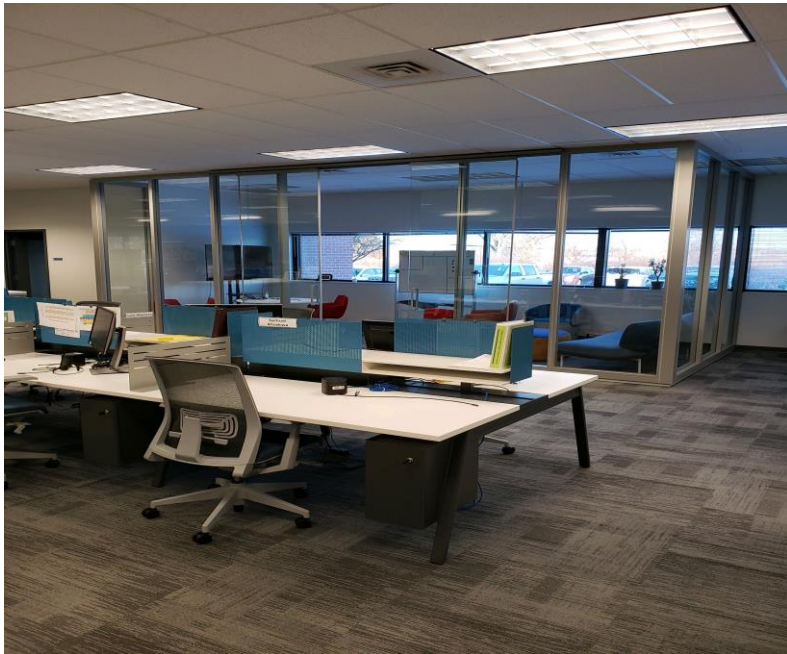
New Electronic Sign

OTTAWA COUNTY FACILITIES
MAINTENANCE



C-Building (Public Health) Renovation

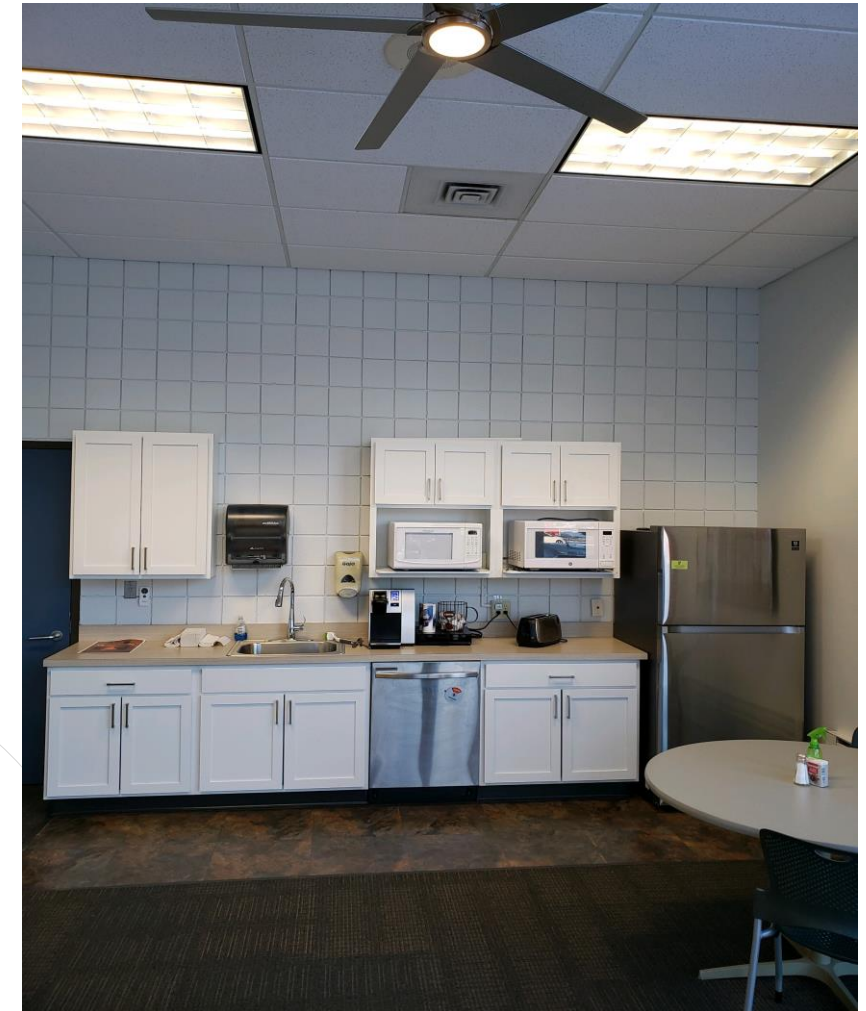
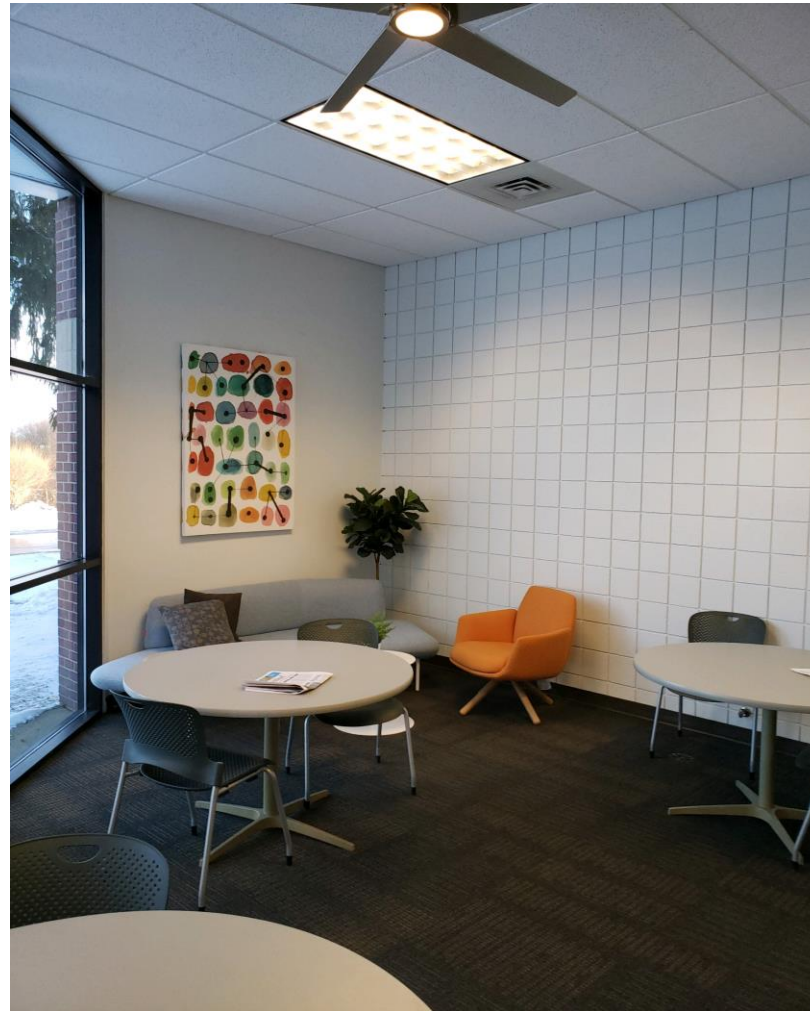
- New office furniture with lower walls
- New glass-walled conference rooms
- New breakroom
- New receptionist area
- New LED lighting and ceiling tiles





C-Building (Public Health) Renovation

Renovated
breakroom





HOLLAND DISTRICT COURTHOUSE

- New carpet was installed on 2nd floor main lobby, courtrooms and hallways.





HUDSONVILLE DISTRICT COURTHOUSE

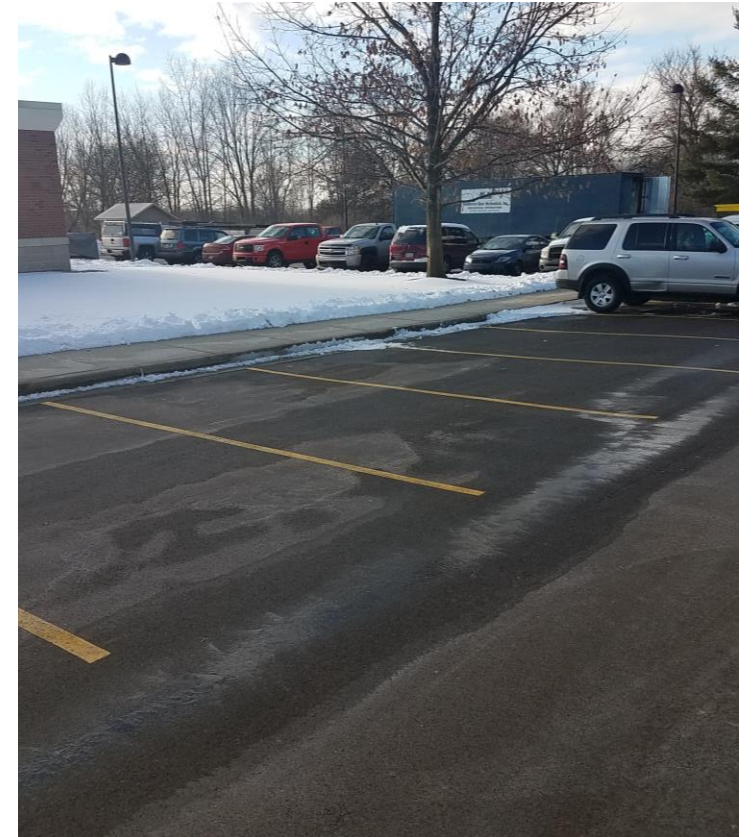
- Installed COVID-19 plexiglass barriers





HUDSONVILLE DISTRICT COURTHOUSE

- Repaved and restriped of west parking lot and drive approach.





HUDSONVILLE DISTRICT COURTHOUSE

- \$1.7 million project to replace HVAC system and roof.
- Construction to be completed in 7 phases.
- Some construction will take place at night, so District Court can remain in operation.
- Construction began in 2020 and should be completed in May 2021.





LOOKING FORWARD INTO 2021



- Hiring a new Facilities Director and Building & Ground Supervisor.
- Replacing card-access system.
- Complete Hudsonville HVAC/Roof project.
- Replace the HVAC system at Fulton Street.
- Construct new locker rooms at Holland District Courthouse.
- Repave and restripe the east parking lot at the DHHS building.
- Complete LED study and seek bids to implement recommendations.

Questions???

Action Request



Committee:	Board of Commissioners
Meeting Date:	02/09/2021
Requesting Department:	Human Resources
Submitted By:	Regina MacMillan
Agenda Item:	Ottawa County Equalization Department 2020 Annual Report

Suggested Motion:

To receive for information the Ottawa County Equalization Department 2020 Annual Report.

Summary of Request:

In accordance with the 2021 Rules of the Ottawa County Board of Commissioners:

Section 4.6 - Annual Reports From Departments of County Government - It is the policy of the Board of Commissioners to receive annual, written and oral Reports from all Departments of County government. Written reports shall be in a form approved by the County Administrator and shall, in the ordinary course, be submitted directly to the Board of Commissioners through the County Administrator's Office.

