



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, April 13, 2021 at 1:30 PM** for the regular April 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 Meppelink
3. Pledge of Allegiance to the Flag
4. Roll Call
5. Presentation of Petitions and Communications
 - A. Medical Director Update, Paul Heidel, MD
 - 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 [March 23, 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 March 15 - 26, 2021](#)

Suggested Motion:

To approve the general claims in the amount of \$7,122,316.18 as presented by the summary report for March 15 - 26, 2021.

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

Suggested Motion:

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

4. [Ottawa County Prosecutor's Office 2020 Annual Report](#)

Suggested Motion:

To receive for information the Ottawa County Prosecutor's Office 2020 Annual Report.

5. [Ottawa County 58th District Court 2020 Annual Report](#)

Suggested Motion:

To receive for information the Ottawa County 58th District Court 2020 Annual Report.

6. [Ottawa County 20th Circuit and Probate Courts 2020 Annual Report](#)

Suggested Motion:

To receive for information the Ottawa County 20th Circuit and Probate Courts 2020 Annual Report.

B. Public Hearings: None

C. Action Items:

From Administration

1. [DHHS \(D Building\) Parking Lot Paving Project](#)

Suggested Motion:

To approve the low bid and authorize the Board Chairperson and Clerk/Register to sign the contract with Lite Load Service, LLC to repave the parking lot and entrance driveway at the DHHS Building (D Building) at the James Street Campus at a cost of \$173,385.

2. [2021 Ottawa County Equalized Values](#)

Suggested Motion:

To approve and authorize the Board Chairperson and Clerk/Register to sign the 2021 Ottawa County Equalized Values and to appoint the Equalization Director to represent Ottawa County at State Equalization hearings.

D. Appointments:

1. [Community Action Agency Advisory Board](#)

Suggested Motion:

To place into nomination the name of (*indicates recommendation from the Community Action Agency Advisory Board)

*Angie Eliopoulos

and to select one (1) to fill one (1) Consumer Sector vacancy beginning immediately and ending December 31, 2023.

E. Discussion Items:

1. [Ottawa County Prosecutor's Office 2020 Annual Report](#)

Presented by Lee Fisher, Prosecuting Attorney

2. [Ottawa County 58th District Court 2020 Annual Report](#)

Presented by Honorable Bradley Knoll, Chief Judge, 58th District Court

3. [Ottawa County 20th Circuit and Probate Courts 2020 Annual Report](#)

Presented by Kevin Bowling, 20th Circuit Court and Probate Courts Administrator

9. Report of the County Administrator

A. [COVID-19 Administrative Rule 28](#)

10. General Information, Comments, and Meetings Attended

11. Public Comments

12. Adjournment

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

The Ottawa County Board of Commissioners met on Tuesday, March 23, 2021, at 1:30 p.m. and was called to order by the Chairman.

Commissioner Terpstra pronounced the invocation.

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

Present at roll call: Francisco Garcia (by zoom), Joseph Baumann, Douglas Zylstra (by zoom), Allen Dannenberg, Randall Meppelink (by zoom), Kyle Terpstra, 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, Dr. Paul Heidel, Medical Director, and Derel Glashower, Senior Epidemiologist, presented a COVID-19 update.

Public Comments

Public comments were made by the following:

1. Ronald J. VanderVeen, Cunningham Dalman, P.C., 321 Settlers Rd., Holland
2. Wendy Moelker, 5198 Bauer Rd., Hudsonville
3. Becky Mulder, 1587 Rebecca Run, Hudsonville
4. Jenni Gamby, 5140 Waterleaf Way, Hudsonville
5. Lanae Monera, 6722 Pierce St., Allendale

B/C 21-063 Joseph Baumann moved to approve the agenda of today as presented. The motion passed as shown by the following votes: Yeas: Francisco Garcia, Matthew Fenske, Douglas Zylstra, Allen Dannenberg, Kyle Terpstra, Randall Meppelink, James Holtvluwer, Joseph Baumann, Philip Kuyers, Gregory DeJong, Roger Bergman. (11)

B/C 21-064 Matthew Fenske moved to approve the following Consent Resolutions:

1. To approve the Minutes of the March 9, 2021 Board of Commissioners Meeting and the March 9, 2021 Board of Commissioners Work Session.

2. 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.
3. To approve the general claims in the amount of \$6,068,441.87 as presented by the summary report for March 1 -12, 2021.

B/C 21-065 Douglas Zylstra moved to amend motion B/C 21-064 to move Consent Item #2 – Declaration of a Local State of Emergency Resolution to Action Item 1A.

Chairman Bergman stated the Declaration of a Local State of Emergency Resolution would be moved to Action Item 1A.

A vote was then taken on motion B/C 21-064 as amended and the amended motion passed as shown by the following votes: Yeas: Allen Dannenberg, Joseph Baumann, Matthew Fenske, Randall Meppelink, Kyle Terpstra, Francisco Garcia, Gregory DeJong, James Holtvluwer, Douglas Zylstra, Philip Kuyers, Roger Bergman. (11)

B/C 21-066 Matthew Fenske 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: 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 21-067 Matthew Fenske moved to receive for information the Michigan State University Extension 2020 Annual Report. 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 21-068 Gregory DeJong moved to approve and authorize the Board Chairperson and Clerk/Register to sign a Resolution of Support for the Ottawa County Focus on Agriculture Plan. 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 21-069 Gregory DeJong moved to approve and authorize the Board Chairperson and Clerk/Register to sign the Resolution of Support for the creation of an Ottawa County Groundwater Board. 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 21-070 Gregory DeJong moved to approve the recommendation of the application to the Michigan Natural Resources Trust Fund (MNRTF) program for funding assistance of \$474,000 to renovate facilities at Kirk Park. 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 21-071 Gregory DeJong moved to approve the recommendation of the application to the Michigan Natural Resources Trust Fund (MNRTF) program for funding assistance of \$300,000 to construct the Stearns Bayou Connector Segment of the Grand River Greenway Idema Explorers Trail. 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 21-072 Gregory DeJong moved to approve the Rules Committee's recommended amendments to the 2021 Board Rules. 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: Douglas Zylstra, Kyle Terpstra. (2)
- B/C 21-073 Joseph Baumann moved to approve the FY2021 budget adjustments per the attached schedule. The motion passed as shown by the following votes: Yeas: Allen Dannenberg, Joseph Baumann, Matthew Fenske, Randall Meppelink, Kyle Terpstra, Francisco Garcia, Gregory DeJong, James Holtvluwer, Douglas Zylstra, Philip Kuyers, Roger Bergman. (11)
- B/C 21-074 Joseph Baumann moved to approve and authorize the Board Chairperson and Clerk/Register to sign the proposed five-year contract with Core Technology for the JailTracker Jail Management System funded under the Capital Improvement Plan for \$469,129. 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 21-075 Joseph Baumann moved to approve and authorize the Board Chairperson and Clerk/Register to sign the Resolution to authorize Certification of a "Qualifying Statement" for bonding purposes. 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 21-076 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 \$3,200,000 Ottawa County Water Supply Refunding Bonds, Series 2021 (Northwest Ottawa Water System). 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 21-077 Joseph Baumann moved to approve the request from Fiscal Services (CMH) to add one (1.0 FTE) Claims/Billings Analyst (U2) at a cost of \$73,341.69 and increase one Accountant II (U4) to a Budget/Audit Analyst (U5) at a cost of \$5,974.72, for total cost of \$79,316.41. 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 21-078 Joseph Baumann moved to approve the request from Community Mental Health to make the following position additions at a total cost of \$352,614; to add four (.4875 FTE) commission-based Mental Health Clinicians at a cost of \$104,000 and to add four (1.0 FTE) Mental Health Aide Workers at a cost of \$248,614. 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 21-079 Francisco Garcia moved to place into nomination the name of (*indicates recommendation from the Interview Subcommittee):

*Robert Brown
and to select one (1) to fill one (1) Family Member vacancy on the Community Mental Health Board beginning April 1, 2021 and ending March 31, 2024.

Roll call votes:

Philip Kuyers – Brown
James Holtvluwer – Brown
Francisco Garcia – Brown
Allen Dannenberg – Brown
Gregory DeJong – Brown
Douglas Zylstra – Brown

Kyle Terpstra - Brown
Randall Meppelink - Brown
Joseph Baumann - Brown
Matthew Fenske – Brown
Roger Bergman – Brown

Total votes received: Brown – 11

The Chair declared Robert Brown appointed to the Community Mental Health Board.

B/C 21-080

Francisco Garcia moved to place into nomination the name of (*indicates recommendation from the Interview Subcommittee):

*Lavonne Vanderzwaag

and to select one (1) to fill one (1) General Public vacancy on the Community Mental Health Board beginning April 1, 2021 and ending March 31, 2024.

Roll call votes:

Francisco Garcia – Vanderzwaag
Matthew Fenske – Vanderzwaag
Douglas Zylstra – Vanderzwaag
Allen Dannenberg – Vanderzwaag
Kyle Terpstra – Vanderzwaag
Randall Meppelink - Vanderzwaag

James Holtvluwer - Vanderzwaag
Joseph Bauman - Vanderzwaag
Philip Kuyers - Vanderzwaag
Gregory DeJong - Vanderzwaag
Roger Bergman – Vanderzwaag

Total votes received: Vanderzwaag – 11

The Chair declared Lavonne Vanderzwaag appointed to the Community Mental Health Board.

Discussion Items

1. Michigan State University Extension 2020 Annual Report – The Michigan State University Extension 2020 Annual Report was presented by Erin Moore, District 7 Director.

The County Administrator’s report was presented.

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

B/C 21-081

Allen Dannenberg moved to adjourn at 3:20 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:	04/13/2021
Requesting Department:	Fiscal Services
Submitted By:	Karen Karasinski
Agenda Item:	Accounts Payable for March 15 - 26, 2021

Suggested Motion:

To approve the general claims in the amount of \$7,122,316.18 as presented by the summary report for March 15 - 26, 2021.

Summary of Request:

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

Financial Information:

Total Cost: \$7,122,316.18	General Fund Cost: \$7,122,316.18	Included in Budget:	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
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If not included in budget, recommended funding source:

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

Action is Related to Strategic Plan:

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

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

Administration: Recommended Not Recommended Without Recommendation

County Administrator:

Committee/Governing/Advisory Board Approval Date:

Total CHECKS | EFTs | WIRES



Dates: March 15, 2021
to March 26, 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:

\$7,122,316.18

1,403 INVOICES	7,122,316.18
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Karen Karasinski

Karen Karasinski
Fiscal Services Director

3/31/21


Date

We hereby certify that the Board of Commissioners has approved the claims on Tuesday, April 6, 2021

Roger Bergman, Chairperson
Board of Commissioners

Justin Roebuck
Clerk/Register of Deeds


Total CHECKS | EFTs | WIRES

	Dates: March 15, 2021 to March 26, 2021	
Total of all funds:		\$7,122,316.18

0000	TREASURY FUND	5,500.45
1010	GENERAL FUND	2,113,514.45
1500	CEMETERY TRUST	0.00
2081	PARKS & RECREATION	144,713.15
2160	FRIEND OF COURT	4,074.62
2180	OTHER GOVERNMENTAL GRANTS	23,632.73
2210	HEALTH	111,768.44
2220	MENTAL HEALTH	1,281,761.08
2221	MENTAL HEALTH MILLAGE	111,781.37
2225	SUBSTANCE USE DISORDER	146,557.77
2271	SOLID WASTE CLEAN-UP	24,642.29
2272	LANDFILL TIPPING FEES	2,380.23
2340	FARMLAND PRESERVATION	0.00
2430	BROWNFIELD REDEVELOPMENT	0.00
2444	INFRASTRUCTURE FUND	0.00
2550	HOMESTEAD PROPERTY TAX	0.00
2560	REGISTER OF DEEDS AUTOMATION FUND	821.68
2600	PUBLIC DEFENDERS OFFICE	9,237.60
2620	FEDERAL FOREITURE	0.00
2602	WEMET	64,914.23
2630	SHERIFF GRANTS & CONTRACTS	6,188.76
2631	CONCEALED PISTOL LICENSING	0.00
2901	DEPT OF HUMAN SERVICES	3,041.34

2920	CHILD CARE - PROBATE	15,672.63
2970	DB/DC CONVERSION	0.00

Total CHECKS | EFTs | WIRES

 Ottawa County <i>Where You Belong.</i>	Dates: March 15, 2021 to March 26, 2021	
Total of all funds:		\$7,122,316.18

3010	DEBT SERVICE	0.00
4020	CAPITAL IMPROVEMENTS	271,617.07
4690	BUILDING AUTHORITY CONSTRUCTION PROJECT	5,760.00
5160	DELINQUENT TAXES	1,544.15
5360	LAND BANK AUTHORITY	0.00
6360	INNOVATION & TECHNOLOGY	36,880.60
6450	DUPLICATING	0.00
6550	TELECOMMUNICATIONS	65,726.78
6641	EQUIPMENT POOL	76,558.12
6770	PROTECTED SELF-FUNDED INSURANCE	0.00
6771	EMPLOYEE BENEFITS	971,693.52
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	993,369.86
7010	TRUST & AGENCY	376,566.17
7015	TRUST & AGENCY JUVENILE COURT	115.00
7040	IMPREST PAYROLL	17,565.67
7210	LIBRARY PENAL FINE	0.00
7360	OPEB TRUST	45,089.76
8010	SPECIAL ASSESS. DRAINS	189,626.66
8011	DRAINS-CAPITAL PROJECTS FUND	0.00
8020	DRAINS-REVOLVING	0.00

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

Action Request



Committee:	Board of Commissioners
Meeting Date:	04/13/2021
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:

Alan S. Vansuberg

Committee/Governing/Advisory Board Approval Date:

Board Ratification Contracts

Report Start Date: 3/1/2021

Report End Date: 3/31/2021

Total Amount of Contracts: \$3,243,754.60

CONTRACT #	REQUESTED DATE	APPROVED DATE	REQUESTING AGENCY	VENDOR/3RD PARTY	CONTRACT AMOUNT	FISCAL OBJECT CODE
1155	02/12/2021	03/04/2021	FACILITIES MAINTENANCE	GOODWILL INDUSTRIES OF WEST MI, INC.	\$3,788.00	808000
1156	02/15/2021	03/04/2021	INNOVATION & TECHNOLOGY	AT&T		
1157	02/22/2021	03/04/2021	INNOVATION & TECHNOLOGY	DEX-YP (FORMERLY AT&T YELLOW PAGES)	\$6,025.60	
1158	02/23/2021	03/04/2021	COMMUNITY ACTION AGENCY	MICHIGAN DEPARTMENT OF HEALTH AND HUMAN SERVICES	\$63,285.00	505000
1159	02/25/2021	03/04/2021	COMMUNITY ACTION AGENCY	MICHIGAN DEPARTMENT OF HEALTH AND HUMAN SERVICES	\$400,176.00	502000
1160	02/26/2021	03/04/2021	COMMUNITY ACTION AGENCY	MICHIGAN STATE HOUSING DEVELOPMENT AUTHORITY	\$1,127,632.00	502000
1161	02/26/2021	03/12/2021	HUMAN RESOURCES	SEDGWICK CLAIMS MANAGEMENT SERVICES	\$23,535.00	806000
1162	03/02/2021	03/04/2021	FACILITIES MAINTENANCE	DYKSTRA LANDSCAPE MANAGEMENT INC	\$1,000.00	808000
1163	03/03/2021	03/12/2021	COMMUNITY ACTION AGENCY	RAPID RELIEF TEAM	\$10,000.00	808000
1168	03/05/2021	03/12/2021	COMMUNITY ACTION AGENCY	COMMUNITY ACTION HOUSE - MSHDA GRANT	\$170,643.00	808000
1169	03/08/2021	03/12/2021	PLANNING AND PERFORMANCE	FEENSTRA & ASSOCIATES, INC.	\$8,560.00	8210000
1170	03/09/2021	03/12/2021	COMMUNITY ACTION AGENCY	GOOD SAMARITAN MINISTRIES	\$611,811.00	502000
1171	03/10/2021	03/12/2021	PUBLIC HEALTH	INNOVATED SOFTWARE / SMART TRACKER	\$49,490.00	739000

1172	03/11/2021	03/24/2021	FRIEND OF THE COURT	MEDIATION SERVICES	\$15,000.00	809000
1175	03/16/2021	03/24/2021	COMMUNITY ACTION AGENCY	RESILIENCE	\$249,929.00	808000
1176	03/17/2021	03/24/2021	JUVENILE COURT	JOHN R. SCHEUERLE	\$64,750.00	807000
1177	03/17/2021	03/24/2021	JUVENILE COURT	ROSCOMMON COUNTY	\$400,000.00	676016
1178	03/17/2021	03/26/2021	JUVENILE COURT	KIDS AT HOPE	\$6,000.00	808000
1179	03/17/2021	03/26/2021	PUBLIC HEALTH	VIP RESEARCH AND EVALUATION	\$30,000.00	821000
1180	03/22/2021	03/26/2021	FACILITIES MAINTENANCE	GOODWILL INDUSTRIES OF WEST MI, INC.	\$2,130.00	808000

Action Request



Committee:	Board of Commissioners
Meeting Date:	04/13/2021
Requesting Department:	Ottawa County Prosecutor's Office
Submitted By:	Regina MacMillan
Agenda Item:	Ottawa County Prosecutor's Office 2020 Annual Report

Suggested Motion:

To receive for information the Ottawa County Prosecutor's Office 2020 Annual Report.

Summary of Request:

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

Section 4.7 - 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 checked="" type="checkbox"/> No	<input checked="" type="checkbox"/> N/A
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If not included in budget, recommended funding source:

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

Action is Related to Strategic Plan:

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

Objective: Goal 3, Objective 1: Regularly review and update communication strategies that guide the work of the County in this goal area.
Goal 3, Objective 4: Evaluate communication with other key stakeholders.

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

Committee/Governing/Advisory Board Approval Date:

2020 ANNUAL REPORT



Ottawa County
Where You Belong.[®]

Office of the Prosecuting Attorney

Submitted by:
Lee F. Fisher
Ottawa County Prosecuting Attorney

EXECUTIVE SUMMARY

The 2020 total **Felony Caseload** decreased by 4% from the 2019 level (1,264 cases in 2019, compared to 1,214 cases in 2020). Major felony crime categories showing significant increases during 2020 were Robbery (up 27.3%), Drug (up 27.2%), and Property (up 17.6%) offenses. Significant decreases were seen in Criminal Sexual Conduct (down 13.8%), Arson (down 87.5%), and Felony Drunk Driving (down 14.0%) offenses.

In 2020 there were three **Homicides** charged by my office. There are currently four pending Homicide cases dating back to 2019 awaiting jury trials. These cases were not able to be tried in 2020 due to significant delays caused by the COVID-19 pandemic.

The total **Misdemeanor Caseload** decreased by 4.3% in 2020 (5,346 cases in 2019, compared to 5,117 in 2020). Misdemeanor Drunk Driving cases decreased by 11.1% in 2020.

The **Domestic Violence Caseload**, unfortunately, increased by 4.9% in 2020 (up to 643 cases, compared to 613 in 2019). Domestic Violence levels spiked in 2018 and continue to rise. I believe these numbers would be much higher if not for the ongoing efforts of the Lakeshore Alliance Against Domestic and Sexual Violence and other groups which actively promote prevention and offer improvements in serving Domestic Violence victims and offenders. Our court-based Domestic Violence offender treatment initiative also seeks to reduce recidivism and better serve victims through the court process.

Juvenile Criminal Caseload, as represented by petitions filed by our office, increased by 13.2% (621 delinquency petitions in 2019, compared to 703 in 2020).

The **Total Criminal Caseload** (combined felony, misdemeanor, and juvenile criminal cases) decreased by 2.7% (7,231 cases in 2019, compared to 7,034 in 2020). The Total Criminal Caseload stayed nearly the same in 2020 as 2019.

As was the case in 2019, **Gang Violence and Organized Gang Activity** continued to be less visible within Ottawa County in 2020.

Our District and Circuit **Sobriety/Recovery Court** programs continue to accept drug and/or alcohol dependent offenders using a treatment court model. Holland also has a **Mental Health Court** that also uses the treatment court concept to address the needs of offenders suffering from mental disorders. My office assigns a Prosecutor to each court as part of a multi-disciplinary team that helps select suitable participants for the program and then monitors their progress by attending bi-weekly case staffing and court sessions.

The **Children's Advocacy Center** has been providing age-appropriate services for sexually abused children for the last twenty-three years. The Center continues to handle near record levels of referrals. Our office has dedicated one full time Assistant Prosecutor to work as part of a multi-disciplinary team at the CAC. The assigned Assistant Prosecutor will personally take these cases from pre-charging evaluation of the cases all the way through trial.

The Prosecutor's Office experienced some very significant **personnel changes** in the past year, not the least of which was the retirement of Ronald J. Frantz on December 31, 2020. Ron had served as the elected Prosecutor for 30 years and for 43 total years in the Prosecutor's Office. Between the fall of 2020 and the end of April 2021, our office will have lost a combined 112 years of prosecutorial experience via retirements and a judicial election. I would like to make special mention concerning the retirement of Gregory J. Babbitt who will be retiring at the end of April 2021. Greg has served as an Assistant Prosecutor and Chief Appellate Attorney for the Prosecutor's Office for the last 39 years. Ron and Greg's vast resources of legal knowledge, wisdom and leadership will be greatly missed.

While the Prosecutor's Office may have lost a great many years of attorney experience in the last year, we have been fortunate to find very capable replacements who are truly committed to careers in prosecution and public service. The office also has a new trained court comfort dog named "Q" to assist vulnerable victims throughout the court process.

Despite the challenges created by these changes and the COVID-19 pandemic for law enforcement and the courts, we in Ottawa County continue to enjoy a relatively low crime rate and benefit from a well-functioning criminal justice system. Thank you for the support you provide to these efforts.

Respectfully submitted,

Lee F. Fisher
Ottawa County Prosecuting Attorney

MISSION STATEMENT

The mission of the Ottawa County Prosecutor's Office is to preserve and improve the quality of life for Ottawa County residents by promoting lawful conduct and enhancing safety and security through diligent efforts to detect, investigate, and prosecute criminal offenses in Ottawa County.

RESPONSIBILITIES OF THE PROSECUTOR

The prosecuting attorney is the chief law enforcement officer for Ottawa County. The Office was created by the Michigan Constitution. The responsibilities and authority of the Prosecutor are established by common law, statute, court rule, and appellate case law. In recent years changing attitudes in the courts and state legislature have significantly altered the traditional role of the Prosecutor. While adult and juvenile criminal matters still represent the major portion of the prosecution effort, a growing list of additional responsibilities has placed larger demands on prosecution resources. Nevertheless, we provide all mandated services, maximizing our efficiency by offering specialty services to crime victims and law enforcement. These specialties include the Family Court Unit, Domestic Violence Unit, Victim's Rights Unit, an Appellate Specialist, and a Law Enforcement Training Assistant.

Additional duties of the Prosecutor include serving as the chairman of the Community Corrections Advisory Board. The Prosecutor also serves on the boards or oversight committees of the Children's Advocacy Center, West Michigan Enforcement Team, Lakeshore Alliance Against Domestic and Sexual Violence, Ottawa Area Law Enforcement Leadership Committee, Human Services Council of Ottawa County, U. S. Department of Justice Project Safe Neighborhoods Program, Child Death Review Team, and the Prosecuting Attorneys Association of Michigan.

ADMINISTRATIVE STAFF

Lee Fisher **Prosecuting Attorney**
Sarah Matwiejczyk Chief Assistant Prosecutor
Gregory J. Babbitt Senior Attorney, Appeals Division
JoEllen Haas Senior Attorney, Training Division
Paul Kraus Senior Attorney, Family Division
Amy Chidester and Elizabeth Kuechenmeister Office Managers

ATTORNEY STAFF

GREGORY J. BABBITT, Grand Valley State University, B.S.; Thomas M. Cooley Law School, J.D.; 39 years of prosecution experience.

SHAWNA BAUM, Hope College, B.A.; Valparaiso University School of Law, J.D.; 1 year of prosecution experience and 13 years' experience in Child Neglect and Abuse.

JOHN DONALDSON, Florida State University, B.S.; Wayne State University, J.D.; 8 years of prosecuting experience.

LEE F. FISHER, Western Michigan University, B.S.; Thomas M. Cooley Law School, J.D.; 31 years of prosecution experience.

JOELLEN HAAS, Indiana University, B.A.; Thomas M. Cooley Law School, J.D.; 17 years of prosecution experience.

MEGHAN HURLEY, University of Buffalo, B.S.; Thomas M. Cooley Law School, J.D.; 12 years of prosecution experience.

BRITTA GIRMSCHIED, University of Michigan, B.A., Michigan State University, J.D.; 14 years of prosecution experience.

JACOB JENISON, Central Michigan University, B.S.; Thomas M. Cooley Law School, J.D.; 7 years of prosecution experience.

PAUL KRAUS, Drake University, B.A. & B.S.E.; The University of Iowa, J.D.; 15 years of prosecution experience.

KATHERINE MATLOCK, Hope College, B.A.; Michigan State University, J.D.; 4 years of prosecution experience.

SARAH F. MATWIEJCZYK, Michigan State University, James Madison College, B.A.; Michigan State University - Detroit College of Law, J.D.; 19 years of prosecution experience.

TYLER MESMAN, Grand Valley State University, B.A.; Valparaiso University, J.D.; 5 years of prosecution experience.

CLINTON ROSEKOPF, Roosevelt University, B.A.; Thomas M Cooley Law School, J.D.; 3 years of prosecution experience.

JAY TUBERGEN, Grand Valley State University, B.S.; Michigan State University - College of Law, J.D.; 9 years of prosecution experience.

CARA WILKINSON, Albion College, B.A.; Wayne State University, J.D.; 12 years of prosecution experience.

SUPPORT STAFF

CRIMINAL DIVISION

Teresa Brolick Legal Clerk
Amanda Fazz Legal Assistant II
Emily Hills Legal Assistant II
Soonja Hixon Legal Assistant II
Mallory Jewell Legal Assistant III
Kurt Kreuzer Legal Assistant II
Brittany Lund Legal Assistant III
Amy McSpadden Legal Assistant I

FAMILY COURT DIVISION

Juvenile & Probate Court

Jennifer Rasch Legal Assistant II

VICTIM ASSISTANCE UNIT

Ashlie BoermaVictim Advocate
Joan Grillo Senior Victim Advocate
Michala Ringquist Victim Rights Assistant
Amber SchusterVictim Advocate
Q Canine Advocate

DOMESTIC ASSAULT UNIT

Jennifer Gustafson.....Violence Intervention Officer

ATTORNEY STAFF DEPARTURES

By the end of April, 2021, the Prosecutor's office will have lost a combined 112 years of prosecution experience with the following attorney staff departures due to retirement and judicial election within the last year.

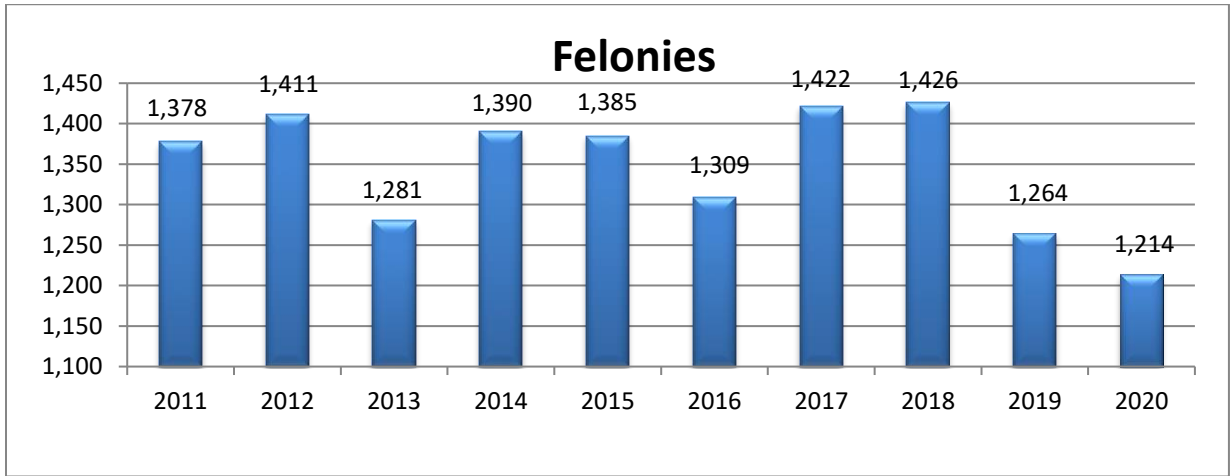
GREGORY J. BABBITT, Grand Valley State University, B.S.; Thomas M. Cooley Law School, J.D.; 39 years of prosecution experience. (Retiring 04/30/2021)

JUANITA F. BOCANEGRA, Grand Valley State University, B.A.; Thomas M. Cooley Law School, J.D.; 9 years of prosecution experience and 3 years civil experience. (Elected District Court Judge 01/01/2021)

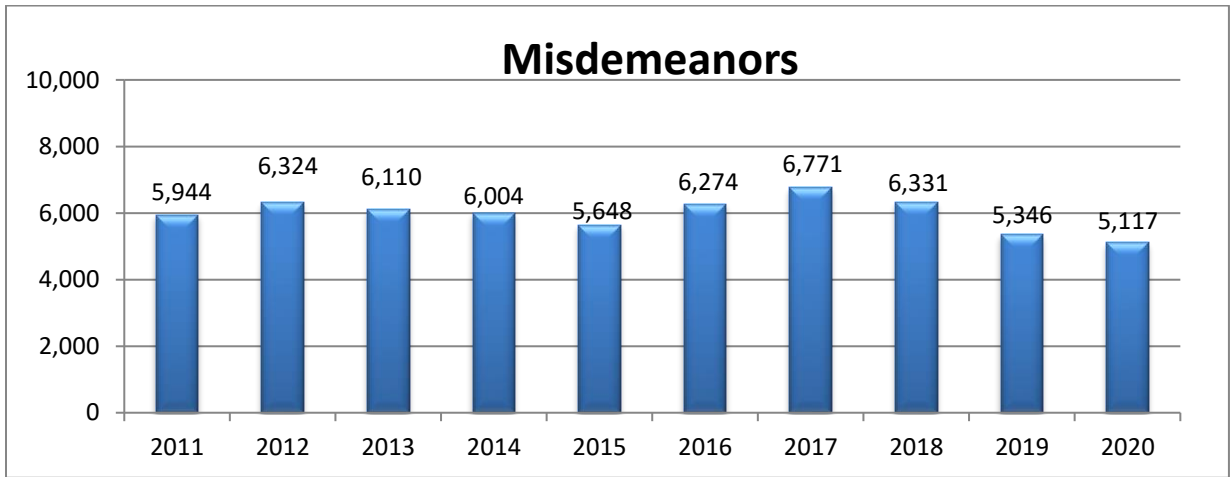
RONALD J. FRANTZ, Kalamazoo College, B.A.; Case Western Reserve University School of Law, J.D.; 43 years of prosecution experience. (Retired 12/31/2020)

JOHN R. SCHEUERLE, Michigan State University, B.A.; Detroit College of Law, J.D.; 21 years of prosecution experience. (Retired 09/18/2020)

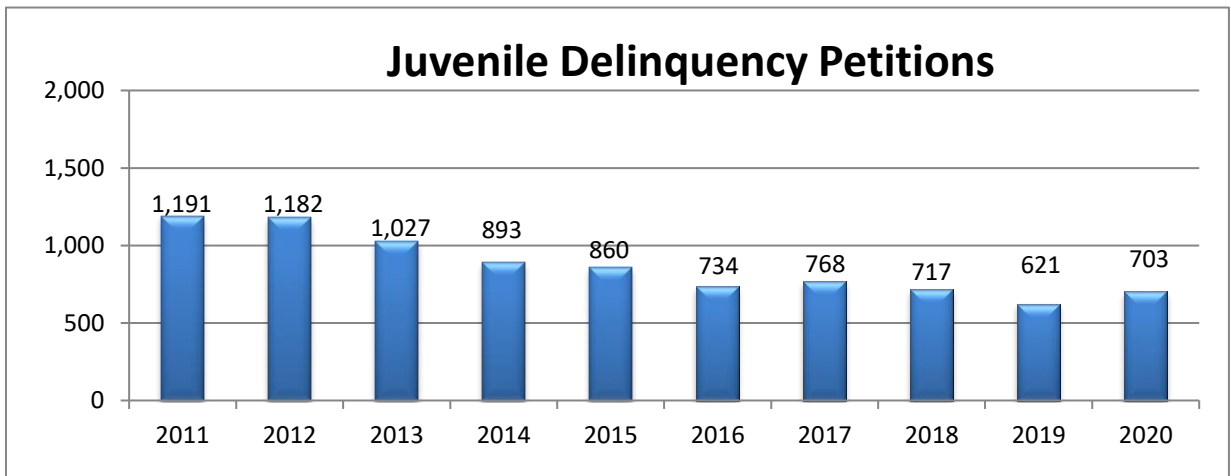
CRIMINAL CASELOAD



Adult Felony Cases: 2019: 1,264 2020: 1,214 4.0% decrease

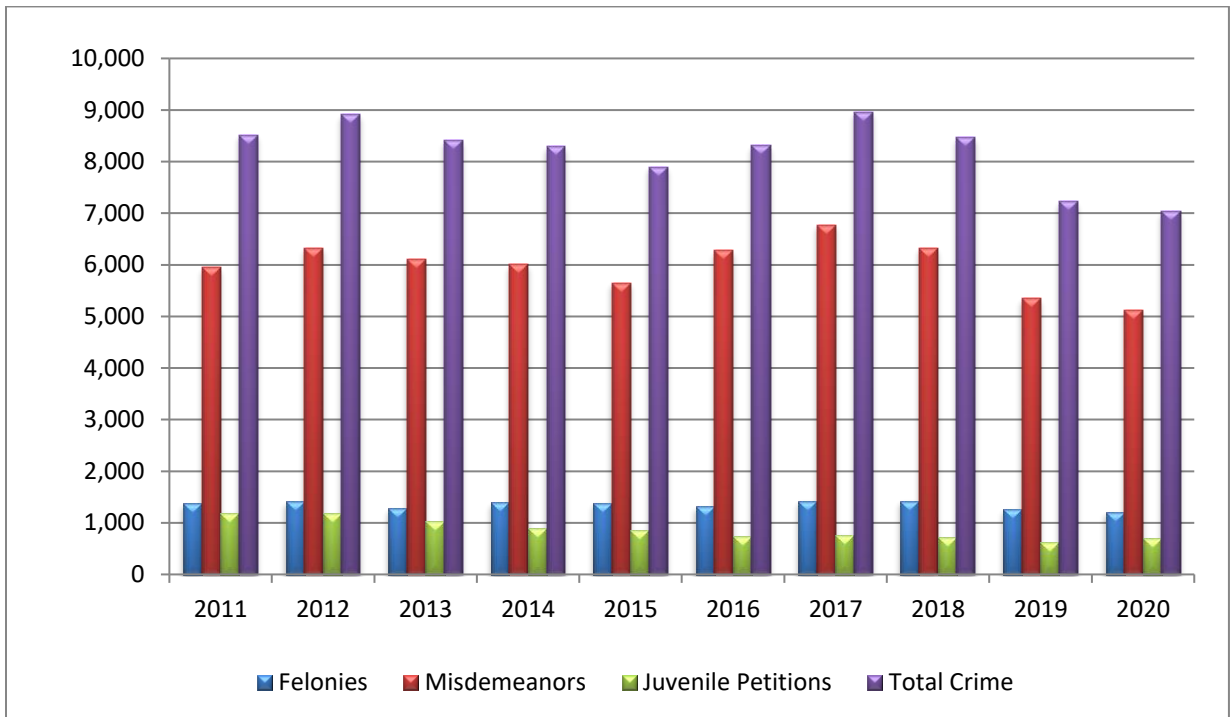


Adult Misdemeanors: 2019: 5,346 2020: 5,117 4.3% decrease



Juvenile Delinquency: 2019: 621 2020: 703 13.2% increase

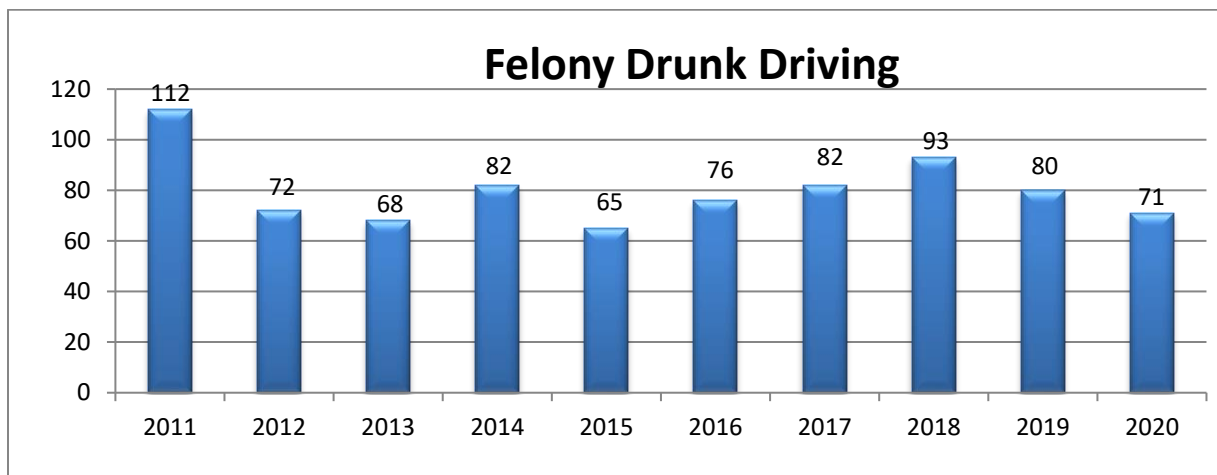
TOTAL CRIME STATISTICS



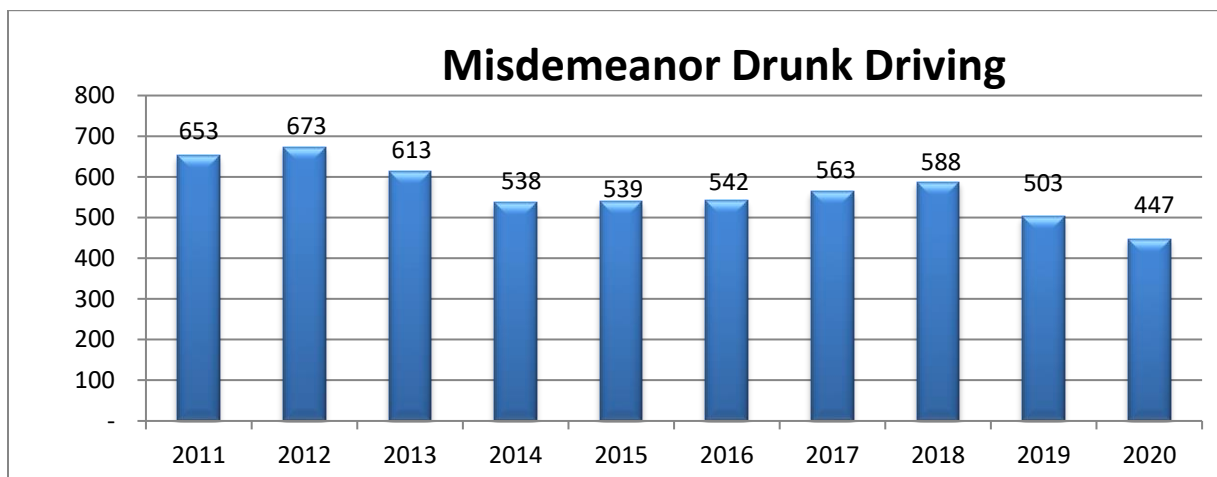
Total Crime (combined): 2019: 7,231 2020: 7,034 2.7% decrease

CRIME CATEGORIES

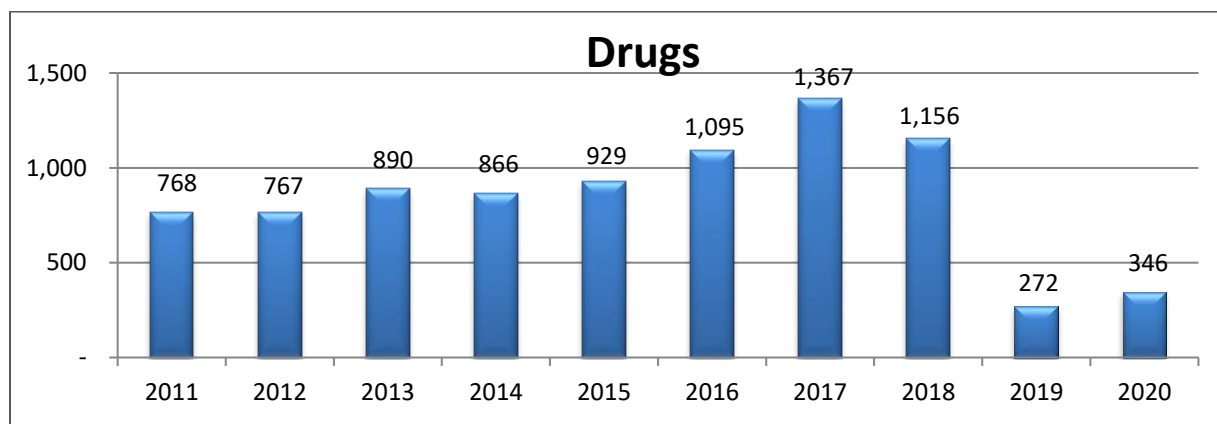
All categories reported for adult crime data only.



Felony Drunk Driving: **2019:** 80 **2020:** 71 11.3% decrease



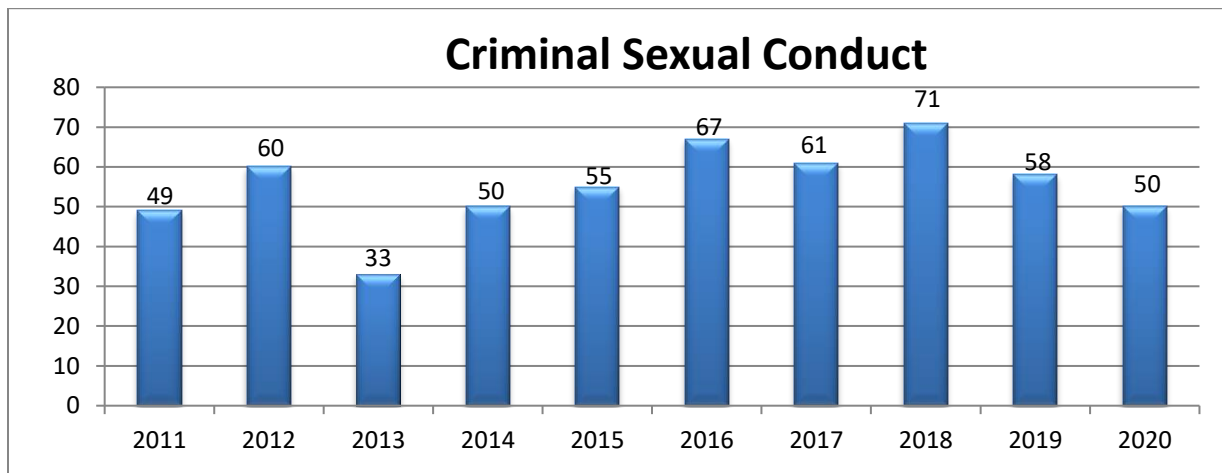
Misdemeanor Drunk Driving: **2019:** 503 **2020:** 447 11.1% decrease



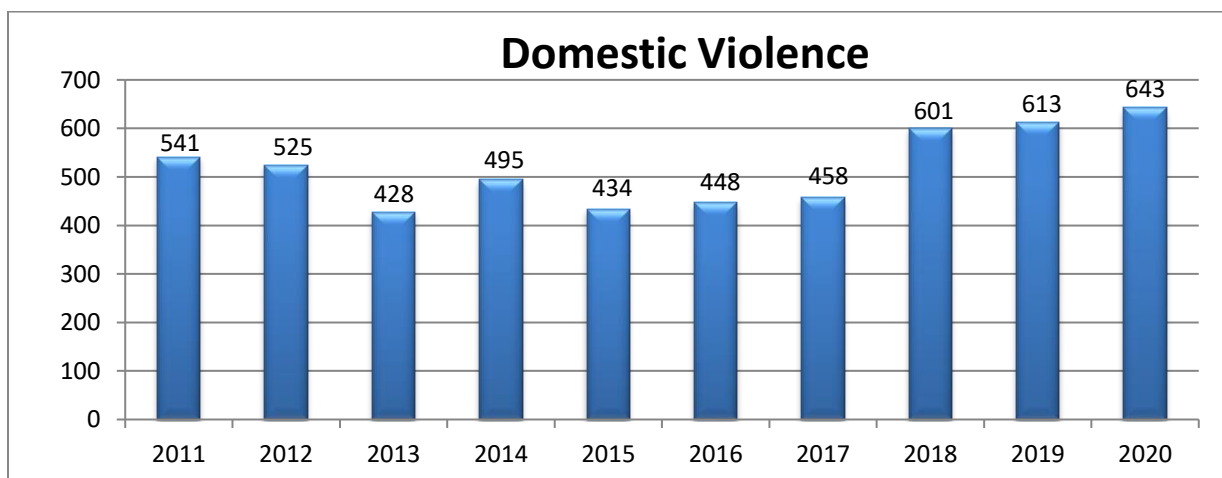
Drug Cases: **2019:** 272 **2020:** 346 27.2% increase

*Marijuana was legalized in Michigan in November 2018.

