



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, December 14, 2021 at 1:30 PM** for the regular December 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. Sheriff's Office K-9 Unit Introduction: Sheriff Steve Kempker
 - B. Outstanding Customer Service Awards
 1. Britney Brown, Ottawa Pathways to Better Health
 2. Reyna Masko, Friend of the Court
 - C. GCSI Update, Bob DeVries
6. Public Comments
7. Approval of Agenda
8. Actions and Reports

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

A. Consent Resolutions:

From the County Clerk/Register

1. Board of Commissioners Meeting Minutes
Suggested Motion:
To approve the [Minutes of the November 23, 2021](#) Board of Commissioners meeting.

From Administration

2. [Accounts Payable for November 15 - November 26, 2021](#)
Suggested Motion:
To approve the general claims in the amount of \$2,902,266.10 as presented by the summary report for November 15 - November 26, 2021.
3. [Post-Execution Ratification of Contracts under Section IV\(D\)\(2\) of the Ottawa County Contracting Authorization and Form Policy](#)
Suggested Motion:
To ratify all contracts currently pending on the post-execution ratification list as authorized under Section IV(D)(2) of the Ottawa County Contracting Authorization and Form Policy that was adopted on April 14, 2020.
4. [Correspondence Log 483](#)
Suggested Motion:
To receive for information the Correspondence Log.
5. [Ottawa County Department of Strategic Impact 2021 Annual Report](#)
Suggested Motion:
To receive for information the Ottawa County Department of Strategic Impact 2021 Annual Report.
6. [Ottawa County Public Defender 2021 Annual Report](#)
Suggested Motion:
To receive for information the Ottawa County Public Defender 2021 Annual Report.
7. [Ottawa County Corporation Counsel 2021 Annual Report](#)
Suggested Motion:
To receive for information the Ottawa County Corporation Counsel 2021 Annual Report.

B. Public Hearings: None

C. Action Items:

From Finance and Administration Committee

1. [Fiscal Services Personnel Request](#)

Suggested Motion:

To approve the request from Fiscal Services to add one, full-time, benefited Provider Compliance and Claims Supervisor at Unclassified, Paygrade 10, at a cost of \$110,732 paid for with Medicaid and grant funds.

2. [Grant Agreement for Ottawa Sands](#)

Suggested Motion:

To approve and authorize the Board Chairperson and Clerk/Register to sign the four-way grant agreement with the Bill and Bea Idema Foundation, Ottawa County Parks Foundation and the Ottawa County Parks Commissions for the financial support for the Ottawa Sands Master Plan which would offset the development cost needed to construct infrastructure to the already funded Idema Explorers Camp (Treehouse Village and Yurt Village) and to approve the naming of the Ottawa Sands Greenway Camping Area the "Idema Explorers Camp".

3. [Coastal Zone Management Grant Application FY2023](#)

Suggested Motion:

To approve and authorize the Board Chairperson and Clerk/Register to sign the Resolution for the Michigan Coastal Zone Management (CZM) program for funding assistance to construct a kayak launch and supporting facilities at Ottawa Sands.

4. [COVID-19 American Rescue Plan Act Advisory Committee Items](#)

Suggested Motion:

To approve the COVID-19 American Rescue Plan Act Advisory Committee proposed Lenses Project Evaluation, Focus Areas, and Flow Diagram.

5. [Public Health Personnel Request](#)

Suggested Motion:

To approve the request from Public Health to increase the part-time, non-benefited Environmental Health Specialist position to a full-time, benefited position in Group T at Paygrade 8 at an increased cost of \$64,350.

D. Appointments:

From the Talent and Recruitment Committee

1. [Community Mental Health Board](#)

Suggested Motion:

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

*David Parnin

and to select one (1) to fill one (1) General Public vacancy beginning April 1, 2022 and ending March 31, 2024.

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

Suggested Motion:

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

*Garry Post

and to select one (1) to fill one (1) Director vacancy beginning January 1, 2022 and ending December 31, 2027.

3. [Parks and Recreation Commission](#)

Suggested Motion:

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

*Kelly Rice

and to select one (1) to fill one (1) Public vacancy beginning January 1, 2022 and ending December 31, 2024.

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

Suggested Motion:

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

*Philip Roxbury

and to select one (1) to fill one (1) Private Sector vacancy beginning January 1, 2022 and ending December 31, 2024.

5. [Officers Compensation Commission](#)

Suggested Motion:

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

*Kurt Wassink

and to select one (1) to fill one (1) Member vacancy beginning January 1, 2022 and ending December 31, 2025.

6. [Agricultural Preservation Board](#)

Suggested Motion:

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

*Michael Bronkema

and to select one (1) to fill one (1) Agricultural vacancy beginning January 1, 2022 and ending December 31, 2024.

7. [Building Authority](#)

Suggested Motion:

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

*Ron Frantz

and to select one (1) to fill one (1) Member vacancy beginning January 1, 2022 and ending December 31, 2023.

E. Discussion Items:

1. [Ottawa County Department of Strategic Impact Annual Report](#)

(Presented by Paul Sachs, Department of Strategic Impact Director)

2. [Ottawa County Public Defender Annual Report](#)

(Presented by Robert Hamilton, Public Defender)

3. [Ottawa County Corporation Counsel Annual Report](#)

(Presented by Douglas Van Essen, Corporation Counsel)

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
NOVEMBER SESSION – SECOND DAY**

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

Matthew 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 Baumann, Douglas Zylstra, Allen Dannenberg, Randall Meppelink, Kyle Terpstra, James Holtvluwer, Gregory DeJong, Philip Kuyers, Matthew Fenske. (10)

Absent: Roger Bergman. (1)

Presentation of Petitions and Communications

- A. Sheriff's Office New Employee Introduction – Sheriff Steven Kempker introduced the following new employees:
 - a. Road Patrol Deputy Adam Schaller
 - b. Road Patrol Deputy Joe Apolo
 - c. Road Patrol Deputy John Easdon
- B. City of Grand Haven BRA Project – Pat McGinnis, Grand Haven City Manager, presented a power point presentation on Beechtree Leasing.
- C. Vice Chair Fenske presented Lupita Reyes with a Resolution.
- D. A COVID update was presented by Lou Hunt, Director of Emergency Management.

Public Comments

Public comments were made by the following:

- 1. Lori Grassman
- 2. Lauryn Allen
- 3. Ronalyn Allen
- 4. Terri White

B/C 21-267 Joseph Baumann moved to approve the agenda of today as presented. The motion passed as shown by the following votes: Yeas: Allen Dannenberg, Joseph Baumann, Randall Meppelink, Kyle Terpstra, Francisco Garcia, Gregory DeJong, James Holtvluwer, Douglas Zylstra, Philip Kuyers, Matthew Fenske. (10)

B/C 21-268 Allen Dannenberg moved to approve the following Consent Resolutions:

1. To approve the Minutes of the November 9, 2021, Board of Commissioners meeting.
2. To approve the general claims in the amount of \$6,430,352.80 as presented by the summary report for November 1- November 12, 2021.

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

B/C 21-269 Gregory DeJong moved to approve the 2022 Purchasing of Development Rights Program Scoring Criteria. The motion passed as shown by the following votes: Yeas: Douglas Zylstra, Philip Kuyers, Francisco Garcia, James Holtvluwer, Joseph Baumann, Gregory DeJong, Randall Meppelink, Allen Dannenberg, Kyle Terpstra, Matthew Fenske. (10)

B/C 21-270 Gregory DeJong moved to approve the purchase agreement of a property for \$242,000 as part of the Stearns Creek Expansion. The motion passed as shown by the following votes: Yeas: Douglas Zylstra, Joseph Baumann, Philip Kuyers, Francisco Garcia, Randall Meppelink, Allen Dannenberg, Gregory DeJong, James Holtvluwer, Kyle Terpstra, Matthew Fenske. (10)

B/C 21-271 Gregory DeJong moved to approve the bid from Riverworks Construction in the amount of \$1,283,936.50 for construction of the Jenison Mill Segment of the Idema Explorers Trail. The motion passed as shown by the following votes: Yeas: Joseph Baumann, Francisco Garcia, Randall Meppelink, James Holtvluwer, Gregory DeJong, Douglas Zylstra, Kyle Terpstra, Philip Kuyers, Allen Dannenberg, Matthew Fenske. (10)

B/C 21-272 Joseph Baumann moved to approve the 2021 and 2022 budget adjustments per the attached schedule. The motion passed as shown by the following votes: Yeas: Kyle Terpstra, James Holtvluwer, Douglas Zylstra, Philip Kuyers, Gregory DeJong, Randall Meppelink, Joseph Baumann, Allen Dannenberg, Francisco Garcia, Matthew Fenske. (10)

B/C 21-273 Joseph Baumann moved to approve the revised 2021 Ottawa County Apportionment Report. The motion passed as shown by the following votes: Yeas: Philip Kuyers, James

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

B/C 21-274 Joseph Baumann moved to approve the proposal from Smart Communications to provide telecommunications, tablets, and additional services within the Ottawa County Adult Correctional Facility.

B/C 21-275 Douglas Zylstra moved to amend Motion B/C 21-274 to waive the Commission structure in favor of further corresponding rate reductions in the contract. The motion died from lack of support.

A vote was then taken on Motion B/C 21-274 and the motion passed as shown by the following votes: Yeas: Francisco Garcia, Allen Dannenberg, Kyle Terpstra, Randall Meppelink, James Holtvluwer, Joseph Baumann, Philip Kuyers, Gregory DeJong, Matthew Fenske. (9)

Nays: Douglas Zylstra. (1)

B/C 21-276 Joseph Baumann moved to approve the Resolution to ratify and confirm actions taken by the Board of October 26, 2021. The motion passed as shown by the following votes: Yeas: Allen Dannenberg, Joseph Baumann, Randall Meppelink, Kyle Terpstra, Francisco Garcia, Gregory DeJong, James Holtvluwer, Philip Kuyers, Matthew Fenske. (9)

Nays: Douglas Zylstra. (1)

B/C 21-277 Joseph Baumann moved to approve the 3-year Security Enterprise Agreement with contracted vendor Sentinel Technologies, Inc. for a total cost of \$376,369.06 (3 annual payments of \$125,456.35). The motion passed as shown by the following votes: Yeas: Philip Kuyers, James Holtvluwer, Randall Meppelink, Kyle Terpstra, Francisco Garcia, Douglas Zylstra, Allen Dannenberg, Gregory DeJong, Joseph Baumann, Matthew Fenske. (10)

B/C 21-278 Joseph Baumann moved to approve the following wage and benefit adjustments for Unclassified, Group N, and Group T Employees for 2022:

- a. Wages: Effective January 1, 2022, increase the existing salary schedule by 2%. (Excluding Elected Officials, Judges, and Board of Commissioners)
- b. Benefits: In 2022, the employee co-pay on the 100/80 (High) plan would remain at 20%. The High Deductible Health Plan with a Health Savings Account would have a zero co-pay, and the deductibles in 2022 would be \$1,400 (single) and \$2,800 (family) and the Employer will fund the deductible for 2022 at 50% (\$700 single/ \$1,400 two person/family). (Including Election Officials and Judges)

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

B/C 21-279 Joseph Baumann moved to approve a Conservation Easement Option Agreement with Thomas W. Holstege and Janice L. Holstege in the amount of \$272,000 for +/- 36.1 acres located in Zeeland Township, Michigan. The motion passed as shown by the following votes: Yeas: Douglas Zylstra, Joseph Baumann, Philip Kuyers, Francisco Garcia, Randall Meppelink, Allen Dannenberg, Gregory DeJong, James Holtvluwer, Kyle Terpstra, Matthew Fenske. (10)

B/C 21-280 Joseph Baumann moved to approve the 5-year agreement with Copy Tech for a countywide equipment assessment, replacement, and printer management services at a not-to-exceed cost of \$650,000. The motion passed as shown by the following votes: Yeas: Joseph Baumann, Francisco Garcia, Randal Meppelink, James Holtvluwer, Gregory DeJong, Douglas Zylstra, Kyle Terpstra, Philip Kuyers, Allen Dannenberg, Matthew Fenske. (10)

B/C 21-281 Joseph Baumann moved to approve to have Ottawa County assume ownership of the Spoonville Trail and accept \$3,000 per year contribution from Crockery Township for 25 years for routine maintenance expenses of the Spoonville Trail. The motion passed as shown by the following votes: Yeas: Kyle Terpstra, James Holtvluwer, Douglas Zylstra, Philip Kuyers, Gregory DeJong, Randall Meppelink, Joseph Baumann, Allen Dannenberg, Francisco Garcia, Matthew Fenske. (10)

B/C 21-282 Joseph Baumann moved to approve the request from CMH to add 6 full-time, benefited positions and to increase the FTE of 2 part-time positions to full-time at a cost of \$622,466 paid for with Medicaid, millage, and grant funds. The motion passed as shown by the following votes: Yeas: Philip Kuyers, James Holtvluwer, Francisco Garcia, Allen Dannenberg, Gregory DeJong, Douglas Zylstra, Kyle Terpstra, Randall Meppelink, Joseph Baumann, Matthew Fenske. (10)

The County Administrator's report was presented.

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

Vice Chair Fenske adjourned the meeting at 2:50 p.m.

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

MATTHEW R. FENSKE, Vice Chairman
Of the Board of Commissioners

Action Request



Committee:	Board of Commissioners
Meeting Date:	12/14/2021
Requesting Department:	Fiscal Services
Submitted By:	Karen Karasinski
Agenda Item:	Accounts Payable for November 15 - November 26, 2021

Suggested Motion:

To approve the general claims in the amount of \$2,902,266.10 as presented by the summary report for November 15 - November 26, 2021.

Summary of Request:

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

Financial Information:

Total Cost: \$2,902,266.10	General Fund Cost: \$2,902,266.10	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:

Board of Commissioners

Total CHECKS | EFTs | WIRES



Dates: November 15, 2021
to November 26, 2021

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

\$2,902,266.10

1,076 INVOICES

2,902,266.10

Karen Karasinski
Fiscal Services Director

12.6.21


Date

We hereby certify that the Board of Commissioners has approved the claims on Tuesday, December 14, 2021

Roger Bergman, Chairperson
Board of Commissioners

Justin Roebuck
Clerk/Register of Deeds

Total CHECKS | EFTs | WIRES

 Ottawa County <i>Where You Belong</i>	Dates: November 15, 2021	
	to November 26, 2021	
Total of all funds: \$2,902,266.10		
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0000	TREASURY FUND	5,136.02
1010	GENERAL FUND	353,252.12
1500	CEMETERY TRUST	0.00
2081	PARKS & RECREATION	10,775.32
2160	FRIEND OF COURT	1,785.56
2180	OTHER GOVERNMENTAL GRANTS	109,917.54
2210	HEALTH	51,213.09
2220	MENTAL HEALTH	1,192,873.18
2221	MENTAL HEALTH MILLAGE	142,555.20
2225	SUBSTANCE USE DISORDER	58,748.30
2271	SOLID WASTE CLEAN-UP	0.00
2272	LANDFILL TIPPING FEES	26,902.84
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	140.55
2600	PUBLIC DEFENDERS OFFICE	6,665.53
2620	FEDERAL FOREITURE	0.00
2602	WEMET	2,683.75
2630	SHERIFF GRANTS & CONTRACTS	21,469.17
2631	CONCEALED PISTOL LICENSING	0.00
2901	DEPT OF HUMAN SERVICES	175.19
2920	CHILD CARE - PROBATE	23,028.91
2970	DB/DC CONVERSION	0.00

Total CHECKS | EFTs | WIRES

 Ottawa County <i>Where You Belong.</i>	Dates: November 15, 2021 to November 26, 2021	
	Total of all funds:	\$2,902,266.10
<hr/>		
3010	DEBT SERVICE	0.00
4020	CAPITAL IMPROVEMENTS	0.00
4690	BUILDING AUTHORITY CONSTRUCTION PROJECT	0.00
5160	DELINQUENT TAXES	1,255.00
5360	LAND BANK AUTHORITY	0.00
6360	INNOVATION & TECHNOLOGY	145,114.97
6450	DUPLICATING	0.00
6550	TELECOMMUNICATIONS	5,843.97
6641	EQUIPMENT POOL	0.00
6770	PROTECTED SELF-FUNDED INSURANCE	0.00
6771	EMPLOYEE BENEFITS	230.20
6772	PROTECTED SELF-FUNDED UNEMPL INS.	0.00
6775	LONG-TERM DISABILITY INSURANCE	0.00
6780	OTTAWA CNTY-INSURANCE AUTHORITY	0.00
6810	DB/DC CONVERSION FUND	0.00
7010	TRUST & AGENCY	495,540.49
7015	TRUST & AGENCY JUVENILE COURT	1,086.50
7040	IMPREST PAYROLL	9,032.32
7210	LIBRARY PENAL FINE	0.00
7360	OPEB TRUST	0.00
8010	SPECIAL ASSESS. DRAINS	159,259.72
8011	DRAINS-CAPITAL PROJECTS FUND	0.00
8020	DRAINS-REVOLVING	0.00
8510	DRAINS-DEBT SERVICE FUND	0.00
8725	INLAND LAKE IMPROVEMENT	30,572.22
8800	BROWNFIELD REDEVELOPMENT AUTHORITY	44,306.44

Action Request



Committee:	Board of Commissioners
Meeting Date:	12/14/2021
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: *John Su*

Committee/Governing/Advisory Board Approval Date:

Board Ratification Contracts

Report Start Date: 11/1/2021

Report End Date: 11/30/2021

Total Amount of Contracts: \$962,221.06

CONTRACT	REQUESTED DATE	APPROVED DATE	REQUESTING AGENCY	VENDOR/3RD PARTY	CONTRACT AMOUNT	MULTI YEAR CONTRACT	OBJECT CODE	PURPOSE
1360	10/14/2021	11/03/2021	DC PROBATION/COMM CORRECTIONS	WEST SHORE COUNSELING SERVICES	\$20,000.00	N/A	808000	To approve the contract with West Shore Counseling Services to provide treatment services to Sobriety Treatment Program Participants
1365	10/25/2021	11/08/2021	INNOVATION & TECHNOLOGY	AT&T	\$1,200.00	N/A		Renews 2-year Long Distance service contract with AT&T. Same price as current contract. Minimum annual commitment = \$600. Actual expenditure will be more and will vary depending on usage.
1366	10/25/2021	11/03/2021	PUBLIC HEALTH	ORGANICYCLE LLC	\$3,000.00	N/A	808000	OC residents bring us their compost. This company will remove that compost waste from the three OCDPH recycling centers.
1367	10/27/2021	11/04/2021	COMMUNITY ACTION AGENCY	THE SALVATION ARMY GRAND HAVEN	\$16,945.00	N/A	808000	ESG Grant with Salvation Army to provide case management to prevent homelessness.
1368	11/02/2021	11/03/2021	JUVENILE COURT	BRAINS	\$8,000.00	N/A	808000	Psychological and Competency Evaluation /Restoration Services through BRAINS
1369	11/02/2021	11/03/2021	FACILITIES MAINTENANCE	KONE, INC	\$16,800.00	N/A	808000	Request for approval of contract between Kone, Inc. and Ottawa County for elevator maintenance and servicing. Solicitation was completed by head agency Kansas City and OMNIA Partners. OMNIA provides cooperative agreements that allow local municipalities to utilize. Contract will cover initial period of 5 years, with option for renewal for up to 4 - one year terms.
1370	11/03/2021	11/10/2021	COMMUNITY ACTION AGENCY	OTTAWA COUNTY THROUGH COMMUNITY ACTION AGENCY	\$3,000.00	N/A	808000	Older Americans contract with Evergreen Commons Senior Center
1371	11/03/2021	11/10/2021	COMMUNITY ACTION AGENCY	OTTAWA COUNTY THROUGH COMMUNITY ACTION AGENCY	\$3,000.00	N/A	808000	Older Americans contract with Four Pointes
1373	11/05/2021	11/10/2021	COMMUNITY ACTION AGENCY	OTTAWA COUNTY THROUGH COMMUNITY ACTION AGENCY	\$3,000.00	N/A	808000	Older Americans grant with Georgetown Senior Center

1374	11/05/2021	11/10/2021	DEPARTMENT OF STRATEGIC IMPACT	GEORGETOWN SENIORS	\$112,652.00	N/A	821000	To authorize the ratified third-party amended contract with Georgetown Seniors to perform transportation services for the FY2020 & FY2021 Specialized Services Program. MDOT increased the grant amount for FY2020 & FY2021 and is requested a signed ratified contract agreement with each third-party contractor.
1375	11/08/2021	11/11/2021	DEPARTMENT OF STRATEGIC IMPACT	PIONEER RESOURCES	\$256,278.00	N/A	821000	To authorize the ratified third-party contract with Pioneer Resources to perform transportation services for the FY2020 & FY2021 Specialized Services Program. MDOT increased the grant amount for FY2020 & FY2021 and is requesting a signed ratified contract agreement with each of the County's third-party contractors.
1379	11/08/2021	11/12/2021	SHERIFFS DEPARTMENT	CHILDREN'S ADVOCACY CENTER	\$120,000.00	N/A	808000	Children's Advocacy Center annual agreement to coordinate assessment services for minors and children who may have been the victim of abuse or neglect.
1380	11/09/2021	11/15/2021	COMMUNITY ACTION AGENCY	OTTAWA COUNTY THROUGH COMMUNITY ACTION AGENCY	\$20,000.00	N/A	808000	Older Americans grant with Senior Resources
1381	11/09/2021	11/12/2021	INNOVATION & TECHNOLOGY	SENTINEL TECHNOLOGIES	\$376,396.06	N/A		<p>This Amendment to Extend the Master Services Agreement (hereinafter "Amendment") is made and entered into on October 18, 2021, between Sentinel Technologies, Inc., (hereinafter "Contractor"), 4595 Broadmoor Ave SE, Ste. 276, Grand Rapids, MI 49512, and the County of Ottawa, 12220 Fillmore St., West Olive, MI 49460 (hereinafter "County").</p> <p>The County and Contractor are parties to the Master Services Agreement effective as of January 21, 2020, the contract date. Under the Agreement, Contractor agrees to provide the procurement of Cisco network and telephony equipment, associated SmartNet maintenance and support agreements, and support services in support of the County's computer operations and infrastructure, detailed in mutually agreed upon Statement(s) of Work (SOW) and now desire to make certain modifications</p>

								and amendments to the Agreement provided herein; and agree as follows: 1. The original term of the agreement was through January 21, 2022. This Amendment to Extend the Master Services Agreement would extend the agreement through December 31, 2024, in order to accommodate the Addendum No. 0939-PE for Security EA Solution Subscriptions, Subscriptions, which is a three (3) year project for a total of \$376,369.06 (or approximately \$125,456.38 annually).
1382	11/10/2021	11/12/2021	COMMUNITY ACTION AGENCY	SOUTHWEST MICHIGAN CAA	\$1,000.00	N/A	808000	Contract to provide food for the TEFAP program through Southwest Michigan CAA
1383	11/10/2021	11/12/2021	SHERIFFS DEPARTMENT	CANTEEN SERVICES	\$0.00	N/A	808000	This agreement is in addition to our Canteen Services commissary agreement for the use of a Kiosk to deposit funds into inmate trust accounts.
1384	11/10/2021	11/12/2021	SHERIFFS DEPARTMENT	3SI SECURITY SYSTEMS	\$950.00	N/A	739000	This sales agreement covers the terms and conditions of purchasing a GPS tracking device budgeted for our Investigative Services Unit. This device is attached to property, and once triggered, can be tracked to the location of that property.
0	11/01/2021	11/01/2021	OTTAWA COUNTY	MICHIGAN STATE HOUSING DEVELOPMENT AUTHORITY		N/A		EMERGENCY SOLUTIONS GRANT AGREEMENT
0	11/01/2021	11/01/2021	OTTAWA COUNTY	MICHIGAN HOUSING DEVELOPMENT AUTHORITY		N/A		RENTAL ASSISTANCE AND HOMELESS SOLUTIONS
0	11/01/2021	11/01/2021	OTTAWA COUNTY	MICHIGAN STATE HOUSING DEVELOPMENT		N/A		CRF EVICTION DIVERSION PROGRAM GRANT AGREEMENT
0	10/01/2021	10/01/2021	COMMUNITY MENTAL HEALTH	ACORN HEALTH OF MICHIGAN		N/A		FY22 DCW
0	10/01/2021	10/01/2021	COMMUNITY MENTAL HEALTH	AGNUS DEI AFC HOME		N/A		FY22 DCW
0	10/01/2021	10/01/2021	COMMUNITY MENTAL HEALTH	ALVAL BY THE LAKE		N/A		FY22 DCW
0	10/01/2021	10/01/2021	COMMUNITY MENTAL HEALTH	AMANI AFC		N/A		FY22 DCW
0			COMMUNITY MENTAL HEALTH	ANGELA HELMER		N/A		SCHIELE AFC
0	10/01/2021	10/01/2021	COMMUNITY MENTAL HEALTH	APPLIED BEHAVIORAL SCIENCE		N/A		FY22 DCW