Financial Information:

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

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

Action is Related to Strategic Plan:

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

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

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

Administration: Recommended Not Recommended Without Recommendation

County Administrator:

Committee/Governing/Advisory Board Approval Date:

2020 Annual Report

Ottawa County Equalization Department

This report does not take the place of the "Equalization Report", statutorily required to be presented to the County Board of Commissioners for adoption in April each year.

Michael R. Galligan mmao(4)
Ottawa County Equalization Director
February 9, 2021



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

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- District 1 Francisco C. Garcia
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Equalization Department Staff



As of February 1, 2021

- **Michael R. Galligan mmao (IV), Director**
- **Brian Busscher mmao (IV), Deputy Director**
- **Joshua Morgan maa (III), Assessing Division Manager**
- **Lori Brassard maa (III), Administrative Assistant**

- **Equalization Appraisals Team**
 - Tina Pickler maa (III), Appraiser III, Senior Appraiser
 - Rodger Murphy maa (III), Appraiser III
 - John Brassard maa (III), Appraiser III
 - Cheryl Deal, 1/2 time Abstracting/Indexing Clerk

- **Local Unit Assessment Administration Team**
 - Joshua Morgan maa (III), Assessing Division Manager
 - Thad Pepper mcao (II), Assistant Assessing Division Manager
 - Tony Rewers mcat, Appraiser I
 - Vacant Position, Appraiser I
 - Sarah Goldman, Abstracting/Indexing Clerk (member of 2 teams)

- **Maintenance of Property Descriptions & Property Tax Maps Team**
 - Christopher Van Horn mcat, Property Description and Mapping Technician
 - Ian Hanes mcat, Property Description and Mapping Technician
 - Julie Friedgen, 1/2 time Abstracting/Indexing Clerk (member of 2 teams)
 - Jennifer Milanowski mcat, 3/4 time Abstracting/Indexing Clerk (member of 2 teams)

- **Deeds Processing Team**
 - Susan Young, Senior Abstracting/Indexing Clerk
 - Sarah Goldman, Abstracting/Indexing Clerk (member of 2 teams)
 - Jennifer Milanowski mcat 3/4 time Abstracting/Indexing Clerk (member of 2 teams)
 - Julie Friedgen, 1/2 time Abstracting/Indexing Clerk (member of 2 teams)

Breakdown of Department Personnel (Full time Equivalents FTE)

	2006	2007	2008	2009	2010	2011	2012	2013	2014 - 2017	2018	2019	2020
Equalization/PD&M	14.5	14.0	13.5	13.5	12.8	12.05	12.05	11.75	11.50	11.50	11.50	11.25
Local Assessing	N/A	N/A	N/A	N/A	N/A	1.75	1.75	1.75	2.25	3.25	3.25	4.50
Total	14.5	14.0	13.5	13.5	12.8	13.8	13.8	13.5	13.75	14.75	14.75	15.75

Recent Changes

- ❑ The Covid-19 pandemic has presented challenges for our department. Over the course of a week, our staff packed up and transitioned to working from home. All of our dedicated, hard working staff have been successful in making the transition to completing all department functions remotely.
- ❑ The required Designated Assessor contract appointing Brian Busscher as Ottawa County's Designated Assessor was approved by Ottawa County and a majority of our local units.
- ❑ Josh Morgan and his Assessing team received perfect scores on all three State Tax Commission audits for the three 2020 assessment rolls they prepared.
- ❑ Craig Zysk retired December 31 after working in our department in the 1970s and returned again for the last 13 years. We will miss his vast knowledge and experience. Rodger Murphy has transitioned from our local assessing team to fill Craig's position.



Main Functions of the Equalization Department

□ Set up of this Report

- This report is divided up into two sections.
 - The first is a narrative describing the two main functions of the department.
 - The second is a report of various facts and figures.



□ Main Functions of the Department

- The two main functions of the Equalization Department are to assist the County Board of Commissioners with;
 - Preparation of the Board of Commissioner's Equalization Report
 - Preparation of the Board of Commissioner's Apportionment Report.



□ Where to Start?

- The next few pages provide a short explanation of each function.
- We will start with the Equalization Report.



MCL 211.34 establishes the Equalization Department to assist the Board of Commissioners with preparation of their Annual Equalization Report.



- ❑ 209.5 (1) At the regular meeting of the boards of commissioners of the several counties held on the Tuesday following the second Monday in April each year, the boards of commissioners shall equalize the assessment rolls in the manner provided by law. The equalization shall be completed before the first Monday in May.
- ❑ 211.34 (1) M.C.L. The county board of commissioners in each county shall meet in April each year to determine county equalized value which equalization shall be completed and submitted ... to the state tax commission before the first Monday in May. ...
- ❑ 211.34 (2) M.C.L. The county board of commissioners shall examine the assessment rolls of the townships or cities and ascertain whether the real and personal property in the respective townships or cities has been equally and uniformly assessed at true cash value. If, on the examination, the county board of commissioners considers the assessments to be relatively unequal, it shall equalize the assessments by adding to or deducting from the valuation of the taxable property in a township or city an amount which in the judgment of the county board of commissioners will produce a sum which represents the true cash value of that property, and the amount added to or deducted from the valuations in a township or city shall be entered upon the records. The county board of commissioners shall also cause to be entered upon its records the aggregate valuation of the taxable real and personal property of each township or city in its county as determined by the county board.
- ❑ 211.34 (2) M.C.L.(continued) The county board of commissioners shall also make alterations in the description of any land on the rolls as is necessary to render the descriptions conformable to the requirements of this act. After the rolls are equalized, each shall be certified to by the chairperson and the clerk of the board and be delivered to the supervisor of the proper township or city, who shall file and keep the roll in his or her office.
- ❑ 211.34 (3) M.C.L. The county board of commissioners of a county shall establish and maintain a department to survey assessments and assist the board of commissioners in the matter of equalization of assessments, and may employ in that department technical and clerical personnel which in its judgment are considered necessary. The personnel of the department shall be under the direct supervision and control of a director of the tax or equalization department who may designate an employee of the department as his or her deputy. The director of the county tax or equalization department shall be appointed by the county board of commissioners. The county board of commissioners, through the department, may furnish assistance to local assessing officers in the performance of duties imposed upon those officers by this act, including the development and maintenance of accurate property descriptions, the discovery, listing, and valuation of properties for tax purposes, and the development and use of uniform valuation standards and techniques for the assessment of property.

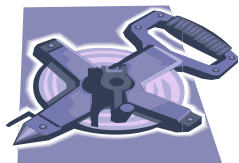


Preparation of the Equalization Report to the Board of Commissioners as required by MCL211.34



❑ Sales Studies

- ❑ From the Register of Deeds system, recorded property transfer documents are electronically received, reviewed, and compared with the local unit assessment rolls. Splits and incorrect property descriptions are set aside for further processing.
- ❑ The remaining documents are then imported into our system. They are matched with PTA's and other documents used to verify sales prices. All documents must then be reviewed to determine their status for use in our sales studies.
- ❑ The Director reviews all sales and compiles sales studies. Sales studies are used to determine the starting ratios in all residential classes. Appraisal studies are used in the other classes.
- ❑ Sales studies are sent to the local units for their review before being entered on the L4018 form.
- ❑ These sales documents are accessible on *miottawa.org* and provide another means of accessing the Register of Deed's documents.



❑ Appraisal Studies

- ❑ The Appraisers field inspect, list, and analyze all usable vacant sales except small residential lots. They also analyze all improved agricultural, commercial and industrial sales. Of these sales, the appraisers field inspect all sales usable for computing economic condition factors.
- ❑ The deputy director analyzes sales data and computes the land values and economic condition factors used in the current year's appraisal studies.
- ❑ The appraisers select representative, random samples for each class studied, field inspect, draw up and price all parcels selected using land value and ECF data previously derived.
- ❑ Once complete, the studies are submitted to the Equalization Director for review and comments then sent to the local unit for their review before being entered on the L4018 form and submitted to the State Tax Commission by December 31.

❑ Equalization

- ❑ In April, local assessors turn in their completed assessment rolls. Our department audits these rolls, on behalf of the Board of Commissioner, to see that each class of property has been adjusted to 50% of market value, as reported on the L4018s.



Preparation of the Equalization Report to the Board of Commissioners as required by MCL211.34



□ Personal Property Studies

- We first select random samples of Commercial, Industrial and Utility personal property accounts for audit or record verification.
- For those accounts where we do audits, we review the results with the owners and the local units. The results are then compiled for use on L4018s.
- From lists provided by the local units, we audit personal property accounts where the business was granted the new personal property tax exemption.

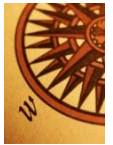


□ Equalization Forms

- L4018s are completed and submitted to the STC by December 31 of each year giving the starting ratios in each class, in each unit.
- The local assessors complete and submit their assessment rolls to the Equalization Department. Assessment rolls are imported, and new, loss and adjustments on the L4021 are audited.
- L4023 forms are compiled from audited assessment rolls. These forms determine whether or not the local unit has brought their ratios in each class to between 49% and 50%.
- Results are summarized, the official Equalization Report is completed and presented to the County Board for its approval.
- We import, review, compile and balance L4025 figures for use in various millage rollbacks.
- We import, review, compile, and balance principal residence exemption figures.

Maintenance of Accurate Property Descriptions and Property Tax Maps

Assistance ... in accordance with MCL211.34(3)



Property System Maintenance

- Our department assists local units in the development and maintenance of accurate property descriptions, assigning new parcel numbers for splits, consolidations, subdivision lots, condominium units, and buildings on leased land, along with their use of our parcel mapping.
- We import and export data to and from the local units. Names and addresses are updated regularly. Values are updated during the equalization process and at other times such as principal residence exemptions deadlines. Our tax descriptions are exported to the local units. Ordered value changes are entered in our assessing system, and compared to the local units values.
- We work with the County Treasurer's Office and the local units to maintain the accuracy and balance between our systems. Crosschecking and balancing assessment roll data allows us to maintain an accurate countywide database of all assessment rolls. This data is also used as the source for the property information available on the county website.

- A Split History System is maintained for all splits back to 1975. This information is made available to the local units, other county departments, and the public through the property search function on the county website.

Mapping/GIS Maintenance

- Our mapping technicians also maintain the parcel and related layers in the county GIS using recorded documents, surveys, and information from local units as the basis for these updates. All work is checked and sent to the local assessors for use in assessment and tax rolls.
- The mapping technicians continue to make modifications and corrections to data in the GIS. This work improves the quality and reliability of the system.



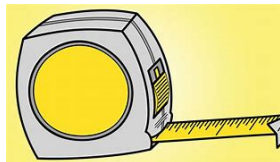
Property Assessment Services for the Local Units

Assistance ... in accordance with MCL211.34(3)



Assessment Administration for the City of Grand Haven, Crockery Township, Blendon Township, and now also Hudsonville City

- The Board of Commissioners have contracted with the City of Grand Haven, Crockery Township, Blendon Township, the City of Hudsonville to provide them with assessment administration services.
- As the County Equalization Director, my certification is used and I am held responsible for supervising and preparing the assessment rolls and all other associated documents and reports.
- Joshua Morgan manages these projects, with the assistance of his team and various other department staff.



Responsibilities

Assessment Roll Preparation

- 20% review and update each year of all classes of real property.
- Land values and ECF computations
- Building permits and Act 25 forms
- Name & address changes
- Review and process sales
- Uncapping & PRE changes
- Splits and combinations
- Personal property discovery and processing
- Assessment change notices
- Numerous State forms
- Full tribunal and small claims appeals
- March, July and December Board of Review

Other Duties

- Public contact, questions, etc.
- Special assessment processing

Special Projects

- Reappraisal of classes of property, when needed.



