



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, May 11, 2021 at 1:30 PM** for the regular May 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 Holtvluwer
3. Pledge of Allegiance to the Flag
4. Roll Call
5. Presentation of Petitions and Communications
 - A. Law Enforcement Recognition
 - 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 [April 27, 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 April 12-30, 2021](#)
Suggested Motion:
To approve the general claims in the amount of \$14,011,488.08 as presented by the summary report for April 12-30, 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 Clerk/Register of Deeds 2020 Annual Report](#)
Suggested Motion:
To receive for information the Ottawa County Clerk/Register of Deeds 2020 Annual Report.

5. [Ottawa County Human Resources 2020 Annual Report](#)
Suggested Motion:
To receive for information the Ottawa County Human Resources 2020 Annual Report.

6. [Ottawa County Water Resources 2020 Annual Report](#)
Suggested Motion:
To receive for information the Ottawa County Water Resources 2020 Annual Report.

7. [Ottawa County 20th Circuit Court Probation and Parole 2020 Annual Report](#)
Suggested Motion:
To receive for information the Ottawa County 20th Circuit Court Probation and Parole 2020 Annual Report.

8. [Ottawa County Sheriff's Office 2020 Annual Report](#)
Suggested Motion:
To receive for information the Ottawa County Sheriff's Office 2020 Annual Report.

B. Public Hearings: None

C. Action Items:

From Administration

1. [Landscape Maintenance Contract](#)

Suggested Motion:

To approve and authorize the Board Chairperson and Clerk/Register to sign a two-year contract between Ottawa County and Landscape Design Services for landscape-maintenance services in the amount of \$135,014.00.

D. Appointments:

1. [Agricultural Preservation Board Appointment](#)

Suggested Motion:

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

*Laurie Larson

and to select one (1) to fill one (1) Township Government vacancy beginning immediately and ending December 31, 2022.

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

Suggested Motion:

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

*James Bleicher

and to select one (1) to fill one (1) Director vacancy beginning immediately and ending December 31, 2025.

3. [Solid Waste Planning Committee Appointment](#)

Suggested Motion:

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

*Dan Broersma

and to select one (1) to fill one (1) City Government vacancy beginning immediately and ending December 31, 2022.

4. [Solid Waste Planning Committee Appointment](#)

Suggested Motion:

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

*Kaylee Swanson

and to select one (1) to fill one (1) Industrial Waste Generator vacancy beginning immediately and ending December 31, 2022.

E. Discussion Items:

1. [Ottawa County Clerk/Register of Deeds 2020 Annual Report](#)
Presented by Justin Roebuck, Clerk/Register of Deeds
 2. [Ottawa County Human Resources 2020 Annual Report](#)
Presented by Marcie Ver Beek, Human Resources Director
 3. [Ottawa County Water Resources 2020 Annual Report](#)
Presented by Joe Bush, Water Resources Commissioner
 4. [Ottawa County 20th Circuit Court Probation and Parole 2020 Annual Report](#)
Presented by Heath White, Probation/Parole Manager
 5. [Ottawa County Sheriff's Office 2020 Annual Report](#)
Presented by Steve Kempker, Sheriff
 6. [Second Quarter Update to 2020-2021 Business Plan](#)
9. Report of the County Administrator
 10. General Information, Comments, and Meetings Attended
 11. Public Comments
 12. Adjournment

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

The Ottawa County Board of Commissioners met on Tuesday, April 27, 2021, at 1:30 p.m. and was called to order by the Chairman.

Commissioner Fenske pronounced the invocation.

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

Present at roll call: Francisco Garcia, Joseph Bauman, Douglas Zylstra (by zoom), Allen Dannenberg, Randall Meppelink, Kyle Terpstra, James Holtvluwer (by zoom), Gregory DeJong, Roger Bergman, Matthew Fenske. (10)

Absent: Philip Kuyers. (1)

Presentation of Petitions and Communications

A. Medical Director Update – Chairman Bergman presented Dr. Paul Heidel, Medical Director, with a Resolution of Appreciation upon his retirement for his service to Ottawa County and the Ottawa County Department of Public Health.

Sheriff Steven Kempker presented Dr. Paul Heidel as an Honorary Deputy Sheriff.

B. Public Health Update - A COVID-19 update was presented by Lisa Stefanovsky, Health Officer.

Public Comments:

Public comments were made by the following:

1. Karen DeVries, 396 Fairhill Court, Holland
2. Stacey Langstraat, 7297 Medinah Dr., Hudsonville

B/C 20-089 Matthew Fenske moved to approve the agenda of today as presented and amended adding Discussion Item #2 – PACE. The motion passed as shown by the following votes:
Yeas: Matthew Fenske, Douglas Zylstra, Francisco Garcia, James Holtvluwer, Joseph Baumann, Gregory DeJong, Randall Meppelink, Allen Dannenberg, Kyle Terpstra, Roger Bergman. (10)

B/C 20-090 Matthew Fenske moved to approve the following Consent Resolutions:

1. To approve the Minutes of the April 13, 2021 Board of Commissioners meeting.
2. To approve the general claims in the amount of \$3,189,648.57 as presented by the summary report for March 29 – April 9, 2021.

The motion passed as shown by the following votes: Yeas: Douglas Zylstra, Matthew Fenske, Joseph Baumann, Francisco Garcia, Randall Meppelink, Allen Dannenberg, Gregory DeJong, James Holtvluwer, Kyle Terpstra, Roger Bergman. (10)

- B/C 20-091 Joseph Baumann moved to approve the FY2021 budget adjustments per the attached schedule. The motion passed as shown by the following votes: Yeas: Joseph Bauman, Francisco Garcia, Randall Meppelink, James Holtvluwer, Gregory DeJong, Douglas Zylstra, Kyle Terpstra, Allen Dannenberg, Matthew Fenske, Roger Bergman. (10)
- B/C 20-092 Joseph Baumann moved to receive for information the Comprehensive Annual Financial Report of the County of Ottawa for the Year Ended September 30, 2020. The motion passed as shown by the following votes: Yeas: Kyle Terpstra, James Holtvluwer, Douglas Zylstra, Gregory DeJong, Randall Meppelink, Joseph Baumann, Matthew Fenske, Allen Dannenberg, Francisco Garcia, Roger Bergman. (10)
- B/C 20-093 Joseph Baumann moved to receive for information the Local Government Retirement System Annual Report as required by Public Act 202 of 2017. The motion passed as shown by the following votes: Yeas: James Holtvluwer, Francisco Garcia, Allen Dannenberg, Gregory DeJong, Douglas Zylstra, Kyle Terpstra, Randall Meppelink, Joseph Baumann, Matthew Fenske, Roger Bergman. (10)
- B/C 20-094 Joseph Baumann moved to approve the lowest responsive bid from Hurst Mechanical in the amount of \$85,316.00 to replace three rooftop units and the building control system. 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, Gregory DeJong, Roger Bergman. (10)
- B/C 20-095 Joseph Baumann moved to approve a proposal to hire three part-time, non-benefited housekeepers at an annual cost of \$43,641.69. 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, Roger Bergman. (10)
- B/C 20-096 Joseph Baumann moved to approve the reorganization request from the County Treasurer to remove the 1.0 FTE Unclassified U4 position of Revenue Accounting Supervisor and add a 1.0 FTE Group T-6 Clerk position at a cost savings of \$22,324.82. The motion passed as shown by the following votes: Yeas: James Holtvluwer, Randall

Meppelink, Kyle Terpstra, Francisco Garcia, Douglas Zylstra, Matthew Fenske, Allen Dannenberg, Gregory DeJong, Joseph Baumann, Roger Bergman. (10)

B/C 20-097 Joseph Baumann move to approve the contract with Merit Network Inc. to complete Phase I (data collection/analysis) of the County's multi-phase Digital Inclusion Strategy at a cost of \$42,000.00. The motion passed as shown by the following votes: Yeas: Matthew Fenske, Douglas Zylstra, Francisco Garcia, James Holtvluwer, Joseph Baumann, Gregory DeJong, Randall Meppelink, Allen Dannenberg, Kyle Terpstra, Roger Bergman. (10)

B/C 20-098 Joseph Baumann moved to approve the motion to waive the food license fee for 33 establishments that paid for a food license and have not operated during license year May 1, 2020 – April 30, 2021 in the amount of \$13,611.00 and to reduce the license fee for all food establishments renewing a license in 2021 in the amount of \$141,611.00

B/C 20-099 Randall Meppelink moved to amend Motion B/C 20-098 to waive 100% of license fees for food establishments this year provided that the County receives the ARA money or 30% if ARA money is not received. The amendment failed as shown by the following votes: Yeas: Randall Meppelink, Douglas Zylstra, Kyle Terpstra. (3)

Nays: Joseph Baumann, Francisco Garcia, James Holtvluwer, Gregory DeJong, Allen Dannenberg, Matthew Fenske, Roger Bergman. (7)

A vote was than taken on Motion B/C 20-098 as presented and the motion passed as shown by the following votes: Yeas: Douglas Zylstra, Matthew Fenske, Joseph Baumann, Francisco Garcia, Randall Meppelink, Allen Dannenberg, Gregory DeJong, James Holtvluwer, Kyle Terpstra, Roger Bergman. (10)

Discussion Items

1. 2021 Ottawa County Equalization Report – The 2021 Ottawa County Equalization Report was presented by Michael Galligan, Equalization Director.
2. PACE – The Administrator opened the discussion on PACE – Property Accessed Clean Energy. Becky Huttenga, Planning & Performance Improvement, gave a brief background.

A PACE powerpoint presentation was presented by Todd Williams, President and General Counsel, and Elise Matz, Government Relations Manager, of Lean & Green Michigan.

Douglas Zylstra left at 3:00 p.m.

The County Administrator's report was presented.

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

Public Comments

1. Steven Kempker, Ottawa County Sheriff, informed the Board that the week of May 2nd is National Correction Officers Week and the week of May 10th is National Law Enforcement Week.

B/C 20-100 Matthew Fenske moved to adjourn at 3:32 p.m. subject to the call of the call. 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: 05/11/2021
Requesting Department: Fiscal Services
Submitted By: Karen Karasinski
Agenda Item: Accounts Payable for April 12-30, 2021

Suggested Motion:

To approve the general claims in the amount of \$14,011,488.08 as presented by the summary report for April 12-30, 2021.

Summary of Request:

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

Financial Information:

Total Cost: \$14,011,488.08	General Fund Cost: \$14,011,488.08	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: April 12, 2021
to April 30, 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:

\$14,011,488.08

1,666 INVOICES

14,011,488.08

Karen Karasinski
Fiscal Services Director

5-3-21

Date

We hereby certify that the Board of Commissioners has approved the claims on Tuesday, May 11, 2021

Roger Bergman, Chairperson
Board of Commissioners

Justin Roebuck
Clerk/Register of Deeds

Total CHECKS | EFTs | WIRES



Dates: April 12, 2021

to April 30, 2021

Total of all funds: \$14,011,488.08

0000	TREASURY FUND	5,500.45
1010	GENERAL FUND	1,735,895.42
1500	CEMETERY TRUST	0.00
2081	PARKS & RECREATION	40,385.67
2160	FRIEND OF COURT	11,070.45
2180	OTHER GOVERNMENTAL GRANTS	154,853.89
2210	HEALTH	78,592.72
2220	MENTAL HEALTH	1,844,463.42
2221	MENTAL HEALTH MILLAGE	95,565.21
2225	SUBSTANCE USE DISORDER	186,977.86
2271	SOLID WASTE CLEAN-UP	24,781.87
2272	LANDFILL TIPPING FEES	105.03
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	0.00
2600	PUBLIC DEFENDERS OFFICE	25,694.32
2620	FEDERAL FOREITURE	0.00
2602	WEMET	28,497.49
2630	SHERIFF GRANTS & CONTRACTS	40,938.72
2631	CONCEALED PISTOL LICENSING	275.00
2901	DEPT OF HUMAN SERVICES	3,040.05
2920	CHILD CARE - PROBATE	50,280.39
2970	DB/DC CONVERSION	0.00

Total CHECKS | EFTs | WIRES



Dates: April 12, 2021

to April 30, 2021

Total of all funds: \$14,011,488.08

3010	DEBT SERVICE	949,580.75
4020	CAPITAL IMPROVEMENTS	171,839.76
4690	BUILDING AUTHORITY CONSTRUCTION PROJECT	6,800.00
5160	DELINQUENT TAXES	5,315,669.85
5360	LAND BANK AUTHORITY	0.00
6360	INNOVATION & TECHNOLOGY	44,163.66
6450	DUPLICATING	0.00
6550	TELECOMMUNICATIONS	18,102.04
6641	EQUIPMENT POOL	9,656.00
6770	PROTECTED SELF-FUNDED INSURANCE	0.00
6771	EMPLOYEE BENEFITS	982,198.14
6772	PROTECTED SELF-FUNDED UNEMPL INS.	0.00
6775	LONG-TERM DISABILITY INSURANCE	0.00
6780	OTTAWA CNTY-INSURANCE AUTHORITY	0.00
6810	DB/DC CONVERSION FUND	1,030,631.60
7010	TRUST & AGENCY	589,346.22
7015	TRUST & AGENCY JUVENILE COURT	2,446.11
7040	IMPREST PAYROLL	165,396.37
7210	LIBRARY PENAL FINE	0.00
7360	OPEB TRUST	46,865.83
8010	SPECIAL ASSESS. DRAINS	340,873.79
8011	DRAINS-CAPITAL PROJECTS FUND	0.00
8020	DRAINS-REVOLVING	0.00
8510	DRAINS-DEBT SERVICE FUND	0.00
8725	INLAND LAKE IMPROVEMENT	11,000.00
8800	BROWNFIELD REDEVELOPMENT AUTHORITY	0.00

Action Request



Committee:	Board of Commissioners
Meeting Date:	05/11/2021
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 G. Vansuberg

Committee/Governing/Advisory Board Approval Date:

Board Ratification Contracts

Report Start Date: 4/1/2021

Report End Date: 4/30/2021

Total Amount of Contracts: \$558,945.00

CONTRACT	REQUESTED DATE	APPROVED DATE	REQUESTING AGENCY	VENDOR/3RD PARTY	CONTRACT AMOUNT	OBJECT CODE	PURPOSE
1183	04/05/2021	04/15/2021	JUVENILE COURT	ST. CLAIR COUNTY	\$400,000.00	676016	Detention Bed Rental at the Ottawa County Juvenile Detention Center - Per Bed Usage
1192	04/08/2021	04/15/2021	PUBLIC HEALTH	GFL (GREEN FOR LIFE)	\$3,000.00	808000	Oil and Antifreeze Waste Services
1199	04/15/2021	04/23/2021	TREASURER	TITLE CHECK, LLC	\$155,945.00	807020	<p>Title Check LLC is the sole supplier of tax reversion services in the State of Michigan. It currently works with 71 of Michigan's 83 counties and with the State of Michigan. Ottawa County contracted with the title Check LLC in 2006, 2011 and 2015. Each contract was for a five-year term. We recently became aware that our existing contract with Title Check LLC expires April, 30 2021.</p> <p>Title Check provides the following services for Ottawa County:</p> <ol style="list-style-type: none"> 1) Pre-Forfeiture Certified Notice: generates notices required under MCL 211.78i; 2) Forfeited Parcels:

Action Request



Committee:	Board of Commissioners
Meeting Date:	05/11/2021
Requesting Department:	Ottawa County Clerk/Register of Deeds
Submitted By:	Regina MacMillan
Agenda Item:	Ottawa County Clerk/Register of Deeds 2020 Annual Report

Suggested Motion:

To receive for information the Ottawa County Clerk/Register of Deeds 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 type="checkbox"/> No	<input checked="" type="checkbox"/> N/A
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If not included in budget, recommended funding source:

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

Action is Related to Strategic Plan:

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

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

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

Administration: Recommended Not Recommended Without Recommendation

County Administrator:

Committee/Governing/Advisory Board Approval Date:



Ottawa County

2020 Annual Report

Clerk | Register of Deeds



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2021 Goals

Letter from the Clerk | Register of Deeds

To the Board of County Commissioners and the Residents of Ottawa County:

It is my privilege to submit to you the Clerk and Register of Deeds Annual Report for 2020. While this was a year that challenged each of us in many different ways, it was also full of examples of the resilience of our team and our community as a whole.

We had to get creative and find new ways to think outside the box and provide our community with the essential services they needed. During the first several weeks of the pandemic, we transitioned from a 100% “in office” workforce to a 90% work at home environment, with very minimal service interruption for our customers. We expanded an already extensive list of online service options, and developed new ways to serve customers by mail, all while continuing in person essential appointments.

Throughout the 2020 election cycle, voter engagement increased dramatically. Our central focus was to ensure that every voter could participate despite the additional challenges brought on by the COVID-19 pandemic. Our elections team took on and overcame significant obstacles, including recruitment and training of election workers, providing personal protective equipment for each of our polling locations, and providing our local clerks with the necessary resources to accommodate a vast increase in absentee voting.

This annual report is a testament to the resilience, dedication, and hard work of the County Clerk and Register of Deeds Staff. But there is no way we were to be able to accomplish all that we did without the incredible support of the entire Ottawa County team. The challenges of 2020 showed us once again the incredible support network of other County departments, my fellow elected officials, administration and each member of our Board of County Commissioners.

I ended 2020 personally more grateful than ever for the community in which I get to live and serve.



Justin F. Roebuck
County Clerk | Register of Deeds

Mission, Vision, Values



MISSION

WHY DO WE EXIST?

To help customers and encourage their trust in government.

WHAT DO WE DO?

Create and preserve records for current and future generations.



VISION

HOW WILL WE SUCCEED?

Exceed the expectations of our customers in every aspect of service.

Be creative, strategic, and forward thinking leaders to continually improve.

Create a positive, caring, and engaging environment for our employees and coworkers.

Be conscientious of taxpayer resources.

VALUES

HOW DO WE BEHAVE?



We provide excellent customer service.



We are humble.



We value people.



We are authentic.



We are eager to learn.

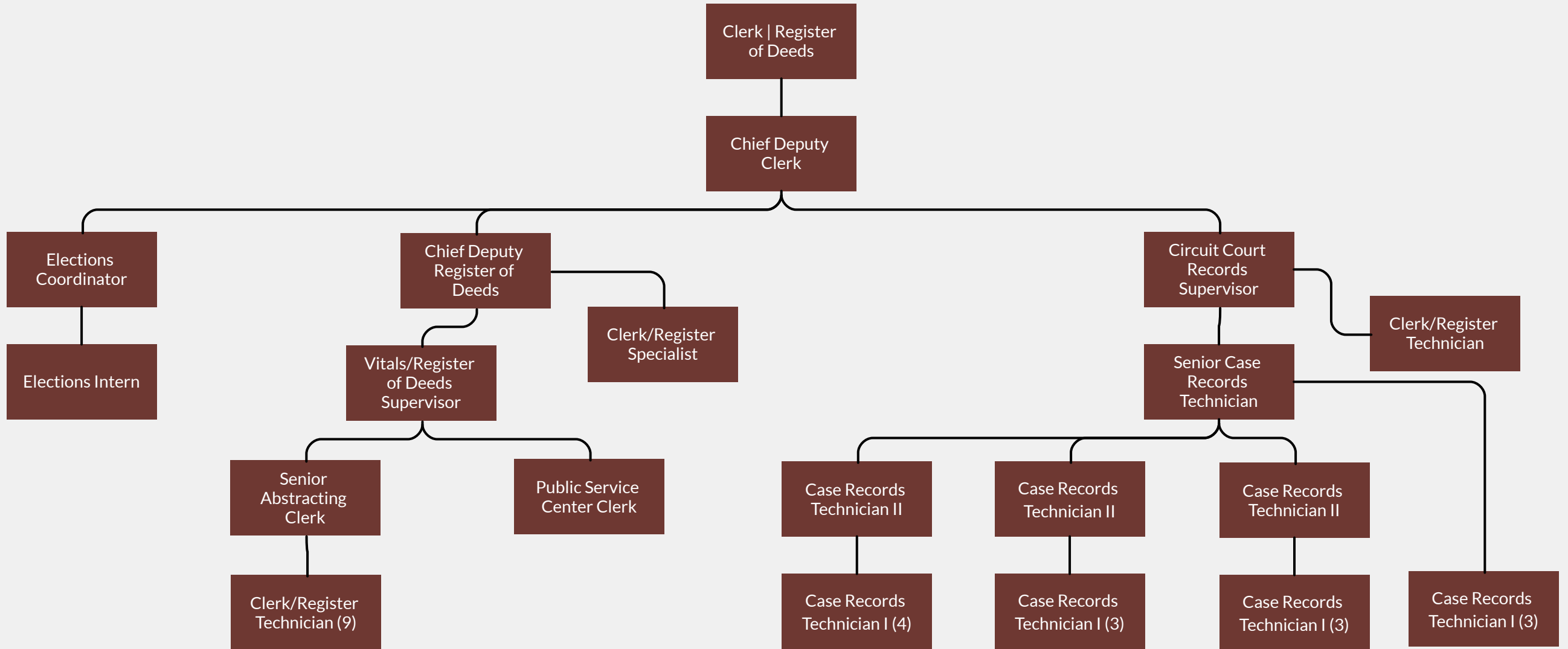


We seek input from others.



We are accountable.

Organization Chart



2020 Initiatives

Our department had several major goals in 2020, but some were delayed due to the COVID-19 Pandemic.



APEX

To reduce our paper consumption and streamline processes, our vital records division expanded our online service program to include applications for Marriage License, CPLs, Notary, and DBAs.



HONOR REWARDS VETERAN EXPO

In an effort to expand our veteran rewards program, we planned an expo at the Grand Haven Community Center. The goal was to bring together veterans, businesses, service organizations, and the public.



OFFICE STUDY

In partnership with the Planning and Performance Improvement department, we set out to track and study various procedures to increase efficiency.

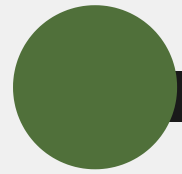


SOCIAL MEDIA

Leading up to the 2020 election cycle, we increased our social media presence on Facebook and Twitter to provide accurate information to our voters.

Navigating the COVID-19 Pandemic

Like many others, March 2020 completely shifted the way that we serve the public.



March 10, 2020

Michigan Governor declares a State of Emergency



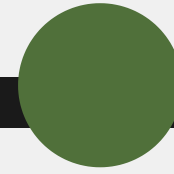
March 24, 2020

Ottawa County declares a State of Emergency, which includes the closure of county buildings.



March - May 2020

Our teams packed up their desks and worked from home. All services were completed online or by mail. We had a few staff members come in to pick up and process mailed documents.



May 2020 - April 2021

After county buildings opened, we offered limited in-person appointments for services that could not be completed online or by mail. In order to prevent a disruption in service in the event of a COVID-19 exposure, half of our staff remained at home while the other half returned to the office.



April 2021 - beyond

Our office is looking into ways to continue the option of working from home while still meeting the needs of our customers.



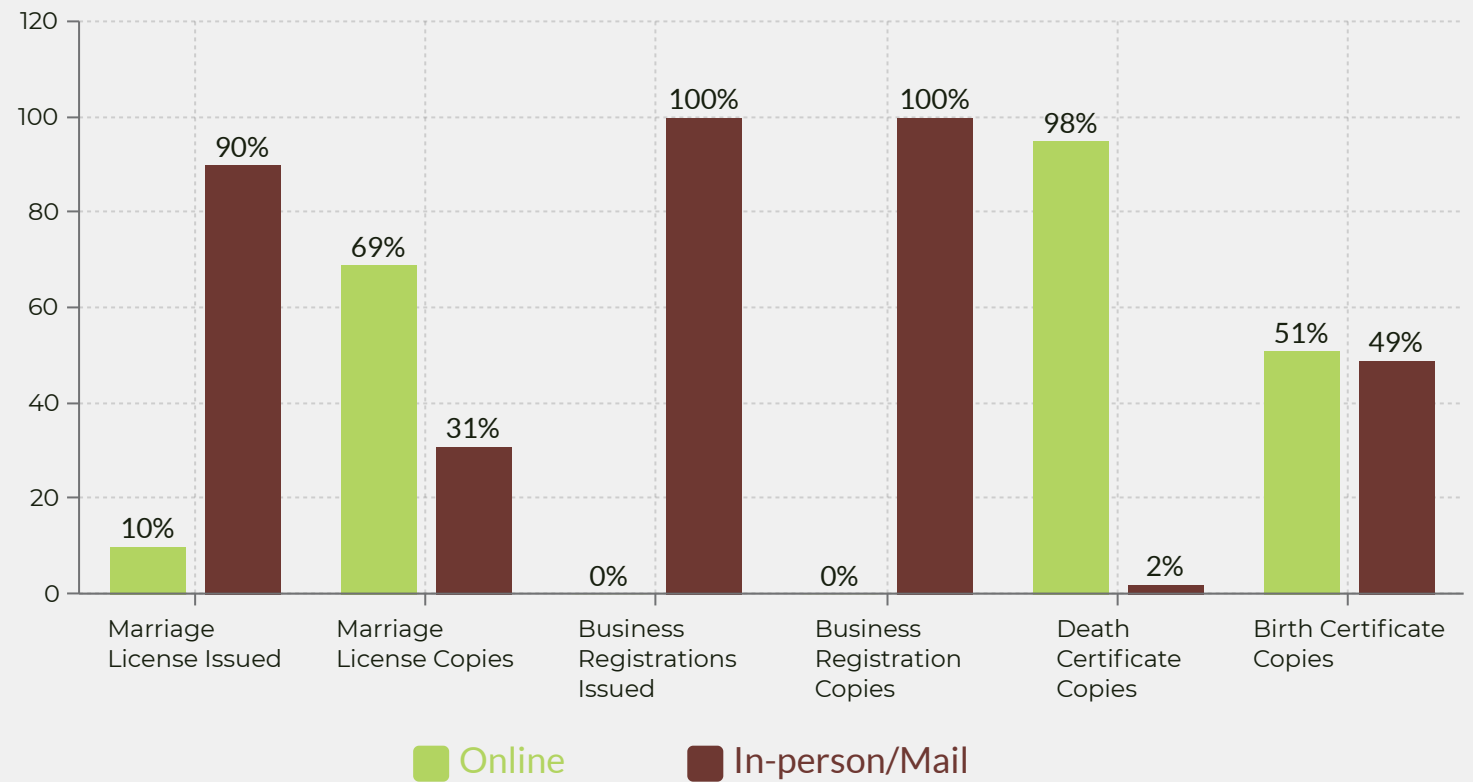
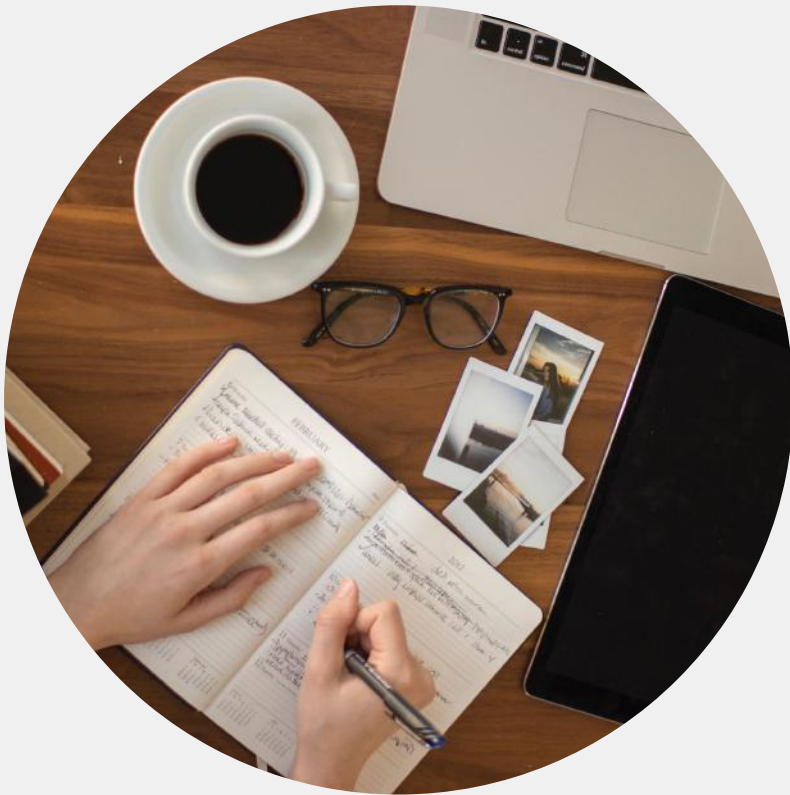


Vital Records

The Vital Records division is the official registrar for birth certificates, death certificates, marriage licenses, concealed pistols licenses, notary applications, and business license registrations.