0	08/01/2021	08/01/2021	COMMUNITY MENTAL HEALTH	ARBOR CIRCLE		N/A		FY2021 BLOCK GRANT AMENDMENT
0	10/01/2021	10/01/2021	COMMUNITY MENTAL HEALTH	ARBOR CIRCLE		N/A		FY22 DCW
0			COMMUNITY MENTAL HEALTH	BARBARA HAPKE		N/A		FIRESIDE AFC
0	10/01/2021	10/01/2021	COMMUNITY MENTAL HEALTH	BEAR RIVER HEALTH AT WALLOON LAKE		N/A		FY22 DCW
0	10/01/2021	10/01/2021	COMMUNITY MENTAL HEALTH	BENJAMIN'S HOPE		N/A		FY22 DCW
0	10/01/2021	10/01/2021	COMMUNITY MENTAL HEALTH	BETHANY CHRISTIAN SERVICES		N/A		FY22 DCW
0	09/13/2021	09/13/2021	COMMUNITY MENTAL HEALTH	BETHANY CHRISTIAN SERVICES		N/A		SAMHSA SOC GRANT
0	10/01/2021	10/01/2021	COMMUNITY MENTAL HEALTH	BLUEBIRD BEHAVIORAL SERVICES		N/A		FY22 DCW
0	10/01/2021	10/01/2021	COMMUNITY MENTAL HEALTH	BRAINTREE MANAGEMENT INC.		N/A		FY22 DCW
0	10/01/2021	10/01/2021	COMMUNITY MENTAL HEALTH	BRAINTRUST BEHAVIORAL HEALTH, LLC		N/A		FY22 DCW
0	10/01/2021	10/01/2021	COMMUNITY MENTAL HEALTH	BUILDING MEN FOR LIFE		N/A		FY22 DCW
0	10/01/2021	10/01/2021	COMMUNITY MENTAL HEALTH	C&M ASSISTED LIVING		N/A		FY22 DCW
0	10/01/2021	10/01/2021	COMMUNITY MENTAL HEALTH	CASE MANAGEMENT OF MICHIGAN		N/A		FY22 DCW
0	10/01/2021	10/01/2021	COMMUNITY MENTAL HEALTH	CATHOLIC CHARITIES OF WEST MICHIGAN		N/A		FY22 DCW
0	10/01/2021	10/01/2021	COMMUNITY MENTAL HEALTH	CENTER FOR AUTISM AND RELATED DISORDERS		N/A		FY22 DCW
0	10/01/2021	10/01/2021	COMMUNITY MENTAL HEALTH	CENTRIA HEALTHCARE, LLC		N/A		FY22 DCW
0			COMMUNITY MENTAL HEALTH	CHERI WYNSMA		N/A		DEER CREEK
0	10/01/2021	10/01/2021	COMMUNITY MENTAL HEALTH	CHERRY STREET SERVICES INC. DBA CHERRY HEALTH SERV		N/A		FY22 DCW
0	10/01/2021	10/01/2021	COMMUNITY MENTAL HEALTH	COMMUNITY ACTION HOUSE		N/A		FOOD CLUB MILLAGE CONTRACT
0	10/01/2021	10/01/2021	COMMUNITY MENTAL HEALTH	COMMUNITY ALLIANCE		N/A		FY22 DCW
0	10/01/2021	10/01/2021	COMMUNITY MENTAL HEALTH	COMMUNITY LIVING OPTIONS		N/A		FY22 DCW
0	10/01/2021	10/01/2021	COMMUNITY MENTAL HEALTH	COMPREHENSIVE THERAPY CENTER		N/A		FY22 DCW
0	10/01/2021	10/01/2021	COMMUNITY MENTAL HEALTH	CORNERSTONE AFC		N/A		FY22 DCW
0	08/02/2021	08/02/2021	COMMUNITY MENTAL HEALTH	CORNERSTONE I INC		N/A		FY2021 COMMON CONTRACT

0	10/01/2021	10/01/2021	COMMUNITY MENTAL HEALTH	CORNERSTONE I INC		N/A		FY22 DCW
0	10/01/2021	10/01/2021	COMMUNITY MENTAL HEALTH	CRC RECOVERY INC DBA WESTERN MICHIGAN TREATMENT CE		N/A		FY22 DCW
0	10/01/2021	10/01/2021	COMMUNITY MENTAL HEALTH	CSM SERENITY LLC		N/A		FY22 DCW
0	10/01/2021	10/01/2021	COMMUNITY MENTAL HEALTH	DALE BIRD CORTES		N/A		FY22 DCW
0	08/01/2021	08/01/2021	COMMUNITY MENTAL HEALTH	DENNISE ESPENDEZ		N/A		FY 21 STANDARD SERVICE CONTRACT
0	10/01/2021	10/01/2021	COMMUNITY MENTAL HEALTH	DEVELOPMENTAL ENHANCEMENT BEHAVIORAL HEALTH		N/A		FY22 DCW
0	10/01/2021	10/01/2021	COMMUNITY MENTAL HEALTH	DOT CARING CENTERS, INC		N/A		FY22 DCW
0	10/01/2021	10/01/2021	COMMUNITY MENTAL HEALTH	EQUITABLE LEARNING SOLUTIONS LLC		N/A		FY22 DCW
0	10/01/2021	10/01/2021	COMMUNITY MENTAL HEALTH	FAMILY LIFE MINISTRIES DBA WINNING AT HOME INC		N/A		FY22 DCW
0	10/01/2021	10/01/2021	COMMUNITY MENTAL HEALTH	FLATROCK MANOR, INC		N/A		FY22 DCW
0	10/01/2021	10/01/2021	COMMUNITY MENTAL HEALTH	FOX COUNSELING LLC		N/A		FY22 DCW
0	10/01/2021	10/01/2021	COMMUNITY MENTAL HEALTH	FRITS HARTGERS AMERICAN HOMESTEAD		N/A		FY22 DCW
0	10/01/2021	10/01/2021	COMMUNITY MENTAL HEALTH	FULL CIRCLE CARE LLC		N/A		FY22 DCW
0	10/01/2021	10/01/2021	COMMUNITY MENTAL HEALTH	GABRIEL AND STACIE STRONG		N/A		FY22 DCW
0	10/01/2021	10/01/2021	COMMUNITY MENTAL HEALTH	GIDDINGS AFC		N/A		FY22 DCW
0			COMMUNITY MENTAL HEALTH	GRAYSON ENTERPRISE, LLC		N/A		KERRY GRAYSON
0	10/01/2021	10/01/2021	COMMUNITY MENTAL HEALTH	HARBOR HALL, INC		N/A		FY22 DCW
0	07/01/2021	07/01/2021	COMMUNITY MENTAL HEALTH	HARBOR HOUSE MINISTRIES		N/A		FY2021 UPDATED CONTRACT AMENDMENT
0	10/01/2021	10/01/2021	COMMUNITY MENTAL HEALTH	HARBOR HOUSE MINISTRIES		N/A		FY22 DCW
0	10/01/2021	10/01/2021	COMMUNITY MENTAL HEALTH	HERNANDEZ HOME, LLC		N/A		FY22 DCW
0	10/01/2021	10/01/2021	COMMUNITY MENTAL HEALTH	HOLLAND CORNERSTONE DROP IN CENTER SERVICE CONTRAC		N/A		EXTENSION
0	10/01/2021	10/01/2021	COMMUNITY MENTAL HEALTH	HOLLAND HOSPITAL BEHAVIORAL HEALTH SERVICES		N/A		FY22 DCW
0	03/01/2021	03/01/2021	COMMUNITY MENTAL HEALTH	HOLY CROSS SERVICES		N/A		DCW UPDATED
0	10/01/2021	10/01/2021	COMMUNITY MENTAL HEALTH	HOLY CROSS SERVICES		N/A		FY22 DCW

0	10/01/2021	10/01/2021	COMMUNITY MENTAL HEALTH	HOPE NETWORK BEHAVIORAL HEALTH SERVICES		N/A	FY22 DCW
0	10/01/2021	10/01/2021	COMMUNITY MENTAL HEALTH	HOPE NETWORK BHS ATTESTATION LETTER		N/A	PREMIUM PAY
0	10/01/2021	10/01/2021	COMMUNITY MENTAL HEALTH	HOPE NETWORK DEVELOPMENTAL AND COMMUNITY SERVICES		N/A	FY22 DCW
0	10/01/2021	10/01/2021	COMMUNITY MENTAL HEALTH	HOPE, LOVE, AND GRACE		N/A	FY22 DCW
0			COMMUNITY MENTAL HEALTH	LARRY AND JAN DEAN		N/A	DEAN'S AFC
0	10/01/2021	10/01/2021	COMMUNITY MENTAL HEALTH	LAUGH AND LEARN THERAPY		N/A	FY22 DCW
0	10/01/2021	10/01/2021	COMMUNITY MENTAL HEALTH	LIFE THERAPEUTIC SOLUTIONS INC		N/A	FY22 DCW
0	10/01/2021	10/01/2021	COMMUNITY MENTAL HEALTH	LINDA WYNSMA KARNES		N/A	FY22 DCW
0	10/01/2021	10/01/2021	COMMUNITY MENTAL HEALTH	MAXIM HEALTHCARE SERVICES, INC		N/A	FY22 DCW
0	07/01/2021	07/01/2021	COMMUNITY MENTAL HEALTH	MERCY HEALTH LIFE COUNSELING		N/A	2 INCREASE
0	10/01/2021	10/01/2021	COMMUNITY MENTAL HEALTH	MOKA		N/A	CMH BUSINESS ASSOCIATE ADDENDUM
0	10/01/2021	10/01/2021	COMMUNITY MENTAL HEALTH	MOKA CORPORATION		N/A	FY22 DCW
0	10/01/2021	10/01/2021	COMMUNITY MENTAL HEALTH	MOVING FORWARD AFC STEPHEN AND NANCI LUBINSKI		N/A	FY22 DCW
0	10/01/2021	10/01/2021	COMMUNITY MENTAL HEALTH	NOLA		N/A	FY22 DCW
0	10/01/2021	10/01/2021	COMMUNITY MENTAL HEALTH	PINE REST CHRISTIAN HOMES		N/A	FY22 DCW
0	10/01/2021	10/01/2021	COMMUNITY MENTAL HEALTH	PINE RIDGE ADULT CARE HOME, LLC		N/A	FY22 DCW
0	10/01/2021	10/01/2021	COMMUNITY MENTAL HEALTH	PIONEER RESOURCES		N/A	FY22 DCW
0	10/01/2021	10/01/2021	COMMUNITY MENTAL HEALTH	PLATINUM LIVING		N/A	FY22 DCW
0	10/01/2021	10/01/2021	COMMUNITY MENTAL HEALTH	POSITIVE BEHAVIOR SUPPORTS CORPORATION		N/A	FY22 DCW
0	10/01/2021	10/01/2021	COMMUNITY MENTAL HEALTH	PREFERRED EMPLOYMENT AND LIVING SUPPORTS		N/A	FY22 DCW
0	10/01/2021	10/01/2021	COMMUNITY MENTAL HEALTH	REACH FOR RECOVERY		N/A	FY22 DCW
0	06/01/2021	06/01/2021	COMMUNITY MENTAL HEALTH	REACH FOR RECOVERY		N/A	FY2021 AMENDMENT & DCW UPDATED
0	10/01/2021	10/01/2021	COMMUNITY MENTAL HEALTH	RECOVERY ROAD		N/A	FY22 DCW
0	09/08/2021	09/08/2021	COMMUNITY MENTAL HEALTH	REVEL FY2021		N/A	MASTER VENDOR AGREEMENT

0	10/01/2021	10/01/2021	COMMUNITY MENTAL HEALTH	REVEL FY2022		N/A		MASTER VENDOR AGREEMENT
0	10/01/2021	10/01/2021	COMMUNITY MENTAL HEALTH	ROBERT VONK II		N/A		FY22 DCW
0	10/01/2021	10/01/2021	COMMUNITY MENTAL HEALTH	SAFEHAUS		N/A		ATTESTATION LETTER PREMIUM PAY
0	08/01/2021	08/01/2021	COMMUNITY MENTAL HEALTH	SAMARITAS		N/A		BLOCK GRANT AMENDMENT FY2021
0	10/01/2021	10/01/2021	COMMUNITY MENTAL HEALTH	SAMARITAS		N/A		FY22 DCW
0	10/01/2021	10/01/2021	COMMUNITY MENTAL HEALTH	SECOND STORY		N/A		FY22 DCW
0	10/01/2021	10/01/2021	COMMUNITY MENTAL HEALTH	SOUTHWEST AFC LLC		N/A		FY22 DCW
0	10/01/2021	10/01/2021	COMMUNITY MENTAL HEALTH	STEPHANIE HANSMA		N/A		FY22 DCW
0	10/01/2021	10/01/2021	COMMUNITY MENTAL HEALTH	STUART WILSON		N/A		FY22 DCW
0	08/30/2021	08/30/2021	COMMUNITY MENTAL HEALTH	TBD CONTRACT AGREEMENT		N/A		CCBHC
0	10/01/2021	10/01/2021	COMMUNITY MENTAL HEALTH	TEN SIXTEEN RECOVERY NETWORK		N/A		FY22 DCW
0	10/01/2021	10/01/2021	COMMUNITY MENTAL HEALTH	THERAPY RESEARCH AUTISM CENTER		N/A		FY22 DCW
0	10/01/2021	10/01/2021	COMMUNITY MENTAL HEALTH	TURNING LEAF RESIDENTIAL REHABILITATION SERVICES,		N/A		FY22 DCW
0	10/01/2021	10/01/2021	COMMUNITY MENTAL HEALTH	WAYPOINTS		N/A		FY22 DCW
0	06/01/2021	06/01/2021	COMMUNITY MENTAL HEALTH	WEDGWOOD CHRISTIAN SERVICES		N/A		FY2021 DCW UPDATED
0	10/01/2021	10/01/2021	COMMUNITY MENTAL HEALTH	WEDGWOOD CHRISTIAN SERVICES		N/A		FY22 DCW
0	10/01/2021	10/01/2021	COMMUNITY MENTAL HEALTH	WEST MICHIGAN PSYCHOLOGICAL SERVICES		N/A		FY22 DCW
0	10/01/2021	10/01/2021	COMMUNITY MENTAL HEALTH	WILSON AND WYNN INTERVENTIONS		N/A		FY22 DCW
0	10/01/2021	10/01/2021	COMMUNITY MENTAL HEALTH	ZAWADI		N/A		FY22 DCW

Action Request



Committee: Board of Commissioners
Meeting Date: 12/14/2021
Requesting Department: County Clerk/Register of Deeds
Submitted By: John Shay
Agenda Item: Correspondence Log 483

Suggested Motion:

To receive for information the Correspondence Log.

Summary of Request:

Financial Information:

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

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

Action is Related to Strategic Plan:

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

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

Administration: Recommended Not Recommended Without Recommendation
County Administrator: *John Shay*

Committee/Governing/Advisory Board Approval Date:

Search Results Title:

Correspondence From: CHEBOYGAN CO BOC - 11/29/2021
Correspondence From: MENOMINEE CO BOC - 11/12/2021
Correspondence From: MARQUETTE CO BOC - 11/9/2021
Correspondence From: JACKSON CO BOC - 11/5/2021
Correspondence From: OCEANA CO BOC - 11/5/2021
Correspondence From: DICKINSON CO BOC - 11/5/2021
Correspondence From: ALGER CO BOC - 11/1/2021
Correspondence From: BRANCH COUNTY BOC - 11/1/2021
Correspondence From: MUSKEGON CO BOC - 11/1/2021
Correspondence From: ALGER CO BOC - 11/1/2021

Total Documents : 10

Total Processing Time : 0 Hours, 0 Minutes, 1 Seconds

Action Request



Committee:	Board of Commissioners
Meeting Date:	12/14/2021
Requesting Department:	Department of Strategic Impact
Submitted By:	Regina MacMillan
Agenda Item:	Ottawa County Department of Strategic Impact 2021 Annual Report

Suggested Motion:

To receive for information the Ottawa County Department of Strategic Impact 2021 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 DEPARTMENT OF

STRATEGIC IMPACT

FISCAL YEAR 2021 ANNUAL REPORT



Ottawa County

Where You Belong[®]

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

Roger A. Bergman, Chairperson

Matthew R. Fenske, Vice Chairperson

Joseph S. Baumann

Allen Dannenberg

Gregory J. DeJong

Francisco C. Garcia

James H. Holtvluwer

Philip D. Kuyers

Randall J. Meppelink

Kyle J. Terpstra

Douglas R. Zylstra

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Groundwater Technical Committee (2021)	Appendix B2
Ottawa County Housing Commission (2021).....	Appendix C
Ottawa County Remonumentation Peer Group (2021).....	Appendix D
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Ottawa County Agricultural Preservation Board (2021)	Appendix F
Gateways for Growth Steering Committee (2021)	Appendix G
Digital Inclusion Strategy Data Collection Steering Committee (2021).....	Appendix H
J.H. Campbell Generating Plant Closure Planning Committee (2021).....	Appendix I
ACRE AgTech Board of Directors (2021).....	Appendix J

“The only constant in life is change.”

— *Heraclitus, ancient Greek philosopher*

What's in a name? Quite a bit, actually. Since the Planning & Performance Improvement Department began life as the Planning & Grants Department, it has expanded its scope to include a host of long-term strategies that reach beyond what our department title implied. With a growing array of interconnected services and strategies being spearheaded, implemented, and managed from this office, it became clear it was time for a new moniker: **The Department of Strategic Impact (DSI)**.

On any given day, department staff play pivotal roles in a multitude of initiatives and programs which aim to improve the quality of life for all who live, work, and visit Ottawa County. The DSI title reflects this depth of influence.

Along with a new name, DSI has gained additional resources. This past fiscal year, the County Board of Commissioners approved a department request for an additional land use coordinator position; a permanent intern position; and expanded the project support specialist position from part-time to full-time.

With additional staff and hours available, our 'Strategic Impact' on Ottawa County can only increase!

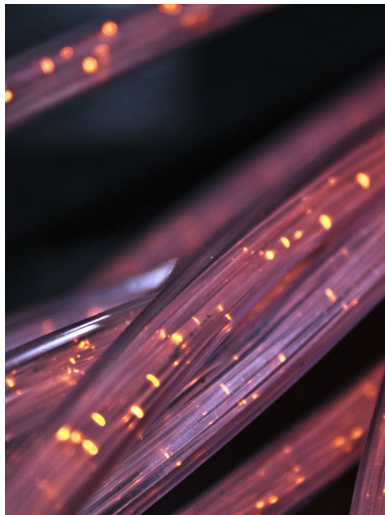
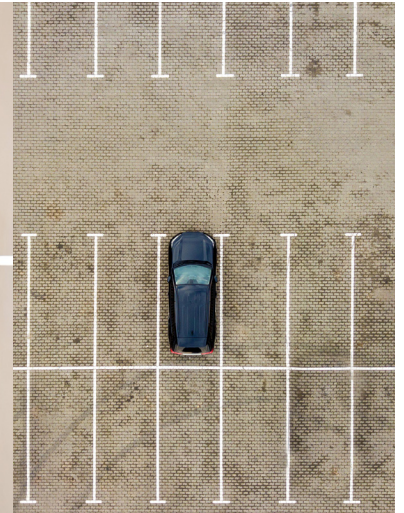
Here are just a few highlights from this past fiscal year ...

Our **Evaluation, Statistics, and Research professionals'** service to other County departments, local units of government and area nonprofits continued to grow.

Staff collaborated with the Ottawa County Department of Public Health to create a COVID-19 Vaccination Strategy (page 6) and help guide the Migrant Health Task Force (page 11); evaluated Ready for School's 2021 Summer Kindergarten Readiness Camp (Page 9); created an evaluation and data collection plan for Community Action House's new Food Club (page 8); and completed a two-year evaluation of the Mobile Hotspot Device Lending Initiative for all nine County libraries (page 32).



Our **Land Use planning professionals** continued to guide the County in the implementation of its Groundwater Sustainability Initiative, including creation of a new groundwater issue reporting tool and installation of groundwater sensors (page 19); worked in conjunction with the Housing Commission to create a framework for implementing a permanent Eviction Diversion Program for the County (page 20), and to develop Parking Position Papers, which outline parking regulations and how they can influence housing costs (page 20); and wrapped up the Spoonville Trail non-motorized pathway project (page 23).



Our **Economic Development professionals** developed and spearheaded new broadband, brownfield, and agricultural initiatives. Staff and Ottawa Area Intermediate School District (OAISD) representatives initiated a multi-phased Comprehensive Digital Inclusion Strategy to study and improve broadband internet service in the County (page 32); supported 15 different USEPA Brownfield Assessment grant projects (page 26); developed and launched MiFarmLink Project, a support system for beginning and experienced farmers; hosted a new ag-focused educational and networking event, 'Cultivating Connections' (page 28-29); and established a Property Assessed Clean Energy Program (page 27).

These highlights — which are just a sample of the projects covered inside — demonstrate the depth of our department's commitment to pursuing and achieving our mission to deliver excellent programs and services for the residents, businesses, and visitors of Ottawa County!

DEPARTMENT OF STRATEGIC IMPACT STAFF



**PAUL
SACHS**

STRATEGIC
IMPACT
DIRECTOR



**SHANNON
VIRTUE**

PERFORMANCE
IMPROVEMENT
COORDINATOR



**PAM
VANDEN
HEUVEL**

SENIOR
SECRETARY



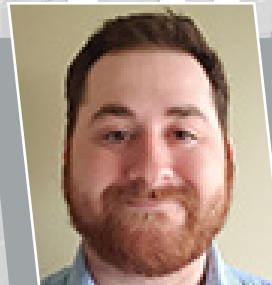
**BECKY
HUTTENA**

ECONOMIC
DEVELOPMENT
COORDINATOR



**MATT
CHAPPUIES**

LAND USE
COORDINATOR



**DAVID
KURILI**

RESEARCH
AND DATA
ANALYST



**RICH
LAKEBERG**

PROJECT
SUPPORT
SPECIALIST



**JULIE
LAMER**

FARMLAND
PRESERVATION
ANALYST



EVALUATION



STATISTICS 

RESEARCH

COVID-19 VACCINATION STRATEGY

DSI staff worked with Public Health staff to create a COVID-19 Vaccination Strategy. The document, which followed state guidance, was intended to provide residents and employers with more information about local vaccine sub-prioritization goals and information on when they could expect to receive a vaccine based on local supply.

For this project, staff researched a variety of reputable sources to determine the number of vaccine doses needed for each group of people in Ottawa County; reviewed the State vaccine dashboard to determine doses administered to-date; and created an estimated Ottawa County-specific vaccination timeline. Staff also created a number of visuals for the strategy document and researched statistics to help inform Public Health's sub-prioritization goals.

TAKEAWAYS

GOAL | Develop a COVID-19 vaccination strategy for the County

TASKS | Staff conducted research to determine vaccine doses needed for different County groups; reviewed the state vaccine dashboard for important updates; and created and estimated a County-specific vaccination timeline

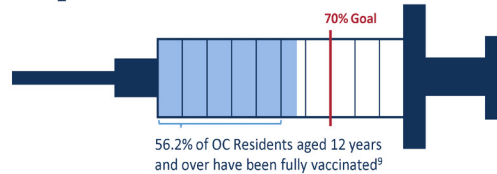
STATUS | Complete

Ottawa County COVID-19 Vaccination Progress (as of August 3, 2021)

miOttawa Department of Public Health

Ottawa County's Vaccination Rate: 56.2%

138,513 OC Residents aged 12 years and over have been fully vaccinated⁹

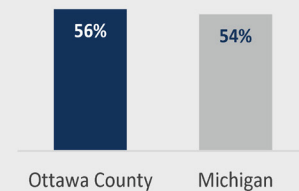


Public Health Vaccination Clinics and Outreach

20 Local Organizations

that OCDPH has worked with to recruit eligible people in communities of color, those without Internet access, and those with language barriers.

Ottawa County is making good progress in vaccinating the total eligible population^{1,9}



100%

of skilled nursing and other long-term care facilities in Michigan have received at least one vaccine clinic.⁹

1000+ Registration Flyers

placed in various ethnic restaurants, grocery stores, and bakeries across the county.

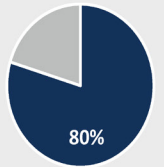
More information on the OCDPH COVID-19 Response at: www.miOttawa.org/COVID19

Vaccination Status of High Priority Groups



79% of hospital workers in Ottawa County have received at least 1 vaccination. Over 78% are fully vaccinated.¹⁰

Ottawa County Vaccination Progress of Residents aged 65+: 36,387 residents aged 65+ have been vaccinated⁹

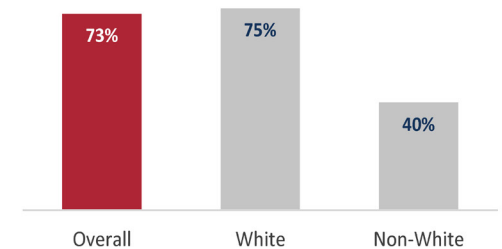


80% of residents aged 65 and over have been fully vaccinated¹

60,100+ Vaccinations

provided at OCDPH or OCDPH partnered clinics

73% of Ottawa County respondents said they are **Extremely or Very Likely** to get the COVID-19 Vaccine¹¹



The OCDPH is striving for equity in its vaccination campaign and recognizes that, currently, non-White communities may be less likely to want to receive vaccine than the White population, as shown in the graph above.

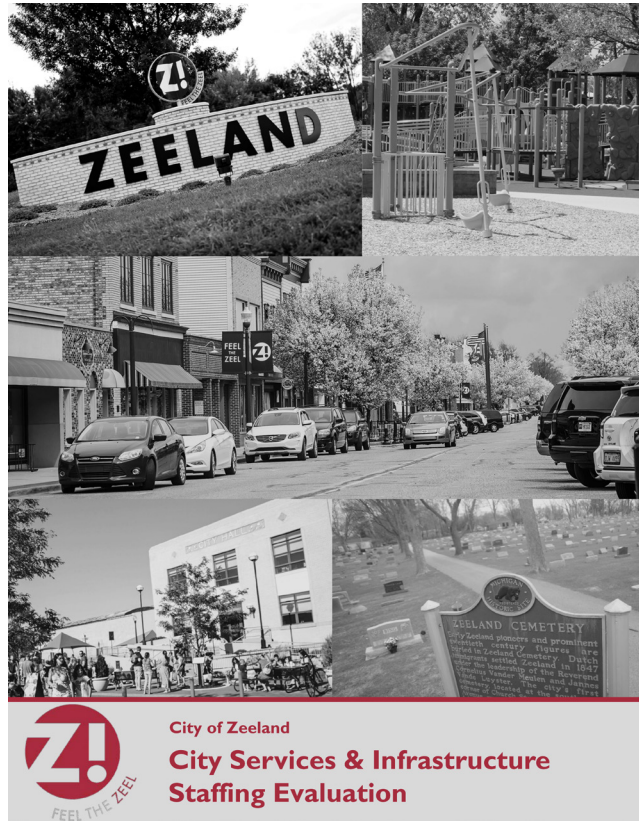
Prepared by: Ottawa County Department of Public Health and Planning & Performance Improvement Department

ZEELAND CITY STAFFING EVALUATION

This past fiscal year, DSI staff wrapped up its [evaluation](#) of the City of Zeeland’s Facilities Maintenance Department and Street/Parks/Cemetery/Motor Pool Department staffing levels. The City of Zeeland proactively requested the evaluation in light of impending retirements by the supervisors of these two departments. Additionally, the city’s downtown maintenance contract with a private company was set to expire in 2021. The goal of this evaluation was to answer the following questions:

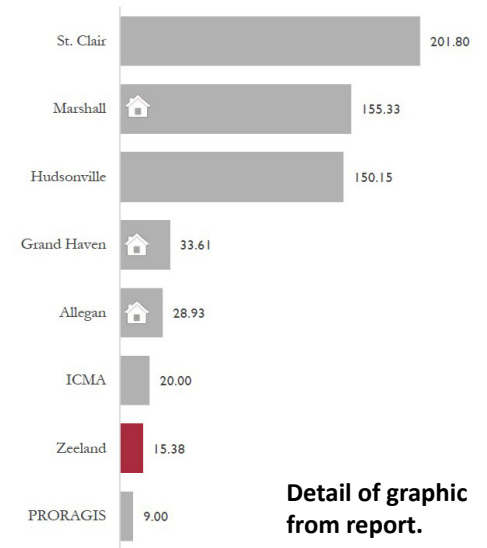
- Can the two departments be merged into one with a single supervisor? If yes, will additional staff be needed to complete some of the work currently completed by two supervisors?
- Are the existing staffing levels in the two departments adequate to handle current workloads as well as projected workloads within the next five years?
- Can the downtown maintenance contract be brought in-house? If yes, how many staff will be needed?