The Equalization Department is also to assist the Board of Commissioners with the apportionment of money to be raised.

- ❑ 211.37 M.C.L. The county board of commissioners, either at a session held not later than October 31 in each year or at a special meeting held for a local tax collecting unit that approves under section 44a(2) the accelerated collection in a summer property tax levy of a millage that had been previously billed and collected as in a preceding tax year as part of the winter property tax levy, shall ascertain and determine the amount of money to be raised for county purposes, and shall apportion the amount and also the amount of the state tax and indebtedness of the county to the state among the several townships in the county in proportion to the valuation of the taxable real and personal property as determined by the board, or as determined by the state tax commission upon appeal in the manner provided by law for that year, which determination and apportionment shall be entered at large on county records. The board, at a session held not later than October 31 in each year, shall also examine all certificates, statements, papers, and records submitted to it, showing the money to be raised in the several townships for school, highway, drain, township, and other purposes. It shall hear and consider all objections made to raising that money by any taxpayer affected. If it appears to the board that any certificate, statement, paper, or record is not properly certified or is in any way defective, or that any proceeding to authorize the raising of the money has not been had or is in any way imperfect, the board shall verify the same, and if the certificate, statement, paper, record, or proceeding can then be corrected, supplied, or had, the board shall authorize and require the defects or omissions of proceedings to be corrected, supplied, or had. The board may refer any or all the certificates, statements, papers, records, and proceedings to the prosecuting attorney, who shall investigate and without delay report in writing his or her opinion to the board. The board shall direct that the money proposed to be raised for township, school, highway, drain, and all other purposes authorized by law shall be spread upon the assessment roll of the proper townships, wards, and cities. This action and direction shall be entered in full upon the records of the proceedings of the board and shall be final as to the levy and assessment of all the taxes, except if there is a change made in the equalization of any county by the state tax commission upon appeal in the manner provided by law. The direction for spread of taxes shall be expressed in terms of millages to be spread against the taxable values of properties and shall not direct the raising of any specific amount of money. This section does not apply when section 36(2) applies and shall not prevent the township clerk from providing a certification to the county clerk pursuant to section 36(1). If a certification is provided pursuant to section 36(1), the county board of commissioners shall meet and direct or amend its direction for the spread of millages by local units in the county pursuant to the certification.

- ❑ 207.12 M. C. L. The director of the tax or equalization department in each county in this state, as soon as possible after the equalization of the board of commissioners of the county of the assessment rolls of the municipalities in that county, and not later than December 1 in each year, shall make a report, duly certified, to the state board of assessors, on a form to be provided by the state board of assessors, of the amount of ad valorem taxes to be raised in the municipalities in that county for state, county, municipal, township, school, and other purposes,

Preparation of the Annual Apportionment Report to the Board of Commissioners as required by MCL 211.37 & MCL 207.12

❑ Annual Apportionment Report and Related Forms

- ❑ The Apportionment process begins each year with computing the millage reduction fractions. The millage reduction fractions are used to calculate allowable millage for each tax rate request.
- ❑ Each taxing entity is provided its millage reduction fractions along with a sample tax rate request form and a truth in taxation confirmation checklist.
- ❑ Tax rate and debt service requests are collected and audited by the Equalization Department on behalf of the Board of Commissioners.
- ❑ We also monitor expiration of millages, and ballot language on proposals requesting a millage. This helps insure that each request is timely and will meet the requirements to be levied.
- ❑ Tax rate requests, which are used by local units for tax billing, are incorporated into the apportionment report. The tax rate requests are also used in various other reports required by the county and local units.
- ❑ PA 184 & 185 of 2012 allow local units to adopt resolutions authorizing the collection of winter taxes on the summer tax roll for parcels where the total winter amount is \$100 or less.
- ❑ Four cities take advantage of this law.
- ❑ There is now an added millage certification and apportionment in June for those taxes that used to be levied in the winter but will now be levied in the summer. For the most part this is the County millage for Parks, E-911, Roads and Mental Health along with one district library.



Other Duties



❑ Damage Assessment

The Equalization Department gathers damage assessment information from local units in the event of a disaster. Department staff provides local units assistance with damage assessment if requested. We also participate in training exercises.

❑ Forecasting

To assist with budgeting, we make projections of future taxable value based on the limited information available.



❑ Requests for Information

We fill Freedom of Information Act requests and provide, through miottawa.org, parcel data exports of countywide assessment roll data. We also fill requests from the schools, other taxing units, and financial advisory companies for various statistics.

❑ Assistance to Local Units

We assist the local units by developing uniform standards and updating them on recent law changes. We also provide technical assistance to the local units in areas such as valuation appeals, assessing procedures, and millage questions.

❑ Assessor's Continuing Education Credit Classes

To be eligible to renew their certification, Assessing Officers must complete a certain number of hours of State Tax Commission approved continuing education. Sixteen hours of continuing education are currently required. For a number of years, we have been providing these recertification classes for the benefit of our staff as well as other certified assessors around West Michigan. Income each year from these classes continues to exceed expenses. Due to the COVID pandemic, all classes were virtual this year.

❑ In 2020 we offered the following classes

<u># Signed up</u>	<u>Class Name</u>
53	411 on Forms - Virtual class
75	To Divide or Not to Divide - Virtual class
68	Teamwork Makes the Dreamwork - Virtual class

❑ Extra

I serve as an instructor for the State Tax Commission certification program at the advanced and masters levels. I teach classes in statistics and depreciation and have written texts for both classes.

❑ Brian Busscher and I both serve on panels in the STC Master Assessing Officers program grading Appraisal reports.

❑ Josh Morgan is now a Mid- Michigan Association of Assessing Officers board member.

According To The Numbers

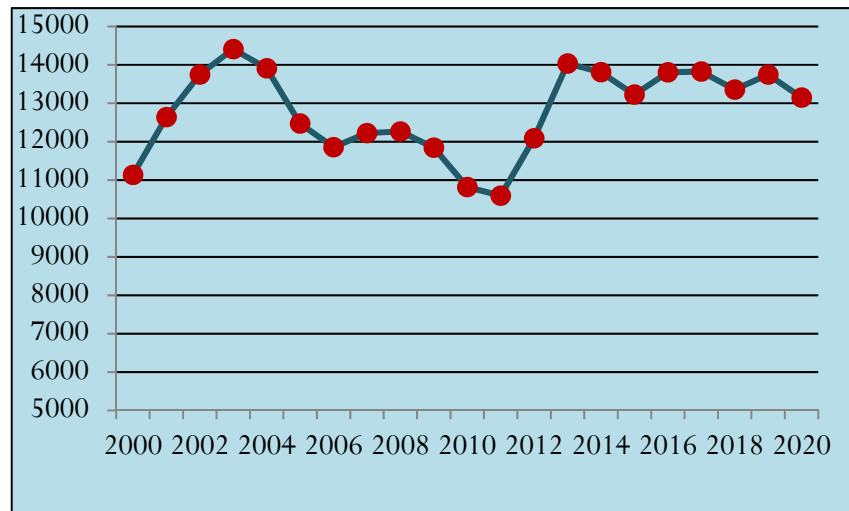
Sales Studies - Analysis of the market begins with sales



Sales Entered in the Equalizer database

All classes of property (Dec. 1 through Nov. 30)

2000 - 11,136	2007 - 12,224	2014 - 13,810
2001 - 12,640	2008 - 12,265	2015 - 13,227
2002 - 13,749	2009 - 11,841	2016 - 13,806
2003 - 14,409	2010 - 10,816	2017 - 13,827
2004 - 13,911	2011 - 10,594	2018 - 13,357
2005 - 12,471	2012 - 12,089	2019 - 13,745
2006 - 11,856	2013 - 14,033	2020 - 13,148



Results of Residential Sales Studies

(Percent change does not include net new construction, etc.)

Study Year	Percent Change **	# of Sales 2 yr period	Sales Used	# of 1 yr Studies
2004 for 2005Eq	5.09%	8,868	8,868	0
2005 for 2006Eq	6.07%	8,478	8,478	0
2006 for 2007Eq	4.66%	8,006	8,006	0
2007 for 2008Eq	1.14%	7,101	5,716	8
2008 for 2009Eq	-3.42%	5,867	2,568	19
2009 for 2010Eq	-6.61%	3,676	1,638	22
2010 for 2011Eq	-3.52%	4,086	2,333	19
2011 for 2012Eq	-2.84%	4,562	2,208	19
2012 for 2013Eq	1.17%	5,203	4,871	6
2013 for 2014Eq	5.15%	6,966	6,951	1
2014 for 2015Eq	6.33%	8,204	8,204	0
2015 for 2016Eq	6.93%	8,976	8,976	0
2016 for 2017Eq	7.54%	9,589	9,589	0
2017 for 2018Eq*	3.41%	9,900	9,900	0
2018 for 2019Eq	6.85%	9,880	9,880	0
2019 for 2020Eq	6.96%	9,338	9,338	0
2020 for 2021Eq	6.34%	9,268	9,268	0

* 2 year sale study time frame moved back 6 months to now end March 31

** Percent change is the change in Assessed Value from the previous year.

According To The Numbers

Appraisal Studies are done where there are insufficient sales for a Sales Study.

❑ First is an analysis of the market

- ❑ About 154 Agricultural, Commercial, and Industrial sales documents were analyzed and investigated by staff appraisers.
 - ❑ About 121 improved sales were field inspected and appraised, then added to the ECF studies as follows;
 - ❑ 8 in the Agricultural ECF
 - ❑ 78 in the Commercial ECF
 - ❑ 35 in the Industrial ECF
 - ❑ 21 Commercial and Industrial condominium sales were analyzed, field reviewed, and listed for use in appraisal studies.
 - ❑ 148 new Agricultural, Commercial, and Industrial vacant land sales were appraised and added to the vacant land sales studies.
- ❑ 64 new sales of improved residential properties were appraised and added to the Residential ECF study for use in the Agricultural appraisal studies.



❑ Appraisal Studies

- ❑ Representative samples are selected and appraised. The following is the breakdown of the appraisals used in the 2020 studies for 2021 equalization;
 - 363 Agricultural parcels
 - 495 Commercial parcels
 - 394 Industrial parcels
 - 1 Developmental parcels
 - 1,253 Total Appraisals for studies
- ❑ **Total approximate number of appraisals done in 2020 for 2021**
 - 290 Appraisals of sales
 - 1,253 Appraisals for studies
 - 1,543 Total Appraisals
- ❑ Staff appraisers also spent time assisting the local assessing team.



According To The Numbers



Personal Property Studies & The Apportionment Report

❑ Personal Property Studies

- ❑ 1 Personal property audit was conducted during 2020 for use in the Equalization studies (L4018s)
- ❑ 158 record verifications were conducted during 2020 for use in the Equalization studies (L4018s)
- ❑ 1 audit of the small taxpayer personal property tax exemption was conducted.

❑ Industrial Personal Processing Exemption

- ❑ Qualified industrial personal property became exempt beginning in 2016.
- ❑ A substantial loss in taxable value due to this exemption was seen in 2016. The loss has continued. Some of the lost revenue is reimbursed by the State.



❑ Apportionment Report.