Records Ordered

How were vital records ordered during a pandemic?



Birth Records



2,228

Babies born



6,117

Copies of birth
certificates



7.93%

decrease in births
from 2019

Death Records



2,183

deaths



18,752

Copies of death
certificates



17.05%

increase in deaths
from 2019

Notary Public

Our office processed 621 Notary Public applications.

To be a Notary, applicants must:

Obtain a \$10,000 bond, must often from a state-licensed insurance agency or a bonding company

Fill out an application online and visit our office to finalize the application

Mail the completed application and applicable fee to the Michigan Department of State, Office of the Great Seal

Doing Business As (DBA)

Despite the pandemic, residents in Ottawa County still opened a new business or renewed their business registration.

752
business
registrations
processed

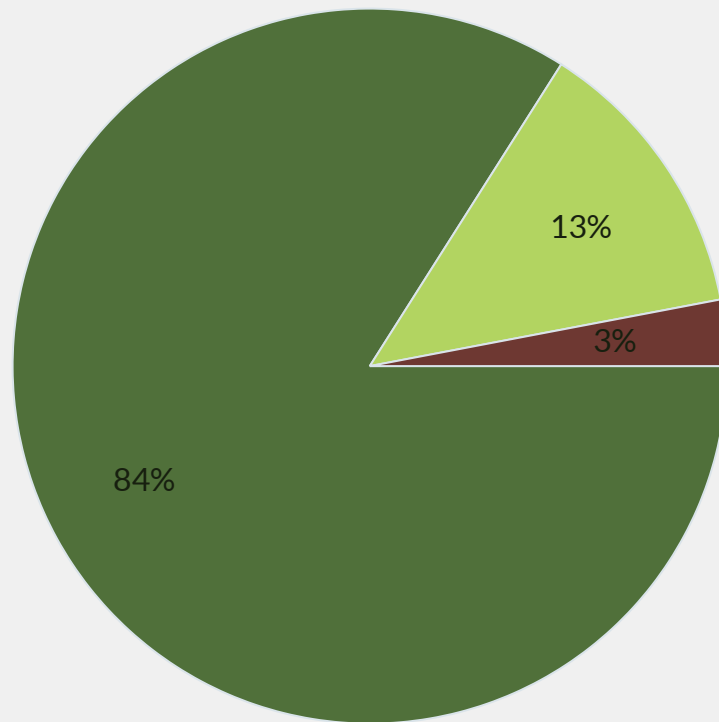
Concealed Pistol License

Our office processed 5,020 CPL applications.



Concealed Pistol License

How did Ottawa County applicants choose to renew?



Of the 5,020 CPL applications that we processed

- 2,006 were new applicants
- 3,014 were renewal applicants

New applicants must apply in-person, but renewal applicants can apply in-person, online, or by mail.

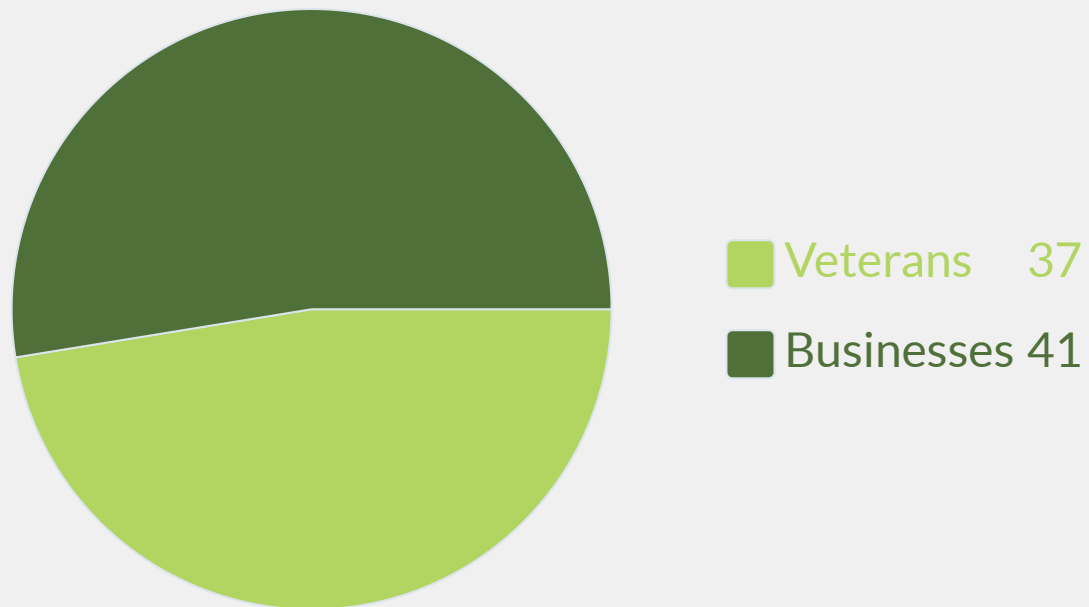
■ Online 2,532 ■ In-Person 392 ■ Mail 90

Honor Rewards

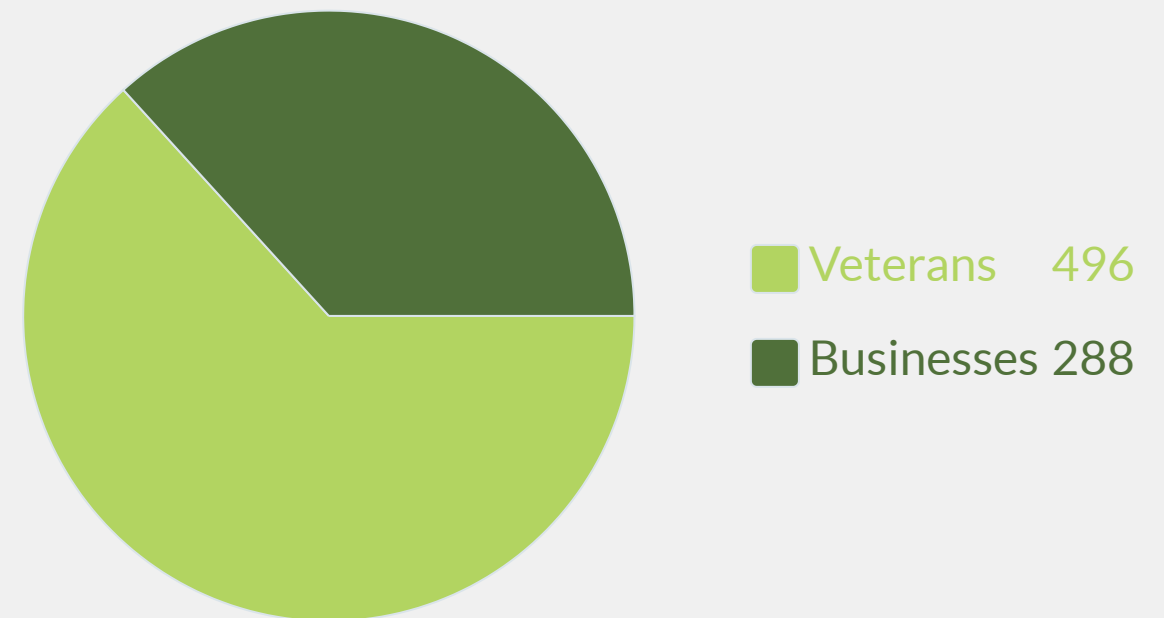
Honor Rewards is a nationally recognized program that allows veterans to receive discounts at participating area businesses by showing their Honor Rewards ID card. To obtain a card, Ottawa County Veterans can fill out an application and file their military discharge paper work with our office.

As a way of connecting our businesses and veterans more often, we started a quarterly newsletter that welcomes new Honor Rewards members, highlights veteran events in the area, and draws attention to veteran organizations and issues. **The newsletter has an average open rate of 41% and is sent to almost 1,000 subscribers.**

New in 2020



Total Since 2015



Honor Rewards Veteran Expo

Another way we wanted to connect our veterans and businesses, as well as bring awareness to veteran issues, was through a veterans expo. The expo was scheduled on May 30, 2020 at the Grand Haven Community Center, but was postponed until June 5, 2021 due to COVID-19. The expo is completed funded by donations.



\$11,592 fundraised

Throughout the day, sponsors, local businesses, and veteran organizations could showcase their services and show appreciation for our veterans. We also partnered with Congressman Huizenga's office to present medals to veterans who have not yet received their medals and several experts for a Q&A session.



8 Sponsors

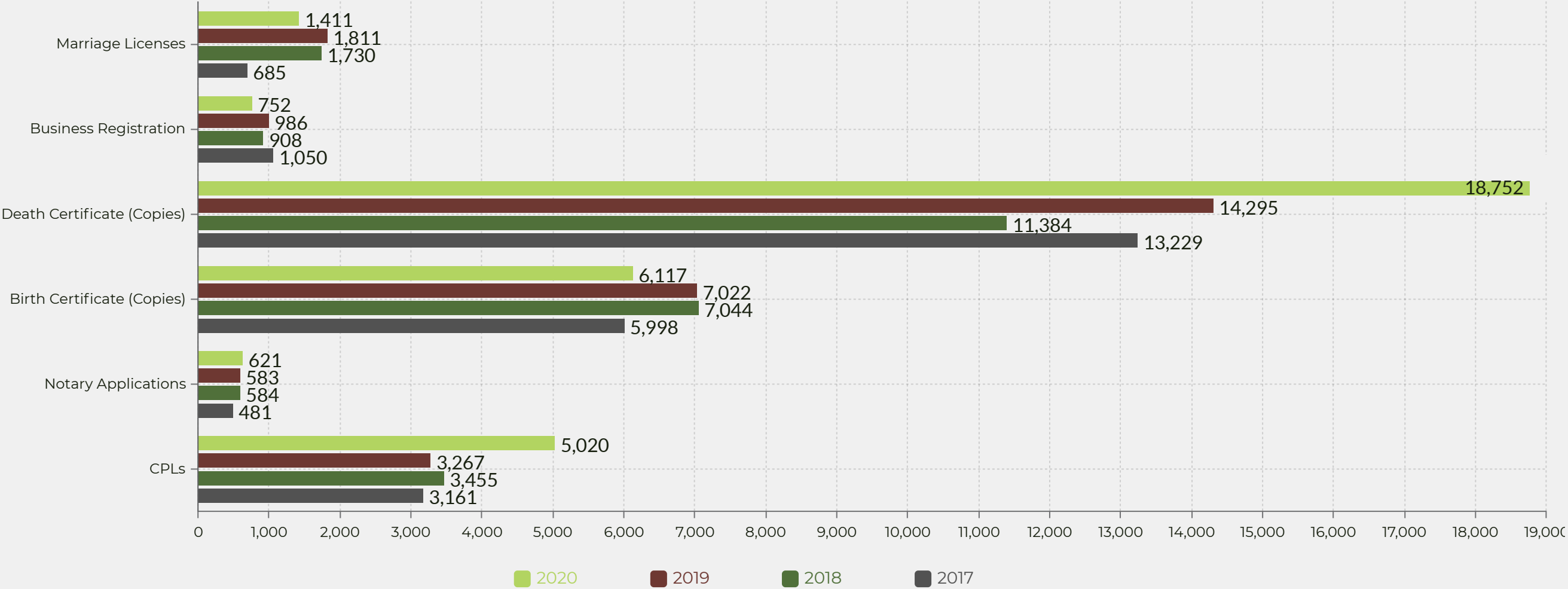


9 Local Businesses



9 Veteran Organizations

Trends Over Time

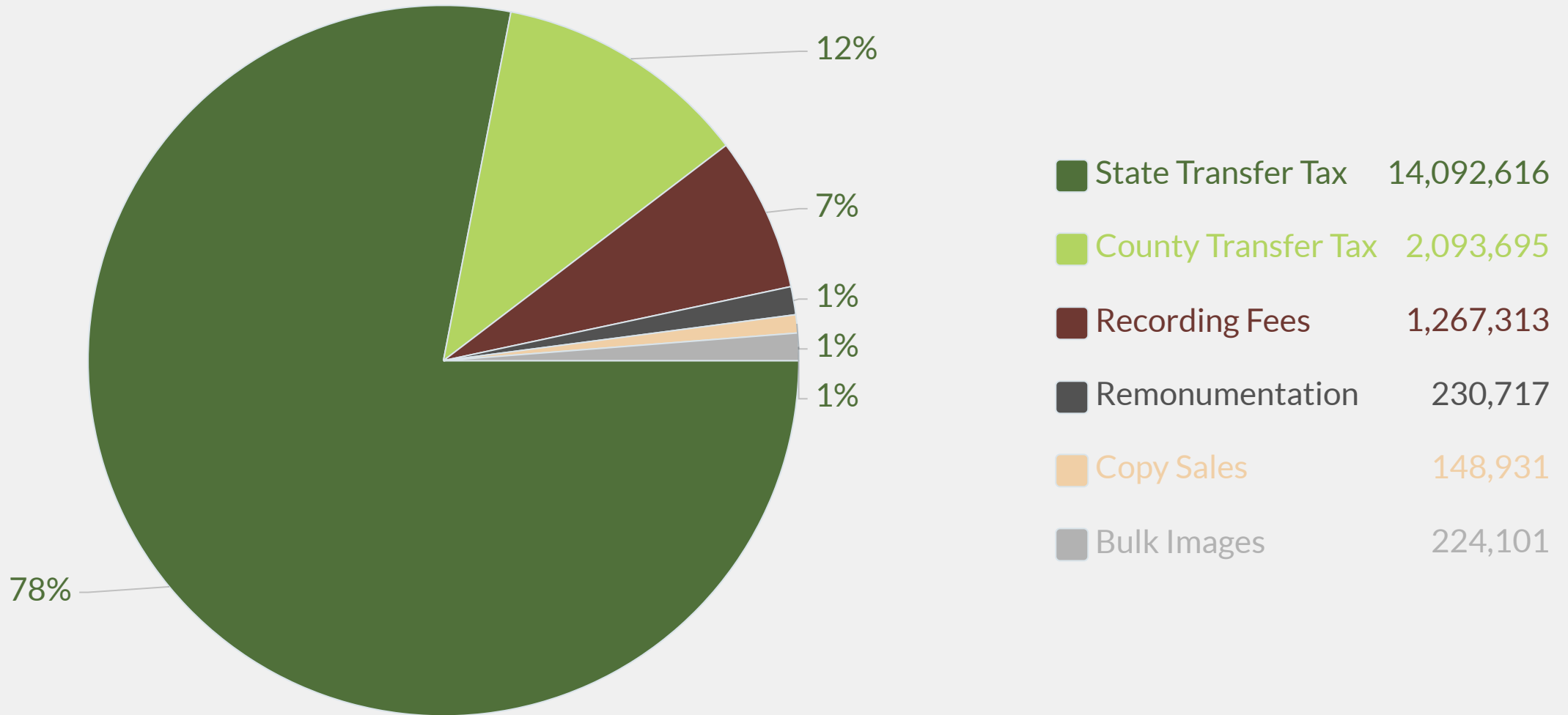




Register of Deeds

The Register of Deeds division is the keeper of the public record for all land documents.

Funds Received



Free Online Record Search



11,862

documents were
purchased through
this service



\$36,687

Revenue
generated in the
General Fund



17.47%

increase in
revenue from
2019

Document Recording



47,149

documents were
recorded
electronically



59,922

total documents
recorded

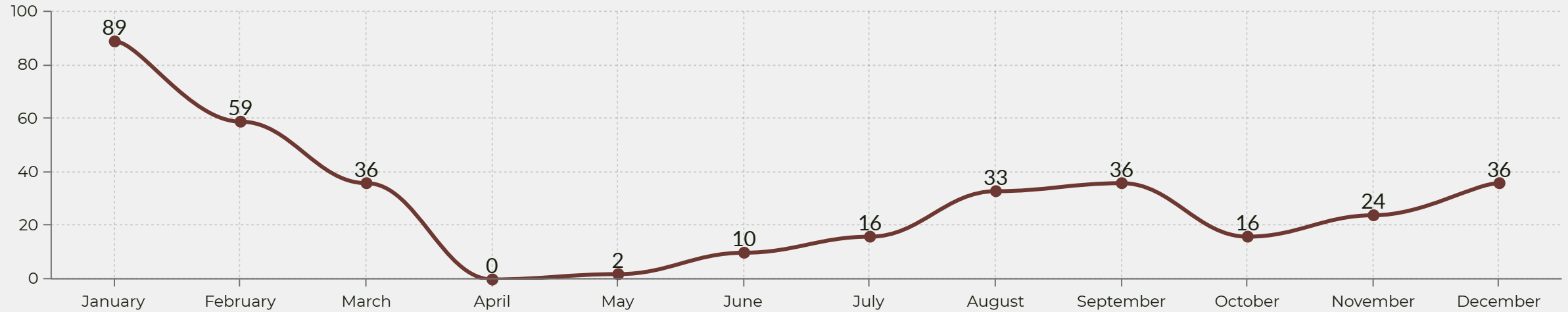


12%

increase in
electronic
recordings

Passports

Our office processed 357 passport applications.



\$12,495

Total revenue from passports



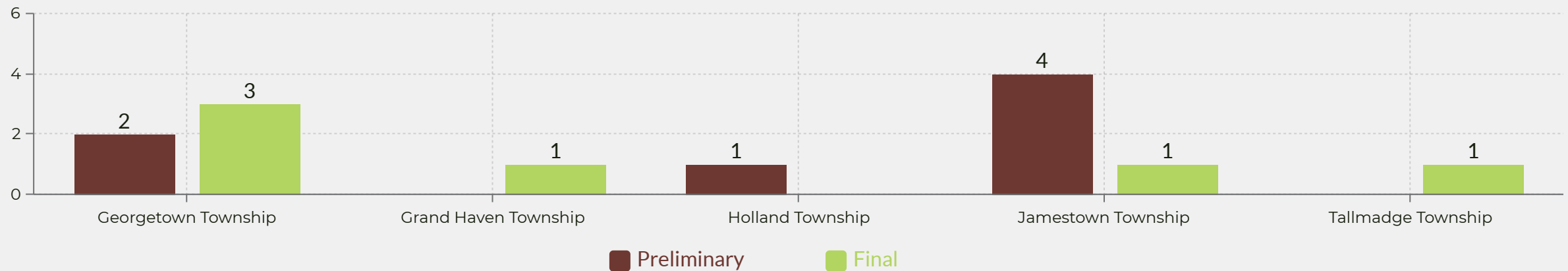
\$4,210

Total revenue from
passport photos

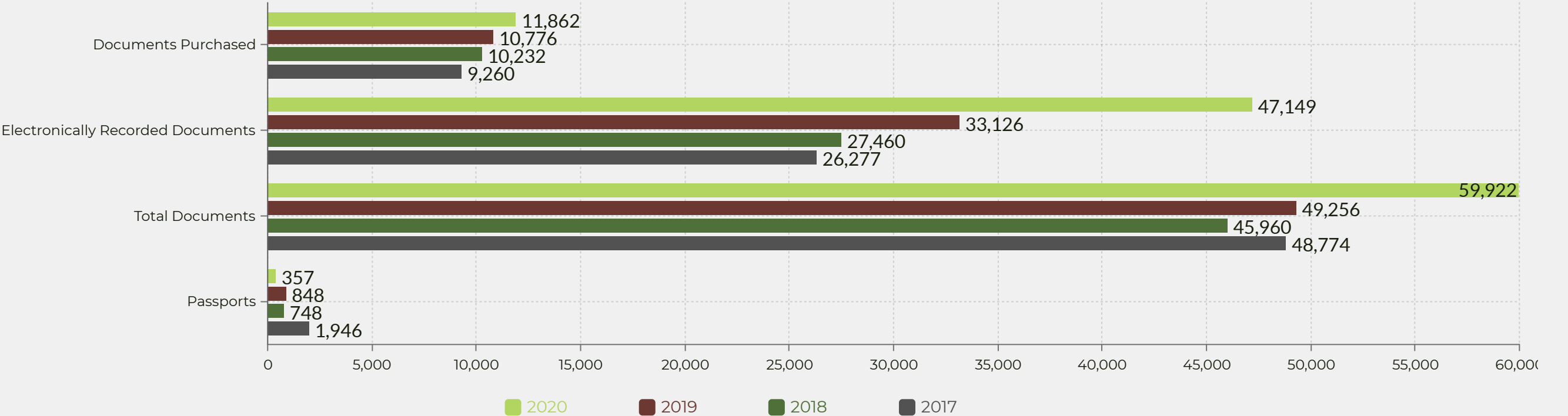
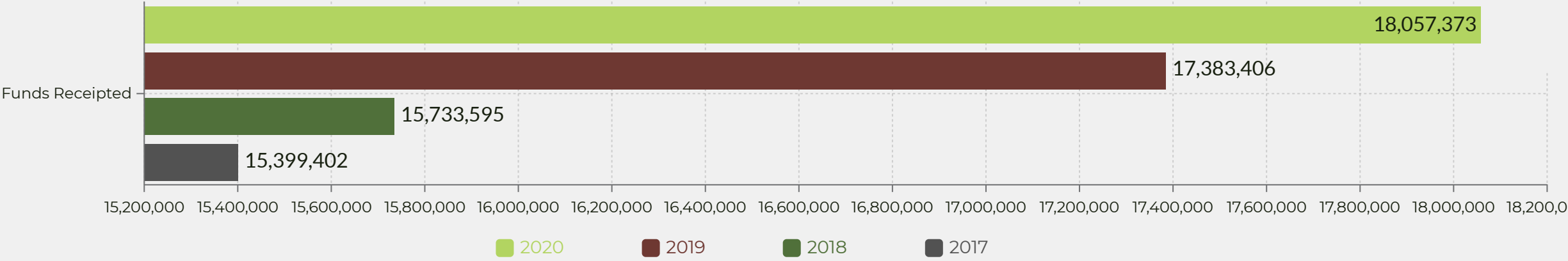
Plat Board

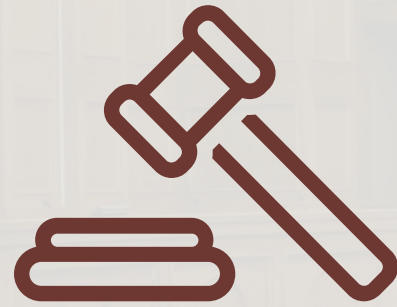
The Ottawa County Plat Board consists of three members including the Chairperson of the Board of Commissioners, the County Treasurer, and the County Clerk | Register of Deeds. The County Clerk | Register of Deeds is the secretary to the Plat Board and therefore responsible for accepting the plats to be reviewed by the board. The board reviews and approves plats to ensure the dimensions of the proposed plat are compliant with the provisions of the Subdivision Control Act of 1967.

Plats Approved



Trends Over Time





Circuit Court Records

The Circuit Court Records Division is the keeper of the 20th Circuit Court's records for all Civil, Criminal, Domestic, and Family Division cases.