To complete the evaluation, DSI staff gathered data from City of Zeeland administration; designed interview questions and interviewed each of the 16 staff members who work in the two departments; researched national benchmarking sources;



created a survey to collect benchmarking data from local governments; and collected data from comparable local governments. Staff then analyzed all of the collected data and compiled a report that answered the evaluation questions listed previously. City officials were thankful for the high-quality report. The department was compensated for the work completed.

Acres of Park Maintained per FTE



TAKEAWAYS

GOAL | Review City of Zeeland Facilities Maintenance Department and Street/Parks/Cemetery/Motor Pool Department staffing levels

TASKS | Staff gathered data from city admins; interviewed staff; completed research; created a survey; collected data from comparable local governments and analyzed it; created a detailed report

STATUS | Complete



FOOD CLUB EVALUATION

During the past year, DSI staff worked with Community Action House (CAH) to create an evaluation plan and design a data collection plan for the Food Club that opened this fall. These foundational plans involved developing a logic model, crafting evaluation questions, researching national and local sources to determine the best ones to use as benchmarks for the Food Club, and reviewing reputable survey and data collection instruments that are reliable and valid to provide options for the Food Club to utilize.

The culmination of this effort was a pre-program survey that all members will complete as they begin membership with the Food Club, as well as a follow-up survey to be completed by all members every six months. These data collection tools will ensure solid data is obtained for evaluation purposes while balancing the need to respect the time of food club members. DSI staff will continue to work with CAH staff to develop 'deeper dive' data collection tools and sampling procedures to gather more in-depth data from Food Club members. The first evaluation of the

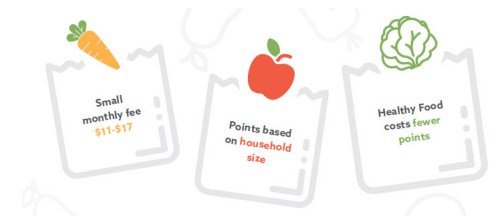


Food Club is planned for the spring/summer of 2022.

In addition, as members of the West Michigan Evaluators Network, department staff presented at the Lakeshore Nonprofit Alliance workshop

'Using Evaluation: Build Capacity, Improve Performance, Enhance Public Value' with CAH on a joint case study about the evaluation efforts currently underway for the Food Club. All of the CAH work is part of a fee-for-service agreement.

How it works



TAKEAWAYS

GOAL | Create an evaluation plan and design a data collection plan for CAH's new Food Club

TASKS | Develop a logic model, craft evaluation questions, research national and local sources, and review reputable survey and data collection instruments to create a pre-program survey and a follow-up survey for Food Club members

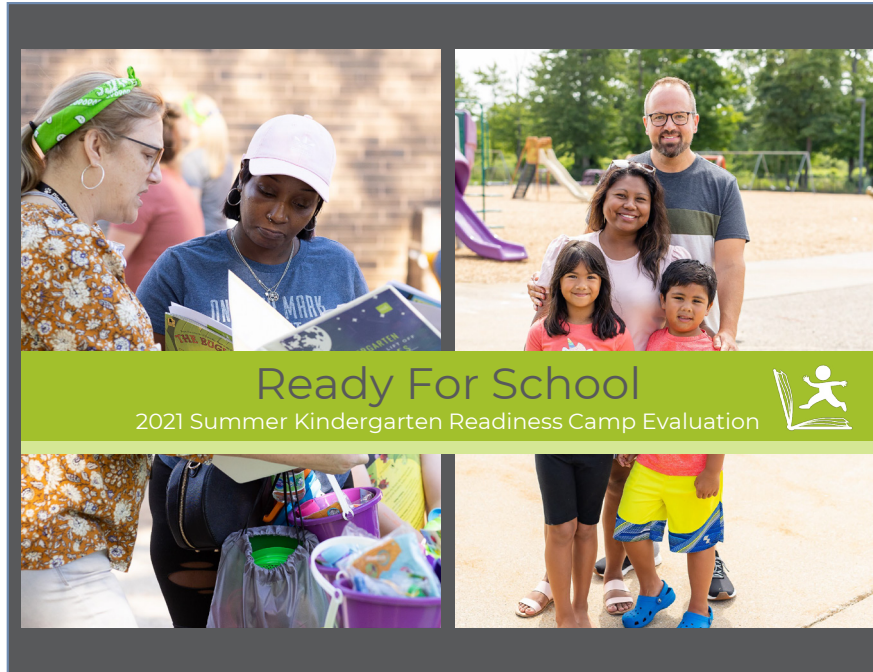
STATUS | Ongoing



READY FOR SCHOOL

Reviewing and determining the effectiveness of programs is a cornerstone of the DSI's evaluation, research, and data services. In mid-June, DSI staff kicked off a fee-for-service evaluation project with Ready for School. Staff evaluated Ready for School's 2021 Summer Kindergarten Readiness Camp: a program that aims to bridge the divide from home to kindergarten for area families and their children.

The ultimate goal of the camp is to help kids be more confident and curious as they begin kindergarten. The evaluation involved an analysis of pre- and post-program assessments, observational assessments, and feedback from parents. Staff then compiled the evaluation results into a visually engaging report to showcase the findings. The evaluation findings suggest Ready For School's 2021 Summer Kindergarten Readiness Camp was effective in preparing students for kindergarten.



TAKEAWAYS

GOAL | Evaluate efficacy of Ready for School's 2021 Summer Kindergarten Readiness Camp

TASKS | Staff thoroughly analyzed pre- and post-program assessments, observational assessments, and parental feedback. Staff compiled results into a visual report to showcase findings.

STATUS | Complete

FEE-FOR-SERVICE PROJECT STANDARDIZED AGREEMENTS

In 2017, DSI began offering its evaluation, research, and data services to nonprofits and local units of government (LUGs) as part of a fee-for-service arrangement. Since then, the number of fee-for-service projects has increased steadily. Because of this popularity, staff saw a standardized agreement structure was needed.

Working closely with Corporate Counsel, staff developed a standard memorandum of understanding (MOU) document to be executed with each nonprofit and LUG requesting department services. When implemented, a separate scope of work is created for each project and attached to the MOU. The MOUs are approved by the County Board of Commissioners as part of the expedited contract approval process. Since creating the standardized MOU, the department has executed one with Ready for School and Lakeshore Nonprofit Alliance.

TAKEAWAYS

GOAL | Create a standardized agreement structure for fee-for-service arrangements with nonprofits and LUGs

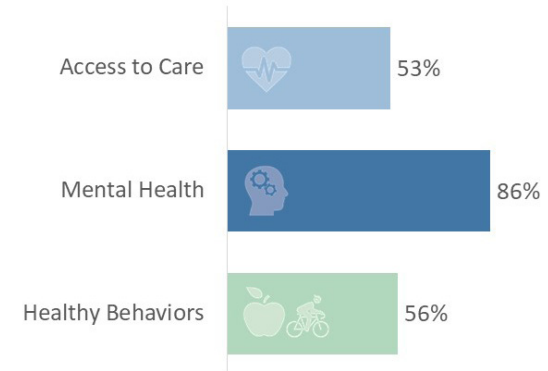
TASKS | Staff worked with Corporate Counsel to develop a standard memorandum of understanding

STATUS | Complete



COMMUNITY HEALTH IMPROVEMENT PLAN (CHIP) EVALUATION

Which CHIP Priorities did Stakeholders Use and/or Implement Strategies Within?*



TAKEAWAYS

GOAL | Work with Public Health to evaluate CHIP

TASKS | Staff created a survey to better understand how CHIP is used, and measure positive outcomes, analyzed survey, and compiled it into PowerPoint presentation

STATUS | Complete

TAKEAWAYS

GOAL | Assist with salary and fringe benefit info requests; prepare for second Nonprofit Community Assessment

TASKS | Collect data for area nonprofits looking to fill executive director positions by reviewing Nonprofit Community assessment data; plan for next assessment; review and compare LNA's post-event surveys with others, create new survey

STATUS | Ongoing

DSI staff assisted Public Health staff with evaluating the use of the Community Health Improvement Plan that was completed in 2018. Staff created a survey to better understand how the CHIP (now called "Healthy Ottawa") is being used and to measure the positive outcomes of CHIP.

The survey was sent to everyone who participated in the creation of the 2018 CHIP or downloaded a copy of the CHIP report. Staff analyzed the survey data and compiled it into a PowerPoint presentation that was used during the 2020 Community Health Needs Assessment unveiling.

LAKESHORE NONPROFIT ALLIANCE

DSI staff have worked closely with Lakeshore Nonprofit Alliance (LNA) the past few years on a number of projects. This strong working relationship continued this past fiscal year as staff assisted LNA with several requests for salary and fringe benefit information for local nonprofits looking to fill vacant executive director positions. Staff complete these requests using data collected during the first Nonprofit Community Assessment that staff completed on behalf of LNA in 2019. Staff have also begun working with LNA on the second Nonprofit Community Assessment. Staff will start collecting data for this project in January

2022 and then proceed with data analysis and completion of several reports in the spring and summer of 2022.

Additionally, staff worked with LNA to update the workshop and event surveys used to gather data from participants. For this project, staff researched other post-event surveys, reviewed LNA's current survey, and considered LNA's needs and usage of the survey data. DSI then relied on its survey creation skills to craft a short survey for LNA. All of the LNA work is part of a fee-for-service agreement.



MIGRANT HEALTH STRATEGIC PLANNING

MEET UP AND EAT UP

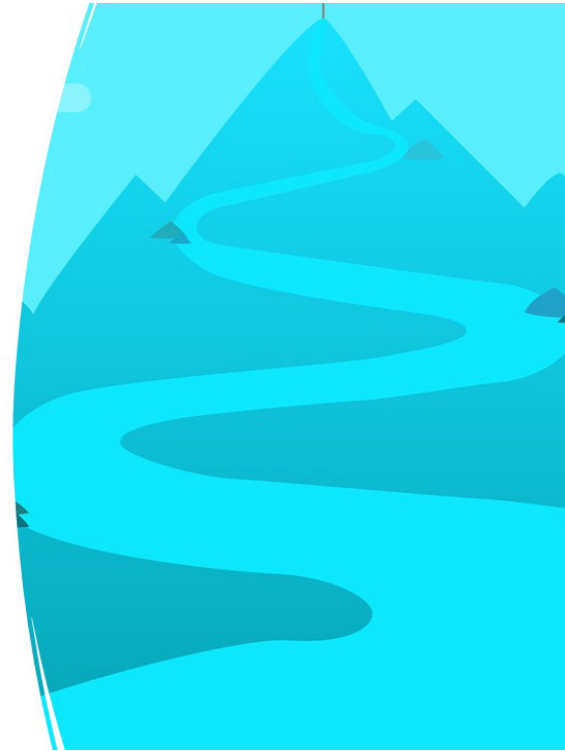
DSI staff are working with Public Health staff to plan for and guide the Migrant Health Task Force through strategic planning. The goal of the Migrant Health Task Force is to improve the health of Ottawa County's migrant farm workers by bridging health gaps, improving social determinants of health, and addressing migrant farm worker health disparities and inequities.

During the past year, VIP Research and Evaluation collected a wide array of health-related data from migrant farm workers in Ottawa County. This 'Needs Assessment' data is the cornerstone of the strategic planning process. Using the collected data, Task Force members will select priority focus areas and will then determine strategies to address migrant farm worker health disparities. Following strategic planning sessions, staff will then work to complete a strategic plan using the information generated during both sessions.

What's Being Done Now

Migrant Health Task Force Goal:

To improve the health of Ottawa County's migrant farmworkers by bridging health gaps, improving social determinants of health, and addressing health disparities and inequities.



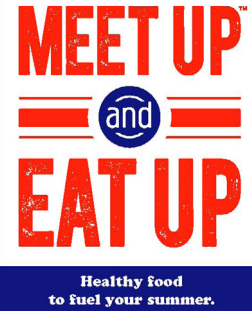
TAKEAWAYS

GOAL | Help Public Health staff facilitate Migrant Health Task Force strategic planning

TASKS | Facilitate strategic planning with Task Force members and develop strategic plan using information generated during planning sessions

STATUS | Ongoing

DSI staff completed the 2021 Meet Up and Eat Up (MUEU) report in October. The goal of MUEU is to provide meals to children in low-income areas during the summer when they do not have access to the National School Lunch and/or School Breakfast Programs. MUEU is a national program funded by the USDA and operated at the local level. This report is completed annually for Ottawa Food.



TAKEAWAYS

GOAL | Complete annual program report

TASKS | Analyze program data, create comprehensive visual report

STATUS | Ongoing



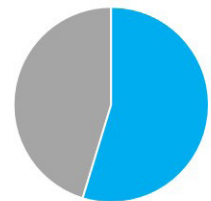
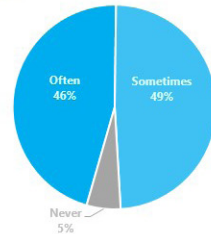
STEP IT UP PROGRAM

Step It Up! 2021 Report

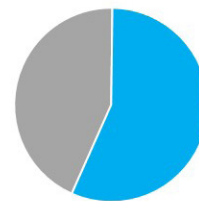
Page 6

Participant Outcomes – Exercising Outdoors

46% of participants exercised outdoors often before participating in Step It Up!



55% of participants reported that they are more comfortable exercising outdoors as a result of Step It Up!



56% of participants reported that they are exercising outdoors more frequently as a result of Step It Up!

Notes: Total responses by question: 1,062 – pre-program frequency of exercise; 232 – post-program frequency & comfort of exercise.

Prepared by: Ottawa County Planning & Performance Improvement (August 2021)

TAKEAWAYS

GOAL | Help Parks, Public Health departments evaluate Step It Up

TASKS | Update participant survey questions; review physical activity data; analyze pre- and post-program participant data; and compile annual evaluation report

STATUS | Ongoing

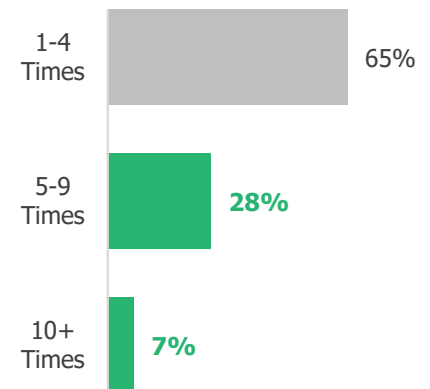
SENIOR PROJECT FRESH

DSI staff completed the Senior Project Fresh [2020 Evaluation](#) for Ottawa Food in February.

The purpose of this project was to evaluate the effectiveness of Senior Project Fresh using pre-program and post-program survey responses from seniors in Ottawa County who participated in Senior Project Fresh in 2020.



Farmers Market Visits





S U I C I D E P R E V E N T I O N C O A L I T I O N

DSI staff continues to evaluate the efficacy of Public Health’s Suicide Prevention Coalition initiative and report on program outcomes. This involved updating the [strategic plan](#) for the Coalition to show 2020 accomplishments as well as reporting on the work accomplished by the Victims’ Advocate program during the past year. Staff also made design upgrades to both documents.

Additionally, staff assisted with reporting 2020-2021 school year data for the Blue Envelope initiative. Spectrum Health and representatives from eight Ottawa County schools and County Public Health joined forces and created School Blue Envelope so every school employee – such as teachers, coaches and bus drivers – would know how to respond to a student who may express suicidal thoughts.

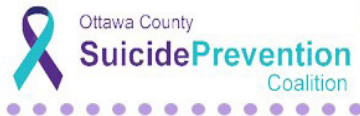
Staff used their newly acquired **Power BI skills** ([learn more on Page 15](#)) to create a report of all of the Blue Envelope incidents and associated data, with the reports to be shared with Coalition members and school districts. DSI staff also continue to assist Public Health staff with reporting changes in knowledge as school districts continue to train staff in the Blue Envelope initiative.

TAKEAWAYS

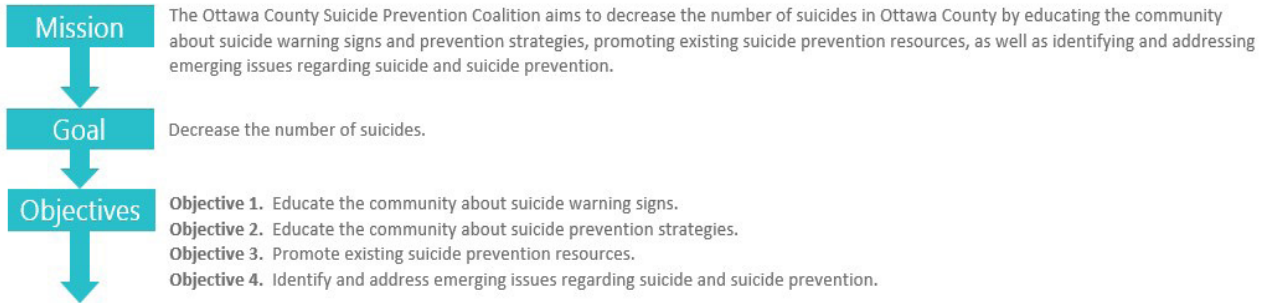
GOAL | Evaluate and report on Suicide Prevention Coalition initiative

TASKS | Update strategic plan, report Victims’ Advocate program accomplishments, report Blue Envelope Initiative data

STATUS | Ongoing



Strategic Plan and Accomplishments for each Coalition Initiative



Accomplishments for each Initiative

Due to COVID-19, many of the Suicide Prevention Coalition’s Initiatives in 2020 looked drastically different than in years past. As a result, 2020 data cannot be effectively compared to previous or upcoming years.

be nice.:

	2019	2020
Number of students actively engaged in be nice.	17,430	15,212
Number of schools actively engaged in be nice.	29	25
Number of employees at businesses actively engaged in be nice. Action Plan training	650 (32 businesses)	1,263 (23 businesses)
Number of people trained in Mental Health First Aid	205	150

QPR training:

	2017-2020
Number of people trained in QPR (number reported by Mosaic Counseling)	7,000

Blue Envelope training:

	2019	2020
Number of schools in Blue Envelope program	8	14
Number of staff trained	310	717
Trainee pre- and post-assessment response to “I have confidence with how to respond to a student who expresses suicidal thoughts.”	54% increase in staff confidence	31% increase in staff confidence*
Number of Blue Envelope incidents in Ottawa County schools	82	265
Number of students impacted by Blue Envelope	4,500	13,000

* 30% of staff trained in 2020 were in year 2 of implementation and had a “refresher” training



PARKS / PUBLIC HEALTH DIVERSITY INITIATIVE

STATE & LOCAL FISCAL RECOVERY FUNDS (SLFRF)

DSI staff are working with the County's **COVID-19 American Rescue Plan Act Advisory Committee (Appendix A)** to help develop the protocols and priorities for fund distribution, quarterly and annual reporting, and evaluation efforts of funded projects.

During the past year, staff developed an application form to obtain a variety of consistent information from project applicants, as well as criteria for assessing and selecting projects for funding, and a process flow diagram which depicts the general procedures of the County's anticipated ARPA distribution methodology.

Staff also reviewed reporting requirements and have begun to formulate a plan for tracking data and project expenditures. Because of their unique skillset, Evaluation, Statistics, and Research staff will continue to play an ongoing role in meeting COVID-19 American Rescue Plan Act requirements for the County.

TAKEAWAYS

GOAL | Help County Covid-19 American Rescue Plan Act Advisory Committee manage and distribute funds, report on efforts

TASKS | Develop application form to gather info from applicants; review reporting requirements, formulate plan for tracking data and expenditures

STATUS | Ongoing

TAKEAWAYS

GOAL | Increase diversity at Ottawa County parks and encourage physical activity in underserved populations

TASKS | Assist with idea generation, create and analyze survey data

STATUS | Ongoing

28 and 29, respectively. The group is now determining next steps for this diversity initiative.



An Ottawa County Parks attendant passes a visitor a new annual pass.

attendant, or while visiting the Treasurer's Office for other business.

In addition to idea generation, DSI staff employed their research, data analysis and evaluation skills by creating and analyzing survey data for the initiative. During the year, staff analyzed data collected from the 43 bridge card holders who participated in the program. While participation wasn't as high as the team would have liked, it was higher than the previous two years, which were

Members of the Step It Up committee, which includes DSI staff, began meeting last fall to discuss ways to increase diversity at Ottawa County parks and get underserved populations physically active. Over the course of this past year, the team focused on promoting the availability of free parks passes for Michigan Bridge Card holders.

One step in this process involved shifting the process to obtain a free parks pass from physically visiting Parks & Recreation to simply answering a few questions while clients are on the phone or meeting with their Bridge Card Navigator, MDHHS, or the Food Bank Council of Michigan.

Additional options for underserved residents to obtain a free parks pass were added over the summer: Those with a Bridge card can now receive a pass from a parks booth



COUNTY DEPARTMENT PERFORMANCE OUTLINES

DSI staff worked closely with County departments/divisions this summer to define their respective goals and objectives, and the measures that are used to verify performance.

This information, assembled into a Performance Outline for each department/division, is updated annually with outcome data. 44 unique Performance Outlines are maintained for each of the County's departments/divisions. These Performance Outlines can be viewed in the County's annual budget document.

TAKEAWAYS

GOAL | Update and refine Performance Outlines for all County departments

TASKS | Collect data for 44 outlines

STATUS | Ongoing



SENIOR VOLUNTEER EVALUATION

Early in the year, DSI staff completed the 2020 Senior Volunteer Annual Statistics report for the Ottawa County Sheriff's Department. The Senior Volunteer program is administered by the Sheriff's Office and is designed to utilize the services of volunteers to perform routine tasks that are typically the responsibility of deputy officers. This allows officers more time to perform law enforcement duties such as road patrol, traffic safety, and criminal arrests.



ORGANIZATION AND SKILLS DEVELOPMENT

Department SharePoint Site: DSI upgraded to Microsoft 365 in fall 2020. During the past year, staff created an internal SharePoint site. Sharepoint is Microsoft's secure Cloud-based filing and sharing system. The goal is to have Sharepoint eventually replace the on-site shared file network that has been in use for years.

Power BI: The department purchased Power BI licenses during the past year and learned how to utilize the application. Power BI is an interactive software tool that allows staff to connect to and visualize data for program evaluations,



Power BI Desktop

reporting, and dashboards. To date, staff have created Power BI reports for the Brownfield Redevelopment Authority, the Step It Up program, the Suicide Prevention Blue Envelope initiative, Meet Up and Eat Up, and the Housing Commission.

TAKEAWAYS

GOAL | Provide statistics for Senior Volunteer Program

STATUS | Ongoing



COUNTY STATISTICS

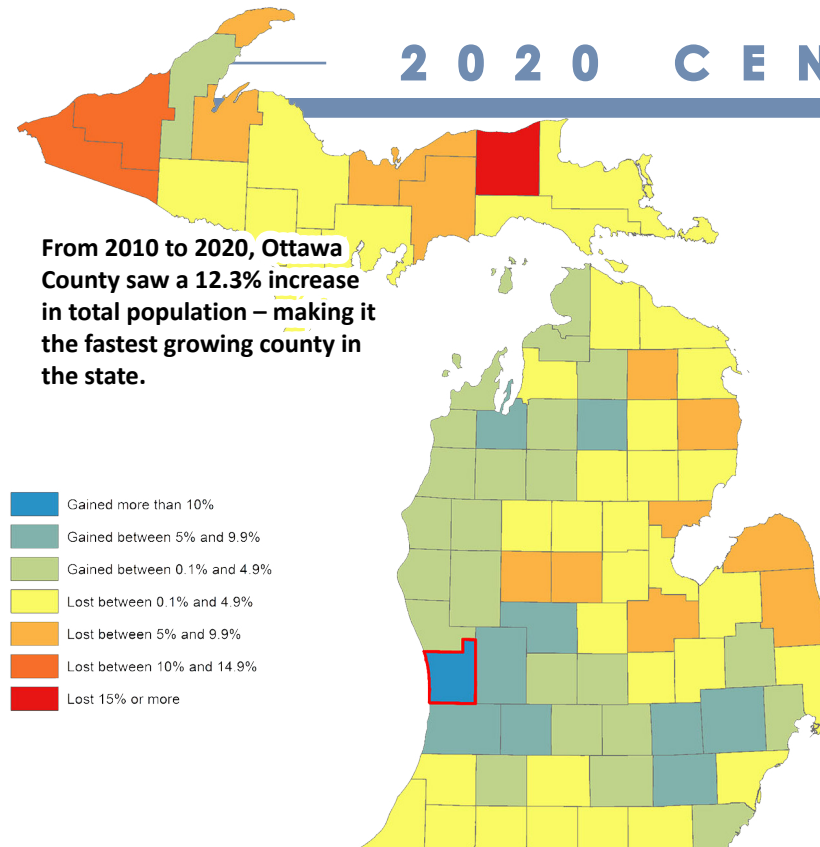
2020 CENSUS DATA

DSI staff are constantly updating various County statistics. Some examples of statistics that were updated this year include unemployment stats, building permits, home foreclosures, millage rates, plats, and tax reverted properties. Some of these statistics are featured on the Strategic Impact Department's [County Statistics web page](#), while others are available upon request.