- ❑ 53 Preliminary L4029 Tax Rate Request forms were prepared and sent to taxing authorities, some for the July levy and some for the December levy.
- ❑ 36 ballot proposals requesting new or renewed millage rates were reviewed prior to going on the ballot.
- ❑ 53 returned L4029 Tax Rate Request forms were audited on behalf of the Board of Commissioners to see that all certificates, statements, papers, or records were properly certified and are in no way defective.
- ❑ 50 page Ottawa County Apportionment Report was prepared. Included in the report is a listing by local unit of all millage rates levied along with estimated tax dollars.
- ❑ The “Statement Showing Mills Apportioned by the County Board of Commissioner” is prepared, signed and sent to the State Tax commission along with copies of all L4029s.
- ❑ 24 Preliminary 591 forms listing all taxes to be levied in each local unit are prepared and sent to local clerks, then reviewed upon their return
- ❑ 24 County Clerk’s Statements are prepared from the returned 591 forms.

According To The Numbers



Maintenance of accurate property descriptions and property tax maps

Property System Maintenance

Parcel Changes	To Date	
	2020 roll	2021 roll
New Parcel #'s Assigned	1,746	1,399
Old Parcel #'s Retired	525	673
Descriptions Edited	2,815	2,039

Parcel numbers assigned include creating property records, tax descriptions.

- ❑ About 624 ordered changes to assessment rolls processed and verified with local units.
- ❑ 182 name and address imports, and over 100 values imports from local units were processed.
- ❑ Requests for county wide data are now handled through the miottawa website as Parcel Data Exports. This has greatly reduced the number of FOIA requests.
- ❑ 1 Freedom of Information Act request (FOIA) was processed.
- ❑ 43 Parcel Data Export requests were processed through the miottawa web site.

Mapping/GIS Maintenance



- ❑ **New plats recorded for :**
 - ❑ 2021 Roll 6 Plats - 149 lots to date
- ❑ **New condominiums recorded:**
 - ❑ 2021 Roll 9 Condo Projects - 154 units (17 of these were site condo Lots) to date
- ❑ **Amended Condominiums:**
 - ❑ 2021 Roll Condominiums amended - 27 (5 of these created 115 new units) to date
- ❑ **Property Description Reconciliation Project**
 - ❑ Even though most property descriptions are created at the County level, over the years, differences have occurred between our descriptions and those on the local unit's assessment rolls. Ian and Chris have spent many hours this past year reconciling these differences. In most cases our descriptions were correct, in some theirs were correct, and in others, both needed some corrections.

According To The Numbers



Property Assessment Services for Grand Haven City, Crockery and Blendon Townships, and Hudsonville City

Preparations for 2020 Assessment Roll

- January of 2020 through April of 2020 was spent analyzing and applying market data, valuing personal property, and assisting the March Board of Review as they certify the completed 2020 assessment roll.

Preparations for 2021 Assessment Roll

- April of 2020 through January of 2021 have been busy with processing sales and Principal Residence Exemption data, inspecting new construction, and reviewing existing assessment data in preparation for the 2021 assessment roll.

Inspections and Analysis

- Over 3,746 real property parcels were inspected.
- Over 1,696 sales, spread over 161 neighborhoods (Market areas) were reviewed and analyzed to determine current neighborhood land values and Economic Condition Factor (used to adjust the State manual to the current neighborhood real estate market.)
- Josh Morgan and his Assessing team received perfect scores on all three State Tax Commission audits for the three 2020 assessment rolls they prepared.

2020 March Board of Review

Unit name	Parcels Appealed	Appeals At Least Partially Granted
Grand Haven City	45	31
Blendon Township	19	16
Crockery Township	22	15
Hudsonville City	22	12

Unit name	MTT Small Claims Appeals	New MTT Full Tribunal Appeals
Grand Haven City	2	9
Blendon Township	0	0
Crockery Township	0	0
Hudsonville City	0	1

By our review of many assessment records as well as working directly with taxpayers prior to appeal, we have been able to steadily reduce the number of MTT full tribunal appeals from a high of 18 filed in Grand Haven City in 2009. Since Joshua Morgan started with us in 2011, he has successfully negotiated favorable settlements on a majority of these cases; a difficult and time consuming task.

According To The Numbers



Ottawa County Taxable Values

Year / Taxable Value Change/ Inflation Rate

2007	6.19%	3.70%
2008	3.27%	2.30%
2009	1.21%	4.40%
2010	-4.05%	-0.30%
2011	-2.15%	1.70%
2012	-0.96%	2.70%
2013	1.44%	2.40%
2014	3.19%	1.60%
2015	5.59%	1.60%
2016	1.37%	0.30%
2017	3.73%	0.90%
2018	4.08%	2.10%
2019	5.42%	2.40%
2020	5.02%	1.90%
2021*	4.25%	1.40%



*The 2021 Taxable Value increase is an estimate only as the 2021 assessment rolls are not yet complete.

Ottawa County Totals

Year	State Equalized Value	% increase in Equalized value of County
1970	\$ 477,412,668 SEV	
1980	\$ 1,455,332,260 SEV	205% in previous 10 years
1990	\$ 3,159,698,040 SEV	117% in previous 10 years
2000	\$ 7,181,351,351 SEV	127% in previous 10 years
2010	\$10,990,874,852 SEV	53% in previous 10 years
2020	\$16,163,704,880 SEV	47% in previous 10 years

Note: The 2020 SEV is 35% higher than the 2008 previous pre-recession high of \$12.0 billion SEV and 58% higher than the 2012 low of \$10.2 billion SEV.

Industrial Facilities Exemptions

Year	EqTV Real	Eq TV Personal (PP)
2013	358,854,247	353,467,434
2014	133,527,568	534,620,600 *
2015	158,587,609	399,741,800
2016	185,422,925	238,941,700 **
2017	198,621,665	150,945,800
2018	180,200,865	118,014,900
2019	188,409,896	88,230,200
2020	212,755,399	70,614,500

* CP Zeeland Generators moved to PP from real. Expired for 2015

**2016 PP Taxable Value is lower because of the exemption of some industrial personal property. By 2023, most industrial personal property will be eligible to be exempt.

New IFT Certificates Issued

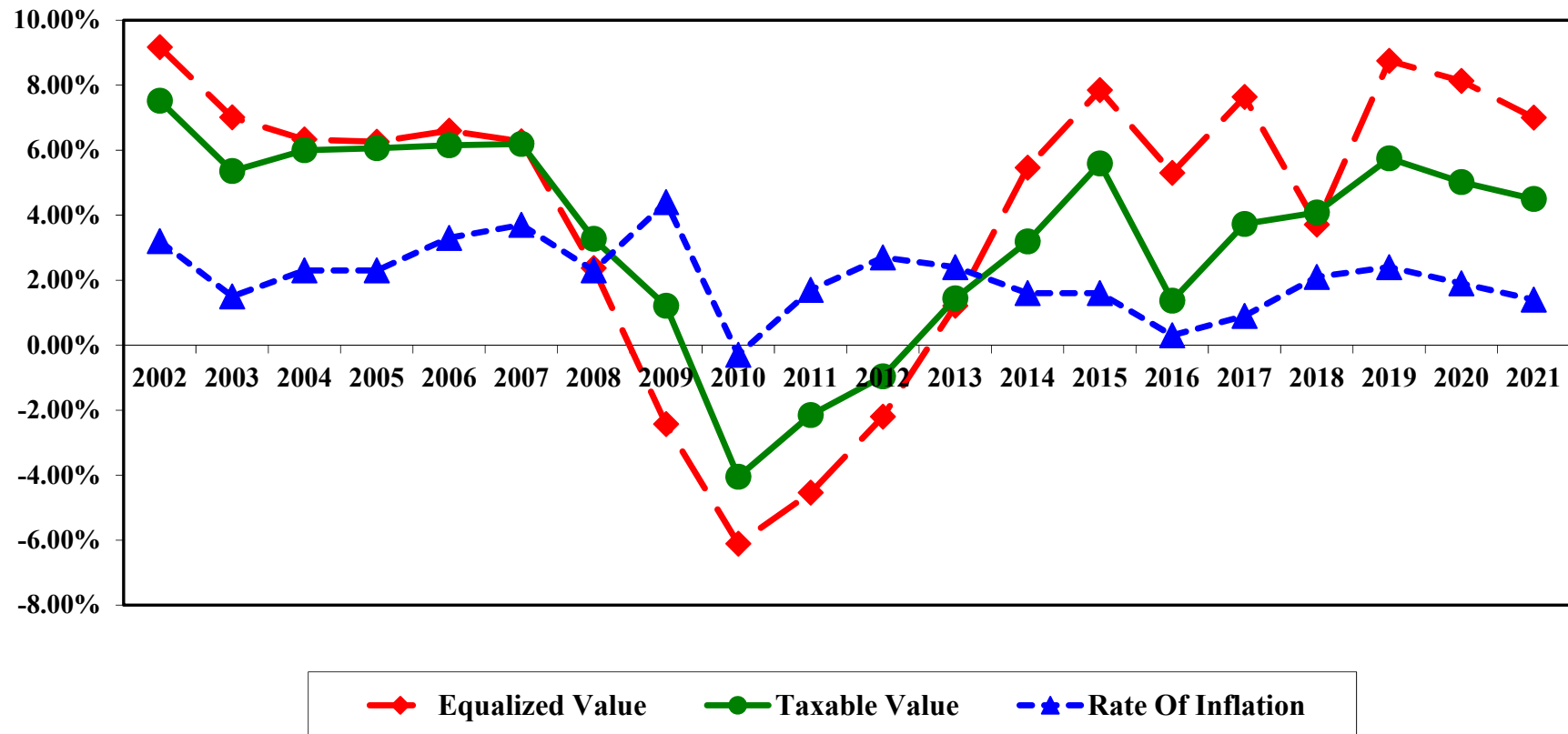
Year / # of Cert.	Real Investment	PP Investment	
2013	55	\$96,527,104	\$179,120,266
2014	61	\$75,850,604	\$73,326,921
2015	43	\$102,816,947	\$163,327,415
2016	26	\$115,813,190	\$22,276,190
2017	14	\$37,723,208	\$0
2018	27	\$89,203,975	\$58,206
2019	21	\$69,431,821	\$0
2020	15	\$31,338,371	\$1,500,000
2021*	7	\$101,810,072	\$0 *

Estimated for 2021 roll, As of January 6, 2021

According To The Numbers

Change in Assessed and Taxable Values vs. Rate of Inflation

- ❑ The figures below are taken from each year's Equalization Report and include net new construction.
- ❑ It is interesting to note the steady climb out of the depths of the recession in 2010.
- ❑ This trend was interrupted for 2016 when a large portion of the industrial personal property tax base went to exempt.
- ❑ This trend was further interrupted in 2018 by settlement of a large power plant appeal.
- ❑ **PLEASE NOTE: 2021 numbers are estimated!! The 2021 assessment rolls are not yet complete.**



According To The Numbers

Summary of 2020 Studies for 2021 Equalization

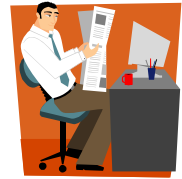


- ❑ ***Explanation of “Tentative 2021 Ottawa County Equalization” and the impact it will have on our tax base.***
- ❑ On the next page titled “Tentative 2021 Ottawa County Equalization” are the factors and ratios for each class of property in each local unit. They will be published, as required, in the Grand Rapids Press before the third Monday in February.
- ❑ These figures are based on 2020 Equalization, as adopted by the Board of Commissioners, and studies conducted by the Ottawa County Equalization Department during 2020. These ratios and multipliers are prior to any adjustment by the local assessor.
- ❑ If the ending ratio in a class, after adjustment, is under 49.00% or over 50.00% when local assessors have completed their 2021 assessment rolls, the class of property is subject to a County Equalization Factor to bring the class to 50.00%.
- ❑ After adjustment by the local assessors and Boards of Review, a 1.0000 factor is expected in all classes.
- ❑ Note that property taxes are paid on Taxable Value which may be unrelated to Equalized Value. The rate of inflation of 1.40% will be used for the 2021 assessment rolls.