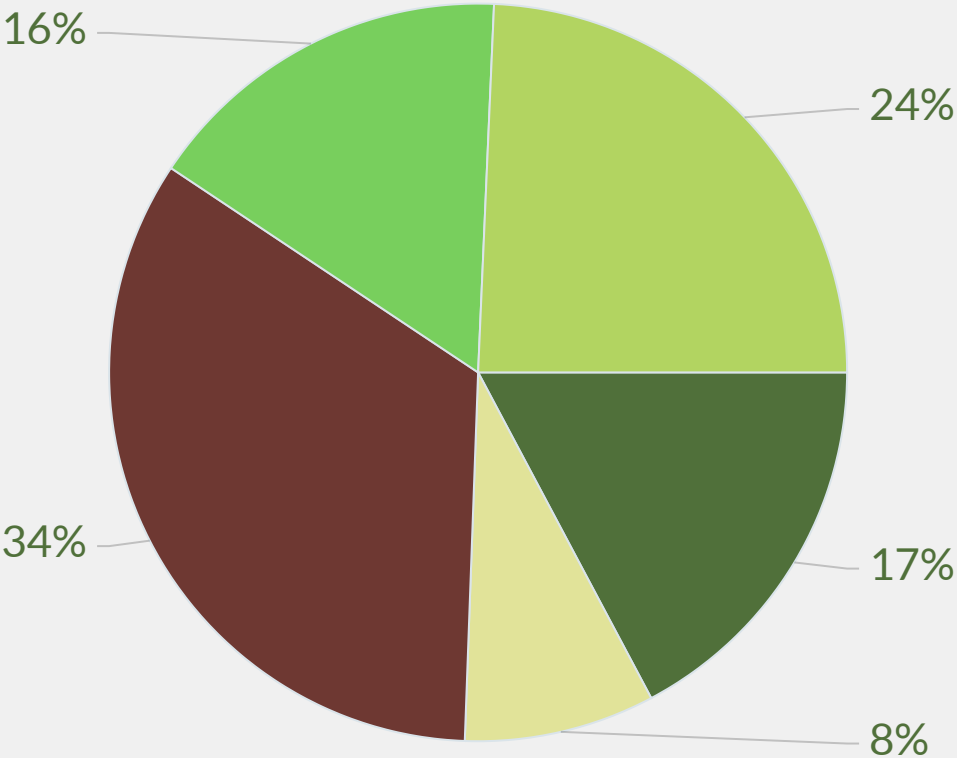
Funds Received

Circuit Court Records receipts all funds for the Circuit Court and the Juvenile Court for items including restitution, state fees, fines and costs, bonds, court orders, filing fees, attorney fees, and several others.

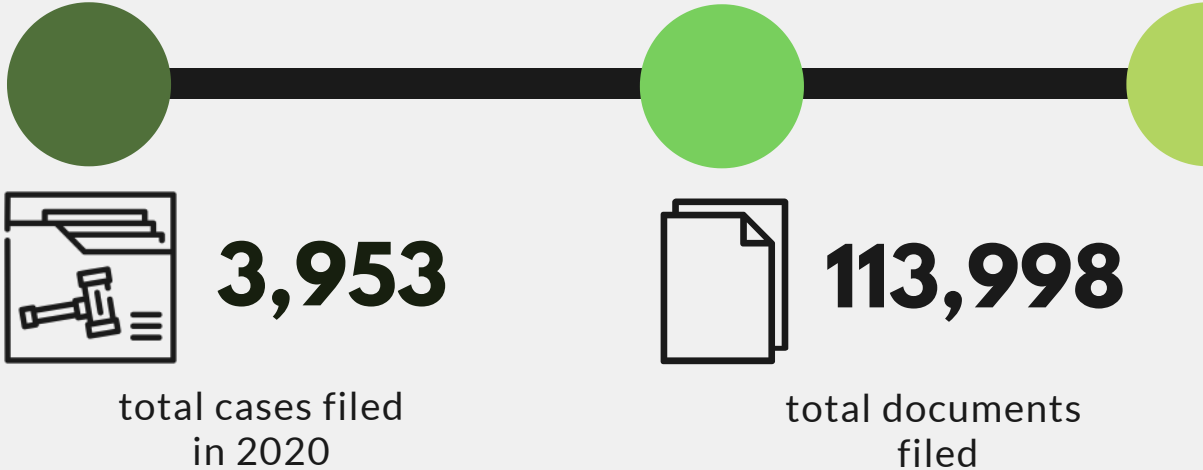
\$2.99
Million

- Circuit Court Records funds were down 36% in 2020 due to:
- Collection Clerks didn't hold as many hearings resulting in lower fines and costs
 - Juvenile Court did not rent beds to other counties
 - Lower overall Juvenile Court cases

Cases Filed



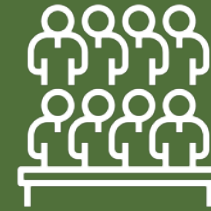
 Criminal	681	 Civil	330	 Domestic	1,335
 PPO	646	 Family	961		



32
Cases sent to the Court of Appeals

Jury Trials

Jury trials were stopped during the pandemic until the State Court Administrative Court moved to Phase 3 of their re-opening plan.



490

Jurors were called to serve



11

Trials commenced as Jury Trials



57.58%

decrease in jurors called to serve

Family Division Adoptions



106

adoption cases
filed



5

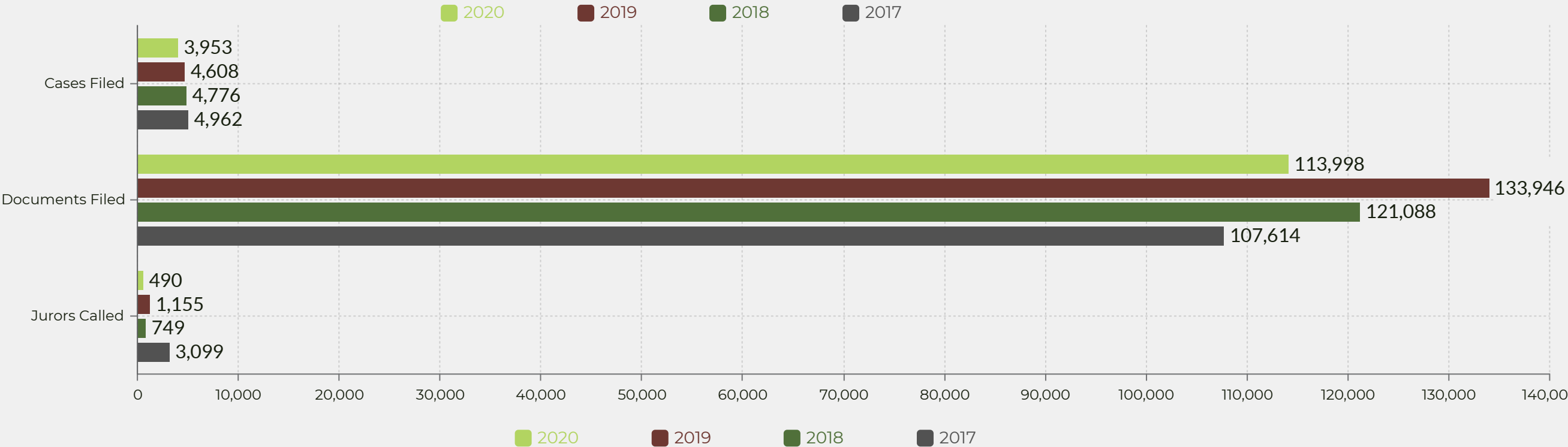
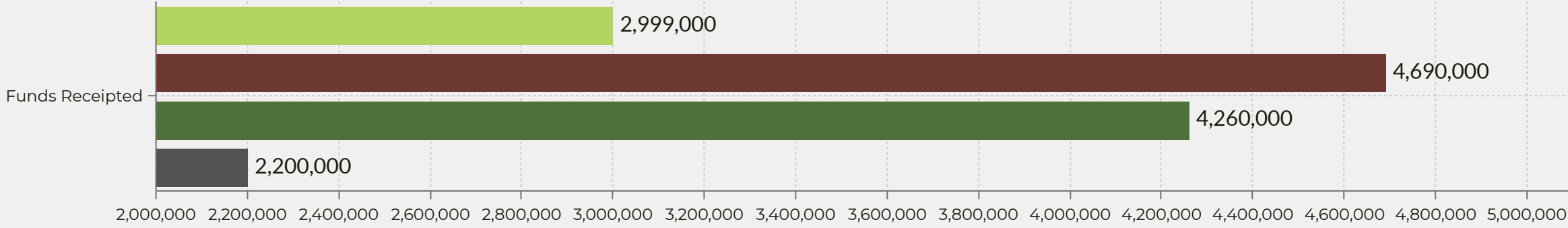
Adoptions finalized
on Michigan
Adoption Day



28.38%

decrease in
adoption cases

Trends Over Time





Elections

The Elections division is responsible for administering and overseeing all elections within Ottawa County.

2020 Elections Rundown



**March 10th
Presidential Primary**

61,571

Ballots Cast

Voter Turnout

▼30%



**May 5th
Special Election**

18,636

Ballots Cast

Voter Turnout

▼27%



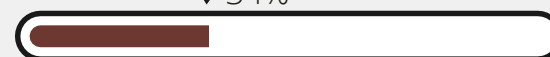
**August 4th
Primary Election**

72,213

Ballots Cast

Voter Turnout

▼34%



**November 3rd
Presidential Election**

169,960

Ballots Cast

Voter Turnout

▼78%

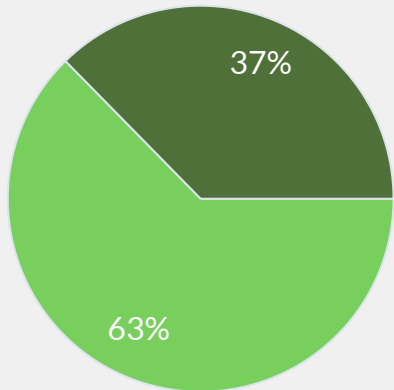


2020 Elections Rundown Continued



**March 10th
Presidential Primary**

How were ballots cast?

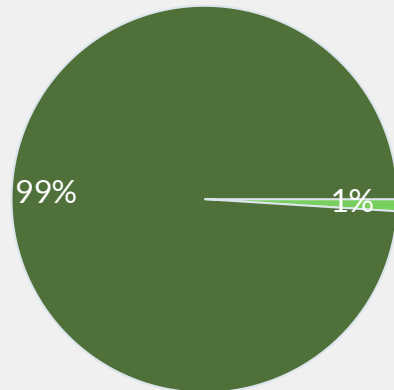


■ In-Person ■ Absentee



**May 5th
Special Election**

How were ballots cast?

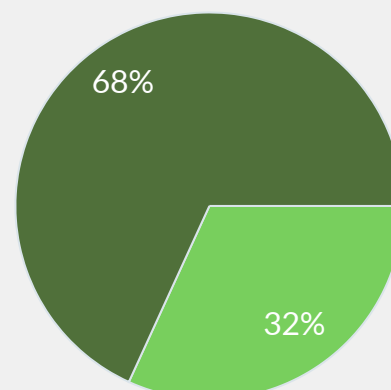


■ In-Person ■ Absentee

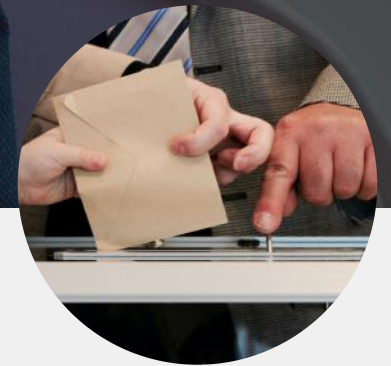


**August 4th
Primary Election**

How were ballots cast?

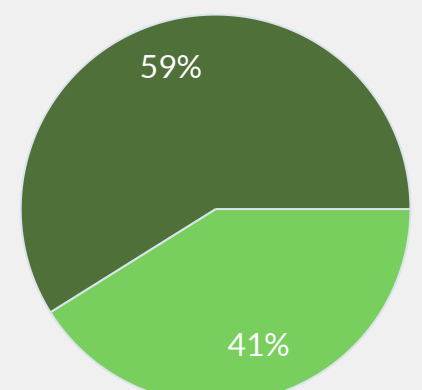


■ In-Person ■ Absentee



**November 3rd
Presidential Election**

How were ballots cast?



■ In-Person ■ Absentee

2020 Same Day Voter Registration



March 10th
Presidential Primary

487

Voters registered on
Election Day



May 5th
Special Election

25

Voters registered on
Election Day



August 4th
Primary Election

258

Voters registered on
Election Day



November 3rd
Presidential Election

1,007

Voters registered on
Election Day

Navigating Elections During COVID-19

Michigan's Governor issued her first COVID-19 executive order on the night of the March 10th Presidential Primary Election. This led to several significant changes in the May, August, and November Elections.

Election Worker Recruitment

Many election workers are at high risk for COVID-19 complications. Our office launched a website to help local clerks recruit younger workers. In 2020, **we recruited 212 workers.**

Online Election Worker Training

Our office is responsible for training all election workers. Typically these training take place at the Fillmore Street Complex, but we pivoted to online training to reduce contact. **We trained a total of 873 election workers.**



Purchase of Extra Equipment

With an anticipated increase in overall voter turnout and absentee voting, our office **purchased 18 new tabulators** to ensure ballots would still be counted quickly.

Mailed Absentee Ballot applications

In June, the Secretary of State mailed absentee ballot applications to all registered voters. Our office decided to do the mailing ourselves and use the opportunity to clean up our voter rolls. **We mailed a total of 199,866 applications**, which was completely reimbursed by the Secretary of State's office.

Social Media

With the rise of dis- and misinformation following the 2016 Presidential Election, our team developed a community strategy to utilize social media platforms more extensively, regularly, and took a more targeted approach. Part of our strategy was to obtain account verification so our voters know we are a trusted source of information.



120,100

Reach on Twitter



941,500

impressions on
Facebook



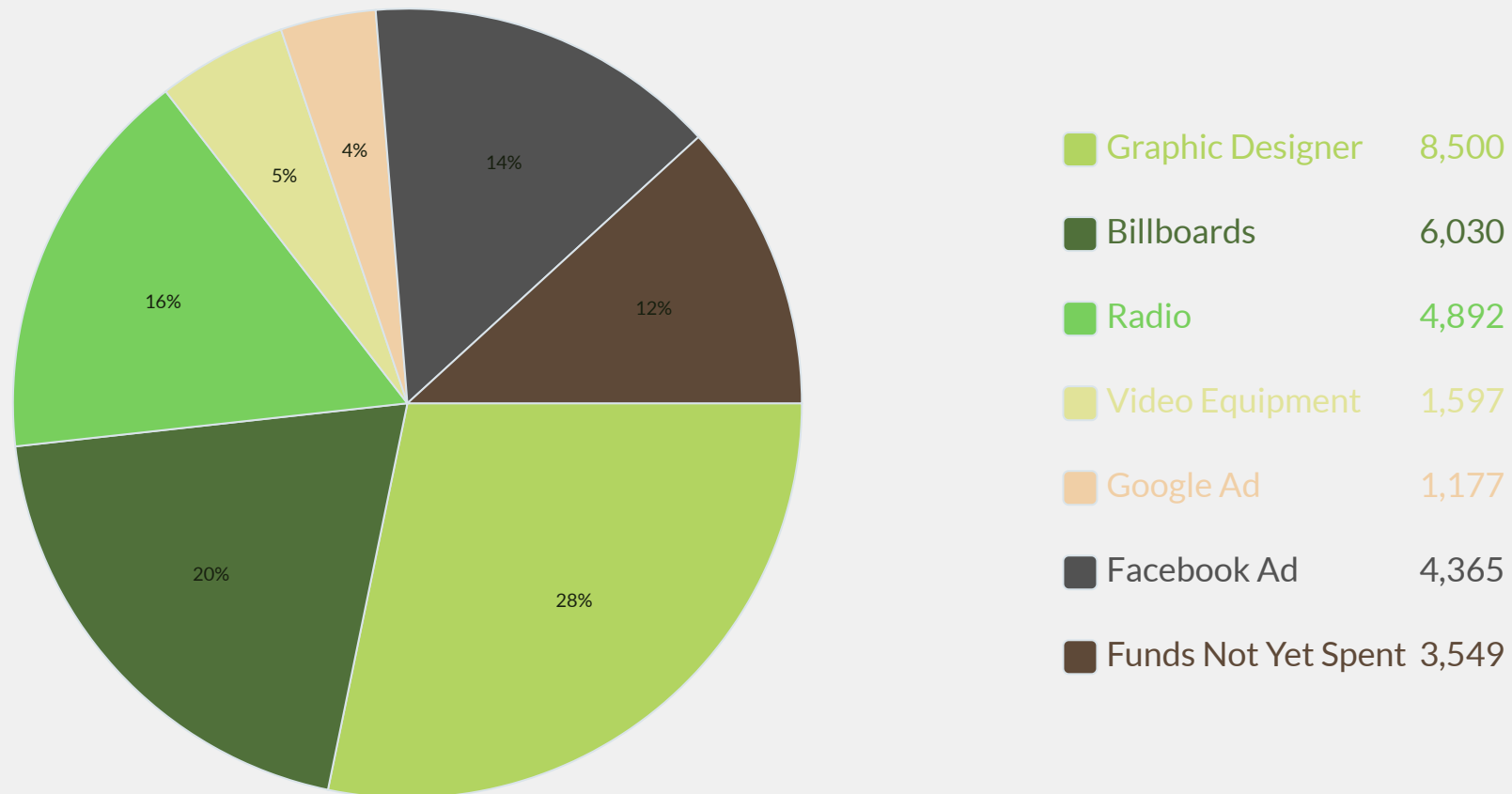
462

New followers on
Facebook

Center for Tech and Civic Life Grant

In September, the Center for Tech and Civic Life was given \$250 million dollars from Mark Zuckerberg and Priscilla Chan to distribute to local election officials. Ottawa County applied for funds and received just over \$30,000 to use for the November Election.

How Funds Were Spent



#OttawaVotes Campaign

f
44

Facebook posts
between Sept. 20 -
Nov. 6



34

Tweets between
Sept. 20 - Nov. 6



173

radio spots over
3 weeks

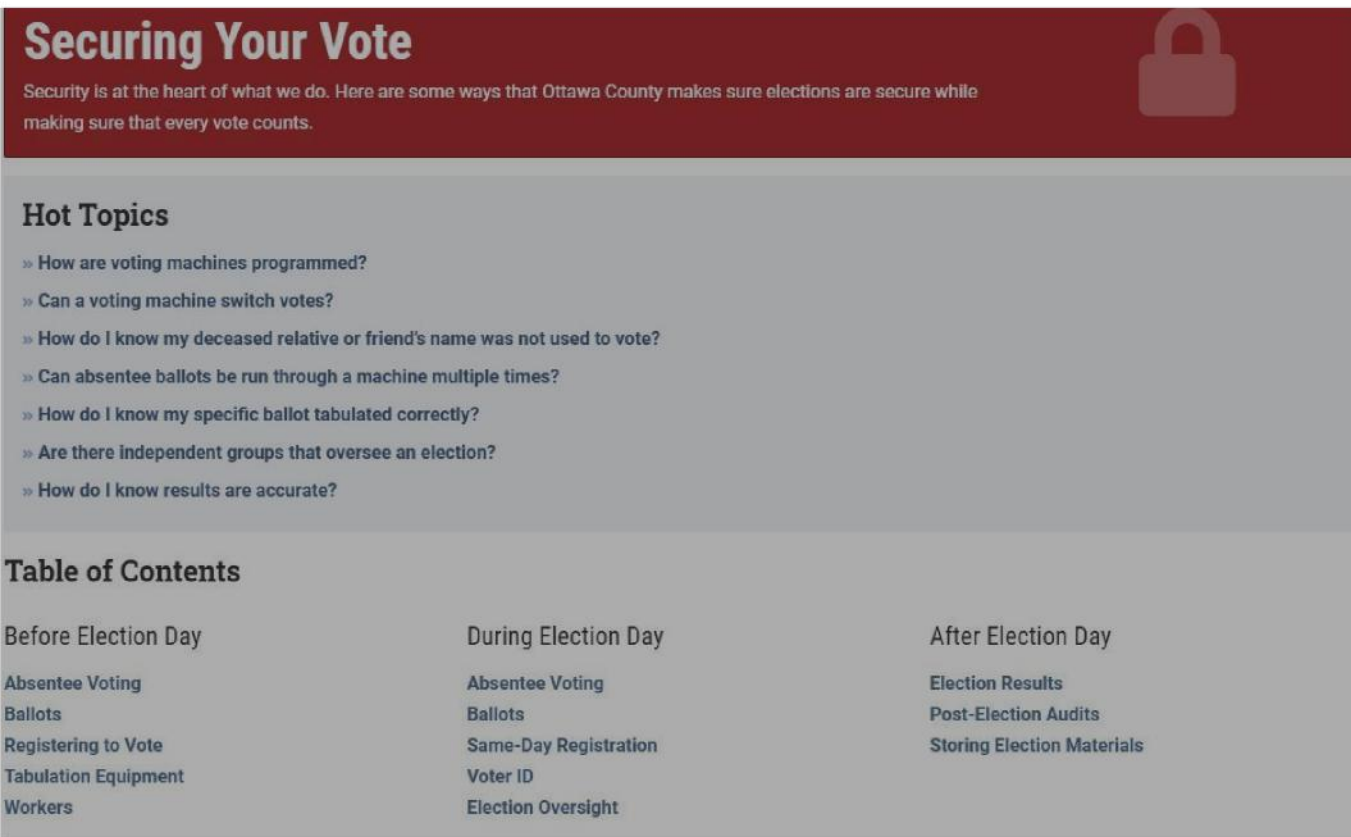
Leading up to the November Presidential Election, we used grant funds to reach the community with our #OttawaVotes Campaign. We posted on Facebook and Twitter, had several billboards around the county, and used radio to spread accurate information about voting.



In April 2021, the campaign won an award in Outstanding Innovation in Election Cybersecurity & Technology through the Election Assistance Commission.

Website Additions

Securing the Vote



Securing Your Vote

Security is at the heart of what we do. Here are some ways that Ottawa County makes sure elections are secure while making sure that every vote counts.

Hot Topics

- » How are voting machines programmed?
- » Can a voting machine switch votes?
- » How do I know my deceased relative or friend's name was not used to vote?
- » Can absentee ballots be run through a machine multiple times?
- » How do I know my specific ballot tabulated correctly?
- » Are there independent groups that oversee an election?
- » How do I know results are accurate?

Table of Contents

Before Election Day	During Election Day	After Election Day
Absentee Voting	Absentee Voting	Election Results
Ballots	Ballots	Post-Election Audits
Registering to Vote	Same-Day Registration	Storing Election Materials
Tabulation Equipment	Voter ID	
Workers	Election Oversight	

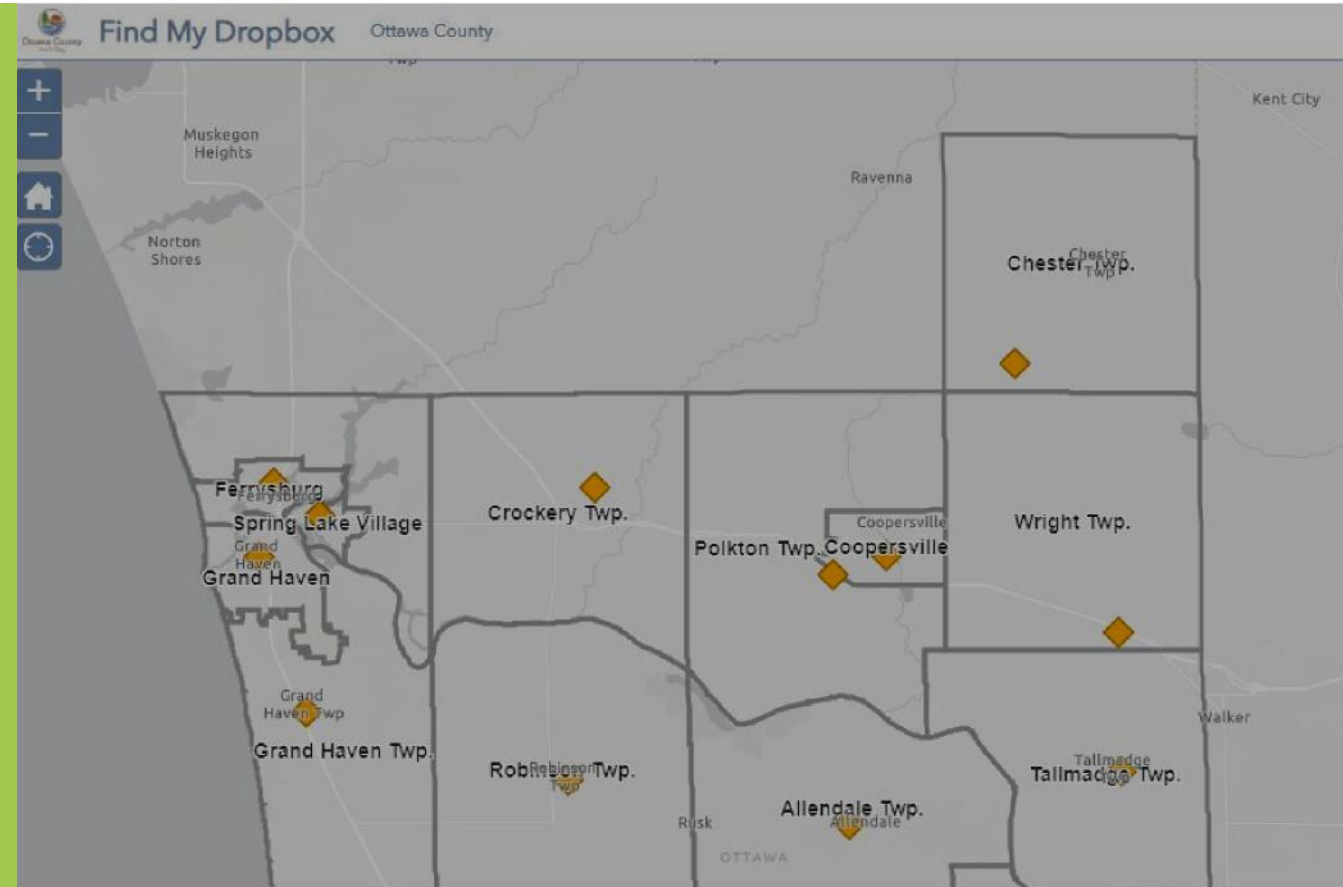
In anticipation of receiving questions about election security, we launched a website in June that opens up the elections process. The website is organized by topic. We continually update the website as we receive more questions.