TAKEAWAYS

GOAL | Maintain a variety of County statistics

STATUS | Ongoing



Throughout the late summer and early fall of 2021, staff worked on analyzing and reporting 2020 Census data.

The data was released in early August 2021 and serves as the information which guides redistricting and apportionment efforts across the United States. Major population data points were communicated via GovDelivery and posted to the department website. Staff will continue analyzing population, housing, and demographic data for the department website in the coming months.



COUNTY DASHBOARD

Over the course of the year, department staff worked to update the [County Dashboard web page](#).

The web page includes a one-page progress report document that the County submits to the State of Michigan as part of the County Incentive Program (CIP). Staff updated the style and content of the dashboard for increased readability and public availability.

TAKEAWAYS

GOAL | Maintain Ottawa County Performance Dashboard

STATUS | Ongoing

Health	Previous	Current	Previous	Current
No Health Insurance Coverage	4.6%	3.8%	7.3%	5.8%
Infant Mortality Rate per 1,000 Live Births	3.4	4.1	6.8	6.6
Obesity in Population	24.5%	26.6%	32.6%	33.8%
Prevalence of 4+ ACEs	14.0%	22.9%	-	-
County Health Ranking	2	4	-	-
% of 8th, 10th, and 12th Graders Who Seriously Contemplated Suicide	19.4%	18.5%	-	-

Detail of tables from the most recent County dashboard document.

LAND USE
PLANNING 
PROJECTS 



GROUNDWATER SUSTAINABILITY INITIATIVE

In 2018, a Michigan State University Institute of Water Research [groundwater study](#) revealed that without intervention, the quality and quantity of the County's bedrock groundwater aquifer system will continue to decline. Since then, with help from the former Groundwater Executive Committee, and the Groundwater Task Force, staff developed the [Groundwater Sustainability Initiative](#) to help our communities, residents, and businesses understand the issues and collaborate to sustain this limited resource.

This fiscal year, DSI's Land Use Planning professionals have continued to develop an array of informational resources and outreach materials, reporting tools, and build a well monitoring network.

Highlights include ...

Ottawa County Groundwater Board established: Working closely with County Administration, DSI staff assisted in the creation of a new **Groundwater Board (Appendix B1)**. Officially established on March 23, 2021, by the Board of Commissioners,



Above: Workers drill a well in Olive Township in August 2021 for the Michigan Geological Survey and Ottawa County that contains monitoring sensors that provide real-time aquifer data. Right: Former Land Use Planning Specialist James Kilborn discusses the well drilling process on location with Michigan Geological Survey Director John Yellich.



this 15-member advisory body features a cross-section of industry leaders, scientists, and local officials to help guide the County's efforts to effectively manage groundwater resources into the future. Working in tandem with the new Groundwater Board is a separate **Groundwater Technical Committee (Appendix B2)**. This committee,

comprised of field experts, provides technical and logistical assistance, and is helping to diagnose and solve unique challenges for residents, developers, and businesses alongside DSI staffers. Both the Groundwater Board and Technical Committee are administered and managed by the department.

Since its creation, the Groundwater Board and Technical Committee have met several times. In August, the Groundwater Board agreed to send letters to several townships to request they work with the board on reviewing and potentially modifying their zoning ordinances with respect to groundwater sustainability.



GROUNDWATER SUSTAINABILITY INITIATIVE

TAKEAWAYS

GOAL | Ensure County residents and stakeholders have sustainable access to groundwater by implementing Groundwater Sustainability Initiative strategies

TASKS | Groundwater Board and Technical Committee established; staff installed four groundwater monitoring devices; launched groundwater issue reporting tool

STATUS | Ongoing



Former staff Land Use Planning Specialist James Kilborn installs well monitoring equipment at the Allendale water treatment facility. Right: A screenshot of the new Ottawa County Groundwater Reporter tool web page.

wells in three different locations – Allendale, Forest Grove, and West Olive – for monitoring groundwater. This cooperation enabled the County to share the cost of drilling with MGS, whom are working on a separate project. DSI Staff have plans to continue to develop monitoring wells across the county by using recently awarded state funding.

The County also became an official data

provider to the U.S. Geological Survey Groundwater Monitoring Network. Data from Ottawa County well readings will be incorporated into a national USGS model.

Ottawa County Groundwater Reporter: Early in 2021, Department staff launched a [groundwater issue reporting tool](#) within the [MiOttawa.org/Groundwater web portal](#).

The tool allows residents who are



Ottawa County Groundwater Reporter

Welcome!

The Groundwater Reporter was developed by the Ottawa County Planning & Performance Improvement Department to help residents notify County personnel about groundwater issues.

Ottawa County has been engaged in studying the unique issues associated with the bedrock aquifer for several years, and is working diligently to both identify the specific locations and causes of the issues, and to address the issues through widespread education campaigns and other, innovative methods.

Your input will help provide insight to the overall geologic conditions of the County. In certain circumstances, the County and its partners may be able to work directly with you and/or your community to develop custom solutions.

To learn more about Ottawa County's groundwater situation, please visit: miottawa.org/groundwater

If you would like assistance with this tool, or have other groundwater related questions, please contact the Planning & Performance Improvement Department:

(516) 738-4852
plan@miottawa.org

Thank you!

experiencing groundwater issues, or know of locations that have groundwater challenges, to inform the County. By collecting this information, the department is building a better understanding of the locations and types of observed groundwater challenges throughout the County.

Addressing and resolving individual property owner groundwater issues:

DSI staff are working to create a process for property owners to address and resolve groundwater problems. Staff are creating a document for the process, which will involve separate departments and/or agencies, such as the Ottawa County Groundwater Board, and the Michigan Groundwater Dispute Resolution System.



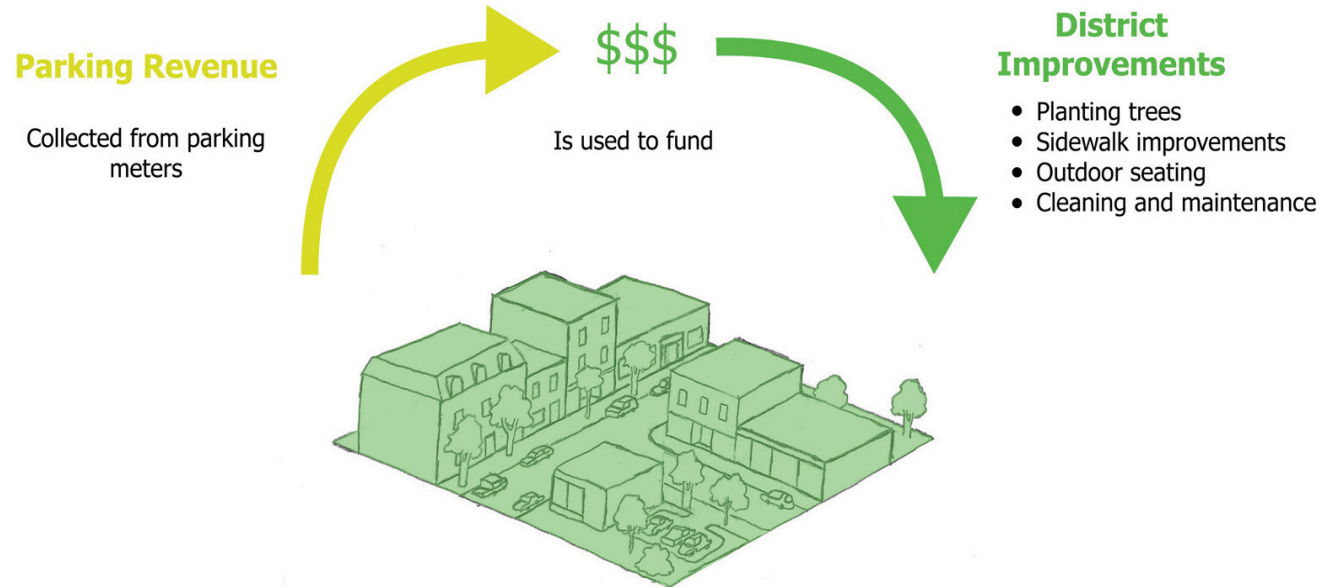
HOUSING COMMISSION

To address continued affordable housing challenges within the region, in 2020 Ottawa County reinstated the **Housing Commission (Appendix C)**. Administered by DSI, the OCHC is charged with working cooperatively with federal, state, and local governments to address the housing needs of Ottawa County’s citizens.

Parking Position Papers: Understanding the influence of parking policy on housing construction is crucial in addressing countywide efforts to increase the supply of affordable housing. DSI staff completed two documents: the [Parking and Housing Affordability](#) and [Parking Management Strategies for Vibrant Business Districts](#), which outlined parking regulations and their relationship with increasing housing costs.

As communities grapple with housing affordability and downtown parking, minimum parking requirements have been revised to reflect changing preferences toward walkable, pedestrian-oriented streetscapes with a mix of housing types. Seeking to open the discussion on how zoning regulations influence housing construction, these documents were shared with local planners, elected officials, and chambers of commerce.

Housing Commission Metrics/Dashboard: DSI’s Land Use Planning professionals collaborated with the [Evaluation, Research, and Statistics](#) team to gather data from a variety of sources to illustrate the



A graphic from the Parking Management Strategies for Vibrant Business Districts document.

current housing situation in Ottawa County and how the housing situation has changed over time.

Staff researched metrics and created a survey that allowed Housing Commission members to share their thoughts on the importance of 36 different benchmarks to measure their success. Additional data were gathered to show income and rental rates since these influence the affordability of housing as well as cost-burdened housing metrics to illustrate how income and housing costs combine to affect affordability.

Once the data was gathered, staff created a variety of charts using [Power BI](#) that would allow Housing Commission members to easily view and digest the data. This vital data was shared with the Housing Commission in October 2021 and put into a [visual report](#).

Ottawa County Eviction Diversion Program: In the face of the COVID-19 pandemic, several emergency acts, including the CARES Act and American Rescue Plan Act, were passed, allocating billions toward housing and homelessness assistance programs



At right and below, graphics featured in the Ottawa County Eviction Diversion Program document.

nationwide. However, these temporary funding channels serve as a “stop-gap” solution to the ongoing housing insecurity faced by residents in our region.

Working closely with the County Housing Commission, along with 58th District Court and Good Samaritan Ministries, DSI staff developed a document that outlined and illustrates the County’s current eviction diversion program and illustrated the need for a sustained Eviction Diversion Program post-pandemic. This report was then shared with community partners, including Legal Aid of West Michigan.

Staff are now working closely with the Housing Commission, Good Samaritan Ministries, the District Court, and other community stakeholders to form a committee that will explore how to create and fund a more permanent Eviction Diversion Program.

Other efforts: As part of the Ready For School initiative, staff are developing a position paper observing housing’s impact in early childhood development. Staff also drafted letters supporting a proposed affordable senior housing development in Spring Lake and is pursuing partnerships to aid the development.



Ottawa County Quick Stats

8.3% -	Ottawa County Poverty Rate
23,000 -	Number of Residents Living Below Poverty Line
\$898 -	Average Monthly Rental Rate in Ottawa County

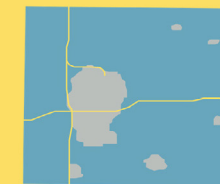
TAKEAWAYS

GOAL | Address affordable housing issues for residents

TASKS | Staff drafted documents to illustrate how parking policy affects availability of affordable housing; created a metrics dashboard and report to illustrate current housing environment and how it has evolved

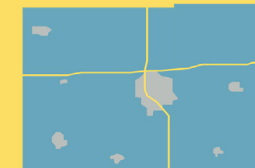
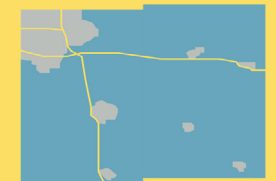
STATUS | Ongoing

Select Michigan Counties with Sustained Eviction Diversion Programs



← **Kalamazoo County**

Ingham County →



← **Jackson County**



LAKESHORE DRIVE PAVED SHOULDERS PROJECT

Road cyclists, runners, and motorists now have ample room to share Lakeshore Drive thanks to the addition of four-foot paved shoulders along the length of the County's scenic western shore.

With support from numerous organizations, the final segment between Lakewood Boulevard and 168th Avenue in Park Township was completed this past summer. Completion of this project bookends the County's nearly 20-year

TAKEAWAYS

GOAL | Improve safety for cyclists, runners and motorists along popular route

STATUS | Complete

effort to improve facilities along the popular route. This non-motorized connector can be used by touring cyclists for decades to come.

NON-MOTORIZED PATHWAY PLAN

DSI staff continue to work on GIS maps of all non-motorized pathways that currently exist in Ottawa County. Once a complete index is compiled, staff will focus efforts on determining how best to showcase the pathways to citizens and visitors.



Plans for the project include creating GIS StoryMaps that combine non-motorized routes with local landmarks as well as a guidebook highlighting recommended regional pathway connections.

Developing the site framework continues, and staff is carefully reviewing data from municipalities to ensure accuracy. When completed, this guide will provide a centralized location for cycling/non-motorized information in Ottawa County.

TAKEAWAYS

GOAL | Create a centralized non-motorized pathway guide

TASKS | Staff is creating GIS maps of non-motorized pathways in the County and reviewing the data

STATUS | Ongoing



SPOONVILLE TRAIL

REMONUMENTATION

The 4.2-mile [Spoonville Trail project](#) crossed the finish line this fiscal year. A long time in the making, this non-motorized pathway safely guides cyclists and walkers over the MDOT M-231 Grand River Bridge crossing, hugs the picturesque Terre Verde golf course, and ends in Nunica.



Cyclists enjoy the newly completed Spoonville Trail in May 2021.

In May 2021, staff attended a final walk-through of the trail. A few landscaping maintenance items are being worked on and are expected to be completed by the end of 2022.

A cornerstone north-south connector in Ottawa County's non-motorized network, Spoonville Trail is already enhancing recreational opportunities within the region, and is being regularly used by cyclists and runners.



Above: DSI staff, area officials, and workers conduct a final walk-through of Spoonville Trail in May 2021.



Remonumentation is the process of re-tracing, re-establishing, and maintaining the accuracy of land survey corners. Land survey corners, or “monuments” form the basis of the Public Land Survey System (PLSS), the reference for determining ownership of public and private property.

Considering the first PLSS monuments were laid in the 1800s, revisiting them and ensuring their accuracy is the goal of the Ottawa County Remonumentation Program. DSI provides administrative oversight for the program and the **Remonumentation Peer Group (Appendix D)**.

As one of two Michigan counties that chose to expedite the program, Ottawa County receives \$174,906 yearly from the state for this project. By the end of fiscal year 2021, DSI will have received \$1,224,343 in reimbursements, with \$524,719 remaining. Complete reimbursement of the \$1,749,061 is expected in 2024. The County is continuing to work with the state and surveyors, ensuring these markers remain accurate and in good condition.

TAKEAWAYS

GOAL | Build pathway that links northwest Ottawa County to regional trails

TASKS | Monitor and oversee trail construction, promote progress and significance

STATUS | Complete



PLANNING & ZONING FUNDAMENTALS



Dickinson Wright Attorney Ron Bultje talks on Zoom during the first of two Planning & Zoning virtual training sessions in February 2021.

Hosted each February by DSI, nearly 200 participants from across the state attended the 2021 online training sessions. From Leelanau County to Sanilac County to right here in Ottawa County, participants listened to Ron Bultje of Dickinson-Wright as he outlined the role of planning commissions, zoning boards of appeals, and the laws governing these bodies.

Held free of charge, these trainings provide valuable information to officials involved in the land use processes in Michigan.

COUNTYWIDE FUTURE LAND USE VISION

In response to Ottawa County's continued growth, DSI staff are spearheading an initiative to collaborate with planning staff across the County to update and reorganize the County Development Plan, which was last updated in 1992. This "Future Land Use Vision" will highlight all of the areas in which a coordinated Countywide future sustainability plan is needed.

Staff are discussing and seeking input for the Future Land Use Vision from local planning practitioners, consultants, and community leaders



as a means to build momentum and support for this important, impending undertaking.

DSI anticipates formally commencing this large-scale initiative during Fiscal Year 2022.

TAKEAWAYS

GOAL | Update and reorganize the County Development Plan into a 'Future Land Use Vision'

TASKS | Discussions and input being sought from local planners, consultants, and community leaders

STATUS | Ongoing

WEST MICHIGAN PIKE



The West Michigan Pike was once the premier way to travel along Michigan's western shores. This highway running along Lake Michigan was conceived of and built during the second decade of the 20th century to accommodate the "horseless carriage," opening up the region to tourism and the development it would bring.


DSI staff have continued to work with local stakeholders and officials in

Muskegon County to develop a signed route commemorating the historic West Michigan Pike through the region.

Mock-ups of the signs have been created and are awaiting order from the supplier for installation along the route. Staff are also developing a commemorative plaque to place at an original marker location along 152nd Avenue in Olive Township.

 ECONOMIC

DEVELOPMENT 

 PROJECTS



BROWNFIELD REDEVELOPMENT AUTHORITY

In 2019, the **Ottawa County Brownfield Redevelopment Authority (Appendix E)** established a local brownfield redevelopment tool called the Brownfield Incentive Program (BIP). Since its creation, the BIP has supported eight redevelopment projects with an estimated capital investment of \$6.75 million, and has assisted two additional sites that are currently seeking developer interest.

USEPA Environmental Site Assessment grant: In 2020, DSI was awarded a U.S. EPA Brownfield Assessment grant. Since then, EPA grant funding has supported 16 different projects, and is paying for 36 assessments and cleanup plans. Staff will continue outreach efforts throughout the County seeking a variety of projects to support with the funding, utilizing materials such as a [detailed flyer](#) developed by staff early in the year.

In addition to managing projects funded by the U.S. EPA 2020 grant, the Brownfield Incentive program, and Brownfield Tax Increment



This fiscal year, the BIP has supported eight redevelopment projects with an estimated capital investment of \$6.75 million.

Financing Plans, DSI staff assists local units to prepare for 2021 tax capture, generates the data need for required tax increment finance reporting to the Michigan Economic

Development Corporation, explored potential collaborations with the Land Bank Authority to address attainable housing shortages, and improve brownfield inventories and dashboard

tools. Three new board members have been welcomed to the Ottawa County Brownfield Redevelopment Authority Board of Directors in 2021 – Rebecca Hopp, Garry Post, and James Bleicher.

TAKEAWAYS

GOAL | Encourage and assist in the rehabilitation, revitalization, and reuse of 'brownfield' properties

TASKS | Staff is continuing to promote the U.S. EPA Brownfield Assessment grant

STATUS | Ongoing



OTHER ECONOMIC DEVELOPMENT TOOLS

Property Assessed Clean Energy Program: Energy-efficient and renewable energy improvements can help reduce a business' carbon footprint and, over time, save money. But many businesses don't take the leap because of high upfront costs and the uncertainty of recouping that investment. The **Property Assessed Clean Energy (PACE) Program** offers a funding alternative to traditional bank loans so businesses can make these important energy-efficient improvements. With support from the Economic Development wing of DSI, Ottawa County Board of Commissioners on June 8, 2021, passed a resolution to establish a countywide PACE Program. **Lean and Green Michigan (LAGM)**, a nonprofit organization, is assisting DSI staff with program administration.

On June 30 – mere weeks after establishment – a PACE-supported project was closed on in Holland Township. Petros PACE Finance helped developers of the Quincy Place Senior Living Project secure financing for \$8.5 million in energy-efficient equipment and materials for the



Petros PACE Finance helped developers of Quincy Place Senior Living Project in Holland Township (rendering above) land \$8.5 million to use for energy-efficiency as part of the Ottawa County's newly established Property Assessed Clean Energy (PACE) Program.

project, which are projected to result in approximately \$17.1 million in net savings over 25 years. With a total investment in excess of \$30 million, the project will make 154 independent, assisted, and memory care units available to Ottawa County residents, and is expected to create 50-60 new jobs.

To increase awareness of PACE, Lean and Green Michigan and DSI staff also hosted a webinar in July.

PACE provides one more economic development tool for Ottawa County to offer to its business owners that can also help them be more environmentally conscious.

TAKEAWAYS

GOAL | Effectively deploy state authorized programs to catalyze economic growth

TASKS | Staff launched and is administering a countywide Property Assessed Clean Energy Program, and established its second Agricultural Processing Renaissance Zone

STATUS | Ongoing

Agricultural Processing Renaissance Zone: The Michigan Renaissance Zone Act allows for the establishment of certain renaissance zones to facilitate economic development and opportunities. In late 2021, Ottawa County established its second Agricultural Processing Renaissance Zone in Holland Township. This new zone will facilitate the expansion of Request Foods' Ready To Eat line of products resulting in a capital investment of \$73.5 million and the creation of 50 positions.



FARMLAND PRESERVATION PROGRAM

TAKEAWAYS

GOAL | Protect valuable farmland from development through partnerships, education, and the Purchase of Development Rights Program

TASKS | 'Focus on Agriculture Plan' officially adopted; fifth farm protected; MiFarmLink Program launched

STATUS | Ongoing



From left: Greg Golembiewski, Blendon Township treasurer; Carson DeHaan, landowner; Matt Fenske, Ottawa County Board of Commissioners vice chair; Terry Huberts, Blendon Township Planning Commission chairman; Roger Bergman, Ottawa County Board of Commissioners chair; Julie Lamer, Ottawa County Farmland Preservation analyst; and Greg DeJong, Ottawa County District 8 commissioner, at the official sign unveiling at DeHaan's farm in October 2021.

to sell the rights to develop their land to Ottawa County, thereby creating permanent agricultural easement that preserves the land for farming in perpetuity.

On Sept. 24, 2021, Carson DeHaan's Blendon Township farm became the fifth Ottawa County operation to be protected from development through the PDR program. In the family since 1883, the DeHaan family grows corn and hay and raises beef cattle on this 37-acre parcel. A \$157,500 grant from the Michigan Department of

Agriculture and Rural Development made preservation of this property possible.

Additionally, the program continues to move closer to preserving 120 acres of farmland in Olive Township owned by Shadyside Farms. Early in the fiscal year, the Board of Commissioners approved a Purchase Agreement. Later in the year, the program was granted Agricultural Easement Program funding for the parcel. This funding is key to permanently preserving this farm that produces lamb, wool, dry

beans, and beef.

Interest in the PDR program continues to grow. It was another record year for PDR applications – by the end of the application cycle on April 30, the **Agricultural Preservation Board (Appendix F)** received 13 PDR applications totaling over 1,315 acres. Typically, one property is selected for preservation each year. This year, the Board selected the top-ranking Thomas Holstege property. The Holstege operation raises beef cattle and field crops on 32 acres in Zeeland Township.

'Focus on Agriculture Plan' adopted: On March 23, 2021, National Agriculture Day, the Ottawa County Board of Commissioners showed its support for the Focus on Agriculture Plan, a new four-part economic development action document that lays out some actions the County – along with the help of local partners – can take to be more intentional in supporting Ottawa's burgeoning agricultural industry. Focus on Agriculture was created by DSI staff as a result of the 2019 Ottawa County Farmland Preservation Survey. The survey asked County agricultural landowners and producers how best to protect and support farmland and our local agricultural industry.

Purchase of Development Rights

Program: Ottawa County's Farmland Preservation Program seeks to protect Ottawa County's agricultural sector and slow the loss of farms and farmland through programmatic efforts, including the Purchase of Development Rights Program (PDR). Funded through a combination of private donations and state and federal grants, this program enables farmers



FARMLAND PRESERVATION PROGRAM

Development of the MiFarmLink Project: In 2020, the Farmland Preservation Program successfully secured a \$44,885 USDA grant to develop a local Beginning Farmer and Rancher Development Program (BFRDP). Through the Farm Bill, BFRDP provides millions in funds to support education, mentoring, and technical assistance initiatives for those seeking to enter the business of agriculture.



Beginning in late 2020, staff developed the **MiFarmLink Project**, a local support system for new and prospective Michigan farmers. Staff developed a project identity and branding, drafted narratives, and gathered numerous resources and imagery. Later on, staff worked with website builder BizStream to construct the project's new home online, **MiFarmLink.org**. During the summer and fall, several e-newsletters were distributed. MiFarmLink.org website traffic continues to grow.



Farmer and agriculture advocate Jolene Brown speaks to guests about succession planning on Wednesday, Nov. 10, at the Holland Fish & Game Club during Cultivating Connections.

In addition to general project promotion, staff worked diligently to plan and promote the project's first outreach and educational event, Cultivating Connections, at the Holland Fish and Game Club on Wednesday, Nov. 10, 2021. This all-day gathering spread over two indoor spaces brought together farmers and agribusiness professionals for workshops and seminars to help guide both new and experienced farmers toward a more profitable, prosperous, and secure future.

Award-winning speaker, author, and agricultural champion Jolene Brown kicked off the day with her workshop entitled "The Positives of Passing It On." Drawing from both her life as an Iowa farmer and her decades of experience consulting and speaking to ag professionals across the country, Jolene brought both insight and levity to the intimidating process of succession planning. Attendees of the morning workshop walked off with a 21-page workbook full of take-home solutions for farmers.

Following the workshop, guests had the chance to visit nine different resource tables to learn and network over lunch. In the afternoon, guests explored two different session tracks: Gearing Up, with presentations tailored for new farmers/those looking to enter ag; or Winding Down, featuring sessions geared toward farmers nearing the end of their careers. These guest speakers represented a wide array of technological, legal, educational, and mentoring backgrounds. Their invaluable insight, coupled with support from event sponsors, supplied the push attendees need to get their succession plans going.