According To The Numbers

Summary of 2020 Studies for 2021 Equalization

TENTATIVE 2021 OTTAWA COUNTY EQUALIZATION



TOWNSHIPS	AGRICULTURAL		COMMERCIAL		INDUSTRIAL		RESIDENTIAL		TIMBER-CUTOVER		DEVELOPMENTAL		PERSONAL (All classes)	
	REAL Ratio	(100) Factor	REAL Ratio	(200) Factor	REAL Ratio	(300) Factor	REAL Ratio	(400) Factor	REAL Ratio	(500) Factor	REAL Ratio	(600) Factor	Ratio	Factor
Allendale Ch.	47.85	1.04494	46.97	1.06451	53.63	0.93224	47.05	1.06270	-	-	-	-	50.00	1.00000
Blendon	48.80	1.02460	48.78	1.02502	48.13	1.03886	46.82	1.06792	-	-	-	-	50.00	1.00000
Chester	46.76	1.06929	47.04	1.06293	48.80	1.02461	46.33	1.07922	-	-	-	-	50.00	1.00000
Crockery	47.80	1.04594	46.85	1.06724	47.54	1.05175	48.16	1.03821	-	-	-	-	50.00	1.00000
Georgetown Ch.	49.09	1.00000	47.35	1.05591	46.92	1.06572	46.57	1.07366	-	-	-	-	50.00	1.00000
Grand Haven Ch.	49.82	1.00000	48.33	1.03465	37.70	1.32626	46.44	1.07666	-	-	-	-	50.00	1.00000
Holland Ch.	49.31	1.00000	49.73	1.00000	45.00	1.11106	46.66	1.07159	-	-	-	-	50.00	1.00000
Jamestown Ch.	45.76	1.09277	49.52	1.00000	43.36	1.15314	47.41	1.05463	-	-	-	-	50.00	1.00000
Olive	49.70	1.00000	46.74	1.06985	43.24	1.15628	46.69	1.07090	-	-	-	-	50.00	1.00000
Park	48.84	1.02376	49.54	1.00000	-	-	47.82	1.04559	-	-	-	-	50.00	1.00000
Polkton Ch.	47.94	1.04298	46.71	1.07044	49.75	1.00000	46.44	1.07666	-	-	-	-	50.00	1.00000
Port Sheldon	49.83	1.00000	47.41	1.05463	53.22	0.93942	49.84	1.00000	-	-	-	-	50.00	1.00000
Robinson	53.95	0.92679	46.84	1.06747	51.40	0.97282	46.73	1.06998	-	-	-	-	50.00	1.00000
Spring Lake	49.01	1.00000	47.19	1.05955	40.10	1.24689	47.36	1.05575	-	-	-	-	50.00	1.00000
Tallmadge Ch.	49.77	1.00000	48.77	1.02523	47.94	1.04298	47.28	1.05753	-	-	-	-	50.00	1.00000
Wright	49.80	1.00000	46.63	1.07228	46.61	1.07274	46.00	1.08696	-	-	-	-	50.00	1.00000
Zeeland Ch.	46.79	1.06858	49.75	1.00000	45.71	1.09392	47.22	1.05888	-	-	-	-	50.00	1.00000
CITIES														
Coopersville	49.22	1.00000	48.44	1.03221	39.96	1.25126	46.81	1.06815	-	-	-	-	50.00	1.00000
Ferrysburg	-	-	47.46	1.05352	47.19	1.05944	48.11	1.03929	-	-	-	-	50.00	1.00000
Grand Haven	-	-	48.41	1.03293	44.19	1.13145	46.83	1.06770	-	-	-	-	50.00	1.00000
Holland	43.79	1.14174	49.11	1.00000	41.26	1.21186	45.60	1.09650	-	-	49.93	1.00000	50.00	1.00000
Hudsonville	49.32	1.00000	48.97	1.02104	43.99	1.13663	47.49	1.05286	-	-	-	-	50.00	1.00000
Zeeland	50.13	0.99733	46.49	1.07551	43.60	1.14679	46.27	1.08062	-	-	-	-	50.00	1.00000

According To The Numbers

Summary of 2020 Studies for 2021 Equalization



Below is a county-wide analysis by class of the studies reported on the previous page.

- ❑ The percent change listed **does not include new value added** to the roll, **nor value lost** from the roll. Individual changes will vary by unit (See previous page) and by individual parcel.
- ❑ Note, the County will set county equalized value to be the same as the local units post March Board of Review assessed values if the overall class in that unit is between 49% and 50% as compared to our studies.
- ❑ A ratio of 50% represents no market adjustment.

2020 RATIO As listed on 2019 for 2020 L4018	PROPERTY CLASS	2021 RATIO As listed on 2020 for 2021 L4018	2021 % CHANGE	
			To 50%	To 49%
			45.99%	Agricultural
45.52%	Commercial	48.51%	3.07%	1.01%
44.79%	Industrial	44.54%	12.26%	10.01%
46.75%	Residential	47.02%	6.34%	4.21%
-NA-	Timber Cutover*	-NA-	-NA-	-NA-
56.24%	Developmental**	49.93%	0.14%	-1.86%
46.45%	TOTAL REAL	47.12%	6.11%	3.99%

* No Parcels remain in the Timber Cutover class

** Only 1 parcels remain in the Developmental class

According To The Numbers



Update of Real Estate Market During the COVID Pandemic

- ❑ This past summer, for the period covering April 1 through September 30, there were 51 sales of Commercial classed property with a total sales price of \$22,934,125. The ratio (2020 total assessed divided by total sales price) equals 43.86% compared to 50%, indicating a continued increase in market value.
- ❑ This past summer, for the period covering April 1 through September 30, there were 14 sales of Industrial classed property with a total sales price of \$20,047,800. The ratio (2020 total assessed divided by total sales price) equals 39.81% compared to 50%, indicating a continued increase in market value.
- ❑ This past summer, for the period covering April 1 through September 30, there were 2,692 sales of Residential classed property with a total sales price of \$742,179,727. The ratio (2020 total assessed divided by total sales price) equals 43.50% compared to 50%, indicating a continued increase in market value.

Sales Period		# of Sales	Total Sales Price (SP)	Total Current Yr. Assessed (AV)	Ratio AV/SP
Commercial Sales					
4/1/2020	9/30/2020	51	\$22,934,125	10,058,900	43.86%
4/1/2019	9/30/2019	80	\$91,885,605	40,423,100	43.99%
4/1/2018	9/30/2018	64	\$37,612,180	14,644,400	38.94%
Industrial Sales					
4/1/2020	9/30/2020	14	\$20,047,800	7,981,300	39.81%
4/1/2019	9/30/2019	18	\$15,542,890	6,511,600	41.89%
4/1/2018	9/30/2018	21	\$ 7,229,500	2,634,600	36.44%
Residential					
4/1/2020	9/30/2020	2,692	\$742,179,727	322,859,700	43.50%
4/1/2019	9/30/2019	2,826	\$721,850,618	312,143,100	43.24%
4/1/2018	9/30/2018	2,766	\$650,349,792	277,862,400	42.73%

- ❑ The actual yearly increases in each class are figured from a two year average. The above is presented to show that, over all, our Commercial, Industrial, and Residential Real Estate markets here in Ottawa County do not yet seem to be experiencing a drop in market value due to the COVID pandemic.

Next Steps



❑ **Transitioning to a New Normal**

- ❑ As the Covid pandemic winds down we will be planning for what comes next.

❑ **Statutory Duties**

- ❑ Our emphasis will again be on performing the required audits of the local unit assessment rolls and preparation of the annual Apportionment Report.
- ❑ We will also continue to maintain uniform standards and to help local units balance their assessment rolls.
- ❑ We will continue to provide high quality assessing services to the City of Grand Haven, Crockery Township, Blendon Township, and now Hudsonville City.
- ❑ When requested, we will provide estimated costs for assessing services for other local units.



Conclusion

□ Summary

We have performed the statutory duties in the area of equalization studies, apportionment reports and statistical reports, as well as providing property tax maps and description maintenance along with other guidance and assistance to local units. In addition we provided assessment administration services to the City of Grand Haven, Crockery and Blendon Townships, and Hudsonville City.

□ In Conclusion

I would like to thank the Equalization Department staff for their cooperative effort and am grateful for their valuable input.

I would also like to thank the local unit assessors for their cooperation and their willingness to work together.



Action Request



Committee:	Board of Commissioners
Meeting Date:	02/09/2021
Requesting Department:	Human Resources
Submitted By:	Regina MacMillan
Agenda Item:	Ottawa County Community Mental Health 2020 Annual Report

Suggested Motion:

To receive for information the Ottawa County Community Mental Health 2020 Annual Report.

Summary of Request:

In accordance with the 2021 Rules of the Ottawa County Board of Commissioners:

Section 4.6 - Annual Reports From Departments of County Government - It is the policy of the Board of Commissioners to receive annual, written and oral Reports from all Departments of County government. Written reports shall be in a form approved by the County Administrator and shall, in the ordinary course, be submitted directly to the Board of Commissioners through the County Administrator's Office.

Financial Information:

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

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

Action is Related to Strategic Plan:

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

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

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

Administration: Recommended Not Recommended Without Recommendation

County Administrator: 

Committee/Governing/Advisory Board Approval Date:



COMMUNITY
MENTAL HEALTH
OTTAWA COUNTY

ANNUAL REPORT

Community Mental Health of Ottawa County

2020



www.miottawa.org/cmh

ABOUT CMHOC

MISSION

Community Mental Health of Ottawa County partners with people with mental illness, intellectual/developmental disabilities and substance use disorders and the broader community to improve lives and be a premier mental health agency in Michigan.

VISION

Community Mental Health of Ottawa County strives to enhance quality of life for all residents.

VALUES

ETHICS

Always act truthfully, honestly, honorably and without deception; to seek no favor; and to receive no extraordinary personal gain from the performance of our official duties.

SERVICE

Treat each consumer as a customer; and do all we can, within the bounds of state and federal laws, regulations, policies and budget, to meet requests for service.

CONSUMERS

Interact with each consumer impartially, fairly and consistently; and to listen and respond to the recommendations and concerns of each.

STAFF

Regard each staff member with professional respect, recognizing that each person using his or her trade or vocation makes a valuable contribution; to engage each staff member impartially, fairly and consistently; and to listen to the recommendations and concerns of each.

SERVICE PROVIDERS

Interact with providers professionally, impartially, fairly and consistently; and to listen to the recommendations and concerns of each.

DIVERSITY

Interact with all people in a dignified and respectful manner.

PROFESSIONALISM

Each staff member will perform to the highest professional standards and to his or her highest personal capabilities.

STEWARDSHIP

Use of public money in the accomplishment of our mission and hold it as a basic value to discharge our stewardship in a responsible, cost-effective manner, always remembering and respecting the sources of the Agency's funding.