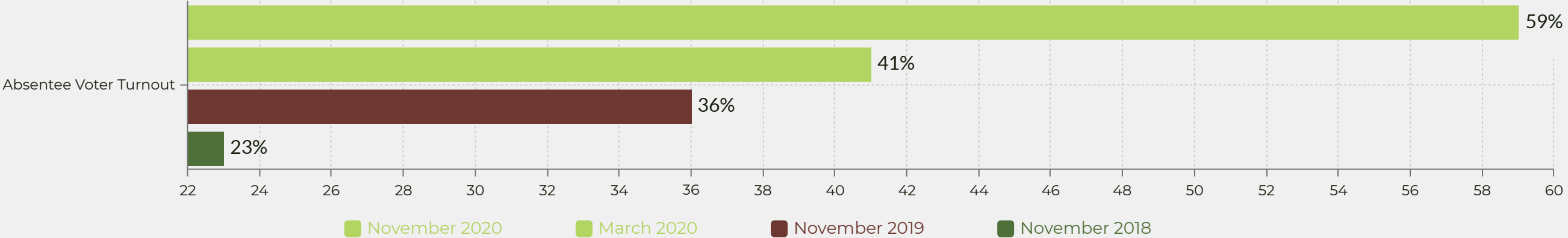
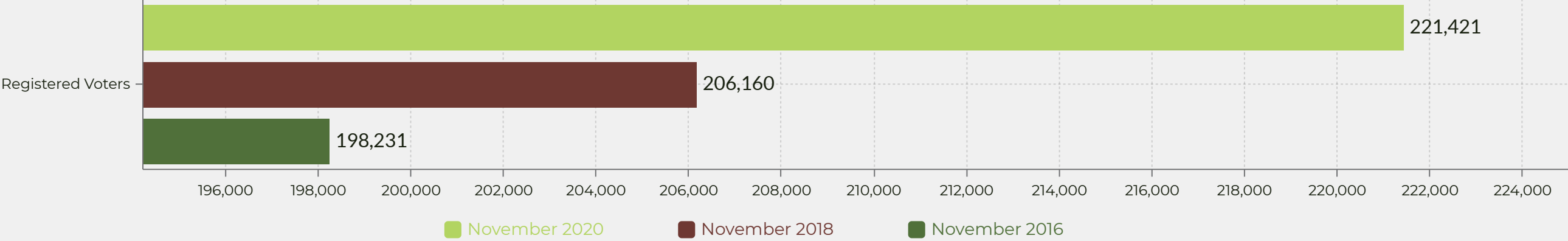
Website Additions

Find my Drop Box

Our office received many calls from voters about where to return their absentee ballots. In partnership with the GIS office, we launched an application where voters can type in their address to find their local drop, complete with photos and directions.



Trends Over Time



2021 Goals

Our department hopes to complete the following goals in 2021.



CPL Fingerprinting

To streamline the CPL application process, we plan to implement fingerprinting so new applicants no longer have to go to the Sheriff's Department or an outside agency to complete their application.



Electronic Document Return for Land Records

To reduce time and cost of returning recorded land documents, we plan to continue implementation of electronic document return. This technology can be integrated into our Deeds processing system and allows us to electronically return documents that were mailed to us by customers.



Case Management System

To streamline the process of opening a case through the courts, we plan to implement a new case management software system in partnership with the 20th Circuit and 58th District Courts.



Off Site Record Storage

Our case file records have been stored off site for decades. We plan to move the records to the City of Grand Rapids Archives for easier access.



Ottawa County

THANK YOU



Action Request



Committee:	Board of Commissioners
Meeting Date:	05/11/2021
Requesting Department:	Human Resources
Submitted By:	Regina MacMillan
Agenda Item:	Ottawa County Human Resources 2020 Annual Report

Suggested Motion:

To receive for information the Ottawa County Human Resources 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 type="checkbox"/> No	<input checked="" type="checkbox"/> N/A
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If not included in budget, recommended funding source:

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

Action is Related to Strategic Plan:

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

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

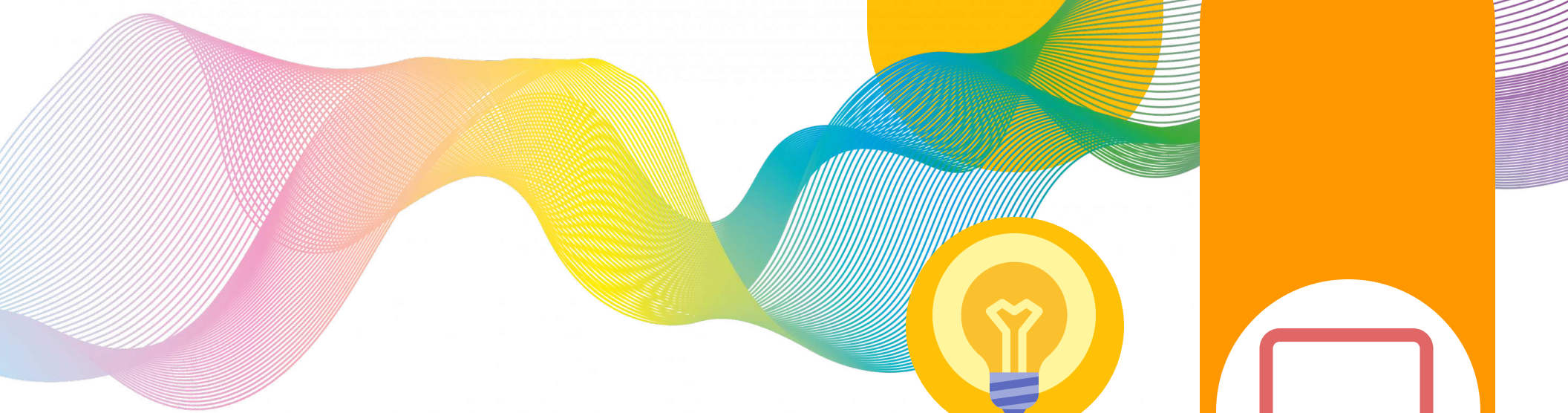
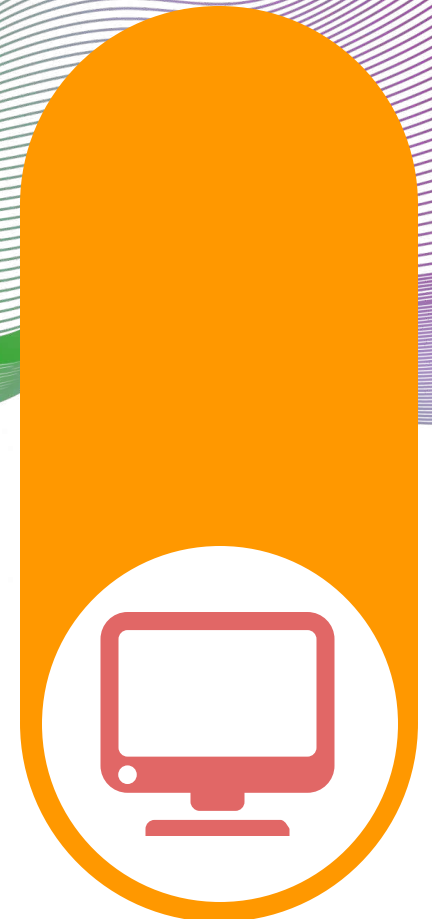
Goal 3, Objective 4: Evaluate communication with other key stakeholders.

Administration: Recommended Not Recommended Without Recommendation

County Administrator: 

Committee/Governing/Advisory Board Approval Date:

HUMAN RESOURCES 2020 Annual Report

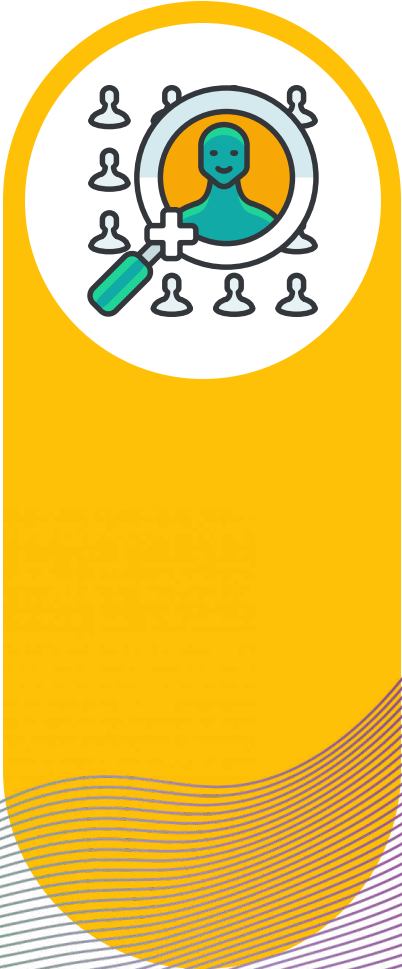


Ottawa County
Where You Belong.



Table of Contents

Human Resources Staff	03
COVID-19's Impact	04
Talent Development	05
Knowledge City	06
Employment	07
Employee Relations & Payroll	08
Employee Assistance Program	09
Benefits & Worker's Comp	10
Empower Retirement	11
The Year Ahead	12
Thank You	13



Human Resources Staff

In 2020, we welcomed a new team member, Michaela Mohr! She works closely with Erin Rotman on benefits administration, as well as with Marcie Ver Beek on projects. Welcome, Michaela!



Michaela Mohr
HR Specialist (Benefits/Projects)



Marcie Ver Beek
Human Resources Director



Sarah Allen
Human Resources Manager



David Groenewoud
Payroll & Compliance
Supervisor



Taci Casey
Payroll Coordinator



Erin Rotman
Benefits Analyst



Jake Vander Kolk
Employment Analyst



Jocelyn Garris
HR Specialist (Employment)



Kelli Rantz
HR Specialist (Talent Development)

COVID-19's Impact

New Pay Codes Created*

6

Employee Leaves Managed

286

Webinar Sessions Offered
Through Pine Rest EAP

34

Estimated Amount of
Employees Working
From Home in 2020

50%

Versions of the County's
COVID-19 Response Plan

7

Participants in COVID-19
Specific EAP Trainings

558

*New COVID-19 Pay Codes:

Pay type 361 (Emergency FMLA Expansion Act)

Pay type 362 (100% Short Term Disability)

Pay type 375 (COVID Sick Leave 1-3)

Pay type 376 (COVID Sick Leave 4-6)

Pay type 532 (Group N Weekend Duty)

Pay type 533 (On-Call Weekend COVID)

Talent Development

With the start of the COVID-19 pandemic, the Talent Development team had to shift their focus to all-online trainings. The usual courses that are offered had to be converted to be Zoom-compatible, including New Hire Orientation.



54%

Employees Attended a Development Opportunity



138

Employees Honored for Service Years



183

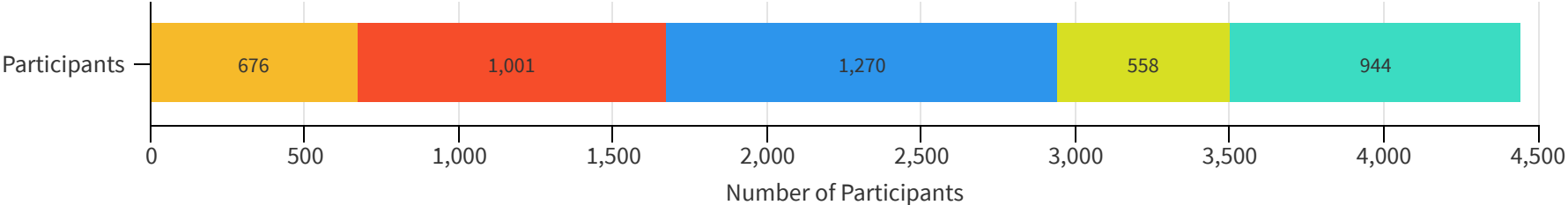
Different Courses Completed Across All Modalities



\$72,078.50

Amount of Tuition Reimbursement

Participation By Training



- Live Instructor Led (Virtual & Classroom)
- Knowledge City E-Learning
- In-House E-Learning
- Employee Assistance Program Sessions
- COVID-19 Safety Measures E-Learning

Knowledge City



Knowledge City: Ottawa County purchased an extensive library of online courses in the spring of 2020 to keep employees engaged during the ongoing Covid-19 pandemic. The e-learning courses are hosted on Topyx, the county’s learning management system, making it easy for employees to access from any device, at any time. The e-learning courses fall into the categories of Business, Computer, Safety, Compliance, and Finance.



133

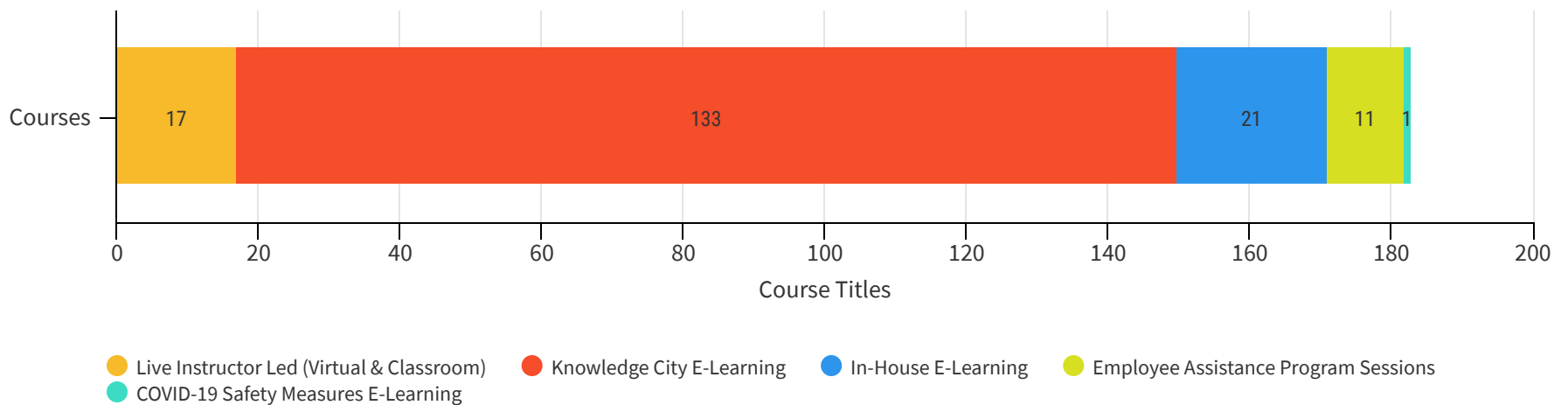
New Online Courses From Knowledge City



1,001

Knowledge City Courses Completed

Number of Courses Available



Employment

Applications Received

4,794

Interviews Conducted

979

Hires

217

Total Terminations

127

Employee Position
Changes

64

Retirees

28



Hire Slips Processed

631

this includes:

- New Hires
- Promotions
- FTE/funding/allocation changes



Employee Relations & Payroll

Disciplines

17

Grievances

1

Collective Bargaining
Agreements Negotiated

7

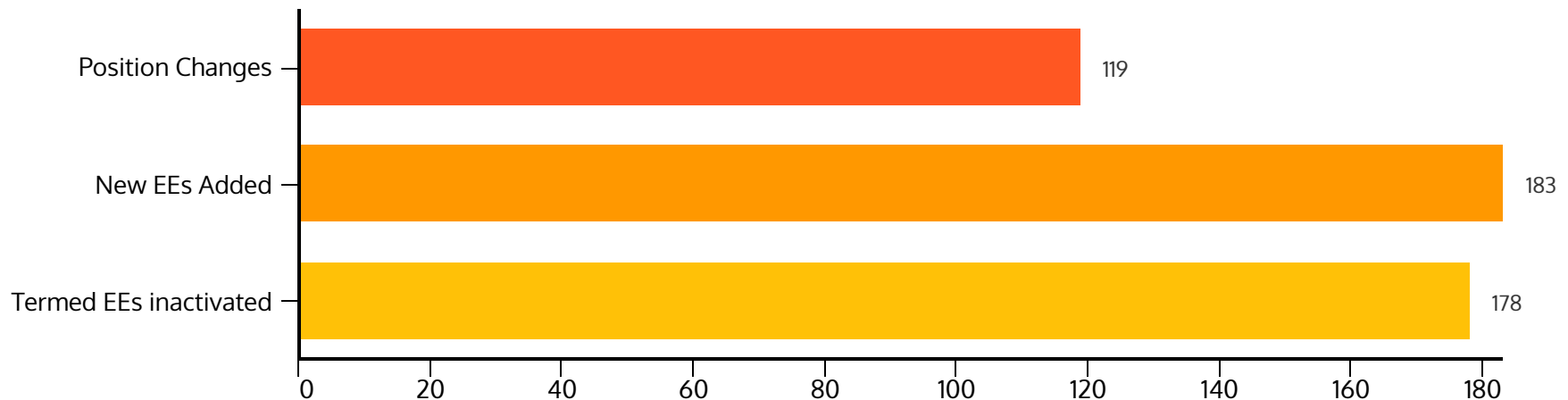
Average Payroll in 2020

\$1,579,287.21

Total 2020 Payroll

\$42,478,754.74

Employee Changes in Munis



Employee Assistance Program



Contacts in 2020

168

Difference from 2019

+15%

Legal/Financial Consultations

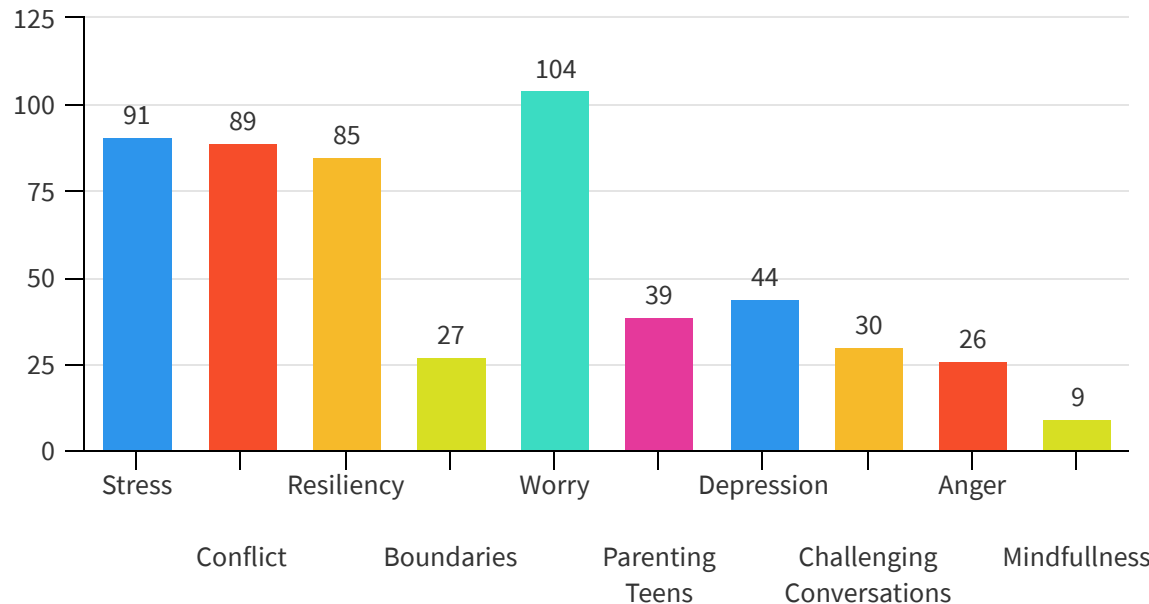
4

Department Briefings with Bob VandePol

11

COVID-19 Response Trainings, led by Bob VandePol and Ron Scott

EAP COVID-19 Response Webinars - Employee Participants



Class titles, with participation shown in chart on the left:

1. How Stress Affects Our Wellbeing
2. Conflict & Communication
3. Resilient People Who Bounce Back
4. Loving Boundaries
5. Managing Worry & Anxiety
6. Parenting Teens
7. Depression
8. Challenging Conversations
9. Managing Anger/De-escalation
10. Mindfulness

Benefits & Worker's Comp

Employees on High
Deductible Health Plan

97%

Employees Contributing to
457 Account

463

Dollars Managed by
Empower

\$285M

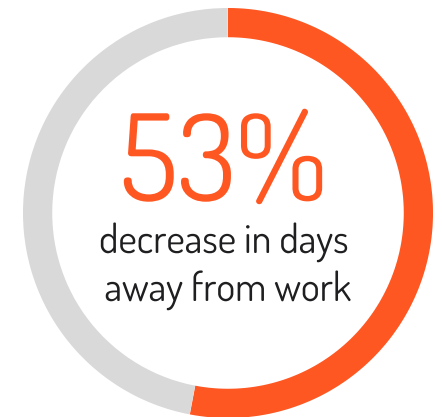
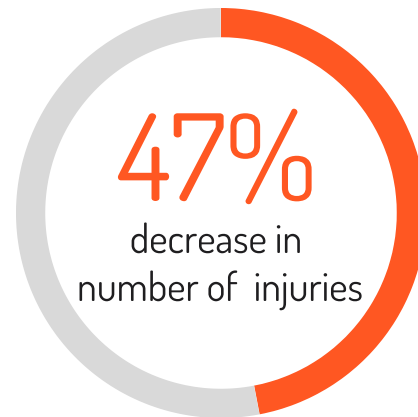
Worker's Compensation 2020 Compared to 2019

Work-Related Injuries

64

OSHA Recordable
Injuries

17



Empower Retirement

New Enrollees in
Empower 457

45

Total Employee Contributions in 2020

\$2,321,411.37

Total Amount of
Employees Contributing

55%

Webinars Offered

7

Total Webinar Attendees

116

One-on-One Consultations

80

Average Employee
Contribution Per Pay Period

\$185.70



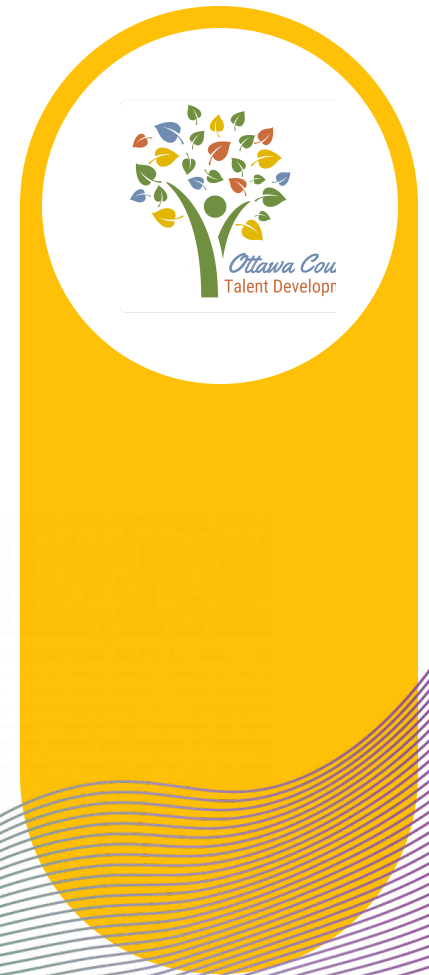
The Year Ahead - 2021

Roth 457 Implementation - 1/1/2021

Munis 2019.1 Update - Spring 2021

ExecuTime Implementation - Summer 2021

Wage Study Results - Summer 2021



Thank You

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

Francisco C. Garcia
Joe Baumann
Doug R. Zylstra
Allen Dannenberg
Randall J. Meppelink
Kyle J. Terpstra
James Holtvluwer
Greg J. DeJong
Philip D. Kuyers
Roger A. Bergman
Matthew Fenske



Action Request



Committee:	Board of Commissioners
Meeting Date:	05/11/2021
Requesting Department:	Ottawa County Water Resources Commission
Submitted By:	Regina MacMillan
Agenda Item:	Ottawa County Water Resources Commission 2020 Annual Report

Suggested Motion:

To receive for information the Ottawa County Water Resources Commission 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 type="checkbox"/> No	<input checked="" type="checkbox"/> N/A
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If not included in budget, recommended funding source:

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

Action is Related to Strategic Plan:

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

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

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

Administration: Recommended Not Recommended Without Recommendation

County Administrator:

Committee/Governing/Advisory Board Approval Date:



Water Resources Department

Fiscal Year 2020 Annual Report

2020 Challenges

- Multiple open positions through much of 2020
 - Deputy and Development Coordinator roles
- Sustained near record Lake Levels
 - Massive Lakeshore Erosion
- COVID-19
 - Remote work environment complicated open meeting requirements
- Significant spring flooding
 - Rain events compounded with high groundwater levels

2020 Water Resources Services



55 Development
Reviews



1,336 Active Soil
Erosion Permits



647 Inspection
Reports

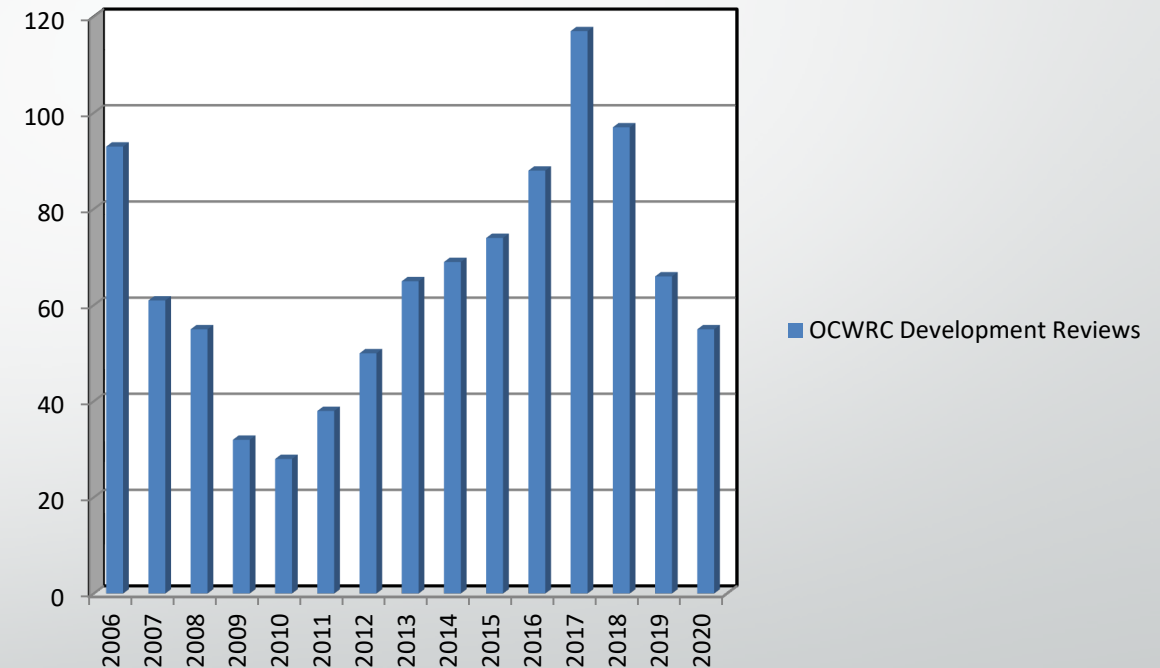


Development Reviews

Municipality and Development Breakdown

TOWNSHIP/ CITY	FY19 PERMITS	FY20 PERMITS	DEVELOPMENT TYPE	FY19 PERMITS	FY20 PERMITS
Allendale	2	2	Apartment	3	2
Blendon	0	1	Church	1	4
Coopersville	1	0	Commercial	27	18
Crockery	1	0	Commercial Park	0	0
Georgetown	20	15	Condominium	5	4
Grand Haven	3	6	Duplex	1	0
Holland	16	19	Improvement	0	0
Ferrysburg	0	1	Parcel Split	0	1
Polkton	0	0	Industrial Park	0	0
Jamestown	6	4	Industrial	15	11
Olive	1	0	Misc.	4	3
Park	4	2	Private Drive	0	0
Port Sheldon	0	0	PUD	0	0
Robinson	1	0	School	2	1
Spring Lake	1	2	Site Condo	2	3
Tallmadge	1	0	Subdivision	6	7
Zeeland	6	0	Townhome	0	0
Zeeland City	0	1	Utility	0	1
Wright	2	2			
City of Holland	1	0			
City of Hudsonville	0	0			
TOTAL	66	55	TOTAL	66	55