Other collaboration updates: A collaboration of conservation partners were awarded \$3 million in cost-share funding through the Regional Conservation Partnership Program, an initiative of the USDA Natural Resource Conservation Service. These funds can be used to address water quality and quantity concerns. Of that amount, \$500,000 is earmarked specifically for agricultural easements.



FARMS ARE THE TAPAS

For the fifth-annual Farms are the Tapas fundraising dinner and silent auction, DSI staff stepped up their promotion and advocacy game with an interview of former County commissioner, Farmland Preservation advocate and farmer Matt Hehl on location at Hehlden Farm in Polkton Township. Hehl's preserved farm provided the perfect backdrop, and his quotes provided a narrative that gave the Farms are the Tapas press release an extra boost.



Additionally, staff saw this year's event as an opportunity to expand their multimedia skill set by creating an informational slideshow of preserved farms. These high-definition videos supplied viewers breathtaking views of preserved farms while simultaneously providing facts about each farm and the program at large. These clips can and will be repurposed for future outreach efforts as well. Staff also created a silent auction slideshow.

Because of its popularity during 2020's event, the Agricultural Preservation



Guests, including Zeeland Farm Services President and sponsor Cliff Meeuwssen, enjoy sampling tapas during the Farms are the Tapas event on Sept. 30, 2021, at Terra Square in Hudsonville.

Board and DSI staff opted to again utilize the Event. Gives platform for event ticketing and management of the silent auction. This allowed for virtual bidding on silent auction items. Choosing to open the virtual silent auction three days ahead of the event paid off, with nearly \$3,000 being raised.

The day of the event, Sept. 30, 2021, close to 100 people showed their support for farmland preservation at Terra Square in Hudsonville. Chefs representing five area restaurants, including Waverly Stone; CityVu Events; Field & Fire; StrEATs Taco Kitchen; and The Farmhouse of Zeeland all created unique small plate



Chef's competition winner Chef Shannon Riley of the Farmhouse of Zeeland (left) and Farmland Preservation Analyst Julie Lamer pose with the Harvest Knife on Sept. 30, 2021.

dishes with locally raised ingredients for a chance to take home the coveted Harvest Knife award. It was a close contest, but ultimately Farmhouse was the victor for the second-consecutive year. Including the auction items, sponsor support, and ticket sales, almost \$20,000 was raised for farmland preservation.



OTHER AG OUTREACH

Preserve Where You Conserve: Farmland preservation staff coordinated, prepared and hosted a panel discussion entitled “Preserve Where You Conserve.” The discussion focused on how agricultural conservation easements can complement and enhance natural resource conservation outcomes. The virtual event was well attended, with 45 participants logging in.

Roundtable discussion: Staff participated in a Midwest Roundtable discussion, which was part of the Farmland Preservation Program’s role as a member of the National Agricultural Land Network administered by the American Farmland Trust. The discussion was part of the process that will help identify critical needs for farmland protection nationwide and begin work on addressing those needs.



MiCareerQuest 2021 marked the first year that the West Michigan version of this event had a dedicated space for agribusiness, and it was a hit! By the numbers, the virtual ag sector booths had 21,742 visits from 11,099 students and they viewed 14,304 videos that were posted in those booths. Staff assisted in the planning and execution of this event. For more information, visit micareerquest.org.

Other collaborations: include assisting a U-M grad student recruit participants for a noise exposure evaluation for farmers, recruiting farmer participants for the Ottawa Food strategic planning process, judging Future Farmers of America skills contests, participating in the Ottawa County Farm Bureau Legislative Breakfast, serving on the steering committee for the National Agricultural Land Network, assisting Emergency Management staff with critical asset identification, and providing support for an ACRE AgTech Accelerator program graduate.



In November 2020, Ottawa County was one of 19 U.S. communities to receive a Gateways for Growth (G4G) Research Award, which provides support and technical assistance from research and advocacy organizations New American Economy (NAE) and Welcoming America. These two organizations provided the County with a customized report that highlights the economic and demographic impact of local immigrants, such as tax contributions, spending power, roles in the labor force, and population trends. Armed with this information,

Ottawa County will be developing a Welcoming Plan, which will be the roadmap for multisector engagement to increase the inclusion and economic opportunity for all in Ottawa County. DSI is coordinating this effort in collaboration with the Ottawa County Department of Diversity, Equity, and Inclusion. **The G4G Steering Committee (Appendix G)** is currently in the process of securing funding to support a program specialist to lead the development of the Welcoming Plan. Learn more at [Ottawa County’s G4G web page](#).

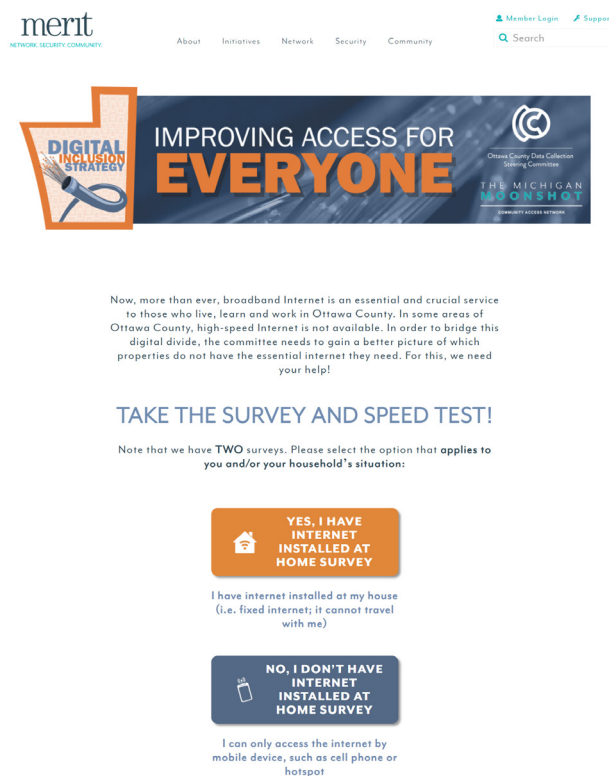


COMPREHENSIVE DIGITAL INCLUSION STRATEGY

Building off the County's previous efforts to help facilitate broadband expansion countywide, DSI OAISD representatives began meeting in 2020 to lay out a multi-phased strategy to address persistent gaps in area high-speed internet service. From these meetings grew a new initiative: the **Digital Inclusion Strategy**. This four-phase plan, announced in winter 2021, aims to ensure all area residents and communities have access to affordable and reliable broadband internet service, necessary equipment, and digital literacy training.

Following a robust bidding process, DSI partnered with **Merit Network**, a research and educational organization owned and run by Michigan's public universities, to develop and execute a plan for Phase I of the strategy, which involves comprehensive data collection and analysis. Working with DSI staff and its partners on the **Data Collection Steering Committee (Appendix H)**, Merit developed several surveys to poll Ottawa County citizens about their internet service. These questionnaires asked whether the respondent had broadband internet service; what type of service they had; basic location information; and included an internet speed test.

Promotion of the survey was truly a team effort, with DSI staff, Merit, OAISD, Urban Wireless Solutions, and a diverse group of public and private community stakeholders all working to develop, refine, adjust, and promote the importance of this effort through social media, emails, post cards, announcements, and flyers.



A screenshot of the main internet service survey web page.

By the end of the data collection phase, nearly 4,000 households and businesses responded to the survey. DSI staff is working closely with Merit Network as it analyzes the data and prepares a final report, which is expected to be completed by spring 2022. Data and maps from this final report will guide staff and initiative stakeholders as they move forward to the next phases of this important initiative.

TAKEAWAYS

GOAL | Ensure all of Ottawa County has access to affordable and reliable broadband internet service

TASKS | Staff and stakeholders developed a four-phased plan to address persistent service gaps; initiated Phase I of strategy through partnership with Merit Network, conducted survey

STATUS | Ongoing

Library Mobile Hotspot Lending Initiative: In 2019 **Evaluation, Statistics and Research staff** assisted area libraries with landing a Library of Michigan Library Services and Technology Act (LSTA) grant to expand the Mobile Hotspot Device Lending Initiative. With grant funding in hand, the libraries were able to buy 100 T-Mobile hotspots for patrons to borrow. Staff then assisted the libraries in designing a data collection system and evaluating the impact of the project.



This past fiscal year, staff carefully analyzed survey data collected from library patrons, hotspot circulation statistics, and valuable feedback provided by library directors and patrons to complete a **two-year evaluation**.



J. H. CAMPBELL GENERATING PLANT CLOSURE PLANNING COMMITTEE

In August 2021, the Ottawa County Board of Commissioners approved the creation of the **JH Campbell Plant Closure Planning Committee (Appendix I)**, with DSI charged to lead this effort.

Representation on the Committee includes: Port Sheldon Township, Ottawa County, OAISD, Grand Haven Public Schools, Grand Haven Chamber of Commerce, Ottawa County Parks, and Lakeshore Advantage.

The Committee is tasked with conducting factfinding and planning to reverse the negative economic impacts of the impending coal generation plant closure, which is targeted for 2025.

Over the next several years, the Committee, in collaboration with Consumers Energy, will conduct economic impacts analyses and future use studies, examine redevelopment opportunities and pursue economic re-stabilization strategies.



The J.H. Campbell Generating Plant as seen from the Pigeon River mouth in Port Sheldon Township. The Consumers Energy Complex is set to cease operation in 2025.

TAKEAWAYS

GOAL | Reverse economic impact of impending closure of J.H. Campbell Generating Plant in Port Sheldon Township

TASKS | New committee will conduct economic impact analyses, future use studies, and examine redevelopment opportunities

STATUS | Ongoing

ACRE

From 2015-2020, ACRE AgTech worked to develop a business incubator that links technology with agriculture. In 2020, the **ACRE Ag Tech Board of Directors (Appendix J)** decided to put ACRE into hibernation.



While ACRE has been in hibernation, the four companies that graduated from its 2018 accelerator cohort have not!

One of the graduates, EnMass Energy, is a supply chain waste-to-energy company that was acquired by Blue Bear Capital Partners in February 2021. They continue to grow their sustainable business solution globally.

The other three graduate companies have been using the skills and connections gained during the ACRE AgTech Accelerator Program to grow their businesses for the past two years and will soon repay the promissory notes that they received as a part of their participation in the Accelerator.

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AT THE
LIGHTER
SIDE 



O U T A N D A B O U T

Dahlia Acres: Supporting local agriculture and business is an important focus of DSI. In the spirit of community support, staff returned to Dahlia Acres Farm in Hudsonville on a hot day in May 2021 to plant a variety of annuals.

Founded in 2015, Dahlia Acres Farm grows and sells a variety of cut flowers from their cart in Hudsonville as well as at the Grand Haven Farmers Market from May-October. Dahlia Acres brings color and charm to Farms are the Tapas each year by providing floral arrangements.



Team-building outings: With busy schedules and occasional remote work, staff doesn't always get the opportunity to be in the same room at the same time. In August, staff gathered on a hot day to enjoy a friendly cornhole competition at Holland State Park.



In October, staff traded bags for discs and played a rousing game of Frisbee Golf at Breakers 18-hole course in West Olive.

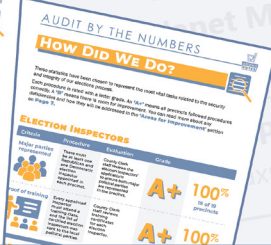
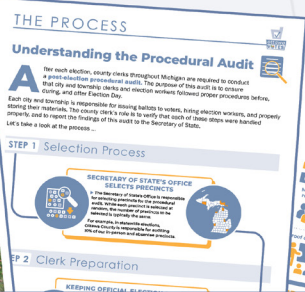




COMMUNICATION AND COLLABORATION

PRESENTING ...

A social media image promoting the report.



A new report that details the election audit process

Project Updates

Newsletter: Following the dissolution of the Planning Commission, which had traditionally provided County administrators with department updates, staff developed and designed a new Project Updates Newsletter to chronicle ongoing projects and initiatives in an easy-to-digest format.



Introducing the Department of Strategic Impact! With a growing array of interconnected services and strategies being spearheaded, implemented, and managed, it became clear it was time for a new name: The Department of Strategic Impact. Read all about our transition to a new name in this [Press Release](#).

Featured Projects

Performance Improvement Projects
2020 Census Redistricting Data Release: Department staff is currently working on analyzing and reporting 2020 Census data. This data was released earlier in August and serves as the information which guides redistricting and apportionment efforts across the United States. Major population data points were communicated via Go.Delivery and posted to the department website. Staff will continue analyzing population, housing, and demographic data for the department website in the coming weeks.
County Dashboard Updates: Department staff are currently working on updating the County Dashboard webpage. The webpage will include a one-page Progress Report document that the County submits to the State of Michigan as part of the County Incentive Program (CIP). DS is looking into methods of updating the style and content of the dashboard for increased readability and public availability.
2023 Department Performance Outlines: Department staff are currently working on updating the County Performance Outlines to define their respective goals and objectives, and the measures that are used to verify performance. This information, assembled into a Performance Outline for each department/division, is updated annually with outcome data. 44 Unique Performance Outlines are maintained for each of the County's departments/divisions. The Performance Outlines can be viewed in the County's annual budget documents.
Food Club: Over the last two months, department staff worked with Community Action House (CAH) staff to finalize the data collection tools for the soon-to-open Food Club. This group effort resulted in a pre-program survey that all members will complete as they start membership with the Food Club as well as follow-up surveys to be completed by all members every six months. The surveys include questions that will allow for benchmarking with national and local sources, and also allow changes in member's behaviors to be measured over time. These data collection tools will ensure that solid data is obtained for evaluation purposes while balancing the need to respect the time of food club members. Department staff will continue to work with CAH staff later this year/early next year to develop 'keeper' data collection tools and sampling procedures to gather more in-depth data from Food Club members. The first evaluation of the Food Club will occur in the Spring/Summer of 2022.

Step It Up! Department staff continues to work with Parks and Public Health staff to evaluate the Step It Up program, a free 8-week challenge offered each Spring to get people active and using new parks. Over the last month, department staff analyzed pre and post-program participant data and compiled an annual evaluation report of this year's program. Highlights from this year's program include achievement of both goals that were set - over 1,000 people enrolled and 85% of participants reporting that their health improved as a result of participating in the program. In addition, 56% of participants report exercising outdoors more frequently and 95% report being more comfortable exercising outdoors as a result of the program.
Lebanese Nonprofit Alliance: During the last couple months, department staff worked with LNA to

The front page of the third quarter Project Updates Newsletter.

had been sorted into more rigid divisions, including Performance Improvement, Land Use Planning, and Economic Development. But the scope of many projects has grown wider and multi-faceted, bringing much more inter-divisional and even inter-departmental collaboration.

For the Annual Report, however, we maintain these structured focus areas for subject presentational purposes.

These short articles provide an invaluable snapshot of the various projects and initiatives staff are involved in.

Becoming the Department of Strategic Impact:

As mentioned in the Director's Note, the department underwent a renaming in August 2021 to better reflect the much-expanded scope of long-term strategies staff are involved in. Along with the rebranding to the Department of Strategic Impact came an evolution of the traditional department 'division' structure into focus areas. Department projects

they needed in a visual, easy-to-digest format. This 14-page document, which had never been done by the Clerk's Office, reported the outcome of the procedural audit, detailed the post-election audit process, and highlighted areas for improvement.

For their work on the #OttawaVotes campaign, including the follow-up Verifying the Vote report, the Clerk's Office was recognized nationally by the U.S. Election Assistance Commission with a **2020 Clearinghouse Award** for innovation in election cybersecurity and technology.

Ottawa County Clerk assistance: Building off the election communications assistance done in collaboration with the **Ottawa County Clerk's Office** during the 2020 General Election's #OttawaVotes campaign, staff were called to service again to create a unique report, **Verifying the Vote**, that would document and explain the elections auditing process.

With the COVID-19 pandemic, an increase in mail-in voting, and increased concern about the elections process, the Clerk's Office saw an opportunity to increase accountability and provide the public the information

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APPENDIX



COVID-19 AMERICAN RESCUE PLAN ACT ADVISORY COMMITTEE (2021)

BOARD MEMBER/TITLE	SECTOR	BOARD MEMBER/TITLE	SECTOR
Roger Bergman <i>Chair & Commissioner, District 10</i>	County Commissioner	Mike Goorhouse <i>President/CEO, Community Foundation Holland/Zeeland Area</i>	Foundation
Joseph Baumann <i>Commissioner, District 2</i>	County Commissioner	Patrick Moran <i>President, Greater Ottawa County United Way</i>	Social/Human Services
Patrick McGinnis <i>Manager, Grand Haven City</i>	Local Unit of Government	Patrick Cisler <i>Executive Director, Lakeshore Nonprofit Alliance & Community Spoke</i>	Social/Human Services
Keith Van Beek <i>Manager, Holland City</i>	Local Unit of Government	Gloria Lara <i>Executive Director, Lakeshore Ethnic Diversity Alliance</i>	Social/Human Services
Adam Elenbaas** <i>Supervisor, Allendale Charter Township</i>	Local Unit of Government	Ryan Kilpatrick <i>Executive Director, Housing Next</i>	Economic Development/Housing
Terry Nienhuis <i>Supervisor, Holland Charter Township</i>	Local Unit of Government	Dr. Dale Nesbary <i>President, Muskegon Community College</i>	Higher Education
Jennifer Owens <i>President, Lakeshore Advantage</i>	Economic Development	Tina Dee <i>Director of Strategic Initiatives, Muskegon Community College</i>	Higher Education
Joy Gaasch <i>President, Grand Haven Chamber of Commerce</i>	Local Chamber	Karen Karasinski <i>Director, Fiscal Services</i>	County
Elizabeth Butler <i>Director of Economic Development Strategic Directions, Grand Haven Chamber of Commerce</i>	Local Chamber	Robin Afrik <i>Director, Diversity Equity & Inclusion</i>	County
Hadley Streng <i>President Grand Haven Area Community Foundation</i>	Foundation	John Shay <i>Interim County Administrator</i>	County
Hole Cole <i>Vice President of Grants & Programs, Grand Haven Area Community Foundation</i>	Foundation	Paul Sachs <i>Director, Department of Strategic Impact</i>	County

** Mark Bennett, Supervisor, Tallmadge Township, serves as alternate

OTTAWA COUNTY GROUNDWATER BOARD (2021)

BOARD MEMBER	TERM EXPIRES	BOARD MEMBER	TERM EXPIRES
Greg DeJong (Chair) <i>County Commissioner, District 8</i>	12/31/2021	Travis Williams <i>Chief Executive Officer, Outdoor Discovery Center (ODC) Network</i>	12/31/2023
Matthew Fenske (Vice Chair) <i>Vice Chair Commissioner, District 9</i>	12/31/2021	Angela Brown <i>Director of Facilities Management, Ottawa Area Intermediate School District</i>	12/31/2023
Adam Elenbaas <i>Supervisor, Allendale Charter Township</i>	12/31/2023	Dale Zahn <i>Chief Executive Officer, West Michigan Lakeshore Association of Realtors</i>	12/31/2024
Kevin Peters <i>Supervisor, Blendon Township</i>	12/31/2024	Patrick Staskiewicz, P.E. <i>Public Utilities Director, Ottawa County Road Commission</i>	12/31/2024
Alan D. Steinman, Ph.D. <i>Allen & Helen Hunting Director & Professor, GVSU Annis Water Resources Institute</i>	12/31/2023	John Truscott <i>Chief Executive Officer, Truscott Rossman</i>	12/31/2024
John A. Yellich, M.S. <i>Director, Michigan Geological Survey</i>	12/31/2024	Dave Kraker <i>Retired (Kent County Environmental Health)</i>	12/31/2024
Steve Hecksel <i>Proprietor, Hecksel Bros. Well Drilling, LLC</i>	12/31/2023	Joe Bush <i>Water Resources Commissioner</i>	PENDING
Megan Boos <i>Executive Director, Ottawa Conservation District</i>	12/31/2023	Jerry Geertman <i>Owner, Ottawa Station Farms</i>	PENDING
Dale Buist <i>Owner, Countryside Greenhouse</i>	12/31/2024		

All initially appointed on 3/23/2021, staggered terms for first appointments, all 3-year terms going forward.

OTTAWA COUNTY GROUNDWATER TECHNICAL COMMITTEE (2021)

BOARD MEMBER

SECTOR

John Shay

Interim County Administrator, Ottawa County

County Government

Joe Bush

Water Resources Commissioner, Ottawa County

County Government

Doug Van Essen

Corporate Counsel, Ottawa County

Legal Counsel

Paul Sachs

Director of Department of Strategic Impact, Ottawa County

County Government

Matthew Chappuies

Land Use Coordinator, Ottawa County

County Government

Adeline Hambley

Environmental Health Manager, Ottawa County

County Government

Matthew Allen

Environmental Health Supervisor, Ottawa County

County Government

Alan D. Steinman, Ph.D.

Allen & Helen Hunting Director & Professor, GVSU Annis Water Resources Institute

Scientific Community

John A. Yellich, M.S.

Director, Michigan Geological Survey

Scientific Community

Patrick Staskiewicz, P.E.

Public Utilities Director, Ottawa County Road Commission

Utilities/Engineering

Steve Hecksel

Proprietor, Hecksel Bros. Well Drilling, LLC

Well Drilling

O T T A W A C O U N T Y H O U S I N G C O M M I S S I O N (2 0 2 1)

BOARD MEMBER	TERM	EXPIRES
Holly Cole <i>Chair</i>	5 years	12/31/2025
Virginia Beard <i>Vice Chair</i>	5 years	12/31/2024
Doug Zylstra	5 years	12/31/2023
Thomas Reinsma	5 years	12/31/2022
Michelle Fare	5 years	12/31/2021

All initially appointed on 8/13/2019, staggered terms for the first appointments, will all be 5-year terms going forward.

OTTAWA COUNTY REMONUMENTATION PEER GROUP (2021)

NAME	REPRESENTING
Donald Schiele, P.S.	Donald Schiele, P.S.
Cameron Lear	Exxel Engineering
Randy Feenstra (County Representative)	Feenstra & Associates
Steve Lampen	Holland Engineering
Matt Nederveld	Nederveld Associates
Cindy Koster	Pathfinder Engineering
Maurice Rosema	Tru-Line Surveying
Steve Vallier	Westshore Consulting
Jim Leitch	Williams & Works

O T T A W A C O U N T Y B R O W N F I E L D R E D E V E L O P M E N T A U T H O R I T Y (2 0 2 1)

BOARD MEMBER	TERM EXPIRES
John Shay – Chair <i>Interim County Administrator, County of Ottawa</i>	12/31/2022
Rick Chapla – Vice Chair/Secretary <i>Founder, Chapla Consulting</i>	12/31/2022
Amanda Price – Treasurer <i>Treasurer, County of Ottawa</i>	(Exempt per Bylaws)
Greg DeJong <i>Ottawa County Commissioner, District 8</i>	12/31/2021
Kirk Perschbacher <i>Senior Brownfield Specialist, Fishbeck</i>	12/31/2025
Rebecca Hopp <i>Mayor, City of Ferrysburg</i>	12/31/2026
Garry Post <i>Owner/Manager, Post Realty</i>	12/31/2021
Josh Brugger <i>Owner, BruggerHouse Builders, LLC</i>	12/31/2025
James Bleicher <i>Senior Vice President of Operations & CCO, Wyoming Medical Center Interim CEO, Banner Health Affiliate</i>	12/31/2025
Ottawa County Clerk’s Office – Recording Secretary	(Non-voting)

OTTAWA COUNTY AGRICULTURAL PRESERVATION BOARD (2021)

BOARD MEMBER	REPRESENTING	TERM EXPIRES
Michael Bronkema	Agriculture	12/31/21
Matt Fenske – Chair <i>Chair</i>	County Commissioner	12/31/21
Nathan Pyle	Agriculture	12/31/23
Josh Hucul <i>Vice Chair</i>	Real Estate/Land Development	12/31/22
Cliff Meeuwsen	Agriculture	12/31/22
David Nyitray <i>Secretary</i>	Local Conservation	12/31/21
Laurie Larsen	Township Government	12/31/22
Haylee Szendre	Youth (Ad Hoc)	12/31/21

GATEWAYS FOR GROWTH WELCOMING STEERING COMMITTEE (2021)

COMMITTEE MEMBER	TITLE/REPRESENTING	COMMITTEE MEMBER	TITLE/REPRESENTING
Eva Alexander	Executive Director <i>Lighthouse Immigrant Advocates</i>	Guillermo Cisneros	Executive Director <i>West Michigan Hispanic Chamber of Commerce</i>
Jim Brooks	Executive Committee Chair <i>HZ Model Communities</i>	Jodi Owczarski	Vice President & COO <i>Michigan West Coast Chamber of Commerce</i>
Gloria Lara	Executive Director <i>Lakeshore Ethnic Diversity Alliance</i>	Mandy Cooper	Vice President of Strategic Initiatives <i>Lakeshore Advantage</i>
Steve Bulthuis	Manager <i>Holland Charter Township</i>	Priya Gurumurthy	IT Director <i>Yanfeng Automotive Interiors</i>
Esther Fifelski	Human Relations Manager <i>Holland City</i>	Robyn Afrik	Director <i>Diversity, Equity & Inclusion</i>
Pat McGinnis	Manager <i>Grand Haven City</i>	Paul Sachs	Director <i>Ottawa County Department of Strategic Impact</i>
Keith VanBeek	Manager <i>Holland City</i>		

DATA COLLECTION STEERING COMMITTEE (2021)

BOARD MEMBER	TITLE/ REPRESENTING
Mike Rowher	CIO and Assistant Superintendent <i>Ottawa Area Intermediate School District</i>
Pete Hoffswell	Superintendent of Broadband Services <i>Holland Board of Public Works</i>
Mandy Cooper	Director of Strategic Initiatives <i>Lakeshore Advantage</i>
James Brooks	Business leader, regional strategist, philanthropist
John Nash	Supervisor <i>Spring Lake Township</i>
Helen Dietrich	Owner/Clerk <i>Ridgeview Orchards/Chester Township Clerk</i>
Ric Gajewski	Tech Expert and Resident Advocate <i>Tallmadge Township</i>
Becca Edema	Virtual Health Manager <i>Spectrum Health</i>
Aaron Yore-VanOosterhout	Research Manager <i>GVSU's Dorothy A. Johnson Center for Philanthropy</i>
Jeff Williams	Director Community Data and Research Lab <i>GVSU's Dorothy A. Johnson Center for Philanthropy</i>
Vicky Thelen	Director Data & Analytics <i>GVSU Information Technology</i>
Doug Weber	President <i>Urban Wireless Solutions</i>
Paul Sachs	Director <i>Ottawa County Department of Strategic Impact</i>

J. H. CAMPBELL GENERATING PLANT CLOSURE PLANNING COMMITTEE (2021)

BOARD MEMBER	TITLE/REPRESENTING	BOARD MEMBER	TITLE/REPRESENTING
Kyle Mayer	Superintendent <i>Ottawa Area Intermediate School District</i>	Jason Shamlin	Director <i>Ottawa County Parks & Recreation</i>
Jennifer Owens	President <i>Lakeshore Advantage</i>	Paul Sachs	Director <i>Ottawa County Department of Strategic Impact</i>
Howard Baumann	Supervisor <i>Port Sheldon Township</i>	Vacant	--
Joy Gaasch	Executive Director <i>Grand Haven Area Chamber of Commerce</i>	Vacant	--
Roger Bergman	Chairman & Commissioner (District 10) <i>Ottawa County Board of Commissioners</i>	Ad-hoc members	
Frank Garcia	Commissioner (District 1) <i>Ottawa County Board of Commissioners</i>	Kathryn Burkholder	Manager of Stakeholder Relations <i>Consumers Energy</i>
Phil Kuyers	Commissioner (District 9) <i>Ottawa County Board of Commissioners</i>	Richard Houttemann	Lakeshore Community Affairs Manager <i>Consumers Energy</i>
John Shay	Interim County Administrator <i>Ottawa County</i>	Chris Lamer	Chief Financial Officer <i>Ottawa Area Intermediate School District</i>

ACRE AGTECH BOARD OF DIRECTORS (2021)

BOARD MEMBER	REPRESENTING	TERM EXPIRES
Tim Parker (Chair)	Community Foundation of North Central Wisconsin	12/31/2024
Loren Koeman (Treasurer)	Stryker Corporation	12/31/2024
Mark Schmidt (Secretary)	BizStream	12/31/2024
Doug Huesdash	ACRE AgTech	12/31/2024
Paul Windemuller	Dream Winds Dairy	12/31/2024
Paul Sachs	ACRE AgTech	Non-voting member
Michael Campbell	Barnes & Thornburg, LLP	Non-voting member
Ian McGonigal	Greenstone Farm Credit Services	Non-voting member
Peter Anastor	MDARD	Non-voting member
Matt Fenske	Ottawa County Commissioner	Non-voting member
Kurt Brauer	Warner Norcross & Judd	Non-voting member
Clifford Meeuwssen	Zeeland Farm Services	Non-voting member

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Victim's Advocates Follow Up Program



Supporting victims full circle, the partnership between the Victim's Advocates Program, administered by the Ottawa County Sheriff's Office, and Mosaic Counseling aims to provide comfort, help, and support to those who have lost a loved-one through suicide, homicide, accidental, or natural death.