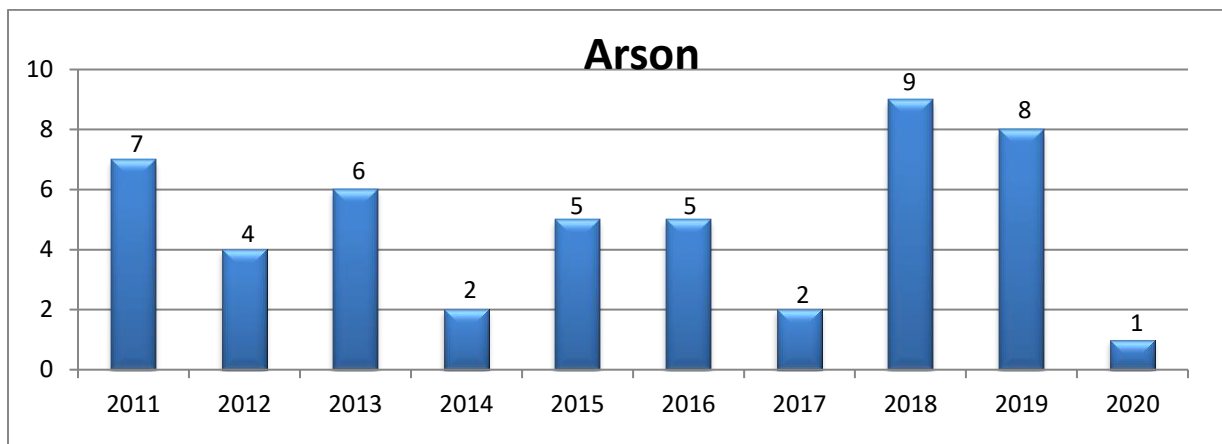
CRIME CATEGORIES CONTINUED



Criminal Sexual Conduct: **2019: 58** **2020: 50** 13.8% decrease

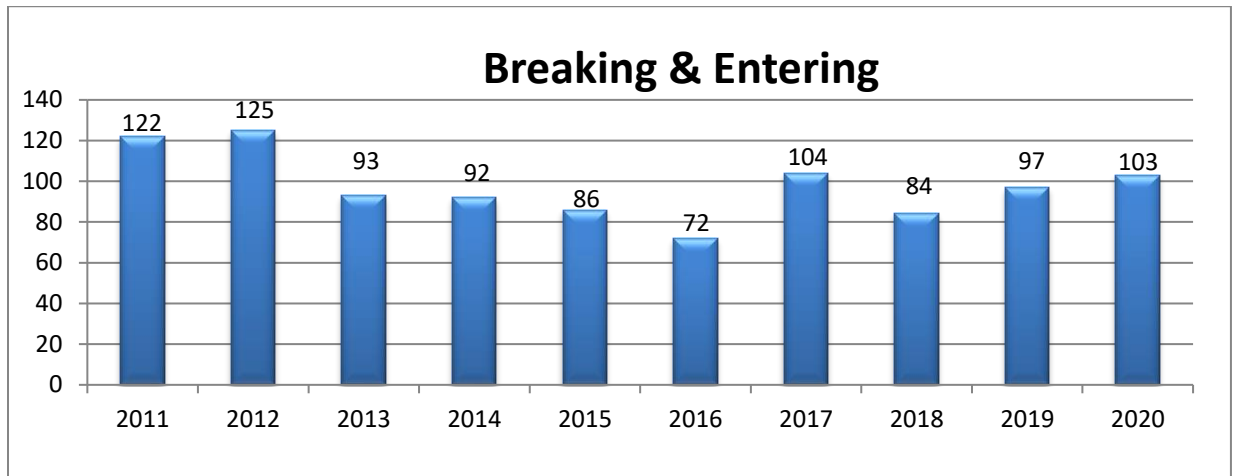


Domestic Violence: **2019: 613** **2020: 643** 4.9% increase

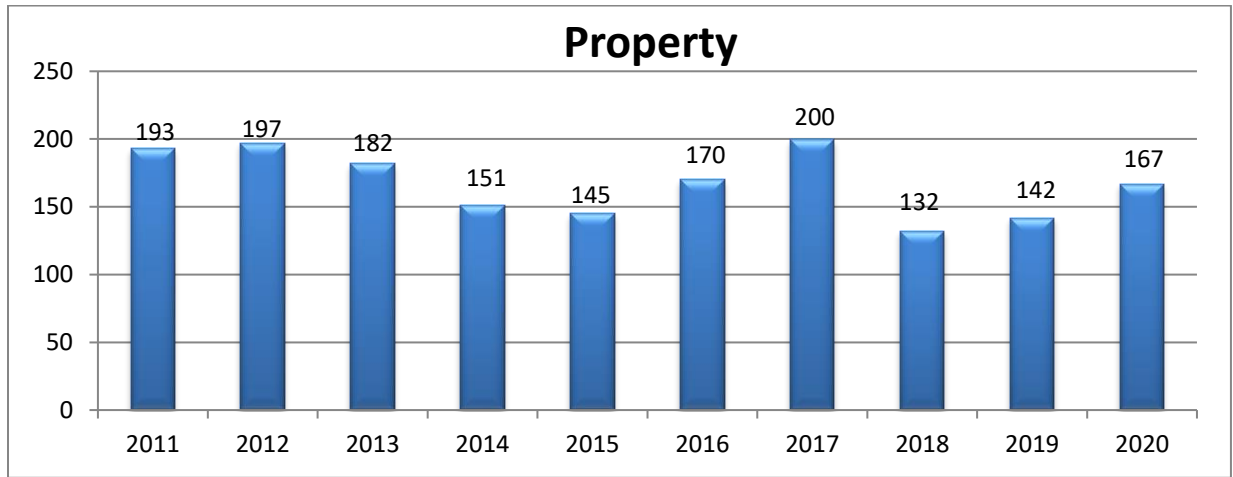


Arson: **2019: 8** **2020: 1** 87.5% decrease

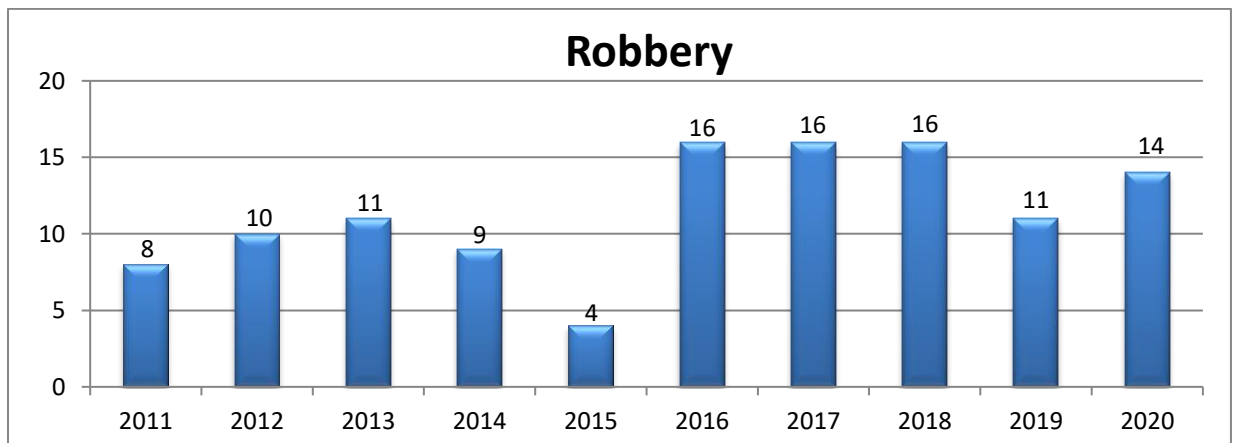
CRIME CATEGORIES CONTINUED



Breaking & Entering: 2019: 97 2020: 103 6.2% increase

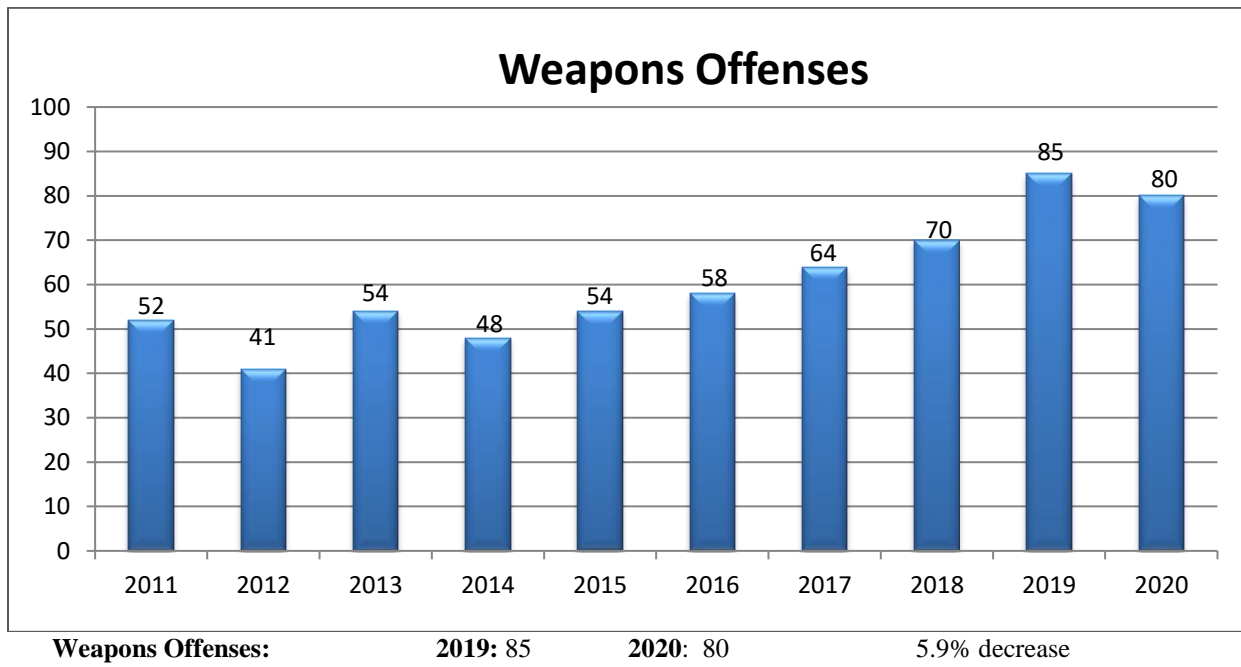


Property: 2019: 142 2020: 167 17.6% increase



Robbery: 2019: 11 2020: 14 27.3% increase

CRIME CATEGORIES CONTINUED

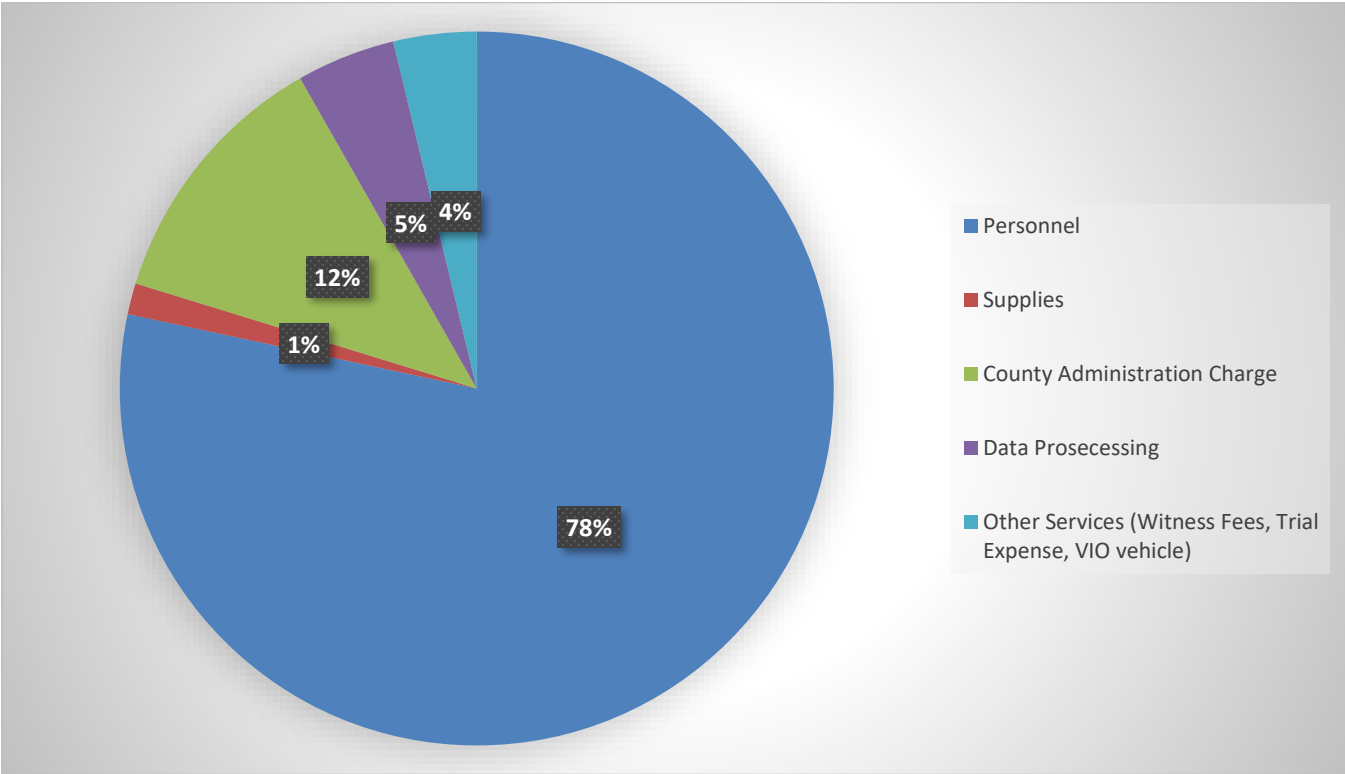


ADDITIONAL STATISTICS

Category	2019	2020	% Change:
Criminal Division:			
Felony Trials			
Jury:	9	4	(55.6%)
Non-Jury:	1	0	(100%)
Misdemeanor Trials			
Jury:	17	24	41.2%
Non-Jury:	14	11	(21.4%)
Civil Infraction Non-Jury Trials	778	678	(12.9%)
Family Division:			
Abuse/Neglect			
Jury:	1	1	NC
Non-Jury:	29	46	58.6%
Appeals Filed:			
Applications for Leave to Appeal:			
Appeals Pending Decision:			
Parole Reviews:			
Child Abuse & Neglect Cases:			
Crime Victim's Rights			
Felony	801	762	(4.9%)
Misdemeanor	948	1,039	9.6%
Juvenile	336	289	(14.0%)
Extraditions (Governor's Warrants):			
Contested Mental Hearings & Guardianship Hearings:			
Civil Infractions:			
Violation of Personal Protection Order Hearings:			
Requests for Warrant Authorization (Returned for more investigation or denied):			
	2,753	2,735	(0.7%)

BUDGET

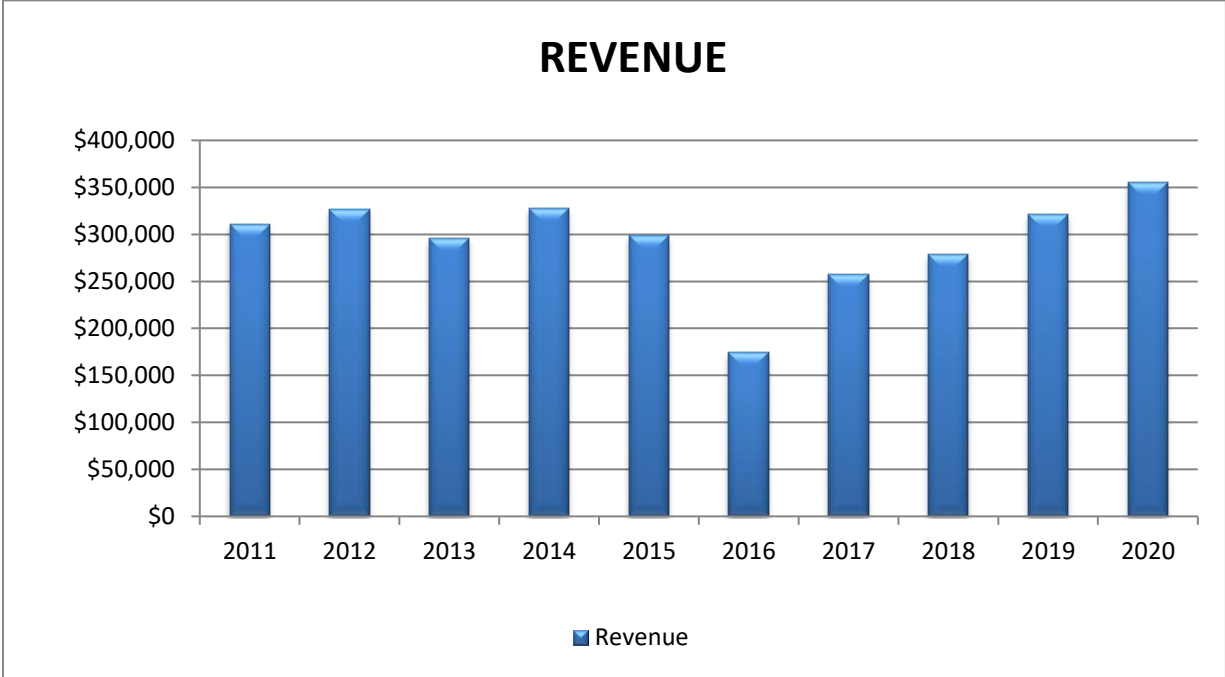
Annual Expenses 2020



Total Budget:	2019	2020	% change
Annual total:	\$3,974,970	\$4,332,648	9.0%

REVENUE

The Prosecutor’s office revenue consists of state funding via grants, contracts, and cost reimbursement. Services include Crime Victim’s Rights, legal services provided to the Department of Human Service in child abuse and neglect matters, food stamp fraud prosecution, driver’s license hearings for the Secretary of State, and legal services for Allegan County cases pending in the 58th District Court in Holland (venue: Holland City, Allegan County). The County also bills offenders convicted of Operating While Intoxicated and other specified offenses for reimbursement of prosecution costs pursuant to county ordinance.



<u>Revenue:</u>	<u>2019</u>	<u>2020</u>	<u>% change</u>
Annual total:	\$323,801.27	\$355,170.00	9.7%

<u>Prosecutor Revenue:</u>	<u>2019</u>	<u>2020</u>
Crime Victim’s Rights	\$223,613.13	\$250,415.00
DHS Contract	55,979.20	68,378.79
OWI Reimbursement	40,054.44	30,707.46
Allegan Reimbursement	1,643.25	5,668.75
Driver License Hearings	520.00	0.00
Food Stamp Fraud	191.25	0.00
Miscellaneous	<u>1,800.00</u>	<u>0.00</u>
Total Revenue	\$323,801.27	\$355,170.00

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

District 1	Francisco C. Garcia
District 2	Joe Baumann
District 3	Doug R. Zylstra
District 4	Allen Dannenberg
District 5	Randall J. Meppelink
District 6	Kyle J. Terpstra
District 7	James Holtvluwer
District 8	Greg J. DeJong
District 9	Philip D. Kuyers
District 10	Chair Roger A. Bergman
District 11	Vice Chair Matthew Fenske

Action Request



Committee:	Board of Commissioners
Meeting Date:	04/13/2021
Requesting Department:	Ottawa County 58th District Court
Submitted By:	Regina MacMillan
Agenda Item:	Ottawa County 58th District Court 2020 Annual Report

Suggested Motion:

To receive for information the Ottawa County 58th District Court 2020 Annual Report.

Summary of Request:

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

Section 4.7 - 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 checked="" type="checkbox"/> No	<input checked="" type="checkbox"/> N/A
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If not included in budget, recommended funding source:

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

Action is Related to Strategic Plan:

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

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

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

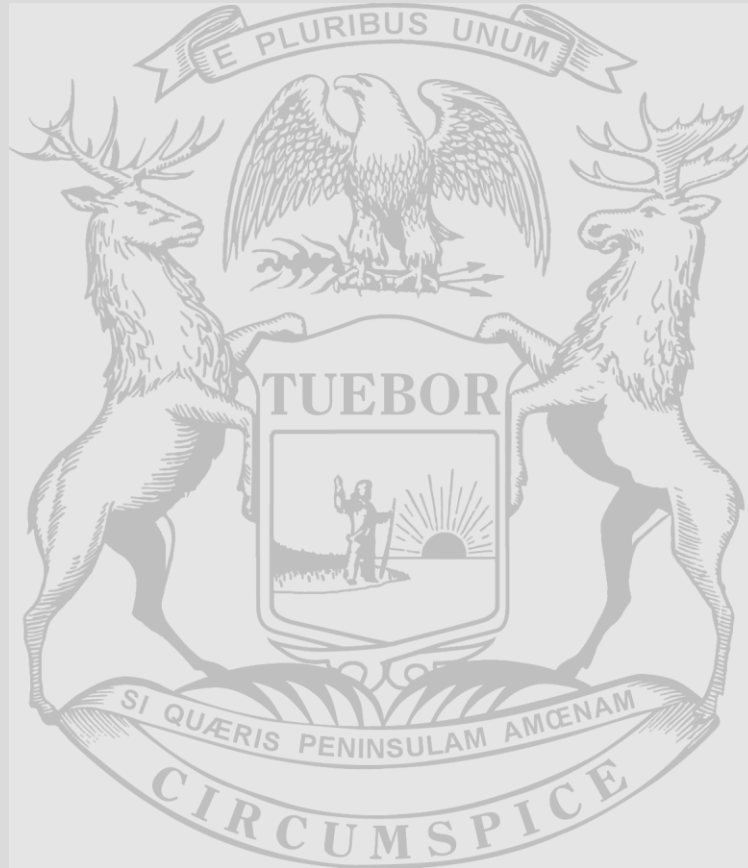
Administration: Recommended Not Recommended Without Recommendation

County Administrator:

Alan B. Vandenberg

Committee/Governing/Advisory Board Approval Date:

58th District Court



2020 Annual Report

<http://miottawa.org/Courts/58thDistrict>

Honorable Bradley S. Knoll, Chief Judge

Honorable Craig E. Bunce

Honorable Judy K. Mulder

Honorable Juanita F. Bocanegra

A Note from the Chief Judge

The year 2020 was a year like no other for the global community, our nation and state and our local courts. In the last weeks of winter, we came to grips with a deadly virus that grew from a few isolated cases to a catastrophic pandemic. The virus caused over 500,000 deaths in the United States, fundamentally weakened the economy, stretched health care systems to the breaking point and threatened to bring court and other governmental operations to a halt. At the same time, 2020 saw unprecedented domestic turmoil that deeply divided the country, armed extremists posing threats to elected officials and governmental institutions and widespread demonstrations against racial injustice in the criminal justice system.

The pages that follow tell the story of the 58th District Court's response to these crises. It is a story of close collaboration and interdependency among the branches of Ottawa County government, the State Court Administrator's Office and state and federal executives and legislatures. By mid-March of last year, it became necessary to eliminate public access to the court buildings while, at the same time, implementing plans to ensure continued public opportunity to view court proceedings and the continuation of essential court functions.

With the state and federal moratoriums on evictions, most of those proceedings paused for several months causing a substantial backlog of landlord tenant cases. The closing of court buildings to the public and mandated postponement of civil and criminal jury trials created an additional backlog of cases. The obligation of the court to continue to process these matters and assure compliance with due process rights of individual posed challenges to the judges and staff. I am proud to say that our well-trained staff performed magnificently in meeting these challenges. I must also express my profound gratitude to the many county departments and individuals who made that possible.

The assistance of human resources and the IT department was necessary to allow staff to continue case processing while working from home. Protocols were developed to allow law enforcement to continue its essential function while the court operated a limited criminal docket. As many court hearings could only be done remotely, Ottawa County provided the equipment and training necessary to allow for both remote hearings and public access to these hearings via Zoom and YouTube applications. The Ottawa County Public Health Department was able to not only perform the Herculean tasks associated with testing and tracing the course of the virus, but also provided the courts with the necessary statistical information to allow for state approval of easing restrictions on court access.

In partial hindsight, the courts can learn from the successes and failures of innovations that were literally developed overnight. Going forward, remote hearings are likely to replace many previously required in-person hearings on more routine matters. The success of the statewide Eviction Diversion Program has led to an ongoing feasibility study by Ottawa County Planning and Performance Improvement which could potentially create a permanent county-based eviction diversion plan.

Almost overlooked in the response to the immediate crisis was a series of criminal justice reform measures passed by the Michigan Legislature at the end of the year. These measures will become effective in 2021 and place additional but appropriate obligations on court staff to process and monitor cases to prevent incarceration of individuals except in cases of serious offenses or threat to the community.

Finally, 2020 was a year of transition, as Judge Susan Jonas stepped down from the bench after 27 years of service to the community and the state. Judge Jonas was one of the first judges in the state to implement what are now commonplace treatment courts and served on state and national boards overseeing those courts.

Although I regret the loss of my very good friend and bench mate in the Holland Court, I am very excited to be part of the amazing success story of newly elected Judge Bocanegra. My acquaintance with Judge Bocanegra goes back many years so that I can say, without hesitation, that she will serve the citizens of Ottawa County with fairness, integrity and a thorough knowledge of the law.

Respectfully submitted,

Bradley S. Knoll

Chief Judge 58th District Court

The Judges of the 58th District Court



**Honorable Bradley S. Knoll,
Chief Judge, Holland District Court**



**Honorable Craig E. Bunce
Grand Haven District Court**



**Honorable Judy K. Mulder
Hudsonville District Court**



**Honorable Juanita F. Bocanegra
Holland District Court**

58th District Court

OUR VISION

Be sensitive and responsive to the needs of a diverse community.

Develop and maintain the highest level of services to the public and legal community to effectively and efficiently use public resources.

Utilize technology that will assist court personnel to increase citizen access and convenience to the court.

Promote a safe community, identify areas where intervention is necessary, network with other departments and agencies to persuade behavior change.

Recruit and maintain the highest quality staff, provide training, resources and support to meet the needs of internal and external customers.

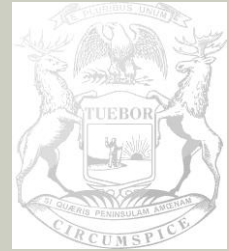
Insure that court procedures and structures best facilitate the expedient and economical resolution of matters before the court.

Share important management information with staff through quality communication.

Refine procedures and facilities that provide a secure environment for public and staff.

Promote innovative ways of resolving problematic issues facing the courts service to the public.

Continue to promote and investigate therapeutic and problem solving techniques for defendants and litigants.



Our Mission

The mission of the 58th District Court is to interpret and apply the law with fairness, equality and integrity and promote public accountability for improved quality of life in Ottawa County.

[OUR COURT]

The 58th District Court Judges and staff are committed to and take pride in serving Ottawa County justly and with sincerity. The District Court is equally committed to continuous improvement through organizational and process review and implementation of innovative ideas. This mission is accomplished through regularly scheduled Judges meetings, staff meetings and leadership team meetings.

Each of our three court locations is staffed by a Chief Clerk, Court Recorders and staff assigned to one of four divisions: Criminal, Traffic, Civil and Probation. Court staff is responsible for daily tasks including processing documents, receipting for and disbursing payments, scheduling hearings, responding to public inquiries, providing oversight and drug testing defendants and managing every case filed in the Court.

Court staff opened and processed nearly 41,000 cases, entered nearly 37,000 dispositions and receipted for over \$6.4 million dollars.

District Court also employs one attorney magistrate and two part time magistrates. The magistrates are appointed by the Chief Judge and are authorized under statute to conduct informal hearings on traffic citations, issue search and arrest warrants, conduct arraignments, set bonds, accept some criminal pleas and conduct small claims hearings. Along with all four

Judges, the magistrates also serve nights and weekends on a rotating basis to authorize after hour search or arrest warrants and perform marriages. In 2020, the Court performed 288 marriages.

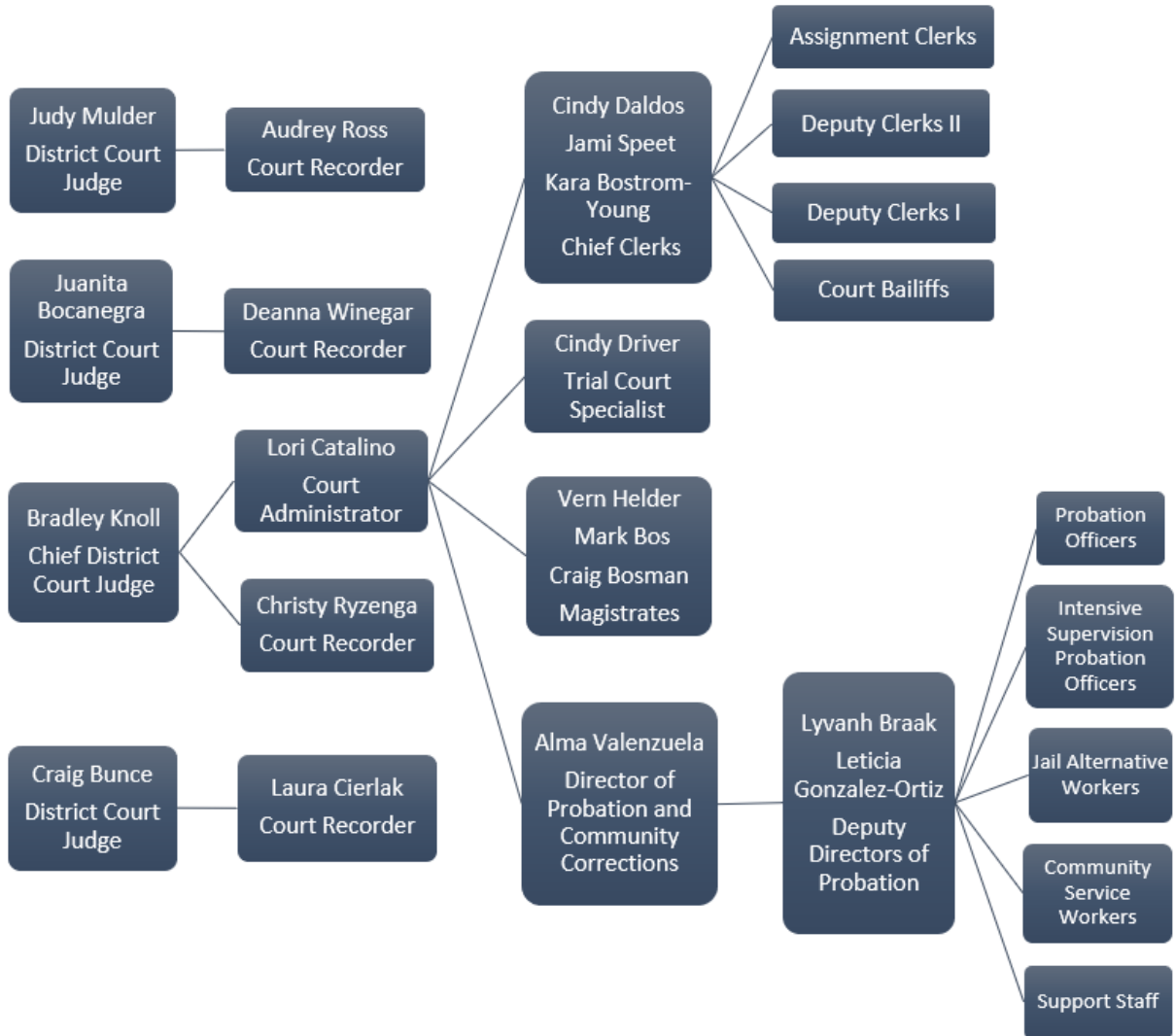
2020 Major Initiatives

- ◆ *Issued and implemented several local, state and federal emergency orders related to COVID-19 that significantly impacted traditional trial court operations and delivery of justice in Ottawa County*
- ◆ *Quickly reformed court policies and procedures and aligned these changes with other stakeholders to accommodate virtual court hearings and remote work of court staff*
- ◆ *Implemented critical public health related facilities and process improvements to become COVID-19 compliant for in person hearings once permitted to resume*
- ◆ *Worked with key community partners to develop and implement a successful Eviction Diversion Program*

The Court would like to express gratitude and appreciation to all of the District Court staff for their dedication and hard work. Without them, the Court would not be able to provide exceptional service to our community.

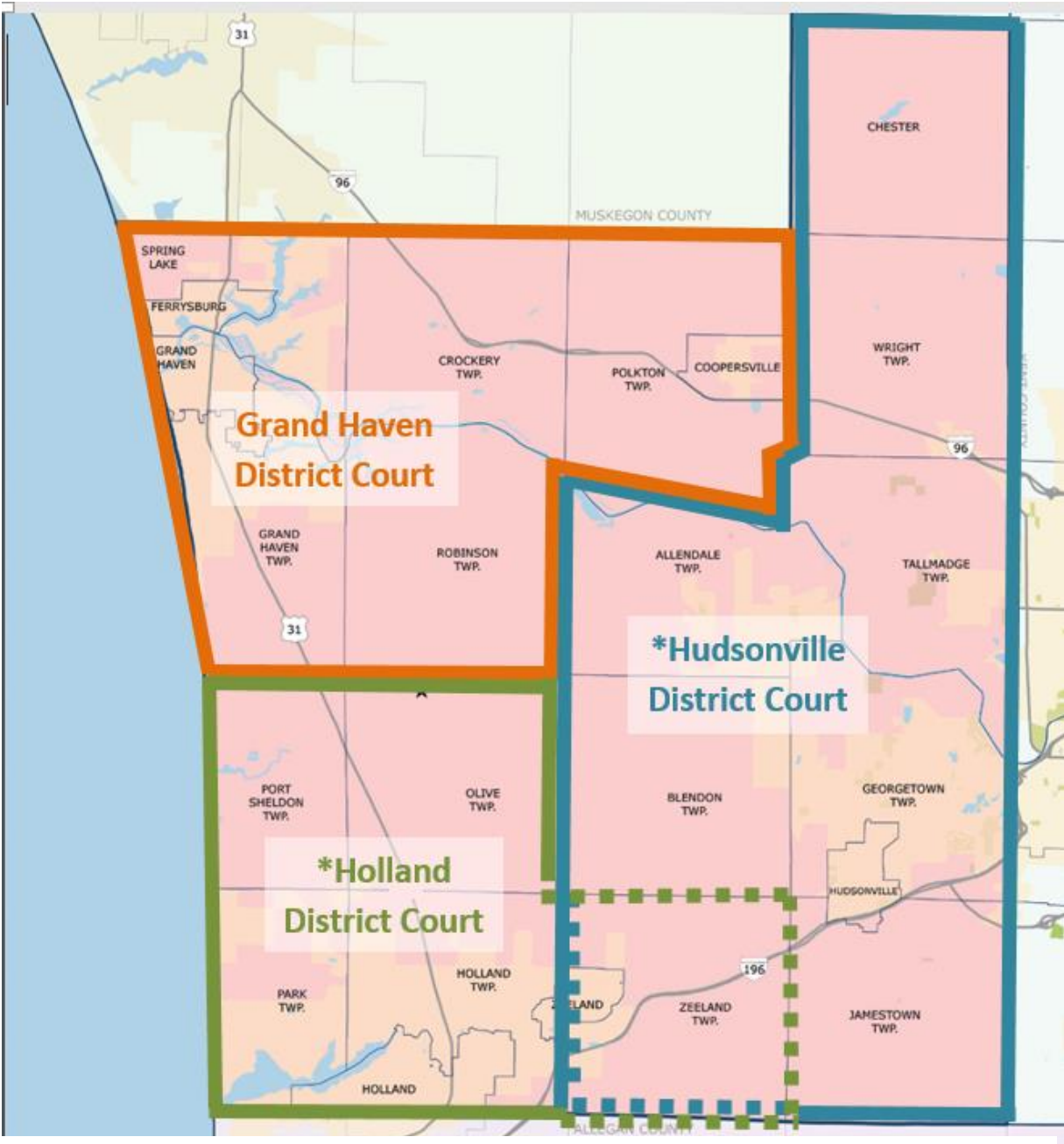
Our Judges and staff are extremely proud and honored to serve the citizens of Ottawa County in a manner that inspires trust and confidence in the judiciary.

58th District Court Organizational Chart



District Court Venues

The three locations of the 58th District Court operate under a Local Administrative Order (LAO) approved by the State Court Administrative Office. Pursuant to that LAO, cases arising in Ottawa County are filed either in Grand Haven, Holland or Hudsonville based on the city, village or township where the incident occurred or cause of action arose.



OTTAWA COUNTY, MI

*Holland District Court’s venue includes the portion of Holland City located in Allegan County as well. Hudsonville District Court’s venue includes criminal cases from Zeeland Township while Holland District Court’s venue includes civil cases and civil infraction citations issued in Zeeland Township.



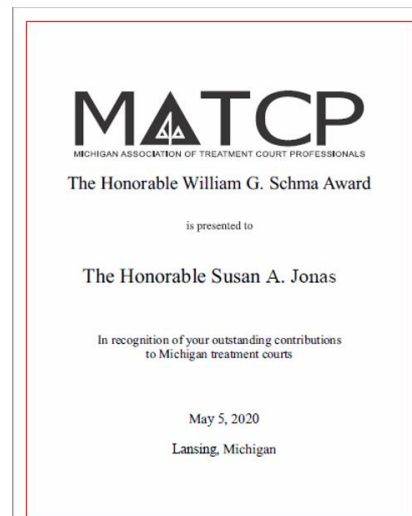
[HONORING RETIRED JUDGE SUSAN JONAS]

Judge Jonas grew up in the Spring Lake/Grand Haven area. She attended Michigan State University where she obtained her Bachelor of Arts Degree and then later earned a Master's in Education from DePaul University. Judge Jonas spent 11 years as a high school English teacher before starting law school. She graduated from Cooley Law School in 1985 and accepted an associate position with Scholten Fant. Later, Judge Jonas accepted an Assistant Prosecutor position with the Ottawa County Prosecutor's Office specializing in cases involving child victims.

In 1993, Governor Engler appointed Susan A. Jonas to fill the vacancy left by Honorable Edward R. Post in the 58th District Court. Judge Jonas was Ottawa County's first female District Court Judge. In 1996, Judge Jonas was appointed by the Michigan Supreme Court to serve as the first Chief Judge of the 58th District Court. She held this distinguished appointment for 12 years.

In 2010, Judge Jonas started serving on the MATCP Board of Directors and in 2011 the Holland Court was designated as a DWI Academy Court by the National Center for DWI Courts. In 2012, Judge Jonas along with Judge Knoll earned the Michigan District Judges Association's Judicial Excellence Award. Citing other overall contributions, Judge Jonas and Judge Knoll were recognized for establishing the first Sobriety Court in Ottawa County in 2004. Judge Jonas's Sobriety Court celebrated 16 amazing years filled with many accomplishments, positively impacting the lives of 485 participants and their families. In May of 2020, MATCP awarded the prestigious Schma Award to Judge Jonas for all she has done in saving lives, reuniting families and improving our community. The Schma award is given to persons who have made outstanding contributions to problem-solving courts in Michigan. Judge Jonas also served her community as a board member of the League of Women Voters, the Community Corrections Advisory Board, the Lakeshore Alliance Against Domestic and Sexual Violence.

The District Court extends sincere gratitude and appreciation to Judge Jonas for her passionate and dedicated service, her integrity and inspiring trust and confidence in the Ottawa judiciary, in those who appeared before her and in those who worked with her during her tenure serving the citizens of Ottawa County as a 58th District Court Judge.



Investiture of Honorable Juanita F. Bocanegra on December 18, 2020

[JUDICIAL INVESTITURE



Judge Bocanegra was born in Mexico and migrated to the United States with her parents when she was very young. Her parents, migrant farmworkers, came to Holland in 1984. Judge Bocanegra worked in the fields in Ottawa County, picking blueberries since she was in fifth grade. Being an only child, she helped her parents with errands including translating for them. At a young age, Judge Bocanegra dreamed of becoming a lawyer and worked very hard to pursue that dream with the devoted and loving support of her parents.

Judge Bocanegra graduated from West Ottawa High School in 1993 and went on to attend Grand Valley State University, where she earned a BA in International Relations. While working at a law firm and a bank and raising her two daughters after graduation from Grand Valley, Judge Bocanegra started attending Thomas M. Cooley Law School in the evenings and on the weekends. She earned her Juris Doctor in 2008 and immediately went to work as law clerk and later as an attorney at Rhoades McKee in Grand Rapids. As an Associate at Rhoades McKee, Judge Bocanegra practiced in the areas of business and corporate law, probate and estate planning, commercial and civil litigation and family law. In 2011, she accepted an assistant prosecuting attorney position with the Ottawa County Prosecutor's Office where she served as a prosecutor until being elected to the bench in 2020.



Judge Bocanegra is extremely committed to serving and giving back to her community. She has served on numerous boards, including an appointment to the Hispanic Latino Commission of Michigan by Governor

Snyder, the Community Foundation of the Holland/Zeeland area, Holland Hospital Board of Directors, and founding member of the Lakeshore Latinas. Judge Bocanegra currently resides with her husband and two daughters in Holland.



On November 3, 2020, Judge Bocanegra was elected to the 58th District Court to succeed Judge Susan A. Jonas upon her retirement. Her term began on January 1, 2021. She is the first Hispanic judge to serve in Ottawa County.

[SERVICE AND LEADERSHIP]

OTTAWA COUNTY EVICTION DIVERSION PROGRAM



The newly created and funded Ottawa County Eviction Diversion Program (EDP) is one example of a positive impact in our community despite the COVID-19 pandemic by affording the Court and our community housing partners an opportunity to offer critical rental assistance on eviction-related cases to help prevent homelessness.

As the pandemic began to unfold in March of 2020, the 58th District Court issued an emergency order closing all three court locations. Subsequently, the Governor issued Executive Order 2020-19, the Michigan Supreme Court's State Court Administrator's Office (SCAO) issued Administrative Order 2020-17 and the federal Coronavirus Aid, Relief and Economic Security Act ("CARES Act") was enacted requiring a moratorium on eviction proceedings, except in cases involving ongoing damage to rental property or health hazards on the premises was also entered. The practical effect of these orders and the CARES Act was to cease nearly all eviction activity in the district courts for several months. In the fall of 2020, the Center for Disease Control issued another order pursuant to the Public Health Service Act which imposed a further moratorium on evictions for non-payment of rent through December 31, 2020. Unlike previous moratoriums, the CDC order was directed exclusively to landlords and provided criminal penalties for landlords who sought to evict a tenant who provided that landlord with a declaration stating that the tenant has made best efforts to pay rent or seek government assistance and that an eviction would likely render the tenant homeless.

The most significant response to the COVID-19 housing crisis was Executive Order 2020-134 which required all jurisdictions throughout the state to create an EDP in collaboration with nonprofit homeless service providers, known as Housing Assessment and Resource Agencies (HARAs) and funding provided by the Michigan State Housing Development Authority (MSHDA).

"The Eviction Diversion Program was a remarkable collaboration of state agencies, local non-profit organizations, legal aid and landlords' attorneys and the district courts. In Ottawa County we are especially grateful for the extraordinary efforts of individuals at Good Samaritan Ministries, Legal Aid of Western Michigan and our own 58th District Court staff."

- Hon. Bradley S. Knoll, Chief Judge of the 58th District Court

OTTAWA COUNTY EVICTION DIVERSION PROGRAM



Pursuant to this Executive Order, the Ottawa County Eviction Diversion Taskforce was formed comprising of Good Samaritan Ministries (Ottawa County HARA), Allegan County Community Mental Health's Homeless Assistance Program (Allegan County HARA), Legal Aid of Western Michigan and the 58th District Court. The main goal of Ottawa County's Diversion Taskforce was to establish and implement an EDP that conformed with MSHDA's EDP requirements for means-tested rental assistance paid directly to the landlord pursuant to a three-tier eligibility formula based on household income as a percentage less than 100% of area median income (AMI). Assistance included both past due rent and future rent for the lowest income tier. Participating landlords were required to agree to forgive approximately 10% of past due rent as well as any late fees. The landlord and tenant also had to agree to a repayment schedule for the tenant's share of past due rent which could be up to twelve months.

"Although times have been trying, I think the EDP program has saved many families in our community."

- Whisper Bourne, Holland District Court Landlord Tenant Clerk

The Ottawa County EDP has been a great success helping nearly 500 households or nearly 1,000 adults and children in our community who were facing homelessness. The program has been successful because of the extraordinary efforts of court staff, HARA administrators and especially the attorneys with Legal Aid of Western Michigan. The cooperation of the landlords and their attorneys has also been critical to the success of the program.

It is important to recognize that community rental housing problems will not end when the current public health crisis does. The COVID-19 pandemic will likely be brought under control at some point with an anticipated resurgence of economic activity to follow. This process will naturally result in a diminished housing crisis, but the inherent problems in the community involving the lack of low-cost housing will persist. Ottawa County residents would be well-served by a permanent EDP. Persons with secure housing are better able to maintain employment and provide for the care of their families. The recent emergency demonstrated the viability of a cooperative and extremely effective EDP which can form the model for a similar program for people whose housing issues are not related to the pandemic. Chief Judge Knoll continues to advocate and work alongside community partners to help secure the funding and resources necessary to continue the Ottawa County's EDP into the future.

For Chief Judge Knoll's full report to the Ottawa County Housing Commission entitled *Landlord Tenant Procedures in a Time of Pandemic* please see <https://www.miottawa.org/Courts/58thDistrict/pdf/2021HousingReport.pdf>

[SERVICE AND LEADERSHIP]



Chief Judge Knoll and Deputy Clerk Whisper Bourne accepting the 2020 Social Justice Housing Award

The City of Holland Human Relations Commission's Annual Social Justice Awards recognize individuals and organizations who exemplify the virtues of social justice by promoting equal opportunity and equal access for all residents in the areas of Housing, Education, Employment, and Government/Community Relations. Dave Hoekstra, Holland City Council Member and liaison to the Human Relations Commission, said, "These awards recognize individuals and organizations that are moving the needle toward removing barriers, providing opportunities and access for all residents. Now more than ever we are called to work together for the greater good of our world. We must work diligently without rest to address inequity and prejudice in our world."

The Holland Human Relations Commission presented the 2020 Social Justice Awards on Wednesday, January 15, 2021 and the Housing Social Justice Award went to the Ottawa County COVID-19 Eviction Diversion Task Force made up of representatives from Good Samaritan Ministries (as Ottawa County's designated Housing and Resource Agency), Legal Aid of Western Michigan and the 58th District Court. These three organizations worked together in a short amount of time to create an Eviction Diversion Program (EDP) in the 58th District Court. The purpose of the EDP was to successfully

"As the COVID-19 pandemic impacted our community, these three organizations came together to address an anticipated yet unprecedented increase in evictions. They worked collaboratively to provide financial and legal support to those facing eviction as a result of the pandemic. Together they provided the best outcomes for both tenants and landlords."