15 Year Development Totals

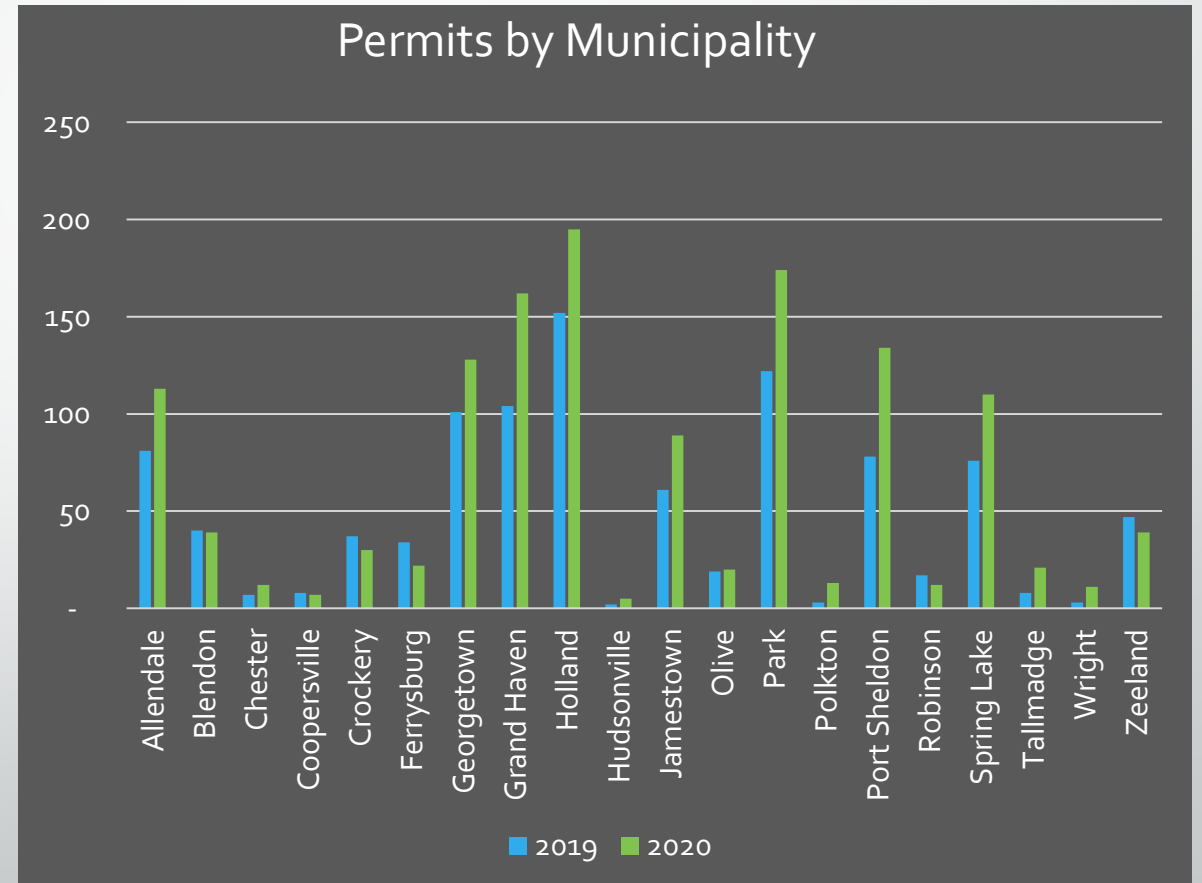


Soil Erosion Permits

2019 vs. 2020 Type

DEVELOPMENT TYPE	2019 Permits	2020 Permits
Apartment	8	11
Church	4	5
Commercial	77	95
Condo	22	35
Cut/Fill	145	244
Duplex	16	12
Industrial	1	3
Misc	12	17
Park	5	5
Pond	6	4
Private Drive	4	6
Res/Minor	74	104
Sand Mining	17	19
School	4	2
SFH	557	714
Sidewalk	6	6
Subdivision	24	34
Utility	18	20
Mobile Home Park	0	0
TOTAL	1000	1336

2019 vs. 2020 by Municipality



Drain Work - Vendors 2020

Top Drain Order Vendors by percentage for FY2020:

Top 10 Contractors - By Bid Volume	
1	Schippers Excavating, Inc.
2	MJ Vandamme Trucking, Inc.
3	Randall G Meyer Excavating
4	RTH Services LLC
5	PLM Lake & Land Management
6	Al's Excavating
7	Dan Hoe
8	Diversified Dewatering
9	McGilley's Excavating
10	Busscher Development Inc

Top 10 Consultants - By Bid Volume	
1	Prein & Newhof
2	Spicer Group Inc.
3	Integral Partners LLC (LRE)
4	ENG
5	Fahey Schultz Burzych Rhodes
6	GEI Consultants, Inc.
7	Schultz Land & Water
8	Progressive AE
9	Fishbeck, Thompson, Carr & Hube
10	Civil Engineering, Inc.

Drain Maintenance Inspections

Five Year Comparison of Drain Maintenance expenses: Fiscal Year 2020 was the second largest year of maintenance activity in spite of COVID related slow-downs.

Municipality - Maintenance	2016	2017	2018	2019	2020
Allendale Twp	83,442.53	43,600.40	36,497.78	37,507.88	43,022.59
Allendale Twp Individuals	-	-	-	-	-
Blendon Twp	8,186.24	44,928.52	10,029.09	12,815.20	15,144.45
Blendon Twp Individuals	21,312.81	30,577.82	29,448.57	19,003.16	10,730.10
Chester Twp	-	4,353.23	281.45	443.25	2,637.50
Chester Twp Individuals	-	6,308.21	-	5,949.19	3,018.85
City of Coopersville	-	95.20	-	60.50	-
City of Ferrysburg	20,744.18	1,700.00	1,788.76	1,185.71	474.28
City of Grand Haven	-	1,779.44	-	2,368.30	-
City of Holland	12,582.69	7,011.10	2,494.90	2,626.20	6,821.29
City of Hudsonville	1,762.64	3,795.11	5,628.25	13,528.91	30,278.00
City of Zeeland	14,921.11	10,359.24	4,413.45	26,880.80	19,589.72
Coopersville Individuals	-	-	-	-	-
Crockery Twp	808.89	732.43	678.34	921.20	2,071.55
Crockery Twp Individuals	5,742.67	-	2,053.00	-	-
Ferrysburg Individuals	23,991.34	-	-	-	-
Georgetown Twp	60,443.78	62,596.07	48,589.25	74,327.93	51,725.69
Georgetown Twp Individuals	-	11,025.00	-	-	-
Grand Haven Twp	3,123.58	14,617.49	34,324.80	30,580.03	36,584.04
Grand Haven Twp Individuals	-	-	9,390.14	-	2,976.07
Holland Twp	68,132.14	61,158.01	103,603.54	99,613.98	96,260.00
Holland Twp Individuals	-	-	-	18,758.60	-
Hudsonville Individuals	-	-	-	-	-
Jamestown Twp	3,472.93	8,967.20	5,141.15	15,147.78	16,119.62
Jamestown Twp Individuals	9,678.61	13,502.53	19,958.98	-	20,159.75
Olive Twp	46,665.14	52,580.96	34,444.94	45,138.87	34,203.34
Park Twp	17,127.98	39,600.94	15,677.37	34,980.24	35,967.44
Park Twp Individuals	-	-	-	-	30,679.29
Polkton Twp	-	-	-	4,959.10	95.44
Polkton Twp Individuals	-	-	-	-	-
Port Sheldon Twp	3,897.36	9,248.10	807.79	2,506.04	1,261.48
Port Sheldon Twp Individuals	-	-	-	-	-
Robinson Twp	4,174.42	1,540.40	5,476.54	4,543.87	6,058.31
Robinson Twp Individuals	20,833.15	5,814.54	8,625.18	16,046.97	2,193.89
Spring Lake Twp	10,772.48	8,234.53	12,560.91	26,823.61	21,193.95
Spring Lake Twp Individuals	13,690.85	-	-	-	-
Spring Lake Village	-	-	-	-	-
Tallmadge Twp	-	16,575.90	1,941.44	26,707.47	6,735.36
Wright Twp	2,540.50	2,883.83	4,967.70	3,061.47	5,281.14
Wright Twp Individual	13,461.72	6,793.23	4,655.47	16,063.94	-
Zeeland Individuals	20,483.86	-	-	-	43,217.78
Zeeland Twp	12,642.84	19,682.19	23,467.56	23,259.45	-
Total:	504,636.44	490,061.62	426,946.35	565,809.64	544,500.92

2020 Drain Petitions

Just a Couple Examples of Significant Petition Projects:

- Cory Bishop
 - Sand Creek
 - Warber
 - Crockery Lake
- Cory Bishop is a \$554,000 petitioned project funded 75% through at-large assessments with MDOT a large supplemental benefit.
 - Sand Creek is a \$860,000 petitioned project funded through a \$600,000 grant and at-large assessments with Chester Twp and Wright Twp.
 - Warber is a \$1.28M petitioned project funded 100% through at-large assessments with Grand Haven Downtown Authority (D.D.A) and Grand Haven City contributing a combined \$1.2M.
 - Crockery Lake is a \$476,000 petitioned project funded through at-large assessments with Chester Twp.

Water Resources Financial Performance FY 2020

Revenues, FY2020

Fees:

Soil Erosion Permit Fees	138,290.00
Development Review Fees	320.00
Total Fees	\$ 138,610.00

General Revenues:

8010 Fund - Revenues [404000]	4,429,943.47
8010 Fund - SOM, General Govt. [529000]	381,569.60
8010 Fund - Subtotal	4,811,513.07

8510 Fund - Revenues [404000]	161,757.67
8510 Fund - Subtotal	161,757.67

Total Assessments	\$ 4,973,270.74
--------------------------	------------------------

Interest Earned:

8010 Fund - Interest on Investments [665000]	31,116.35
8510 Fund - Interest on Investments [665000]	7,832.81
8725 Fund - Interest on Investments [665000]	238.74
Total Interest	\$ 39,187.90

Misc. Revenues

Lake Board - Spring Lake Tax Collections	26,580.00
Total Misc. Revenues	\$ 26,580.00

<u>Total Revenues, FY2020</u>	\$ 5,177,648.64
--------------------------------------	------------------------

Note: General Revenues include all revenues including Municipal At-Large assessments that were not included in the 2020 Assessment Roll Breakdown.

Liabilities, FY2020

Drain Notes:

8010 Fund (20 Drain Notes)	2,329,190.67
Total Drain Notes	\$ 2,329,190.67

Bonds:

Munn Drain (Final Payment, 06/01/30)	275,000.00
Nunica Drain (Final Payment, 06/01/22)	17,300.08
Total Bonds	\$ 292,300.08

Misc., Debt:

Revolving Drain Fund	162,566.28
Revolving Maintenance Fund	40,293.02
Total Misc.	\$ 202,859.30

Total Liabilities	\$ 2,824,350.05
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Expenditures, FY20

Drain Orders - Issued 10/1/2019 through 09/30/20 [#8882 through #10534]	4,877,912.09
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Total Expenditures	\$ 4,877,912.09
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Note: A list of all drain orders issued that compose the total expenditure amount shown above is kept on file in the Office of the Water Resources Commissioner as required by Michigan Drain Code, Act No. 40 of the Public Acts of 1956, as amended.

2020 Borrowing & Assessments

Due to the significant number of maintenance and petition requests for more County Drain systems, borrowing and assessments have continued to play a vital role within our organization.

Drain Bond/Note Payment Schedule - 2020

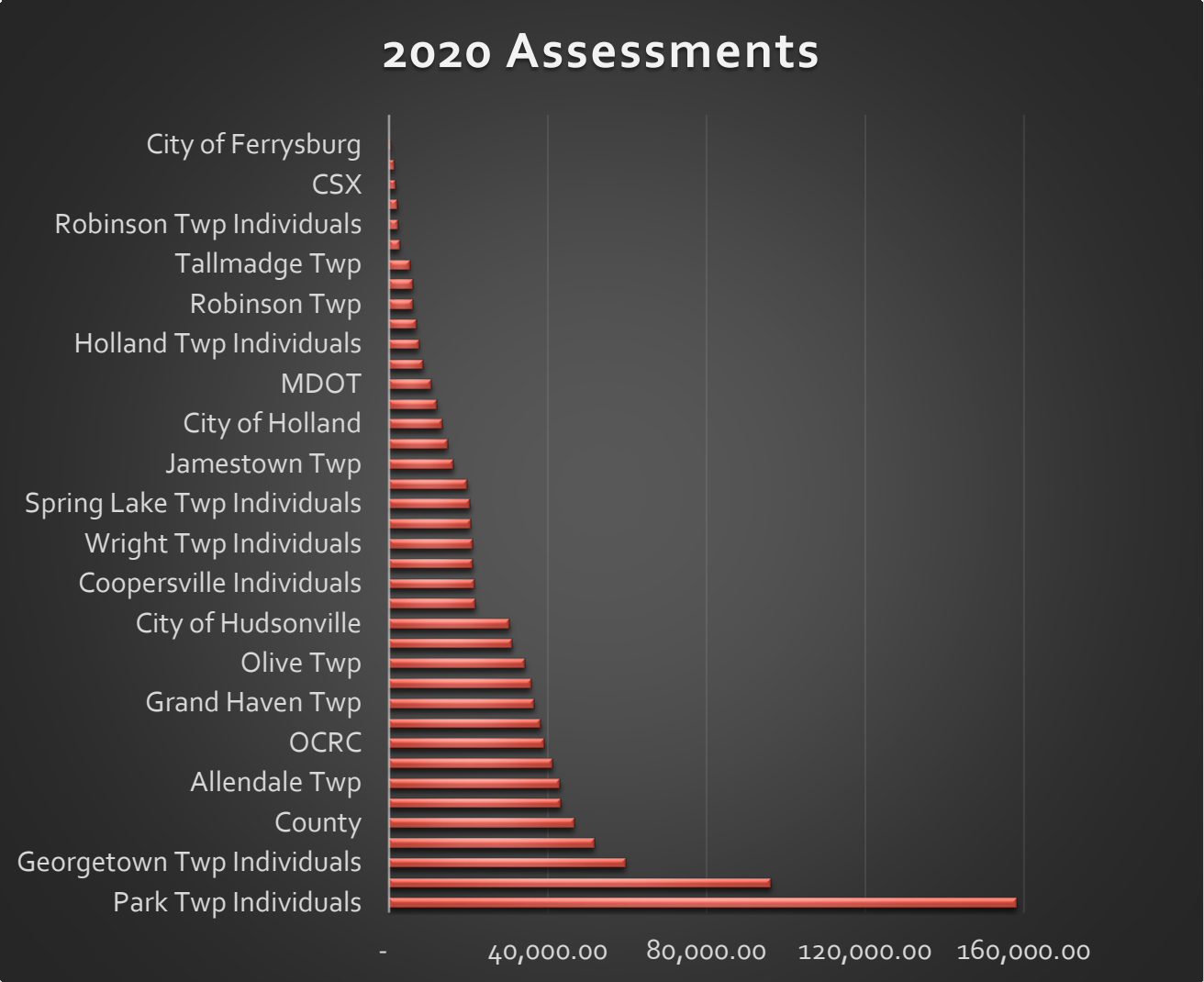
	<u>Drain</u>	<u>Original Bond/Loan Amount</u>	<u>2020 Payments</u>	<u>2020 Ending Balance</u>	<u>Start Date</u>	<u>Maturity Date</u>
1	Yonker	290,000.00	-	290,000.00	6/1/2021	6/1/2030
2	Sand Creek	297,000.00	-	297,000.00	6/1/2021	6/1/2025
3	Cory Bishop	140,000.00	-	140,000.00	6/1/2021	6/1/2025
4	Crockery Lake	130,000.00	-	130,000.00	6/1/2021	6/1/2021
5	Borculo	140,000.00	42,000.00	98,000.00	6/1/2018	6/1/2027
6	Eagle Ridge	210,000.00	42,000.00	168,000.00	6/1/2019	6/1/2028
7	Grove Avenue	150,000.00	120,000.00	30,000.00	6/1/2013	6/1/2022
8	Hiawatha	465,000.00	69,750.00	395,250.00	6/1/2018	6/1/2037
9	Old Macatawa Court	65,000.00	13,000.00	52,000.00	6/1/2019	6/1/2028
10	Seydell	206,010.00	54,936.00	151,074.00	6/1/2017	6/1/2031
11	City View	100,000.00	20,000.00	80,000.00	6/1/2020	6/1/2024
12	Lovell Park South	138,000.00	27,600.00	110,400.00	6/1/2020	6/1/2024
13	Hecksel	80,000.00	5,333.33	74,666.67	6/1/2020	6/1/2034
14	Pinnacle	75,000.00	-	75,000.00	6/1/2022	9/1/2026
15	No. 37	45,000.00	-	45,000.00	6/1/2021	6/1/2021
16	No. 18	70,000.00	35,000.00	35,000.00	6/1/2016	6/1/2025
17	Sunningdale	300,000.00	240,000.00	60,000.00	6/1/2013	6/1/2022
18	Hickory Grove	70,000.00	28,000.00	42,000.00	6/1/2019	6/1/2023
19	Hidden Meadows	18,000.00	7,200.00	10,800.00	6/1/2019	6/1/2023
20	Black Creek of Zeeland	90,000.00	45,000.00	45,000.00	6/1/2020	6/1/2021
Totals		3,079,010.00	749,819.33	2,329,190.67		

2020 Assessment Roll Breakdown

Total of \$1,047,298.70

Top 5 Percent:

1	Park Twp Individuals	15.09%
2	Holland Twp	9.19%
3	Georgetown Twp Individuals	5.69%
4	Georgetown Twp	4.94%
5	County	4.45%



2020 Conclusions

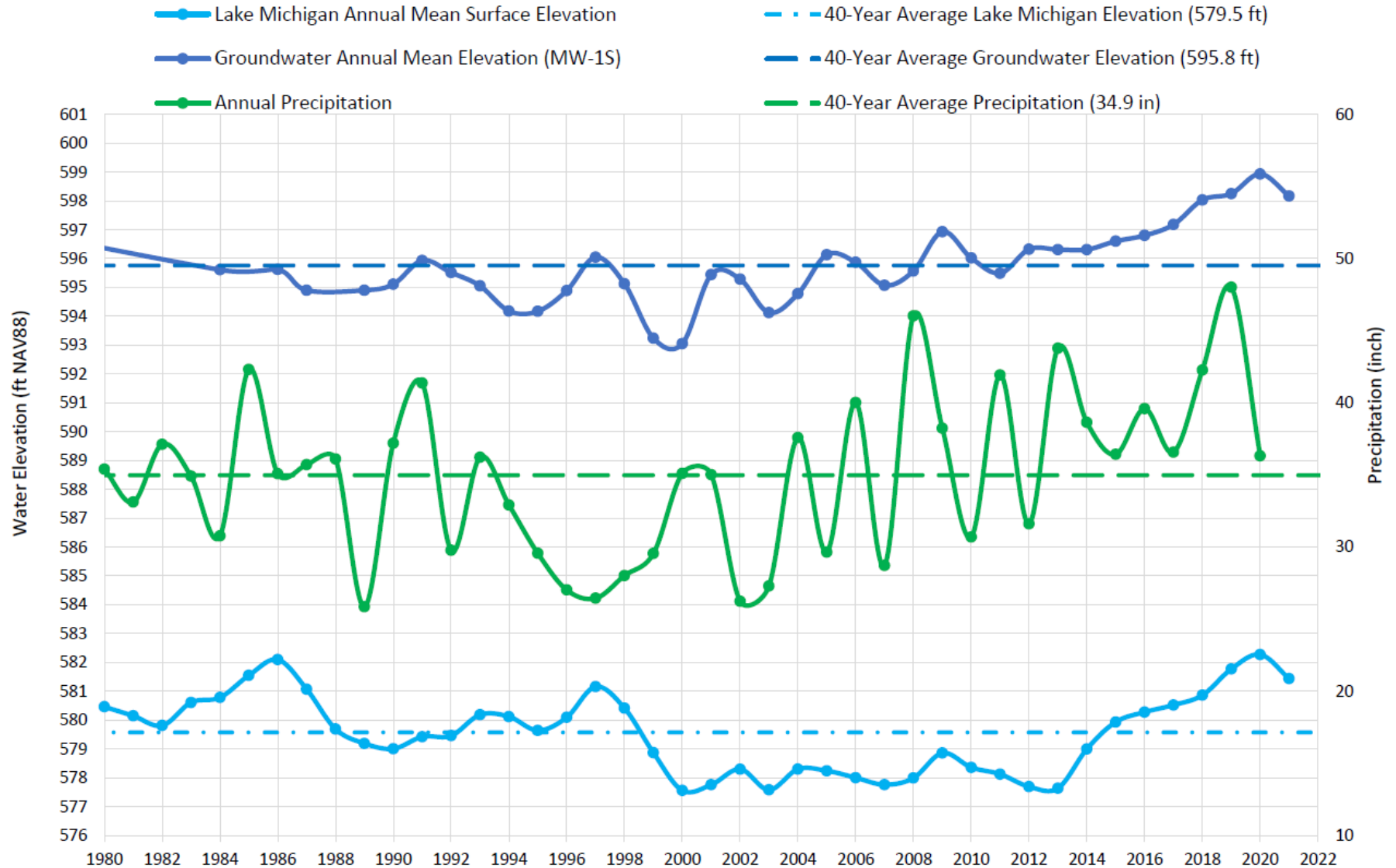
- Due to sustained high lake levels maintenance costs remained significant. Some maintenance exceeded the limits under Drain Code. Due to this we had 23 new petitions received during FY 2020 in addition to approx. 15 active petition projects from previous years.
- In the first quarter of FY 2021 Water Resources has filled two vacant positions (Deputy and Development Coordinator). Having full staff levels will greatly improve our ability to keep up with the demands on our department going forward.
- Continued collaboration with other County departments and our Township partners to keep costs at a minimum, while providing timely services.
- Historically high-water levels provide many challenges, and we are working diligently to help the citizens of Ottawa County through flooding and drainage issues.

2021 Projections

- Lake Michigan water levels are forecasted to remain high through FY2021. If Ottawa County experiences significant spring rain events, similar to 2020, there is an increased risk of flooding. Water Resources anticipates higher than average maintenance costs and petition projects during FY 2021 due to high water levels.
- COVID-19 will have a continuing, and unpredictable, impact on Water Resource's operations in FY 2021
- Michigan Drain Code revisions and updates to the Ottawa County development standards will require Water Resources staff to work closely with our legal counsel and engineering support to ensure compliance with updated language.