Comfort

"I have been the strong one in my family over the years and now I'm the one who feels weak! I could always help others, but I have no idea how to help myself. Thank you for letting me lean on you while I try to figure this whole terrible thing out."



Help

"I felt not only hopeless, but I felt helpless with how to move forward after the loss of my husband. I never expected this tragedy; I wouldn't wish it on anyone! I felt a flood of relief when I received a call asking if I needed any guidance or help. I will always be grateful."

Support

"Thank you for supporting me by helping me know where to begin. I feel so lost."

More about the program:

Mosaic Counseling collectively addresses all areas of both crisis intervention and human services when helping Ottawa County residents who are experiencing a tragic loss. They reach out with a phone call within two weeks to family and friends to find out how to best support them during the grieving process. Through this voluntary program, they link individuals to community resources, counseling services, support groups and help to address other mental health needs.



DIGITAL INCLUSION STRATEGY

IMPROVING ACCESS FOR EVERYONE

Ottawa County
Where You Belong

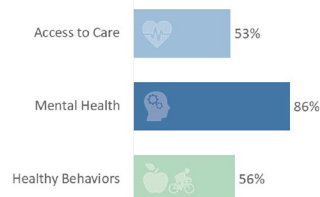
DEPARTMENT OF

STRATEGIC IMPACT

12220 Fillmore Street, Room 260
West Olive, Michigan 49460
plan@miottawa.org | 616.738.4852
MiOttawa.org/DSI



Which CHIP Priorities did Stakeholders Use and/or Implement Strategies Within?*



Action Request



Committee:	Board of Commissioners
Meeting Date:	12/14/2021
Requesting Department:	Public Defender
Submitted By:	Regina MacMillan
Agenda Item:	Ottawa County Public Defender 2021 Annual Report

Suggested Motion:

To receive for information the Ottawa County Public Defender 2021 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: *John Su*

Committee/Governing/Advisory Board Approval Date:



2021 Annual Report to the Ottawa County Board of Commissioners

December 14, 2021

Robert C Hamilton, Public Defender



We the People

of the United States, in order to form a more perfect Union, establish Justice, insure domestic Tranquillity, provide for the common Defence, promote the general Welfare, and secure these Blessings of Liberty to ourselves and our Posterity, do ordain and establish this Constitution for the United States of America.

Article. 1.

Section. 1. All legislative Powers herein granted shall be vested in a Congress of the United States, which shall consist of a Senate and House of Representatives.

Section. 2. The House of Representatives shall be composed of Members chosen every second Year by the People of the several States, and the Electors in each State shall have the Qualifications requisite for Electors of the most numerous Branch of the State Legislature.

No Person shall be a Representative who shall not have attained to the Age of twenty five Years, and been seven Years a Citizen of the United States, and when elected shall have been seven Years a Citizen of the State in which he shall be chosen.

United States Constitution, Article III, Sec. 2

provides: "The trial of all crimes shall be by jury and such trial shall be held in the state where the said crimes have been committed."

Section. 3. The Senate of the United States shall be composed of two Senators from each State, chosen by the Legislature thereof, for six Years, and each Senator shall have one Vote.

Immediately after they shall be assembled in Consequence of the first Election, they shall be divided as equally as may be into three Clases. The Seats of the Senators of the first Class shall be vacated at the Expiration of the second Year, of the second Class at the Expiration of the fourth Year, and of the third Class at the Expiration of the sixth Year, so that one third may be chosen every second Year; and if Vacancies happen by Resignation, or otherwise, during the Course of any such Term, the Executive thereof may make temporary Appointments until the next Meeting of the Legislature, which shall then fill the Vacancies.

...provision... the amount shall...
...shall have been committed... which... shall...
...to be... with the... against... to...
...of... for his...
...shall be... in...
...shall not be...

BILL OF RIGHTS

United States

CONGRESS OF THE
begun and held at the City of New York, on
first of March, one thousand seven hundred and eighty

...of the...
...and...
...of...
...of...
...of...

Amendment 4

The right of the people to be secure in their persons, houses, papers, and effects

Freedom from unreasonable searches and seizures

Warrants shall issue only on probable cause, supported by oath.

Amendment 5

Double jeopardy prohibited

Self Incrimination can't be compelled

Due process is required

Amendment 6

A speedy and public trial

An impartial jury

Confronted with the witnesses against them

Compulsory process for obtaining witnesses in their favor

The assistance of counsel for their defense.

Defense Counsel is the only legal representation guaranteed by the U.S. Constitution

Amendment 8

Excessive bail shall not be required

Nor excessive fines imposed

Nor cruel and unusual punishments inflicted.

Amendment 14

No state shall abridge the privileges or immunities of citizens of the United States

Nor deprive any person of life, liberty, or property without due process of law

Nor deny to any person equal protection of the laws.

The first person to ever propose
the creation of a **public
defender's office** was California's
first female attorney (1878),
Clara Shortridge Foltz.



#DYK

Scottsboro Boys

Powell v Alabama (1932)

Nine black youth, charged with raping a white girl, were represented by a real estate agent and an aged attorney who had been out of practice for many years. They were convicted by an all white jury. All except one were sentenced to death. The US Supreme Court overruled their convictions stating they were denied due process and equal protection due to a denial of their right to counsel.





Gideon v Wainwright

In 1963 the United States Supreme Court unanimously ruled that states are required under the 6th amendment of the United States Constitution to provide an attorney to defendants in criminal cases who are unable to afford their own attorneys.



The “noble ideal” of “fair trials before impartial tribunals in which every defendant stands equal before the law . . . cannot be realized if the poor man charged with crime has to face his accusers without a lawyer to assist him.”



HENRY FONDA
**GIDEON'S
TRUMPET**

DIVISION OF CORRECTIONS
CORRESPONDENCE REGULATIONS

APR 21 1962

OFFICE OF THE CLERK
SUPREME COURT, U.S.

MAIL WILL NOT BE DELIVERED WHICH DOES NOT CONFORM WITH THESE RULES

- No. 1 -- Only 2 letters each week, not to exceed 2 sheets letter-size 8 1/2 x 11" and written on one side only and if ruled paper, do not write between lines. Your complete name must be signed at the close of your letter. Clippings, stamps, letters from other people, stationery or cash must not be enclosed in your letters.
- No. 2 -- All letters must be addressed to the complete prison name of the inmate. Cell number, where applicable, and prison number must be placed in lower left corner of envelope, with your complete name and address in the upper left corner.
- No. 3 -- Do not send any packages without a Package Permit. Unauthorized packages will be destroyed.
- No. 4 -- Letters must be written in English only.
- No. 5 -- Books, magazines, pamphlets, and newspapers of reputable character will be delivered only if mailed direct from the publisher.
- No. 6 -- Money must be sent in the form of Postal Money Orders only. In the inmate's complete prison name and prison number.

INSTITUTION _____ CELL NUMBER _____

NAME _____ NUMBER _____

In The Supreme Court of the United States
October Term, 1961
No. 890 Misc.

Clarence Earl Gideon, petitioner
- VS -

H. G. Cochran, Jr. Director, Division of
Corrections, State of Florida respondent.

"Answer to respondent's response to petition
for writ of certiorari."

Petitioner, Clarence Earl Gideon received
a copy of the response of the respondent
in the mail dated sixth day of April, 1962.

Petitioner, can not make any pretense
of being able to answer the learned
attorney General of the state of Florida
because the petitioner is not an attorney
or versed in law nor does not have the
law books to copy down the decisions of
this court. But the petitioner knows
there is many of them nor would the
petitioner be allowed to do so.

According to the book of Revised
Rules of the Supreme Court of the
United States sent to me by Clerk of
the same court, the response of the
respondent is out of time (Rule 24)

In response to Gideon, two Ottawa County judges, Hon. Raymond L. Smith and Hon. Chester A. Ray, devised a Public Defender System that was “intended to mimic” the system of attorneys in private practice. Attorneys were paid an hourly rate for indigent defense.



RAYMOND L. SMITH

Served January 1, 1948 to December 31, 1972
Ottawa County was part of the Twentieth Judicial Circuit



CHESTER A. RAY

Served January 1, 1967 to April 12, 1970
Ottawa County was part of the Twentieth Judicial Circuit

Don Hann



A Race to the Bottom

Speed & Savings Over
Due Process:
A Constitutional Crisis

June 2008

TRIAL-LEVEL INDIGENT DEFENSE SYSTEMS IN MICHIGAN

EVALUATION



The report found the Ottawa County indigent defense system deficient in at least three ways.

Judges were in direct control of appointment and payment of attorneys, in violation of the ABA's 1st standard for indigent defense services. MIDC Std 5

Arraignment mornings “prioritized speed” at the expense of adequate representation and due process protection. MIDC Std 4

Courts did little screening of defendants for indigency to facilitate a smooth docket. MIDC Indigency Standards

MIDC Standard 1: Education and Training of Defense Counsel

MIDC Standard 2: Initial Interview

MIDC Standard 3: Investigation and Experts

MIDC Standard 4: Counsel at First Appearance and Other Critical Stages

MIDC Standard 5: Independence from the Judiciary

MIDC Standard 6: Indigence Defense Workloads

MIDC Standard 7: Qualification and Review

MIDC Standard 8: Attorney Compensation

MISSION STATEMENT

The mission of the Ottawa County Office of the Public Defender is to provide exceptional legal representation to indigent adults who are charged with crimes in Ottawa County, thereby fulfilling the promise made in the 6th Amendment to the U.S. Constitution and guaranteed by the United States Supreme Court in *Gideon v. Wainwright*, 372 U.S. 335 (1963).

SUPPORT STAFF

- Jeanna Johnson, Office Coordinator
- Melissa Payton, Legal Assistant II
- Andrea Mendoza, Legal Assistant II
- Debi Parker, Legal Assistant I
- Cherie Dougherty, Legal Assistant I



Legal Investigator and Social Worker

- Joshua Jones, Legal Investigator
- Alyssa Gunderson, MSW





Recently Hired APD Is

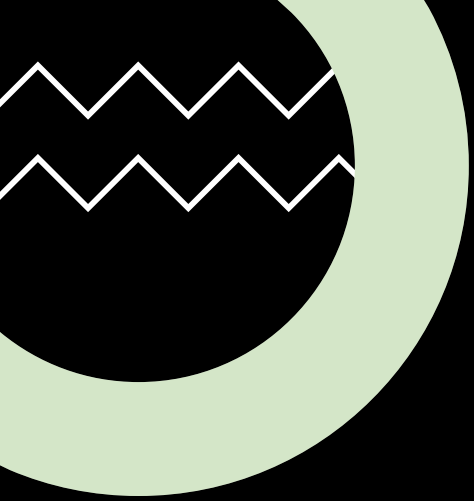
- Alec Hay
- Lauren Dye Clark
- Sorin Panainte
- Andrew Villanueva
- Mercedes Watts



Original Assistant Public Defender Is

- Emily Dykhuizen, APD I
- Matt Hall, APD I
- Jonathan Pyle, APD I
- Chris Langholz, APD I

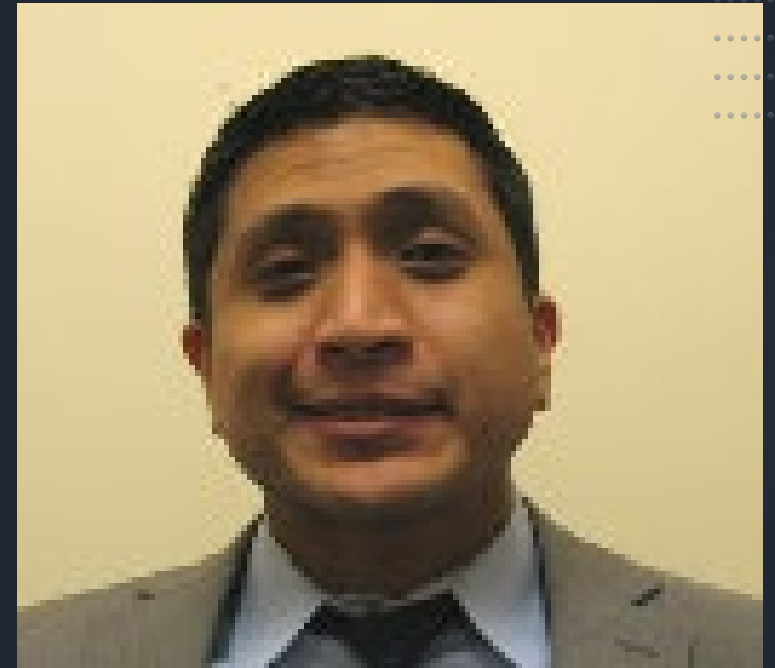




ASSISTANT PUBLIC DEFENDER IIs

- Brandon Bartehlemy, APD II
- Ryan Seale, APD II
- Patrick Kolehouse, APD II





ASSISTANT PUBLIC DEFENDERS III

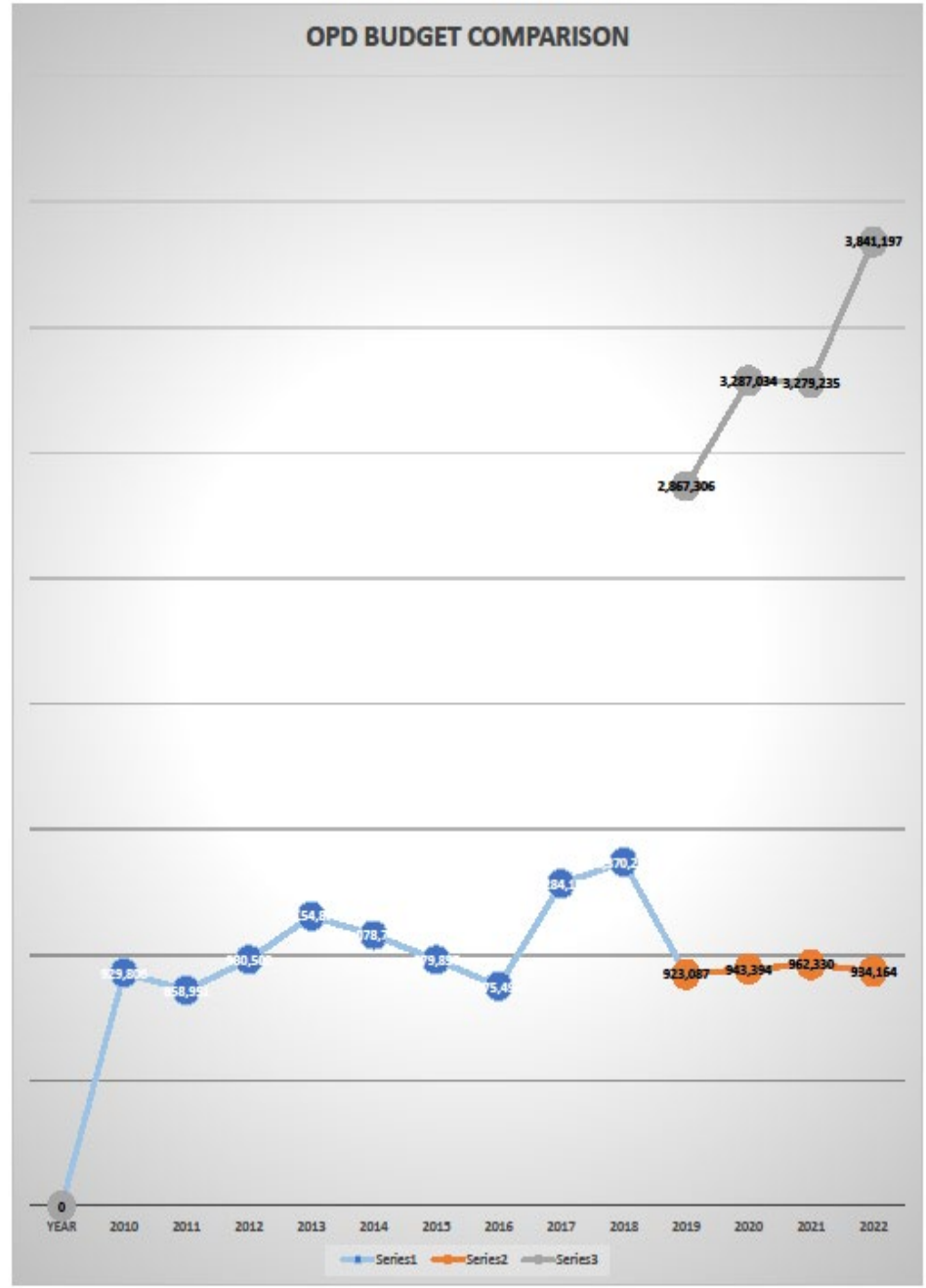
- Anna White, APD III
- Christine Tober, APD III
- Abe Gonzales

First Assistant Public Defenders

- Nichole Derks, Thing One
- Phil Sielski, Thing Two



YEAR	COUNTY COST	LOCAL SHARE	OPD BUDGET
2010	929,808		
2011	858,951		
2012	980,502		
2013	1,154,872		
2014	1,078,749		
2015	979,857		
2016	875,498		
2017	1,284,173		
2018	1,370,237		
2019	923,087	923,087	2,867,306
2020	943,394	943,394	3,287,034
2021	962,330	962,330	3,279,235
2022	934,164	934,164	3,841,197





To date we have
opened over
11,500 files

DHHS Building

12185 James Street Suite 170, Holland



CMH Building, 1111 Fulton, Grand Haven



Action Request



Committee:	Board of Commissioners
Meeting Date:	12/14/2021
Requesting Department:	Ottawa County Corporation Counsel
Submitted By:	Regina MacMillan
Agenda Item:	Ottawa County Corporation Counsel 2021 Annual Report

Suggested Motion:

To receive for information the Ottawa County Corporation Counsel 2021 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: *John Su*

Committee/Governing/Advisory Board Approval Date:

2021 Annual Report Corporation Counsel



Presented to:

**Ottawa County
Board of Commissioners
December 14, 2021**

Annual Report

Ottawa County Corporation Counsel Office

I. **Office Overview:** This is likely to be a year in which the Board of Commissioners will consider appointment of a new Corporation Counsel. And, the past year has been a year of much community focus and criticism of Corporation Counsel. For both of those reasons, it is important for us to focus this year's report on a consideration of the primary role of a Michigan county corporation counsel:

“Ottawa County’s Corporation Counsel’s fundamental role is to provide objective, professional, accurate legal advice to all officers, departments and funded units irrespective of Counsel’s personal opinions on any matter most acutely those of religion, politics and community dispute.”

This definition is not as obvious or as easy to administer as it seems. Many lawyers color their opinions by their personal beliefs or prejudices and it is tempting for any lawyer to do so because the position is one of influence over the formation of policy positions. Fealty in objectivity is often not what politicians want in public attorneys anymore. Take Supreme Court justices for instance, Presidents of both parties are proposing not just highly qualified justices, but rather justices that are qualified and are likely to support their political philosophies on certain politically important issues such as abortion. Likewise, it might be easy for a board of commissioners to desire a corporation counsel who advances its interests at the expense of other county funded operations, such as the Sheriff or courts. However, a good corporation counsel serves the interests of the institution and the law as an institution, irrespective of current affairs.

Perhaps the second most important role of Corporation Counsel is to mediate the conflicting interests of officers in county government.

“Ottawa County Corporation Counsel should counsel officers through inherent conflicts in their duties and performance so that the institution as a whole performs all of its duties effectively.”

Again, this sounds like a platitude and a Polly Anna would deny there is even conflict between—for example--the Public Defender’s Office and Prosecutor’s Office/Sheriff’s Department is not a true conflict because if everyone does their job appropriately, justice will be served. In reality, there is true conflict between zealous representation of individuals in the criminal justice system and zealous prosecution on behalf of the people of the State of Michigan. Corporation Counsel’s responsibilities include not only making sure that county officers are vigorously pursuing their office’s duties, but also are honoring their fiduciary duties to the functioning of the County as a Corporation, including those functions which may have goals that are differing with those of the office.

The third most important duty of a good corporation counsel is to be aware of public interests and without compromising objectivity and fealty to the institution and law, to assist in the accommodation of those interests into the county’s performance.

“Ottawa County Corporation Counsel should assist all county officers in recognizing public interests within the boundaries of their legal responsibilities.”

There has been a lot of talk about accountability of Ottawa County to the public in the past year. There is a false assumption that elected officials are more accountable to the public than appointed officials. This has not been my experience in 41 years of public service. Elected officials tend to be more responsive to the perceived “majority” or “partisan” interests of the public, not necessarily the interests of all constituents. To give an example, appointed county administrators tend to tamp down political controversy in a county by listening to and where possible giving expression to all parts of the community in contrast to elected county executives who have often stoked political divisions and often not served the interests of those who are not

considered to vote for him or her. Also, accountability of appointed and elected officials is not only to the electorate but to the other officers of the County. A good administrator and good corporation counsel can assist county officers in working the interests of other elected and appointed officials and the entire public into their policies. The limited mask mandate was one such policy that reflected the interests of all parties and I can attest that our Health Officer did consider the concerns of the community and the Commissioners' interests and those in our community who do not like masks, in fashioning her limited mask mandate. The Administrator and Corporation Counsel played a role to her as she weighed creation of a policy that met her legal responsibilities and accommodated all community interests to the extent possible. Corporation Counsel's responsibilities are to guide each officer as they fashion their duties to be mindful of the interests of other County officials and the greater community.

Accomplishments:

1. Assisted the Health Department in meeting COVID challenges.
2. Assisted in the development of a multi-county solution for the excess tax foreclosure sale proceeds controversy.
3. Issued opinion letters on the following subjects:
 - (a) Sharing of Health Information from OCSD to CMH Opioid Task Force
Letter to Sheriff Steve Kempker and Lynne Doyle/CMH Director 03/04/21
 - (b) Videotaping of County Funded Workspaces
Letter to Alan Vanderberg/Ottawa County Administrator 03/10/21
 - (c) Charter School Bonding Request
Letter to Ottawa County Board of Commissioners 06/02/21
 - (d) "Resolution to End Enforcement of COVID 19 Orders and Restore Constitutional Freedoms to Ottawa County"
Letter to Ottawa County Board of Commissioners 06/11/21
 - (e) Registration of Material Addressing Nonrecordable Events
Letter to Justin Roebuck, Ottawa County Clerk/Register of Deeds 06/28/21

- (f) Regulation on Disciplinary Restraints and Mask Mandates
Letter to Lisa Stefanovsky/Ottawa County Health Officer 08/23/21
 - (g) Religious Exception to Mask Mandates
Letter to Lisa Stefanovsky/Ottawa County Health Officer 08/23/21
 - (h) Board's Authority Relative to the Health Officer and Mask Mandates
Letter to Roger Bergman/Chair, Ottawa County Board of Commissioners
08/23/21
 - (i) Release of Vaccine Status (Including Waivers) Under FERPA
Letter to Cindy Botbyl, RN BSN Ottawa County Health Department 10/14/21
 - (j) Conflicts of Interest and Ethical Duties of County Lawyers
Letter to Lee Fisher/Ottawa County Prosecutor and Robert Hamilton.
Ottawa County Public Defender 11/15/21
4. Assisted Regina in administering new county contracting system to ensure that the County's corporate approval interests are fully protected.
 5. Counseled the Human Resources Department, Courts and various departments on personnel issues.
 6. Coordinated the County's FOIA responses, including processing general corporate FOIA's and assisting the Sheriff's Office in processing its FOIA's.
 7. Reviewed County and Court contracts to maximize the County's interests and minimize risk.
 8. Drafted a variety of contracts and contract forms and releases for County operations.
 9. Drafted a number of deeds and easements to promote the County's interests.
 10. Regularly met with Kent County's Corporation Counsel to coordinate and network regarding common legal issues and interests.