DIRECTOR'S LETTER



One of the things we value the most at Community Mental Health of Ottawa County (CMHOC) is diversity in the accomplishment of our mission. We strive to interact with all people in a dignified and respectful manner.

On a daily basis, we work with people of different races, cultural backgrounds, socio-economic status, sexual orientation, abilities, and beliefs. Unfortunately, the past year has been plagued by national struggles related to prejudice and inequality for certain groups of people. Many of the individuals we serve know how painful it is to be marginalized in society.

At CMHOC and we do our best to embrace and celebrate these differences. Our programs such as the Drop In Center, Clubhouse, recovery housing and social recreational programs strive to build community and include all who want to participate.

Through information sharing and advocacy we work to educate the public on disabilities, mental illness, and substance use to lessen the misunderstanding of mental health disorders. We help people to fully participate in their communities and the individuals we work with thrive in situations where diversity is honored.

My sincere appreciation goes out to the individuals we work with, the families who support them, the organizations we contract with, and our staff who successfully meet the challenges of diversity every day.

Thank you,

Lynne Doyle
Executive Director

RECOVERY SUPPORT EVERY STEP OF THE WAY

One of the hardest steps of addiction recovery comes after rehab. Many leave effective recovery facilities with a strong desire to build a sober life. However, for those that suffer from homelessness, unemployment and lack of a support system, that sobriety is much harder to maintain.

Building Men For Life (BMFL) works alongside men who are struggling with addiction or are re-entering the community after being incarcerated or completing a drug rehab program. They provide safe and sober housing with a family environment to encourage men in their efforts to better their lives.

“A lot of times when somebody gets sober they realize they don’t have a single friend in the world. Building Men for Life, in a lot of ways, becomes a family.”

-Keith Walters, Housing Director of Building Men for Life.

The Ottawa County’s Mental Health Millage gives these men the tools to build the foundations of a fulfilling, stable life. Continued education and gainful employment opportunities help men find their way through the world. But beyond financial stability, the bond of the BMFL community helps men stay sober for life.

No One Lives Alone (NOLA) is a similar program for women to connect people and inspire hope through housing. A supporting, accepting environment is a vital resource for women in recovery.

“Housing can be difficult for an addict. Here, from the moment I entered the doors, it has felt like home. I am extremely grateful for this program.”

-Sally Anne, NOLA Resident

All those employed at NOLA, from coaches to the executive director, have been through recovery themselves. They understand where residents are coming from and know how impactful having the right people supporting you can be on their lives. These workers have gone far beyond expectations to better the lives of their community, especially through the pandemic.

“[Due to the pandemic], women coming in at the time couldn’t find work, and a lot of places were shut down and there were no jobs. We committed that no one would leave the program simply for an inability to pay. Ottawa Community Mental Health enabled us to keep that commitment, and that’s huge.”

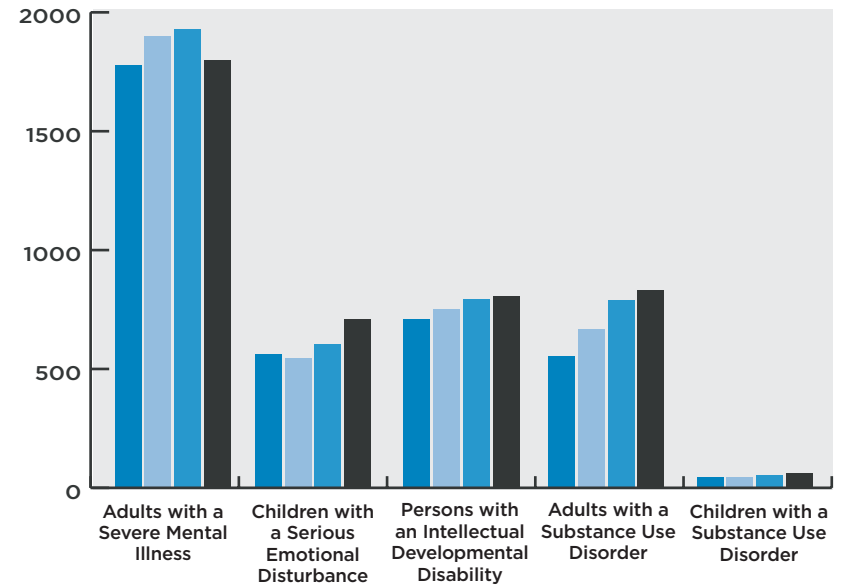
-Ron Bechtel, NOLA Executive Director

Ottawa County Community Mental Health is honored to support the many residents of these homes. Community acceptance and encouragement plays a key role in both physical and mental recovery needs. As Ron Bechtel continued, “Long-term lifelong recovery depends upon... learning basic skills all over again. Learning how to have fun. Learning how to have relationships. What we do is set up these communities in a way that teaches people how to learn to love each other.”

[Click here to watch our video to learn more](#)

PERSONS SERVED

OF PERSONS SERVED

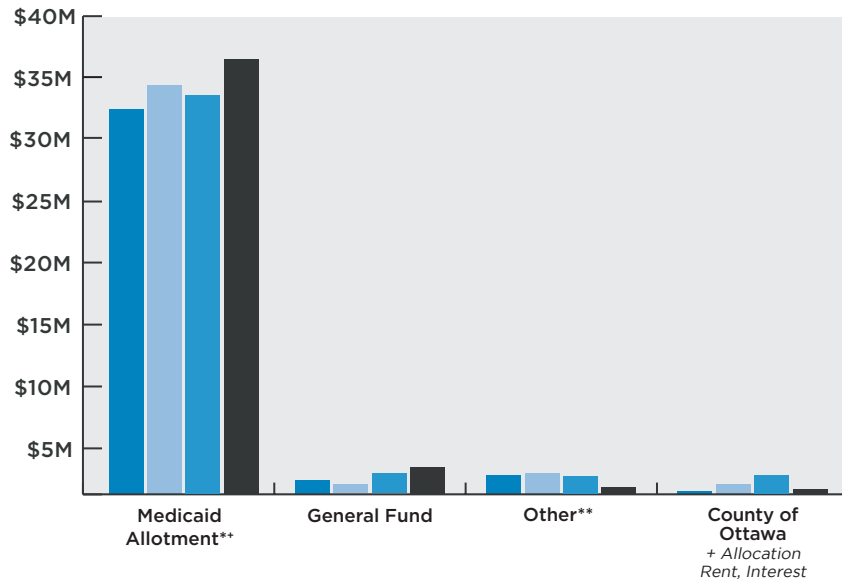


# PERSONS SERVED	FISCAL YEAR		TOTAL
		FY 2017	3,750
		FY 2018	4,097
		FY 2019	4,337
		FY 2020	4,253



REVENUE REPORT

ANNUAL REVENUE FOR BEHAVIORAL HEALTH SERVICES

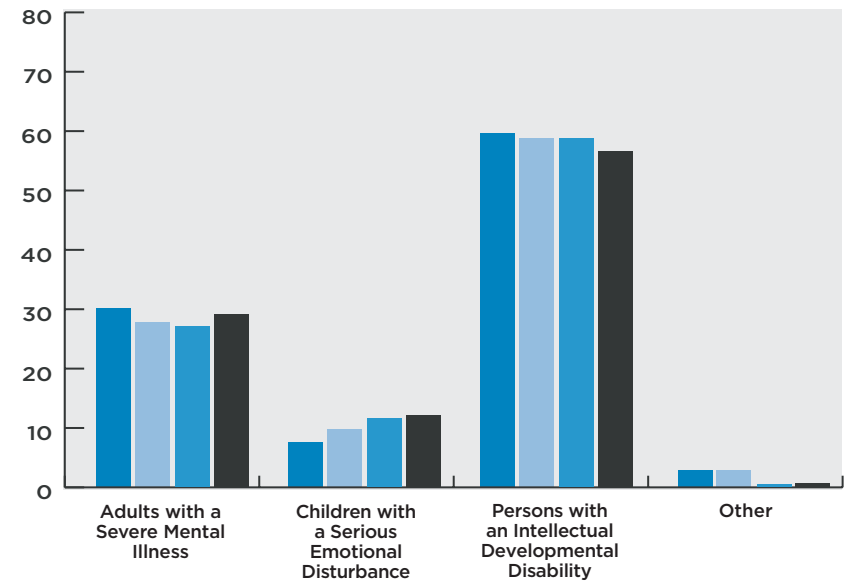


ANNUAL REVENUE	FISCAL YEAR		TOTAL
		FY 2017	\$36,711,148*
		FY 2018	\$38,083,893*
		FY 2019	\$38,758,135
		FY 2020	\$40,858,000

*includes revenue from cost settlement with LRE, + Medicaid includes both capitated and Medicaid fee for Service **Includes grant funding from Millage fund

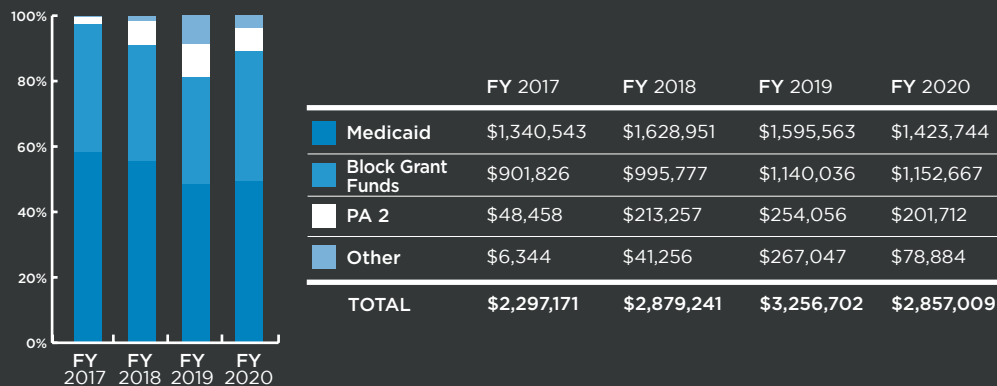
EXPENDITURE REPORT

% OF ANNUAL EXPENDITURE FOR BEHAVIORAL HEALTH SERVICES

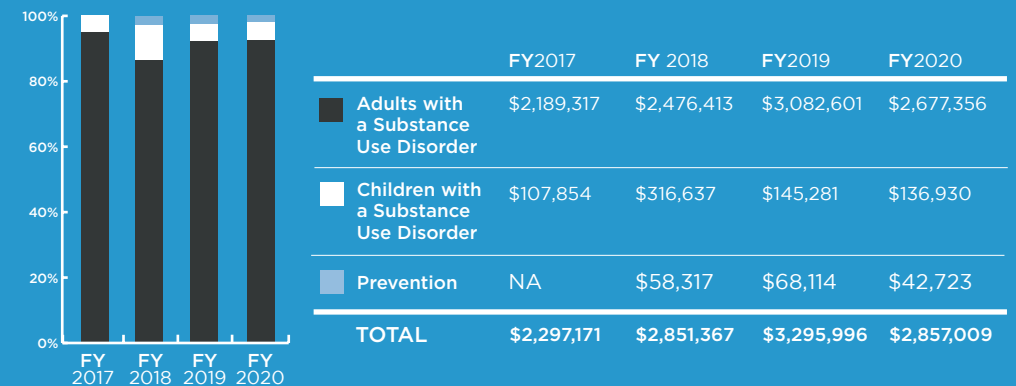


ANNUAL EXPENDITURES	FISCAL YEAR		TOTAL
		FY 2017	\$36,711,148
		FY 2018	\$38,083,893
		FY 2019	\$38,758,135
		FY 2020	\$40,858,001