Precipitation, Great Lakes, and Groundwater Levels – Lakeshore Environmental

Figure 2 - 40-Year Annual Precipitation, Lake Michigan Water Level, and Groundwater Elevation
North Holiday Hills, Spring Lake Township



Spring 2020 Flooding Aftermath



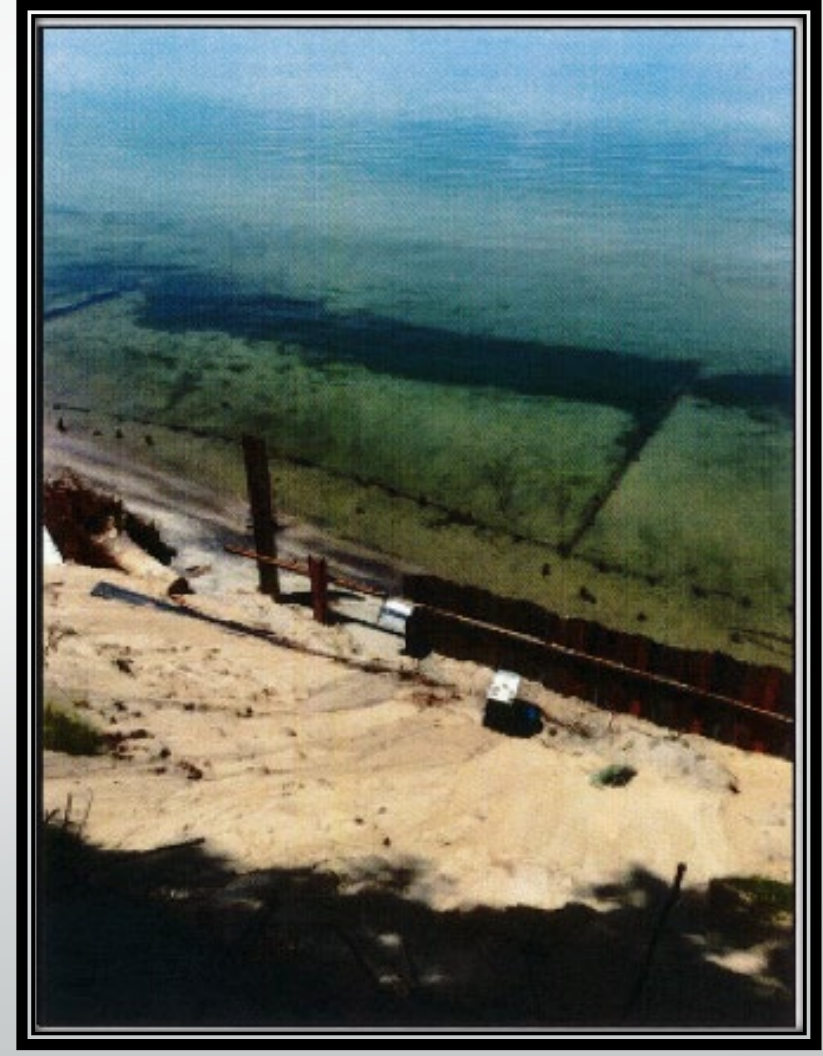
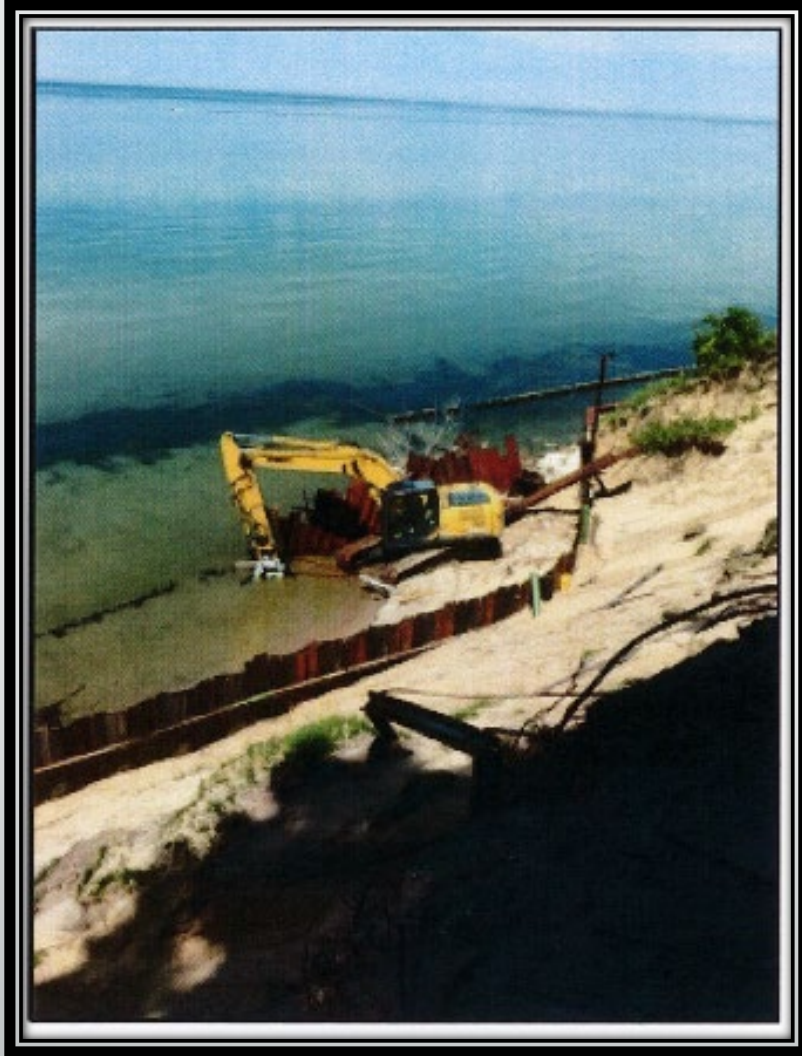
Spring 2020 Flooding Aftermath



Soil Erosion Lakeshore



Soil Erosion Lakeshore



Sand Creek Project - Before



Sand Creek Project - After



Thanks to all These Fine Organizations:

- Farm Bureau
- M.A.C.C – Macatawa Area Coordinating Council
- Home Builder Association
- NRCS – Nature Resources Conservation Service
- Ottawa Conservation District
- Ottawa County Parks
- MDOT
- Ottawa County Road Commission
- Townships / Cities / Villages of Ottawa County
- State Representatives and House Senate
- Michigan Department of Rural Development (M.D.A.R.D)
- Highpoint Community Bank

Action Request



Committee:	Board of Commissioners
Meeting Date:	05/11/2021
Requesting Department:	Circuit Court Probation and Parole
Submitted By:	Regina MacMillan
Agenda Item:	Ottawa County Circuit Court Probation and Parole 2020 Annual Report

Suggested Motion:

To receive for information the Ottawa County Circuit Court Probation and Parole 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 type="checkbox"/> No	<input checked="" type="checkbox"/> N/A
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If not included in budget, recommended funding source:

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

Action is Related to Strategic Plan:

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

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

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

Administration: Recommended Not Recommended Without Recommendation

County Administrator:

Committee/Governing/Advisory Board Approval Date:



COUNTY OF OTTAWA CIRCUIT COURT PROBATION AND PAROLE

2020 YEAR END REPORT

Administrative Offices: Grand Haven, Holland, Hudsonville

I. GENERAL INFORMATION

The Circuit Court Probation and Parole Department oversees those offenders convicted of felony and high court misdemeanor offenses. Probation may be imposed for all misdemeanors and felonies except murder, treason, armed robbery, criminal sexual conduct in the first or third degree and those felonies in which a firearm was used. The maximum term of probation that may be imposed is five years for felony convictions and two years for misdemeanor convictions. Probation terms may include up to one year in jail in conjunction with the probation term as well as payment of restitution, fines, court ordered costs, and supervision fees. Those released on parole from prison also have similar conditions imposed. Increased accountability is also achieved through the use of the electronic monitoring (tether/SCRAM).

Once placed on probation or parole, the agents monitor the offenders' behavior and enforce the terms of the order. The special conditions imposed typically include full time employment, education, treatment, community service and the prohibited use of alcohol and drugs. More specific conditions are created and imposed base upon the offender's individual specific needs. Probation staff are also involved in the supervision of offenders in Mental Health Court and Adult Drug Treatment Court. These Courts combine increased supervision along with a higher level of collaboration and case management between Court personnel, probation and treatment agencies.

The probation department also completes presentence investigation (PSI) reports for the courts. Provided in the PSI report is a recommendation for sentencing which is formulated on a background investigation of an offender and completed of sentencing guidelines taking into account the particular crime committed.

II. SENTENCING OPTIONS

Sentencing options include:

- Probation
- Jail
- Prison
- Fines, costs and restitution
- Combination of Jail and Probation
- Boot Camp

In addition to the standard terms of supervision, options for supervision also may include the use of the electronic monitoring, placement in treatment facilities and the Special Alternative Incarceration (boot camp). These are often used as diversion programs from jail and prison for low risk offenders and technical violators.

The mission of the Department of Corrections is to protect the public. The agents enforce the rules and special conditions ordered by the judge or parole board. Failure to comply with the order of probation may result in probation violation charges being initiated. Probation agents utilize evidence-based principles designed to make full use of community sanctions. Probation Violation Response Guidelines provide a range of possible response to violations. Agents are to determine the best possible response which is the least restrictive response with public safety. The response includes a continuum of alternative sanctions that protect the public, hold the offender's accountable for their behavior and reduce the offenders' likelihood of engaging in criminal activity.

In addition, our office continues to work closely with the Community Corrections Office to develop and use other sentencing options available to the courts. This office oversees the community service department, intensive supervision officer and is the gatekeeper for the probation residential beds. Through our collaboration, we strive to minimize the impact on the jail and prison populations.

The electronic monitoring system (tether) is used as a resource to enhance supervision. The tether allows active monitoring of an offender 24 hours a day, seven days a week. It is a curfew enforcer that determines when an offender is to be at home at designated times allowing the offender to maintain employment and attend other approved functions such as treatment, community service, and other pro-social activities. Most offenders are placed on the system in lieu of jail, providing a much more cost-effective manner of supervising offenders. Currently, the offender pays this within the confines of their Supervision Fee that is paid the Department of Corrections. When placed on probation with electronic monitoring the offender pays \$60 per month (an offender pays \$30 per month when not on electronic monitoring).

SCRAM bracelets are targeted to monitor alcohol use. These systems allow an offender to be tested for alcohol use at a random rate determined by the probation agent. This equipment has been used frequently for OUIL 3rd cases as well as for those probation violators who test positive for the use of alcohol.

The Global Positioning System (GPS) units are being used to monitor paroled sex offenders or those who are convicted of Stalking offenses. The GPS collects data points as the parolee moves throughout the community and reposts the movement, including violations in "real time." The system is monitored 24 hours from a center located in Lansing and the agent is alerted to any violations. The agents also routinely

review the points of the parolee to monitor their activity in the community. Currently Ottawa County has 50 paroled sex offenders being monitored by the GPS system.

III. PRESENTENCE INVESTIGATION REPORTS

Presentence reports (PSI) are prepared by the field agents and used by the judges when sentencing an offender. The PSI includes an evaluation of the offender, circumstances of the offense, and background information of the offender. The agent also completes an assessment tool to gauge risk to the public and the needs of the offender. Agents also utilize sentencing guidelines to formulate an appropriate recommendation for sentencing. During the investigation process, the agent also makes contact with the victims of the offenses and includes their statements in the PSI report. The agent also determines the amount of restitution that is to be ordered and forwards this as part of the recommendation to the court.

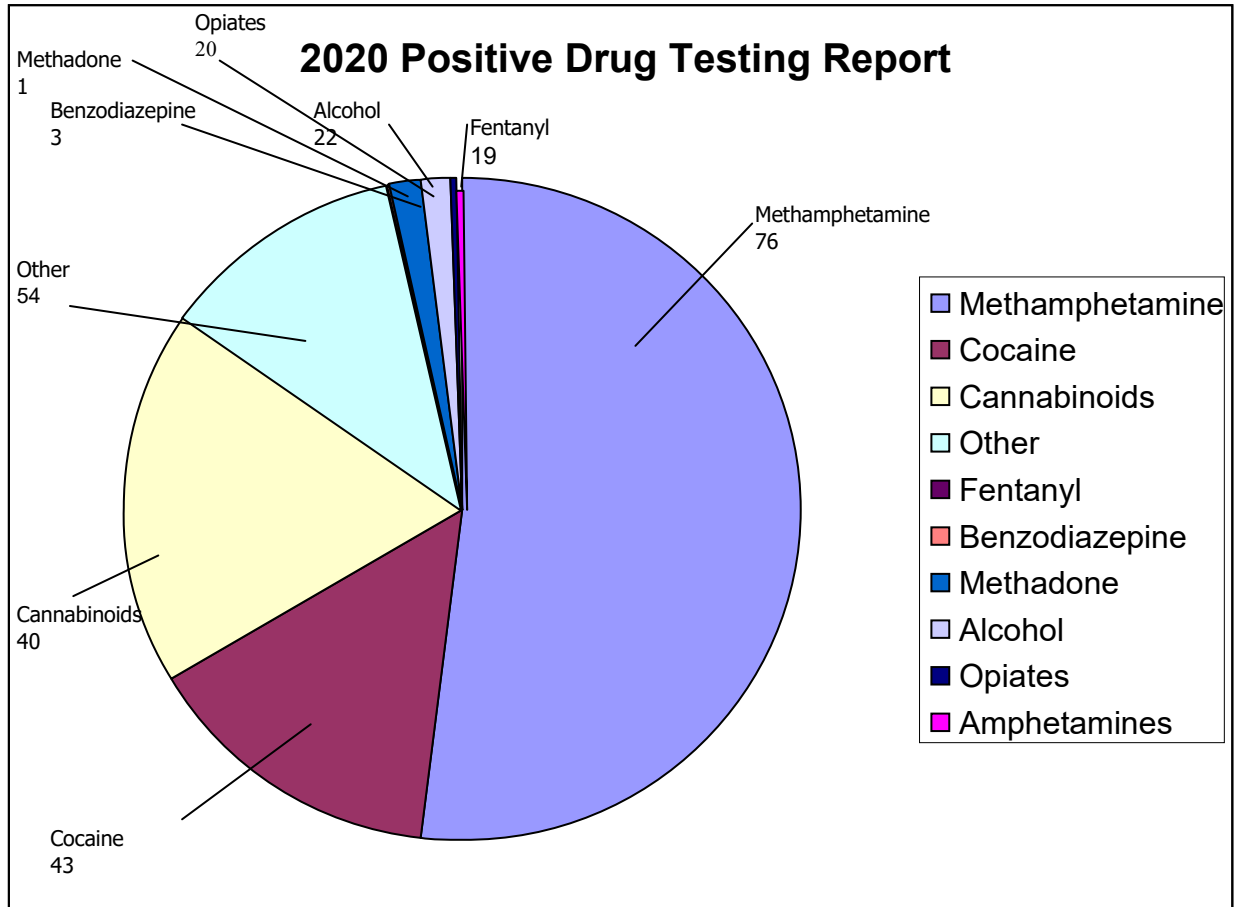
The Ottawa County Circuit Court Probation completed 493 PSI reports in 2020.

IV. FEE COLLECTIONS

Restitution, court costs, fines and other related fees are typically ordered as a term of probation. The agents oversee the collections of these fees and work closely with court personnel to ensure these fees are paid as directed. There continues to be an emphasis on the collection of restitution to help victims recover their losses. Based on discharge reports collected by this office 75% of all fees were collected at the time of discharge in 2020.

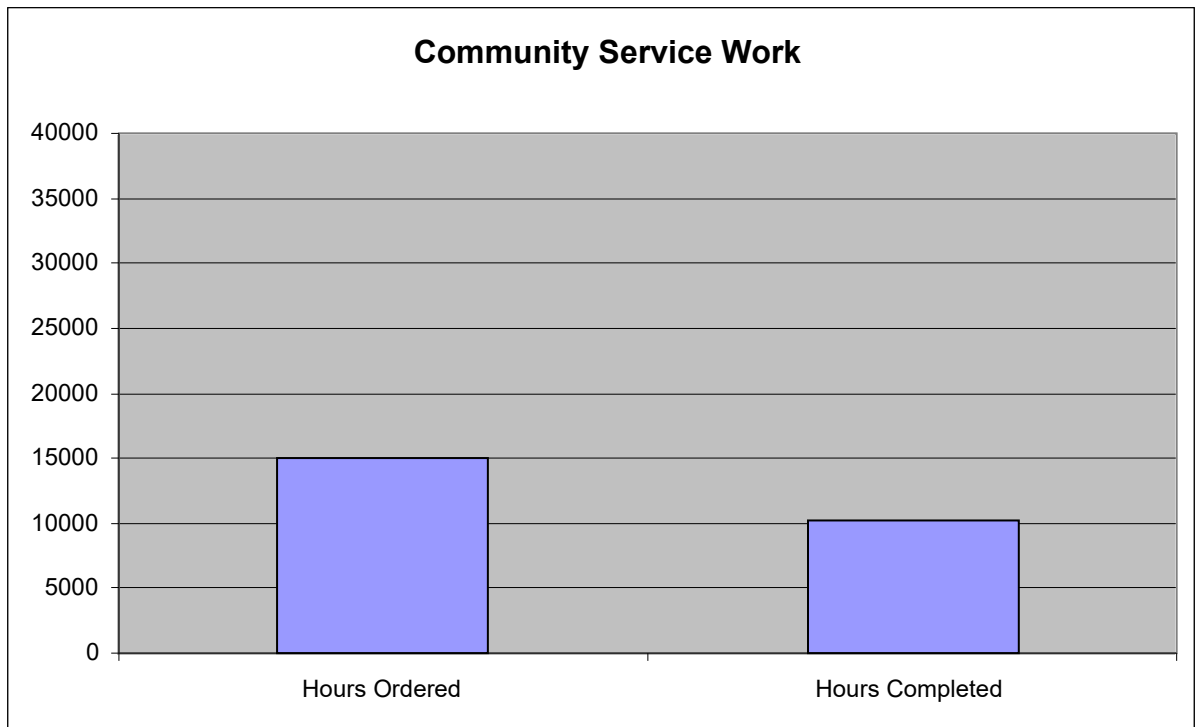
V. DRUG TESTING

The probation department completed 4,000 drug tests in 2020. Of these tests, 278 tested positive with the following breakdown:



VI. COMMUNITY SERVICE

Probationers completed 10,000 hours of community service in 2020. The community service office is under the direction of the Community Corrections Department. The community service is performed at a wide variety of sites located throughout the county. In addition, offenders are also referred to the Holland Area Beautiful Program. Approximately, five offenders per week work six hours on Saturdays working on cleanup of roadside and other designated areas. Referrals are often made to these programs as sanctions for technical violations.



VII. SUMMARY

The Adult Probation Department has representatives in three locations in Grand Haven, Holland and Hudsonville. The 20 employees are employees of the Michigan Department of Corrections. Ottawa County provides office space, supplies, and other operating necessities.

Our workload average has remained relatively stable over the past year. We continue to supervise approximately 650 offenders monthly.

The staff continue to work closely with the courts, law enforcement, and the Community Corrections department to achieve the most safe, effective and efficient method of handling felony offenders in Ottawa County.

We continue to appreciate the high level of cooperation that exists between all the departments.

Submitted by: _____/s/ Heath White_____
Heath S. White, Probation/Parole Manager

Action Request



Committee: Board of Commissioners

Meeting Date: 05/11/2021

Requesting Department: Ottawa County Sheriff's Office

Submitted By: Regina MacMillan

Agenda Item: Ottawa County Sheriff's Office 2020 Annual Report

Suggested Motion:

To receive for information the Ottawa County Sheriff'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 type="checkbox"/> No	<input checked="" type="checkbox"/> N/A
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If not included in budget, recommended funding source:

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

Action is Related to Strategic Plan:

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

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

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

Administration: Recommended Not Recommended Without Recommendation

County Administrator:

Committee/Governing/Advisory Board Approval Date:

Action Request



Committee: Board of Commissioners
Meeting Date: 05/11/2021
Requesting Department: Facilities Maintenance Department
Submitted By: John Shay
Agenda Item: Landscape Maintenance Contract

Suggested Motion:

To approve and authorize the Board Chairperson and Clerk/Register to sign a two-year contract between Ottawa County and Landscape Design Services for landscape-maintenance services in the amount of \$135,014.00.

Summary of Request:

The County's currently contracts with Landscape Design Services to provide landcape-maintenance services, including lawn mowing, trimming, grub management, spring/fall cleanup, tree pruning, fertilizing, weed control, installing bark and other miscellaneous services at Fillmore, Grand Haven Courthouse, Holland District Courthouse, Hudsonville District Courthouse and the James Street complex in Holland. The contract expires on May 23, 2021.

The County received three bids though one of the bids was submitted after the deadline. Of the two timely submitted bids, the staff is recommending that the Board of Commissioners renew the contract with Landscape Design Services. It has more employees and equipment than Wolf Creek Landscape, it has the ability to receive delivery of flowers and bark immediately (Wolf Creek stated that it would be 4-6 weeks to receive bark) and it has performed well under the current contract. The staff feels that renewing the contract with Landscape Design Services provides the best chance of maintaining quality services in areas that are highly visible to the public.

The proposed contract would be for two years with the option for three 1-year renewals. The proposed contract would expire on April 1, 2023 rather than at the end of May, so that the County is not faced with switching vendors during the middle of landscaping season.

Financial Information:

Total Cost: \$135,014.00	General Fund Cost: \$135,014.00	Included in Budget:	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
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If not included in budget, recommended funding source:

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

Action is Related to Strategic Plan:

Goal: Goal 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:

RFP 21-14 Landscape Maintenance

Received 4/16/21 by Sandra Brinks, Buyer

Proposal Summary			
Company	Dykstra Landscape Maintenance	Landscape Design Services	Wolf Creek Landscape Services
Date/Time Received	LATE - 2:01 PM on 4/16/21	11:00 AM on 4/15/21	9:43 AM on 4/16/21
Required Documents	Yes	Yes	Yes
Office Location	Grand Haven, MI	Holland, MI	Coopersville, MI
Company History / Background	Been in business since 1976 - 45 years. 20 Full time employees with 35 winter seasonal employees.	Started in 1968, full service landscape design, install and maintenance company with 200 team members at peak season, 80 year round.	Founded 1995 - provide unparalleled support with quality services. -10 to 18 employees during peak season.
Subcontractors	Superior Ground Cover to install bark mulch. Parshall Tree Service - certified arborist.	Bartlett Tree Experts for emerald ash borer. Superior Ground cover for mulch.	Truegreen for fertilizer/insect control. Three Oaks Ground Cover for blower mulch.
Schedule / Calendar	Monday or Tuesday, 8 am to 5 pm. Flexible.	Monday or Tuesday, 8 am to 5 pm. Provided monthly plan for different services.	Start Wednesday mornings from one site to next, ending Thursday mornings.
Equipment	12 trucks/trailers fully equipped. No leased equipment.	Own all equipment. Dump trucks and trailers, zero-turn mowers, wright stander mowers, weed whips and back pack blowers.	Zero turn mowers, wright standers. Owns equipment.
Projects		Herman Miller and Gentex are similar size.	Several properties for Verplank Family Holding.
Experience	Spectrum Health - 8 locations. Shape Corporation - 11 locations.	Working with Herman Miller for 40 years and Gentex for 25 years.	Manage large scale roadside / highway mowing operation for several counties totaling roughly 15,000 center line miles.
References	Spectrum Health, GHSP, Shape Corp.	Herman Miller, Gentex, RA Miller Industries.	Verplanks' Family Holding, RRC, MDOT
Pricing	Initial Contract Term	\$130,133.03	\$135,014.00
	Renewal 1	\$65,066.52	\$71,310.00
	Renewal 2	\$65,066.52	\$65,696.00
	Renewal 3	\$65,066.52	\$72,736.00
Comments / Assumptions	Offer tree injections and soil drench. Fillmore injection \$3,200 for yr 1, 3, 5. Soil drench \$1,040/yr.	Cost for a formal spring clean up is only specified at James St. Complex. We will pick up sticks / leaves at all other sites with first mow. Fall clean ups will be done with two late mowing's in Oct/Nov. Goal to pick up all leaves on lawn areas.	Spring/Fall clean-up price included within lawn mowing scope of work values for all locations. Did not view the complexes in person, but familiar with the areas.

Summary Statement: Representatives from the Facilities Maintenance and Fiscal Services carefully evaluated each submitted proposal for responsiveness, experience and comparable projects, references, and proposed pricing. The County's evaluation committee invited the finalists to an interview to discuss their submitted proposal as part of the review process. After reviewing all information received during the evaluation process, it is the evaluation committee's belief that the most advantageous and best value response to the RFP is Landscape Design Services and it is the County's intention to approve for award.

RFP 21-14 Landscape Maintenance

Itemized Pricing			
Company	Dykstra Landscape Maintenance	Landscape Design Services	Wolf Creek Landscape Services
Fillmore Complex			
Lawn Care	\$2,995.00	\$4,016.00	\$2,024.00
Lawn Mowing	\$15,397.00	\$12,600.00	\$14,024.53
Grub Management	inc.	\$985.00	inc.
Sheep's Fescue	inc.	\$465.00	inc.
Emerald Ash Borer	\$1,050 soil drench	\$4,096 inj.	\$1,001.00
Tree & Shrub Pruning	est. \$2,000 / yr	\$2,850.00	\$2,723.42
Ash Tree Fertilizer	\$1,400.00	\$250.00	\$429.00
Location total	\$22,842.00	\$25,262.00	\$20,201.95
Alternate 1: Blow in bark (labor)	\$60 / yard	\$60 / yard	\$4,284.46
Alternate 2: Herbicide spraying (material/labor)	\$650.00	\$110 / hr	\$1,812.66
Grand Haven Complex			
Lawn Care	\$1,051.00	\$840.00	\$268.00
Mowing	\$5,628.00	\$8,400.00	\$3,736.45
Grub Management	inc.	\$360.00	inc.
Emerald Ash Borer	Soil Drench \$750. Inj \$2,250.	\$2,100 inj.	\$714.00
Location Total	\$8,929.00	\$11,700.00	\$4,718.45
Alternate 1: Blow in bark (labor)	\$60 / yard	\$60 / yard	\$3,173.75
Alternate 2: Herbicide spraying (material/labor)	\$650.00	\$110 / hr	\$1,342.74
James Street Complex			
Lawn Care	\$3,615.00	\$4,900.00	\$4,435.00
Lawn Mowing	\$7,745.00	\$14,000.00	\$16,985.36
Grub Management	inc.	\$1,100.00	inc.
Spring Clean Up	\$1,050.00	\$2,750.00	\$826.10
Cooley Spruce all Adelgids	see notes	\$100.00	\$250.00
Crabapple Scab Fungus	see notes	\$500.00	\$275.00
Crabapple Sterilant	see notes	\$200.00	\$300.00
Mouse Bait	\$500.00	\$125.00	\$275.00
Phomopsis Tip Blight	\$625.00	\$268.00	\$125.00
Location Total		\$23,943.00	\$23,471.46
Alternate 1: Blow in bark (labor)	\$60 / yard	\$60 / yard	\$6,499.83
Alternate 2: Herbicide spraying (material/labor)	\$650.00	\$110 / hr	\$2,749.93
Hudsonville Complex			
Lawn Care	\$2,039.00	\$1,600.00	\$1,447.60
Lawn Mowing	\$4,368.00	\$7,700.00	\$5,743.97
Grub Management	inc.	\$400.00	inc.
Location total	\$6,407.00	\$9,700.00	\$7,191.57
Alternate 1: Blow in bark (labor)	\$60 / yard	\$60 / yard	\$523.01
Alternate 2: Herbicide spraying (material/labor)	\$650.00	\$110 / hr	\$221.27

Proposal Summary			
Additional Pricing / Services Offered (itemized)			
Company	Dykstra Landscape Maintenance	Landscape Design Services	Wolf Creek Landscape Services
Tree or Shrub planting	\$48.00	\$57.00	\$55.00
Tree, Shrub, or Hedge Trimming	\$48.00	\$57.00	\$55.00
Tree Removal	\$65.00	\$57.00 plus equipment	\$55.00
Bush / Shrub Removal	\$48.00	\$57.00	\$55.00
Grass / Lawn Planting	\$48.00	\$0.093 / sq ft.	\$55.00
Other	Non-specialized staff at \$47/hr. Specialized staff \$65/hr.	quoted per instance basis	Additional services: brush clearing, brush hogging, retaining wall design and construction.