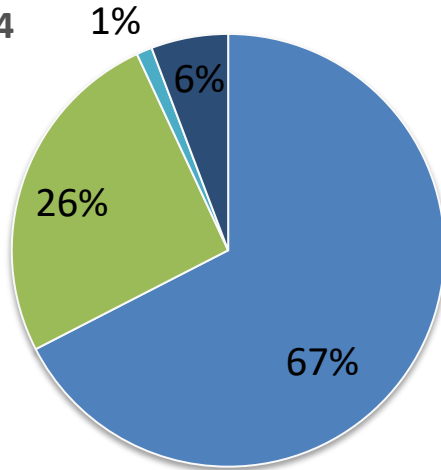
— Lyn Raymond, Holland City Council Member and Director of Lakeshore Housing Alliance

administer federally provided COVID-19 emergency rental assistance funding provided through MSHDA to Ottawa County families. The EDP was also designed to ensure legal aid services were available to renters facing eviction due to the COVID-19 crisis and to ensure landlords received their rental income. Through Ottawa County's EDP, 486 households representing nearly 1,000 people were able to stay in their homes.

Expenses

FY20 District Court Operating Costs

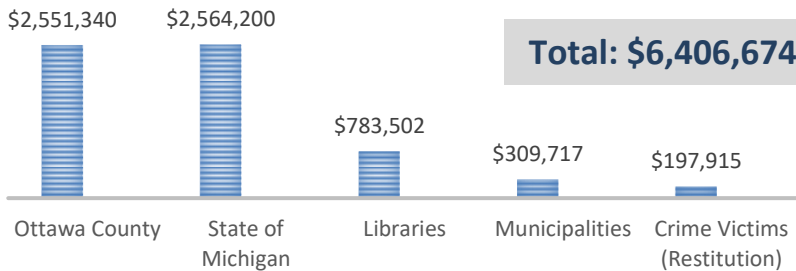
Total: \$6,566,544



- Personnel (includes benefits)
- County Administration
- Interpreters/Transcripts/Jury
- Operational/Office Supplies/Equipment

Revenue

DISTRIBUTION OF REVENUE

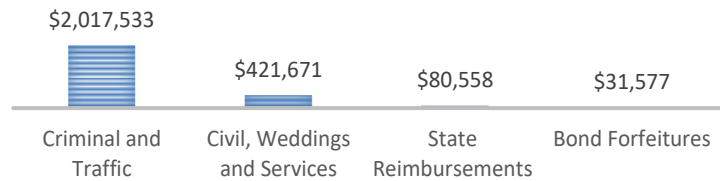


In FY20, District Court collected over \$6.4 million dollars in revenue. The graphs breakdown how the District Court's revenue was distributed and the originating source of the County General Fund (GF) revenue.

Additional County GF revenue based on the operation of Courts

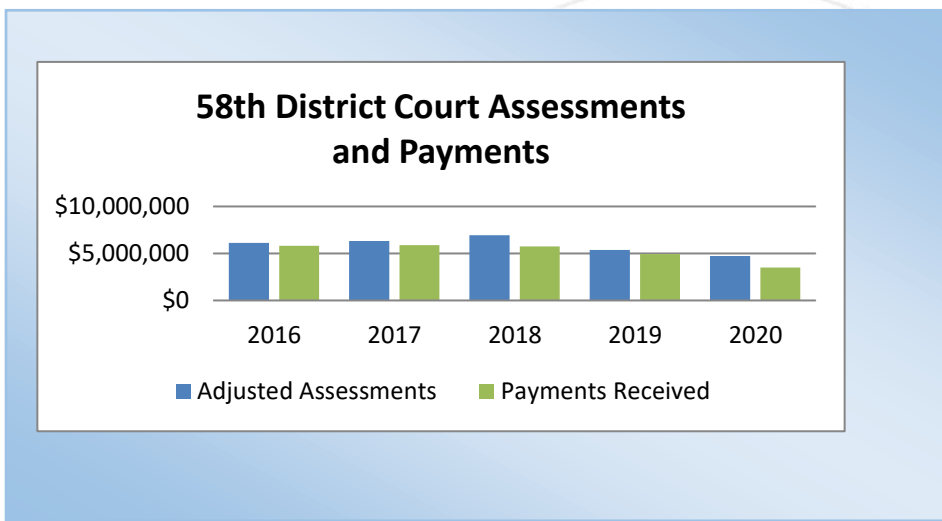


COUNTY GF REVENUE BY SOURCE



Assessments and Collections

The 58th District Court takes pride in our efforts to collect assessed fines, costs and restitution and continues to be among the leaders in the state in trial court collection rates. Diligently enforcing the financial sanctions imposed by the Court is vital to maintaining the Court's integrity and credibility by ensuring appropriate compliance with the Court's orders. Moreover, successful collection efforts increase County revenue while also providing restorative justice to victims and increasing citizens' sense of security and public trust in County services and the entire judicial process.



The 58th District Court collections program is closely monitored by the State Court Administrative Office to ensure all the Court's collection efforts are in compliance with all requirements outlined in the court rules, statutes and published performance metrics. The 58th District Court is consistently deemed to be in compliance as a result of its comprehensive collection program.

The overall collection rate and outstanding receivables for sanctions imposed in 2020 was 76% as of December 31, 2020. The rate is lower than collection rates from previous years because the debt assessed by the Court in late 2020 will be adjusted and collected within the first few months of 2021. This is the same collection rate the Court observed on 2019 assessments at the end of 2019 and thus it does not appear that COVID significantly impacted the Court's overall collection rate. However, assessments were down 12% in 2020 compared to 2019 due to the state of emergency COVID-19 shut down that occurred in 2020.

The Court is required to report our outstanding receivables by revenue code, age of debt and by case type to the State Court Administrative Office for the time period of July 1 through June 30 each year.

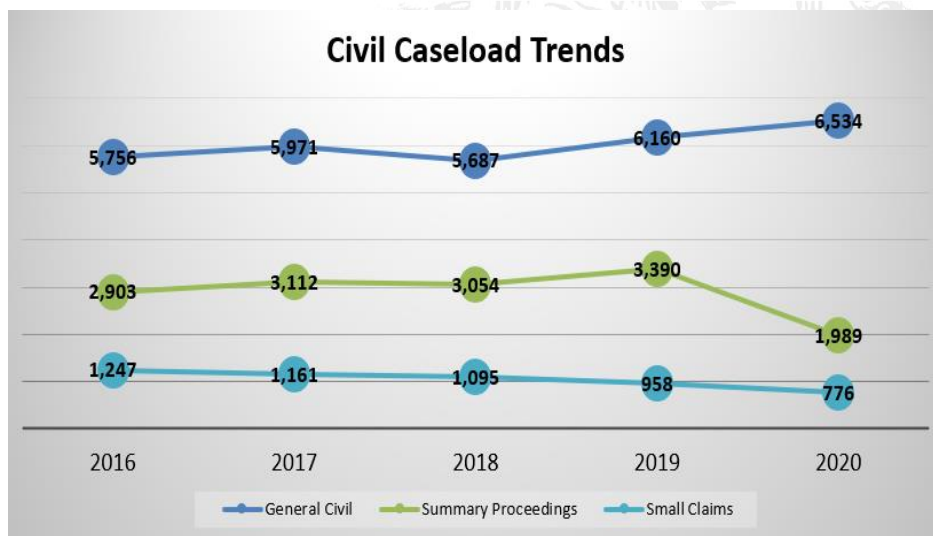
Sanctions Assessed	Sanctions Collected as of December 31, 2020
2015	96%
2016	96%
2017	92%
2018	88%
2019	93%

Caseload Trends

CIVIL CASES IN THE 58TH DISTRICT COURT

The District Court’s general civil jurisdiction covers disputes where money judgments are sought in an amount not exceeding \$25,000 for conduct alleged to be tortious, in breach of contract or otherwise in violation of civil law. Parties may also file claim and delivery actions in the District Court seeking to recover personal property.

The District Court’s jurisdiction includes cases brought under the Summary Proceedings Act. These special proceedings provide for the prompt resolution of disputes between landlords and tenants relating to the payment of rent or other terms of the rental agreement. Parties seeking the repossession of real property following mortgage foreclosure or forfeiture of land contracts will also normally employ the expedited procedures set forth in the summary proceedings statutes. The District Court exercises both legal and equitable powers in adjudicating and enforcing the rights of parties to these actions.



Small claims proceedings also fall within the District Court’s exclusive jurisdiction. In civil actions where money judgments are sought for no more than \$6,500 beginning January 1, 2021 (\$7,000 beginning January 1, 2024), the parties may agree to the more informal procedures under the Small Claims Act. Small claims trials may be held before a judge or magistrate. There

is no right to a trial by jury, representation by an attorney or appeal of a judgment entered by the judge. A party sued in small claims court may elect to remove the case to the general civil docket to preserve those rights. A trial in small claims court is a more informal procedure with relaxed rules of pleading and evidence. The goal of the judge or magistrate is to arrive at a prompt decision that provides “substantial justice” for the litigants.

In many civil cases brought in the District Court, one or more parties are not represented by an attorney. The District Court staff is well trained to provide courteous procedural assistance to these unrepresented litigants without giving legal advice. Additionally, small claims and summary proceedings actions require a higher degree of staff time in preparing and processing, summons, arranging for service of process and preparation of judgments than in cases brought in the regular civil docket where more of the responsibilities fall on the parties or their attorneys.

Criminal Cases in the District Court

Search and Arrest Warrants:

All criminal cases originate in the district court in Michigan. Moreover, the district court is often involved early in the criminal investigation process since all search warrants are issued by district court magistrates or judges. Search warrants are commonly issued after business hours to obtain a blood sample from a person suspected of operating under the influence of alcohol or drugs who have refused to voluntarily submit to a chemical test. Thus, assigned judges and magistrates are available on a 24/7 basis, 365 days a year to receive and rule on search warrant requests. All judges and magistrates are equipped to review and issue search warrants electronically from various locations in the county. This procedure avoids the delay and inconvenience of requiring law enforcement personnel to travel to the judge's or magistrate's home to obtain an afterhours warrant. Search warrants are also issued to assist law enforcement in the investigation of drug, sex and other offenses by authorizing the search of homes, vehicles, computers and mobile electronic devices.

Arrest warrants are issued by district court judges and magistrates if authorized by the prosecuting official and upon sworn testimony establishing probable cause. Such warrants may be issued prior to an arrest or following a warrantless arrest by police where the prosecution authorizes the complaint. When issuing an arrest warrant, the judge or magistrate may allow a defendant to post bond and be released prior to his or her first court date. Alternatively, the judge may require that no release take place prior to the initial court appearance.

Arraignment:

Following a warrantless arrest, a criminal complaint must be filed with the district court after being sworn to by law enforcement and authorized by the prosecutor. The defendant will then be arraigned before a district court judge or magistrate or bond will be set within 24 hours of the arrest. If a warrant is authorized prior to arrest, arraignment is required in the district court following the defendant being taken into custody. In most misdemeanor cases, a criminal charge can also be initiated by law enforcement without a sworn complaint by issuance of a citation to the defendant with instructions to appear in court on the next regularly scheduled arraignment day. In any of these situations, defendants appear in the district court in person or by video for purposes of arraignment where they are notified of the nature of the charges and possible penalty along with their constitutional trial rights. The defendant is also advised of the right to counsel including, where appropriate, the right to a court appointed attorney.

The court will also consider whether a defendant qualifies for pre-trial release and what type of bond or bond conditions may apply. In felony or domestic violence misdemeanor cases, the courts' probation department completes a bond screen for the judges' review before arraignment. The bond screen process provides the court with a detailed history of the defendant including past criminal behavior, employment and family information, mental health and substance abuse history. The judge uses this information to balance the general right of an incarcerated defendant to be free on bail with the risk of flight or risk to public safety if released on bail.

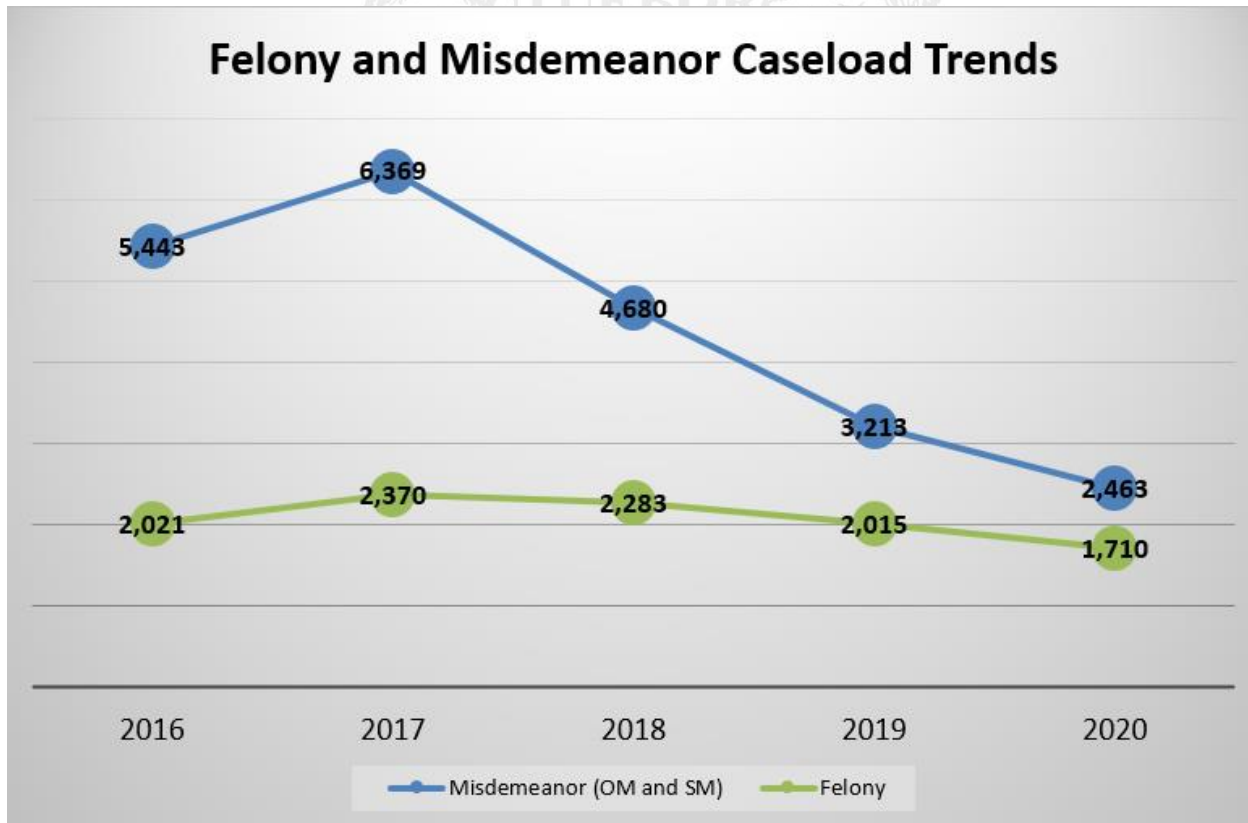
Misdemeanor Cases:

Misdemeanor cases will then proceed to trial or sentencing in the district court following entry of a plea by the defendant. Defendants convicted of misdemeanor charges following trial or guilty plea may be sentenced immediately. However, in many cases constitutionally guaranteed victims' rights will require an adjournment so that the victim will have an opportunity to appear and make a statement at sentence. The court must order restitution to a victim as part of its sentence. Sentencing options include the imposition of jail, fines, court costs, restitution, substance abuse or mental health counseling, community service, vehicle immobilization, driver's license suspension, deferred sentencing and/or participation in a treatment court.

Felony Cases:

The ultimate disposition of any offense that carries a maximum incarceration of more than one year in jail occurs in the circuit court. Prior to such a case being transferred or "bound over" to the circuit court, however, arraignment and preliminary examination are scheduled in the district court. At a preliminary examination the prosecutor is required to submit evidence that convinces a district court judge that "probable cause" exists to believe the defendant has committed a felony before the case will be sent to the circuit court for trial.

Changes enacted by the Michigan Legislature in 2014 added a requirement of a "probable cause conference" prior to the preliminary examination and also broadened the authority of a district court judge to accept felony pleas of guilty before a case is sent to circuit court for sentencing. Both of these procedures were already in place in the 58th District Court but are now mandated on a state basis.

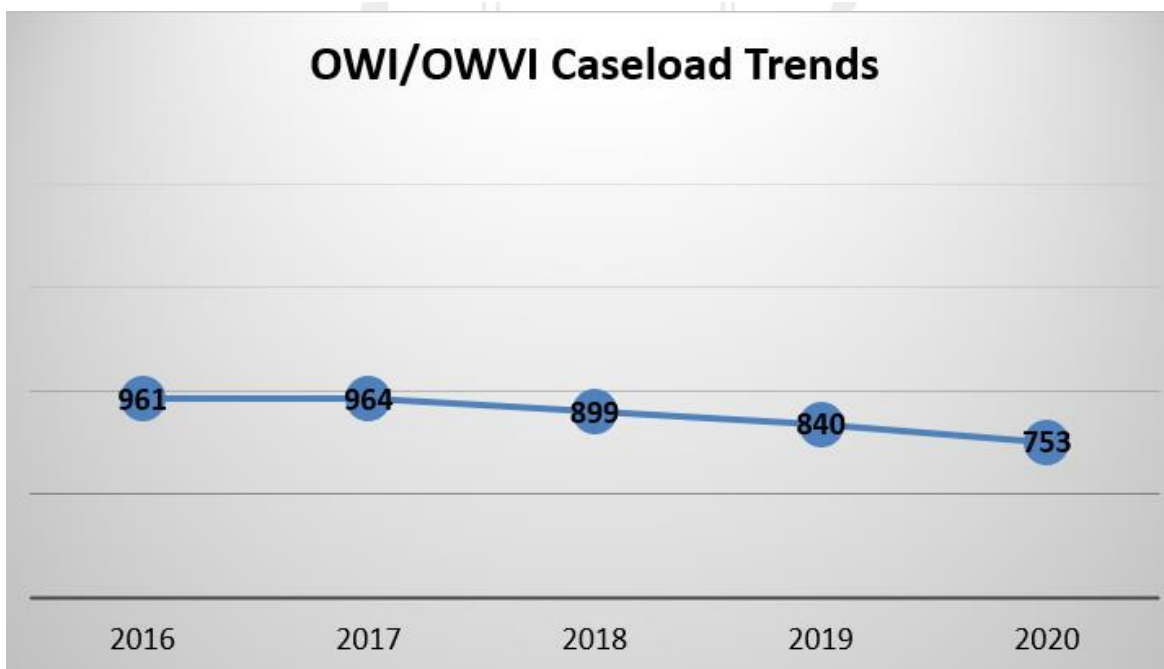


Operating While Intoxicated

Operating while intoxicated offenses involve a broad range of offenses brought under state statutes or municipal ordinances. Traditional charges of “drunk driving” involve allegations that a person has operated a motor vehicle while under the influence of alcohol or while visibly impaired by alcohol. Operating while intoxicated offenses now include charges of operating with an unlawful blood alcohol (.08%), operating with a high blood alcohol level (.17%) or a minor operating with an unlawful blood alcohol level (.02-.07%). The statutes also prohibit operation of a motor vehicle under the influence of a controlled substance, operating while impaired by a controlled substance or operation of a motor vehicle with any level of an illegal (schedule 1 and marijuana) controlled substance in a person’s body. Operating while intoxicated charges may involve aggravating circumstances which include operating with a minor passenger, offenses charged as a second or third offense, or operating while intoxicated causing death or serious injury. Some of these aggravating circumstances may elevate the offense from a misdemeanor to a felony level offense.

Despite the expansion of offenses chargeable as operating while intoxicated, the court has seen a general downward trend in charged offenses over the past three years.

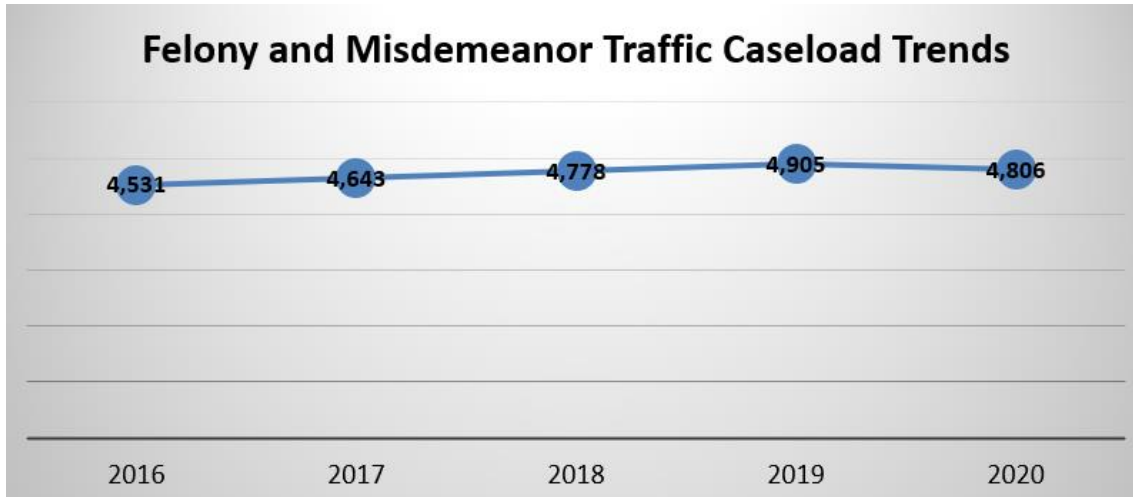
Given the danger to the community posed by persons who operate while intoxicated, the court and probation department diligently monitor these people through various levels of intervention including the Sobriety Treatment Court, Intensive Supervised Probation and use of alcohol detection technology. This technology includes the use of automobile interlock devices, 24 hour alcohol monitoring devices which are used to monitor abstinence along with the traditional techniques involving random home checks and mandatory drug and alcohol testing at the court. The court also oversees referral to substance abuse therapy including 12 step programs. Violations of court mandated abstinence or therapy will result in probation violation complaints with the violator facing jail time and potential revocation of probation.



Criminal Traffic Docket

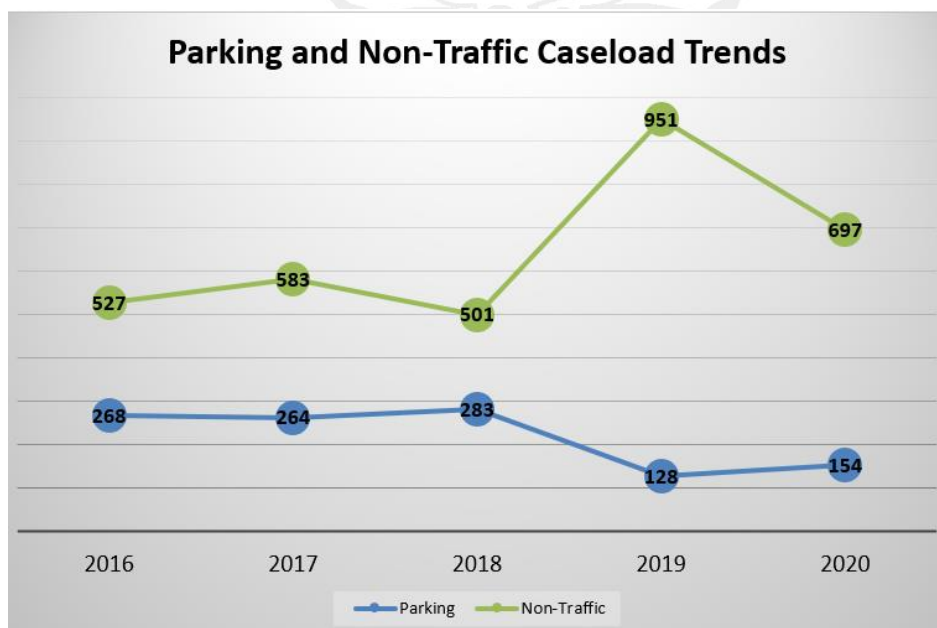
FELONY AND MISDEMEANOR TRAFFIC

Criminal traffic offenses include such offenses as reckless driving, open intoxicants in a motor vehicle, driving while your license is suspended, no insurance, expired plates and failing to stop after involvement in a motor vehicle accident.



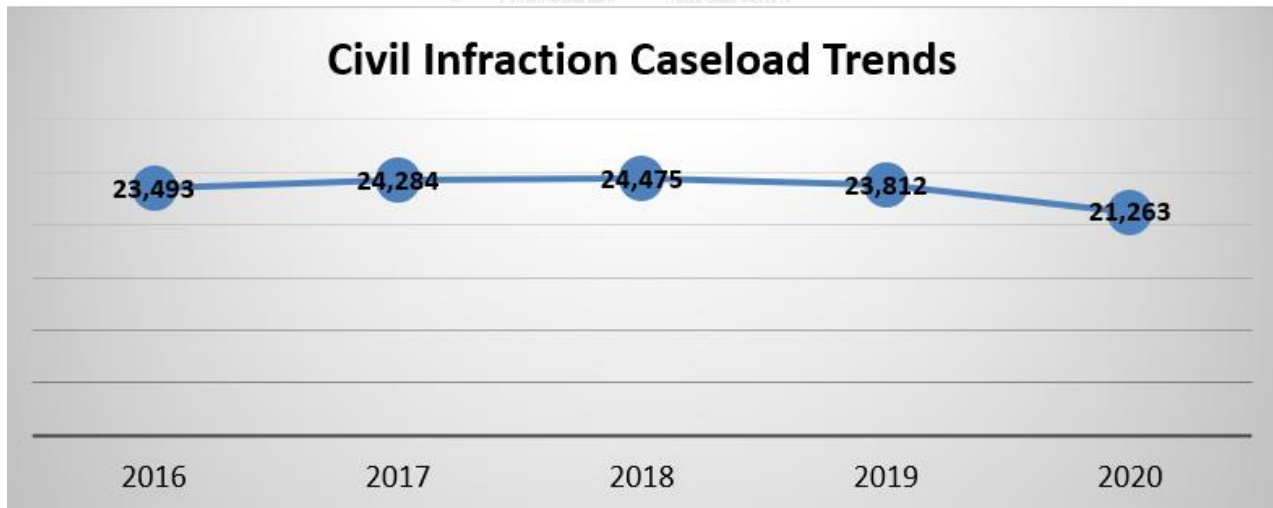
NON TRAFFIC CIVIL INFRACTIONS AND PARKING VIOLATIONS

District Court also processes and receipts for payments on many parking violations and other non-traffic offenses. Some of the most common non-traffic offenses include barking dog, dog at large, property code violations, noise/nuisance violations, watercraft offenses and state park offenses.

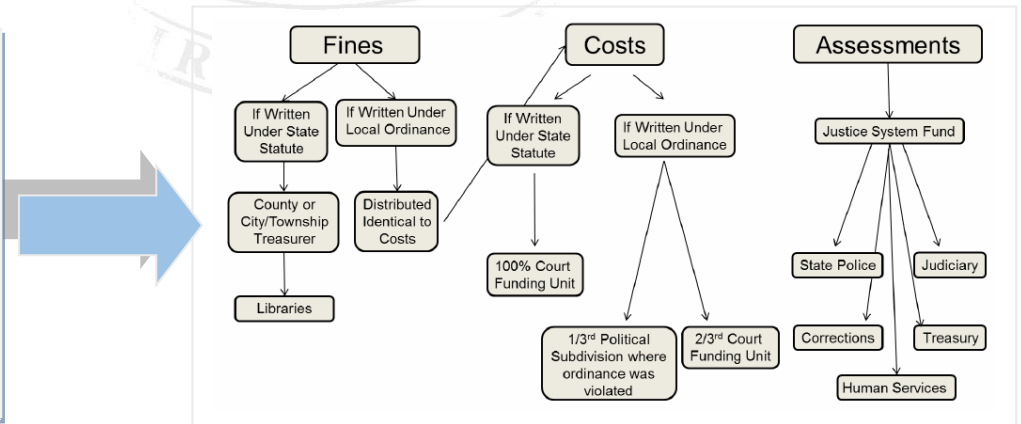


Civil Infraction Violations

Most violations of the Michigan Vehicle Code are civil infractions which generally do not carry a jail penalty, the most commonly cited offense being speeding. A civil infraction can be charged under state statute or a local ordinance by a municipality. A person charged with a civil infraction can admit responsibility for the infraction, pay their fine online or mail their fine to the District Court. A person may request an informal or a formal hearing if they deny responsibility for the infraction. At an informal hearing the evidence is presented to a magistrate without a prosecuting attorney present. At a formal hearing, the evidence is presented by a prosecuting attorney to a district court judge. The defendant may be represented by an attorney to present the defendant's case. A defendant may appeal their case to a formal hearing if they are found responsible at an informal hearing.



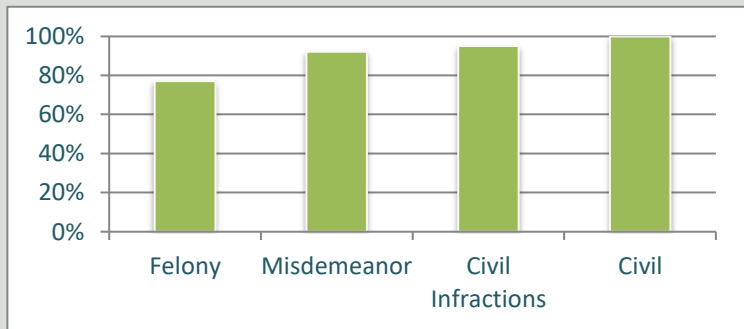
How does revenue from traffic related civil infractions get distributed?



Case Clearance Rates and Case Age

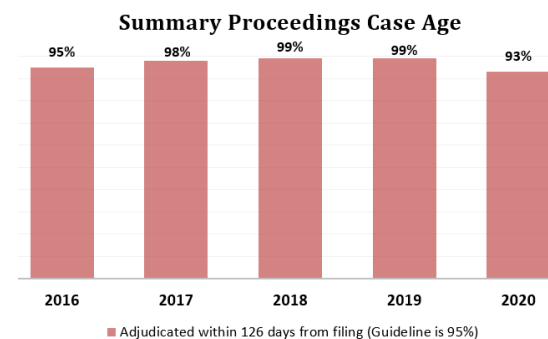
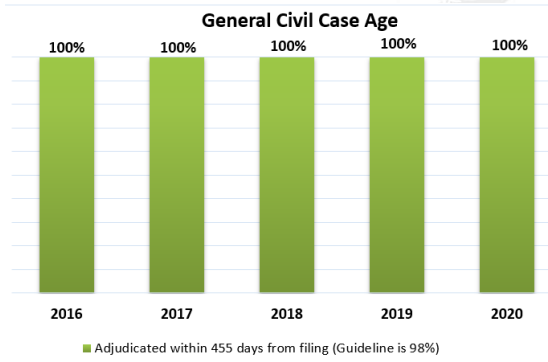
Clearance Rates

Clearance rates compare the number of dispositions and the number of cases filed. Clearance rates naturally fluctuate above and below 100% and represent a key performance measure to gauge whether the Court is keeping up with its caseload. In 2020, the 58th District Court continued to observe excellent clearance rates even amid the COVID-19 pandemic by conducting as many hearings possible through Zoom and reorganizing the dockets to allow in-person hearings where necessary and appropriate while still ensuring all COVID protocols were observed.

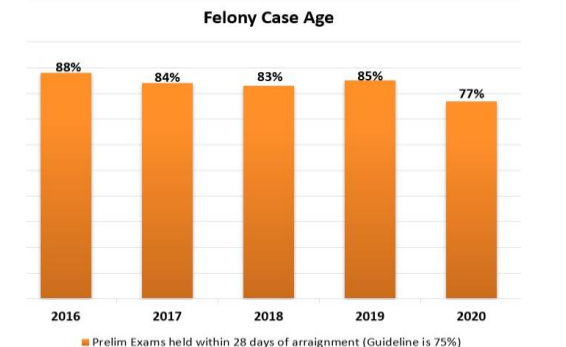
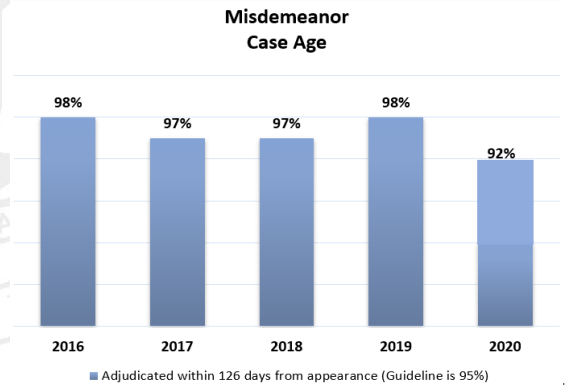


Age of Caseload

Measuring the age of active pending and disposed cases is fundamental to promote access to justice by ensuring the Court is processing and disposing of cases in a timely manner. The 58th District Court continues to meet or exceed the case age guidelines set by the Michigan Supreme Court for each case type category. Our judges, management team and clerks continue to engage in process improvement to help ensure these guidelines are met while also giving appropriate consideration necessary to provide procedural and substantive due process in each individual case.



Case age is a critical performance metric to ensure all cases are scheduled and resolved in a timely manner thereby promoting fundamental access to the Court and ensuring due process.



The mission of the 58th District Court Probation and Community Corrections Department is to enhance public safety by enforcing court orders while holding offenders accountable by utilizing services and resources.

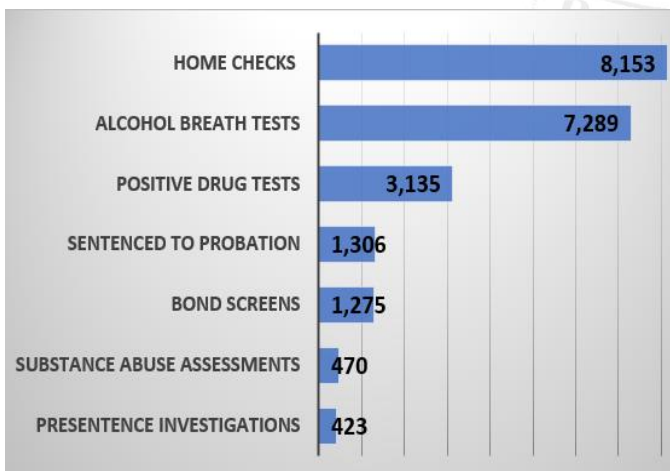
Reports, Screens and Assessments:

Bond screens are conducted to assist the Court in setting bond at the initial court appearance for an offender. This screening provides information to the judge on factors such as the defendant's criminal and substance abuse history, mental health, record of court appearances, the seriousness of the offense and ties to the community. The bond screen is then considered by the judge to determine the defendant's threat

to the community if released as well as their likelihood of returning to Court for future proceedings. The bond screen also provides information to assist this Court in setting bond conditions including whether no contact with the victim should be ordered and/or drug and alcohol monitoring is needed.

Following conviction, the judge may order a pre-sentence investigation. These are face-to-face interviews that a probation officer conducts with the offender, to gain background information. Pre-sentence investigations address the severity of the offense, prior criminal history, the possibility of drug or alcohol abuse, mental health issues and the offender's attitude. Additionally, victims of the offense will be contacted and advised of their right to speak at sentence and to have the Court determine proper restitution. The probation officer provides a written pre-sentence report to the Judge and defendant prior to sentencing. A substance abuse assessment is a normal component of a presentence report. Completed by a trained probation officer or treatment specialist, it helps to determine the offender's suitability for substance abuse treatment and placement into a specific treatment modality/setting. This evaluation includes gathering information on current and past use/abuse of drugs, criminal history, treatment history, and familial and educational histories.

IN 2020, DISTRICT COURT PROBATION OFFICERS CONDUCTED 31,501 OVERSIGHT APPOINTMENTS AND ADMINISTERED 25,632 DRUG TESTS.



Testing and Supervision:

Probation supervision involves either the probationer reporting to their probation officer at the office for a regularly scheduled meeting or submitting to a random drug or alcohol test. Field supervision officers will, however, often visit a probationer's residence to determine if the offender is abiding by their probation order, following curfew and to monitor their home environment. The officer may request that the offender submit to a preliminary breath test to check for alcohol, a search of their person or a search of their residence.

MONITORING COMPLIANCE



Drug Testing Probation uses automated lab quality analyzers in each court location and has eliminated the previous practice of using pre-determined 4-panel drug “dip cards”. Staff subjectively interpreted dip card results in determining

drug use and/or sample adulteration and the 4 panel dip cards did not allow for customized drug testing for the probationer nor did they allow for alcohol testing. The system in place now allows for immediate and accurate results for several drugs while also allowing for EtG (alcohol use) testing on site.

IN 2020, OF THE 25,632 DRUG TESTS ADMINISTERED, 3,135 WERE POSITIVE {OR A 12% POSITIVITY RATE}.

Electronic Monitoring

Continuous Alcohol Monitoring Summary (CAM) units help to ensure sobriety and compliance with probation conditions.

Global Positioning Systems (GPS) aid in monitoring the location of defendants charged with domestic violence and sex related crimes.

Remote Breath Monitoring units help to ensure sobriety and compliance with probation conditions.



Sobriety Treatment Programs

In May of 2020, the 58th District Court Sobriety Treatment Program in Holland celebrated 16 years of successful operation in changing lives and reuniting families. In 2014, Judge Bunce started a Sobriety Treatment Program in Grand Haven to serve the



number of northern Ottawa County residents who were not able to travel to the Holland Sobriety Treatment Program. Both Holland's and Grand Haven's Sobriety Treatment Courts have had numerous successes throughout the years. These successes include supporting and helping participants receive treatment to maintain a drug and alcohol free life, seeing hundreds of participants successfully complete the program and obtain employment while significantly reducing recidivism rates. The Holland program was also designated as a National Academy Court for three years by the National Center for DWI Courts, in conjunction with the National Highway Traffic Safety Administration.

In October 2018, Judge Mulder started a Sobriety Treatment Program in Hudsonville to serve the number of Ottawa County residents who were not able to travel to the Grand Haven or Holland Sobriety Treatment Programs.

"As a new Judge, I decided to start a Sobriety Court. During my short time on the bench, I was surprised by the number of repeat Operating While Intoxicated cases that were presented in my Court. I am passionate about helping those repeat offenders by assisting them to make positive life changes through best practices and thereby making our community safer. Prior to becoming a Judge, I was exposed to Drug/Sobriety Courts as a representative of the team on the 20th Circuit Court. I have personally heard the testimony of many successful participants and their family members of how the program has helped change their lives. Through this experience, I became convinced that these Courts work and already have begun to see the progress in my Sobriety Court participants." – Honorable Judy Mulder



Mental Health Treatment Court

On July 1, 2014, the 58th District Court established a Mental Health Treatment Court (MHTC) with grant funds. The goal of this treatment court is to balance criminal justice goals, due process rights of the offender and mental health treatment and services. This balance is achieved through the use of court and community resources to connect participants with the appropriate and individualized treatment options while maintaining accountability for the crime committed and improving the overall community and public safety.

"Making friends and actually bonding with people in the program is a huge part of it. We are all each other's support group." - STP Participant

Section 1090 (Mental Health) Treatment Court

The Mental Health Treatment Court facilitates participant engagement in individualized treatment to culminate in positive legal outcomes while promoting public safety, wellness and recovery through collaboration in a highly structured specialty court setting.

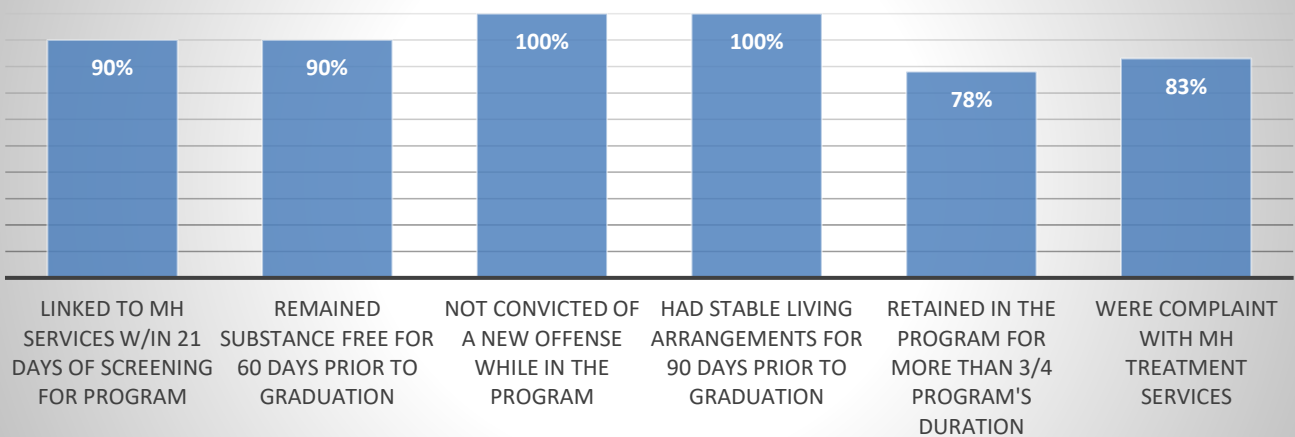
One of the primary reasons for having the MHTC is to offer more collaborative services and effective alternatives to individuals with mental health needs charged with crime. Without a MHTC, these individuals face many challenges in the criminal justice system such as having to remain in jail, potentially unable to post even minimal bail while their mental health issues go untreated. Participants who are accepted into the MHTC have a serious mental illness, serious emotional disturbance or a developmental disability which significantly impacts their ability to function independently, are over age 17 and are charged

with a non-violent offense. Once admitted into the program, participants are connected to comprehensive and individualized treatment support and services. Participant progress is closely monitored through active and engaged case management in order to maximize the benefits of being involved in the program. Section 1090 Court also involves frequent court appearances and support groups as well as awarding various individualized incentives for compliant behaviors and sanctions when appropriate.

Holland Section 1090 Court Team Members

Hon. Bradley Knoll, Presiding Judge
 Matt Lowe, Case Manager
 Kelly Chapman, Peer Support Specialist
 Vanessa Werle, CMH
 Natalie Martinez, Probation Officer
 Jake Jenison, Prosecutor
 Jane Patterson, Defense Attorney

Participant Successes in 2020



Sobriety Treatment Programs

Program Statistics

<i>New enrollments in 2020</i>	39
<i>Successful Discharges</i>	71
<i>Unsuccessful Discharges</i>	4
<i>Hours of community service performed</i>	758
<i>Gender of Participants</i>	32 Male 7 Female
<i>Drug of Choice</i>	34 Alcohol 4 Marihuana 1 Heroin

The Sobriety Treatment Program (STP) is a four phase intervention program for adults who have pled guilty to more than one alcohol offense and who are having difficult staying clean and sober. It is a collaborative effort between the District Court, the Prosecutor’s Office, the participant’s attorney, community and police agencies, case management and treatment programs. By working together, the team seeks to provide a variety of programs and consistent supervision geared toward supporting and helping the participant maintain a drug and alcohol free life.

Program alumni serve as peer-to-peer mentors by meeting with new participants for the first few weeks in the program to ensure they feel welcome and encouraged as they work towards program goals and achieving sobriety.

The STP involves frequent court appearances, random drug and alcohol testing as well as group and individual counseling. The Court awards incentives for compliant behaviors and imposes sanctions for negative behavior. Participants who

do not comply with the rules may be placed in short-term custody, have phase advancement delayed or face a variety of other sanctions. The STP Team consists of a defense attorney to protect the rights of the participant, a prosecuting attorney who assists in reviewing the cases for legal eligibility, a case manager who provides direct supervision to the participant, a treatment provider who is responsible for educating and helping the participant and a surveillance officer who conducts home visits.

Grand Haven STP Team Members

Hon. Craig Bunce, Presiding Judge
Kendra Sheffield, Case Manager
Alicia Jett, Surveillance Officer
Lee Fisher, Prosecutor
Phil Sielski, Defense Attorney
Sheila Day, Counselor
Lt. Lee Adams, Grand Haven Public Safety

Hudsonville STP Team Members

Hon. Judy Mulder, Presiding Judge
Tracey Lehnen, Case Manager
Terry McAlary, Surveillance Officer
Jay Tubergen, Prosecutor
Bob Hamilton, Defense Attorney
Sheila Day, Counselor
Sgt. Jeff Steigenga, Sheriff’s Department

Holland STP Team Members

Hon. Juanita Bocanegra, Presiding Judge
Alma Valenzuela, Program Director
Leticia Gonzalez-Ortiz, Case Manager
Natalie Martinez, Case Manager
Jessica Dozeman, Surveillance Officer
Damion Hernandez, Surveillance Officer
Lee Fisher, Prosecutor
Robert Hamilton, Defense Attorney
Susan Littlejohn, Counselor
Brooke Wolters, Counselor
Clara Mascorro, Pathways
Sgt Dan Kender, Holland Public Safety
Donald Hann, Public Representative

Mission

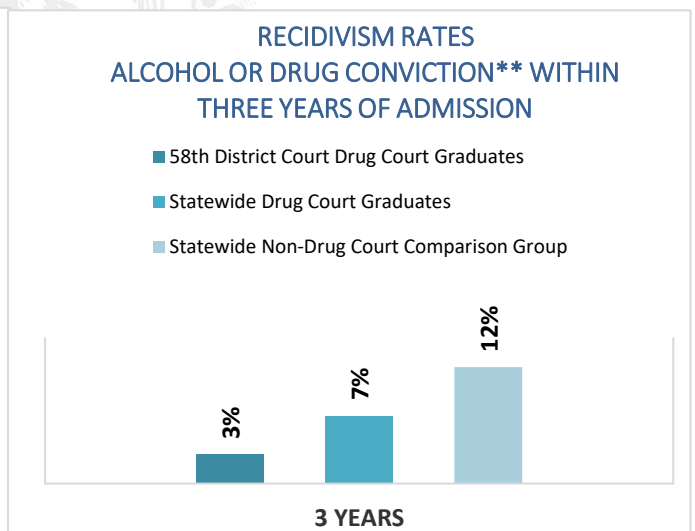
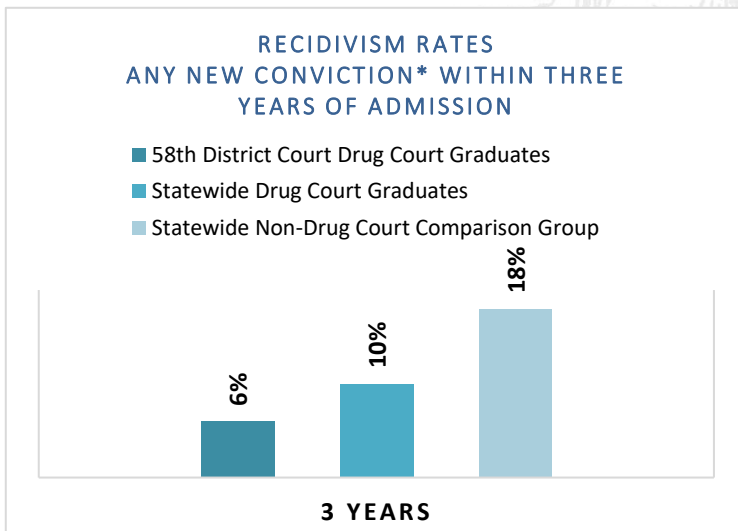
The mission of the 58th District Court Sobriety Treatment Program is to promote community safety and reduce alcohol and drug abuse through a coordinated program involving intensive supervision, judicial interaction, treatment, incentives, sanctions and accountability.