II. Goals for the Upcoming Year:

- I. Complete a new Job Description for Corporation Counsel and Paralegal in anticipation of my replacement.

2. Develop a transition plan.
3. Document some of my historical knowledge about the evolution of Ottawa County government during the 40 years I have served it.

III. Conclusion

I greatly appreciate working with the Commissioners, John Shay and the trust and confidence you have shown in my work. In the autumn of my career, I am enjoying this unique opportunity to deploy the knowledge I have gained in representing 80 of Michigan's 83 counties over the years and to serve Ottawa County's elected officials, officers, employees and departments on a more personal basis, before problems surface, instead of only after a claim has arisen or a lawsuit filed. I enjoy the character, capabilities and commitment of my co-workers and the elected officials of Ottawa County, and am proud to contribute in this new, more meaningful way to one of the most respected county operations in Michigan.

I also firmly believe that by fulfilling the Office's many roles, I am providing value to the great residents and taxpayers of Ottawa County who inspire our mutual service.

Respectfully,



Douglas W. Van Essen, Corporation Counsel
dvanessen@miottawa.org
12220 Fillmore Street, Room 331
West Olive, Michigan 49460
(616) 738-4861

Action Request



Committee: Board of Commissioners
Meeting Date: 12/14/2021
Requesting Department: Human Resources
Submitted By: Marcie Ver Beek
Agenda Item: Fiscal Services Personnel Request

Suggested Motion:

To approve the request from Fiscal Services to add one, full-time, benefited Provider Compliance and Claims Supervisor at Unclassified, Paygrade 10, at a cost of \$110,732 paid for with Medicaid and grant funds.

Summary of Request:

Fiscal Services has seen a significant increase in workload for the Community Mental Health financial team. Community Mental Health (CMH) recently received a substantial grant to become a Certified Community Behavioral Health Clinic. This change has significantly impacted the billing and claims processes for Fiscal Services at CMH.

In order to ensure that staff are credentialed according to grant requirements and that services are being billed and paid in a timely manner, Fiscal Services requests the following additional position:

1. Add 1 Provider Compliance and Claims Supervisor at a 1.0 FTE at a cost of \$110,732.

This position will be funded by Medicaid and grant funds.

Financial Information:

Total Cost: \$110,732.00	General Fund Cost: \$0.00	Included in Budget:	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A
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If not included in budget, recommended funding source:

Budget amendment in progress

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

Action is Related to Strategic Plan:

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

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

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

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

Administration: Recommended Not Recommended Without Recommendation
County Administrator: *John Su*

Committee/Governing/Advisory Board Approval Date: 12/08/2021

Finance and Administration Committee



COUNTY OF OTTAWA

New Position Request Form

Please print form and return to the Human Resources Department

DEPARTMENT: Fiscal Services DATE REQUESTED: 11/24/21

POSITION TITLE: Provider Compliance & Claims Supervisor ORG CODE: 1910 (paid for from C)

DATE NEEDED ASAP

CHECK ONE: Full-Time Benefitted

Part-Time Benefitted

New Position → Number of hours per week requested: _____

Expansion of Existing Hours → From: _____ To: _____ hrs/week

Non-Benefitted, Temporary → Duration of Temporary Position: _____

New Position → Number of hours per week requested: _____

Expansion of Existing Hours - please refer to the attached schedule to make this request

GENERAL INFORMATION:

1. Bargaining Unit/Benefit Group: Unclassified

2. Pay Grade: U-4

3. Does a current job description exist? Yes No

If no, please attach a one-page, proposed job description and a description of anticipated duties to this form.

4. Justification for establishing this additional position. Please explain rationale for requesting this position including background for this position, additional workload in department that needs to be covered, where is the additional funding for this position coming from, as well as the impact to the department. Please limit your response to a maximum of one page, double spaced.

See attached.

COST INFORMATION:

Additional source of revenue (in percentage) to support this position. medicaid funding/rates

Provide the revenue line to be amended if this position is approved: 64911000 517005

Estimated salary cost (including for the budget year: _____) (department to request amount from H/R)

Estimated fringe benefit cost for the budget year: _____ (department to request amount from H/R)



COUNTY OF OTTAWA

New Position Request Form

Please print form and return to the Human Resources Department

List all additional items associated with this position, including equipment, office modifications, vehicle costs, etc. List as follows: Item description, cost estimate, and justification for additional equipment.

We will need a new laptop, telephone, and miscellaneous office supplies.

Additional information:

- **For all approved positions:** the costs associated with this position (revenue, salary, fringe benefits, & equipment) will be entered by Fiscal Services into your budget if the position is approved. The department will not be responsible for this portion of the budget entry.
- Please include all position information on this form and attachments (as noted above). The justification that you submit for this position request should be well thought out and articulated in a way that the committee members who may not be familiar with day to day activities of your area can understand the information you provide. **Please remember to keep the justification to a maximum of one page.**

SIGNED: _____

DATE: _____

BUDGET DATA: _____

Fiscal Services Department Use Only

CONTROL #: _____

Fiscal Services Department Use Only

Prior to the CCBHC grant, Community Mental Health provided most services via through vendor contracts. Financially, this means that Fiscal Services staff set up contracts/rates, review claims for services, and pay vendors within the limits of the capitated system.

With the new grant, Community Mental Health (CMH) staff will be directly caring for consumers in a fee for service pay structure. Billing for services requires that CMH professionals are credentialed to bill private insurance companies, Medicaid and Medicare. The grant did fund a Claims and Billing Clerk position, but we planned to have the current Provider Compliance and Claims Supervisor oversee the position.

Although the grant is still in the early stages, we have realized that this is too much for one supervisor.

With this proposal we request authorization to add a second Provider Compliance and Claims Supervisor position. This will allow the current supervisor to focus on helping vendors submit clean claims that can be paid timely.

The second (new) position will make sure that staff are credentialed, we are billing services, and being paid timely.



Provider Compliance and Claims Supervisor

Class Code:
2033

Bargaining Unit: Unclassified

OTTAWA COUNTY
Established Date: Oct 26, 2021
Revision Date: Oct 26, 2021

SALARY RANGE

\$0.00 Hourly
\$0.00 Annually

JOB DESCRIPTION:

Under general supervision of the CMH Financial Manager, works with Community Mental Health to ensure proper claims and billing compliance and oversees the integrity of the electronic health record. Directly supervises the Claims and Billing Clerk.

ESSENTIAL JOB FUNCTIONS:

The essential functions of this position include, but are not limited to, the following:

1. Develops, documents, and manages the claims cycle processing, policies, and procedures.
2. Manages the claims submission and vendor payment process.
3. Directs the billing function for internally rendered services.
4. Coordinates and verifies contractual requirements within the electronic health record.
5. Administers a central claim help desk for third-party vendors and contract agencies.
6. Trains and assists contract agencies on billing best practices and how to properly bill CMH for reimbursement. Including public presentations at the Provider Network Council meetings.
7. Evaluates outside agency providers for contractual financial compliance and compiles reports to assist in decision making.
8. Oversees credentialing of internal providers and maintains active status with participating third-party agencies.
9. Participates in the establishment, implementation, and revising of policies, standards, procedures, and practices. Administers policies and procedures for; participates in hiring and termination of; provides training, schedules and work direction for; coaches; and fulfills other supervisory functions for subordinate employees.
10. Performs other functions as assigned.

REQUIRED EDUCATION, TRAINING AND EXPERIENCE:

Bachelor's degree from an accredited institution in accounting, finance, public finance or closely related field combined with two (2) years of progressively responsible experience in claims processing management, including one (1) year experience supervising or managing employees; or an equivalent combination of education and experience.

ADDITIONAL REQUIREMENTS AND INFORMATION:

Required Knowledge and Skills:

1. Thorough working knowledge of Medicaid, Medicare, and primary payor guidelines.
2. Proficient knowledge of ICD10 coding and billing, including but not limited to applicable modifiers, rounding rules, and documentation standards.
3. Excellent computer skills, including a thorough working knowledge of word processing, spreadsheet, database management, and electronic health records.
4. Good analytical, quantitative and critical thinking skills, along with good organizational and leadership skills.
5. Thorough understanding of confidentiality and consumer rights to privacy issues, including HIPAA provisions.
6. Attention to detail.
7. Good verbal and written communication skills, along with good interpersonal and human relation skills.
8. Ability to interact positively and objectively with directors, managers, employees, auditors, regulatory and funding agency staff, vendors, contractors, consultants, and members of the general public from a wide range of cultural and socio-economic backgrounds.

Physical Requirements:

Must be able to perform essential job functions with or without reasonable accommodations, including, but not limited to, visual and/or audiological appliances and devices to increase mobility.

Working Conditions:

Work is performed in a normal office environment.

2022 Estimated Costs per Deductions			
Employee Costs			
Provider Compliance and Claims Supervisor			
Paygrade 10, Step 4			
FTE	Wages	Benefits	TOTAL COST
1.0000	64,942.18	45,790.73	110,732.91

Action Request

Electronic Submission – Contract # 1400



Committee: BOARD OF COMMISSIONERS

Meeting Date: 12/14/2021

Vendor/3rd Party: BILL AND BEA IDEMA FOUNDATION

Requesting Department: PARKS AND RECREATION

Submitted By: JASON D SHAMBLIN

Agenda Item: GRANT AGREEMENT OTTAWA SANDS COUNTY PARK

Suggested Motion:

To approve and authorize the Board Chairperson and Clerk/Register to sign the four-way grant agreement with the Bill and Bea Idema Foundation, Ottawa County Parks Foundation and the Ottawa County Parks Commissions for the financial support for the Ottawa Sands Master Plan which would offset the development cost needed to construct infrastructure to the already funded Idema Explorers Camp (Treehouse Village and Yurt Village) and to approve the naming of the Ottawa Sands Greenway Camping Area the "Idema Explorers Camp".

Summary of Request:

Staff have been collaborating with the Ottawa County Parks Foundation on a funding proposal that would offset the estimated development costs of various phases of the Ottawa Sands Master Plan (see attached drawing and cost estimate). The attached Grant Agreement will allow the unique development of Ottawa Sands and the Grand River Greenway for the residents of Ottawa County.

This \$2.5 Million proposal would provide improved park access, including paved drives and parking, the initial development of a Welcome Center/Camp Office, and development of a non-motorized universally accessible kayak launch.

The proposal also provides the infrastructure needed for the construction of the Idema Explorers Camp (Treehouse Village and Yurt Village \$980,000) which Parks staff have already successfully secured the private funds needed for construction and are held at the Ottawa County Parks Foundation.

Financial Information:

Total Cost: \$3,480,000.00

General Fund Cost: \$0.00

Included in Budget: No

If not included in Budget, recommended funding source:

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

Action is Related to Strategic Plan:

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

Objective:

Administration:

Recommended by County Administrator:

Committee/Governing/Advisory Board Approval Date: FINANCE AND ADMINISTRATION: 12/8/2021

GRANT AGREEMENT

BILL AND BEA IDEMA FOUNDATION

This Agreement dated _____, 2021, is between BILL AND BEA IDEMA FOUNDATION (“**Foundation**”), a Michigan nonprofit corporation, 150 Ottawa Avenue NW, Suite 1500, Grand Rapids, Michigan 49503, OTTAWA COUNTY PARKS FOUNDATION, INC. (“**Grantee**”), PO Box 314, West Olive, Michigan 49460, and OTTAWA COUNTY .

Foundation has approved a grant to Grantee of Two Million Five Hundred Thousand Dollars (\$2,500,000) to fund the Idema Explorers Camp Access and Improvement Project at Ottawa Sands Park as described in the proposal dated September 20, 2021, delivered to Foundation trustee E. Joyce Versluis (the “**Project**”). The following terms and conditions apply to this grant:

1. **Use of Funds.** This grant is made specifically and exclusively to fund the Project. Grantee may expend the grant funds for no other purpose.

2. **Payment Schedule.** Foundation shall make a payment of no less than \$1,250,000 in partial satisfaction of the grant in calendar year 2022 and shall pay the remaining unpaid amount, if any, in calendar year 2023.

3. **Return of Funds.** Grantee must return to Foundation any funds Grantee receives from Foundation that are not expended for the purposes of the Project within 36 months of Grantee’s receipt of such funds from Foundation.

4. **Recognition.** In recognition of this grant Grantee and County will cause appropriate portions of the Project to bear the name “Idema Explorers Camp” and to be referred thereafter as such.

5. **Reports.** In the springtime of year 2025 on or before May 31, 2025, Grantee will provide Foundation with a written report on the Project’s status. Grantee will provide the Foundation with such other periodic Project status reports as the Foundation requests. The foregoing required written report must include: (1) a detailed description of the entire Project as completed through the date of the report and (2) a financial accounting of how Project funds have been spent.

6. **Publicity.** Grantee and County may disclose or use Foundation’s name in connection with any announcements or statements made with respect to the Project without Foundation’s prior consent. Grantee and County will cause Foundation’s support of the Project to be recognized as Grantee or County deems appropriate in announcements made with respect to the Project.

7. **Reliance.** Foundation understands that Grantee, County, and other donors who may support the Project will rely on this grant in completing and funding the Project and that Grantee thus may enforce Foundation's pledge to make this grant.

8. **Participation in Legal Proceeding and Actions.** Although the Michigan Attorney General is a necessary party in any legal proceeding or action to enforce, construe, or modify this Agreement, Grantee, County and Foundation agree that each shall have independent standing to undertake or participate in a legal proceeding or action to enforce, construe, or modify this Agreement and that each shall be an interested person in any such legal proceeding or action entitled to notice of the commencement thereof.

9. **Amendment.** The Agreement may be amended only by written instrument signed by authorized individuals on behalf of Foundation, Grantee, and County.

BILL & BEA IDEMA FOUNDATION

OTTAWA COUNTY

By _____
Jeffrey B. Power
Its Secretary

By _____
County Board Chair

And by _____
County Clerk/Register

OTTAWA COUNTY PARKS FOUNDATION, INC.

By _____
Its President

OTTAWA COUNTY PARKS AND RECREATION COMMISSION

By Kelly N. Rice
Its President

22633603



SITE MASTER PLAN

miOTTAWA SANDS PARK
DECEMBER 2, 2020





LEGEND

- | | |
|---|---|
| A CONSTRUCTED DUNAL WET PRAIRIE AND MARSH (+/- 18 AC.) | J NON-MOTORIZED WATERCRAFT DOCKING AND BF LAUNCH |
| B NON-PAVED NATURE TRAILS | K WELCOME / INFORMATION STATION |
| C PAVED SHARED-USE TRAIL | L RIVER PROMENADE WALK AND TERRACED EDGE |
| D BOARDWALKS AND VIEWING DECKS | M GRAND RIVER AND COASTAL GREENWAY PLAZA AND INTERPRETATION AREA |
| E GREENWAY CAMPGROUND (TENT PLATFORM, TREEHOUSE CABINS AND YURT VILLAGE) | N RIVER OVERLOOK PIERS AND COURTESY DOCKS |
| F RECREATION AREA BEACH | O PARK MAINTENANCE FACILITY |
| G MULTI-PURPOSE RECREATION PAVILION WITH RESTROOMS | P PENINSULA SHADE PAVILION |
| H NATURE PLAY / DISCOVERY AREA | Q EVENT PAVILION WITH RESTROOM AND GREEN ROOF TERRACE |
| I BOATING CENTER WITH CANOE AND KAYAK RENTAL | R OPEN LAWN AREA (+/- 2 AC.) |
| | S ENHANCED LANDFORM BUFFERS |

miOTTAWA
SANDS PARK
 DECEMBER 2, 2020

0 82 164 246
 MASTER PLAN ENLARGEMENT



Ottawa County Parks & Recreation Commission



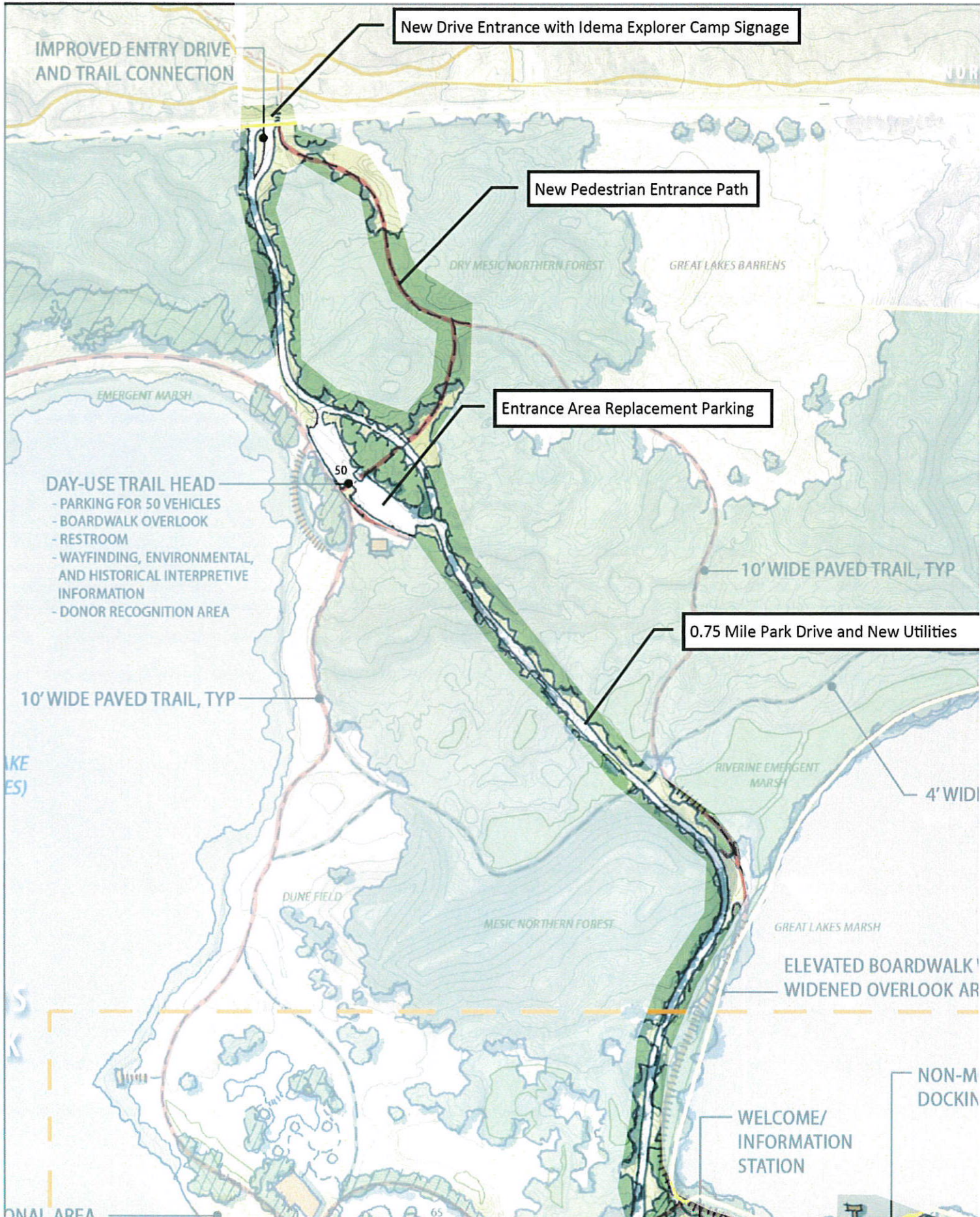
EGLE



Project Area



Project Area Enlargement



Cost Estimate

**Idema Explorers Camp Access & Improvement Project
at Ottawa Sands
September 20, 2021**



Master Plan Phase	Cost Estimates		
	Master Plan Total	Original Idema Explorers Camp Gift*	Current Idema Proposal Total
Day-Use Trailhead/Lake Loop	\$2,543,812	\$0	\$457,648
Entry-Drive/Shared-Use Trail/Sag Access	\$2,297,739	\$0	\$970,182
Idema Explorers Camp (Yurt & Treehouse Village)	\$2,418,080	\$980,000	\$1,072,657
Totals	\$7,259,631	\$980,000	\$2,500,487

*2020 gift received for yurt and treehouse villages

Additional Master Plan Phases not in Proposal	
Open Lawn Area/South Nature Trails	\$1,620,623
Riverfront Promenade	\$6,574,228
Dunal Wet Prairie & Marsh	\$2,991,536
Recreation Area	\$2,892,078
Nature-Based Play	\$650,000
Coastal Greenway Trail	\$1,332,913
Additional Phases Total	\$16,061,379

Project Elements

Idema Explorers Camp Access & Improvement Project
at Ottawa Sands
September 20, 2021



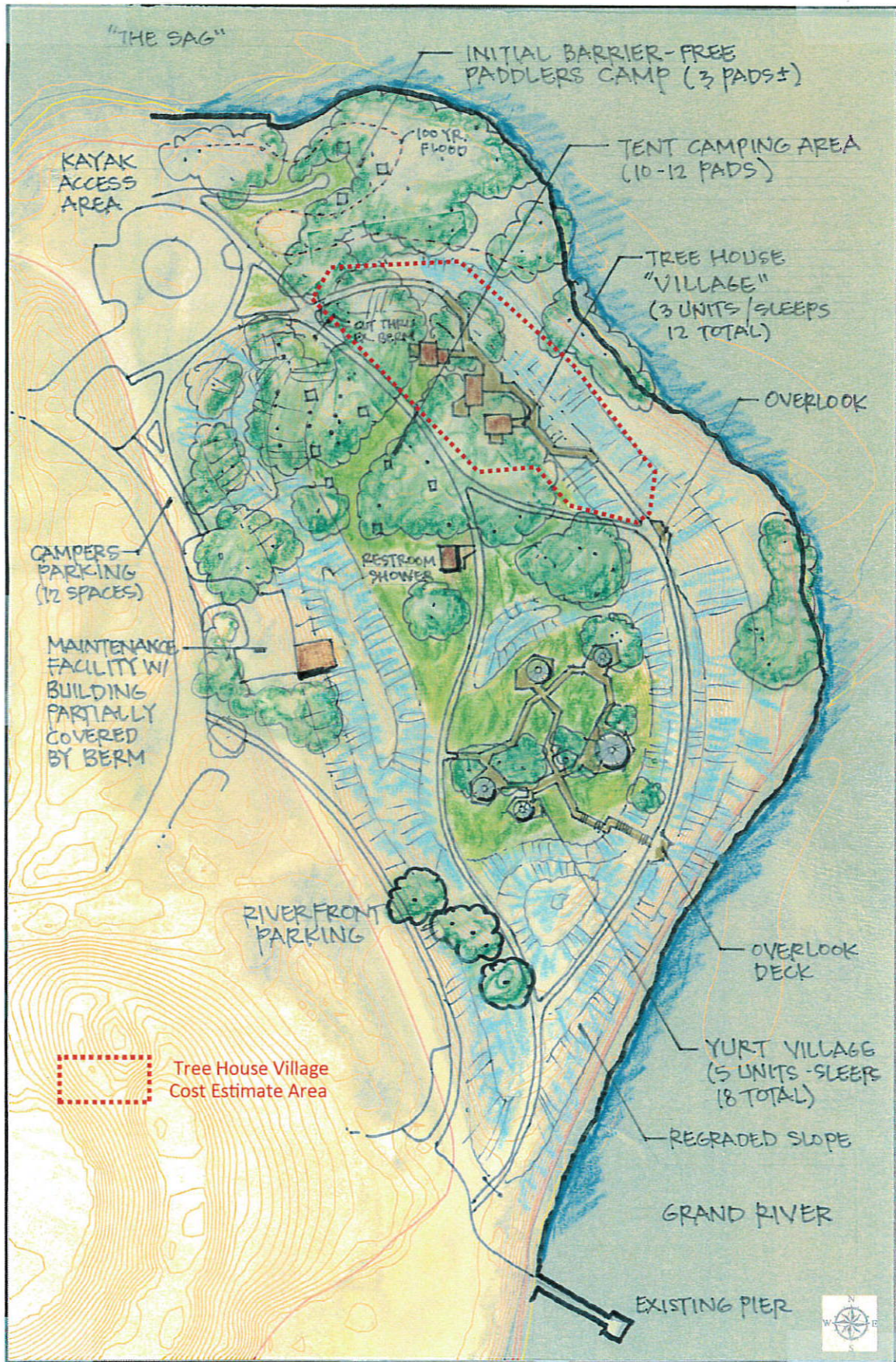
Proposed Project Element	Description
General Site Work	Site preparation, removals, earthwork, and soil erosion controls
Drives & Parking	+/- 0.75 mile long entrance road, +/- 75 parking spaces
Utilities	Water, electricity, on-site or public sanitary sewer
Buildings	Welcome center/camping office, camping restroom/shower building
Amenities	Paved and crushed stone walkways, kayak launch, tent pads, river overlooks, benches, bike racks, litter receptacles, entrance and operational signage
Restoration and Landscaping	Seeding, native plantings, trees
Professional Services	Surveying, permitting, engineering, design, bidding, and construction administration