Ottawa County

OTTAWA COUNTY CONTRACT FOR LANDSCAPE MAINTENANCE

This AGREEMENT is made by and between the County of Ottawa, a municipality in the State of Michigan, (hereinafter, the "County") acting by and through its duly elected Board of Commissioners, (hereinafter the "Board"), and Landscape Design Services (hereinafter, "Contractor"), with a principal place of business at 7351 West Olive Road, Holland, MI 49424.

IT IS HEREBY AGREED AS FOLLOWS:

1. **Scope of Work:** Contractor agrees to provide the "Services" which as detailed in Exhibit A. It shall be the responsibility of the Contractor to employ and assign to the project adequate personnel and equipment required to undertake and complete the work in a diligent, timely and orderly manner.
2. **Compensation:** In consideration for the services to be performed by the Contractor, the County agrees to pay Contractor the compensation set forth on Exhibit B. Payment to the Contractor for services will be under the County's terms of Net 30.
3. **Contract Documents:** The following documents are the entire agreement between the Contractor and the County. The agreement includes the following documents listed below, which are incorporated herein by reference and are deemed to be part of this contract as if set forth in full:
 - a) This Contract (including all attached exhibits: A and B)
 - b) All Provisions required by law to be inserted in this contract whether actually inserted or not.
4. **Performance**
 - a) Contractor shall perform the work as required by and in accordance with the schedule of time requirements set forth in Exhibit A.
 - b) Failure to complete services as required shall constitute breach of this Contract.
 - c) Contractor shall have five (5) calendar days to cure a breach of this Contract (the "Cure Period"). Failure to cure a breach of this Contract within said Cure Period shall allow the County to, without further notice to the Contractor, declare this Contract terminated and proceed with the replacement of the Contractor and the County shall be entitled to all remedies available to it at law or in equity.
5. **Terms of Contract:** The contract shall commence when signed by both parties and unless terminated earlier in accordance with the terms of this Contract, this Contract period will be from May 24, 2021 to April 1, 2023 based on stated objectives, Exhibit A.

This contract may be terminated prior to completion of the Services at the option of either party, upon delivery of written notice by the terminating party to the other party.

6. Expenses: Contractor shall be responsible for all the Contractor's expenses incurred while performing services under this Contract. This includes license fees, fuel and fleet maintenance, insurance premiums, telephone and all salary/payroll expenses, and other compensation paid to employees or contract personnel that the Contractor hires to complete the work under this Contract.
7. Employees: The Contractor and all Contractor' employees, while on County premises, shall carry proper identification. Examples of proper identification are State issued Driver's License or State issued Identification Card.

The Contractor shall employ only United States citizens, legal residents or legal resident aliens. Upon request of the County, the Contractor shall provide copies of, or access to, work/payroll records and necessary documents to verify status of employees.

The Contractor will be supplied with a phone number to contact in case of an emergency. Access to designated restricted areas is forbidden to Contractor's employees. Restricted area will be designated by the authorized County representative. .

8. Materials: Contractor will furnish all materials, equipment and supplies used to provide the services required by this Contract.
9. Background Checks: (as required by the Facility) Contractor employees are subject to background checks to ensure, at a minimum, that no employee has a felony or domestic violence or other bar-able conviction(s). The background checks for Contractor employees will be conducted by the County prior to the commencement of any on-site work.
10. Compliance with Laws, Ordinances, and Regulations and Procurement of Permits:
 - a) This Contract is governed by the laws of the State of Michigan.
 - b) The Contractor shall at all times comply with all local, state and federal laws, rules and regulations applicable to this Contract and the work to be done herewith.
 - c) The Contractor shall obtain, and pay thereof, all permits required by any agency or authority having jurisdiction over the work. The Contractor shall provide a copy of any permit to the County within 3 business days of the County's request.
11. Exclusive Contract: This Contract, including exhibits attached hereto, a County Purchase Order, if applicable, is the entire Agreement between Contractor and the County for the services as detailed in Exhibit A.

12. Modifying the Agreement: This Agreement may be modified only by a writing signed by both parties.
13. Record Keeping: The Contractor shall keep all records related to this Contract for the term of the Contract and three (3) years thereafter.
14. Dispute: In the event of any conflicts or discrepancies in the wording of any terms, provisions and conditions contained in this Agreement, describing Contractor's obligations and responsibilities hereunder, said conflicts and discrepancies shall be resolved by first applying the interpretation of this Agreement and its exhibits, attachments, and addendums, then the mutually agreed Contractor's planning documents that affirm the details of the Services to be provided. Any agreement or modification of this Agreement shall be written and signed by both parties and will supersede any previous written understandings.

Should any disputes arise with respect to this Agreement, Contractor and County agree to act immediately to resolve any such disputes. The Contractor agrees that the existence of a dispute notwithstanding, it will continue without delay to carry out all of its responsibilities under this Agreement in the accomplishment of all non-disputed work; any additional costs incurred by the Contractor as a result of such failure to proceed shall be borne by the Contractor and the Contractor shall make no claim against County for such costs.

If a dispute between the parties arises out of or relates to this Agreement, or the breach thereof, then the parties agree to make a good faith effort to settle the issue through direct discussion between the parties prior to having recourse to any other form of dispute resolution. In an effort to resolve any conflicts that arise during the construction of this project or following the completion of a project, the Contractor and County agree that all disputes between them arising out of or relating to this Agreement shall first be submitted to non-binding mediation unless the parties mutually agree otherwise, prior to resolving those disputes in a judicial forum.

Pending resolution of such dispute or difference and without prejudice to their rights, the Parties shall continue to respect all their obligations and to perform all their duties under this Agreement.

15. Jurisdiction and Venue: The parties' consent to the exercise of general personal jurisdiction over it by the Ottawa Court Circuit Court. Any action on a controversy that arises under or in association with this Agreement shall be brought in the State of Michigan, which both parties agree is a reasonably convenient place for trial of the action. The parties both agree that their consent in accordance with this Section is not obtained by misrepresentation, duress, the abuse of economic power, or other unconscionable means.
16. Liability and Insurance: Contractor agrees to hold harmless the County from any and all liability arising out of or in any way related to Contractor's performance of services during the term of this Contract, including any liability resulting from intentional or reckless or negligent acts or the acts of the employees or agents of

Contractor. If specific insurance is required, such insurance shall be set forth in the attached Exhibit A.

17. Relationship of Parties: The Contractor is an independent contractor and is not an agent or employee of the County for any purpose including , but not limited to, the ability to bind the County and all labor or employee related matters such as tax withholding/reporting, employee wages or benefits, or workers compensation. This Contract is not intended to create any joint venture or partnership of any kind. The provisions of this Agreement are for the benefit of the parties hereto, and not for the benefit of any other person or legal entity.
18. Subcontracts: Contractor may not assign or subcontract any rights or obligations under this agreement without the County's prior written approval.
19. Governmental Indemnity: The County does not waive its governmental immunity by entering into this Agreement, and fully retains all immunities and defenses provided by law with respect to any action based upon or occurring as a result of this Agreement.
20. Safety: The Contractor shall at all times observe and comply with all federal, state, local and County facility laws, ordinances, rules and regulations that may in any manner affect the safety and the conduct of the work. The Contractor shall hold the County harmless against any claim or liability arising from the violation of any such provisions.
21. Absence of Waiver: The failure of either party to insist on the performance of any of the terms and conditions of this Contract, or the waiver of any breach of such terms and conditions, shall not be construed as thereafter waiving such terms and conditions, which shall continue and remain in full force and effect as if such forbearance or waiver had occurred.
22. Notices:
 - a) All notices and other communications for the parties may be served, mailed, or delivered at the following addresses:

If to the Contractor: Landscape Design Services
 Attn: Kevin Hoezee
 7351 West Olive Rd.
 Holland, MI 49424
 Email: khoezee@landscapedes.com

If to Ottawa County: Ottawa County Facilities Maintenance
 12220 Fillmore St.
 West Olive, MI 49460
 Email: jshay@miottawa.org

23. **Partial Invalidity:** The partial invalidity of any portion of this Agreement shall not be deemed to affect the validity of any other provision. In the event that any provision of this Agreement is held to be invalid, the parties agree that the remaining provisions shall be deemed to be in full force and effect as if they had been executed by both parties subsequent to the expunction of the invalid provision.
24. **Attorney Review:** The parties represent that they have carefully read this Agreement and have had the opportunity to review it with an attorney. The parties affirmatively state that they understand the contents of this Agreement and sign it as their free act and deed.
25. **No Third-Party Benefit:** The provisions of this Agreement are for the benefit of the parties hereto, and not for the benefit of any other person or legal entity.
26. **Availability of Funds:** Each payment obligation of the County is conditioned upon the availability of government funds appropriated or allocated for the payment of this obligation. If funds are not allocated and available for continuance of the services performed herein, either party may terminate this Agreement at the end of the period for which funds are available. The County shall notify the Contractor at the earliest possible time of the services that will or may be affected by the shortage of funds
27. **Miscellaneous:**
 - a) **Force Majeure:** Either party shall be excused from performance under this Agreement for any period of time during which the party is prevented from performing its obligations hereunder as a result of any Act of God, war, civil disobedience, court order, labor dispute, or other cause beyond the party's reasonable control. Such non- performance shall not constitute grounds for default.
 - b) **Title and Headings:** Titles and headings to articles, sections or paragraphs in this Agreement are inserted for convenience of reference only and are not intended to affect the interpretation or construction of the Agreement.
 - c) **Modification:** Any modification of this Agreement or additional obligation assumed by either party in connection with this Agreement shall be binding only if evidenced in a writing signed by either party or its authorized representative.
 - d) **Anticipatory Breach:** If the Contractor, at any time before delivery of services, declares its intent not to perform in accordance with this Agreement, Ottawa County shall have an immediate cause of action for breach of this Agreement, and shall be entitled to all remedies available to it at law or in equity.

In witness whereof, each party to this Contract has caused it to be executed on the date(s) indicated below.

COUNTY OF OTTAWA

By: _____

Roger A. Bergman, Chairperson
Board of Commissioners

Date

By: _____

Justin F. Roebuck,
County Clerk/Register

Date

LANDSCAPE DESIGN SERVICES

By: _____

Name:

Title:

Date

3. SCOPE OF WORK

Introduction / Objective

The County of Ottawa, on the behalf of the Facilities Maintenance Department, is requesting proposals from experienced and qualified Vendors to furnish labor, materials, and equipment for the complete execution of landscape maintenance as indicated within the context of this RFP.

Scope of Work / Specifications

Items to be included in pricing will be: lawn care, lawn mowing, grub management, sheep's fescue, spring clean-up, cooley spruce gall adelgids, crabapple scab fungus, crabapple sterilant, mouse bait, phomopsis tip blight, emerald ash borer, tree and shrub pruning and ash tree fertilizer.

1. County locations that work is to be performed:
 - a. Ottawa County Administrative Offices, 12220 Fillmore St., West Olive
 - b. Ottawa County Probate Court/Detention Center 12120 Fillmore St., West Olive
 - c. Ottawa County District Court, 414 Washington Ave., Grand Haven
 - d. Ottawa County District Court, 3100 Port Sheldon St., Hudsonville
 - e. Ottawa County Human Services, 12185 James St., Holland
 - f. Ottawa County Department of Public Health, 12251 James St., Holland
 - g. Ottawa County, CMH, 12263 James St., Holland
 - h. Ottawa County CMH, 12265 James St., Holland

2. Lawn Care:
 - a. Spring – All Lawn Areas:
 - I. Controlled release fertilizer.
 - II. Broadleaf weed control.
 - III. Crabgrass pre-emergent.
 - b. Early Summer – Irrigated Lawn Areas:
 - I. Controlled release fertilizer.
 - II. Broadleaf weed control.
 - c. Summer – Irrigated Lawn Areas:
 - I. Controlled release fertilizer.
 - d. Fall – All Lawn Areas:
 - I. Controlled release fertilizer.
 - II. Broadleaf weed control.

3. Lawn Mowing:
 - a. All primary irrigated lawn areas will be mowed one time per week for 28 weeks.
 - b. The un-irrigated lawn areas will be mowed as needed.
 - c. Greater detail on mowing and areas omitted noted on proposal form.
 - d. Included with each mowing is necessary clipping removal, weed whip detailing and blowing from walks and drives.

4. Grub Management: Unless specifically noted on proposal form, grubs in all lawn areas, will be managed with one application of Merit granular insecticide in July.
5. Sheep's Fescue: All Sheep's Fescue lawn areas around the Administration Building will receive one controlled release fertilizer application and crabgrass pre-emergent. Two follow-up broad leaf weed herbicide applications will be made during the season.
6. Spring/Fall Clean-Up: All leaves, sticks and winter debris will be removed from the lawn and plantings one time in the spring and one time in the fall, at all locations.
7. Cooley Spruce Gall Adelgids: All Spruce trees will have an insecticide labeled for Cooley Spruce Gall Adelgids applied one time in April.
8. Crabapple Scab Fungus: All Crabapple and Cherry trees will receive four fungicide applications in the Spring spaced at 10-14 day intervals to manage Crabapple Scab Fungus.
9. Crabapple Sterilant: All Crabapple trees will receive one sterilant application in the Spring at peak bloom to help minimize crabapple production.
10. Mouse Bait: All Juniper beds will receive one mouse bait application in the Fall to manage mice feeding damage.
11. Phomopsis Tip Blight: All Junipers will receive three fungicide applications in the Spring spaced 10-14 days apart to help manage Phomopsis Tip Blight.
12. Emerald Ash Borer: The numbers of ash trees noted on the pricing proposal form will receive the following Ash Borer program as recommended by Michigan State University.
 - a. April - basal soil drench of Merit 75WSP
 - b. Late May - bark and foliage spray containing Onyx insecticide
 - c. Early July - bark and foliage spray containing Tempo insecticide
13. Tree and Shrub Pruning: All landscape trees and shrubs will be pruned and shaped twice a year, one time in the summer and one time in early fall.
14. Ash Tree Fertilizer: The Ash trees at locations noted on pricing proposal form will be deep root fertilized one time in the Spring.

Vendor Requirements

Vendor should familiarize themselves with the current site conditions. Vendor shall conduct the operation of this work in a cooperative manner with the County personnel and shall interfere as little as possible normal operations and functions of the County. Prior to start of work, vendor shall submit product data sheets for materials to be used in this contract for final approval and signature of County Project Manager. Vendor will

comply with administrative procedures of the County and will comply with the County's policies.

Vendor Employees

The Vendor will provide competent, suitable and qualified personnel to perform the work as required by the specifications and shall perform with a consistent team. The Vendor will designate a representative who will have the authority to act on behalf of the Vendor. The Vendor's representative will not be replaced without prior written notice to the County. All communications given the Vendor's representative will be as binding as if given to the consultant.

The Vendor and all Vendor's employees, while on County premises, shall carry proper identification of State-issued Driver's license or State-issued Identification card. The Vendor shall employ only United States citizens, legal residents, or legal resident aliens. Upon request of the County, the vendor shall provide copies of, or access to, work/payroll records and necessary documents to verify status of employees.

Access to designated restricted areas is forbidden to Vendor employees. Restricted areas will be designated by the authorized County representative.

The County retains the right to require the reassignment or transfer of the Vendors' employee or employees, as the County may deem necessary. Reasons for this request may be but are not limited to: Incompetence, Carelessness, Disruptive or otherwise objectionable behavior. A request by the County to transfer an employee shall not constitute an order to discipline or discharge the employee. All actions taken by the Vendor in regard to employee discipline shall be at the sole discretion of the Vendor. The County shall be held harmless in any disputes the Vendor may have with the Vendor's employees. This shall include, but is not limited to, charges of discrimination, harassment, and discharge without just cause.

Meetings

Vendor to attend meetings / phone conference once per season or as needed by County Project Manager for status of contract.

Reporting Requirements / Deliverables

Materials and Submissions: Prior to the start of work, the Vendor shall submit product data sheets for materials to be used in this project for final approval and signature of the County Project Manager.

Hours of Work

Work to be done Monday-Friday. Work will not interfere with the public or employees. All lawn, tree and shrub spraying must be done after 5:00 pm during the week or on Saturday.

Furnished Equipment

Vendor must furnish all their own equipment needed to complete the scope as outlined in this RFP, at its own cost and liability.

Security Clearance

Security and background checks are mandatory for all Vendor employees and sub-contractors doing work at County facilities and/or on County-owned premises. The security and background checks conducted by the County shall ensure that no Vendor employees or subcontractors have: (i) felony convictions of any sort; (ii) convictions for assaultive behavior (including domestic violence); (iii) convictions for crimes of dishonesty, misappropriation of funds, or property theft; (iv) alcohol or controlled-substance related convictions (including traffic offenses); which convictions may, in the County's sole judgment, render him or her unsuitable to maintain a work-related presence at County facilities or on County-owned premises.

The security and background check of Vendor employees and subcontractors required herein shall be conducted by the County prior to commencement of any contracted-for work. The Vendor shall cooperate with and assist the County in conducting the security and background checks. Once contracted-for work begins, a security and background check shall be conducted by the County for any new employee of the Vendor or for any new subcontractor retained by the Vendor to provide services, prior to such Vendor employee or subcontractor commencing work at County facilities or on County-owned premises.

4. ALTERNATE SCOPE OF WORK - WHEN REQUESTED BY COUNTY

1. Herbicide Spraying

- a. Application of Roundup Quik Pro to all weeds in planting beds, sidewalks and parking lots one time per month from May through September.
- b. Application of Garlic Mustard treatment for the flower beds near the sign at Administration building.

2. Blow-in Bark

- a. Blow-in bark in Spring to apply mulch/bark evenly and consistently after application of weed control. Lower grade as needed on all beds prior to bark blown.
- b. Work would include clean-up of leaves/old mulch/winter debris, cut back of ornamental grasses (as needed), edge beds for definitions, and blow in shredded bark.
- c. 2" minimum on the bark.
- d. Work would be completed at the following locations:
 - i. Fillmore Complex
 - ii. James Street Complex
 - iii. Hudsonville Complex
 - iv. Grand Haven Complex

5. QUALIFICATIONS OF CONTRACTORS

The Contractor shall demonstrate they have the resources and capability to provide all labor, materials and equipment required for the complete execution of all landscape maintenance work as indicated within the context of this proposal. Failure to meet the

7. CONTRACT TERMS, PERIOD, PROCEDURES & USE

The County of Ottawa's intent is to award a contract with an initial period starting after both parties have signed through April 1st, 2023. Anticipated start date will be May 25, 2021. After the initial contract period, there is an option to renew for three (3) twelve (12) month terms, if in the best interest of both parties. This contract will not be enforced until both parties have agreed and signed as accepted. The County reserves the right to award contracts to more than one Contractor, if in the best interest of the County to provide adequate delivery, service and product availability.

The County reserves the right to negotiate with the selected vendor, at its option, regarding the terms of a contract and other issues to be incorporated into the contract. The proposal, or any part thereof, submitted by the awarded vendor may be attached to and become a part of the contract. In the event that a successful agreement cannot be executed, the County reserves the right to proceed with contract negotiations with the other responsive, qualified vendors to provide service as referenced under negotiation process.

The County reserves the right to delete or modify any task from the scope of services and reserves the right to modify the scope of services during the course of the contract. Any changes in pricing or payment terms proposed by the Vendor resulting from the requested changes are subject to acceptance by the County. Pricing reflects a commitment of the term indicated. Contractors are to not start work until receipt of an Ottawa County Purchase Order, authorizing work to begin. The County's obligation will commence only following the County Board of Commissioners' approval of a Contract and the parties' execution of the Contract. Upon written notice to the Contractor, the County may set a different starting date for the Contract. The County will not be responsible for any work done or expense incurred by the Contractor or any subcontractor, even such work was done or such expense was incurred in good faith, if it occurs prior to the Contract start date set by the County.

8. GENERAL TERMS & CONDITIONS

CERTIFICATES

Please forward all Certificates of Material Data sheets, to the following office:
Ottawa County – Fiscal Services Department, 12220 Fillmore St., Room 331, West Olive, MI 49460

CONFLICT OF INTEREST

By submission of a response, the Proposer agrees that at the time of submittal, he/she: (1) has no interest (including financial benefit, commission, finder's fee, or any other remuneration) and shall not acquire any interest, either direct or indirect, that would conflict in any manner or degree with the performance of Proposer's services, or (2) benefit from an award resulting in a "Conflict of Interest."

DEBARMENT AND SUSPENSION

The Contractor certifies to the best of its knowledge and belief, that the corporation, LLC, partnership, or sole proprietor, and/or its principals, owners, officers, shareholders, key employees, directors and member partners: (1) are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency; (2) have not within a three-year period preceding this form been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property; (3) are not presently indicted for or otherwise criminally charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in (2) of this certification; and, (4) have not within a three-year period preceding this proposal had one or more public transactions (Federal, State or local) terminated for cause or default.

INDEMNITY

The Vendor shall indemnify and hold harmless Ottawa County, its employees, agents, and volunteers against and from all claims, judgements, losses, damages, payments, costs and expenses of every nature and description, including attorney’s fees, arising out of or resulting from the Vendor’s performance of or failure to perform the work described herein.

INDEPENDENT CONTRACTOR

The awarded Vendor will perform all work and services described herein as an independent contractor and not as an officer, agent, servant or employee of Ottawa County. The vendor will have exclusive control of and the exclusive right to control the details of the services and work performed hereunder and all persons performing the same and shall be solely responsible for the acts and omissions of its officers, agents, employees, contractors and subcontractors, if any. No person performing any of the work or services described hereunder will be considered an officer, agent, servant or employee of the County nor will any such person be entitled to any benefits available or granted to employees of the County.

INCURRED EXPENSES / CONFIDENTIALITY

The County is not responsible for any cost or expense incurred by the contractor by preparing and submitting a proposal or any costs associated with meetings and evaluations of proposal prior to execution of an agreement. All proposal, (including attachments, supporting documentation, supplementary materials, addenda, and other) shall become the property of the County and will not be returned to the contractor.

INSURANCE

The vendor shall provide the following coverages:

Workers’ Compensation and Employers Liability:

Workers’ Compensation	Michigan Statutory
Employers’ Liability Limits	\$500,000 Each Accident

	\$500,000 Each Employee
	\$500,000 Aggregate Injury by Disease
Commercial General Liability:	
Each Occurrence	\$1,000,000
Personal and Advertising Injury	\$1,000,000
General Aggregate	\$2,000,000
Products/Completed Operations Aggregate	\$2,000,000

There shall be no Products/Completed Operations or Contractual Liability Exclusion. The General Aggregate Limit shall apply per location or project.

These coverages shall protect the Vendor, its employees, agents, representatives, and subcontractors against claims arising out of the work performed or products provided.

These limits may be provided in single layers or by combinations of primary and excess/umbrella policy layers.

The County of Ottawa and its officers, officials, employees, volunteers and agents are to be additional insureds as respects to the service provided under this agreement. This additional insured status shall not terminate after completion of the services. A certificate of insurance shall be provided and show the required limits, and the above-mentioned shall be listed as additional insureds. A 30-day notice is required in the event of coverage termination for any reason.

IRAN LINKED BUSINESS

By submission of this form, the Contractor certifies, under civil penalty for false certification, that it is fully eligible to do so under law and that it is not an “Iran linked business,” as that term is defined in the Michigan Economic Sanctions Act, 2012 P.A. 517.

LAWS

This contract shall be governed by and construed in accordance with the laws of the State of Michigan and any service or product herein shall so comply.

MATERIAL SAFETY DATA SHEET

Vendor shall provide as required by law.

MINOR IRREGULARITIES AND RETAINED RIGHTS

The County reserves the right to waive minor irregularities in proposals. Minor irregularities are defined as those that have no adverse effect on the outcome of the selection process by giving a Contractor an advantage or benefit not afforded to other Contractors. The County may waive any requirements that are not material. The County may make an award under the contract in whole or in part and change any scheduled dates. The County reserves the right to use ideas presented in reply to this process notwithstanding selection or rejection of proposals. The County reserves the right to make changes to and/or withdraw this request at any time.

MODIFICATION

Any modification of this Agreement or additional obligation assumed by either party in connection with this Agreement shall be binding only if evidenced in writing, signed by each party, or an authorized representative by each party.

OWNERSHIP OF DATA

All information provided by the County and any reports, notes, and other data collected and utilized by the vendor, its assigned employees, and/or subcontractors, pursuant to this agreement, shall become the property of the County as prepared, whether delivered to the County or not. Unless otherwise provided herein, all such data shall be delivered to the County or its designee upon completion of the agreement or at such other times as the County or its designee may request.

PROPOSAL ACCEPTANCE, REJECTION, CANCELLATION AND WITHDRAWAL

The County reserves the right to negotiate with the Proposers(s) within the scope of the RFP in the best interests of the County. The County may request and require clarification at any time during the procurement process and/or require correction of arithmetic or other apparent errors for the purpose of assuring a full and complete understanding of a proposal and/or to determine a Proposer's compliance with the requirements of the solicitation.

The County reserves the right to reject any or all proposals, or any part thereof; and to waive any minor defects in the proposals if this is to the advantage of the County. The County's waiver of a minor defect shall in no way modify the RFP document or excuse the vendor from full compliance with its specifications if the vendor is awarded the contract. The County reserves the right to let separate contracts on any aspect of the work.

The County also reserves the right to accept or reject any and all proposals submitted or cancel this RFP in whole or in part if such cancellation is in the best interest of the County. Prior to the date and time set forth as the Proposal Receipt Deadline, proposals may be modified or withdrawn by the Proposer's authorized representative. After the proposal deadline, proposals may not be modified or withdrawn without the written consent of the County.

RESERVATION OF RIGHTS

The County reserves the right to reject any and all proposers, to award the agreement to other than the low proposal, to award separate agreements for separate parts of the services required, to negotiate the terms and conditions of all and any part of the proposals, to waive irregularities and/or formalities, and in general to make an award in the manner as determined to be in the County's best interest. The County may, at its discretion, cancel any proposal or other solicitation and/or reject all proposals in whole or in part.