Sobriety Court Recidivism Rates

In the fall of 2019, the State Court Administrative Office (SCAO), a division of the Michigan Supreme Court, provided 2018 recidivism rates on the 58th District Court Sobriety Treatment Program. Successful graduates of Michigan drug court programs were identified using the Drug Court Case Management Information System (DCCMIS). Comparison members were selected by SCAO using the Judicial Data Warehouse (JDW) and were matched to drug court graduates on all of the following criteria: 1) the criminal offense type that brought the person into drug court; 2) the number of cases in the two years prior to the matching offense; 3) age at the time of the matching offense; 4) gender; 5) county of offense; 6) court of offense; and 7) the year range of the matching offense. To determine recidivism rates, SCAO looked at a three year time frame from when the participant was admitted into the drug court program and defined participant as an individual who was admitted and successfully completed drug court program requirements.

SCAO breaks recidivism into two components:

- 1) Any new conviction* or
- 2) A new drug or alcohol conviction**



“Today was super surreal. I had the privilege of going back to Sobriety Court to share my story and experience. It tripped me out walking back into court today and seeing everything from a “not in trouble” perspective. It blows me away that it was 12 years ago when I was doing whatever I could to get high to now smiling and so overjoyed to see my old judge and probation officer. – Previous STP Graduate

*Any new conviction measures recidivism within the categories of violent offenses, controlled substance use or possession, controlled substance manufacturing or distribution, other drug offenses driving under the influence of drugs or alcohol first offense, driving under the influence of drugs or alcohol second offense, driving under the influence of drugs or alcohol third offense, other alcohol offenses, property offenses, breaking and entering or home invasion, nonviolent sex offenses, juvenile status offenses of incorrigible, runaway, truancy, or curfew violations, neglect and abuse civil, and neglect and abuse criminal. This definition excludes traffic offenses and offenses that fall outside the above categories.

Ottawa County Community Corrections Advisory Board

The Michigan Community Corrections Act, Public Act 511 (PA 511) was established in 1988 to ease jail and prison overcrowding by improving and increasing rehabilitative

services available to non-violent, adult offenders. Pursuant to PA 511, counties must establish local Community Corrections Advisory Boards (CCABs) to develop and oversee comprehensive corrections plans. These local plans identify and establish local policy framework and practices aimed at initiating and maintaining programs and services that will help achieve measurable goals envisioned by PA 511. This includes identifying linkages with

Michigan Works! agencies, local criminal justice officials, substance abuse coordinating agencies, community health departments and other agencies to help provide cost-effective and non-duplicated services to offenders to reduce recidivism and prison commitment rates. In Ottawa County, the 58th District Court assists the Ottawa County CCAB by overseeing the programs and applying for state grant funding.

Most of the offenders enrolled in treatment-type programs are sentenced felons. Offenders with higher sentencing guideline scores, probation violators and those who have convictions for driving under the influence of drugs or alcohol account for increasing proportions of new enrollees in residential programs. Misdemeanants account for the majority of enrollments in community service programs.

By supporting appropriate use of non-prison sanctions for offenders who might otherwise be committed to prison, local CCABs have helped reduce the state prison commitment rate. The Department of Corrections Statistical Report reflects that the State's prison

2020 OTTAWA COUNTY CCAB MEMBERS

Ottawa County Communication Corrections Program

Director: Alma Valenzuela

Ottawa County CCAB Members:

County Commissioner	Matthew Fenske
County Prosecutor	Ronald Frantz
County Sheriff	Steve Kempker
Chief of Police	Captain Keith Mulder for Chief Matt Messer
District Court Judge	Honorable Susan Jonas
Probate Court Judge	Honorable Mark Feyen
Circuit Court Judge	Honorable Jon Hulsing
Circuit Court Administrator	Kevin Bowling
Employment & Training	Angie Barksdale
Criminal Defense Bar	Nichole Derks
Circuit/District Probation	Heath White
Business Community	Doug Kamphuis
Mental Health	Kelly Boeve
Substance Abuse	Timothy Piers

commitment rate was 34.7% in 1989, decreased to 25% in the mid 1990's and remained relatively stable since the early 2000's. During 2003, the Department placed a renewed emphasis on the use of community-based sanctions/services for straddle cell offenders, probation violators, and parole violators to control the State's prison growth.

Ottawa County is recognized as a leader in the state with meeting and addressing the goals set forth by PA 511. With appropriate offenders, Ottawa County places an emphasis on treatment and alternative sanctions/sentences, utilizing collaboration of multiple agencies to manage offenders locally. A solid representation of agencies and members of the community prefer to support diverting appropriate offenders from prison and jail. This effort promotes accountability, reduction in criminal/delinquent behavior and supports an environment for change.

The hard work support, and collaboration of the Ottawa County CCAB and community partners establish Ottawa County as a great place to reside. It is a safer community with healthier families.

Community Correction Programs

Ottawa County Community Corrections has a comprehensive plan designed to improve jail utilization, reduce admissions to prison and improve the local criminal justice system. Programs include the following:

- **Cognitive Behavioral Therapy (CBT)** Moral Reconciliation Therapy (MRT) is a cognitive-behavioral counseling program that combines education, group and individual counseling, and structured exercises designed to foster moral development in treatment-resistant clients.
- **Bond Risk Assessment (BRA)** This program includes an evidence based risk assessment of offenders who are incarcerated and charged with a new felony offense. The assessment helps determine appropriate level of bond and pretrial supervision.
- **Substance Abuse Testing (SAT)** This program is for felons on pretrial and post adjudication supervision where a risk assessment suggests a substance use disorder.
- **Offender Assessment and Referral (OAR)** This program provides a thorough assessment of incarcerated probation violators and felony offenders awaiting sentencing. The results are used to develop treatment plans and recommendations for available services.
- **Pre-Trial Supervision (PTS)** Pretrial release decisions balance the due process rights of those accused of crime with maintaining the integrity of the judicial process by securing defendants appearance for trial and protecting the community from danger. The law favors the release of defendants pending adjudication of charges and as such the judge must consider whether to release a defendant on personal recognizance or with bond conditions or detain a defendant in jail at pretrial bond hearings. Deprivation of liberty pending trial can be harsh and subject defendants to economic and psychological hardship, can interfere with their ability to defend themselves and, in many instances, deprives their families of support. Focused pretrial supervision is an excellent way to minimize harm while mitigating risks by monitoring non-violent felony defendants released pending trial. Pretrial supervision focuses on tailoring specific release conditions to each individual defendant's risks and needs related to public safety while also ensuring appearances at future court proceedings. For example, all pretrial released defendants receive text reminders of their next court appearance which has proven to be an extremely effective method to improve appearance rates. Other common pretrial supervision conditions include regular check-ins (home and office), drug and alcohol testing and various other forms of electronic monitoring.

In 2020, there were 377 new felony enrollments in the Pretrial Supervision program.

<i>Prison Commitment Rates</i>	Ottawa County	State of Michigan
<i>Overall</i>	19.9%	19.2%
<i>Operating While Intoxicated 3rd</i>	25.5%	15.1%
<i>Straddle Cell</i>	31.3%	22.9%

Court Services Division

The Community Service Work (CSW) and the Jail Alternative Work Services (JAWS) programs are utilized by the 20th Circuit Court and 58th District Court as an alternative to incarceration for non-violent felons and misdemeanants, resulting in more effective use of the County jail space. Both programs may also be utilized for the following situations:

- As a sanction to a probation violation of the court order or administrative sanction
- When the Judge feels that offenders should be giving something back to the community
- It is mandatory sentencing for Drunk Driving 3rd Offense, i.e. 360 hours or 60 days
- As an alternative to paying court fines and costs
- As motivation for offenders to find a job
- For Drug and Sobriety Court participant sanctions.

In 2020, despite the COVID shutdown, 10,761 hours of community service and JAWS were safely able to be completed benefitting our community a total of \$103,843 in services.

Jail Alternative Work Services (JAWS) 2020 Program Highlights:

New Enrollees	357
JAWS Crew Worked	54
Days Worked	38
Average Offenders per Crew	8
Hours Provided	3,682
Value of Service (based on minimum wage of \$9.65/hour)	\$35,531
Success Rate (hours ordered versus hours actually worked)	86%



Mulligan's Hollow Ski Bowl weeding and trash pick-up in City of Grand Haven



Graffiti cleanup at Covenant Life Church

Community Service Work (CSW) 2020 Program Highlights:

New Enrollees	221
Worksites	50
Completed Hours	7,079
Full Time Employee Equivalent	3.4
Value of Service (based on minimum wage of \$9.65/hour)	\$68,312
Success Rate (hours ordered versus hours actually worked)	85%

Northern/Western Ottawa County

American Legion ♦ Chamber of Commerce ♦ City of Grand Haven ♦ Coast Guard Office ♦ Conservation District ♦ Covenant Life Church ♦ Family Promise of the Lakeshore ♦ Grand Haven Church of God ♦ Grand Haven Department of Public Works ♦ Grand Haven Township Fire Department ♦ Grand Haven State Park ♦ Harbor Humane Society ♦ Hope Reformed ♦ International Aid ♦ Love In Action ♦ Loutit Library ♦ Ottawa County Facilities/Maintenance ♦ Ottawa County Parks and Recreation ♦ Spring Lake Cemetery ♦ Spring Lake Library ♦ Spring Lake Presbyterian ♦ Spring Lake Wesleyan ♦ St. Mary's Church ♦ St. Patrick's Catholic Church ♦ United Methodist Church of the Dunes ♦ YMCA

Eastern Ottawa County

Allendale Fire Department ♦ Allendale Goodwill ♦ Allendale Township Library ♦ Barnabas Ministries ♦ Berlin Fair ♦ Blendon Township ♦ Blessing Resale ♦ Chester Township ♦ City of Hudsonville ♦ City on a Hill ♦ Coopersville DPW ♦ Coopersville Library ♦ Coopersville VFW ♦ Corpus Christi Catholic Church ♦ Fishers of Men ♦ Georgetown UMC ♦ Grace Bible Fellowship ♦ Jamestown Township ♦ Jenison Goodwill ♦ Indian Trails ♦ Laurels ♦ Love, INC. ♦ Marne Cemetery ♦ Mel Trotter Ministries ♦ Patmos Library ♦ Polkton Township ♦ Sheldon Meadows ♦ St. Vincent de Paul (Formerly Knights of Columbus) ♦ WCET-TB ♦ WTLJ Allendale

Ottawa County Community Service Worksites

Southern/Western Ottawa County

70X7 Life Recovery ♦ Africa's Child ♦ Boys and Girls Club ♦ Building Men for Life ♦ Casa del Rey ♦ Central Wesleyan Church ♦ City of Holland ♦ Community Action House ♦ Community Action House Store ♦ Cornerstone Tabernacle ♦ Eight Day Farm ♦ Evergreen Commons Adult Day Care ♦ Fellowship Reformed Church ♦ First Assembly of God ♦ Fulfilling Life Ministries ♦ Harbor House ♦ Harderwyk Church ♦ Holland Alano Club ♦ Holland City Hall ♦ Holland Civic Center ♦ Holland Community Center ♦ Holland Community Kitchen ♦ Holland Mission ♦ Holland Museum ♦ Holland Recreation Department ♦ Holland State Park ♦ Holland VFW ♦ HOME Roller Rink ♦ Lakeshore Disability Network ♦ Lakeshore Habitat Restore ♦ Laketown Township ♦ Macatawa Resource Center ♦ Maple Avenue ♦ Moran Park ♦ Northpoint Assembly of God ♦ Ottawa County Fairgrounds ♦ Ottawa County Parks ♦ Paradise Bound ♦ Parkview Home ♦ Restoration Center ♦ Ridgepoint Community Church ♦ Rock ♦ Shelby's Place ♦ Shekinah Revival Ministries ♦ St. Francis de Sales ♦ The Bridge (The Mission for Women) ♦ The Critter Barn ♦ The Outdoors Discovery Center ♦ The Rock Escape Ministries ♦

Special Events

Civil War Re-Enactment (Holland Museum) ♦ Coast Guard Festival ♦ Grand Haven Art Festival ♦ Holiday Open House ♦ Holland Postal Food Drive ♦ Olive Township Trash Day ♦ Parade of Lights ♦ Recovery Fest ♦ Salsa Showdown ♦ Tulip Time Festival



58th District Court
85 West 8th Street
Holland, Michigan 49423
616.392-6991

58th District Court Contact Information

<http://miottawa.org/Courts/58thDistrict>



58th District Court
414 Washington Avenue
Grand Haven, Michigan 49417
616.846-8280



58th District Court
100 Port Sheldon Road
sonville, Michigan 49426
616.662.3100



"Equal Justice Under Law"

Action Request



Committee:	Board of Commissioners
Meeting Date:	04/13/2021
Requesting Department:	Ottawa County 20th Circuit and Probate Courts
Submitted By:	Regina MacMillan
Agenda Item:	Ottawa County 20th Circuit and Probate Courts 2020 Annual Report

Suggested Motion:

To receive for information the Ottawa County 20th Circuit and Probate Courts 2020 Annual Report.

Summary of Request:

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

Section 4.7 - 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 checked="" type="checkbox"/> No	<input checked="" type="checkbox"/> N/A
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If not included in budget, recommended funding source:

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

Action is Related to Strategic Plan:

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

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

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

Administration: Recommended Not Recommended Without Recommendation

County Administrator: *Alan B. Vandenberg*

Committee/Governing/Advisory Board Approval Date:



Annual Report 2020

20th Judicial Circuit and
Ottawa County Probate Courts
Ottawa County, Michigan

www.miottawa.org/Courts



April 13, 2021

Ottawa County Board of Commissioners
12220 Fillmore Street
West Olive, Michigan 49460

Dear Chairperson Bergman and Commissioners:

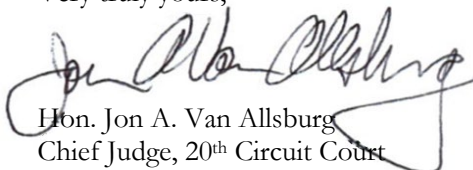
As Chief Judges for the 20th Circuit Court and the Ottawa County Probate Court, it is our pleasure to present the 2020 Annual Report. This document provides insight regarding the important work of the judicial branch of government. The judges of the Circuit and Probate Courts strive to be faithful stewards of public resources, while fulfilling our constitutional duty to do justice in every case presented to the Courts. We are also mindful of the generous support provided by the Board of Commissioners and the collaborative relationships we enjoy with elected officials, county administration, and the many county employees with whom the Courts interact on a regular basis, without which the Courts would be unable to provide excellent service to the citizens of Ottawa County.

The year 2020 began as expected, with the fanfare associated with a new decade and with our judges and court employees recommitting themselves to a new year of administering justice and providing outstanding customer service. Many exciting initiatives were underway as we explored new case management systems, expanded our use of online dispute resolution (ODR), updated security measures, collaborated on the County DEI initiatives, looked forward to a new Family Justice Center, and much more. All of that suddenly and unexpectedly came to a halt in March with news of the COVID-19 pandemic.

Throughout the remainder of 2020 the Courts, along with the rest of the county, state, and nation, learned to struggle with the unprecedented state of emergency brought on by a worldwide pandemic. Our Courts quickly pivoted to virtual hearings, limited public attendance in our courthouses, relocating many employees to work from home, providing additional online services and more – all while maintaining current dockets and achieving compliance with most case processing time guidelines. The Court's early involvement in work-from-home alternatives and ODR has paid significant dividends and will assist the Courts in continuing the administration of justice and avoiding tremendous backlogs once the current emergency has passed.

Fortunately, the Circuit and Probate Courts of Ottawa County have an outstanding judiciary, competent court administration, and dedicated employees who are focused on providing the best possible public service. As an organization, the Courts are resourceful and nimble enough to successfully navigate change. This is due, in large part, to the strategic planning process the Courts have used for many years to clearly identify our mission and to collectively update goals, ensuring high performance in all aspects of court operations. As Chief Judges, we are proud of the exemplary work completed by our judges and court employees in 2020. We are equally aware of the continual need to learn and improve. We pledge to be good stewards of the resources provided by the citizens of Ottawa County and to daily fulfill our mission "to administer justice and restore wholeness in a manner that inspires public trust."

Very truly yours,


Hon. Jon A. Van Allsburg
Chief Judge, 20th Circuit Court


Hon. Mark A. Feyen
Chief Judge, Ottawa County Probate Court



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The 20th Judicial Circuit and Ottawa County Probate Courts 2020 Annual Report

“Be Prepared” The Year of the COVID-19 Pandemic

Each year the Annual Report for the Circuit and Probate courts focuses on a theme selected by the Courts’ Strategic Planning Oversight Team. In 2020, however, the unexpected worldwide spread of the novel coronavirus disease refocused our attention to a very different theme - one of preparedness. “Be Prepared” is the long-standing motto of the Boy Scouts of America (Scouting BSA), regularly recited by Scouts since the organization was established in 1910. Borrowing from their experience, our nations trial courts have long held preparedness as an important value that is exhibited in a variety of strategic plans, continuity of operations plans (COOP),¹ disaster recovery plans, emergency site plans, and more. We have all experienced some type of emergency training, whether it be fire drills, weather emergency planning, active shooter training, utility disruptions, boil water alerts, etc. and yet we seem to be convinced the emergency “will never happen to us.” This year was fundamentally different because none of us were spared from the pandemic.

In March 2020, the development of COVID-19 preparation and response plans became ubiquitous. The county and the courts immediately established COVID response teams and began work on operational plans to ensure the safety of the public and our employees. In addition, the courts developed several Local Administrative Orders to leverage CDC and local Health Department guidance, while keeping the courts fully operational. Court operations certainly looked different – with virtual hearings, staff working remotely, physical access to the courthouses significantly limited, and more online services, however, flexibility and resiliency was exhibited by judges and court employees alike. Everyone worked together to maintain case processing, court hearings, collections, provision of treatment services, great public service, and much needed support for co-workers. Collectively we may be experiencing significant COVID fatigue, but the rule of law has been safeguarded in Ottawa County and the effective administration of justice continues.



In the Courts’ 2019 Annual Report² there was much discussion about public trust and confidence in the judicial branch of government. Interestingly, there is evidence to suggest that throughout the pandemic state courts maintained a high level of the public’s confidence³. A public survey commissioned by the National Center for State Courts to collect and analyze this data also indicated “the public harbors significant concerns about the courts’ ability to safely and effectively provide justice in a society where

¹ <https://nacmcore.org/competency/operations-management/>

² https://www.miottawa.org/Courts/20thCircuit/pdf/reports/2019_Annual_Report.pdf

³ https://www.ncsc.org/_data/assets/pdf_file/0006/41001/NCSC-Juries-Post-Pandemic-World-Survey-Analysis.pdf

coronavirus remains a very real and present threat.” Furthermore, the public “have high expectations for the steps courts must take to maximize the safety of all those entering courthouses, and while they are open to a range of technological solutions to minimize the need for in-person appearances, they also have doubts about how ‘remote’ justice would work and whether it could deliver the same fair, impartial process they expect from in-person proceedings.” These are important findings for our local courts to consider as we plan for the future in a post-pandemic environment.



Currently, the Circuit and Probate Court Strategic Planning Team has accepted this challenge of planning for a post-pandemic environment. Team members have considered several future scenarios and are using the many lessons learned during the pandemic, together with updated trends analysis and stakeholder survey data to revitalize the Courts’ Strategic Plan. Due to be released in April 2021, the Strategic Plan will provide new inspiration and guidance as the Courts’ continue the important work of “doing justice – one case at a time”. Specific strategic focus areas will include: Improving the Court User Experience (Access, Services,

Programs); Improving the Employee Experience (Inclusion, Satisfaction, Well-being); Efficient Court Operations; and Funding, Resources, and Facilities. Each of these focus areas will be informed by the Courts’ values and the commitment to diversity, equity, and inclusion in all we do. The important work of this Strategic Planning Team, led by the Chief Judges and Court Administrator, is important evidence of how serious the Courts’ are about the admonition to “Be Prepared”.

Judicial Officers

The 20th Judicial Circuit and Ottawa County Probate Courts Judges

*“Four things belong to a judge: to hear courteously, to answer wisely,
to consider soberly, and to decide impartially.” – Socrates*

In a recent publication of the American Bar Association, Division for Public Education⁴, an article regarding “How Courts Work” includes a brief, yet insightful description of the important civic responsibility handled by our elected judges and judicial officers. The role of judges is described in the following terms.

“What does a judge do? Maybe it's best to start with what he or she doesn't do. Even though he or she works for the state, a judge is not a law enforcement officer. A judge is not a prosecutor. Judges don't arrest people or try to prove them guilty.



20th Circuit Court Judges – (left to right) Hon. Jon A. Van Allsburg, Hon. Kent D. Engle, Hon. Jon H. Hulsing, and Hon. Karen J. Miedema

Judges are like umpires in baseball or referees in football or basketball. Their role is to see that the rules of court procedures are followed by both sides. Like the ump, they call 'em as they see 'em, according to the facts and law—without regard to which side is popular (no home field advantage), without regard to who is "favored," without regard for what the spectators want, and without regard to whether the judge agrees with the law.”

Fully understanding the complex role of the judicial branch of government and the judges who serve as primary decision makers is a difficult undertaking. Citizens of Ottawa County, however, have historically elected outstanding judges who undertake the position seriously and strive to provide fair and legally correct decisions in every case.

The role of the judge in the adversary process is to preside over the proceedings and maintain order. During a trial, the judge rules on whether the evidence the parties want to use is legal and proper. If the trial is before a jury, the judge gives instructions about the law that applies to the case; if the trial is before the court, the judge determines the facts and decides the case. In a criminal trial, the judge metes out the sentence to those convicted.

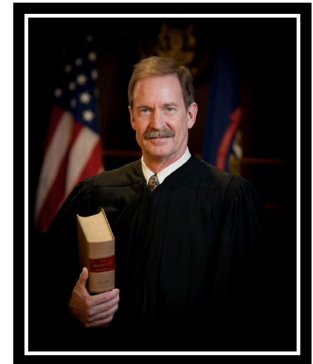
For courts to be impartial, judges must be free to decide cases based upon the law and facts of the case uninfluenced by either external pressures or internal preferences. Impartiality is impossible unless judges are independent—free from external threats, intimidation, or fears of sanctions based upon their decisions.

⁴ See https://www.americanbar.org/groups/public_education/resources/law_related_education_network/how_courts_work/judge_role/

The Circuit and Probate Courts in Ottawa County are fortunate to have a learned and collegial group of elected judges. The 20th Circuit Court has four judges presiding over the courtrooms, handling a variety of criminal, civil, family, juvenile and appellate cases. The Probate Court has one judge who handles all probate cases and assists the Circuit Court with Family Division cases, as well as the Ottawa County Recovery Court. The Hon. Jon A. Van Allsburg and the Hon. Mark A. Feyen have been appointed by the Michigan Supreme Court to serve as Chief Judge of the Circuit Court and Probate Court, respectively. The Hon. Jon H. Hulsing serves as Chief Judge Pro Tempore of the Circuit Court.

Jon A. Van Allsburg, Chief Judge, 20th Circuit Court

Judge Van Allsburg graduated from West Ottawa High School and Central Michigan University. While in college, he took a semester off to backpack through Europe and North Africa. After college, he attended Detroit College of Law (now Michigan State University College of Law) and graduated with honors. He practiced law for two years in Oakland and Wayne counties, then moved back to Holland and joined what became Coupe, Van Allsburg & Pater, P.C. He practiced in the areas of family law, civil and criminal litigation, estate planning, real estate, and business law. In addition to practicing law, he taught business law for several years at both Hope College and Grand Valley State University.



In 2004, Van Allsburg ran for the newly created fourth seat in the 20th Circuit Court. He won the election, becoming the first judge in this judicial position. He handles Family Division cases and civil matters, including business court matters, administrative appeals and appeals from the district court. In November 2016, Van Allsburg was appointed Chief Judge by the Michigan Supreme Court. He is also the immediate past president of the Michigan Judges Association and is an officer of the State Bar of Michigan Judicial Council.

Mark A. Feyen, Chief Judge, Ottawa County Probate Court



Judge Feyen is the Chief Judge of the Ottawa County Probate Court. In this capacity, he handles cases involving decedent estates, guardianships, conservatorships, and the mentally ill. He hears cases in the Family Division consisting of juvenile delinquency, abuse/neglect, adoptions, and name changes. He also presides over the Ottawa County Recovery Court.

Feyen is a lifelong resident of West Michigan. He received his Bachelor's degree from Calvin College and graduated from the College of Law at the University of Illinois in 1980. He then practiced law with the Grand Haven firm, Scholten Fant. Following private practice, he joined the Ottawa County Prosecutor's Office and specialized in child welfare cases. He was elected to the Probate bench in November 1988.

Jon H. Hulsing, Chief Judge Pro Tempore, 20th Circuit Court

The Honorable Jon Hulsing has served as judge for the 20th Circuit Court in Ottawa County, Michigan since 2006. His docket consists of both criminal and civil cases. He has been the Chief Judge Pro Tempore since 2016. In 2019, he was elected by all of Michigan's circuit court judges to be a representative on the Judicial Tenure Commission which investigates allegations of judicial misconduct. He now serves as the Commission's Vice-Chairperson.



In addition to six years of private law practice, Judge Hulsing served as an Assistant and Senior Assistant Prosecutor in Ottawa County from 1995 to 2006. In 1983, he began his public service career as a deputy with the Ottawa County Sheriff's Office and then as a patrolman with the Wyoming Police Department. He previously served as a member and committee co-chair of the Michigan Judges Association. He graduated *summa cum laude* with a Juris Doctorate from Thomas M. Cooley Law School and has a Bachelor of Science degree from Grand Valley State University. In 2020, he became one of only 22 national commissioners with the Commission on Accreditation for Law Enforcement Agencies (CALEA) which establishes best practices for law enforcement agencies.

Kent D. Engle, Judge, 20th Circuit Court



Judge Engle graduated from Zeeland High School in 1972. He earned a Bachelor's degree in Political Science from Taylor University, graduating in 1976. In 1979, he received his Juris Doctorate upon graduation from the University of Detroit School of Law.

After graduation from law school, Engle returned to Zeeland and established a solo law practice. Engle served Ottawa County as an assistant prosecuting attorney from 1988 until 2010. He handled cases ranging from traffic citations to homicides. In November 2010, Engle was elected to the Circuit Court bench. He began serving as judge on January 1, 2011, with a diverse Family Division docket, including domestic relations, juvenile, and child welfare cases.

Karen J. Miedema, Judge, 20th Circuit Court

Judge Miedema earned her Bachelor's degree in Criminal Justice from Ferris State University. In 1982, Miedema received her Juris Doctorate from Wayne State University Law School.

After graduating from law school, Miedema began her career as an assistant prosecuting attorney in Oakland County, handling the criminal prosecutions of misdemeanor and felony cases. Then, Miedema moved back to west Michigan and worked as an associate attorney in civil litigation for Smith, Haughey, Rice and Roegge in Grand Rapids. In 1989, Miedema returned to work as an assistant prosecuting attorney, this time in Ottawa County. Miedema was elected to serve as Judge of the Twentieth Judicial Circuit Court by the Ottawa County voters after Judge Edward R. Post's retirement at the end of 2016. Miedema hears felony criminal cases, general civil cases, and divorce cases.



Caseload Trends

The following caseload trends provide some context for the daily activity of the Circuit and Probate judges. Additional statistical details are contained in the Trial Division, FOC, Juvenile Court and Probate Court sections of this Annual Report. Overall caseloads have been stable during the past five years, however, once the COVID pandemic hit in March 2020, regulations restricting courthouse access and “stay at home” protective orders resulted in a significant reduction in the overall 2020 caseload for both Circuit and Probate Courts.

TABLE 1: CIRCUIT COURT CASELOAD TRENDS⁵

TRIAL DIVISION	2016	2017	2018	2019	2020	% Change ⁶ (2019-2020)
Appeals	63	49	55	43	50	-14.0%
Criminal	908	1,115	1,132	969	750	-22.6%
Civil	364	391	372	386	301	-22.0%
Total Trial Division Filings	1,335	1,555	1,559	1,398	1,101	-21.2%
FAMILY DIVISION (Includes FOC and Juvenile Court)	2016	2017	2018	2019	2020	% Change ⁶ (2019-2020)
Divorce	1,031	1,029	1,039	1,030	851	-17.4%
Other Domestic Relations	740	670	609	602	511	-15.1%
Personal Protection Orders	625	688	697	665	661	-0.01%
Delinquency (does not include Probation Violations)	864	952	788	740	655	-11.5%
Juvenile Traffic	23	15	17	32	49	+53.1%
Child Protective	83	74	78	88	71	-19.3%
Adoptions	143	108	148	120	100	-16.7%
Misc. Family	90	88	103	125	102	-18.4%
Total Family Division Filings	3,599	3,624	3,479	3,402	3,000	-11.8%
Grand Total Filings and Reopened Cases	4,934	5,179	5,038	4,800	4,101	-14.6%

TABLE 2: PROBATE COURT CASELOAD TRENDS

OTTAWA COUNTY PROBATE COURT CASELOAD TRENDS	2016	2017	2018	2019	2020	% Change ⁶ (2019-2020)
Estates, Trusts	405	396	460	414	344	-16.9%
Civil, Other	19	11	17	17	12	-29.4%
Guardians	202	214	261	232	177	-23.7%
Conservators	59	55	54	45	47	+4.4%
Civil Commitments	354	336	406	405	457	+12.8%
Grand Total Filings and Reopened Cases	1,039	1,012	1,198	1,113	1,037	-6.8%

⁵ For additional caseload information, visit: <http://courts.mi.gov/education/stats/Caseload/Pages/default.aspx>.

⁶ Reduction in case totals primarily caused by COVID-19 pandemic and resulting limitations on in-person proceedings.

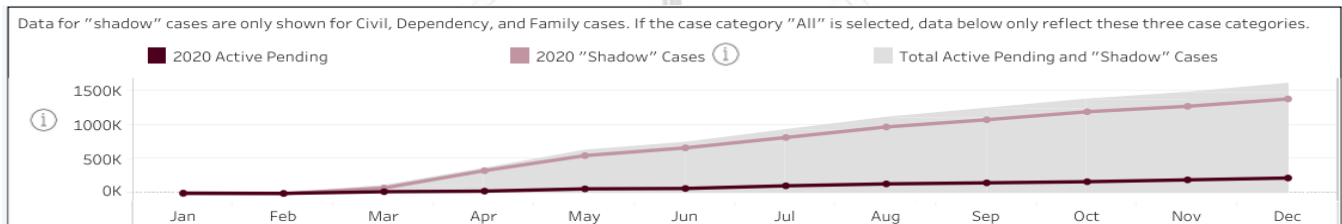
Learning what these caseload trends mean in the context of a pandemic, has been the focus of researchers at the National Center for State Courts (NCSC), Williamsburg, Virginia. In a recent NCSC website posting on trends topics⁷, researchers Diane Robinson and Sarah Gibson described their findings on potential “surge” and “shadow” cases based on data from twelve states.

State court caseloads during and after the pandemic: what we know now from 12 states - March 24, 2021

A year after the COVID-19 pandemic began to severely impact the United States, the National Center for State Courts (NCSC) is starting to get data on precisely how much of an impact it has had on court case filings. Trending Topics looked at this in May 2020 based on research done by NCSC's Court Statistics Project. A report released March 22 by Court Statistics Project researchers Diane Robinson and Sarah Gibson found (based on filings and dispositions in 12 states) the impact of COVID varies from case type to case type.

No surge likely, but possible delay: *It is unlikely courts will see a surge in criminal, traffic, or juvenile delinquency cases. This is due in large part to a decline in criminal incidents, traffic incidents, and arrests beginning with the onset of the pandemic. There may be delays in trials for such proceedings as indicated by significant growth in the number of pending cases in criminal and traffic. No surge is expected in probate because new case filings have not dropped significantly.*

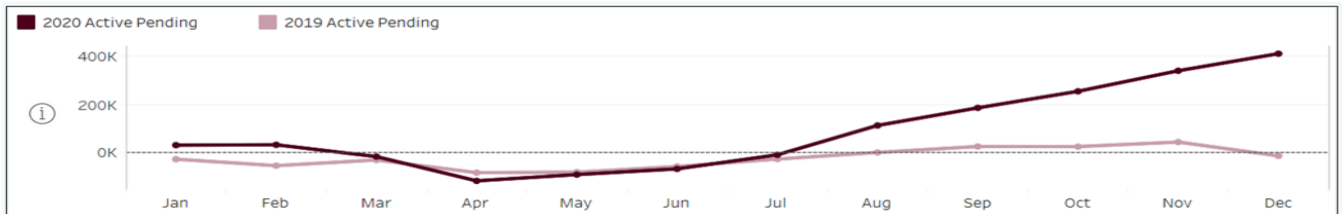
Likely surge and "shadow" cases: *Civil cases, juvenile dependency, and domestic relations cases are likely to surge for a variety of reasons, such as people being unclear that they even could file a case in the last year. Robinson and Gibson projected what 2020 filings would have looked like if they had equaled filings in 2019. The difference of nearly 1.1 million cases are what they refer to as “shadow” cases and could swamp a civil justice system already struggling before 2020 and COVID. Similar "shadow" caseloads are expected in domestic relations (around 250,000), in particular orders of protection once those being abused have more options in terms of leaving their abuser.*



Twelve states responded to the request for data. However, not all states provided data in each subject area. For a more detailed discussion of the information presented here, please see *Pandemic Caseload Highlights: Court filings and dispositions, 2019-2020*.



Active pending cases and backlogs: *Additionally, the report examines trends in all five major case categories in the area of active pending cases which is defined as the number of cases filed minus the number of cases disposed. Given that courts already had thousands of cases on their dockets before 2020, cases that often were not disposed of during the last year, the backlog for courts has correspondingly grown. In the 12 states examined, there were nearly 400,000 more active criminal cases at the end of 2020 than were pending at the beginning of 2020. This presents a particular challenge for courts as criminal cases typically have speedy trial deadlines.*



It is yet to be determined how these trends regarding “surge” and “shadow” cases will impact the Circuit and Probate Court dockets in Ottawa County, however, the judges and staff will monitoring any changes in court case filings and will be prepared to deploy the necessary staff and resources to ensure cases are handled appropriately and disposed of in a timely fashion.

⁷ <https://www.ncsc.org/information-and-resources/trending-topics/trending-topics-landing-pg/state-court-caseloads-during-and-after-the-pandemic-what-we-know-now>

Historical Roster Ottawa County Circuit Court Judges

EPAPHRODITUS RANSOM 1836 – 1838	FRED T. MILES 1930 – 1947
CHARLES W. WHIPPLE 1839 – 1848	RAYMOND L. SMITH 1948 – 1972
EDWARD MUNDY 1848 – 1851	CHESTER A. RAY 1967 – 1970
GEORGE MARTIN 1851 – 1857	WENDELL A. MILES 1970 – 1974
LOUIS S. LOVELL 1858 – 1858	JAMES E. TOWNSEND 1973 – 1990
FLAVIUS J. LITTLEJOHN 1859 – 1867	GEORGE R. CORSIGLIA 1974 – 1974
MOSES B. HOPKINS 1868 – 1869	CALVIN L. BOSMAN 1975 – 2010
AUGUSTINE H. GIDDINGS 1869 – 1873	WESLEY J. NYKAMP 1991 – 2006
JOHN W. STONE 1874 – 1874	EDWARD R. POST 1993 – 2016
DAN J. ARNOLD 1874 – 1892	JON A. VAN ALLSBURG 2005 – present
HANNIBAL HART 1892 – 1892	JON H. HULSING 2006 – present
PHILIP PADGHAM 1893 – 1911	KENT D. ENGLE 2011 – present
ORIEN S. CROSS 1912 – 1929	KAREN J. MIEDEMA 2017 – present

Historical Roster Ottawa County Probate Court Judges

EDMUND H. BADGER 1838 – 1839	CHARLES E. SOULE 1885 – 1892
DR. TIMOTHY EASTMAN, II 1839 – 1843	JOHN VAN BUREN GOODRICH 1893 – 1901
WILLIAM HATHAWAY, JR 1844 – 1856	EDWARD P. KIRBY 1901 – 1916
AUGUSTUS W. TAYLOR 1857 – 1864	JAMES J. DANHOF 1917 – 1932
GEORGE B. PARKS 1865 – 1868	CORA VANDE WATER 1933 – 1948
EDWARD BOLTWOOD 1869 – 1870	FREDERICK T. MILES 1949 – 1976
EDWIN BAXTER 1870 – 1872	JACK A. VANDE BUNTE 1977 – 1988
SAMUEL L. TATE 1873 – 1884	MARK A. FEYEN 1989 – present

Attorney Referee Activity

The Circuit Court Attorney Referees are judicial hearing officers who are cross trained to conduct hearings in the Family Division, including domestic relations hearings (Grand Haven and the Fillmore Complex) and juvenile delinquency and child protective proceedings (Fillmore Complex). Based on the assigned docket, Attorney Referees hear testimony and recommend orders in a variety of Circuit Court Family Division cases.

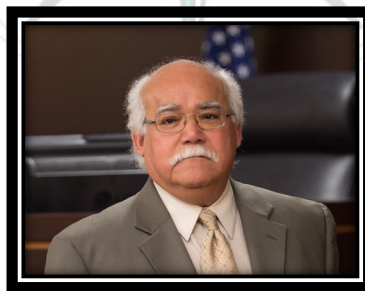
Overall, from 2019 to 2020, Referee hearings decreased nearly 26% with a total of 2,377 hearings conducted. Domestic relations and civil proceedings decreased 22% with 1,224 hearings conducted, including 296 child support, 255 parenting time, 129 uncontested divorce, and 544 other hearings (including review and paternity establishment) conducted at the Ottawa County Courthouse in Grand Haven. At the Fillmore Complex in West Olive, there was a nearly 30% decrease in Juvenile Court Referee activity, decreasing from 1,639 hearings in 2019 to 1,153 hearings in 2020. Anecdotally, it appears these unexpected caseload decreases were prompted by the pandemic.

Delinquency and child protective petitions are scheduled for preliminary hearings shortly after filing. Domestic relations hearings are typically scheduled within three to four weeks after filing. The Court employs two full-time and one part-time Attorney Referees, in addition to the Friend of the Court who conducts weekly hearings. The Court contracts with an experienced Attorney to serve as a substitute referee, as well as using the Senior Law Clerk and Court Administrator serve as substitute referees to provide docket coverage when needed.

As Judicial Officers, the Attorney Referees were required to follow the COVID guidance issued by the Michigan Supreme Court and State Court Administrative Office throughout 2020. Among other changes, referee hearings were moved from in-person to on-line Zoom hearings and the referees became responsible for live streaming hearings on specified YouTube channels to ensure public access to court proceedings.



Patricia J. Gelderloos
Attorney Referee



David V. Macias
Attorney Referee



Erin M. Magley
Attorney Referee



Jennell L. Challa
Substitute Referee



C. Richard Parks
Substitute Referee



Joseph P. Kozakiewicz
Substitute Referee



Kevin J. Bowling
Substitute Referee

Family Division (Grand Haven)

TABLE 3: REFEREE HEARINGS IN GRAND HAVEN

DOMESTIC/CIVIL PROCEEDINGS	2016	2017	2018	2019	2020	% Change ⁸ (2019-2020)
Support Hearings	979	803	668	480	296	-38.3%
Parenting Time Hearings	504	541	405	369	255	-30.9%
<i>Pro Confesso</i> Divorce Hearings	238	167	156	108	129	+19.4%
Paternity Arraignment/Support Hearings	557	796	496	613	544	-11.3%
Total Family Division Domestic/Civil Referee Hearings	2,278	2,307	1,725	1,570	1,224	-22.0%

Family Division/Juvenile Court (West Olive)

TABLE 4: REFEREE HEARINGS IN WEST OLIVE

DELINQUENCY PROCEEDINGS	2016	2017	2018	2019	2020	% Change ⁸ (2019-2020)
Preliminary Hearings	163	151	138	192	172	-10.4%
Pre-Trial Conferences	573	630	569	580	464	-20.0%
Pleas of Admission/No Contest Hearings	108	109	61	75	58	-22.7%
Original Disposition Hearings	296	320	252	201	222	+9.5%
Dispositional Review Hearings	29	15	312	307	426	+27.9%
Consents/Holds/Other	264	272	131	109	80	-26.6%
Saturday Preliminary Hearings	21	17	10	14	13	-7.1%
CHILD PROTECTIVE PROCEEDINGS	2016	2017	2018	2019	2020	% Change ⁸ (2019-2020)
Preliminary Hearings	126	99	70	80	83	+3.6%
Adoption Release/Consent/Emancipation/ Emergency Removal/Other	69	69	50	81	56	-30.9%
Total Family Division/Juvenile Court Referee Hearings	1,649	1,682	1,593	1,639	1,574	-4.0%

TABLE 5: TOTAL ATTORNEY REFEREE HEARINGS

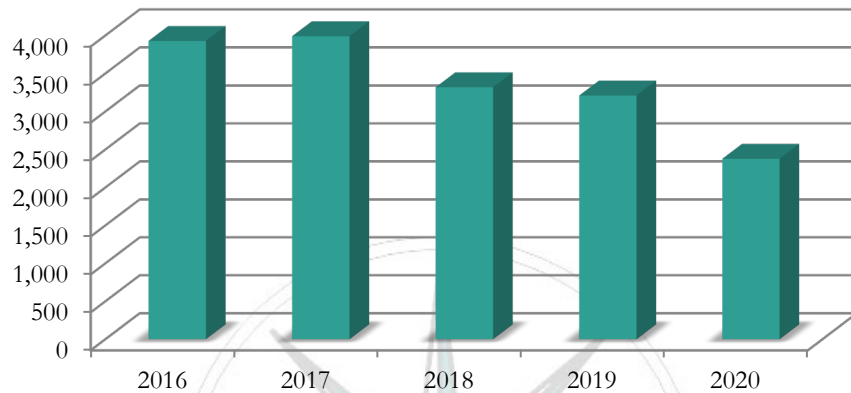
ATTORNEY REFEREE HEARINGS	2016	2017	2018	2019	2020	% Change ⁸ (2019-2020)
Grand Total	3,927	3,989	3,318	3,209	2,798	-12.8%

⁸ Reduction in proceedings totals primarily caused by COVID-19 pandemic and resulting limitations on in-person proceedings.

Generally, Attorney Referees conduct 3,000-4,000 judicial hearings every year, playing a significant role in the 20th Circuit Court’s efforts to maintain excellent caseload management. Administering justice by ensuring all parties have their “day in court” and providing timely decisions on matters as important as child support, parenting time, appropriate consequences for delinquent behavior, and more is how the Court’s Attorney Referees provide direct service to the public and assist the elected judges with their caseloads.

FIGURE 1: REFEREE HEARINGS – 5-YEAR TREND, TOTAL

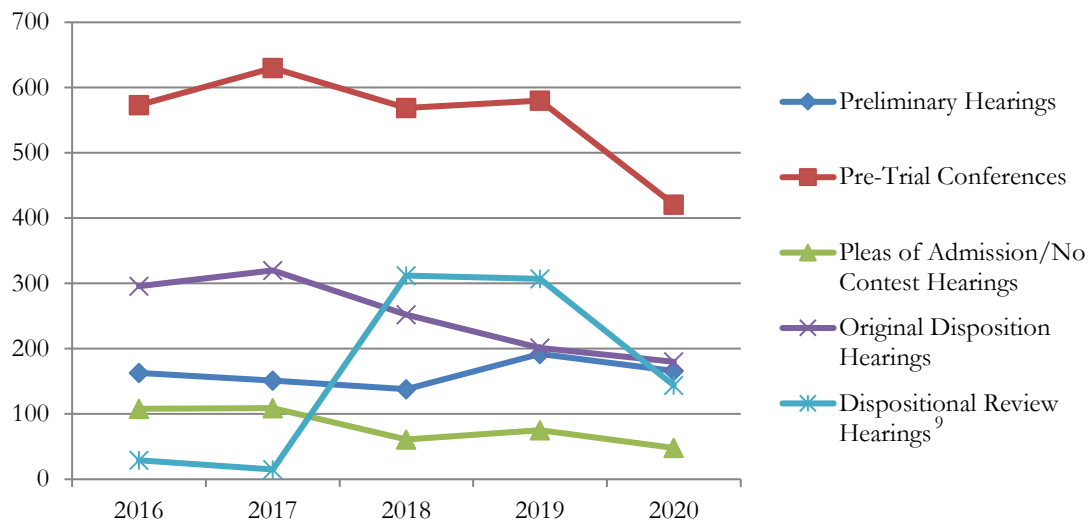
Referee Hearings 5-Year Trend - Total



The five-year delinquency proceedings trend line shown below demonstrates the ability of the Court to resolve numerous juvenile cases through the effective use of pre-trial conferences. This requires well prepared prosecutors, defense counsel, juvenile court officers and the availability of evidence-based programs which are part of a substantial continuum of care in Ottawa County.