ANNUAL REVENUE FOR SUBSTANCE USE DISORDER SERVICES



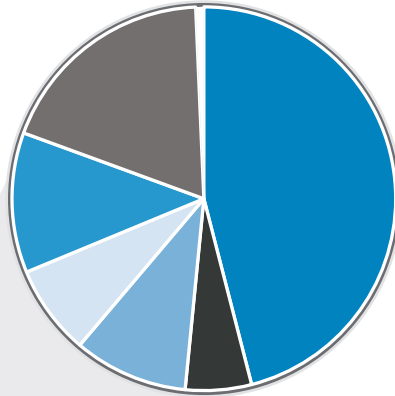
ANNUAL EXPENDITURE FOR SUBSTANCE USE DISORDER SERVICES



MENTAL HEALTH MILLAGE 2020 OUTCOMES

MILLAGE REVENUE FY 2020

Property Taxes	\$3,588,847
Grants	\$687,046
Interest on Investments	\$45,631
TOTAL	\$4,321,524



MILLAGE EXPENDITURES

FY 2020

I/DD Support Programs	\$1,519,216
MI Adult Support Programs	\$183,942
SED Child Support Programs	\$318,123
Pathways to Better Health	\$250,000
Mental Health Treatment	\$390,270
Grant Programs	\$619,157
Administration	\$22,513
TOTAL	\$3,303,221



Number of people CMHOC has served who were uninsured, underinsured or had Medicaid Spenddowns.



A full time Residential Specialist who is working to locate Adult Foster Care home placements.



\$2,264 of Millage funds brought in \$527,091 from HUD for Permanent Supportive Housing Programs

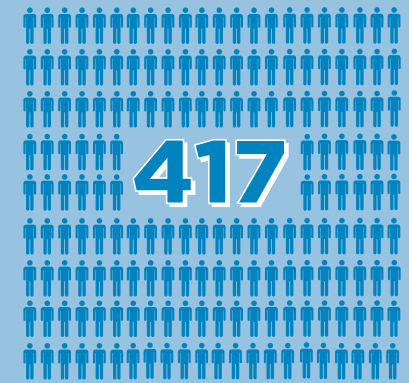
3x

MRS cash match agreement to pay for job developer and short term follow along for consumers. This agreement will bring three times the dollar amount into Ottawa County.

560



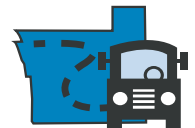
Number of people who have received or are receiving services through working with Ottawa Pathways to Better Health, an initiative where Community Health Workers provide short-term case management to people who have two or more chronic health conditions.



Individuals enrolled as members in our social and recreational programs for people with disabilities in Ottawa County. Each program has a separate calendar of free and low-cost activities.

189

Number of students seeing a Mental Health Therapist as a result of the Ottawa Community Schools Network, a program to coordinate community resources into schools. A partnership with the OAISD and many local resources.



Number of referrals to CMHOC's psychiatric services offered to people who are in the Ottawa County Jail.



Our new Grant Manager has brought \$961,208 in new funding to Ottawa County. The funds are supporting Substance Use Treatment Programming in the Jail, CALL 211 and PPE for residential providers.

128

Number of seniors Senior Reach™ provided therapy and case management services to.



DID YOU KNOW?

TELEHEALTH SERVICES

Since mid-March Community Mental Health Service Programs (CMHSP) throughout Michigan have greatly increased their use of telehealth services due to COVID-19 and the need to limit face-to-face interactions in accordance with the Stay Home/Stay Safe Executive Orders. CMHOC spearheaded a Telehealth Satisfaction survey from April-June, 2020 of 19 different CMHSPs throughout Michigan. The Telehealth Satisfaction survey was sent to consumers of CMH services and providers of CMH services.

A total of 1122 consumers of behavioral health services participated in the survey geared towards people who are receiving services through telehealth, of these respondents 90% reported they were receiving telehealth services. 70% of the respondents said they would be likely or very likely to use telehealth services instead of face-to-face services if available. The survey respondents ranked phone calls and teleconferencing as the most preferred treatment options to continue after the COVID-19 pandemic. One parent of a child receiving CMH services reported "it is easier to schedule a time that works for me and I don't have to stress out about my child having a behavior in the office."

A total of 985 providers of behavioral health services participated in the survey geared towards people who are providing services through telehealth, of these respondents 93% reported they were providing telehealth services. 67% of the respondents said telehealth was as effective or more effective than face-to-face services. 44% of respondents indicated no show rates or missed appointments were lower using telehealth and 40% of respondents indicate no show or missed appointment rates were the same using telehealth. One provider reported "telehealth has removed many barriers for consumers who have health, transportation, and scheduling issues. I have found using a virtual therapy platform has reduced the amount of missed appointments overall."

The survey results indicate the strong desire of both consumers and providers to continue to use expanded telehealth practices in addition to traditional face-to-face treatment options. While some telehealth treatment options have been available in the past, recent changes have allowed behavioral health providers to utilize telehealth practices in novel and widespread ways. We appreciate the Michigan Department of Health and Human Services (MDHHS) rapid response to expand the Medicaid mental health telehealth codes allowing Michigan's public mental health system to adjust to new service delivery options and continue to provide essential behavioral health services to our consumers. It is our hope MDHHS will make permanent many of the regulatory changes that have helped expand telehealth and have improved access to quality care for our consumers.

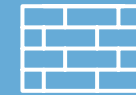
ANNUAL GOALS

OUR STRATEGIC PLANNING GOALS FOR 2020



GOAL #1

Advocate for adequate funding for services and the preservation of a publicly governed mental health system.



GOAL #2

Preserve and build upon core services and supports that are our hallmark; supports coordination/case management, specialized services, evidence based practices – what we do works and nobody else does it.



GOAL #3

Strengthen coordination of care/integrated health activities.



GOAL #4

Use data to guide decisions and demonstrate our effectiveness and cost efficiencies.



GOAL #5

Position ourselves to be competitive in the marketplace and among other mental health services providers.

“Our board members play a vital role in guiding our organization. They are an important link to our consumers and community and their many years of experience bring value to our decision making. Thank you for your time and commitment to CMHOC.

MEET OUR BOARD MEMBERS

Robert Brown

Katie Clausing

Al Dannenberg

Matt Fenske, Chair

James Holtvluwer

Richard Kanten

Julie Kenyon

Dave Parnin

Alberto Serrano

Vonnie Vanderzwaag, Vice Chair

Doug Zylstra, Secretary



**COMMUNITY
MENTAL HEALTH**
OTTAWA COUNTY

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Phone: (616) 494-5545

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www.miottawa.org/cmh

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

Date 12/03/2020

Position Applying For OC Economic Development Corp/Brownfield Redevelopment/Director (BC)

Position Applying For _____

Position Applying For _____

Name Rebecca K Hopp

Contact Information:

Education:

School Grand Valley State University

School Grand Valley State University

Degree B.S. Education

Degree Bachelor Plus- Education

Employment Background:

Current Employer Ottawa Co ISD- Careerline Tech Center Position Paraprofessional/Facilitator

Responsibilities

- Responsible for but not limited to:
- The delivery of curriculum and instructional application
- Meeting the State and vocational instructional standards
- Ability to articulate information both in person teaching and remote learning

Previous Employer Current- City of Ferrysburg Position Mayor (elected position)

Responsibilities

- Overseeing financial decisions, future planning within the city, public relations, collaboration within the community and neighboring municipalities. Creating new opportunities and experiences for the residents, business owners and visitors. Uphold professionalism and ethical standards leading by example.

Length of Residency in Ottawa County 57

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

Yes No

If so, describe

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

Mayor- City of Ferrysburg

VP Ottawa County Landbank Authority

VP Michigan Association of Mayors

Tri-Cities Historical Museum

Volunteer

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

If not, why not? _____

Why do you want to be considered for this appointment?

I believe my skill set and experiences would be an asset to this board. I have been very active in exploring new opportunities to improve our community and the provide our residents with a safe, healthy and vibrant community both locally and within the County.

Thank you for your interest in Ottawa County Government

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

Date 01/10/2021

Position Applying For OC Economic Development Corp/Brownfield Redevelopment/Director (BC)

Position Applying For _____

Position Applying For _____

Name Garry S Post

Contact Information:

Education:

School University of Michigan

School Detroit College of Law

Degree BGS

Degree JD

Employment Background:

Current Employer Retired Position _____

Responsibilities

Previous Employer Athol Manufacturing Position President and COO

Responsibilities

Overseeing the operations of a medium size manufacturing plant; vinyl coated fabrics for cars, trucks and buses in North Carolina.

Length of Residency in Ottawa County 7

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

Yes No

If so, describe

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

President of a neighborhood association and board member of an homeowners association,

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

If not, why not? _____

Why do you want to be considered for this appointment?

Hoping for an opportunity for public service tied to an area where I have some knowledge and experience.

County Commissioner (BC) /Brownfield Redevelopment Auth. Board/

Thank you for your interest in Ottawa County Government

Business Plan 2020-2021 1st Quarter Update



Ottawa County
Where You Belong.

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

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

- Provide information to the Board necessary to make key decisions in order to adopt the budget by the end of September.
- Annually adopt the Capital Improvement Plan, identifying and prioritizing projects and the funding to pay for it.
- Annually review millage rates during the budget process.
- Continue to evaluate and adopt strategies to address remaining pension and retiree health liabilities.
- Continue strategies to contain the cost of health benefits, including health plan design, bidding out our health plan to the market, and implementation of the health management plan.
- Identify financial threats and approve strategies to mitigate those threats.
- Maintain the health of the County financing tools.
- Maintain the health of the Insurance Authority, while investing funds for projects that lower County liabilities.

- Work is progressing or complete on all listed deliverables.
- Budget timeline is on pace to meet the deadlines established.
- Updated to an annual user fee increase model. The goal is to review the fees on a rotating schedule every two or three years. The Sheriff has already reviewed some fees, including the inmate billing process. Independent from Fiscal Services, Public Health has also reviewed some of its fees and moved to a risk-based model.
- Implementing zero percent health insurance increase
- OCIA balance at healthy levels, significant investment made to lower liability.

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

- Maintain a list of legislative priorities with regular tracking and reporting to the Board.
- Maintain legislative positions with associated talking points that can be used with legislators, the public and other stakeholders.
- Coordinate legislative actions with our lobbyist and the Michigan Association of Counties (MAC).
- Continue meeting with our legislators to maintain and enhance relationships and County influence in State decisions.
- In accordance with legislative protocols, focus efforts to preserve and enhance the budgetary and administrative authority of the County, enhance the fiscal position of the County and court system, and maintain or increase current levels of revenue sharing.

- The legislation action plan and reporting are being maintained monthly with the Planning and Policy Committee.
- The County is in frequent communication with legislators, GCSI and MAC on important legislative issues.

Objective 3: Maintain or improve bond credit ratings.

- Maintain a balanced budget with pro-active strategies.
- Present high-quality information to bond rating agencies.
- Continue to strive for "triple-triple" bond ratings.

- The 2021 budget, adopted in September, was balanced.
- Communicate with bond rating agencies to maintain top ratings from all rating agencies.