SUBCONTRACTORS

Since the contract is made pursuant to the proposal submitted by the awarded Vendor and in reliance upon the Vendor's qualification and responsibility, the Vendor shall not

sublet or assign the contract, nor shall any subcontractor commence performance of any part of the work included in the contract without the previous written consent by the County.

PAYMENT TERMS

In the absence of any prior arrangement, payment terms will be Net 30.

SAFETY

All Contractors and subcontractors performing services for the County are required to and shall comply with all Occupational Safety and Health Administration (OSHA), State and County Safety and Occupational Health Standards and any other applicable rules and regulations. Also, all Contractors and subcontractors shall be held responsible for the safety of their employees and any unsafe acts or conditions that may cause injury or damage to any persons or property within and around the work site area under this Contract.

TERMINATION

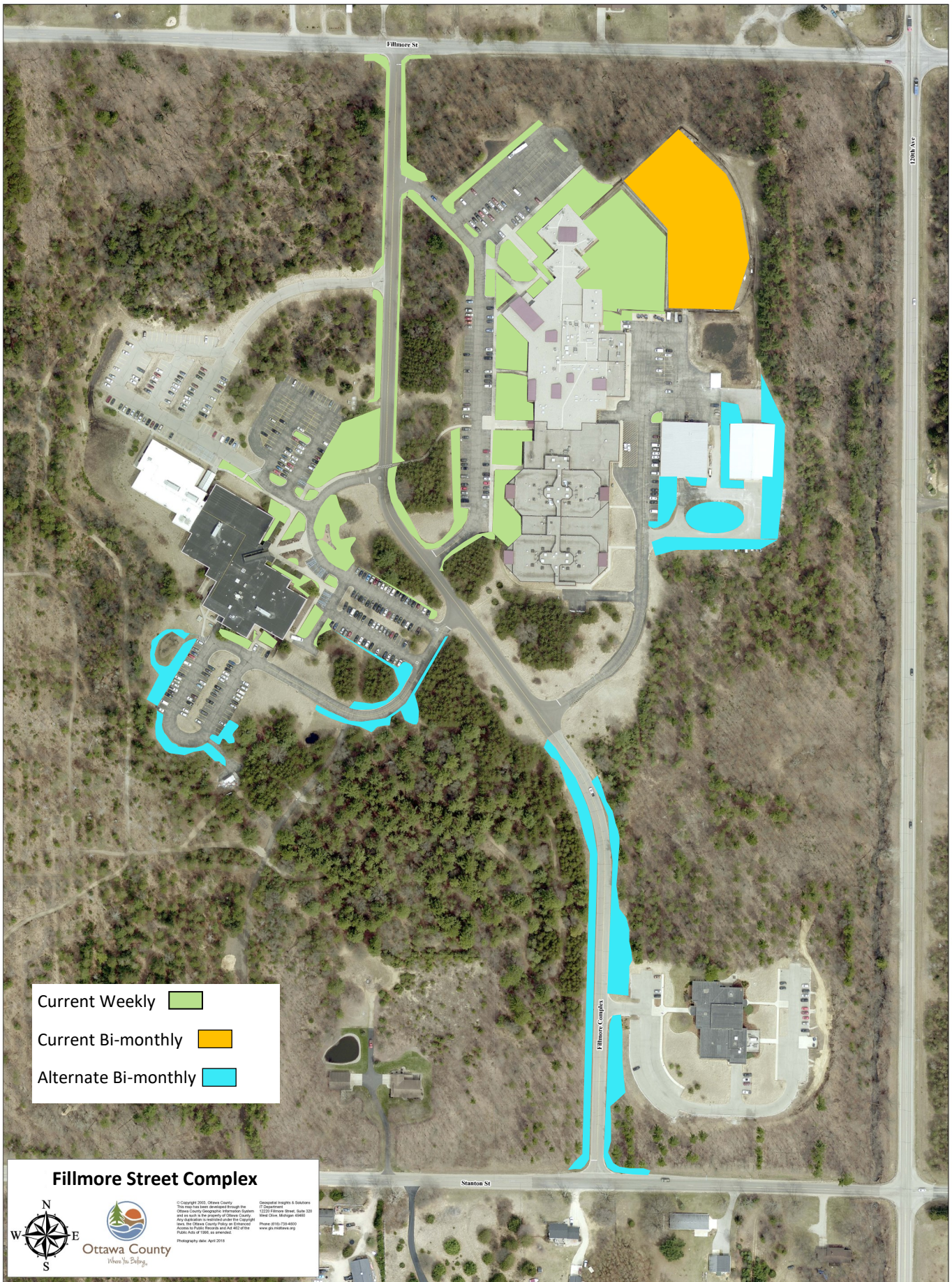
The County may terminate an award/contract for the failure to perform a term of the specifications to the satisfaction of the County, and/or when the approved progress schedule or any other requirement of this Contract is not met. The County shall provide ten (10) days advance written notice to the Contractor for the failure to perform services or for the violation of any other term of the solicitation specifications. In the event of such termination, the County may complete the contracted work and the Contractor will be liable for any excess cost occasioned by the County thereby and in such case the County may take possession of and utilize in completing the work such materials and equipment as may be on the site and necessary therefore.

An award/contract may be terminated at will by the County upon a minimum of thirty (30) days prior written notice to the other party. In the event of termination as provided in this subsection, the Contractor will be compensated for all services performed and approvable reimbursable expenses from the inception date to the termination date provided the services performed and the expenses were provided in accordance with the solicitation specifications. Payment shall be made upon the Contractor delivering to the County all information and materials retained by the Contractor in performing the services described in the specifications, whether completed or in progress.

WARRANTY

Vendor warrants that the goods and/or services supplied will be of good workmanship and material, free from defects, and if the intended use thereof is known to the seller, that they are suitable for that intended use. The awarded Vendor will warrant that all equipment is free of material defects both in materials and in workmanship for a minimum of 12 months (unless otherwise state in the solicitation document) from delivery date. Awarded Vendor will transfer all applicable manufacturer warranties to the County and agrees to coordinate all claims on the County's behalf.

EXHIBIT A - LANDSCAPE MAINTENANCE CONTRACT - CONT.



- Current Weekly
- Current Bi-monthly
- Alternate Bi-monthly

Fillmore Street Complex



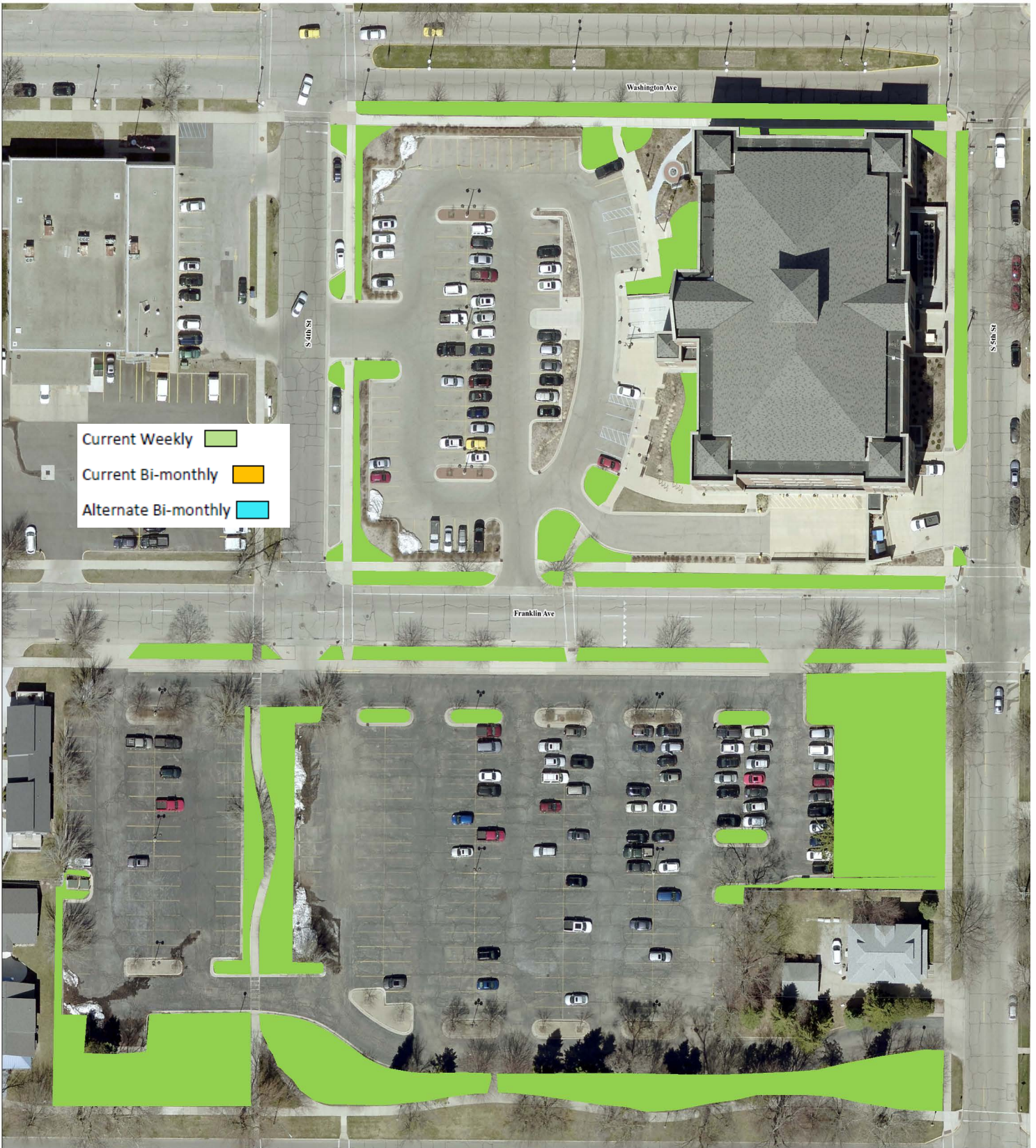
Ottawa County
Where You're Going.

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Ottawa County Geographic Information System
and is published in accordance with the Copyright
Act of the State of Michigan. Ottawa County
Access to Public Records and Act 442 of the
Public Act of 1996, as amended.

Geospatial Systems & Solutions
17212 Riverchase Blvd., Suite 303
Livonia, MI 48150
Phone: (734) 758-8500
www.gis.michigan.gov

Photography date: April 2010

EXHIBIT A - LANDSCAPE MAINTENANCE CONTRACT - CONT.



Grand Haven Complex

EXHIBIT A: LANDSCAPE MAINTENANCE CONTRACT - CONTINUED

James Street
Complex

- Current Weekly
- Current Bi-monthly
- Alternate Bi-monthly



Westshore Mall

James St

James St

James St

EXHIBIT A - LANDSCAPE MAINTENANCE CONTRACT - CONT.



Hudsonville Complex

- Current Weekly
- Current Bi-monthly
- Alternate Bi-monthly

EXHIBIT B - LANDSCAPE MAINTENANCE CONTRACT



Ottawa County

RFP 21-14 Landscape Maintenance

ATTACHMENT B – PRICING FORM

The undersigned hereby agrees to perform all work in accordance with the specifications, terms, and conditions of the County's RFP 21-14 for the costs described below. The fees proposed shall be considered firm and cannot be altered after receipt of the proposal by the County per the terms of this RFP. The pricing shall not change over the term of any contract executed as a result of this RFP. All costs must be identified in contractor's response.

CONTRACT TOTAL	
BASE PROPOSAL TOTAL (THROUGH APRIL 1, 2023)	\$135,014.00
ANNUAL COST FOR CONTRACT RENEWAL (YEAR 3)	\$71,310.00
ANNUAL COST FOR CONTRACT RENEWAL (YEAR 4)	\$65,696.00
ANNUAL COST FOR CONTRACT RENEWAL (YEAR 5)	\$72,736.00

Fillmore Complex (Itemized) 12220 / 12130 Fillmore – Administration and Detention Buildings	
Lawn Care	\$4,016.00
Lawn Mowing	\$12,600.00
Grub Management	\$985.00
Sheep's fescue	\$465.00
Emerald Ash Borer	\$4,096.00 32 trees, root flare injection
Tree and Shrub Pruning	\$2,850.00
Ash Tree Fertilizer	\$250.00
Total for Location	\$25,262.00
Alternate 1: Blow in Bark (labor)	\$60.00/yd installed
Alternate 2: Herbicide Spraying (material and labor)	\$110.00/hr includes labor & material

EXHIBIT B - LANDSCAPE MAINTENANCE CONTRACT - CONT.



Ottawa County

RFP 21-14 Landscape Maintenance

Grand Haven Complex (Itemized) 414 Washington	
Lawn Care	\$840.00
Mowing	\$8,400.00
Grub Management	\$360.00
Emerald Ash Borer	\$2,100.00 14 trees, root flare injection
Total for Location	\$11,700.00
Alternate 1: Blow in Bark (labor)	\$60.00/yd installed
Alternate 2: Herbicide Spraying (material and labor)	\$110.00/hr includes labor & material

James Street Complex (Itemized) 12185 James St., 12263 James St., 12251 James St., and 12265 James St.	
Lawn Care	\$4,900.00
Lawn Mowing	\$14,000.00
Grub Management	\$1,100.00
Spring Clean Up	\$2,750.00
Cooley Spruce all Adelgids	\$100.00
Crabapple Scab Fungus	\$500.00
Crabapple Sterilant	\$200.00
Mouse Bait	\$125.00
Phomopsis Tip Blight	\$268.00
Emerald Ash Borer	N/A
Total for Location	\$23,943.00
Alternate 1: Blow in Bark (labor)	\$60.00/yd installed
Alternate 2: Herbicide Spraying (material and labor)	\$110.00/hr includes labor & material

EXHIBIT B - LANDSCAPE MAINTENANCE CONTRACT - CONT.



Ottawa County

RFP 21-14 Landscape Maintenance

Hudsonville Complex (Itemized) 3100 Port Sheldon Road	
Lawn Care	\$1,600.00
Lawn Mowing	\$7,700.00
Grub Management	\$400.00
Total for Location	\$9,700.00
Alternate 1: Blow in Bark (labor)	\$60.00/yd installed
Alternate 2: Herbicide Spraying (material and labor)	\$110.00/hr includes labor & material

Additional Pricing / Services Offered (Itemized) (Would be considered "on-call" or "as-needed" by Ottawa County. Please describe pricing / rates. Do not included in total contract price above as this would be requested by Ottawa County only as needed.)	
Tree or Shrub Planting	\$57.00/hr
Tree, Shrub, or Hedge Trimming	\$57.00/hr
Tree Removal	\$57.00/hr + equipment
Bush or Shrub Removal	\$57.00/hr
Grass / Lawn Planting	\$0.093/sq ft
Other Services Offered? Please list, describe, and provide pricing.	We offer a full range of landscape maintenance services. Additional work can be quoted on a per instance basis.

EXHIBIT B - LANDSCAPE MAINTENANCE CONTRACT - CONT.



Ottawa County

RFP 21-14 Landscape Maintenance

VERIFICATION: Do you confirm that you have thoroughly read and reviewed all documents associated with this solicitation? Yes No

CONTRACTOR COMMENTS / DESCRIBE ALL ASSUMPTIONS: Any additional costs not noted above? Any vendor assumptions?

The cost for a formal spring clean up is only specified at the James Street Complex. We will pick up sticks and leaves off the lawns at the other sites with our first mowing.

Fall clean ups will be done with two late mowings in October/November. The goal will be to pick up all leaves on the lawn areas.

K. Hoezee L.O.S.

Authorized Representatives Signature

4-15-21

Date

Kevin Hoezee, Manager Landscape Maintenance Group, Landscape Design Services

Authorized Representative's Printed Name, Title, and Company (legal) Name for Business



EXHIBIT B - LANDSCAPE MAINTENANCE CONTRACT - CONT.

**LANDSCAPE
DESIGN
SERVICES, INC.**

7351 West Olive Road | Holland, MI 49424
616.399.1734 | 616.399.8574 fax
www.LandscapeDS.com | info@LandscapeDS.com

Attn: Sandra Brinks
County of Ottawa

sbrinks@miottawa.org

Sandra,

The following is a quote to install flowers at the Grand Haven Complex. Also included is per visit pricing for follow up care.

A. Annual Flower Planting

Lightly till the soil and fertilize

Plant Big Series, Pink Flower, Burgundy Leaf Begonias in the area by the sign

Item A Total \$690.00

B. Follow Up Care

Follow up care will consist of:

Inspect for proper watering, communicate with County site representative if adjustments need to be made

Weed the bed

Fertilize annuals

Dead head flowers

Check and treat for insects and diseases as needed

Visits can be set up on a biweekly or monthly schedule for the season. Visit totals for the two options are:

Biweekly 8 visits/season

Monthly 4 visits/season

Visits can also be set up on a call in or as needed basis

The cost per visit is \$56.25

Please contact me if you have any questions or if you would like to schedule the work. Thank you.

Sincerely,
LANDSCAPE DESIGN SERVICES INC

ACCEPTED:

Kevin Hoezee
Landscape Maintenance Division Manager

Signature

Date

Action Request



Committee: Board of Commissioners

Meeting Date: 05/11/2021

Requesting Department: Administration

Submitted By: Regina MacMillan

Agenda Item: Agricultural Preservation Board Appointment

Suggested Motion:

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

*Laurie Larson

and to select one (1) to fill one (1) Township Government vacancy beginning immediately and ending December 31, 2022.

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

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

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

Administration: Recommended Not Recommended Without Recommendation

County Administrator:

Committee/Governing/Advisory Board Approval Date: 05/11/2021

Talent and Recruitment Committee

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

Date 03/20/2021

Position Applying For Agricultural Preservation Board/Township Government (BC)

Position Applying For _____

Position Applying For _____

Name LAURIE LARSEN

Contact Information:

Education:

School Grand Valley University

School Aquanis

Degree BS Biology/Chemistry

Degree Masters of Business

Employment Background:

Current Employer Retired
Responsibilities _____

Position _____

Previous Employer Consumers Energy
Responsibilities _____

Position Community Development Director/Community Affairs

Length of Residency in Ottawa County 40

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

Yes No

If so, describe

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

Brownfield Development Board, Economic Development Board, both with the county.

Clerk - current with Grand Haven Charter Township

Trustee - Grand Haven Charter Township

Chair Planning Commission - Grand Haven Charter Township

Public Policy Committee - GH Chamber of Commerce

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

If not, why not? _____

Why do you want to be considered for this appointment?

I'm very interested in Agriculture Preservation especially with my role in Grand Haven Charter Township. There is a need to preserve these lands and I see industry, commercial, and urban, encroaching into these highly valued pieces of property. I'd like to be able to have a say in what the future of the county will look like.

Thank you for your interest in Ottawa County Government

Action Request



Committee: Board of Commissioners
Meeting Date: 05/11/2021
Requesting Department: Administration
Submitted By: Regina MacMillan
Agenda Item: Ottawa County Economic Development Corporation/Brownfield Redevelopment Authority Appointment

Suggested Motion:

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

*James Bleicher
and to select one (1) to fill one (1) Director vacancy beginning immediately and ending December 31, 2025.

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

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

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

Administration: Recommended Not Recommended Without Recommendation

County Administrator:

Committee/Governing/Advisory Board Approval Date: 05/11/2021

Talent and Recruitment Committee

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

Date 03/16/2021

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

Position Applying For _____

Position Applying For _____

Name James J Bleicher

Contact Information:

Education:

School Michigan State University

School Harvard University

Degree M.D.

Degree M.S.

Employment Background:

Current Employer _____ Position _____
Responsibilities _____

Previous Employer _____ Position _____
Responsibilities _____

Length of Residency in Ottawa County 25

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

Yes No

If so, describe

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

Please see attached resume - 3 years on Verde Valley Economic Council and multiple not-for-profit boards

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

If not, why not? _____

Why do you want to be considered for this appointment?

See attached cover letter - want to serve my community

Thank you for your interest in Ottawa County Government

Action Request



Committee: Board of Commissioners

Meeting Date: 05/11/2021

Requesting Department: Administration

Submitted By: Regina MacMillan

Agenda Item: Solid Waste Planning Committee Appointment

Suggested Motion:

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

*Dan Broersma

and to select one (1) to fill one (1) City Government vacancy beginning immediately and ending December 31, 2022.

Summary of Request:

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

Financial Information:

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

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

Action is Related to Strategic Plan:

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

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

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

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

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

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

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

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

Administration: Recommended Not Recommended Without Recommendation

County Administrator:

Committee/Governing/Advisory Board Approval Date: 05/11/2021

Talent and Recruitment Committee

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

Date 03/10/2021

Position Applying For Solid Waste Planning Committee/City Government (BC)

Position Applying For _____

Position Applying For _____

Name Dan Broersma

Contact Information:

Education:

School Grand Rapids Community College School _____

Degree Associates Degree _____

Employment Background:

Current Employer City Of Holland Position Environmental Sustainability Manager

Responsibilities

Recycling, Energy efficiency, Sustainable Policies Sustainable education.
Manage the development and execution of community focused environmental sustainability initiatives including contract negotiation.
Create sustainable benefits, partnerships, and opportunities for the communities Goodwill serves.

Previous Employer Goodwill Position Environmental Sustainability Manager

Responsibilities

Manage the development and execution of community focused environmental sustainability initiatives including contract negotiation.
Create sustainable benefits, partnerships, and opportunities for the communities Goodwill serves.

Length of Residency in Ottawa County 46

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

Yes No

If so, describe

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

I have served on many boards and committees including the recycling coalition and recently on the Muskegon solid waste committee representing Goodwill in Muskegon.

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

If not, why not? _____

Why do you want to be considered for this appointment?

I am excited to apply for the Ottawa County Solid Waste Committee position. Given my environmental sustainability background, I can make significant contributions to Ottawa County solid waste initiatives.

Thank you for your interest in Ottawa County Government

Action Request



Committee:	Board of Commissioners
Meeting Date:	05/11/2021
Requesting Department:	Administration
Submitted By:	Regina MacMillan
Agenda Item:	Solid Waste Planning Committee Appointment

Suggested Motion:

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

*Kaylee Swanson
and to select one (1) to fill one (1) Industrial Waste Generator vacancy beginning immediately and ending December 31, 2022.

Summary of Request:

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

Financial Information:

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

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

Action is Related to Strategic Plan:

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

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

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

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

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

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

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

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

Administration: Recommended Not Recommended Without Recommendation

County Administrator:

Committee/Governing/Advisory Board Approval Date: 05/11/2021

Talent and Recruitment Committee

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

Date 03/19/2021

Position Applying For Solid Waste Planning Committee/Industrial Waste Generator (BC)

Position Applying For _____

Position Applying For _____

Name Kaylee T Swanson

Contact Information:

Education:

School Grand Valley State University

School Aquinas College

Degree BA in Public & Non-Profit Administration

Degree MA in Sustainable Business

Employment Background:

Current Employer Spectrum Health Position Sr Hazardous Materials & Waste Safety Specialist

Responsibilities

Provide Spectrum Health entities with an overarching framework and education designed to anticipate, evaluate, eliminate or mitigate, and control significant health risks to our patients, residents, staff, volunteers and visitors associated with hazardous materials and waste. At Spectrum Health, there are 13 waste streams and 183 locations producing biohazardous/hazardous waste.

Previous Employer Spectrum Health Foundation Position Major Gifts Officer

Responsibilities

Philanthropic advisor to 100+ donors, who support Spectrum Health including Helen DeVos Children's Hospital. Liaison for the women's giving group by providing educational opportunities to learn about the programs in need of funding.

Length of Residency in Ottawa County _____

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

Yes No

If so, describe

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

I have served at the Community Chair of the Women Impacting Spectrum Health (WISH) board for 1 year. I was on the West Michigan Sustainable Business Forum's Triple Bottom Line Bash planning committee for three years.

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

If not, why not? _____

Why do you want to be considered for this appointment?

I feel my educational background in Sustainable Business and current role at Spectrum Health in Hazardous Waste would add value to your team.

Thank you for your interest in Ottawa County Government

Business Plan 2020-2021 2nd Quarter Update



Ottawa County
Where You Belong.

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

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

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

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

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

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

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

Objective 3: Maintain or improve bond credit ratings.

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

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

What will we do to get there?

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

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

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



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

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

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



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

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

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



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

What will we do to get there?

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

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

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



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

Objective 2: Maximize communication with citizens.

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



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

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

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



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

Objective 4: Evaluate communication with other key stakeholders.

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



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

What will we do to get there?

What do we want to do?

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

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

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

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

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

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

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

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

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

Status Update

- Adding the 5th "C" of Collaboration.
- Collaborated with HR to develop and deploy Creativity trainings for all staff, introducing Kata e-level 1 and design thinking. Delivered Kata Coaches and Learners Skill Development Training to user departments and developed team of internal Kata 2nd coaches. The Innovation Room was designed and furnished.
- Developing an AITA Innovator Assessment manager's report to share countywide.
- Design thinking process is complete.
- Planning and Performance Improvement continues to pursue public-private partnership strategies to address areas of County with lack of broadband.
- Making CPTED-related improvements to facilities. Virtual CPTED training being offered in March 2021.
- Facilities Maintenance is updating the Campus Master Plan.
- Initially, Fiscal Service-Purchasing Division planned to have in-person training on the new Purchasing Policy. Due to the pandemic, an e-learning is now available to communicate the policy changes approved by the Board in March of 2020. Additionally, Purchasing staff has started training the Technical Team on processes and procedures and is planning to expand the opportunity countywide later in the fiscal year.
- Online citizen engagement approach was developed.
- The County's digital communication network is being upgraded, including network capability, capacity, security and Wi-Fi.
- The County is engaging Business Intelligence (BI) and other network AI tools to support development and monitoring of service delivery.
- The 2020 County resident park survey indicated support for camping in at County Park facilities, and a campground feasibility study conducted for Ottawa Sands indicated camping would be successful. However, community feedback gathered for Ottawa Sands strongly opposed a traditional "RV" campground. Balancing demand for a campground and public opposition towards traditional camping, the final Ottawa Sands master plan includes several different camping opportunities.

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

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

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

What will we do to get there?