FIGURE 2: REFEREE HEARINGS – 5-YEAR TREND, DELINQUENCY PROCEEDINGS

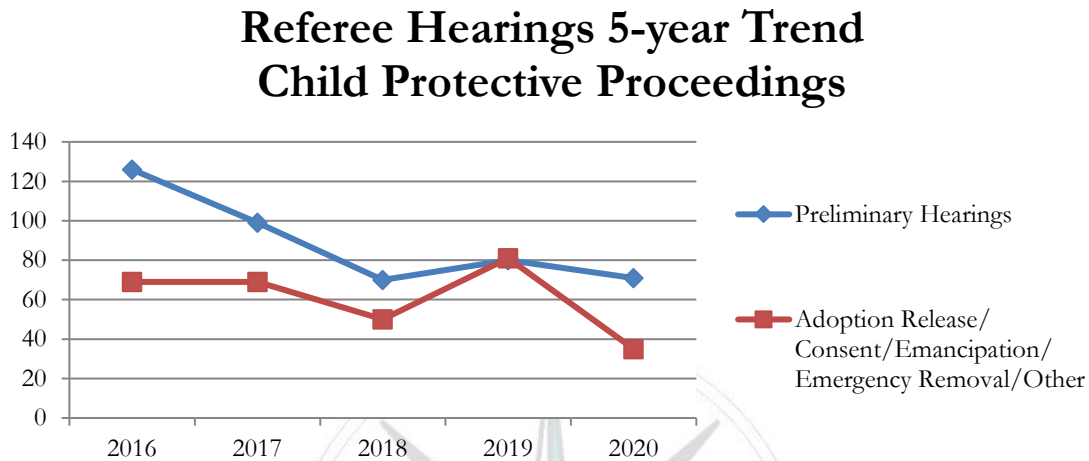
Referee Hearings 5-year Trend Delinquency Proceedings



⁹ Due to changes in data tracking, Dispositional Review Hearings appear to increase significantly in 2018.

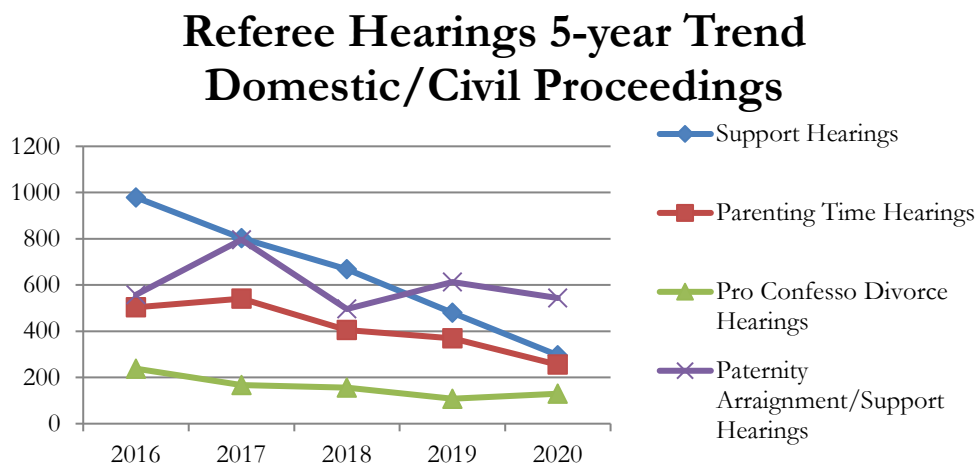
The following blue trend line demonstrates a slight decrease in child protective proceedings being filed with the Court and requiring preliminary hearings. These initial hearings, which can result in children being removed from their home based on allegations of abuse or neglect, are conducted by Attorney Referees and their recommendations are moved forward to the judges in subsequent hearings. The red trend line shows a decrease in adoption release hearings where the birth mother formally releases her child to make a legal adoption possible.

FIGURE 3: REFEREE HEARINGS – 5-YEAR TREND, CHILD PROTECTIVE PROCEEDINGS



The competing trends noted in Figure 4 below, show four major areas of Attorney Referee hearings which are primarily conducted in the Ottawa County Courthouse in Grand Haven. During the past five years there has been a notable decline in repeated child support hearings, which suggests existing court orders are being properly followed and there are fewer significant changes in circumstances requiring modification of existing support orders. There are many possible reasons for this trend; however, improvements in the general economy and the reduction in unemployment rates, along with the CARES Act (Coronavirus Aid, Relief, and Economic Security Act) funding to assist families during the pandemic, are likely contributing factors. The trend lines for hearings on parenting time disputes and uncontested divorces have been relatively stable during the past five years; however, the paternity hearings seemed to have leveled off after experiencing a sharp increase in 2019. This is due in part to more active management of paternity establishment cases by the Friend of the Court staff and their ability to conduct paternity DNA tests at the courthouse.

FIGURE 4: REFEREE HEARINGS – 5-YEAR TREND, DOMESTIC/CIVIL PROCEEDINGS



Court Administration

All judges, particularly the chief judge, are responsible for the administration of the court. In effect, the judges are a board of directors; the chief judge is the chairman of the board and the court administrator is the executive officer responsible for executing policies adopted by the board. Alternately stated, the chief judge (or judges) and the courts' administrator forms the courts' executive team for policy making and implementation.

In August 1969, soon after he became chief justice of the United States, Warren E. Burger observed, "The courts of this country need management, which busy overworked judges, with drastically increased caseloads, cannot give. We need a corps of trained administrators or managers to manage and direct the machinery so that judges can concentrate on their primary duty of judging. Such managers do not now exist, except for a handful who are almost entirely confined to state court systems. We must literally create a corps of court administrators or managers and do it at once."¹⁰ As a result of Chief Justice Burger's efforts and those of other leaders in the field, court administrators have become an important part of the federal, state and local judicial systems.

In the 20th Circuit and Ottawa County Probate Courts, the Court Administrator provides a clear vision and leadership for the courts. He is responsible for all administrative functions including strategic planning initiatives, caseload management, personnel and financial management, succession planning and more. There is direct accountability to the chief judges of the Circuit and Probate Courts. Daily operational management and oversight of the courts, including supervision of all court employees depicted on the following organizational charts, is conducted by the Courts' Leadership Team, including the Court Administrator, Juvenile Court Director, Friend of the Court, Trial Division Director and Probate Register. The Courts' mission, vision and values guide the Leadership Team.



Kevin J. Bowling, JD, MSJA, CCE
Court Administrator



Thom A. Lattig, MS
Juvenile Court Director



Jennell L. Challa, JD
Friend of the Court



Susan M. Franklin, JD, MPA
Trial Division Director



Johanna Wallace, ABA
Probate Register

¹⁰ The Court Administrator: A Guide and Manual, National Association for Court Management, 2011.

Strategic Planning and Strategic Execution

An important hallmark of high-performance courts is a well-articulated strategic plan and the ability to effectively execute the plan using available resources. The plan for the Circuit and Probate courts in Ottawa County has evolved during the past seventeen years, yet the stability of the courts' mission, vision and core values is a testament to the critical and timeless nature of the guidance they provide. These guideposts have been identified by judges and court employees to demonstrate how the courts' high standards for justice and public service may be operationalized daily.

Mission of the Courts

To administer justice and restore wholeness in a manner that inspires public trust.

This mission statement intentionally embodies several of the purposes of courts. The competent administration of justice necessarily includes doing individual justice in individual cases, appearing to do justice, and providing a final resolution of legal disputes. In addition, the courts are dedicated to restoring wholeness to litigants through a variety of evidence-based programs including substance abuse treatment, family counseling, mentoring for youthful offenders, residential programming for girls, and much more. The courts also provide some relief to crime victims through the collection of court ordered restitution payments. Efforts to inspire public trust include the provision of high-quality customer service, legal self-help options, and the responsible use of public resources to provide judicial services.

Vision of the Courts

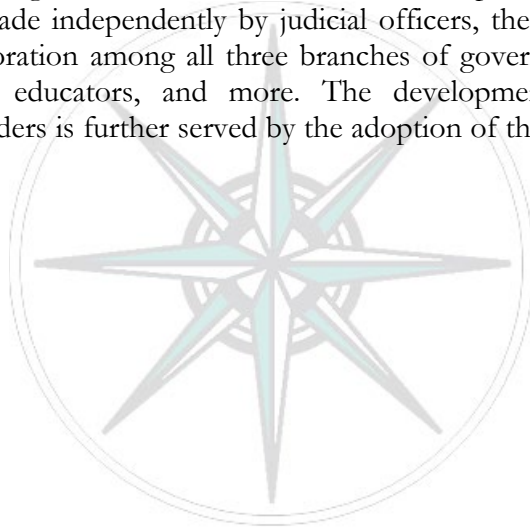
As a leader among Courts, we exemplify high standards for justice and public service.

To reach this Vision of the Courts, the Circuit and Probate courts are committed to providing leadership in the following manner.

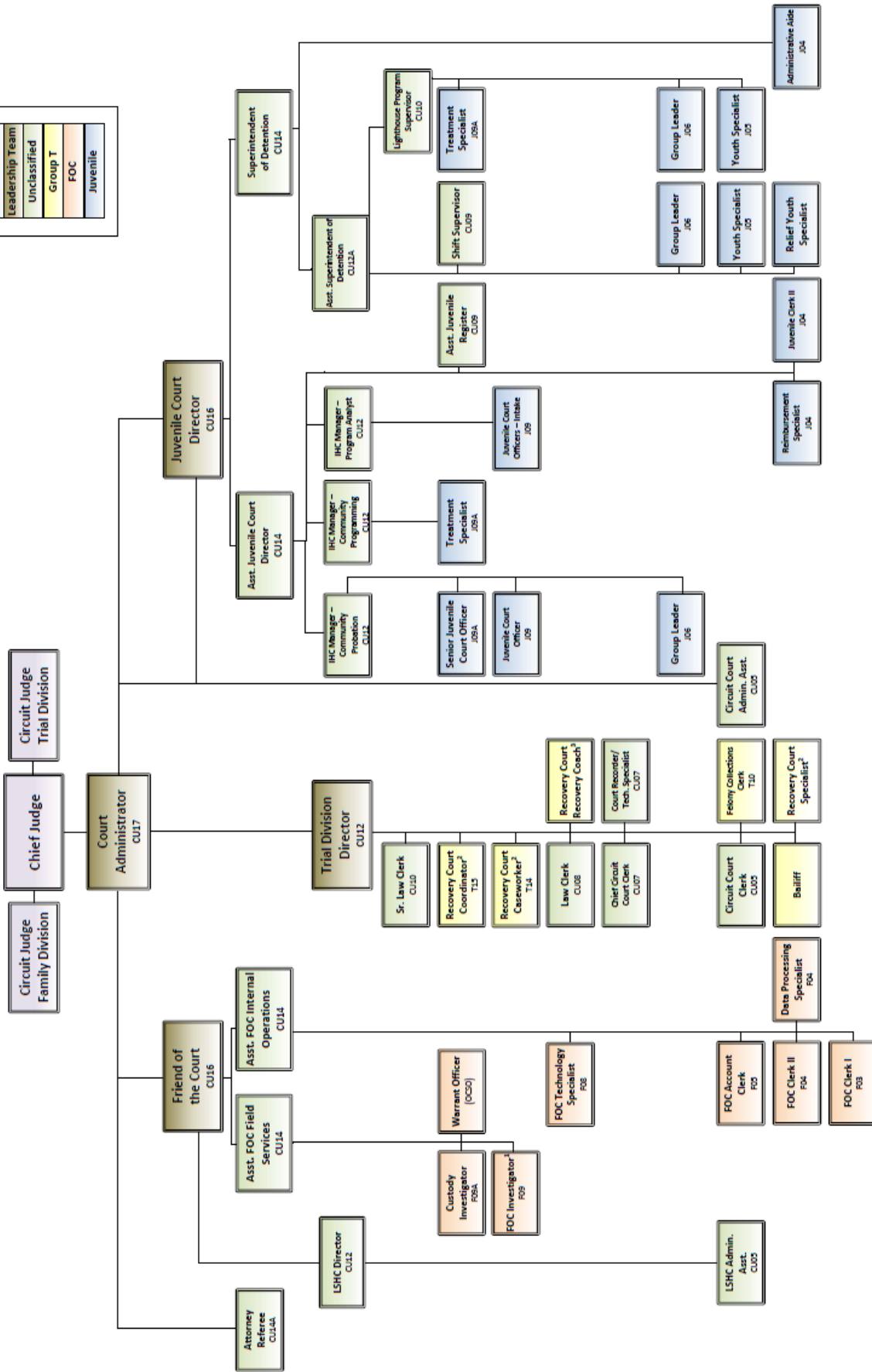
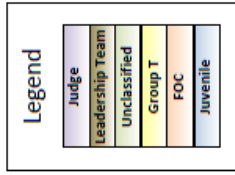
- ❖ Providing justice and equal access to all.
- ❖ Processing and resolving legal matters quickly, fairly, and efficiently.
- ❖ Being nimble and embracing change; responding quickly and effectively to emerging needs and circumstances.
- ❖ Providing easy physical and electronic access to services at all court locations; using proven technologies to enhance access, services, and operational efficiencies.
- ❖ Using evidence-based and promising practices to achieve effective case and justice outcomes.
- ❖ Seeking sufficient funding and resources to meet the needs of the community and court users.
- ❖ Developing positive community relations and collaborating effectively with justice system and community partners.
- ❖ Being an “employer-of-choice” with a stellar reputation, attracting highly skilled applicants, and ensuring judicial officers and employees are well-trained, satisfied, and engaged.



All the efforts discussed above have been identified by judges and court employees to demonstrate how the courts' high standards for justice and public service may be operationalized daily. Clear identification of the courts' mission and vision was a critical first step toward achieving effective strategic execution. It became evident early in the strategic planning process that knowing the goal and what to do to achieve the goal are certainly important, but the goals must be understood and implemented in the relational environment of the courts. As the third branch of government, courts are both independent and inter-dependent. While individual case decisions are made independently by judicial officers, the administrative operations of the courts require extensive collaboration among all three branches of government, as well as with attorneys, litigants, treatment providers, educators, and more. The development and maintenance of strong partnerships among all stakeholders is further served by the adoption of the courts' core values, as identified above.

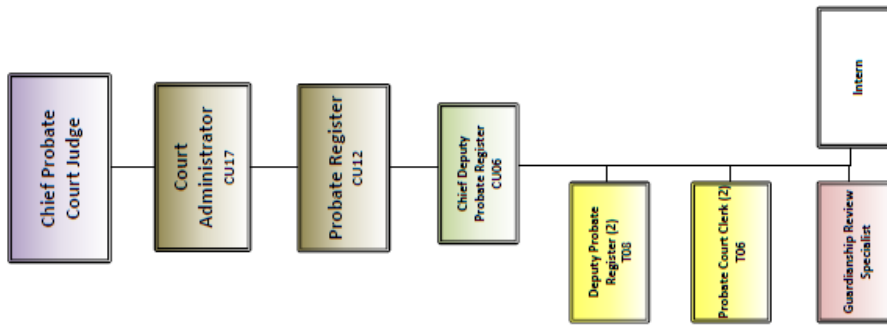
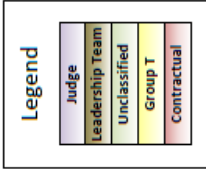


20th Circuit Court Ottawa County Organizational Chart



¹ FOC Investigators include alpha-split case workers, medical investigator, bench warrant investigators, establishment investigators, interstate investigators and coordination conference investigator.
² Grant funded position.
³ Services provided under contract.

Ottawa County Probate Court Organizational Chart



Revised 12.7.2020

Court Wide Initiatives

Strategic Planning – Maintaining the Strategic Plan¹¹, periodically updating and revising goals, objectives, and priority projects, is an important function of court administration. In 2020, the Strategic Planning Team began the extensive process of reviewing and revising the 20th Circuit and Ottawa County Probate Courts’ Strategic Plan to ensure court leadership and strategic planning action teams have consistent and reliable direction for court improvements. The most recent review included updated trends analysis, SWOT analysis, surveys of court employees and external stakeholders, revising the Strategic Focus Areas which will drive innovation during the next three years.

Case Management System Review – Court staff have been working with the County Innovation & Technology Department to identify and implement a web-based case management system, intended to replace the legacy AS/400 Justice System currently in use. Since this type of process innovation requires detailed requirements gathering, beta testing and project oversight, participating courts and county departments have committed significant resources to ensure the ultimate success of the project. In the Fall of 2020 significant time was devoted to reviewing bid documents and interviewing several technology vendors. The extensive review process should be completed with the selection of a vendor in the first quarter of 2021.

Family Justice Center – To provide better coordinated and centralized Family Division services to the citizens of Ottawa County, the Courts and County Administration have been discussing plans to build a Family Justice Center on the Fillmore campus. In time, this Center would support the legislatively mandated concept of “one judge – one family” by bringing together the judges, attorney referees and court staff who handle domestic relations cases, juvenile cases, and child welfare cases. Space limitations currently require these services to be divided between courthouses in Grand Haven and West Olive. The Center will also move frequently used court services closer to the population centers within Ottawa County. Phase I of the project includes a “family friendly” courthouse, Phase II will provide for an updated juvenile detention facility, and Phase III envisions educational and treatment space for the Juvenile Justice Institute. During 2020 Ottawa County conducted extensive contract negotiations with the architects of DLZ and Granger Construction, intending to implement the IPD (Integrated Project Delivery) method of building. Although the pandemic slowed the process, it is anticipated the building design phase will begin in early 2021.



Electronic Filing (efiling) of Court Documents – The Circuit Court and the Ottawa County Clerk/Register’s Office were early adopters of efile technology and subsequently were selected as one of five pilot counties for the Michigan Supreme Court efile project. Throughout 2020, court and clerk personnel continued to work with the State Court Administrative Office and ImageSoft, Inc. to establish a fully functional efile portal, providing attorneys and litigants with the opportunity to remotely file documents in established cases. Toward the end of 2018, the Ottawa County Probate Court was selected as the test site for the statewide probate court “standard solution.” The standard solution was subsequently launched for most Probate Court filings. As the acceptance of efile technology grows, this innovation will provide great access to the courts and increase public trust and confidence in the judicial branch of

¹¹ <https://www.miottawa.org/Courts/20thcircuit/pdf/reports/2018-2020-Strategic-Plan.PDF>

government.¹² In fact, the first major test of this technology was during the COVID pandemic when efilng became a primary access point for the courts. Since the project was already underway, the Circuit and Probate Courts were able to remain open and continue operations, while many other trial courts in Michigan were forced to temporarily close to the public.

Courthouse Security – At the Ottawa County Courthouse in Grand Haven and the Family Division/Probate courthouse in West Olive, two staff teams have been meeting on a regular basis to review and update Site Emergency Plans, discuss relevant courthouse security issues, and collaborate on viable solutions to defined problems. The team consists of representatives from the Courts, the Sheriff’s Department, County Clerk/Register’s office, and related offices. Since these security teams have been formed, they have achieved many accomplishments, including:



- ❖ Updating Site Emergency Plans and conducting several table-top exercises
- ❖ Coordinating emergency drills with the Sheriff’s Department
- ❖ Reviewing key card access to the buildings
- ❖ Reviewing and revising the West Olive incident report procedures

During 2020 the Courts continued to participate in security improvements (including the installation of new security cameras) through staff emergency planning teams and with the County CPTED (Crime Prevention Through Environmental Design) activities.

Public Education – Throughout each year the courts are actively engaged in a variety of public education efforts. In the first quarter of 2020 (prior to the pandemic shutdown) for example, school groups toured the courthouses and the Juvenile Detention Center where they learned about court process, observed judicial hearings, and were exposed to a variety of evidence-based programs. In addition, numerous presentations were prepared and delivered on the Juvenile Court, Recovery Court and related substance abuse issues, the role of courts in society, technology applications in the justice system, talent development/talent management, procedural fairness, strategic planning, child support collection strategies, the importance of the US and Michigan constitutions, and much more.



Website Updates - Court information on the County’s website is regularly reviewed to update content and to ensure ease of use. Modifications were made to provide new content, increased accessibility and a user-friendly format.¹³

¹² <https://mifile.courts.michigan.gov/>

¹³ <https://www.miottawa.org/Courts/20thcircuit/default.htm>

Online Dispute Resolution (ODR) – The 20th Circuit Court began the use of online dispute resolution tools in child support collection matters in 2016, and the successes of that project have led the Court to expand the use of these tools into domestic relations matters. Some parenting time disputes will be handled through ODR beginning in 2020. The COVID-19 pandemic has also compelled the rapid growth of virtual hearings, and the courts expect that some of this training and virtual hearing capacity will continue beyond the end of the emergency, giving the court expanded ability to conduct hearings with remote participants.

Establishing a Court Social Media Presence – Based on preliminary discussions within the Strategic Planning Oversight Team (SPOT), a Court Social Media Committee was established to develop a comprehensive social media policy that would fully comply with SCAO social media standards. In 2020 the policy was developed and adopted by the Circuit and Probate Courts. Subsequently, court related social media platforms were developed on Facebook, LinkedIn, Instagram, YouTube, and Twitter. The purpose of this effort is to increase public education and awareness of court operations.



Financial Overview

As an independent branch of government, the Courts generate limited revenue but do not operate like a for-profit business. Other than case filing fees established by the state legislature, the public is not charged for many court services and in cases where there is no ability to pay, fees are typically waived. Instead, the Courts rely on the Michigan Supreme Court to pay for judicial salaries through a legislative appropriation and partially reimburse the County for court-specific operating expenses through the Court Equity Fund. In addition to state reimbursements, the Courts rely heavily on County general fund appropriations to cover the cost of most employees and daily operations.

The Court Equity Fund, (MCL 600.151b), was established in October 1996 to provide limited funding for trial court operations. The fund is disbursed quarterly within the state fiscal year to county governments, based on a statutory formula that establishes each county's share. The formula includes two factors: the caseload activity of the circuit and probate courts and the number of judgeships in each county. The first factor, caseload, considers new cases filed for the most recent three years in the circuit and probate courts and compares the county's proportion of these filings for the three years to the total state filings. The second factor compares the number of judgeships within the county to total judgeships for the entire state.

Revenue sources of the Court Equity Fund include state general fund appropriations and multiple sources of restricted revenue that originate from local trial court fees, costs, and assessments. Each payment from the fund within the state fiscal year reflects the revenue deposits to the Court Equity Fund for the preceding quarter. Therefore, quarterly payments will vary, reflecting fluctuations in court revenues received.

The Juror Compensation Reimbursement Fund was created as of January 1, 2003 to provide a source of reimbursement funding to trial courts for legislated increases in juror attendance compensation. Beginning October 1, 2003, jurors were compensated at higher rates (see MCL 600.1344) and trial court funding units are allowed to claim reimbursement biannually from the fund for increased expenses.

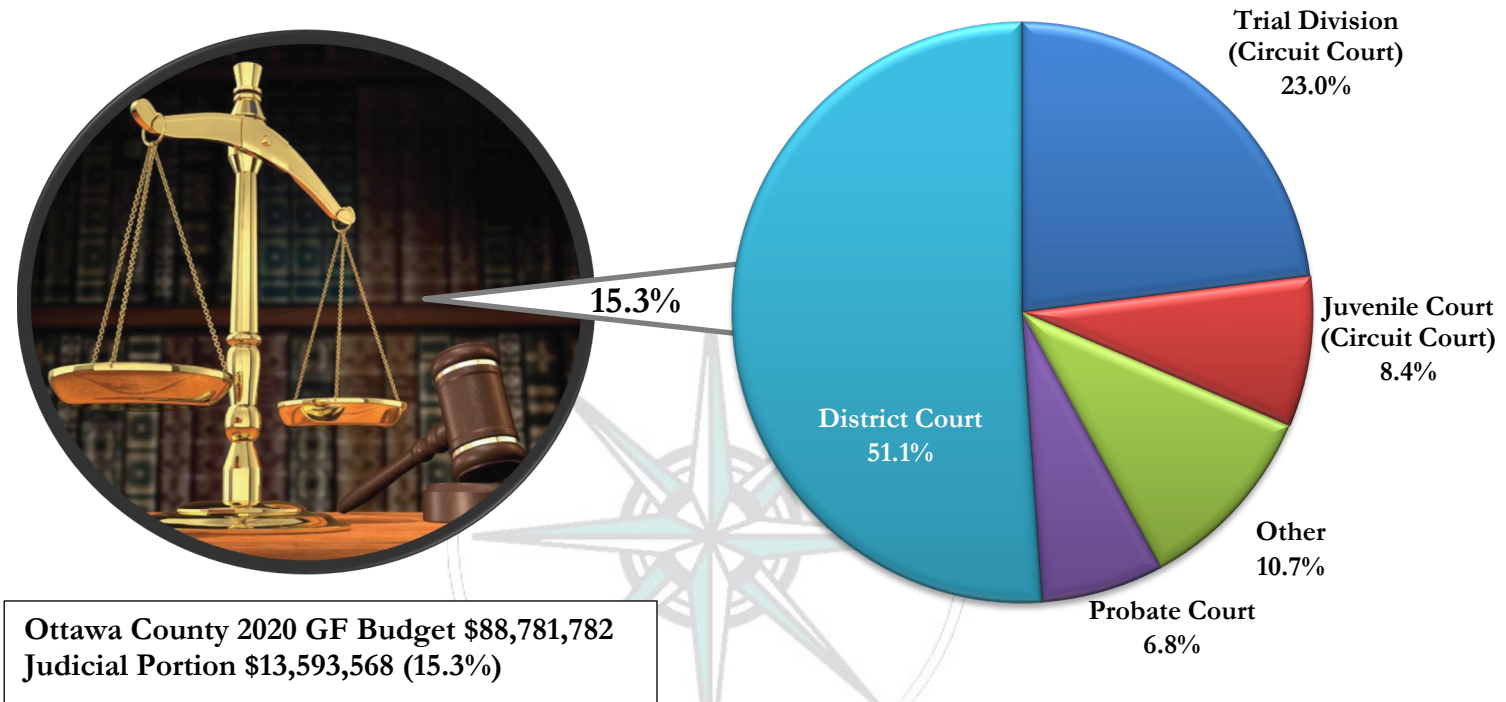
Other Court expenses are paid in part by federal Title IV-D funds (Family Division – FOC child support collection); the Michigan Child Care Fund, Title IV-E and Title I funds (Family Division – Juvenile Court programming); state reimbursement for the County Juvenile Officers, and various state and federal grants (e.g., partial Recovery Court funding). The substantial balance is paid through an appropriation from the Ottawa County general fund.



Ottawa County 2020 General Fund Allocation

In FY 2020, the County general fund (Fund 1010) expenditure budget was \$88,781,782¹⁴; the judicial portion was \$13,593,658 or 15.3% of the GF budget. Of the 15.3% expenditure, the Circuit Court Trial Division (Fund 1310) was allocated \$3,131,426 (23%); Juvenile Court (Fund 1490) was allotted \$1,137,936 (8.4%); Probate Court (Fund 1480) received \$920,183 (6.8%) and the District Court (Fund 1360) received \$6,942,970 (51.1%) . The remaining \$1,461,143 (10.7%) was allocated to “adult probation and other”.

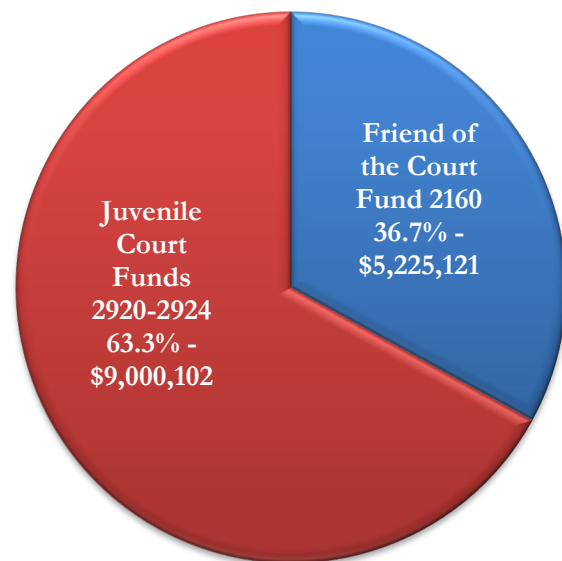
FIGURE 5: OTTAWA COUNTY 2020 GENERAL FUND ALLOCATION – JUDICIAL PORTION



Ottawa County 2020 Special Revenue Funds Transfer

Due to other funding streams, the Friend of the Court (FOC) and Child Care Fund portion of the Juvenile Court budget is not reflected in the general fund budget allocations. For FY 2020, the 20th Circuit received special revenue fund expenditure budgets amounting to \$14,225,223. These allocations were divided as follows: FOC received a revenue operating transfer of \$5,225,121; and the Juvenile Court received funding for child care programs of \$9,000,102.

FIGURE 6: OTTAWA COUNTY 2020 SPECIAL REVENUE FUNDS TRANSFER



¹⁴ Ottawa County Adopted 2020 Budget, <https://www.miottawa.org/Departments/FiscalServices/pdf/2020Budget/2020-Budget.pdf>

Legal Self-Help Center

The Legal Self-Help Center (LSHC) supports the work of the courts in Ottawa County by providing individuals with the forms and education necessary to access court services. Once individuals have accessed court services, the self-help center provides support in navigating court processes.

LSHC staff regularly interacts with individuals who are dealing with the court for the first time (e.g., divorce and custody cases) and those who have been involved with the court for many years (e.g., child support cases). These individuals are often stressed and dealing with major life changes. Volunteers and staff provide outstanding customer service and treat everyone with compassion and respect.

In 2020, the LSHC logged 1,696.5¹⁵ hours of service and navigated more than 3,156 requests for assistance¹⁶. On March 13, 2020, the LSHC closed for in-person service and the volunteer program was suspended. The LSHC Director and Administrative Assistant continued providing services remotely via phone and the LSHC website. Before the LSHC volunteer program was suspended, volunteers had provided the courts and Ottawa County with over \$5,276.80 worth of services¹⁷.

Last year, self-represented litigants in Ottawa County filed 400 new divorce cases¹⁸, or approximately 50% of all new divorce filings¹⁹. Almost half of these self-represented filers utilized materials and assistance obtained from the Legal Self-Help Center²⁰.

Due to COVID-19 restrictions, the LSHC did not recruit or train any new volunteers in 2020. However, one volunteer was hired into a full-time position with the county. Volunteers are learning skills and gaining experience that make them prime candidates for future employment by the court and Ottawa County²¹.



¹⁵ 194 hours provided by volunteers; 1,502.5 hours provided by paid staff.

¹⁶ In-person = 693; Phone = 1604; Email = 193; Orders = 666

¹⁷ In 2020, 1 volunteer hour was worth \$27.20 according to independentsector.org/value-of-volunteer-time-2020.

¹⁸ 203 divorce without children (DO) and 197 divorce with children (DM).

¹⁹ Actual percentages are 52% of new DO cases and 44% of new DM cases.

²⁰ 45% of filers utilized LSHC paperwork.

²¹ To date, the LSHC has trained 11 individuals who were subsequently hired by the court or Ottawa County. These individuals include: Kate Armstrong, Pete Armstrong, Susan Hoekema, Sheri Lankheet, Tiffany Mast, Karen Meyers, Keshonna Redmond, Michela Ringquist, Shannon Rogers, Ken Schreur, and Kelli Wyse.

The Legal Self-Help Center Helps Eliminate Barriers to Court Access During the Pandemic

The Legal Self-Help Center (LSHC) in Ottawa County normally operates at an on-site location within the Ottawa County Courthouse in Grand Haven. The LSHC Director, Administrative Assistant and many volunteers answer questions and assist self-represented litigants in filing paperwork with the court. Prior to the pandemic, this work was performed mostly in-person. When the courthouse closed to the public in March 2020, the LSHC quickly researched ways to continue to provide self-represented litigants access to justice through remote services. The LSHC created an on-line store which allowed the public to order LSHC form packets. The LSHC eliminated barriers to court access by temporarily waiving packet costs and associated mailing fees. The LSHC also provided packets for pick-up at the entrance to the courthouse for those litigants who could not wait for mail delivery. The LSHC incorporated an appointment scheduler on their website to allow the public to schedule remote appointments with LSHC staff. Even though the LSHC utilized remote services to continue to provide access to the courts, the pandemic resulted in the loss of the entire LSHC volunteer staff, many of whom were considered “high risk” for COVID or did not have appropriate technology available at home to allow them to continue to serve as volunteers. Even short-staffed without their regular volunteers, the LSHC has continued to serve self-represented litigants and focused on eliminating barriers to access.



Ottawa County Circuit & Probate Court Administrator Nationally Recognized

On July 15, 2020, 20th Judicial Circuit Court and Ottawa County Probate Court Administrator, Kevin J. Bowling, JD, MSJA, CCE, was recognized by his peers in the National Association for Court Management (NACM) as deserving the Award of Merit, their highest individual honor.

The Award of Merit is usually presented each year at the NACM Annual Conference to recognize distinguished service and outstanding contributions to the profession of court administration. Due to the COVID-19 pandemic, however, the in-person conference slated for New Orleans was cancelled, so Mr. Bowling “received” the award in a virtual meeting. In actuality, Mr. Bowling was surprised when NACM Vice President Kathy Griffin made a special stop at the Grand Haven Courthouse to deliver the award in-person on July 14.



NACM’s President, Will Simmons, said, “I’ve known Kevin professionally for nearly 15 years. He is passionate about court management and progressing the courts forward. Kevin has tirelessly given of himself to advance the profession and NACM. He is a leader, a trend setter, mentor, scholar, gentleman, and friend. He is very deserving of this high honor. Congratulations, Kevin!”

Since the beginning of his career with the judiciary over forty years ago, Mr. Bowling has worked with relentless dedication to improve the administration of justice and the knowledge, skills, and abilities of judges, court leaders, and staff. For the first twenty years of his career, he served in a variety of positions with the Michigan Supreme Court including State Judicial Educator and Regional Court Administrator. His passion for quality leadership and administration of the courts is reflected in his contributions as adjunct faculty for the National Judicial College in Reno, Nevada; the National Center for State Courts, Institute for Court Management; and the Leadership Institute in Judicial Education. Mr. Bowling also served as Deputy Chief of Party for the Nigeria Justice Sector Assistance Project during his career. He is a well-respected court leader in Michigan and always brings his international, national, and statewide experiences and knowledge back to Ottawa County’s 20th Circuit and Probate Courts in an effort to keep the courts true to their mission, “To administer justice and restore wholeness in a manner that inspire public trust.”

During his 17-year tenure with the Ottawa County Circuit and Probate Courts, Mr. Bowling has led the way through several improvements in the Courts. He shepherded the Court through the construction of the Grand Haven Courthouse in 2009 and is integral to the planning of the new Family Justice Center coming to West Olive. He has also been on the forefront and the proponent of leveraging technological advances to provide additional services to the public, including e-filing and the use of online dispute resolution for child support and parenting time issues.



Trial Division

Caseload Facts

The 20th Circuit Court Trial Division (Grand Haven) caseload includes appeals, criminal and civil cases. In addition, the Trial Division handles the domestic relations portion of the Family Division docket.

Throughout 2020, Judge Miedema and Judge Hulsing presided over criminal, civil and personal protection order cases. Judge Miedema also handled 60% of divorces without children. Judge Van Allsburg heard appellate and business court cases, 50% of the domestic relations cases, and 20% of divorces without children. Judge Engle was assigned 50% of the domestic relations cases and 20% of divorces without children. In addition, Judge Engle conducted court two days per week at the Fillmore Complex with a mixed docket of juvenile delinquency cases and child protective proceedings.

From 2019 to 2020, the appellate caseload increased by 14% and the criminal caseload (new filings and reopened cases) decreased by 22.6%, while the civil caseload decreased by 22.0%. It is important to note that although the total number of domestic relations case filings in the Family Division is down, the average complexity and time involved in these cases (particularly in those known as “high-conflict” cases) continues to increase. Overall, the Trial Division experienced a 21.2% decrease in new filings and reopened cases from 2019 to 2020.

FIGURE 7: 5-YEAR CASELOAD TRENDS, CIRCUIT COURT

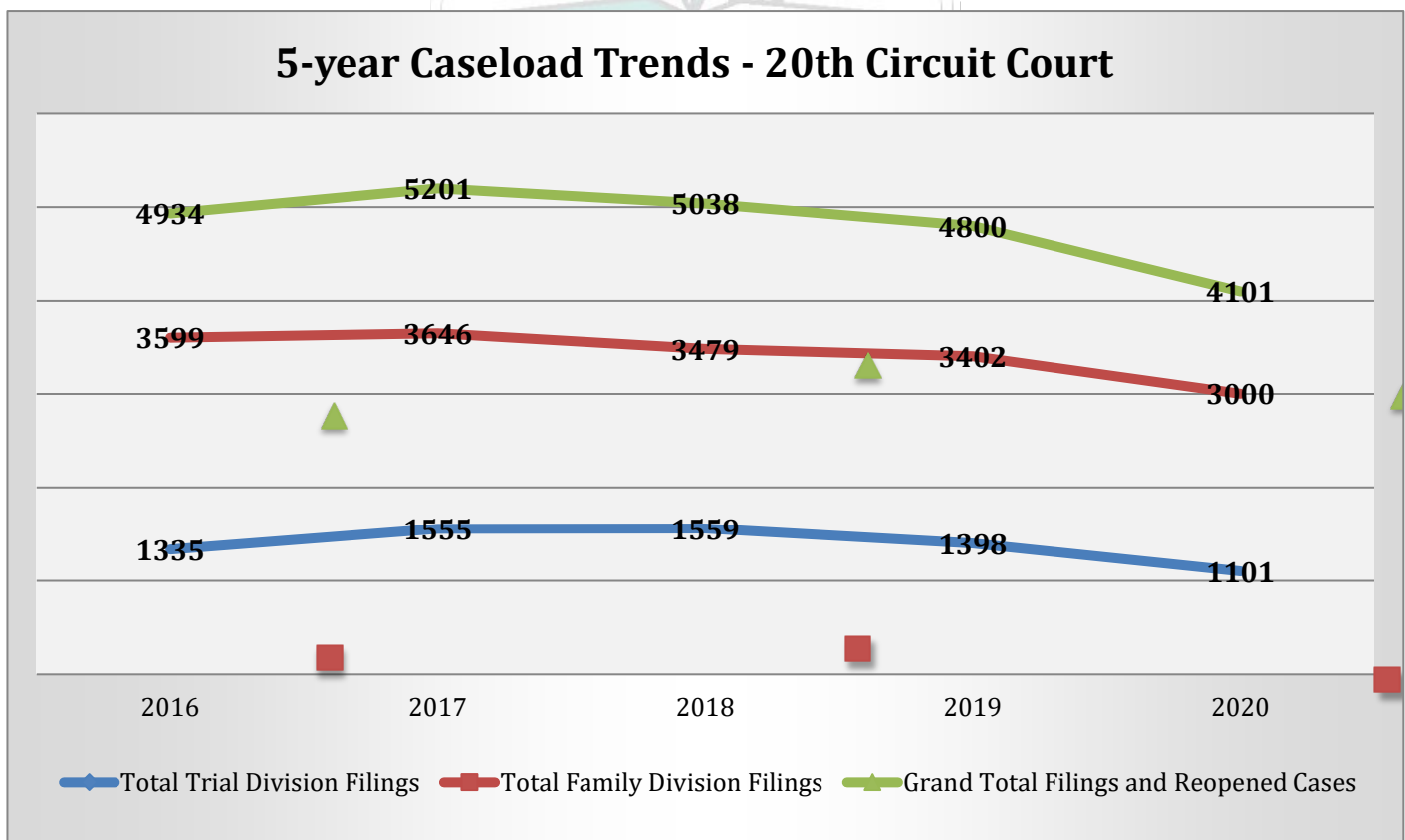
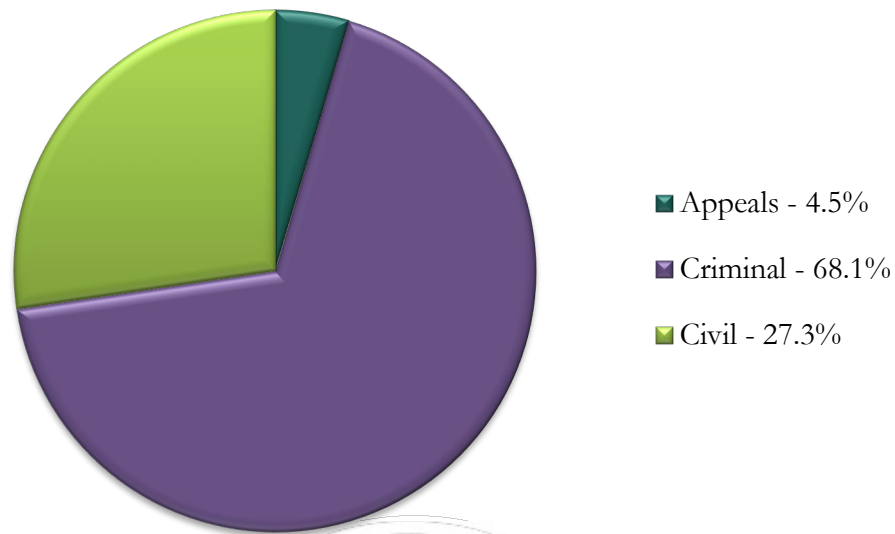


FIGURE 8: 2020 TRIAL DIVISION CASELOAD

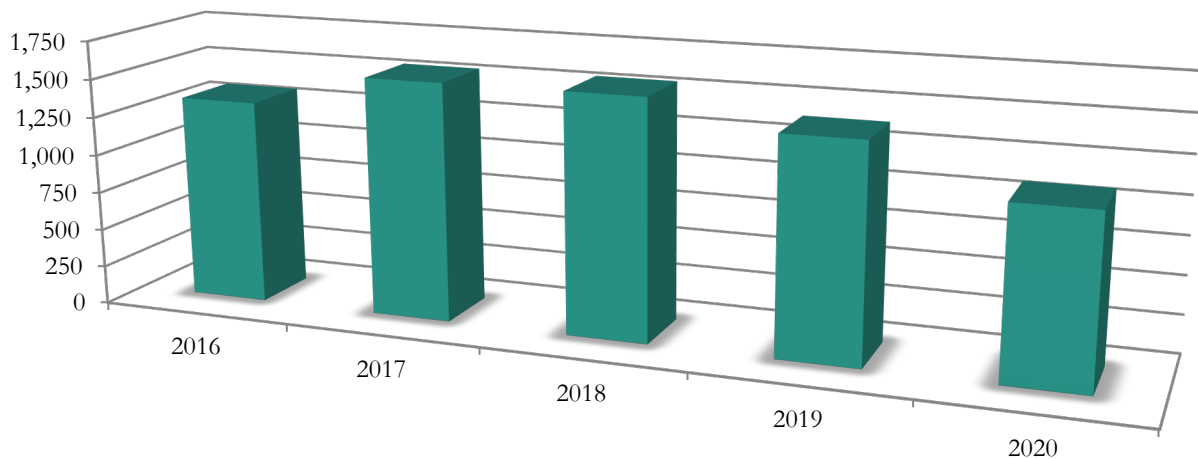
2020 Trial Divison Caseload



Although the Trial Division caseload is distinct from the Family Division caseload, it is important to note that judges and court employees regularly assist with all aspects of the court’s important work, even if assigned to a specific court division. For instance, the primary criminal and civil judges, Judges Hulsing and Miedema, routinely handle most requests for adult or juvenile personal protection orders. Likewise, due to the current split of the Family Division between the Grand Haven and West Olive courthouses, Trial Division staff assists Family Division staff with the processing and scheduling of disparate cases types. This collaboration and sharing of workload is a cultural norm in Ottawa County and is reflective of the courts’ core values noted above.

FIGURE 9: TRIAL DIVISION NEW AND REOPENED CASE FILINGS

New and Reopened Case Filings Trial Division



Pandemic Jury Trials – A Whole New World

On March 10, 2020, when Governor Whitmer first declared a state of emergency due to COVID-19, Judge Karen Miedema was holding a jury trial in Courtroom 3B. That case, People of the State of Michigan v Jaime Gonzalez, would be the last jury trial held by the Circuit Court for quite a while – until August 11, five months later. And when that first August jury trial did take place, the courtroom looked significantly different.



A lot of discussion was had as the Court worked its way back to conducting jury trials as safely as possible. Circuit and Probate Court Administrator Kevin Bowling had frequent meetings with Ottawa County Public Health, and arranged rapid COVID tests for seated jurors, if necessary. The judges met virtually with stakeholders in the Ottawa County Prosecutor’s Office, the Public Defender’s Office and the local bar to discuss the logistics of jury trials to ensure they could be safely conducted during a pandemic, while still guaranteeing the constitutional rights of criminal defendants.

The Trial Division staff also worked closely with the Facilities Department, the Clerk/Register of Deeds Office, IT, and the Sheriff’s Office. Each office provided valuable assistance and the Court would not have been able to safely conduct jury trials without them.

Grand Haven Courtroom 3B, at roughly 38 feet wide and 70 feet long, is the largest courtroom in any of the Ottawa County Courthouses. Early in the considerations of whether the Court could safely hold jury trials again, it was determined that trials seating 12 or more jurors would have to be held in Courtroom 3B. None of the other courtrooms had sufficient square footage to make a socially distanced jury trial possible. To provide further safeguards for the jurors and litigants, the Facilities Department fabricated Plexiglas and clear vinyl barriers throughout the courtroom.



The Court also realized that its current jury deliberation rooms were not large enough for social distancing among 12 or more jurors. Courtroom 3A had to be used for jury breaks and deliberations, as its size made it more appropriate for maintaining a safe environment for the jurors. Requiring the use of two courtrooms to conduct each jury trial led to some logistical challenges for staff, who rose to the occasion.

Ultimately, the Court was able to hold five (5) jury trials in the period between August 10 and September 18, when the Supreme Court set new standards for when jury trials could be held. Four (4) of the jury trials were adult criminal cases, while one (1) was a juvenile delinquency matter. After each two-week jury term, the Court sent a Qualtrics survey to the jurors to gauge their reactions to the pandemic safety measures employed by the Court. The results were generally positive – some jurors thought the precautions were unnecessary, some suggested we add thermal temperature checks and automatic flush toilets, and others thought we had done “an awesome job keeping [them] safe.”

Collecting Court-Ordered Obligations During COVID-19

The Covid-19 pandemic imposed many challenges for the Trial Division's Felony Collections team. The initial challenges included many defendants losing their jobs and subsequent unemployment income delays. Additionally, wage assignments previously established with defendants' employers stopped due to lay-offs. The Felony Collections team anticipates the return from state income tax garnishments to be lower this year due to defendants being off work for several months. Decreased incomes due to the pandemic led to many defendants being subject to show cause hearings. It has been a challenge to schedule these show cause hearings throughout the pandemic as the SCAO guidelines advise courts to limit the number of in-person hearings. The Felony Collections Clerks resorted to handling show cause hearings by telephone and via Zoom, which required show cause affidavits to be edited to include Zoom instructions.