What will we do to get there?

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

Objective 1: Consider initiatives that contribute to the economic health and sustainability of the County and its residents.

- Continued involvement and support of the Housing Next coalition in order to address the shortage of affordable housing.
- Facilitate work with stakeholders to plan for completion of M-231.
- Maintain regular communication and the relationship with the Road Commission.
- Continue work to facilitate and support a county-wide approach and contribution to economic development in the County.
- Recognize and support the role of agriculture in our economy.
- Comply with MIDC standards set for the Public Defender Office.
- Assess feasibility of "futuring" plan by 2022.
- Study countywide public transportation



- County Administrator is a member of Housing Next Leadership Council.
- Work on M-231 terminus point ongoing. County has purchased one of two parcels needed for the terminus. Discussions with MDOT to continue.
- Road Commission quarterly meetings held.
- Full participation with Lakeshore Advantage continues.
- Planning and Performance Improvement deploys comprehensive farmland preservation implementation strategy based on countywide survey results. Closed on Kruiethoff property PDR in Chester Twp.
- The feasibility of a "futuring" plan is assessed by 2022.
- Countywide public transportation is studied.

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

- Address current issues, including: the opioid epidemic, increasing suicide rates and the funding/provision of mental health services.
- Continue to provide for the health of residents in the County through the Department of Public Health and Community Mental Health.
- Continue to provide for public safety in the County through the work of the Sheriff, Prosecutor and Courts.
- Walk the talk of our vision "Where You Belong", support the Diversity, Equity and Inclusion Office to continue the work of ensuring that the County is a welcoming place to support a globally diverse workforce in our community.



- CMH continues to work with the Lakeshore Regional Entity to resolve the contract dispute with MDHHS, focusing on a solution to the region's past financial liabilities. CMH is working with the Community Mental Health Association of Michigan to address the proposed redesign of the public mental health system. Millage dollars have allowed the hiring of new staff, including a grant writer and additional mental health staff in the jail.
- CMH was awarded a four-year System of Care grant to increase services to families and children and a three-year Comprehensive Opioid, Stimulant and Substance Abuse program grant to increase jail services. Two additional grants received to address post-overdose response and harm reduction including Narcan distribution. All grants total approximately \$10 million in funding over the next four years.
- Ottawa County named 2nd healthiest County in the State.
- County vision "Where you belong" is making an impact. Candidates for employment having been attracted by that statement on miOttawa.org
- The Diversity, Equity and Inclusion Director is working on developing a strategic plan and has completed an implicit bias template.

Objective 3: Consider initiatives that contribute to the environmental health and sustainability of the County and its residents.

- Resolve the Southwest Ottawa Landfill issue.
- Implement Comprehensive Groundwater Management Strategies Plan.
- Pursue deployment of Coordinated County-wide Future Land Use Vision.
- Complete and implement groundwater action and governance plan.
- Continue to support the work of the Parks and Recreation Commission and the new Parks Foundation.
- Continued support of the Agricultural Preservation Board, discussing options to more aggressively pursue farmland preservation.
- Continue efforts related to water quality and beach sand quality.
- Review and report on the status of the County being part of multiple Metropolitan Planning Organizations.



- Obtaining costs estimates for partial slurry wall for Southwest Ottawa Landfill Slurry Wall project. Evaluating options to reduce operating costs.
- MSU Groundwater Study completed. Seeking state funding for proposed groundwater monitoring network and potential County ordinance.
- Ottawa County Parks received Trash Free Waters Grant from the EPA to lead beach cleanup days and educate public on hazards of trash in our waters. Parks also received funding for a barge to remove large lumber debris from beaches.
- Public Health has allocated \$20,000 to water sustainability initiative. EH manager and Communications Specialist are working with PPI staff and other member of groundwater task force to identify and implement new education strategies. As of April 1, the team paused the project due to COVID-19 response.
- Planning and Performance Improvement pursuing coordinated land-use growth strategy for County.
- The Grand River Greenway fundraising committee continues to make headway and only have \$404,000 left to raise of the 7.2 million campaign.
- Planning and Performance Improvement nearing completion of MPO report with emphasis on enhancing collaboration with regional MPO agencies.
- Ag Preservation Board working to permanently preserve third, fourth and fifth agricultural parcels; Planning and Performance Improvement deploying comprehensive farmland preservation strategy plan.

What will we do to get there?

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

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

- Provide regular updates to the Board regarding communication strategies.
- Consider and evaluate new opportunities and methods of communication with stakeholders.



- Annually updates Board with GovDelivery citizen communication metrics.
- Commissioners are regularly attending local board meetings and communicating with these stakeholders.
- Corporation Counsel to develop effective means to communicate with Board independent of Board meetings.

Objective 2: Maximize communication with citizens.

- Provide talking points for Commissioners on various topics for use when interacting with the public and other stakeholders.
- Evaluate existing and new technology and initiatives to improve engagement with citizens; including social media, GovDelivery and Zoom.
- Develop additional informational pieces to inform citizens about their Commissioners, the County relationship with the Road Commission and other topics.
- Continue to improve www.miOttawa.org, increasing and improving the information and services that citizens can access.
- Provide timely and thorough information updates on key issues and events, like the M-231 project.
- Stream and record Board of Commissioner meetings for public viewing.



- Continued success with social media and GovDelivery, subscribers are continually increasing. Monthly evaluations show increasing social media and email subscribers.
- Public Health, along with IT, has developed, a COVID information page and a statistical dashboard, which are both updated daily with the most current information available.
- Existing electronic communication tools are regularly used to inform citizens about key concepts, including services (e.g. online service center), quality (e.g. awards) and value (e.g. tax dollar report).
- Seven of 11 Commissioner bio's on miOttawa.org.
- Continue conducting Board meetings via Zoom and livestreaming them on YouTube.
- MiOttawa.org use and revenue continue to grow.
- Administrator provides timely updates to Commissioners on key issues and projects.

Objective 3: Continue to develop and implement methods of communicating with employees.

- Continue to develop and use effective methods for communications with employees, including newsletters, employee portal, GovDelivery and all-staff emails.
- Continue the Labor-Management Cooperation Committee.
- Continue brown-bag lunches and other information sessions.



- All methods of communication with employees are regular and well received.
- Development of Intranet framework in SharePoint/Office 365 to continually share project activities and status.
- Sent out several employee surveys dealing with County's COVID-19 response.

Objective 4: Evaluate communication with other key stakeholders.

- Meet with community leaders on a regular basis, increasing the involvement of Commissioners with the community.
- Continue the M-231 run.
- Conduct a Board of Commissioners meeting at GVSU in conjunction with the Student Senate and host a "Commissioner Ice Cream Social" in each quadrant.
- Continue communications with local units of government, including the use of legislative forums, all-unit meetings and the Administrator's Digest.
- Coordinate with OAISD for outreach to high school students.
- Conduct a Board of Commissioner meeting at Hope College by 2022.



- Commissioners are more involved in the community than ever before. Increased participation in chamber functions, LAUP, Minority Business Awards, etc.
- Commissioners are regularly attending their local board meetings and communicating with these stakeholders.
- Legislative Forums and all local unit meetings continue.

What will we do to get there?

What do we want to do?

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

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

- Continue and expand the "4 C's" initiative by adding a fight "C" (collaboration).
- Develop and incorporate systems of creativity (continuous improvement and innovation) for all employees.
- The broadband plan is implemented.
- Explore possible uses of artificial intelligence (AI) in County operation and service provision.
- Develop citizen engagement approach.
- Improve WIFI in County facilities.
- Evaluate constructing County campground.
- Update Campus Master Plan.

Objective 2: Continue to perform program evaluations and implement outcome-based performance measurement systems.

- Conduct organizational efficiency/structure reviews and program evaluations.
- Continue to improve performance measurement systems and benchmarks relative to budgeted resources.
- Continue to maintain and improve dashboards and other reports to increase transparency and demonstrate outcomes.
- Implement LEAN projects in three new areas.

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

- Continue to develop approaches to attract and retain talent, including elements such as competitive wages, benefit packages and flexible work environments.
- Continue to develop approaches to expand and retain a diverse workforce.
- Continue the investment in employee training and development through talent development and tuition reimbursement.
- Develop a succession planning method.
- Conduct DEI training for all staff.

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

- Examine and evaluate possibilities for service collaboration and make cost-effective services available to units of government.
- Continue to improve culture of collaboration and teamwork among county departments/offices/agencies/courts.

- Adding the 5th "C" of Collaboration.
- Collaborating with HR to develop a Creativity training for all staff.
- Developing an AITA Innovator Assessment manager's report to share countywide.
- Major progress with online innovation 2.0 playbook.
- Design thinking process nearly completed.
- Planning and Performance Improvement continues to pursue public-private partnership strategies to address areas of County with lack of broadband.
- Making CPTED-related improvements to facilities. Virtual CPTED training being offered in March 2021.
- Facilities Maintenance is updating the Campus Mater Plan.
- Initially, Fiscal Service-Purchasing Division planned to have in-person training on the new Purchasing Policy. Due to the pandemic, an e-learning is now available to communicate the policy changes approved by the Board in March of 2020. Additionally, Purchasing staff has started training the Technical Team on processes and procedures and is planning to expand the opportunity countywide later in the fiscal year.
- Online citizen engagement approach is developed.
- The County's digital communication network is being upgraded, including network capability, capacity, security and Wi-Fi.
- The County is engaging Business Intelligence (BI) and other network AI tools to support development and monitoring of service delivery.
- The 2020 County resident park survey indicated support for camping in at County Park facilities, and a campground feasibility study conducted for Ottawa Sands indicated camping would be successful. However, community feedback gathered for Ottawa Sands strongly opposed a traditional "RV" campground. Balancing demand for a campground and public opposition towards traditional camping, the final Ottawa Sands master plan includes several different camping opportunities.

- Planning and Performance Improvement is working with Public Health to evaluate Ottawa Food, the Suicide Prevention Coalition, and the Community Health Improvement Plan. PPID is also working with Parks and Public Health to evaluate Step It Up, with local libraries to evaluate Hotspot Device Lending programs and with Community Action House to evaluate the Food Club. The Department is also working with the County's Economic Development Coordinator to evaluate the 1-year Beginning Farmer and Rancher Development Program grant.
- Planning and Performance Improvement continues to work with each department and court to update all Performance Outlines to the outcome-based format, with 37 of the 44 departmental outlines updated. Annual, performance, outline data continue to be collected for use in the Budget Book.
- Planning and Performance Improvement maintains the County's web-based Performance Dashboard by updating 19 datasets annually. The Department also continues to collect residential/commercial, construction, activity data from each local unit, as well as maintain annual population estimates and monthly, unemployment statistics.
- Public Health, Fiscal Services, IT and CMH have made major progress with LEAN implementation.

- We are engaging in Crucial Conversation training to assist our employees in having hard conversations.
- Implemented eLearning program to replace instructor-led IT courses.
- Developed significant capacity to deliver online training opportunities for employees.
- Staff receives DEI training.

- Completed agreement to provide IT Support Services to Polkton Township.
- Agreement to provide Assessing Service Agreement with the City of Hudsonville.
- Interdepartmental work team emphasis continues.
- Planning and Performance Improvement has extended its land-use data and evaluation services to the local units of government. Evaluation services are also being provided to the Lakeshore Nonprofit Alliance, the City of Holland and the City of Coopersville.

What will we do to get there?