Additionally, there was confusion among defendants because collections protocols vary from county to county, specifically regarding bench warrants and show cause hearings. The Felony Collections Clerks quickly discovered that adaptability would be essential to get them through the pandemic, as recommendations would change day to day, unemployment is hard to verify, and work-ordered quarantines are difficult to prove. The team found that maintaining regular communication with defendants and encouraging partial payments have been beneficial for collections. Many defendants were accustomed to making payments in-person, so encouraging defendants to pay online also imposed some challenges. Ottawa County's action in waiving the convenience fee to pay online increased defendants' willingness to make payments online. Although changing the show cause process was challenging it has proven to be just as successful as when our show cause hearings were scheduled in-person. Due to these adaptations, the Felony Collections team was able to collect \$922,041.29 in fines, costs, and restitution in 2020.

Current collections processes are working well and although the team does not know what to anticipate in 2021, they will be ready to face any additional challenges that may appear.

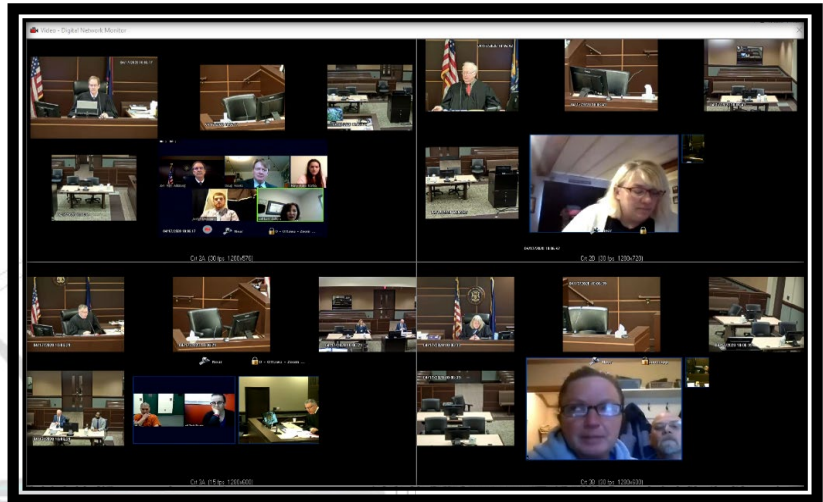


Zooming into Remote Hearings

Our court system is not built for long delays, particularly in criminal cases in which a person's liberty may be at stake. Our traditional face to face operations are not well suited to a pandemic. On March 18, 2020, to help maintain public safety and the safety of judges and court employees, the Michigan Supreme Court issued an administrative order (AO No. 2020-2) limiting all Michigan Courts to only "essential functions" in-person, and that all other matters were required to be held "remotely using two-way interactive video technology or other remote participation tools." In 2019, the Michigan Supreme Court had the foresight to provide each judge with a Zoom enterprise account. By March of 2020, we learned how to use this virtual technology.

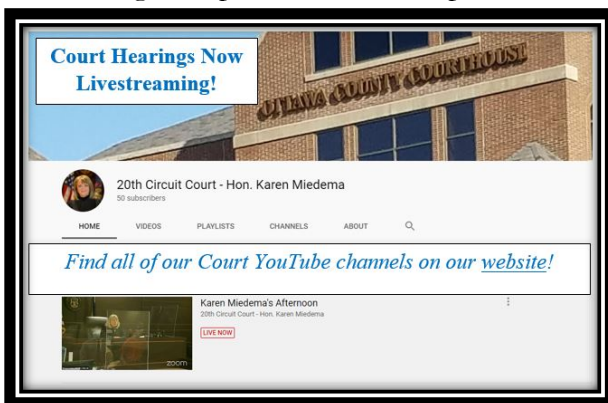
Many courts around the state adjourned matters, hoping to re-open soon. The 20th Circuit Court in Ottawa County focused on providing as many remote services as possible and less than a month later, all four judges were conducting hearings via Zoom.

We were not the only court in Michigan to do so, but it was remarked that, while other courts that adjourned matters were likely to soon face a backlog of civil and family cases, the 20th Circuit Court would not.



Conducting a remote hearing by Zoom adds significant complexity compared with in-person hearings in which all participants are required to appear at the Courthouse and present their case in-person. On the front end, the Court must send out additional instructions on how to connect to Zoom and how to submit evidence. During the hearing, court employees host the Zoom hearing, making sure to only admit necessary parties. Additional time is often necessary to trouble-shoot connection issues, requiring judges and attorney referees to spend more time on each scheduled event.

The Michigan Supreme Court also provided trial courts with guidance on how to provide public access to court hearings, without actually allowing the public in the building. The options were to provide members of the public with a copy of the proceeding free of charge after the hearing, or to livestream the Zoom hearings on YouTube. As there could be a considerable expense involved in the time, labor, and materials needed to provide copies of court recordings, the Court created a YouTube channel for each judge and attorney referee. Members of the public can access the Internet and use YouTube to watch any hearing in which they are interested.



By utilizing tools such as Zoom and YouTube to continue providing justice, even in the midst of a pandemic, the Court has confidently forged ahead with its mission, "To administer justice and restore wholeness in a manner that inspires public trust."

Ottawa County Recovery Court (OCRC)

2020 Summary

This was a year of unprecedented challenges for the OCRC as we adapted to the ever-changing realities of life during a pandemic (challenges faced by all persons, programs, and organizations in our country). Despite the great uncertainty OCRC has been experiencing, the Court has been able to sustain continuous services while leveraging technology to adapt how our services are delivered. OCRC is grateful for the incredible flexibility and adaptability of our Recovery Court Judge, Team members, staff, and participants.

Despite the challenges of 2020, OCRC had many unique successes:

- ❖ 2020 marked our 16th year of operation. OCRC has remained funded solely through state and federal grants since starting in 2005.
- ❖ During 2020 OCRC was honored to be re-selected for a 2nd consecutive 3-year term as a national mentor court by the National Association of Drug Court Professionals and the Bureau of Justice Assistance. The OCRC was selected as 1 of 8 programs from over 3,000 in the country.
- ❖ OCRC hosted three virtual site-visits for court programs across the United States.
- ❖ OCRC was selected for two technical assistance projects focused on Diversity, Equity, and Inclusion and the use of Medication Assisted Treatment in jail populations, by the Substance Abuse and Mental Health Services Administration (SAMHSA). For each project, we were 1 of 3 programs selected in the United States.
- ❖ OCRC hosted one virtual recovery court academy (our 9th academy) attended by over 20 people.
- ❖ Preliminary results of a rigorous quasi-experimental recidivism study show that OCRC participants committed 52% *fewer new offenses* (misdemeanor and felony) while in the OCRC than an identical group of persons who were placed on regular felony probation.



OCRC is proud of the many accomplishments in 2020 and welcome the challenges and opportunities that lie ahead in 2021.



Friend of the Court (FOC)

Caseload Facts

Throughout 2020, Friend of the Court staff handled a Title IV-D caseload (child support) of 10,872 cases, representing a 2.4% decrease from 2019. During the same time period, there was a 17.6% decrease in new divorce and other domestic relations filings. To enforce court orders on these cases, 1,353 show cause hearings were conducted (where parties are ordered to “show cause” why they should not be held in contempt of court for failing to obey a valid court order), 265 bench warrants were issued, and over \$42 million in child support payments were collected and disbursed to families in need. In addition to these enforcement efforts, staff directly assisted clients by meeting with 1,253 clients in the office or remotely, both on appointment and walk-in basis. To help ensure child support orders are updated to reflect significant changes in circumstances, staff conducted 2,475 case reviews and recommended modification where appropriate (representing a 4% increase from 2019). Based on federal child support performance measures, the 20th Circuit FOC is one of the most effective operations in Michigan, ranking at or near the top of the 14 largest counties and collecting \$8.85 for every dollar spent.

In addition to the child support enforcement efforts of the Friend of the Court, there were 151 cases in 2020 in which the 20th Circuit Court received a petition for a special assessment regarding child custody or parenting time issues. In 48% of these cases, FOC staff conducted an extensive investigation and provided the Court with recommendations. Diversion conferences conducted by FOC staff, resolved 16% of these cases, saving significant time and resources for all involved. Often, custody investigators are required to appear in court and testify regarding the investigation and their recommendations. In addition to these in-depth child custody assessments, the FOC further supports the Court by providing detailed psychological evaluations in select cases.



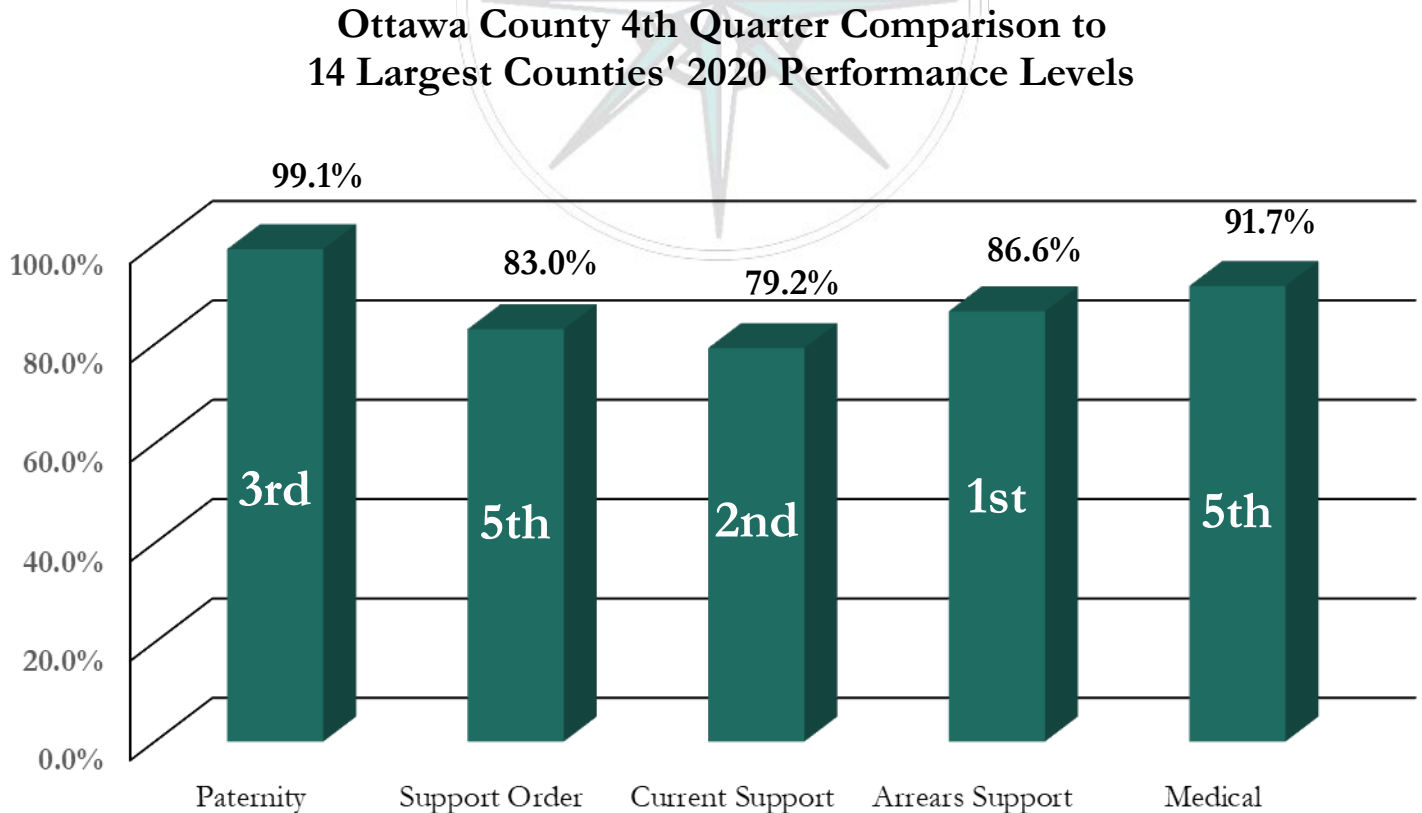
FOC Performance Measures

Child support collection falls under Title IV-D of the Social Security Act. The Friend of the Court office operates as a IV-D agency and a large part of the expense of operating the office (approximately 66%) is reimbursed by Federal funds through a State Cooperative Reimbursement Contract. **For 2020, the FOC received reimbursement of \$2,971,513.96** (federal reimbursement of \$2,695,732.96 and state reimbursement of \$275,781.00) to help defray operating costs.

The Friend of the Court office also offsets operating costs by earning incentive dollars based on performance. As set forth in the 1998 Child Support Performance and Incentive Act, the performance of each IV-D agency is measured in five key areas. State child support enforcement programs across the country are measured in Paternity Establishment, Support Order Establishment, Collections on Current Support, Collections on Arrears, and Cost Effectiveness. Medical support establishment/enforcement is also measured and incentives are earned on this factor alone at a rate of 15% of medical support collections.

When the Friend of the Court office in Ottawa County measures itself against the fourteen (14) largest counties in Michigan, its performance is notable in all areas. This high performance not only helps secure child support for families and children in Ottawa County, but results in earned incentive dollars that reduce the amount of Ottawa County general fund dollars needed to fund the program. In 2020, the total Federal incentive dollars earned was \$417,850 plus an additional medical incentive of \$57,562 (**\$475,412 incentives earned overall**).

FIGURE 10: OTTAWA COUNTY 4TH QUARTER COMPARISON TO 14 LARGEST COUNTIES' 2020 PERFORMANCE LEVELS



FOC Achievements

FOC Remote Working Solutions

In July 2017, the FOC was approved by the State of Michigan Office of Child Support to pilot an “Alternative Work Location” (AWL) program. At that time, the FOC in Ottawa County was the only local FOC office approved for remote work by FOC staff in a home office environment. FOC supervisors worked hard to draft AWL guidelines, an application process, and job responsibility matrixes necessary to manage productivity for each FOC position classification. Implementation of the AWL program also required approval from the FOC employee association and extensive planning with IT regarding equipment and software solutions that would allow FOC employees to work from home without violating confidentiality and security requirements associated with the Title IV-D program. The FOC developed a plan with IT to swap out all FOC computers with laptops as they became eligible for replacement. The FOC researched and purchased second factor authentication licenses (DUO) to gain secure access to the county server which would then allow for access to each employee’s individual desktop virtually. Staff was



then granted remote access from home to all the various software programs used by FOC staff in the course of their daily work including: OnBase Imaging, Munis, MICA, AS400, JusticeSuite and the Michigan Child Support Enforcement System (MiCSES). When the county transitioned to a Cisco/Jabber phone and instant messaging system, the FOC used this new technology to allow staff to use their laptops as a “soft phone” to answer, transfer and return phone calls using their work station at home.

The implementation of the AWL program initially provided eligible FOC employees an opportunity to work from home 1-2 days per week. However, all of planning for the AWL program allowed the FOC to quickly transition to fulltime remote working when COVID pandemic restrictions were initiated and the Ottawa County Courthouse in Grand Haven was closed to the public on March 18, 2020.

FOC staff have many daily in-person contacts with the public and co-workers as they perform FOC functions and duties. Quickly transitioning FOC staff to remote work allowed for appropriate social distancing among employees and the public. The various remote technologies utilized allowed FOC staff to continue serving the public, thereby minimizing access to justice concerns. The FOC began conducting all FOC conferences and pre-hearings by Zoom. The FOC also incorporated an on-line appointment scheduling platform called “Setmore” to allow the public walk-in appointments conducted remotely and to schedule cash payments at the FOC office.



Immediately following the issuance of COVID restrictions, the FOC in Ottawa County became a sought-after “remote working” resource to other county departments and court divisions, as well as, FOC offices statewide. Many FOC offices throughout the State of Michigan severely cut services because they were unprepared to provide them remotely. The few counties who could afford to purchase the appropriate technology found it to be in short supply because so many other businesses and services were competing for the same tools.

The FOC was not only able to continue to provide valuable court services during a pandemic, it was able to keep employees separate and safe from each other and gave employees who were quarantined, but otherwise healthy, the ability to continue to work while quarantined at home.

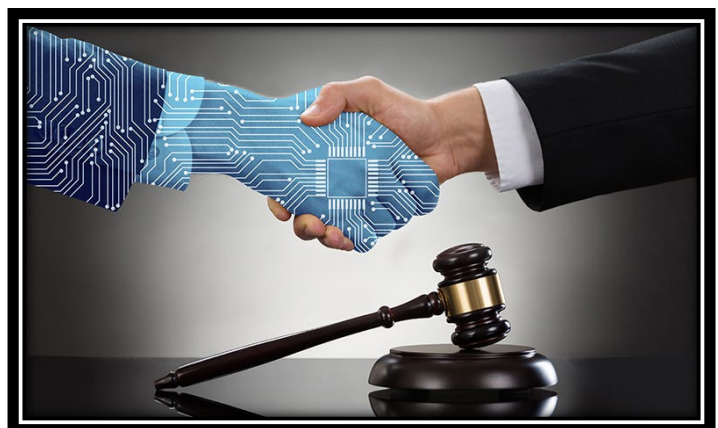
While the pandemic created operational and technological changes for the FOC as staff transitioned to remote working, it also significantly impacted the actual work performed as a Title IV-D child support enforcement agency. Significant increases in unemployment payments caused an increase in staff workload as payers and payees of child support requested immediate modifications to their child support obligations due to loss of employment. The FOC developed a “fast track child support review process” and removed the barrier of requiring parties to file a motion to modify child support if their loss of employment was due to COVID. FOC investigators quickly gathered information about a party’s loss of employment and efficiently recalculated child support to determine if an adjustment was appropriate.

While Federal and State agencies broadened unemployment qualification criteria, that also increased work for FOC staff as they researched receipted monies and appropriately distributed child support payments withheld from unemployment payments. **Total FOC collections for 2020 were \$42,236,650.19 which is the highest amount of child support collected historically and over 2 million more dollars collected than in 2019.** Some of the high collections resulted from intercepts of COVID stimulus payments and Pandemic Unemployment Relief. The FOC also continued to manage and regularly update a list of employment opportunities, low income housing opportunities, food banks and other public services available locally.

The FOC performs IV-D work (child support enforcement) and non-IV-D work (parenting time and custody establishment and enforcement). The pandemic wreaked havoc in the areas of parenting time and custody as parents flooded the FOC with questions about the exercise of parenting time during the pandemic. “Should children travel between households for parenting time? If one parent is employed in a field with high COVID exposure, should they lose their parenting time? Does parenting time take place if a member of the other parent’s household is in quarantine? What if parents with joint legal custody disagree on whether the child should attend school virtually or in-person? Should children travel outside of the state for parenting time over holiday breaks?” These types of questions were fielded daily by FOC staff. The FOC quickly updated their website to include “Frequently Asked Questions” about parenting time and custody and provided links to COVID resources that might assist parents in resolving these questions.

Online Dispute Resolution Platform Expanded to Incorporate Parenting Time Issues

In 2020, the FOC expanded upon the use of online dispute resolution (ODR) with the Matterhorn software platform, by Court Innovations Inc. This platform has been modified to incorporate parenting time dispute resolution services. The FOC had been utilizing the Matterhorn technology to provide text notifications to payers of child support who were noncompliant with their court order. The text notification served as an outreach tool to inform the payer of noncompliance and encourage contact with the FOC to work toward eliminating barriers to payment. This effective method of resolving non-payment issues resulted in a 24% reduction of show cause hearings scheduled with judges.



This year, the FOC assisted Court Innovations programmers with developing an online component that allows parties to successfully resolve parenting time disputes. The platform provides a guided online forum for parties to get information about possible parenting time plan options, with the assistance of FOC investigators who are knowledgeable in domestic relations law and trained in dispute resolution techniques. The goal is to inform and empower parties to resolve parenting time disputes cooperatively without requiring a court hearing. Parties who reach agreement themselves are more likely to follow the resulting court orders, thus reducing future court hearings. The Matterhorn software allows parties to access the platform on their own time and does not require them to miss work or secure childcare to participate. If the parties reach agreement, FOC staff will assist them in crafting a proposed order that reflects their agreement, then secure their signatures electronically and forward the order to the judge for signature and entry. If the parties are unable to reach agreement, the FOC will inform the parties of their options which may include referral for formal mediation, filing a motion, requesting the FOC show cause a party for a parenting time violation, or choosing to leave the issue unresolved. The FOC is working with Pew Charitable Trust to evaluate this online dispute resolution tool and improve the software to provide enhanced services to the public.

Total Court Services Tether Program as a Jail Alternative

In 2020, the FOC implemented a tether program using GPS monitoring offered by Total Court Services. The FOC purchased 6 electronic tether devices and trained staff from the FOC bench warrant team, including two Ottawa County Sheriff's Deputies assigned to the FOC, to secure and monitor tether equipment. This program was especially timely during the pandemic, since tethers are a preferable alternative to lodging individuals in the county jail, possibly spreading the COVID virus to other inmates and jail employees. The FOC scheduled a reduced number of show cause hearings during the pandemic, thereby reducing the overall number of individuals that might be eligible for tether. However, even with the limited number of show cause hearings held, judges took advantage of electronic monitoring as a safe and effective jail alternative. Data collected by Total Court Services shows twelve individuals participated in the tether program and 282 days of monitoring occurred in 2020. Eighty-two percent of participants were compliant with the program and the average number of days monitored per individual was sixteen. Most participants were able to be released from tether upon making a court ordered payment on their child support obligation. The FOC will continue to use tether as a jail alternative and will collect data to determine if tether encourages future and continuing compliance with court orders.

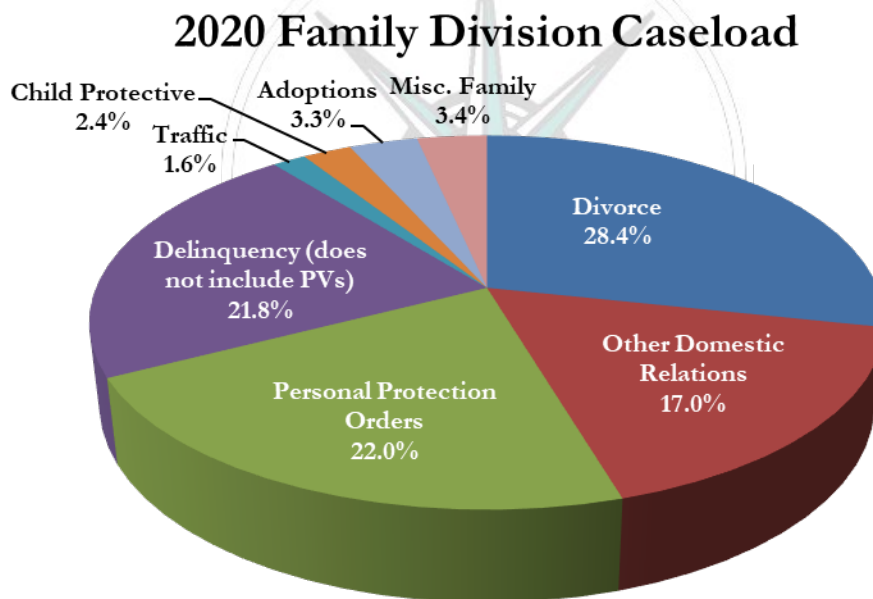


Juvenile Court and Juvenile Detention Center

Caseload Facts

Court personnel, like most community leaders, understand children represent the future. As a result, when 655 new and reopened juvenile petitions and 49 traffic cases arrived at Juvenile Court throughout 2020, a concerted effort was made to ensure appropriate programming was available for delinquent youth, family, caregivers, and related agencies. To professionally assess and manage delinquency cases, Juvenile Court staff provided a variety of services within the community. These services included 8,709²² contacts with juveniles and parents, as well as ancillary contacts with schools, counselors, etc. Though the overall number of delinquency cases decreased from 2019 to 2020 (-11.5%), the complexity of many cases dramatically increased, exhibiting more mental health and substance abuse issues. This change in complexity required a customized approach to the provision of services and, in some cases, more costly residential treatment. As noted in the chart below, delinquency cases account for 21.8% of the family division caseload and Juvenile Court staff also assist with child protective proceedings and miscellaneous family cases which are handled at the West Olive Fillmore Complex.

FIGURE 11: 2020 FAMILY DIVISION CASELOAD



When court-involved youth are on probation or otherwise ordered to receive treatment, there is a continuum of available programs which are designed to assist youth and families in the remediation of offending behaviors. Programs include community-based treatment, supervised community service, anger management, sex offender program, intensive supervision, experiential ropes course, gender-specific groups, individual/group/family counseling, a community-based school and more. In 2020, the Juvenile Court provided educational services through the Juvenile Justice Institute to seventeen youth, of whom two received their high school diploma. Two juveniles were placed in out-of-home residential treatment during 2020 and two additional youth were placed in the Ottawa County Detention Center's Lighthouse Girls Treatment Program. The Juvenile Community Justice program provided alternative community support and supervision to eleven youth.

²² Contacts include face-to-face, video meetings with juveniles, consent/intake, surveillance and probation, telephone contact and video meetings. Attempted contacts, telephone contacts, e-mail and notes with no contact types were not included.

During 2020, there were 242 admissions to secure detention in the Ottawa County Juvenile Detention Center, representing 7,523 days of service. Many secure detention beds are occupied by Ottawa County youth; however, beds are also rented to other jurisdictions which have no local, secure placement options. Bed rental agreements accounted for \$1,210,551 of new revenue in 2020. Several beds within the Lighthouse Program are rented to other counties, generating additional revenue.

Community Report Card

As a result of a 2008 consultation with the National Center for Juvenile Justice, the 20th Circuit, Juvenile Court implemented a “Community Report Card” as one method for evaluating probation outcomes. The Community Report Card focuses on the concept of Balanced and Restorative Justice, which encompasses:

- ❖ Community Protection
- ❖ Accountability
- ❖ Competency Development

For court staff, this instrument places into context the success of the youth they serve each year. For the community, it provides a holistic view of how court-involved youth are held accountable for their actions, restore wholeness to crime victims, and learn something positive from a negative action. The table below demonstrates the number of juveniles petitioned to the court and some of the outcomes achieved during their court involvement.

TABLE 6: JUVENILE COURT COMMUNITY REPORT CARD

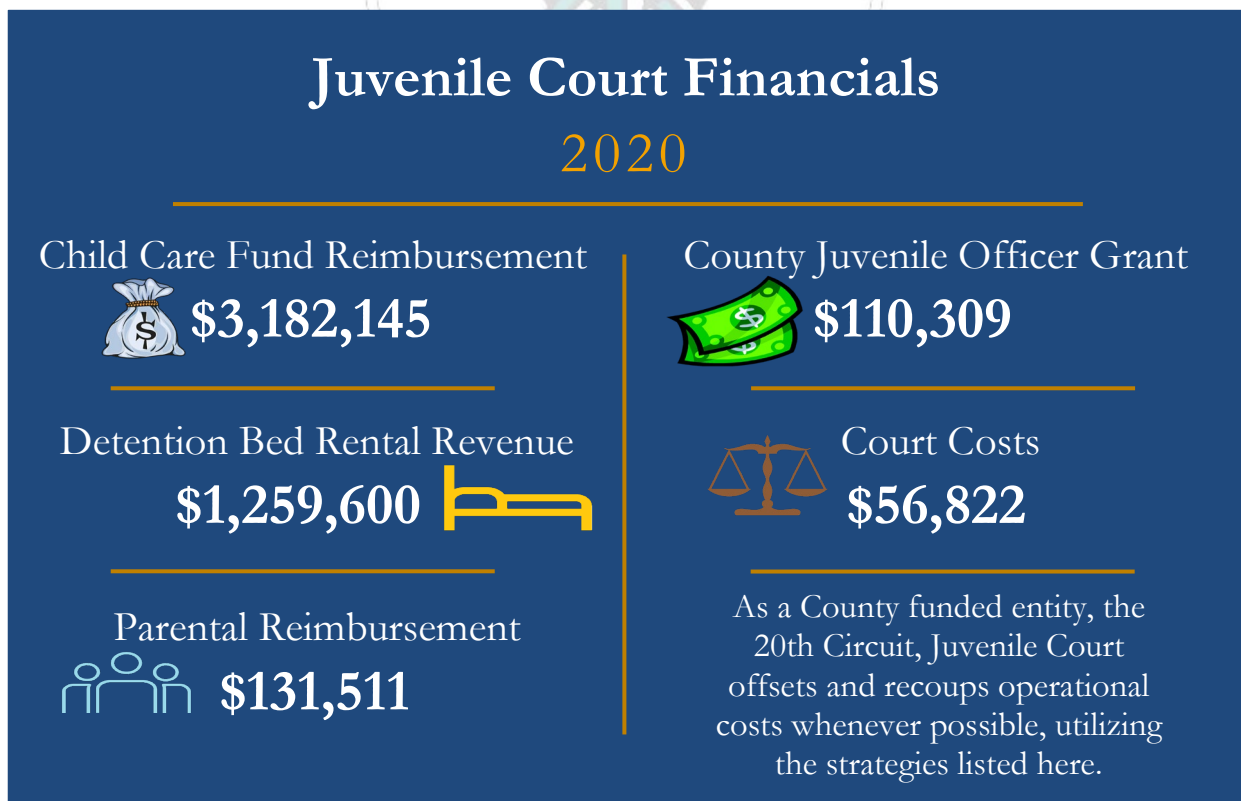
COMMUNITY REPORT CARD	2018	2019	2020
Separate juveniles petitioned to the juvenile court	572	523	510
Number of cases closed	431	340	434
Juveniles placed on probation	102	73	78
Juveniles placed on Consent Calendar	253	244	306
Percentage of juveniles who had no adjudications or convictions for offenses that occurred while under supervision (Consent Calendar and Probation)	91%	87%	91%
Number of community service hours completed (Consent Calendar and Probation)	3,996	2,775	3,348
Percentage of victims financially restored	74%	76%	67%
Percentage of juveniles enrolled in school, graduated/obtained a GED or employed at the time of closure of the case (Consent Calendar and Probation)	93%	96%	98%
Percentage of juveniles who were discharged from probation after successfully completing the terms of probation	88%	95%	93%
Percentage of juveniles who successfully completed the terms of their consent calendar	97%	98%	96%

Juvenile Court Funding

As a County funded entity, the 20th Circuit, Juvenile Court offsets and recoups operational costs whenever possible utilizing the following strategies:

- ❖ Michigan’s Child Care Fund provides 50% reimbursement for state eligible costs related to the direct care of and community-based programming for juveniles.
- ❖ The Ottawa County Juvenile Detention Center (JDC) generates revenue through renting beds to other counties in need of detention or programming for court-involved youth. The JDC has a great reputation among the juvenile courts in the state for providing quality care and treatment of their court-involved youth. Thus, in 2020, the Juvenile Court contracted with 30 counties for bed rental.
- ❖ Attorneys are appointed to children and parents in Delinquency and Neglect/Abuse cases when they are unable to afford legal representation. At times, it is necessary for a child to be placed outside the home of his or her parents. The parents of court-involved youth are billed to recoup certain costs expended by the courts for attorneys and/or out-of-home placements.
- ❖ The County Juvenile Officer grant offsets the salaries of four Juvenile Court positions.
- ❖ The Court is required to assess various costs, including restitution to crime victims, which generates some revenue. In these cases, the fees assessed offset the cost of programs and services offered to court-involved youth.

FIGURE 12: JUVENILE COURT FINANCIALS - FY2020



Adapting to the Pandemic: Ensuring Juvenile Court Programs & Services Meet Client Needs

Michigan Supreme Court Chief Justice Bridget M. McCormack set the tone for Michigan courts in 2020 by noting “the pandemic was not the disruption we asked for but it just might be the disruption we needed.” Through a series of Administrative Orders, the Michigan Supreme Court adapted court rules to allow local jurisdictions the flexibility required to provide continuous access to justice throughout the pandemic. Early in the pandemic the 20th Circuit, Juvenile Court committed to taking advantage of this flexibility by continuing to provide high quality court services to the youth and families of Ottawa County.

Ottawa County’s substantial investment in technology positioned the Juvenile Court particularly well to transition court business from a world heavily dependent on paper and in-person activities, to a virtual platform. Key changes included:

- ❖ **Zoom** - The introduction of Zoom court hearings allowed the Court to maintain its core purpose of administering justice. Often, this occurs through hearings with youth, parents, court staff, and a judicial officer. To further streamline this effort, staff were able to utilize new and existing technology to provide electronic notice for hearings (when possible), thereby reducing the need for staff to mail paper documents. As an added benefit, the presence of virtual court hearings resolved a long-standing issue for Ottawa County’s court-involved youth and families – the lack of public transportation to the Fillmore Street Complex.
- ❖ **E-Signatures** - The Court offered opportunities for clients to electronically sign court documents, again, reducing the need for paper and mail.
- ❖ **Enhanced Communications** - Several systems improved the Court’s ability to allow staff to work from home. Utilizing OnBase, the Court’s electronic content management system, staff modified workflows to bring more work online. In addition, the County’s recent transition to a new phone system significantly expanded staff ability to take calls from any location. The Jabber instant messaging software increased staff ability to quickly communicate with one another to efficiently meet client needs.
- ❖ **Professional Development of Staff** - Through various video meeting platforms and training sites, like the County’s Topyx educational program, staff were able to maintain important professional training and networking opportunities. This is critically important to maintain competency among staff, especially when many professional, in-person, conferences and trainings were canceled due to COVID related restrictions. In response, many organizations began to offer webinars and trainings, often free or at a reduced cost, thereby increasing accessibility. Virtual meetings allowed Juvenile Court professionals to engage regularly with colleagues around the state, which enhanced efforts to collaborate and problem solve Juvenile Court specific process and service delivery issues created by the pandemic.



In addition to ensuring youth and families were able to conduct their court business in a largely virtual world, court-involved youth and families were provided virtual options for accessing critical programs and services. To maintain a high quality of service, the Juvenile Court focused on the following:

- ❖ **Weekly Client Contacts** - When safe to do so, Juvenile Court Officers, Treatment Specialists and Group Leaders conducted weekly contacts with youth in the community (following public health precautions for social distancing and sanitizing). When necessary, those contacts were completed virtually.
- ❖ **Collaborative Programming** - Prime for Life and Tobacco/Vape classes, facilitated in partnership with the Ottawa County Public Health Department, transitioned to an online format allowing youth an opportunity to participate remotely in these prevention focused groups.
- ❖ **Educational Opportunities** - The Juvenile Justice Institute (JJI), an educational program for court-involved youth operated in cooperation with the Ottawa Area Intermediate School District (OAISD), adapted quickly to a virtual program when the State mandated virtual school. As those mandates fluctuated, the program remained in-person as much as possible to maximize educational opportunities for youth enrolled in the program.
- ❖ **Treatment Services** - The Start Program, for youth with sexually abusive behaviors, also fluctuated between an in-person and online format; this allowed youth to receive continuous treatment.
- ❖ **Specialty Classes** - In early Fall, the Court worked with two service providers to create an evening program for boys at high risk to reoffend, and their parents. Cole Williams, of ColeSpeaks, ran intermittent in-person and virtual “Evolution Youth Project” and “Parenting in the 21st Century” groups. Peter and Katie Webster, of Catalyst Restaurant Consulting, incorporated culinary and life skills lessons on those evenings when the program occurred in-person. Though these programs operated for just a few short months in 2020, initial feedback garnered positive results from youth and parents alike.
- ❖ **Promoting Adoptions** - The Juvenile Court confirmed the adoptions of five children during its first virtual Adoption Day celebration, attended by over 390 viewers. Throughout the year, 100 adoptions were confirmed by the Court, creating a “forever home” for each of these children.

While 2020 presented many challenges, it also created many opportunities. Opportunities to consider new and more efficient ways of providing access to justice in a fast-tracked virtual world. Opportunities for staff to explore the benefits of working from home. Above all else, opportunities for the Court to overcome barriers placed by the pandemic with a singular goal in mind, to meet the needs of Ottawa County youth and families.



Staff from the Juvenile Justice Institute celebrate the students who graduated while maintaining COVID-19 safety protocols.

Ottawa County Juvenile Detention Center Employee Recognition

The 20th Circuit, Juvenile Court and Juvenile Detention Center (JDC) are fortunate to have a well-trained, professional, and dedicated group of employees. The success of the Juvenile Court lies on the shoulders of staff who administer court programs and operate the detention center. In March 2020, the normalcy experienced within the court and detention services changed. All training and dedication would be put to the test during this rare pandemic.

The Juvenile Detention Center Administration Team, supervisors and staff rose to the challenge. At the onset of COVID, all departments and agencies were forced to look at the new normal, but none was more challenging than the JDC, who had to continue full operations to safely protect the youth detained in the facility from multiple jurisdictions across the state of Michigan and adjust to the onslaught of requirements coming from the CDC, State of Michigan, State Court Administrative Office, and Ottawa County Public Health Department, as well as voluminous questions from kids and their parents. Along with new worries, adjustments came by way of a new manner of doing detention tasks: more cleaning, quarantined residents, employee and resident health screenings, mask wearing, social distancing, scheduling many events via Zoom, including: hearings, visitation, counseling sessions, attorney/court interviews, mentor sessions, meetings, and teacher instruction.



JDC staff not only continued to work with youth experiencing trauma, abuse and exhibiting delinquent behaviors, they also had to personally understand the pandemic and how it impacted the youth for whom they were responsible. Initially everyone hoped the pandemic would last only a few weeks, but as the months stretched on and the level of stress grew, the unknowns of the pandemic began to create new challenges for the youth and staff. Due to their commitment, professionalism, and training, however, the staff of the Juvenile Detention Center grew stronger, bonded more tightly, and committed to continuing the mission of the court and the facility.

COVID-19 will be remembered as one of the most challenging experiences in recent years and without essential, frontline workers there would have been greater loss and suffering. The employees of the JDC are amazing people who continue providing the excellent care that is needed and deserved by the youth entering the facility. COVID presented unforeseen challenges (and still does), but because JDC employees are the “best of the best”, kids are returning home safely, healthy, and hopefully in a better place than when they came into the facility.

Thank you, JDC Employees. Your dedication, passion and perseverance are very much appreciated!

Juvenile Court Director Transition

Although COVID-19 pandemic issues seemed to capture the spotlight in 2020, a more significant spotlight was covering the Juvenile Court when long time court employee Sandra K. Metcalf retired from her position as Juvenile Court Director in January. Sandi was well known throughout Michigan as a juvenile justice subject matter expert with a passion for improving the lives of the youth and families with whom she worked. She was also a strong advocate for all Juvenile Court and Juvenile Detention Center employees, deeply caring about them, both professionally and personally. Even in her retirement, Sandi continues in her role as President of Juvenile Justice Vision 20/20, a statewide grassroots organization committed to the professional development of juvenile justice professionals. Fortunately, prior to retiring, Sandi had the foresight to invest her time and talent in other court management staff, preparing them for future responsibilities. Notably Thom Lattig, then serving as Assistant Juvenile Court Director, was one of these talented individuals who worked closely with Sandi for many years and was primed to advance when the opportunity presented itself.



Thom Lattig served the 20th Circuit, Juvenile Court for more than 10 years after developing significant juvenile expertise with the Ingham County Juvenile Court and a private sector residential juvenile program. His supervisory and leadership skills were challenged when he participated in a competitive Juvenile Director recruitment process in 2020 and clearly emerged as the best candidate for the open position of Juvenile Court Director for the 20th Circuit. Accepting this position during a pandemic was also a challenge. Thom rose to the occasion working deftly with Juvenile Detention Center leadership to ensure a safe environment for residents and staff. It was also important for Thom to reimagine how juvenile court officers and court support staff could work remotely to maintain a safe environment for all. Despite the many pandemic restrictions, Thom has effectively managed the court's workload and developed many of the critical professional relationships with external stakeholders who are essential to the Juvenile Court continuum of services in Ottawa County. In addition to providing

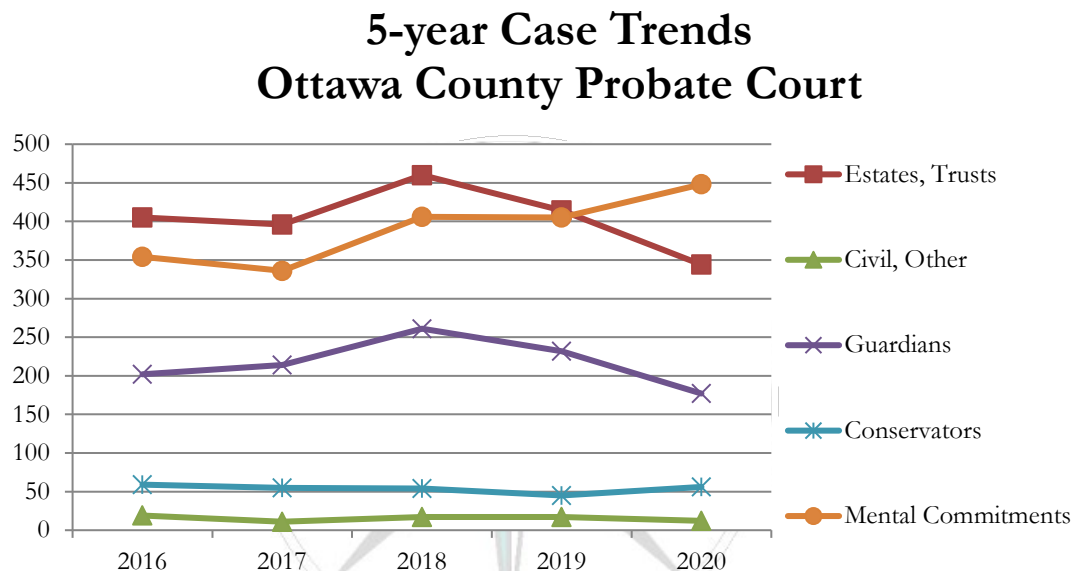
juvenile court leadership at the local level, Thom was elected by his juvenile court administration peers to serve as President of the Michigan Association of Family Court Administration (MAFCA). The Juvenile Court is excited about Thom's promotion to the position of Juvenile Court Director and is looking forward to his leadership for many years.

Probate Court

Caseload Facts

Ottawa County Probate Court provides services to many who need special consideration including the mentally ill, adults and minors in need of guardians or conservators, and families of deceased individuals. The Probate Court continues to enhance its effectiveness using mediation, virtual hearing technology, e-filing (MiFile), document imaging, remote payment capability, and digital case management. These initiatives, managed by the professional and well-trained Probate Court employees, help ensure excellent customer service and a positive experience by court users.

FIGURE 13: 5-YEAR CASE TRENDS, OTTAWA COUNTY PROBATE COURT



During 2020, the Probate Court experienced a stable five-year trend with more than 1,000 new case filings. Among the new and reopened cases, most categories remained stable with some decreases in filings due to the pandemic restrictions caused by the COVID-19 virus, including estates and trusts (-17%), guardianship appointments (-24%) and civil and other filings (-29%). Sixty-six percent of the Probate caseload involves individuals needing the protection of the Court in guardianship, conservatorship, and mentally ill cases. At the close of 2020, there were 717 adults and minors with guardians appointed by the Court. In cases where individuals need assistance managing financial assets, there were 248 adults and minors with Court appointed conservators. In addition to the regularly appointed guardians, there were 763 developmentally disabled individuals with guardians supervised by the Court.

The ability of the Probate staff to cope with the influx of new cases is aided by the County supported OnBase document imaging system. Immediate electronic access to nearly 14,000 open Probate files has allowed staff to become more efficient in processing cases. The imaging system also allows for more timely and effective public service for interested parties who are seeking case information. In addition to these case processing efficiencies, the Probate Court strives to be more accessible to the public through its website, <http://www.miottawa.org/CourtsLE/Probate/>, where individuals can locate forms and instructions to guide them through a variety of Probate proceedings.

The Ottawa County Probate Judge, Hon. Mark A. Feyen, handles all required Probate matters and assists the 20th Circuit Court by serving as Presiding Judge of the Fillmore Complex Family Division. He also is the assigned judge for the Ottawa County Recovery Court.

The pie chart below provides a descriptive view of various types of new cases being filed with the Probate Court. Although the Court has legal jurisdiction to handle twenty distinct types of cases, the cases are generally grouped in one of five categories: estates and trusts, civil, guardianships, conservatorships, and mental commitments. As demonstrated in this chart, estate work represents 33% of the Court’s overall case filings and emphasizes the important community service role of the Court when assisting spouses and families to resolve sensitive issues related to the recent loss of a family member. Another sensitive issue the Court assists with is the hospitalization (sometime involuntary) of individuals in need of mental health treatment. These cases represent 44% of the Court’s new cases and require careful coordination with families, attorneys, hospitals, and mental health treatment providers. In situations where an individual is unable to take care of certain daily needs, due to physical or mental limitations, the Court is often asked to appoint a guardian to provide assistance. Likewise, if an individual needs help with managing their finances, a conservator may be appointed. In both instances, the Probate judge carefully reviews the situation and provides legal authorization for these “helpers” (guardians and conservators) to assist. Regular case reviews are conducted to provide accountability. The second chart emphasizes the significant number of cases for which one judge and six employees are responsible. At the end of 2020, the Probate Court had 13,709 open cases.

FIGURE 14: 2020 PROBATE COURT CASELOAD

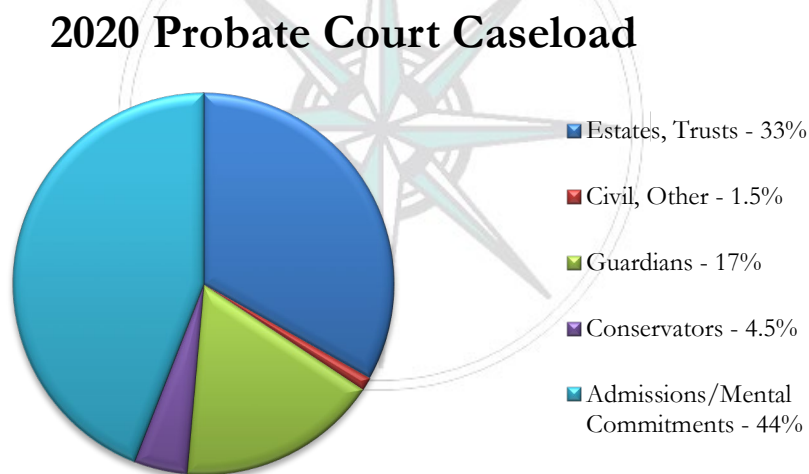
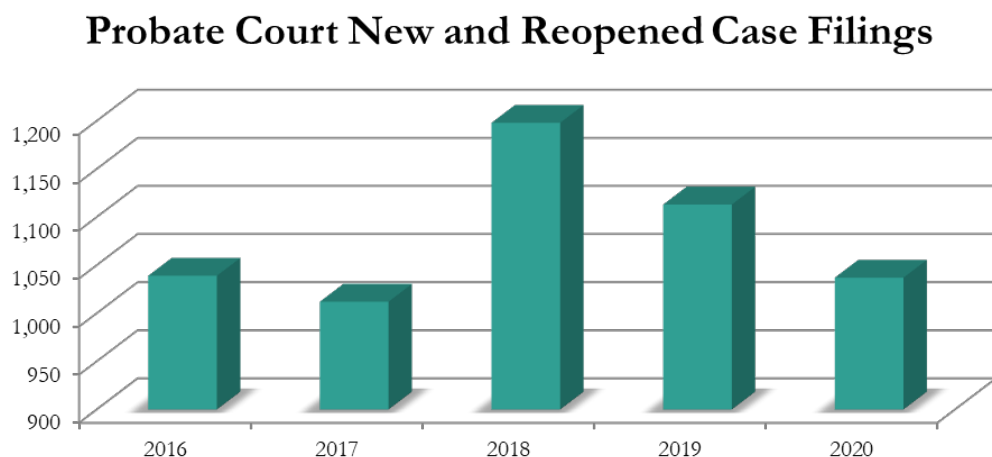


FIGURE 15: PROBATE COURT NEW AND REOPENED CASE FILINGS

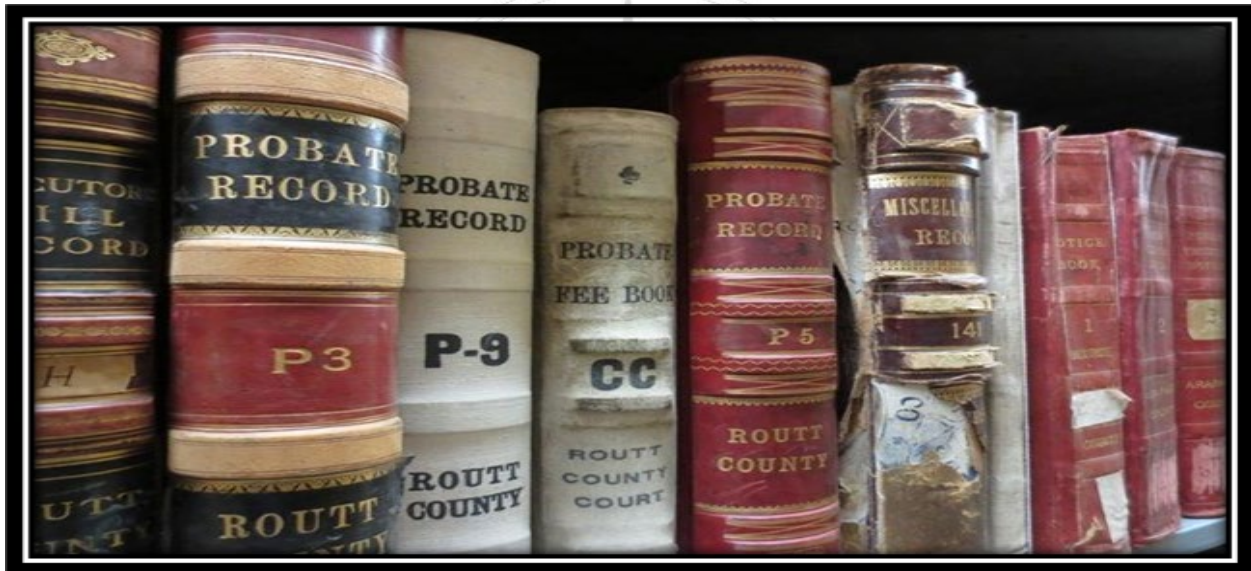


Probate Court Initiatives

The Ottawa County Probate Court continues to work with the State Court Administrative Office and ImageSoft, Inc. as the first Probate Court in Michigan to launch the MiFile electronic case filing system. E-filing is now mandatory for attorneys and discretionary for self-represented litigants. Probate staff have been testing all aspects of this new technology and have been instrumental in helping the system developers identify and resolve issues with the technology.



In addition, Probate Court has begun working with Mentis Technology, ImageSoft, Inc., the SCAO, and the County IT Department on the implementation of SmartBench technology. SmartBench is a software tool that judges can use to provide case summaries, full-text search capabilities, and extraction of critical data, all working with a touch screen like paging through a paper file manually...only better!



Probate Register Transition



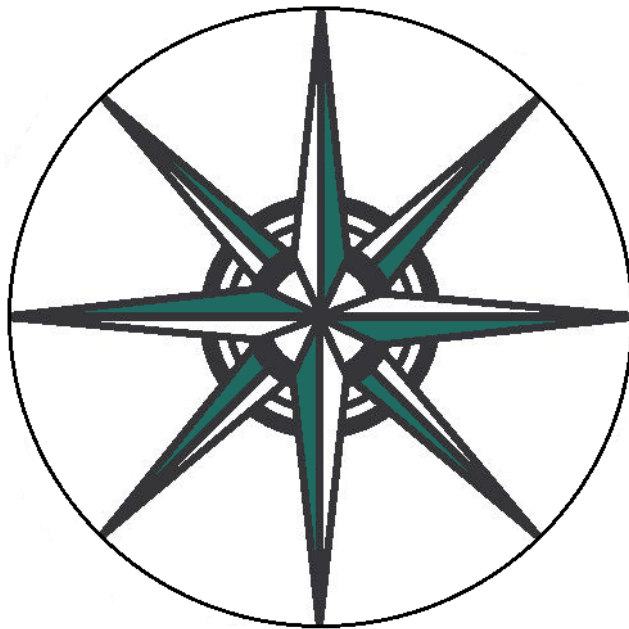
Near the close of 2019 long time Probate Register, Penni DeWitt, retired from public service and Chief Deputy Probate Register, Johanna Wallace stepped into the Probate Register position on an interim basis. During the first six months of 2020, Johanna excelled in this position making a seamless transition during a pandemic that required a quick pivot to deal with virtual hearings, employee attrition, major technology projects, immersion into the Circuit/Probate Leadership Team and more. Based on her outstanding performance in the interim capacity and nearly 25 years of experience in the Probate Court, Johanna was promoted to Ottawa County Probate Register in June 2020.

About the Cover... The Compass Rose

The Compass Rose has been guiding sailors for centuries. Regardless of whether we are seafarers, we still ask, “Where are we going?” We need a clear plan to guide us to our destination.

By actively developing a culture of strategic thinking, strategic planning, and strategic execution, the 20th Judicial Circuit and Ottawa County Probate Courts are determining the best path to their destination. This 2020 Annual Report is a reminder of why the plan and destination are important.

The judges and court employees are in the business of administering justice – one case at a time. By upholding the rule of law and expertly managing the legal cases entrusted to us, we contribute to a better life within our community, state, nation, and world. Perhaps these are lofty goals, but to do less would be a disservice to our own potential and to the rule of law on which our nation was built.



Quick Guide to the Courts

For Directions to the Courts:

www.miottawa.org/Courts

For General Information:

Call any office listed on this page

For Payment Convenience:

- Make payments online at www.miottawa.org
 - Call any office to pay by credit card
 - Mail payments
 - Pay in person
-

Staff Facts

20th Judicial Circuit Court

4	Circuit Court Judges
114	Full Time Staff
8	Part Time Staff (includes JDC relief)
4	Temporary Staff (includes Bailiffs)
4	Grant Supported Staff
2	Ottawa County Sheriff Deputies
10	Ottawa Area Intermediate School District

146 Total

Ottawa County Probate Court

1	Probate Court Judge
6	Full Time Staff

7 Total

CIRCUIT COURT

Trial Division

414 Washington Ave., Room 300
Grand Haven, MI 49417
Phone: 616.846.8320
Fax: 616.846.8179

Friend of the Court

414 Washington Ave., Room 225
Grand Haven, MI 49417
Phone: 616.846.8210
Fax: 616.846.8128

Juvenile Court

12120 Fillmore Street
West Olive, MI 49460
Phone: 616.786.4100
Fax: 616.786.4154

Juvenile Court Services

12263 James Street
Holland, MI 49424
Phone: 616.393.4450
Fax: 616.393.4471

PROBATE COURT

12120 Fillmore Street
West Olive, MI 49460
Phone: 616.786.4110
Fax: 616.738.4624

LEGAL SELF-HELP CENTER

414 Washington Avenue, 2nd Floor
Grand Haven, MI 49417
Phone: 616.846.8141

Action Request



Committee: Board of Commissioners

Meeting Date: 04/13/2021

Requesting Department: Facilities Maintenance

Submitted By: John Shay

Agenda Item: DHHS (D Building) Parking Lot Paving Project

Suggested Motion:

To approve the low bid and authorize the Board Chairperson and Clerk/Register to sign the contract with Lite Load Service, LLC to repave the parking lot and entrance driveway at the DHHS Building (D Building) at the James Street Campus.

Summary of Request:

The County received five bids to repave and restripe the parking lot to the east of the DHHS building (D Building) on James Street, as well as to repave the entrance driveway leading from James Street to this parking lot. Lite Load Service from Hamilton submitted the low bid in the amount of \$173,385.00. If approved, Lite Load Service would begin work in late April, weather permitting, in order to finish this project before the DHHS employees return to working in the office. This should minimize any inconvenience to those employees, as the parking lot would not be usable for several days.

Financial Information:

Total Cost: \$173,385.00	General Fund Cost: \$0.00	Included in Budget:	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
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If not included in budget, recommended funding source:

CIP Fund

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

Action is Related to Strategic Plan:

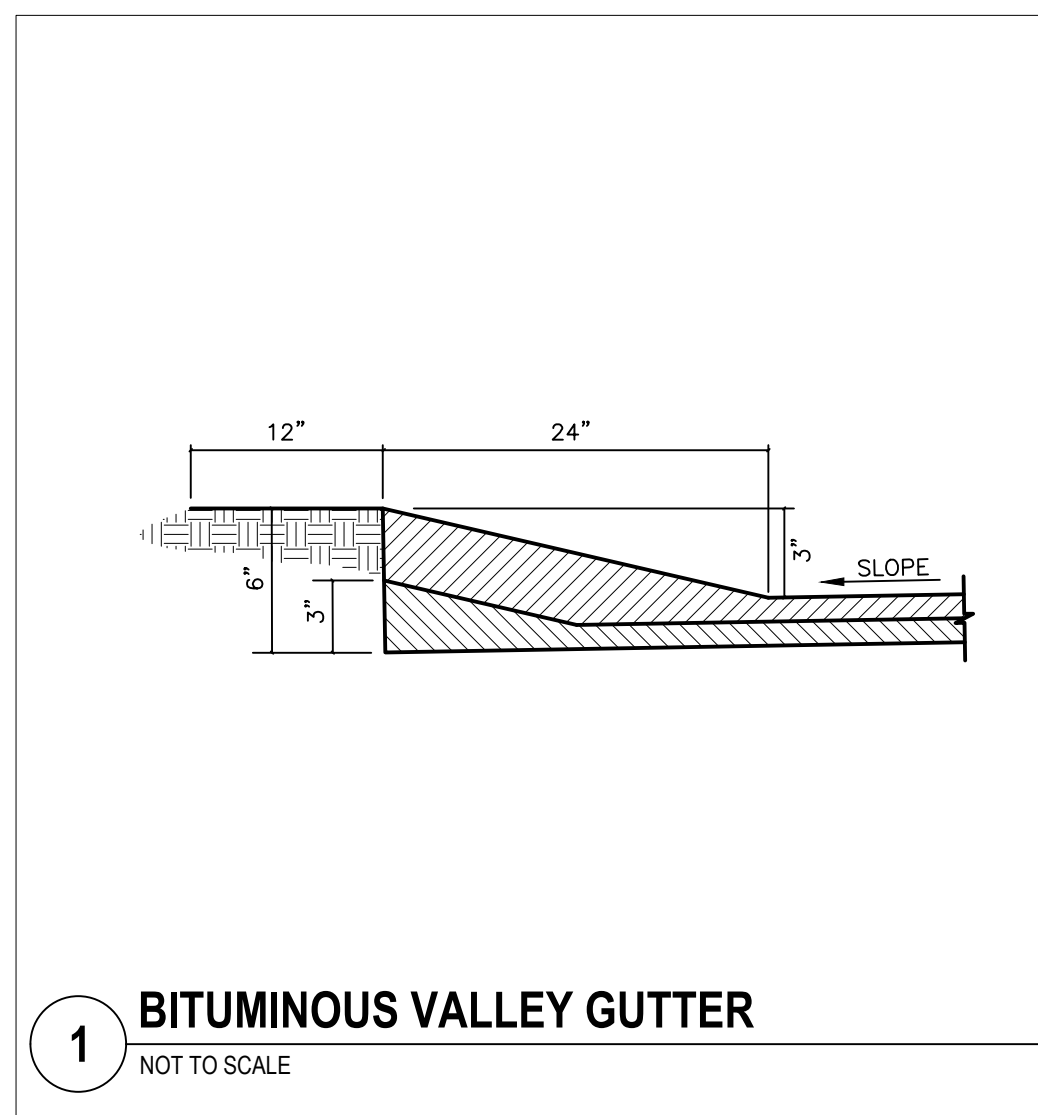
Goal: Goal 4: To Continually Improve the County's Organization and Services.

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

Administration: Recommended Not Recommended Without Recommendation

County Administrator:

Committee/Governing/Advisory Board Approval Date:



S-E-S-C KEYING SYSTEM			
KEY	BEST MANAGEMENT PRACTICES	SYMBOL	WHERE USED
EROSION CONTROLS			
S51	SILT FENCE		Use adjacent to critical areas, to prevent sediment laden sheet flow from entering these areas.
S58	INLET PROTECTION FABRIC DROP		Use at stormwater inlets, especially at construction sites.

CONSTRUCTION SCHEDULE & SEQUENCE			
	MAY '21	JUNE	JULY
INSTALL AND MAINTAIN TEMPORARY EROSION CONTROLS	→		
SITE GRADING & EARTHWORK	→		
TOPSOIL SPREADING	→		
PERMANENT SEEDING	→		
PARKING LOT BASE & PAVING	→		

THIS CONSTRUCTION SCHEDULE IS PROVIDED TO INDICATE ANTICIPATED START DATES FOR SITE DISTURBANCE AND ANTICIPATED COMPLETION DATES FOR SITE STABILIZATION AS REQUIRED BY OTTAWA COUNTY FOR SOIL EROSION AND SEDIMENTATION CONTROL. EXACT START AND COMPLETION DATES FOR EACH ACTIVITY SHOULD BE COORDINATED WITH THE CONSTRUCTION MANAGER.

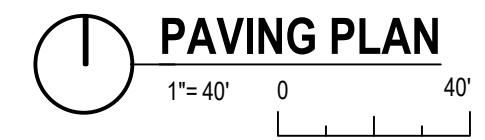
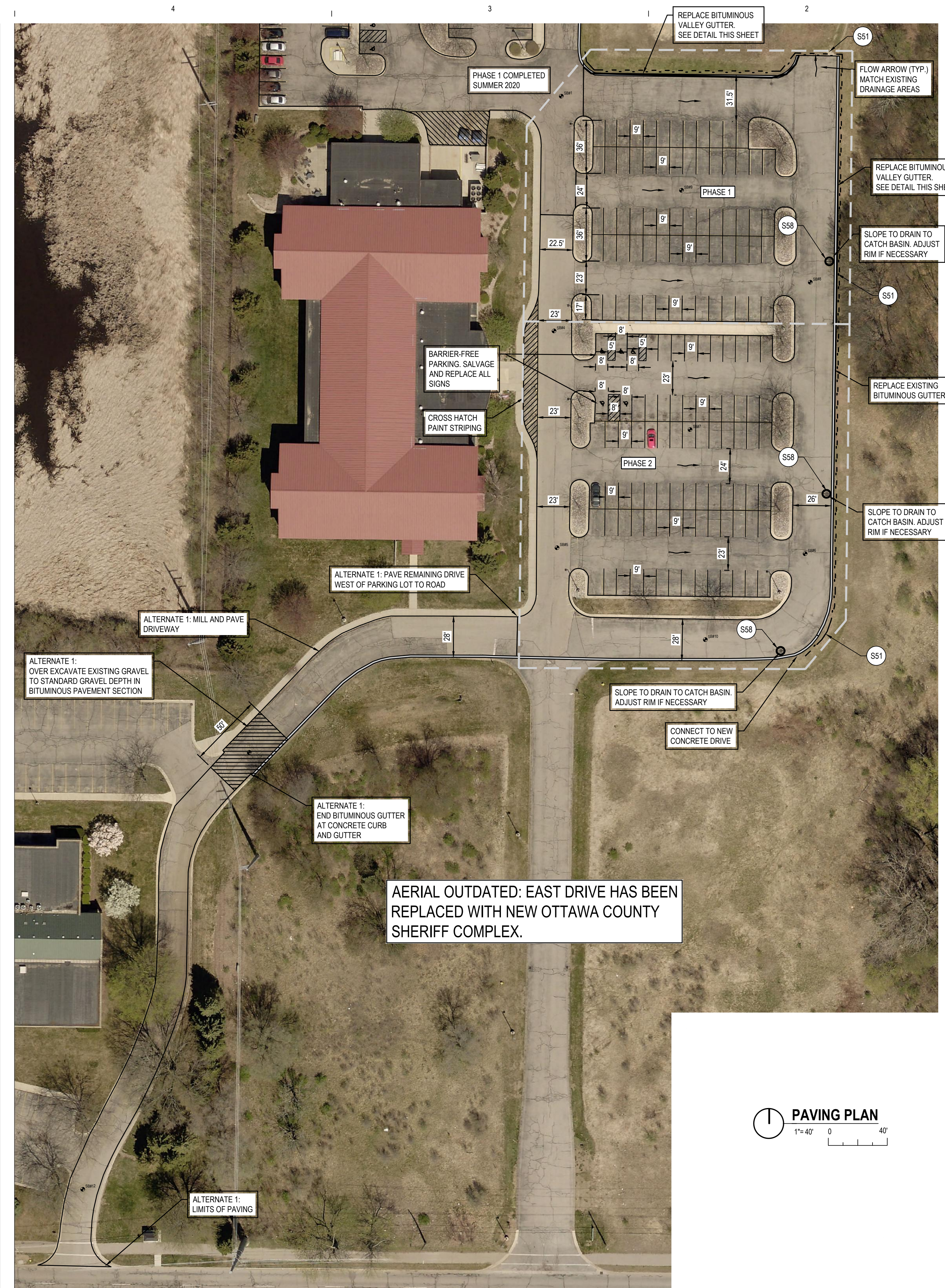
PROJECT PAVING SCHEDULE:

THE PARKING LOT WILL NEED TO BE PAVED IN PHASES TO ACCOMMODATE USERS.
 PHASE 1: THE NORTH HALF OF THE PARKING LOT, WHICH WOULD BE FROM THE CONCRETE DIVIDER IN THE MIDDLE OF THE PARKING LOT TO THE NORTH END OF THE PARKING LOT.
 PHASE 2: THE SOUTH HALF OF THE PARKING LOT, WHICH WOULD BE FROM THE CONCRETE DIVIDER IN THE MIDDLE OF THE PARKING LOT TO THE SOUTH END OF THE PARKING LOT.
 PHASE 3: THE ENTRANCE DRIVEWAY (ALTERNATE 1).

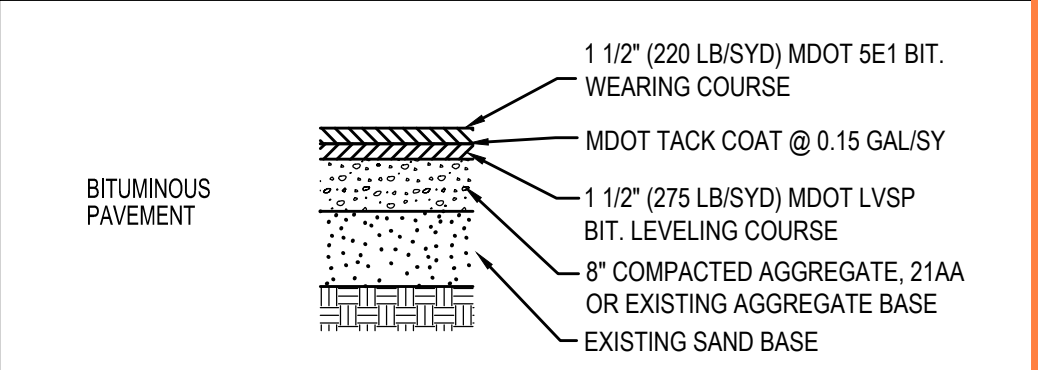
ALTERNATE #1
DRIVEWAY PARKING.

ALTERNATE #2
COMPLETE PAVING ON A WEEKEND WHEN THE BUILDING IS CLOSED.

ALTERNATE #3
COMPLETE PAVING AND STRIPING FOR PROJECT BETWEEN MAY 1 AND MAY 31, 2021. COMPLETE FINAL RESTORATION BY JUNE 15, 2021.



PAVEMENT DETAIL



LAYOUT AND PAVING NOTES

- CONTRACTOR TO CALL 811 AT LEAST 3 WORKING DAYS PRIOR TO CONSTRUCTION TO CONFIRM LOCATION OF EXISTING UTILITIES.
- CONTRACTOR TO COMPLETE ALL WORK WITHIN THREE WEEKS OF STARTING WORK ON THE SITE. PARKING MUST BE PROVIDED AT ALL TIMES. COORDINATE PARKING LOT AND DRIVE SHUTDOWNS WITH: PETER MCWATERS (616) 401-1187
- THE CONTRACTOR SHALL BE RESPONSIBLE FOR VISITING THE SITE AND BECOMING FAMILIAR WITH THE DEMOLITION AND PAVING REQUIREMENTS.
- NO REMOVAL SHALL OCCUR ON SITE UNTIL THE SESC PERMIT HAS BEEN ISSUED AND SESC MEASURE ARE IN PLACE.
- ALL DEMOLITION AND EXCESS MATERIALS MUST BE REMOVED FROM SITE AT END OF CONSTRUCTION AND DISPOSED OF IN A MANNER ACCEPTABLE TO LOCAL JURISDICTION HAVING AUTHORITY.
- THE CONTRACTOR SHALL BE LICENSED BY THE STATE OF MICHIGAN FOR DEMOLITION, REMOVAL, AND HAULING OF MATERIALS.
- THE CONTRACTOR SHOULD BE RESPONSIBLE FOR OBTAINING ALL PERMITS AND FEES FOR THIS WORK.
- CONTRACTOR SHALL LOCATE EXISTING UTILITIES AND PROTECT AND MAINTAIN THEM AT ALL TIMES.
- CONTRACTOR TO RESTORE AND REPAIR ANY EXISTING CONDITIONS DISTURBED DURING CONSTRUCTION.
- SAWCUT FULL DEPTH ALL EDGE OF PAVEMENT TO BE REMOVED.
- ALL GROUND AREAS DISTURBED BY CONSTRUCTION TO BE TOPSOILED AND SEEDED. SEE SEED MIX BELOW.
- CONTRACTOR TO REPLACE PARKING LOT AND DRIVES TO SAME DIMENSION AS CURRENT PARKING AND DRIVE AREAS.
- NO DIMENSIONS ARE TO BE SCALED. CONFIRM MEASUREMENTS IN FIELD PRIOR TO BEGINNING REMOVALS.
- CONTRACTOR TO PAINT STRIPE ALL PARKING SPACES SHOWN. PAINT COLOR TO BE YELLOW FOR PARKING SPACES AND BLUE FOR BARRIER FREE.
- CURB AND GUTTER REPAIR SHALL MATCH EXISTING CURB AND GUTTER.
- TOPSOIL, SEED, AND MULCH ALL DISTURBED AREAS

SEEDING MIX

- LOW PRIORITY LAWN SEED MIX: 5-7 LBS PER 1000 SQUARE FEET
 - 34% CREEPING RED FESCUE
 - 33% KENTUCKY BLUE GRASS
 - 33% TURF TYPE PERENNIAL RYE
- *LAWN SEEDING BASED ON RHINO LANDSCAPE AND SEED SUPPLY 3-3-3 SUN/SHADE MIX

EROSION CONTROL NOTES

- INSTALL EROSION CONTROL MEASURES AT THE LIMITS OF EARTHWORK PRIOR TO THE START OF ANY EARTHWORK OPERATIONS. ALL OTHER EROSION CONTROL MEASURES SHALL BE INSTALLED IN CONJUNCTION WITH THE CONSTRUCTION SCHEDULE AND SEQUENCE AND SHALL BE INSTALLED IN STRICT ACCORDANCE WITH THE PLANS AND SPECIFICATIONS.
- MAINTAIN ALL EROSION CONTROL INSTALLATIONS DURING THE COURSE OF CONSTRUCTION. MAKE INSPECTIONS AFTER EACH STORM EVENT AND REPAIR OR REPLACE ANY DAMAGE. REMOVE ACCUMULATED SEDIMENT FROM SEDIMENT BASINS TO MAINTAIN EFFECTIVENESS OF EROSION CONTROL INSTALLATIONS. REPAIR ANY ERODED AREAS ON SLOPES OR NEAR SILT FENCE. REGRADE AND RESEED ANY TEMPORARY SEEDED AREAS AS NECESSARY TO PREVENT EROSION.
- THE EROSION CONTROL MEASURES INDICATED ON THIS PLAN ARE BASED ON "THE MICHIGAN SOIL EROSION & SEDIMENTATION CONTROL GUIDEBOOK". THE SOIL EROSION AND SEDIMENTATION CONTROLS SHALL BE INSTALLED AND MAINTAINED PER PLANS AND SPECIFICATIONS.
- KEEP PUBLIC ROADWAYS CLEAR OF ACCUMULATED SEDIMENT. SEDIMENTS SHALL BE REMOVED IMMEDIATELY UPON ENTERING PUBLIC ROADWAYS AND SHALL BE RETURNED TO THE LIKELY POINT OF ORIGIN. SEDIMENTS SHALL NOT BE FLUSHED OR WASHED FROM THE AREA WITH WATER.
- SILTSACK MANUFACTURED BY CSI GEOTURF OR HANES GEO PRODUCTS OR APPROVED EQUAL SHALL BE USED FOR STORM INLET PROTECTION ITEM S58 (SEE SESC KEYING SYSTEM LEGEND).
- CONTRACTOR SHALL INSTALL AND MAINTAIN SILT FENCE AROUND ALL SUBSOIL SPOIL AND TOPSOIL STOCKPILE AREAS. ALL SOIL PILES SHALL BE SEEDED WITH APPROVED SEED MIXTURES AND BE LOCATED AWAY FROM ANY DOWNSLOPE STREET, DRIVEWAY, DITCH OR DRAINAGE WAY.
- REMOVE TEMPORARY CONTROL MEASURES AS FOLLOWS:
 - PAVEMENT AREAS - MAINTAIN IN SERVICE UNTIL PREPARATION FOR PLACEMENT OF BITUMINOUS LEVELING COURSES
 - LAWN AREAS - REMOVE AFTER LAWN IS WELL ESTABLISHED AND ROOTED
- SILT FENCE SHALL BE INSPECTED AND REPAIRED ONCE A WEEK AND AFTER EVERY RAIN. SEDIMENT SHALL BE REMOVED IF DEPOSITS REACH HALF THE FENCE HEIGHT.
- CONTRACTOR WILL BE RESPONSIBLE FOR ALL TEMPORARY SOIL EROSION. OWNER WILL BE RESPONSIBLE FOR PERMANENT SOIL EROSION CONTROL.
- DUST CONTROL SHALL BE PROVIDED BY MEANS OF WATER DISTRIBUTION ON A REGULAR BASIS OVER AREAS THAT COULD POTENTIALLY PRODUCE DUST CONDITIONS.



CALL 811 NOTE:
 CONTRACTOR TO CONTACT 811 SERVICE AT LEAST 3 WORKING DAYS PRIOR TO CONSTRUCTION TO CONFIRM LOCATION OF EXISTING UTILITIES. DIAL 811.

2/20/21, 3:03:09 PM
 PIN: 1202031031P-C-BI-MICHIGAN COUNTY PAVING 2021.dwg
 THIS DOCUMENT HAS BEEN PREPARED BY PROGRESSIVE AE AS AN INSTRUMENT OF SERVICE, AND PROGRESSIVE AE SHALL RETAIN ALL COMMON LAW, STATUTORY AND OTHER RESERVED RIGHTS, INCLUDING THE COPYRIGHT THEREIN.



GENERAL INFORMATION:

DATE/TIME: 3/24/21 at 4:00 PM ET
MEETING: Online - Microsoft Teams

VENDOR: Lite Load Service, LLC
COMPANY REPRESENTATIVE(S): Dan Young (Estimator)

COUNTY REPRESENTATIVE(S): Cheryl Scales (Progressive AE), John Shay (OC Deputy Administrator), Tom Camburn (Facilities Maintenance), Amy Bodbyl-Mast (Purchasing Manager), Sandra Brinks (Buyer)

REVIEW OF PROJECT INFORMATION

SCOPE: Removal and replacement of existing parking lots and drives, located at Ottawa County Department of Health and Human Services with the address of 12184 James Street, Holland, Michigan

SUBCONTRACTORS: (Identify subs and scope of responsibility as relates to this project)

Will provide list to Ottawa County / Progressive AE prior to start of work.

ON-SITE PROJECT GUIDELINES (Bidder to initial each acknowledgement below):

1. Observe County's restriction for tobacco use. DY
2. Contractor to clean site and maintain safe working environment. DY
3. Safety compliance with federal OSHA rules expected. DY
4. Contractor to be aware of staff and community members. DY
5. Restricted areas will be designated by the Project Managers. DY
6. Contractor agrees to follow the security protocols and regulations for the facility. DY
7. Contractor understands work is not to commence until receipt of Purchase Order and County's Project Manager's approval. DY

BIDDER ACKNOWLEDGEMENT:

1. Have you fully reviewed the Scope of Services as outlined? Y N ___
2. You read and understood the solicitation documents, including Project Manual and drawings?
Y N ___
3. Do you carry Worker's Comp and Liability Insurance? Company has a current Certificate of Insurance, and will provide to Ottawa County, prior to project start date? Y N ___
4. Company will submit original signature Performance and Payment bonds as specified in the bid documents within 10 days of receipt of intent to award? Y N ___
5. Did you inspect the site on to review the current environment? Y N ___
6. You acknowledge that you have the resources and capability to provide all labor, materials, and equipment for complete execution of work? Y N ___
7. You understand and are able to coordinate all work to be performed with the County's Project Manager(s), Progressive AE, and employees who work at the complex for the project and as scheduled? Y N ___
8. Do you confirm that an authorized representative from your company will attend all Preconstruction and Progress meetings? Attendees would include contractor, contractor's superintendent, and major subcontractors. Y N ___
9. You understand that any RFIs or Change Order requests must be approved through Progressive AE and the County's Project Manager? Y N ___
10. You understand that any variation from the scope must be approved by the County's Project Manager(s) and work is not to commence until receipt of approval? Y N ___
11. You understand work is not to commence until receipt of County's Purchase Order?
Y N ___
12. You understand at closeout, the County has the right to review and inspect all work as related to the bid and determine items to be listed for completion or correction? Y N ___
13. You confirm that paint used for striping will be yellow in color, and blue for handicap signs. Handicap signs will be put back into place. Y N ___

PRICING:

- **Base: \$132,550**
 - *Materials: \$82,660*
 - *Labor: \$45,990*
 - *Bonds: \$1400*
 - *Seeding/Repair: \$2,500*
- **Alt 1: \$26,835**
- **TOTAL: \$159,385.00**

Alt 2: \$14,000 and Alt 3: \$0.00 will only be as needed.

Does this pricing include contingency? Y ___ N X

Comments: No line item adds beyond the base.

PROJECT TIMELINE:

Work to start week of April 19th, 2021 or April 26th, 2021 weather dependent.

Estimated days to complete: 1 week if Not Done on Weekends

Comments:

CONTRACTOR ASSUMPTIONS:

None – noted on itemized sheet the LVSP versus 36A, which will be Ottawa preference. Will submit both mix designs.

The undersigned acknowledges that the information contained in these notes to be correct and will remain true through project completion. The undersigned understands that work is not to commence until receipt of Purchase Order and approval of Ottawa County's Project Manager. All terms and conditions listed on ITB and purchase order applies. Furthermore, the undersigned acknowledges that any additional costs above the stated bid amount will not be paid unless approved by Ottawa County in writing through a change of Purchase Order.

Authorized Representative's Signature

Date

3/31/21

Jeff Cavallink
Authorized Representative's Printed Name

Action Request



Committee: Board of Commissioners
Meeting Date: 04/13/2021
Requesting Department: Equalization
Submitted By: John Shay
Agenda Item: 2021 Ottawa County Equalized Values

Suggested Motion:

To approve and authorize the Board Chairperson and Clerk/Register to sign the 2021 Ottawa County Equalized Values and to appoint the Equalization Director to represent Ottawa County at State Equalization hearings.

Summary of Request:

State law requires the County Board of Commissioners to ensure that assessments are fair and equitable throughout the County. The Equalization Department determines the total equalized value for each class of property. See included memo from Michael Galligan.

Financial Information:

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

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

Action is Related to Strategic Plan:

Goal: Goal 1: To Maintain and Improve the Strong Financial Position of the County.
Goal 3: To Maintain and Enhance Communication with Citizens, Employees, and Other Stakeholders.

Objective: Goal 1, Objective 1: Maintain and improve current processes and implement new strategies to retain a balanced budget.
Goal 3, Objective 4: Evaluate communication with other key stakeholders.

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

Committee/Governing/Advisory Board Approval Date:



Ottawa County[®]

Equalization

Michael R. Galligan
Director

Brian L. Busscher
Deputy Director

April 13, 2021

*Board of Commissioners
Ottawa County, Michigan*

Commissioners:

At this meeting, the Ottawa County Board of Commissioners are required to set County Equalized Values for each class of property in each unit in Ottawa County. Michigan Compiled Laws states “209.5 (1) Subject to subsection (3), 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.” Subsection 3 provided a one-time extension to meet to determine county equalized values until May 15, 2020.

A local unit’s Assessed Value can be adopted as County Equalized Value in all classes of property where the ratio of Assessed Value to this year’s recommended True Cash Value for that class computes to between 49.00% and 50.00%. County Equalized Values are subject to review and change by the Michigan State Tax Commission through the process of State Equalization in May.

Your Ottawa County Equalization Department has prepared the included forms as required by statute to report our findings to the Board of Commissioners in culmination of our equalization activities for the year. An Equalization Study was conducted in every real property class plus the aggregate personal class in each of the 23 primary assessment units of Ottawa County.

We are not recommending the County Board of Commissioners add value to any class of property in any unit this year.

I would like to thank the local unit assessors and the Equalization staff for their commitment, dedication, and cooperation.

Respectfully submitted,

Michael R. Galligan, M.M.A.O., Director

Certification of Recommended County Equalized Valuations by Equalization Director

This form is issued under the authority of MCL 211.148. Filing is mandatory.

TO: State Tax Commission

FROM: Equalization Director of Ottawa County

RE: State Assessor Certification of Preparer of the required Recommended County Equalized
Valuations for Ottawa County for year 2021

The Recommended County Equalized Valuations for the above referenced county and year were prepared under my direct supervision and control in my role as Equalization Director.

I am certified as an assessor at the level required for the county by Michigan Compiled Laws 211.10d and the rules of the State Tax Commission.

The State Tax Commission requires a Level M.M.A.O (IV) State Assessor Certification for this county.

I am certified as a Level M.M.A.O (IV) State Certified Assessing Officer by the State Tax Commission.

The following are my total Recommended County Equalized Valuations for each separately

equalized class of property in Ottawa County:

Agricultural	<u>748,239,300</u>	Timber-Cutover	<u>0</u>
Commercial	<u>1,960,205,000</u>	Developmental	<u>137,600</u>
Industrial	<u>961,034,100</u>	Total Real Property	<u>16,392,966,561</u>
Residential	<u>12,723,350,561</u>	Personal Property	<u>825,367,948</u>
		Total Real and Personal Property	<u>17,218,334,509</u>

Please mail this form to the address below within fifteen days of submission of the Recommended County Equalized Valuations to the County Board of Commissioners.

Michigan Department of Treasury
Assessment and Certification Division
Local Assessment Review
P.O. Box 30790
Lansing, Michigan 48909

Signature of Equalization Director



Date

April 5, 2021

Personal and Real Property - TOTALS

Ottawa County

Statement of acreage and valuation in the year 2021 made in accordance with Sections 209.1 - 209.8 of the Michigan Compiled Laws.

Township or City	Number of Acres Assessed	Total Real Property Valuations		Personal Property Valuations		Total Real Plus Personal Property	
	(Col. 1) Acres Hundredths	(Col. 2) Assessed Valuations	(Col. 3) Equalized Valuations	(Col. 4) Assessed Valuations	(Col. 5) Equalized Valuations	(Col. 6) Assessed Valuations	(Col. 7) Equalized Valuations
Allendale	16,878.00	835,854,300	835,854,300	30,270,600	30,270,600	866,124,900	866,124,900
Blendon	22,148.00	451,482,000	451,482,000	14,227,200	14,227,200	465,709,200	465,709,200
Chester	21,814.00	146,953,500	146,953,500	9,721,300	9,721,300	156,674,800	156,674,800
Crockery	18,989.00	252,659,100	252,659,100	9,024,600	9,024,600	261,683,700	261,683,700
Georgetown	16,993.00	2,448,913,978	2,448,913,978	57,497,100	57,497,100	2,506,411,078	2,506,411,078
Grand Haven	14,935.00	1,159,155,283	1,159,155,283	24,591,155	24,591,155	1,183,746,438	1,183,746,438
Holland	13,341.00	1,917,480,500	1,917,480,500	77,541,200	77,541,200	1,995,021,700	1,995,021,700
Jamestown	20,631.00	593,025,700	593,025,700	30,707,600	30,707,600	623,733,300	623,733,300
Olive	21,032.00	282,351,500	282,351,500	15,727,300	15,727,300	298,078,800	298,078,800
Park	9,375.00	1,587,784,100	1,587,784,100	12,653,900	12,653,900	1,600,438,000	1,600,438,000
Polkton	23,317.00	201,122,400	201,122,400	6,250,800	6,250,800	207,373,200	207,373,200
Port Sheldon	11,610.00	536,988,000	536,988,000	121,444,400	121,444,400	658,432,400	658,432,400
Robinson	23,024.00	374,511,100	374,511,100	11,384,700	11,384,700	385,895,800	385,895,800
Spring Lake	8,065.00	1,096,251,900	1,096,251,900	20,293,200	20,293,200	1,116,545,100	1,116,545,100
Tallmadge	18,767.00	506,554,500	506,554,500	28,002,700	28,002,700	534,557,200	534,557,200
Wright	21,499.00	209,246,700	209,246,700	10,327,700	10,327,700	219,574,400	219,574,400
Zeeland	18,942.00	634,875,500	634,875,500	28,512,500	28,512,500	663,388,000	663,388,000
Ferrysburg	1,371.00	279,048,500	279,048,500	2,440,993	2,440,993	281,489,493	281,489,493
Grand Haven	1,881.00	879,805,200	879,805,200	23,654,800	23,654,800	903,460,000	903,460,000
Holland	3,200.00	1,115,087,000	1,115,087,000	41,181,200	41,181,200	1,156,268,200	1,156,268,200
Hudsonville	1,699.00	326,876,600	326,876,600	14,391,800	14,391,800	341,268,400	341,268,400
Zeeland	1,456.00	387,876,800	387,876,800	225,528,100	225,528,100	613,404,900	613,404,900
Coopersville	2,530.00	169,062,400	169,062,400	9,993,100	9,993,100	179,055,500	179,055,500

Township or City	Number of Acres Assessed	Total Real Property Valuations		Personal Property Valuations		Total Real Plus Personal Property	
	(Col. 1) Acres Hundredths	(Col. 2) Assessed Valuations	(Col. 3) Equalized Valuations	(Col. 4) Assessed Valuations	(Col. 5) Equalized Valuations	(Col. 6) Assessed Valuations	(Col. 7) Equalized Valuations
Totals for County	313,497.00	16,392,966,561	16,392,966,561	825,367,948	825,367,948	17,218,334,509	17,218,334,509

OFFICE OF THE COUNTY BOARD OF COMMISSIONERS OF OTTAWA COUNTY

WE HEREBY CERTIFY that the foregoing is a true statement of the number of acres of land, the value of the real property and of the personal property, the aggregate valuation of the real property and personal property, the equalized and assessed valuations of real property classifications in each township and city in said county as equalized by the Board of Commissioners in April of the reporting year, at a meeting of said board held in pursuant to the provisions of sections 209.1 – 209.8, MCL. I further certify that said statement does not embrace any property taxed under P.A. 77 of 1951; P.A. 68 of 1963; P.A. 198 of 1974; P.A. 225 of 1978; P.A. 385 of 1984; P.A. 224 of 1985; P.A. 147 of 1992 or Section 5 of Article IX of the Constitution of the State.

Dated April 13, 2021

 Equalization Director
 Michael R. Galligan

 Clerk of the Board of Commissioners
 Justin F. Roebuck

 Chairperson of Board of Commissioners
 Roger A. Bergman

Equalized Valuations - REAL

Ottawa County

Statement of acreage and valuation in the year 2021 made in accordance with Sections 209.1 - 209.8 of the Michigan Compiled Laws.

Real Property Equalized by County Board of Commissioners							
Township or City	(Col. 1) Agricultural	(Col. 2) Commercial	(Col. 3) Industrial	(Col. 4) Residential	(Col. 5) Timber-Cutover	(Col. 6) Developmental	(Col. 7) Total Real Property
Allendale	40,108,500	212,620,300	29,548,400	553,577,100	0	0	835,854,300
Blendon	69,989,900	5,349,400	4,712,000	371,430,700	0	0	451,482,000
Chester	74,656,200	1,913,500	2,152,600	68,231,200	0	0	146,953,500
Crockery	28,894,000	13,275,200	7,998,000	202,491,900	0	0	252,659,100
Georgetown	10,477,500	203,267,800	40,754,300	2,194,414,378	0	0	2,448,913,978
Grand Haven	19,325,600	92,307,600	36,673,000	1,010,849,083	0	0	1,159,155,283
Holland	21,539,600	453,761,800	294,024,300	1,148,154,800	0	0	1,917,480,500
Jamestown	91,845,200	40,928,100	27,539,800	432,712,600	0	0	593,025,700
Olive	70,479,500	18,019,700	27,817,500	166,034,800	0	0	282,351,500
Park	11,858,000	39,000,700	0	1,536,925,400	0	0	1,587,784,100
Polkton	78,577,500	5,652,500	5,243,600	111,648,800	0	0	201,122,400
Port Sheldon	12,911,800	11,975,000	30,677,400	481,423,800	0	0	536,988,000
Robinson	39,952,500	4,879,400	5,058,700	324,620,500	0	0	374,511,100
Spring Lake	1,674,100	75,307,700	64,904,200	954,365,900	0	0	1,096,251,900
Tallmadge	32,486,400	35,501,400	22,571,700	415,995,000	0	0	506,554,500
Wright	64,458,000	14,187,200	8,577,900	122,023,600	0	0	209,246,700
Zeeland	70,265,900	91,080,800	32,851,600	440,677,200	0	0	634,875,500
Ferrysburg	0	14,636,800	14,814,300	249,597,400	0	0	279,048,500
Grand Haven	0	185,198,500	71,868,400	622,738,300	0	0	879,805,200
Holland	1,297,300	273,179,800	48,524,700	791,947,600	0	137,600	1,115,087,000
Hudsonville	1,838,100	76,053,900	21,845,100	227,139,500	0	0	326,876,600
Zeeland	920,700	52,323,000	139,030,800	195,602,300	0	0	387,876,800
Coopersville	4,683,000	39,784,900	23,845,800	100,748,700	0	0	169,062,400

Real Property Equalized by County Board of Commissioners							
Township or City	(Col. 1) Agricultural	(Col. 2) Commercial	(Col. 3) Industrial	(Col. 4) Residential	(Col. 5) Timber-Cutover	(Col. 6) Developmental	(Col. 7) Total Real Property
Total for County	748,239,300	1,960,205,000	961,034,100	12,723,350,561	0	137,600	16,392,966,561

OFFICE OF THE COUNTY BOARD OF COMMISSIONERS OF OTTAWA COUNTY

WE HEREBY CERTIFY that the foregoing is a true statement of the number of acres of land, the value of the real property and of the personal property, the aggregate valuation of the real property and personal property, the equalized and assessed valuations of real property classifications in each township and city in said county as equalized by the Board of Commissioners in April of the reporting year, at a meeting of said board held in pursuant to the provisions of sections 209.1 – 209.8, MCL. I further certify that said statement does not embrace any property taxed under P.A. 77 of 1951; P.A. 68 of 1963; P.A. 198 of 1974; P.A. 225 of 1978; P.A. 385 of 1984; P.A. 224 of 1985; P.A. 147 of 1992 or Section 5 of Article IX of the Constitution of the State.

Dated April 13, _____, 20 21

Equalization Director
Michael R. Galligan

Clerk of the Board of Commissioners
Justin F. Roebuck

Chairperson of Board of Commissioners
Roger A. Bergman

Assessed Valuations - REAL

Ottawa County

Statement of acreage and valuation in the year 2021 made in accordance with Sections 209.1 - 209.8 of the Michigan Compiled Laws.

Real Property Assessed Valuations Approved by Boards of Review							
Township or City	(Col. 1) Agricultural	(Col. 2) Commercial	(Col. 3) Industrial	(Col. 4) Residential	(Col. 5) Timber-Cutover	(Col. 6) Developmental	(Col. 7) Total Real Property
Allendale	40,108,500	212,620,300	29,548,400	553,577,100	0	0	835,854,300
Blendon	69,989,900	5,349,400	4,712,000	371,430,700	0	0	451,482,000
Chester	74,656,200	1,913,500	2,152,600	68,231,200	0	0	146,953,500
Crockery	28,894,000	13,275,200	7,998,000	202,491,900	0	0	252,659,100
Georgetown	10,477,500	203,267,800	40,754,300	2,194,414,378	0	0	2,448,913,978
Grand Haven	19,325,600	92,307,600	36,673,000	1,010,849,083	0	0	1,159,155,283
Holland	21,539,600	453,761,800	294,024,300	1,148,154,800	0	0	1,917,480,500
Jamestown	91,845,200	40,928,100	27,539,800	432,712,600	0	0	593,025,700
Olive	70,479,500	18,019,700	27,817,500	166,034,800	0	0	282,351,500
Park	11,858,000	39,000,700	0	1,536,925,400	0	0	1,587,784,100
Polkton	78,577,500	5,652,500	5,243,600	111,648,800	0	0	201,122,400
Port Sheldon	12,911,800	11,975,000	30,677,400	481,423,800	0	0	536,988,000
Robinson	39,952,500	4,879,400	5,058,700	324,620,500	0	0	374,511,100
Spring Lake	1,674,100	75,307,700	64,904,200	954,365,900	0	0	1,096,251,900
Tallmadge	32,486,400	35,501,400	22,571,700	415,995,000	0	0	506,554,500
Wright	64,458,000	14,187,200	8,577,900	122,023,600	0	0	209,246,700
Zeeland	70,265,900	91,080,800	32,851,600	440,677,200	0	0	634,875,500
Ferrysburg	0	14,636,800	14,814,300	249,597,400	0	0	279,048,500
Grand Haven	0	185,198,500	71,868,400	622,738,300	0	0	879,805,200
Holland	1,297,300	273,179,800	48,524,700	791,947,600	0	137,600	1,115,087,000
Hudsonville	1,838,100	76,053,900	21,845,100	227,139,500	0	0	326,876,600
Zeeland	920,700	52,323,000	139,030,800	195,602,300	0	0	387,876,800
Coopersville	4,683,000	39,784,900	23,845,800	100,748,700	0	0	169,062,400

Real Property Assessed Valuations Approved by Boards of Review							
Township or City	(Col. 1) Agricultural	(Col. 2) Commercial	(Col. 3) Industrial	(Col. 4) Residential	(Col. 5) Timber-Cutover	(Col. 6) Developmental	(Col. 7) Total Real Property
Total for County	748,239,300	1,960,205,000	961,034,100	12,723,350,561	0	137,600	16,392,966,561

OFFICE OF THE COUNTY BOARD OF COMMISSIONERS OF OTTAWA COUNTY

WE HEREBY CERTIFY that the foregoing is a true statement of the number of acres of land, the value of the real property and of the personal property, the aggregate valuation of the real property and personal property, the equalized and assessed valuations of real property classifications in each township and city in said county as equalized by the Board of Commissioners in April of the reporting year, at a meeting of said board held in pursuant to the provisions of sections 209.1 – 209.8, MCL. I further certify that said statement does not embrace any property taxed under P.A. 77 of 1951; P.A. 68 of 1963; P.A. 198 of 1974; P.A. 225 of 1978; P.A. 385 of 1984; P A. 224 of 1985; P.A. 147 of 1992 or Section 5 of Article IX of the Constitution of the State.

Dated April 13, 2021

 Equalization Director
 Michael R. Galligan

 Clerk of the Board of Commissioners
 Justin F. Roebuck

 Chairperson of Board of Commissioners
 Roger A. Bergman

L-4037
(County)
Ad-Valorem

**State Tax Commission Assessment Roll Certification
(County Board of Commissioners, CBC)**

This form is issued under the authority of the General Property Tax Act, P.A. 206 of 1893, MCL 211.34. Attach original copy to the assessment roll with copies provided to the local unit and county clerk.

PART 1: ASSESSOR AND LOCAL UNIT INFORMATION
(When complete, this form is to be filed with the local unit of government)

Assessing Officer Name Tyler Wolfe	Certification Number R-9492	Certification Level (MCAO, MAAO, MMAO) MAAO	Tax Year 2021
Local Unit of Government Name Allendale STC# 01	City or Township Township	County Name Ottawa	

PART 2: CBC ASSESSED VALUED AS EQUALIZED - Ad Valorem

ADDING OR DEDUCTING	THE SUM OF	FROM OR TO	PROPERTY CLASS	GIVING ASSESSED VALUE AS EQUALIZED
ADDING	0	TO	Real Agriculture	40,108,500
ADDING	0	TO	Real Commercial	212,620,300
ADDING	0	TO	Real Industrial	29,548,400
ADDING	0	TO	Real Residential	553,577,100
ADDING	0	TO	Real Timber Cutover	0
ADDING	0	TO	Real Developmental	0
ADDING	0	TO	TOTAL REAL PROPERTY	835,854,300
ADDING	0	TO	TOTAL PERSONAL PROPERTY	30,270,600
ADDING	0	TO	TOTAL OF REAL AND PERSONAL PROPERTY	866,124,900

PART 3: COUNTY BOARD OF COMMISSIONERS CERTIFICATION

We hereby certify that the information contained within this County Board of Commissioners Assessment Roll Certification is true and accurate to the best of our knowledge, information and belief. We further certify that the County Board of Commissioners have examined the Assessment Roll of the above mentioned local unit of government and have determined the equalized valuations of the taxable Ad Valorem property to be accurate.

Chairperson of the County Board of Commissioners Signature	Date
Clerk of the County Board of Commissioners Signature	Date

L-4037
(County)
Ad-Valorem

**State Tax Commission Assessment Roll Certification
(County Board of Commissioners, CBC)**

This form is issued under the authority of the General Property Tax Act, P.A. 206 of 1893, MCL 211.34. Attach original copy to the assessment roll with copies provided to the local unit and county clerk.

**PART 1: ASSESSOR AND LOCAL UNIT INFORMATION
(When complete, this form is to be filed with the local unit of government)**

Assessing Officer Name Michael R. Galligan	Certification Number R-4480	Certification Level (MCAO, MAAO, MMAO) MMAO	Tax Year 2021
Local Unit of Government Name Blendon STC# 02	City or Township Township	County Name Ottawa	

PART 2: CBC ASSESSED VALUED AS EQUALIZED - Ad Valorem

ADDING OR DEDUCTING	THE SUM OF	FROM OR TO	PROPERTY CLASS	GIVING ASSESSED VALUE AS EQUALIZED
ADDING	0	TO	Real Agriculture	69,989,900
ADDING	0	TO	Real Commercial	5,349,400
ADDING	0	TO	Real Industrial	4,712,000
ADDING	0	TO	Real Residential	371,430,700
ADDING	0	TO	Real Timber Cutover	0
ADDING	0	TO	Real Developmental	0
ADDING	0	TO	TOTAL REAL PROPERTY	451,482,000
ADDING	0	TO	TOTAL PERSONAL PROPERTY	14,227,200
ADDING	0	TO	TOTAL OF REAL AND PERSONAL PROPERTY	465,709,200

PART 3: COUNTY BOARD OF COMMISSIONERS CERTIFICATION

We hereby certify that the information contained within this County Board of Commissioners Assessment Roll Certification is true and accurate to the best of our knowledge, information and belief. We further certify that the County Board of Commissioners have examined the Assessment Roll of the above mentioned local unit of government and have determined the equalized valuations of the taxable Ad Valorem property to be accurate.

Chairperson of the County Board of Commissioners Signature	Date
Clerk of the County Board of Commissioners Signature	Date

L-4037
(County)
Ad-Valorem

**State Tax Commission Assessment Roll Certification
(County Board of Commissioners, CBC)**

This form is issued under the authority of the General Property Tax Act, P.A. 206 of 1893, MCL 211.34. Attach original copy to the assessment roll with copies provided to the local unit and county clerk.

**PART 1: ASSESSOR AND LOCAL UNIT INFORMATION
(When complete, this form is to be filed with the local unit of government)**

Assessing Officer Name Joseph Clark	Certification Number R-9049	Certification Level (MCAO, MAAO, MMAO) MCAO	Tax Year 2021
Local Unit of Government Name Chester STC# 03	City or Township Township	County Name Ottawa	

PART 2: CBC ASSESSED VALUED AS EQUALIZED - Ad Valorem

ADDING OR DEDUCTING	THE SUM OF	FROM OR TO	PROPERTY CLASS	GIVING ASSESSED VALUE AS EQUALIZED
ADDING	0	TO	Real Agriculture	74,656,200
ADDING	0	TO	Real Commercial	1,913,500
ADDING	0	TO	Real Industrial	2,152,600
ADDING	0	TO	Real Residential	68,231,200
ADDING	0	TO	Real Timber Cutover	0
ADDING	0	TO	Real Developmental	0
ADDING	0	TO	TOTAL REAL PROPERTY	146,953,500
ADDING	0	TO	TOTAL PERSONAL PROPERTY	9,721,300
ADDING	0	TO	TOTAL OF REAL AND PERSONAL PROPERTY	156,674,800

PART 3: COUNTY BOARD OF COMMISSIONERS CERTIFICATION

We hereby certify that the information contained within this County Board of Commissioners Assessment Roll Certification is true and accurate to the best of our knowledge, information and belief. We further certify that the County Board of Commissioners have examined the Assessment Roll of the above mentioned local unit of government and have determined the equalized valuations of the taxable Ad Valorem property to be accurate.

Chairperson of the County Board of Commissioners Signature	Date
Clerk of the County Board of Commissioners Signature	Date

L-4037
(County)
Ad-Valorem

**State Tax Commission Assessment Roll Certification
(County Board of Commissioners, CBC)**

This form is issued under the authority of the General Property Tax Act, P.A. 206 of 1893, MCL 211.34. Attach original copy to the assessment roll with copies provided to the local unit and county clerk.

PART 1: ASSESSOR AND LOCAL UNIT INFORMATION
(When complete, this form is to be filed with the local unit of government)

Assessing Officer Name Michael R. Galligan	Certification Number R-4480	Certification Level (MCAO, MAAO, MMAO) MMAO	Tax Year 2021
Local Unit of Government Name Crockery STC #04	City or Township Township	County Name Ottawa	

PART 2: CBC ASSESSED VALUED AS EQUALIZED - Ad Valorem

ADDING OR DEDUCTING	THE SUM OF	FROM OR TO	PROPERTY CLASS	GIVING ASSESSED VALUE AS EQUALIZED
ADDING	0	TO	Real Agriculture	28,894,000
ADDING	0	TO	Real Commercial	13,275,200
ADDING	0	TO	Real Industrial	7,998,000
ADDING	0	TO	Real Residential	202,491,900
ADDING	0	TO	Real Timber Cutover	0
ADDING	0	TO	Real Developmental	0
ADDING	0	TO	TOTAL REAL PROPERTY	252,659,100
ADDING	0	TO	TOTAL PERSONAL PROPERTY	9,024,600
ADDING	0	TO	TOTAL OF REAL AND PERSONAL PROPERTY	261,683,700

PART 3: COUNTY BOARD OF COMMISSIONERS CERTIFICATION

We hereby certify that the information contained within this County Board of Commissioners Assessment Roll Certification is true and accurate to the best of our knowledge, information and belief. We further certify that the County Board of Commissioners have examined the Assessment Roll of the above mentioned local unit of government and have determined the equalized valuations of the taxable Ad Valorem property to be accurate.

Chairperson of the County Board of Commissioners Signature	Date
Clerk of the County Board of Commissioners Signature	Date

L-4037
(County)
Ad-Valorem

**State Tax Commission Assessment Roll Certification
(County Board of Commissioners, CBC)**

This form is issued under the authority of the General Property Tax Act, P.A. 206 of 1893, MCL 211.34. Attach original copy to the assessment roll with copies provided to the local unit and county clerk.

PART 1: ASSESSOR AND LOCAL UNIT INFORMATION
(When complete, this form is to be filed with the local unit of government)

Assessing Officer Name Jill Skelley	Certification Number R-9245	Certification Level (MCAO, MAAO, MMAO) MAAO	Tax Year 2021
Local Unit of Government Name Georgetown STC# 05	City or Township Township	County Name Ottawa	

PART 2: CBC ASSESSED VALUED AS EQUALIZED - Ad Valorem

ADDING OR DEDUCTING	THE SUM OF	FROM OR TO	PROPERTY CLASS	GIVING ASSESSED VALUE AS EQUALIZED
ADDING	0	TO	Real Agriculture	10,477,500
ADDING	0	TO	Real Commercial	203,267,800
ADDING	0	TO	Real Industrial	40,754,300
ADDING	0	TO	Real Residential	2,194,414,378
ADDING	0	TO	Real Timber Cutover	0
ADDING	0	TO	Real Developmental	0
ADDING	0	TO	TOTAL REAL PROPERTY	2,448,913,978
ADDING	0	TO	TOTAL PERSONAL PROPERTY	57,497,100
ADDING	0	TO	TOTAL OF REAL AND PERSONAL PROPERTY	2,506,411,078

PART 3: COUNTY BOARD OF COMMISSIONERS CERTIFICATION

We hereby certify that the information contained within this County Board of Commissioners Assessment Roll Certification is true and accurate to the best of our knowledge, information and belief. We further certify that the County Board of Commissioners have examined the Assessment Roll of the above mentioned local unit of government and have determined the equalized valuations of the taxable Ad Valorem property to be accurate.

Chairperson of the County Board of Commissioners Signature	Date
Clerk of the County Board of Commissioners Signature	Date

L-4037
(County)
Ad-Valorem

**State Tax Commission Assessment Roll Certification
(County Board of Commissioners, CBC)**

This form is issued under the authority of the General Property Tax Act, P.A. 206 of 1893, MCL 211.34. Attach original copy to the assessment roll with copies provided to the local unit and county clerk.

PART 1: ASSESSOR AND LOCAL UNIT INFORMATION
(When complete, this form is to be filed with the local unit of government)

Assessing Officer Name Roger W Schmidt	Certification Number R-9225	Certification Level (MCAO, MAAO, MMAO) MAAO	Tax Year 2021
Local Unit of Government Name Grand Haven STC# 06	City or Township Township	County Name Ottawa	

PART 2: CBC ASSESSED VALUED AS EQUALIZED - Ad Valorem

ADDING OR DEDUCTING	THE SUM OF	FROM OR TO	PROPERTY CLASS	GIVING ASSESSED VALUE AS EQUALIZED
ADDING	0	TO	Real Agriculture	19,325,600
ADDING	0	TO	Real Commercial	92,307,600
ADDING	0	TO	Real Industrial	36,673,000
ADDING	0	TO	Real Residential	1,010,849,083
ADDING	0	TO	Real Timber Cutover	0
ADDING	0	TO	Real Developmental	0
ADDING	0	TO	TOTAL REAL PROPERTY	1,159,155,283
ADDING	0	TO	TOTAL PERSONAL PROPERTY	24,591,153
ADDING	0	TO	TOTAL OF REAL AND PERSONAL PROPERTY	1,183,746,438

PART 3: COUNTY BOARD OF COMMISSIONERS CERTIFICATION

We hereby certify that the information contained within this County Board of Commissioners Assessment Roll Certification is true and accurate to the best of our knowledge, information and belief. We further certify that the County Board of Commissioners have examined the Assessment Roll of the above mentioned local unit of government and have determined the equalized valuations of the taxable Ad Valorem property to be accurate.

Chairperson of the County Board of Commissioners Signature	Date
Clerk of the County Board of Commissioners Signature	Date

L-4037
(County)
Ad-Valorem

**State Tax Commission Assessment Roll Certification
(County Board of Commissioners, CBC)**

This form is issued under the authority of the General Property Tax Act, P.A. 206 of 1893, MCL 211.34. Attach original copy to the assessment roll with copies provided to the local unit and county clerk.

**PART 1: ASSESSOR AND LOCAL UNIT INFORMATION
(When complete, this form is to be filed with the local unit of government)**

Assessing Officer Name Howard Feyen	Certification Number R-2329	Certification Level (MCAO, MAAO, MMAO) MMAO	Tax Year 2021
Local Unit of Government Name Holland STC# 07	City or Township Township	County Name Ottawa	

PART 2: CBC ASSESSED VALUED AS EQUALIZED - Ad Valorem

ADDING OR DEDUCTING	THE SUM OF	FROM OR TO	PROPERTY CLASS	GIVING ASSESSED VALUE AS EQUALIZED
ADDING	0	TO	Real Agriculture	21,539,600
ADDING	0	TO	Real Commercial	453,761,800
ADDING	0	TO	Real Industrial	294,024,300
ADDING	0	TO	Real Residential	1,148,154,800
ADDING	0	TO	Real Timber Cutover	0
ADDING	0	TO	Real Developmental	0
ADDING	0	TO	TOTAL REAL PROPERTY	1,917,480,500
ADDING	0	TO	TOTAL PERSONAL PROPERTY	77,541,200
ADDING	0	TO	TOTAL OF REAL AND PERSONAL PROPERTY	1,995,021,700

PART 3: COUNTY BOARD OF COMMISSIONERS CERTIFICATION

We hereby certify that the information contained within this County Board of Commissioners Assessment Roll Certification is true and accurate to the best of our knowledge, information and belief. We further certify that the County Board of Commissioners have examined the Assessment Roll of the above mentioned local unit of government and have determined the equalized valuations of the taxable Ad Valorem property to be accurate.

Chairperson of the County Board of Commissioners Signature	Date
Clerk of the County Board of Commissioners Signature	Date

L-4037
(County)
Ad-Valorem

**State Tax Commission Assessment Roll Certification
(County Board of Commissioners, CBC)**

This form is issued under the authority of the General Property Tax Act, P.A. 206 of 1893, MCL 211.34. Attach original copy to the assessment roll with copies provided to the local unit and county clerk.

PART 1: ASSESSOR AND LOCAL UNIT INFORMATION
(When complete, this form is to be filed with the local unit of government)

Assessing Officer Name Tyler Tacoma	Certification Number R-8648	Certification Level (MCAO, MAAO, MMAO) MMAO	Tax Year 2021
Local Unit of Government Name Jamestown STC# 08	City or Township Township	County Name Ottawa	

PART 2: CBC ASSESSED VALUED AS EQUALIZED - Ad Valorem

ADDING OR DEDUCTING	THE SUM OF	FROM OR TO	PROPERTY CLASS	GIVING ASSESSED VALUE AS EQUALIZED
ADDING	0	TO	Real Agriculture	91,845,200
ADDING	0	TO	Real Commercial	40,928,100
ADDING	0	TO	Real Industrial	27,539,800
ADDING	0	TO	Real Residential	432,712,600
ADDING	0	TO	Real Timber Cutover	0
ADDING	0	TO	Real Developmental	0
ADDING	0	TO	TOTAL REAL PROPERTY	593,025,700
ADDING	0	TO	TOTAL PERSONAL PROPERTY	30,707,600
ADDING	0	TO	TOTAL OF REAL AND PERSONAL PROPERTY	623,733,300

PART 3: COUNTY BOARD OF COMMISSIONERS CERTIFICATION

We hereby certify that the information contained within this County Board of Commissioners Assessment Roll Certification is true and accurate to the best of our knowledge, information and belief. We further certify that the County Board of Commissioners have examined the Assessment Roll of the above mentioned local unit of government and have determined the equalized valuations of the taxable Ad Valorem property to be accurate.

Chairperson of the County Board of Commissioners Signature	Date
Clerk of the County Board of Commissioners Signature	Date

L-4037
(County)
Ad-Valorem

**State Tax Commission Assessment Roll Certification
(County Board of Commissioners, CBC)**

This form is issued under the authority of the General Property Tax Act, P.A. 206 of 1893, MCL 211.34. Attach original copy to the assessment roll with copies provided to the local unit and county clerk.

PART 1: ASSESSOR AND LOCAL UNIT INFORMATION
(When complete, this form is to be filed with the local unit of government)

Assessing Officer Name Tyler Tacoma	Certification Number R-8648	Certification Level (MCAO, MAAO, MMAO) MMAO	Tax Year 2021
Local Unit of Government Name Olive STC# 09	City or Township Township	County Name Ottawa	

PART 2: CBC ASSESSED VALUED AS EQUALIZED - Ad Valorem

ADDING OR DEDUCTING	THE SUM OF	FROM OR TO	PROPERTY CLASS	GIVING ASSESSED VALUE AS EQUALIZED
ADDING	0	TO	Real Agriculture	70,479,500
ADDING	0	TO	Real Commercial	18,019,700
ADDING	0	TO	Real Industrial	27,817,500
ADDING	0	TO	Real Residential	166,034,800
ADDING	0	TO	Real Timber Cutover	0
ADDING	0	TO	Real Developmental	0
ADDING	0	TO	TOTAL REAL PROPERTY	282,351,500
ADDING	0	TO	TOTAL PERSONAL PROPERTY	15,727,300
ADDING	0	TO	TOTAL OF REAL AND PERSONAL PROPERTY	298,078,800

PART 3: COUNTY BOARD OF COMMISSIONERS CERTIFICATION

We hereby certify that the information contained within this County Board of Commissioners Assessment Roll Certification is true and accurate to the best of our knowledge, information and belief. We further certify that the County Board of Commissioners have examined the Assessment Roll of the above mentioned local unit of government and have determined the equalized valuations of the taxable Ad Valorem property to be accurate.

Chairperson of the County Board of Commissioners Signature	Date
Clerk of the County Board of Commissioners Signature	Date

L-4037
(County)
Ad-Valorem

**State Tax Commission Assessment Roll Certification
(County Board of Commissioners, CBC)**

This form is issued under the authority of the General Property Tax Act, P.A. 206 of 1893, MCL 211.34. Attach original copy to the assessment roll with copies provided to the local unit and county clerk.

PART 1: ASSESSOR AND LOCAL UNIT INFORMATION
(When complete, this form is to be filed with the local unit of government)

Assessing Officer Name Al Nykamp	Certification Number R-6445	Certification Level (MCAO, MAAO, MMAO) MAAO	Tax Year 2021
Local Unit of Government Name Park STC# 10	City or Township Township	County Name Ottawa	

PART 2: CBC ASSESSED VALUED AS EQUALIZED - Ad Valorem

ADDING OR DEDUCTING	THE SUM OF	FROM OR TO	PROPERTY CLASS	GIVING ASSESSED VALUE AS EQUALIZED
ADDING	0	TO	Real Agriculture	11,858,000
ADDING	0	TO	Real Commercial	39,000,700
ADDING	0	TO	Real Industrial	0
ADDING	0	TO	Real Residential	1,536,925,400
ADDING	0	TO	Real Timber Cutover	0
ADDING	0	TO	Real Developmental	0
ADDING	0	TO	TOTAL REAL PROPERTY	1,587,784,100
ADDING	0	TO	TOTAL PERSONAL PROPERTY	12,653,900
ADDING	0	TO	TOTAL OF REAL AND PERSONAL PROPERTY	1,600,438,000

PART 3: COUNTY BOARD OF COMMISSIONERS CERTIFICATION

We hereby certify that the information contained within this County Board of Commissioners Assessment Roll Certification is true and accurate to the best of our knowledge, information and belief. We further certify that the County Board of Commissioners have examined the Assessment Roll of the above mentioned local unit of government and have determined the equalized valuations of the taxable Ad Valorem property to be accurate.

Chairperson of the County Board of Commissioners Signature	Date
Clerk of the County Board of Commissioners Signature	Date

L-4037
(County)
Ad-Valorem

**State Tax Commission Assessment Roll Certification
(County Board of Commissioners, CBC)**

This form is issued under the authority of the General Property Tax Act, P.A. 206 of 1893, MCL 211.34. Attach original copy to the assessment roll with copies provided to the local unit and county clerk.

PART 1: ASSESSOR AND LOCAL UNIT INFORMATION
(When complete, this form is to be filed with the local unit of government)

Assessing Officer Name Wayne Pickler	Certification Number R-8073	Certification Level (MCAO, MAAO, MMAO) MAAO	Tax Year 2021
Local Unit of Government Name Polkton STC# 11	City or Township Township	County Name Ottawa	

PART 2: CBC ASSESSED VALUED AS EQUALIZED - Ad Valorem

ADDING OR DEDUCTING	THE SUM OF	FROM OR TO	PROPERTY CLASS	GIVING ASSESSED VALUE AS EQUALIZED
ADDING	0	TO	Real Agriculture	78,577,500
ADDING	0	TO	Real Commercial	5,652,500
ADDING	0	TO	Real Industrial	5,243,600
ADDING	0	TO	Real Residential	111,648,800
ADDING	0	TO	Real Timber Cutover	0
ADDING	0	TO	Real Developmental	0
ADDING	0	TO	TOTAL REAL PROPERTY	201,122,400
ADDING	0	TO	TOTAL PERSONAL PROPERTY	6,250,800
ADDING	0	TO	TOTAL OF REAL AND PERSONAL PROPERTY	207,373,200

PART 3: COUNTY BOARD OF COMMISSIONERS CERTIFICATION

We hereby certify that the information contained within this County Board of Commissioners Assessment Roll Certification is true and accurate to the best of our knowledge, information and belief. We further certify that the County Board of Commissioners have examined the Assessment Roll of the above mentioned local unit of government and have determined the equalized valuations of the taxable Ad Valorem property to be accurate.

Chairperson of the County Board of Commissioners Signature	Date
Clerk of the County Board of Commissioners Signature	Date

L-4037
(County)
Ad-Valorem

**State Tax Commission Assessment Roll Certification
(County Board of Commissioners, CBC)**

This form is issued under the authority of the General Property Tax Act, P.A. 206 of 1893, MCL 211.34. Attach original copy to the assessment roll with copies provided to the local unit and county clerk.

PART 1: ASSESSOR AND LOCAL UNIT INFORMATION
(When complete, this form is to be filed with the local unit of government)

Assessing Officer Name Tyler Tacoma	Certification Number R-8648	Certification Level (MCAO, MAAO, MMAO) MMAO	Tax Year 2021
Local Unit of Government Name Port Sheldon STC# 12	City or Township Township	County Name Ottawa	

PART 2: CBC ASSESSED VALUED AS EQUALIZED - Ad Valorem

ADDING OR DEDUCTING	THE SUM OF	FROM OR TO	PROPERTY CLASS	GIVING ASSESSED VALUE AS EQUALIZED
ADDING	0	TO	Real Agriculture	12,911,800
ADDING	0	TO	Real Commercial	11,975,000
ADDING	0	TO	Real Industrial	30,677,400
ADDING	0	TO	Real Residential	481,423,800
ADDING	0	TO	Real Timber Cutover	0
ADDING	0	TO	Real Developmental	0
ADDING	0	TO	TOTAL REAL PROPERTY	536,988,000
ADDING	0	TO	TOTAL PERSONAL PROPERTY	121,444,400
ADDING	0	TO	TOTAL OF REAL AND PERSONAL PROPERTY	658,432,400

PART 3: COUNTY BOARD OF COMMISSIONERS CERTIFICATION

We hereby certify that the information contained within this County Board of Commissioners Assessment Roll Certification is true and accurate to the best of our knowledge, information and belief. We further certify that the County Board of Commissioners have examined the Assessment Roll of the above mentioned local unit of government and have determined the equalized valuations of the taxable Ad Valorem property to be accurate.

Chairperson of the County Board of Commissioners Signature	Date
Clerk of the County Board of Commissioners Signature	Date

L-4037
(County)
Ad-Valorem

**State Tax Commission Assessment Roll Certification
(County Board of Commissioners, CBC)**

This form is issued under the authority of the General Property Tax Act, P.A. 206 of 1893, MCL 211.34. Attach original copy to the assessment roll with copies provided to the local unit and county clerk.

PART 1: ASSESSOR AND LOCAL UNIT INFORMATION
(When complete, this form is to be filed with the local unit of government)

Assessing Officer Name Joseph Clark	Certification Number R-9049	Certification Level (MCAO, MAAO, MMAO) MCAO	Tax Year 2021
Local Unit of Government Name Robinson STC# 13	City or Township Township	County Name Ottawa	

PART 2: CBC ASSESSED VALUED AS EQUALIZED - Ad Valorem

ADDING OR DEDUCTING	THE SUM OF	FROM OR TO	PROPERTY CLASS	GIVING ASSESSED VALUE AS EQUALIZED
ADDING	0	TO	Real Agriculture	39,952,500
ADDING	0	TO	Real Commercial	4,879,400
ADDING	0	TO	Real Industrial	5,058,700
ADDING	0	TO	Real Residential	324,620,500
ADDING	0	TO	Real Timber Cutover	0
ADDING	0	TO	Real Developmental	0
ADDING	0	TO	TOTAL REAL PROPERTY	374,511,100
ADDING	0	TO	TOTAL PERSONAL PROPERTY	11,384,700
ADDING	0	TO	TOTAL OF REAL AND PERSONAL PROPERTY	385,895,800

PART 3: COUNTY BOARD OF COMMISSIONERS CERTIFICATION

We hereby certify that the information contained within this County Board of Commissioners Assessment Roll Certification is true and accurate to the best of our knowledge, information and belief. We further certify that the County Board of Commissioners have examined the Assessment Roll of the above mentioned local unit of government and have determined the equalized valuations of the taxable Ad Valorem property to be accurate.

Chairperson of the County Board of Commissioners Signature	Date
Clerk of the County Board of Commissioners Signature	Date

L-4037
(County)
Ad-Valorem

**State Tax Commission Assessment Roll Certification
(County Board of Commissioners, CBC)**

This form is issued under the authority of the General Property Tax Act, P.A. 206 of 1893, MCL 211.34. Attach original copy to the assessment roll with copies provided to the local unit and county clerk.

PART 1: ASSESSOR AND LOCAL UNIT INFORMATION
(When complete, this form is to be filed with the local unit of government)

Assessing Officer Name Heather M Singleton	Certification Number R-7748	Certification Level (MCAO, MAAO, MMAO) MAAO	Tax Year 2021
Local Unit of Government Name Spring Lake STC# 14	City or Township Township	County Name Ottawa	

PART 2: CBC ASSESSED VALUED AS EQUALIZED - Ad Valorem

ADDING OR DEDUCTING	THE SUM OF	FROM OR TO	PROPERTY CLASS	GIVING ASSESSED VALUE AS EQUALIZED
ADDING	0	TO	Real Agriculture	1,674,100
ADDING	0	TO	Real Commercial	75,307,700
ADDING	0	TO	Real Industrial	64,904,200
ADDING	0	TO	Real Residential	954,365,900
ADDING	0	TO	Real Timber Cutover	0
ADDING	0	TO	Real Developmental	0
ADDING	0	TO	TOTAL REAL PROPERTY	1,096,251,900
ADDING	0	TO	TOTAL PERSONAL PROPERTY	20,293,200
ADDING	0	TO	TOTAL OF REAL AND PERSONAL PROPERTY	1,116,545,100

PART 3: COUNTY BOARD OF COMMISSIONERS CERTIFICATION

We hereby certify that the information contained within this County Board of Commissioners Assessment Roll Certification is true and accurate to the best of our knowledge, information and belief. We further certify that the County Board of Commissioners have examined the Assessment Roll of the above mentioned local unit of government and have determined the equalized valuations of the taxable Ad Valorem property to be accurate.

Chairperson of the County Board of Commissioners Signature	Date
Clerk of the County Board of Commissioners Signature	Date

L-4037
(County)
Ad-Valorem

**State Tax Commission Assessment Roll Certification
(County Board of Commissioners, CBC)**

This form is issued under the authority of the General Property Tax Act, P.A. 206 of 1893, MCL 211.34. Attach original copy to the assessment roll with copies provided to the local unit and county clerk.

PART 1: ASSESSOR AND LOCAL UNIT INFORMATION
(When complete, this form is to be filed with the local unit of government)

Assessing Officer Name Tyler Tacoma	Certification Number R-8648	Certification Level (MCAO, MAAO, MMAO) MMAO	Tax Year 2021
Local Unit of Government Name Tallmadge STC# 15	City or Township Township	County Name Ottawa	

PART 2: CBC ASSESSED VALUED AS EQUALIZED - Ad Valorem

ADDING OR DEDUCTING	THE SUM OF	FROM OR TO	PROPERTY CLASS	GIVING ASSESSED VALUE AS EQUALIZED
ADDING	0	TO	Real Agriculture	32,486,400
ADDING	0	TO	Real Commercial	35,501,400
ADDING	0	TO	Real Industrial	22,571,700
ADDING	0	TO	Real Residential	415,995,000
ADDING	0	TO	Real Timber Cutover	0
ADDING	0	TO	Real Developmental	0
ADDING	0	TO	TOTAL REAL PROPERTY	506,554,500
ADDING	0	TO	TOTAL PERSONAL PROPERTY	28,002,700
ADDING	0	TO	TOTAL OF REAL AND PERSONAL PROPERTY	534,557,200

PART 3: COUNTY BOARD OF COMMISSIONERS CERTIFICATION

We hereby certify that the information contained within this County Board of Commissioners Assessment Roll Certification is true and accurate to the best of our knowledge, information and belief. We further certify that the County Board of Commissioners have examined the Assessment Roll of the above mentioned local unit of government and have determined the equalized valuations of the taxable Ad Valorem property to be accurate.

Chairperson of the County Board of Commissioners Signature	Date
Clerk of the County Board of Commissioners Signature	Date

L-4037
(County)
Ad-Valorem

**State Tax Commission Assessment Roll Certification
(County Board of Commissioners, CBC)**

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**PART 1: ASSESSOR AND LOCAL UNIT INFORMATION
(When complete, this form is to be filed with the local unit of government)**

Assessing Officer Name Steven Hansen	Certification Number R-4205	Certification Level (MCAO, MAAO, MMAO) MAAO	Tax Year 2021
Local Unit of Government Name Wright STC# 16	City or Township Township	County Name Ottawa	

PART 2: CBC ASSESSED VALUED AS EQUALIZED - Ad Valorem

ADDING OR DEDUCTING	THE SUM OF	FROM OR TO	PROPERTY CLASS	GIVING ASSESSED VALUE AS EQUALIZED
ADDING	0	TO	Real Agriculture	64,458,000
ADDING	0	TO	Real Commercial	14,187,200
ADDING	0	TO	Real Industrial	8,577,900
ADDING	0	TO	Real Residential	122,023,600
ADDING	0	TO	Real Timber Cutover	0
ADDING	0	TO	Real Developmental	0
ADDING	0	TO	TOTAL REAL PROPERTY	209,246,700
ADDING	0	TO	TOTAL PERSONAL PROPERTY	10,327,700
ADDING	0	TO	TOTAL OF REAL AND PERSONAL PROPERTY	219,574,400

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L-4037
(County)
Ad-Valorem

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PART 1: ASSESSOR AND LOCAL UNIT INFORMATION
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Assessing Officer Name Steven Hansen	Certification Number R-4205	Certification Level (MCAO, MAAO, MMAO) MAAO	Tax Year 2021
Local Unit of Government Name Zeeland STC# 17	City or Township Township	County Name Ottawa	

PART 2: CBC ASSESSED VALUED AS EQUALIZED - Ad Valorem

ADDING OR DEDUCTING	THE SUM OF	FROM OR TO	PROPERTY CLASS	GIVING ASSESSED VALUE AS EQUALIZED
ADDING	0	TO	Real Agriculture	70,265,900
ADDING	0	TO	Real Commercial	91,080,800
ADDING	0	TO	Real Industrial	32,851,600
ADDING	0	TO	Real Residential	440,677,200
ADDING	0	TO	Real Timber Cutover	0
ADDING	0	TO	Real Developmental	0
ADDING	0	TO	TOTAL REAL PROPERTY	634,875,500
ADDING	0	TO	TOTAL PERSONAL PROPERTY	28,512,500
ADDING	0	TO	TOTAL OF REAL AND PERSONAL PROPERTY	663,388,000

PART 3: COUNTY BOARD OF COMMISSIONERS CERTIFICATION

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L-4037
(County)
Ad-Valorem

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**PART 1: ASSESSOR AND LOCAL UNIT INFORMATION
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Assessing Officer Name Wayne Pickler	Certification Number R-8073	Certification Level (MCAO, MAAO, MMAO) MAAO	Tax Year 2021
Local Unit of Government Name Coopersville STC# 56	City or Township City	County Name Ottawa	

PART 2: CBC ASSESSED VALUED AS EQUALIZED - Ad Valorem

ADDING OR DEDUCTING	THE SUM OF	FROM OR TO	PROPERTY CLASS	GIVING ASSESSED VALUE AS EQUALIZED
ADDING	0	TO	Real Agriculture	4,683,000
ADDING	0	TO	Real Commercial	39,784,900
ADDING	0	TO	Real Industrial	23,845,800
ADDING	0	TO	Real Residential	100,748,700
ADDING	0	TO	Real Timber Cutover	0
ADDING	0	TO	Real Developmental	0
ADDING	0	TO	TOTAL REAL PROPERTY	169,062,400
ADDING	0	TO	TOTAL PERSONAL PROPERTY	9,993,100
ADDING	0	TO	TOTAL OF REAL AND PERSONAL PROPERTY	179,055,500

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L-4037
(County)
Ad-Valorem

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**PART 1: ASSESSOR AND LOCAL UNIT INFORMATION
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Assessing Officer Name Dennis Burns	Certification Number R-4143	Certification Level (MCAO, MAAO, MMAO) MAAO	Tax Year 2021
Local Unit of Government Name Ferrysburg STC# 51	City or Township City	County Name Ottawa	

PART 2: CBC ASSESSED VALUED AS EQUALIZED - Ad Valorem

ADDING OR DEDUCTING	THE SUM OF	FROM OR TO	PROPERTY CLASS	GIVING ASSESSED VALUE AS EQUALIZED
ADDING	0	TO	Real Agriculture	0
ADDING	0	TO	Real Commercial	14,636,800
ADDING	0	TO	Real Industrial	14,814,300
ADDING	0	TO	Real Residential	249,597,400
ADDING	0	TO	Real Timber Cutover	0
ADDING	0	TO	Real Developmental	0
ADDING	0	TO	TOTAL REAL PROPERTY	279,048,500
ADDING	0	TO	TOTAL PERSONAL PROPERTY	2,440,993
ADDING	0	TO	TOTAL OF REAL AND PERSONAL PROPERTY	281,489,493

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L-4037
(County)
Ad-Valorem

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**PART 1: ASSESSOR AND LOCAL UNIT INFORMATION
(When complete, this form is to be filed with the local unit of government)**

Assessing Officer Name Michael R. Galligan	Certification Number R-4480	Certification Level (MCAO, MAAO, MMAO) MMAO	Tax Year 2021
Local Unit of Government Name Grand Haven STC#52	City or Township City	County Name Ottawa	

PART 2: CBC ASSESSED VALUED AS EQUALIZED - Ad Valorem

ADDING OR DEDUCTING	THE SUM OF	FROM OR TO	PROPERTY CLASS	GIVING ASSESSED VALUE AS EQUALIZED
ADDING	0	TO	Real Agriculture	0
ADDING	0	TO	Real Commercial	185,198,500
ADDING	0	TO	Real Industrial	71,868,400
ADDING	0	TO	Real Residential	622,738,300
ADDING	0	TO	Real Timber Cutover	0
ADDING	0	TO	Real Developmental	0
ADDING	0	TO	TOTAL REAL PROPERTY	879,805,200
ADDING	0	TO	TOTAL PERSONAL PROPERTY	23,654,800
ADDING	0	TO	TOTAL OF REAL AND PERSONAL PROPERTY	903,460,000

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Clerk of the County Board of Commissioners Signature	Date

L-4037
(County)
Ad-Valorem

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**PART 1: ASSESSOR AND LOCAL UNIT INFORMATION
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Assessing Officer Name James J Bush	Certification Number R-7090	Certification Level (MCAO, MAAO, MMAO) MMAO	Tax Year 2021
Local Unit of Government Name Holland STC# 53	City or Township City	County Name Ottawa	

PART 2: CBC ASSESSED VALUED AS EQUALIZED - Ad Valorem

ADDING OR DEDUCTING	THE SUM OF	FROM OR TO	PROPERTY CLASS	GIVING ASSESSED VALUE AS EQUALIZED
ADDING	0	TO	Real Agriculture	1,297,300
ADDING	0	TO	Real Commercial	273,179,800
ADDING	0	TO	Real Industrial	48,524,700
ADDING	0	TO	Real Residential	791,947,600
ADDING	0	TO	Real Timber Cutover	0
ADDING	0	TO	Real Developmental	137,600
ADDING	0	TO	TOTAL REAL PROPERTY	1,115,087,000
ADDING	0	TO	TOTAL PERSONAL PROPERTY	41,181,200
ADDING	0	TO	TOTAL OF REAL AND PERSONAL PROPERTY	1,156,268,200

PART 3: COUNTY BOARD OF COMMISSIONERS CERTIFICATION

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Chairperson of the County Board of Commissioners Signature	Date
Clerk of the County Board of Commissioners Signature	Date

L-4037
(County)
Ad-Valorem

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PART 1: ASSESSOR AND LOCAL UNIT INFORMATION
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Assessing Officer Name Michael R. Galligan	Certification Number R-4480	Certification Level (MCAO, MAAO, MMAO) MMAO	Tax Year 2021
Local Unit of Government Name Hudsonville STC# 54	City or Township City	County Name Ottawa	

PART 2: CBC ASSESSED VALUED AS EQUALIZED - Ad Valorem

ADDING OR DEDUCTING	THE SUM OF	FROM OR TO	PROPERTY CLASS	GIVING ASSESSED VALUE AS EQUALIZED
ADDING	0	TO	Real Agriculture	1,838,100
ADDING	0	TO	Real Commercial	76,053,900
ADDING	0	TO	Real Industrial	21,845,100
ADDING	0	TO	Real Residential	227,139,500
ADDING	0	TO	Real Timber Cutover	0
ADDING	0	TO	Real Developmental	0
ADDING	0	TO	TOTAL REAL PROPERTY	326,876,600
ADDING	0	TO	TOTAL PERSONAL PROPERTY	14,391,800
ADDING	0	TO	TOTAL OF REAL AND PERSONAL PROPERTY	341,268,400

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L-4037
(County)
Ad-Valorem

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PART 1: ASSESSOR AND LOCAL UNIT INFORMATION
(When complete, this form is to be filed with the local unit of government)

Assessing Officer Name Timothy Maday	Certification Number R-9334	Certification Level (MCAO, MAAO, MMAO) MAAO	Tax Year 2021
Local Unit of Government Name Zeeland STC# 55	City or Township City	County Name Ottawa	

PART 2: CBC ASSESSED VALUED AS EQUALIZED - Ad Valorem

ADDING OR DEDUCTING	THE SUM OF	FROM OR TO	PROPERTY CLASS	GIVING ASSESSED VALUE AS EQUALIZED
ADDING	0	TO	Real Agriculture	920,700
ADDING	0	TO	Real Commercial	52,323,000
ADDING	0	TO	Real Industrial	139,030,800
ADDING	0	TO	Real Residential	195,602,300
ADDING	0	TO	Real Timber Cutover	0
ADDING	0	TO	Real Developmental	0
ADDING	0	TO	TOTAL REAL PROPERTY	387,876,800
ADDING	0	TO	TOTAL PERSONAL PROPERTY	225,528,100
ADDING	0	TO	TOTAL OF REAL AND PERSONAL PROPERTY	613,404,900

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Chairperson of the County Board of Commissioners Signature	Date
Clerk of the County Board of Commissioners Signature	Date

Action Request



Committee: Board of Commissioners

Meeting Date: 04/13/2021

Requesting Department: Administration

Submitted By: John Shay

Agenda Item: Community Action Agency Advisory Board

Suggested Motion:

To place into nomination the name of (*indicates recommendation from the Community Action Agency Advisory Board)

*Angie Eliopulos

and to select one (1) to fill one (1) Consumer Sector vacancy beginning immediately and ending December 31, 2023.

Summary of Request:

The Board of Commissioners makes appointments to the various Boards and Commissions of the County per Board Policy - Appointments to Boards and Commissions.

Financial Information:

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

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

Action is Related to Strategic Plan:

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

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

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

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

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

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

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

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

Administration: Recommended Not Recommended Without Recommendation

County Administrator:

Alan B. Vandenberg

Committee/Governing/Advisory Board Approval Date:



March 16, 2021

To: Ottawa County Community Action Agency Advisory Board

On behalf of Ottawa County Community Action Agency, it is my pleasure to write this letter of recommendation for Angie Eliopulos to serve on the Ottawa County Community Action Agency Advisory Board.

Angie is most familiar with our food security programs, as she has volunteered for both The Emergency Food Assistance Program (TEFEAP) and Commodity Supplemental Food Program (CSFP) for the past 3 years. Angie is an invested community member who is aware of the effects that poverty has on access to essential resources.

We are honored that Angie has agreed to serve on the OCCAA Advisory Board and look forward to her valuable input.

Kind Regards,

Jennifer Brozowski
Program Director
Ottawa County Community Action Agency

ADMINISTRATIVE RULE # 2021-28

Authorization for additional positions or enhanced positions in the Public Health Department

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

PURPOSE OF RULE: COVID-19 has imposed an immense demand for extra-service from the Ottawa County Public Health Department ("OCPHD"). These demands necessitate the additional positions be added on an emergency basis during the COVID 19 pandemic.

BACKGROUND: Because of the need for mass immunization county wide, the ongoing contract tracking, COVID 19 tracking, and COVID mitigation efforts, as well as the continuing necessity of OCPHD's regular workload to be completed, extra manpower is needed in the OCPHD.

RULE: The following positions at the following rates of pay are authorized during the pandemic or until further order, whichever is later:

New:

Add 2 Grant funded Clinic Support (Group T-level 6) full time benefitted positions to be sunsetted at the end of the grant. (22106092)

Add 1 Grant funded Health Educator (Group T-level 13) full time benefitted position to be sunsetted at the end of the grant. (22106082)

Miscellaneous:

Increase one EH-Grant Funded position from temporary to a full time sunsetted position at a T-11. (22106083)

Increase one EP-Grant Funded position from temporary to a full time sunsetted position at a T-13. (22106092)

Add 5 positions or 3000 hours of work to the Health Educator (pay rate \$25.44) temporary positions. (22106092)

Add 5 positions or 3000 hours of work to the COVID-19 Nurse (pay rate \$30.52) temporary positions. (22106092)

Add 5 positions or 3000 hours of work to the PH Tech Support (pay rate \$17.50) temporary positions. (22106092)

Signed by Administrator:  _____

Date: March 24, 2021

Board of Commissioners notification date: April 13, 2021