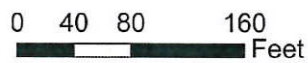
Proposed Treehouse Village

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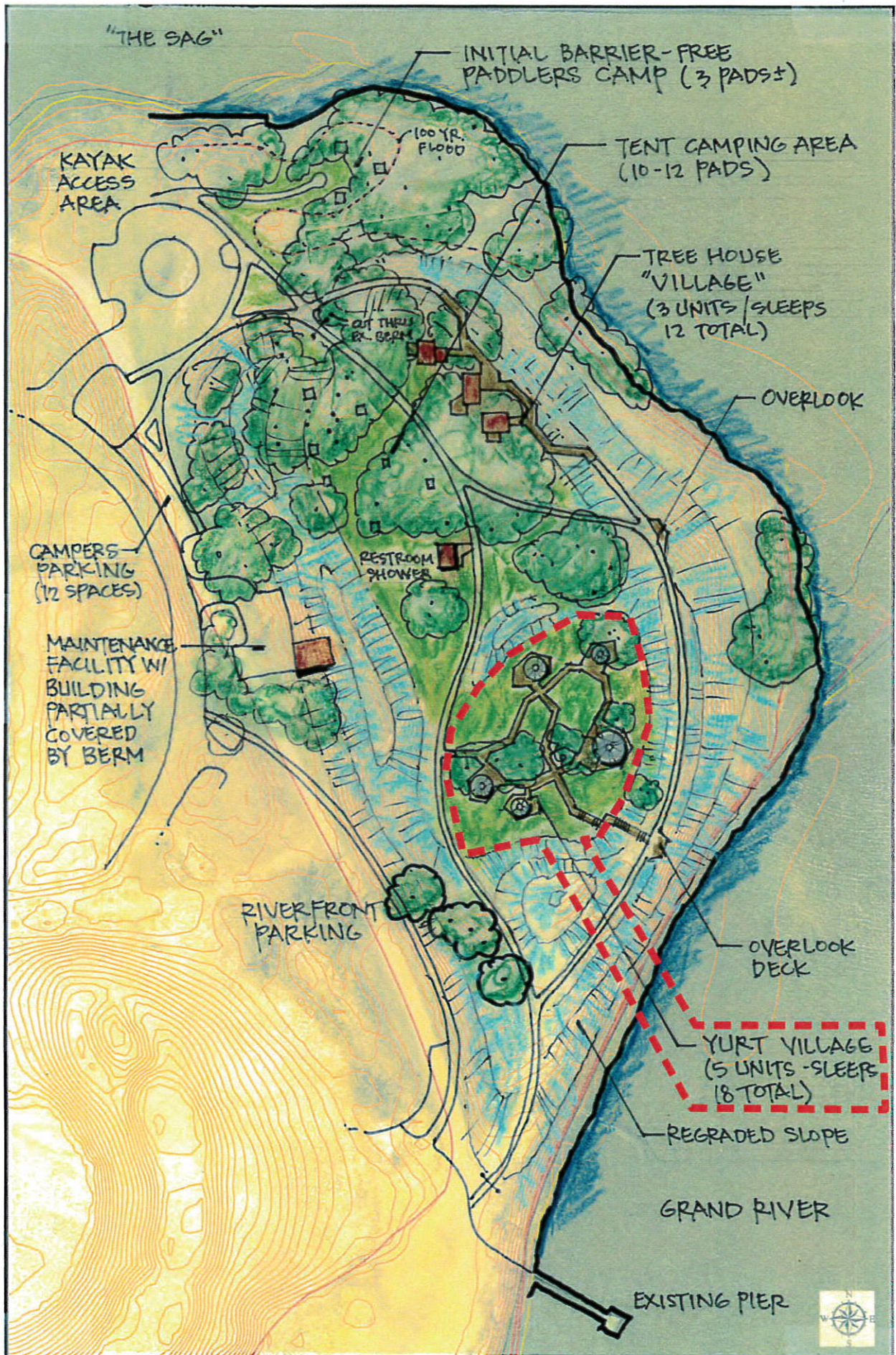


Greenway Camping Concept
 Ottawa Sands County Park

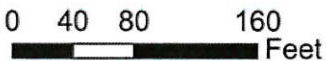


Ottawa County Parks & Recreation Commission


Preliminary Estimated Cost for the:			 Ottawa County Parks & Recreation Commission	
Ottawa Sands Tree House Village				
Ferrysburg, Michigan				
February 5, 2021				
<u>Item</u>	<u>Quantity</u>	<u>Units</u>	<u>Unit Cost</u>	<u>Total</u>
Tree House Village				
Site Preparation and Grading	1	LS	\$25,000.00	\$25,000.00
Crushed Stone Path	200	LF	\$40.00	\$8,000.00
On-grade Boardwalk	50	LF	\$75.00	\$3,750.00
Raised Boardwalk (high)	200	LF	\$250.00	\$50,000.00
Raised Wood Steps	60	LF	\$325.00	\$19,500.00
Shared Deck Areas	400	SF	\$40.00	\$16,000.00
Small Tree House w/ utilities	1	EA	\$80,000.00	\$80,000.00
Mid-sized Tree House w/ utilities	1	EA	\$115,000.00	\$115,000.00
Large Tree House w/ utilities	1	EA	\$150,000.00	\$150,000.00
Signage	1	LS	\$2,100.00	\$2,100.00
Restoration	1	LS	\$25,000.00	\$25,000.00
Construction Subtotal				\$461,350.00
Contingency (10%)				\$46,135.00
Topographic and Tree Survey				\$4,500.00
Professional Fees @ 15%				\$69,202.50
GRAND TOTAL				\$581,187.50



Greenway Camping Concept - December 4, 2020
 Ottawa Sands County Park



Ottawa County Parks & Recreation Commission

Preliminary Estimated Costs for the:			 Ottawa County Parks & Recreation Commission		
Ottawa Sands Yurt Village					
Ferrysburg, Michigan					
December 4, 2020					
	<u>Item</u>	<u>Quantity</u>	<u>Units</u>	<u>Unit Cost</u>	<u>Total</u>
	Turnpike Trail or On-grade Bwlk. (5' wide)	425	LF	\$75.00	\$31,875.00
	Raised Boardwalk (low)	20	LF	\$200.00	\$4,000.00
	Raised Wood Steps	20	LF	\$325.00	\$6,500.00
	16' Yurt on platform *	2	EA	\$40,000.00	\$80,000.00
	20' Yurt on platform *	2	EA	\$55,000.00	\$110,000.00
	30' Yurt on platform w/ bathroom*	1	EA	\$70,000.00	\$70,000.00
	Fire Pit patio	1	LS	\$10,000.00	\$10,000.00
	Signage	1	LS	\$1,500.00	\$1,500.00
	Restoration	1	LS	\$5,000.00	\$5,000.00
	Construction Subtotal				\$318,875.00
	Contingency (10%)				\$31,887.50
	Topographic and Tree Survey				\$1,500.00
	Professional Fees @ 15%				\$47,831.25
	TOTAL				\$400,093.75

* All yurt costs include electricity and running water, furnishings, and heat (operational season to be determined)



miOTTAWA SANDS PARK

DECEMBER 2, 2020





LEGEND

- | | |
|---|---|
| A CONSTRUCTED DUNAL WET PRAIRIE AND MARSH (+/- 18 AC.) | J NON-MOTORIZED WATERCRAFT DOCKING AND BF LAUNCH |
| B NON-PAVED NATURE TRAILS | K WELCOME / INFORMATION STATION |
| C PAVED SHARED-USE TRAIL | L RIVER PROMENADE WALK AND TERRACED EDGE |
| D BOARDWALKS AND VIEWING DECKS | M GRAND RIVER AND COASTAL GREENWAY PLAZA AND INTERPRETATION AREA |
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| G MULTI-PURPOSE RECREATION PAVILION WITH RESTROOMS | P PENINSULA SHADE PAVILION |
| H NATURE PLAY / DISCOVERY AREA | Q EVENT PAVILION WITH RESTROOM AND GREEN ROOF TERRACE |
| I BOATING CENTER WITH CANOE AND KAYAK RENTAL | R OPEN LAWN AREA (+/- 2 AC.) |
| | S ENHANCED LANDFORM BUFFERS |



MASTER PLAN ENLARGEMENT

miOTTAWA
SANDS PARK
 DECEMBER 2, 2020



Ottawa County Parks & Recreation Commission

VIRIDIS
 Design Group



Project Area



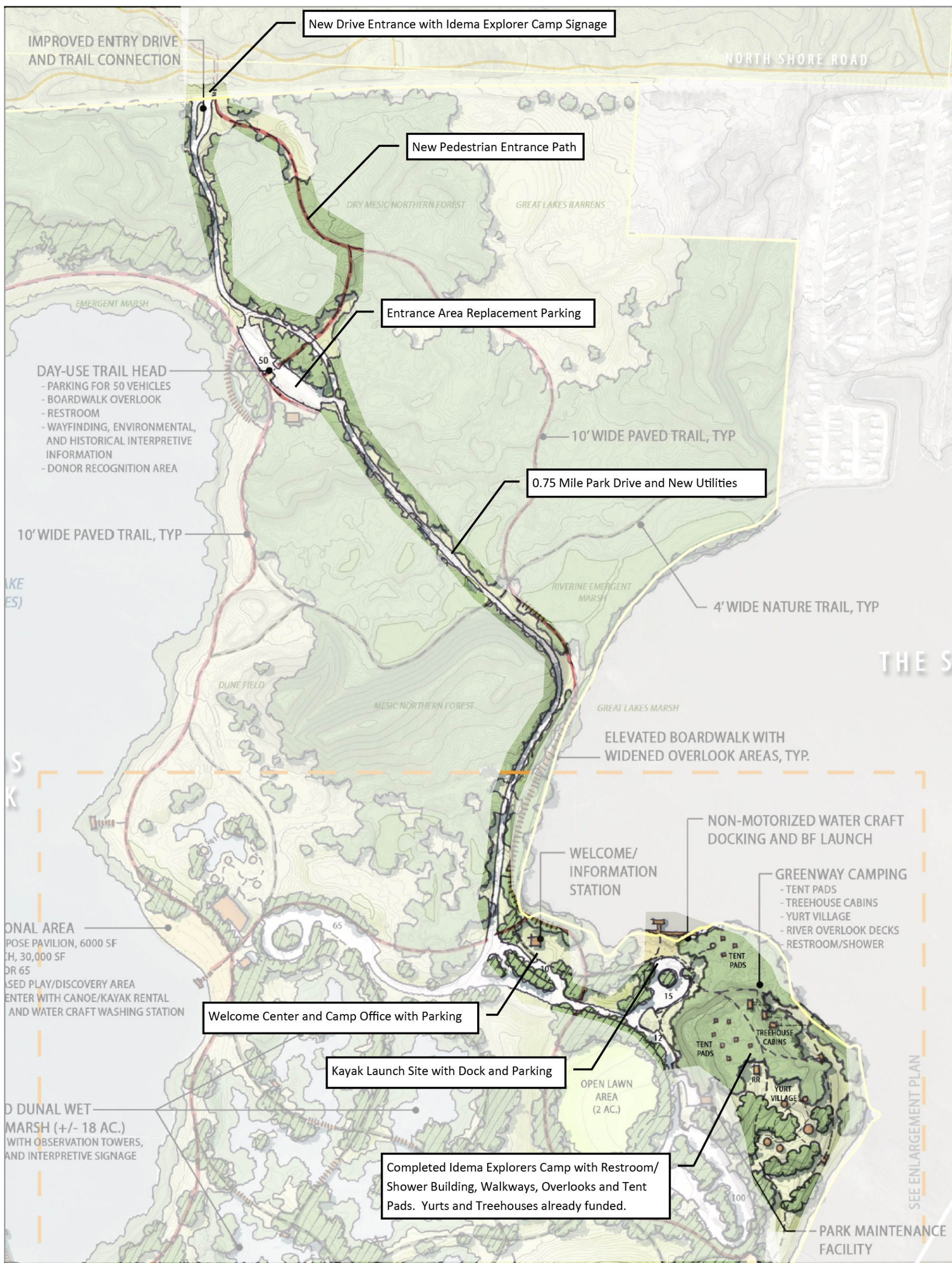
miOTTAWA SANDS PARK
DECEMBER 2, 2020



Idema Explorers Camp Access & Improvement Project at Ottawa Sands

September 20, 2021

Project Area Enlargement



Idema Explorers Camp Access & Improvement Project at Ottawa Sands

September 20, 2021

Cost Estimate

Idema Explorers Camp Access & Improvement Project at Ottawa Sands September 20, 2021



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Recreation Area	\$2,892,078
Nature-Based Play	\$650,000
Coastal Greenway Trail	\$1,332,913
Additional Phases Total	\$16,061,379

Project Elements

**Idema Explorers Camp Access & Improvement Project
at Ottawa Sands
September 20, 2021**



Proposed Project Element	Description
General Site Work	Site preparation, removals, earthwork, and soil erosion controls
Drives & Parking	+/- 0.75 mile long entrance road, +/- 75 parking spaces
Utilities	Water, electricity, on-site or public sanitary sewer
Buildings	Welcome center/camping office, camping restroom/shower building
Amenities	Paved and crushed stone walkways, kayak launch, tent pads, river overlooks, benches, bike racks, litter receptacles, entrance and operational signage
Restoration and Landscaping	Seeding, native plantings, trees
Professional Services	Surveying, permitting, engineering, design, bidding, and construction administration

GREENWAY CAMPING



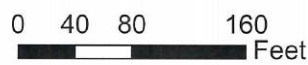
Idema Explorers
Yurt Village


Proposed
Treehouse Village

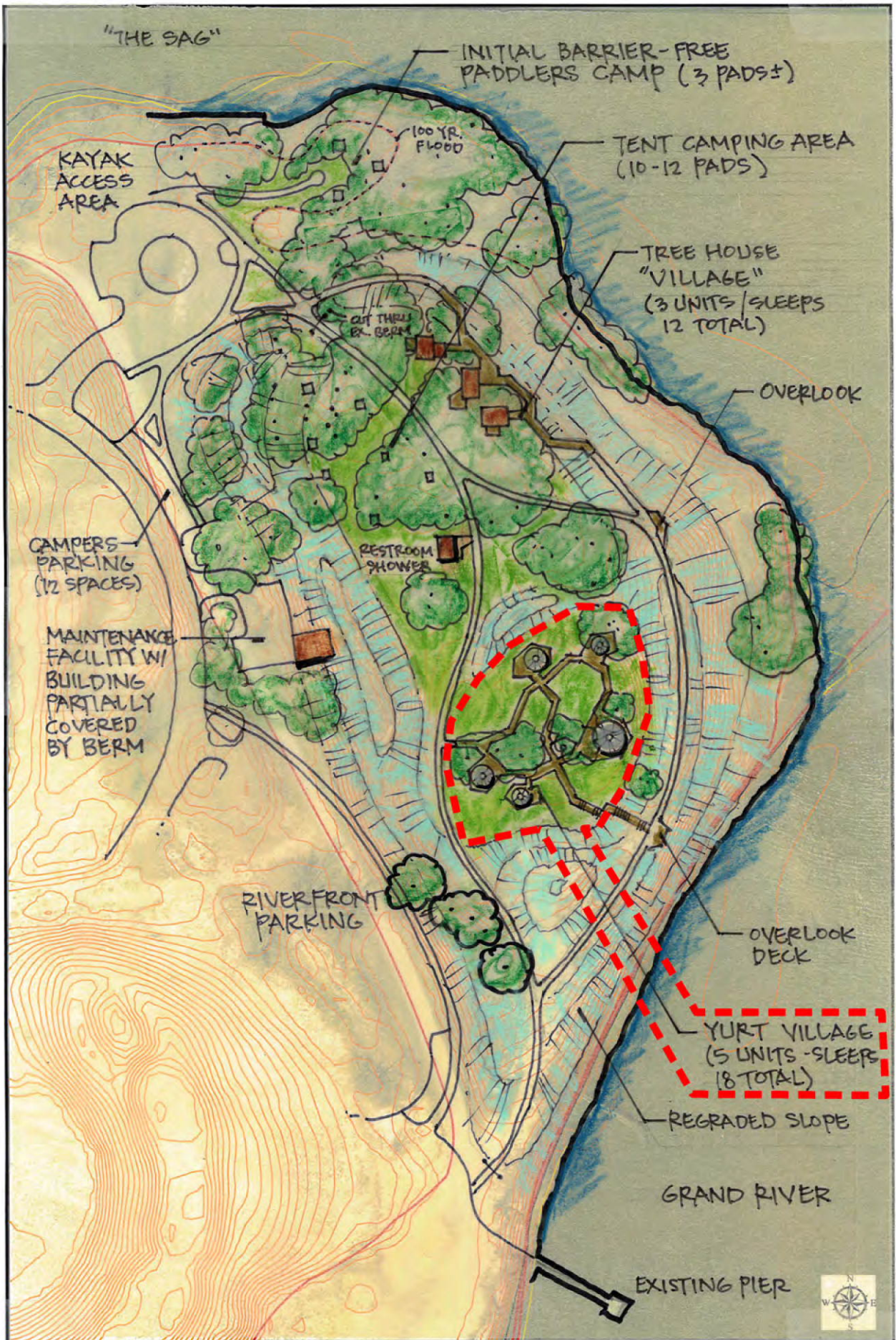
VIPPS



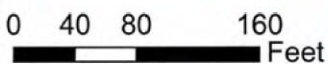
Greenway Camping Concept
 Ottawa Sands County Park




Preliminary Estimated Cost for the:			 Ottawa County Parks & Recreation Commission	
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Ferrysburg, Michigan				
February 5, 2021				
<u>Item</u>	<u>Quantity</u>	<u>Units</u>	<u>Unit Cost</u>	<u>Total</u>
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Crushed Stone Path	200	LF	\$40.00	\$8,000.00
On-grade Boardwalk	50	LF	\$75.00	\$3,750.00
Raised Boardwalk (high)	200	LF	\$250.00	\$50,000.00
Raised Wood Steps	60	LF	\$325.00	\$19,500.00
Shared Deck Areas	400	SF	\$40.00	\$16,000.00
Small Tree House w/ utilities	1	EA	\$80,000.00	\$80,000.00
Mid-sized Tree House w/ utilities	1	EA	\$115,000.00	\$115,000.00
Large Tree House w/ utilities	1	EA	\$150,000.00	\$150,000.00
Signage	1	LS	\$2,100.00	\$2,100.00
Restoration	1	LS	\$25,000.00	\$25,000.00
Construction Subtotal				\$461,350.00
Contingency (10%)				\$46,135.00
Topographic and Tree Survey				\$4,500.00
Professional Fees @ 15%				\$69,202.50
GRAND TOTAL				\$581,187.50



Greenway Camping Concept - December 4, 2020
 Ottawa Sands County Park



Preliminary Estimated Costs for the:			 Ottawa County Parks & Recreation Commission	
Ottawa Sands Yurt Village				
Ferrysburg, Michigan				
December 4, 2020				
<u>Item</u>	<u>Quantity</u>	<u>Units</u>	<u>Unit Cost</u>	<u>Total</u>
Turnpike Trail or On-grade Bwlk. (5' wide)	425	LF	\$75.00	\$31,875.00
Raised Boardwalk (low)	20	LF	\$200.00	\$4,000.00
Raised Wood Steps	20	LF	\$325.00	\$6,500.00
16' Yurt on platform *	2	EA	\$40,000.00	\$80,000.00
20' Yurt on platform *	2	EA	\$55,000.00	\$110,000.00
30' Yurt on platform w/ bathroom*	1	EA	\$70,000.00	\$70,000.00
Fire Pit patio	1	LS	\$10,000.00	\$10,000.00
Signage	1	LS	\$1,500.00	\$1,500.00
Restoration	1	LS	\$5,000.00	\$5,000.00
Construction Subtotal				\$318,875.00
Contingency (10%)				\$31,887.50
Topographic and Tree Survey				\$1,500.00
Professional Fees @ 15%				\$47,831.25
TOTAL				\$400,093.75

* All yurt costs include electricity and running water, furnishings, and heat (operational season to be determined)

Action Request



Committee: Board of Commissioners

Meeting Date: 12/14/2021

Requesting Department: Parks and Recreation

Submitted By: Jason Shamblin

Agenda Item: Coastal Zone Management Grant Application FY2023

Suggested Motion:

To approve and authorize the Board Chairperson and Clerk/Register to sign the Resolution for the Michigan Coastal Zone Management (CZM) program for funding assistance to construct a kayak launch and supporting facilities at Ottawa Sands.

Summary of Request:

In accordance with the Ottawa County Parks capital improvement plan, staff is preparing for a potentially significant development project at Ottawa Sands over the next 2-3 years. It is hoped that several components from the Ottawa Sands Master Plan will be able to be included in this project, which would greatly improve public access to the park, especially for those with limited mobility.

Though this project is still in a preliminary planning phase, it is clear that funding will be needed from a variety of sources. This likely will include funding from the Parks Millage, Ottawa County Parks Foundation and, if possible, public grant sources.

Ottawa Sands is within the "Coastal Zone" boundary and is therefore eligible for Coastal Zone Management (CZM) funding for low-cost construction projects. The CZM program previously funded the Master Plan, and since the proposed Grand River kayak launch at "the Sag" appears to fit within the CZM Public Access Focus Area, staff believes it is worthwhile to submit a CZM Grant Application for Fiscal Year 2023 for the "Ottawa Sands Kayak Launch Project." The kayak launch is currently planned to be included in this initial development phase for Ottawa Sands.

Financial Information:

Total Cost: \$200,000.00	General Fund Cost: \$0	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:

Funding to be leveraged from the Idema Foundation grant and Parks Millage

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

Action is Related to Strategic Plan:

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

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

Administration: Recommended Not Recommended Without Recommendation

County Administrator:

Committee/Governing/Advisory Board Approval Date:

COUNTY OF OTTAWA

STATE OF MICHIGAN

RESOLUTION

At a regular meeting of the Board of Commissioners of the County of Ottawa, Michigan, held at the Fillmore Street Complex in the Township of Olive, Michigan on the 14th day of December, 2021 at 1:30 o'clock p.m. local time.

PRESENT: Commissioners: _____

ABSENT: Commissioners: _____

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

WHEREAS, the Parks and Recreation Commission is committed to providing public access to coastal resources in Ottawa County while also being good stewards of the special natural resource features under its management; and

WHEREAS, the Parks and Recreation Commission adopted the Ottawa Sands Master Plan in January, 2021 which recommended installation of a universally accessible kayak launch and supporting amenities at the Park to provide significantly improved access to the Grand River and Lake Michigan Water Trails; and

WHEREAS, this will be the first accessible kayak launch along the Grand River in the City of Ferrysburg; and

WHEREAS, this will be a critical access for water trail users to Ottawa Sands, which will have amenities such as camping, kayak storage, restrooms, wayfinding, visitor information; and

WHEREAS, the Parks and Recreation Commission desires to construct a universally kayak launch and supporting amenities utilizing funding available from the U.S. Department of Commerce through the Coastal Management Program for its Ottawa Sands Kayak Launch Project; and

WHEREAS, the Parks and Recreation Commission will be responsible for supplying a 50% match (\$100,000 of the \$200,000 total project cost) from the parks millage;

NOW THEREFORE, BE IT RESOLVED that the Ottawa County Board of Commissioners authorizes submittal of the grant application for the Ottawa Sands Kayak Launch Project to the Michigan Coastal Management Program in the amount of \$200,000 and commits that the local match shall be provided if the project is funded.

BE IT FURTHER RESOLVED, that all resolutions and parts of resolutions insofar as they conflict with this Resolution are hereby repealed.

YEAS: Commissioners: _____

NAYS: Commissioners: _____

ABSTENTIONS: Commissioners: _____

RESOLUTION ADOPTED.

Roger A. Bergman
Chairperson, Ottawa County
Board of Commissioners

Justin F. Roebuck
Ottawa County Clerk/Register of Deeds

CERTIFICATION

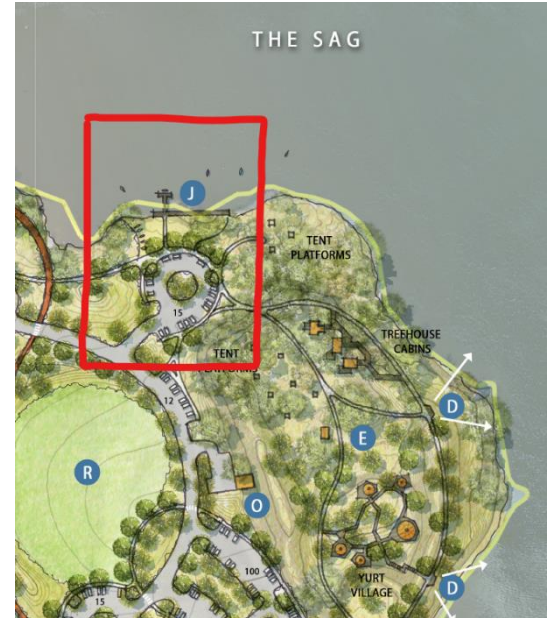
I, the undersigned, duly qualified Clerk of the County of Ottawa, Michigan, do hereby certify that the foregoing is a true and complete copy of a Resolution adopted by the Board of Commissioners of the County of Ottawa, Michigan, at a meeting held on December 8, 2020, the original of which is on file in my office. Public Notice of said meeting was given pursuant to and in compliance with Act No. 267, Public Acts of Michigan, 1976, as amended.

IN WITNESS WHEREOF, I have hereto affixed my official signature this 8th day of December, 2020.

Justin F. Roebuck, Ottawa County Clerk/Register of Deeds

Project: Ottawa Sands CZM Grant FY2023- Kayak Access

- **Parks Initiative:** Lake Michigan Coastal Greenway/Grand River Greenway – Ottawa Sands (background below in *italics*)
- **Estimated Cost:** \$200,000
- **Proposed/Committed Funding:**
 - Ottawa County Parks Millage - \$100,000 (Committed)
 - Coastal Zone Management -\$100,000 (Proposed)
- **Location:** City of Ferrysburg, Ottawa County (Senate District 30, State House District 89)
- **Summary:** This project would seek grant funding through the federal Coastal Zone Management (CZM) program to assist with funding with the proposed kayak access at “the Sag.” The Sag is located on the Grand River. This universally accessible kayak launch will be a key amenity for users of the Idema Explorers Camp. It will include a floating launch dock, shoreline dock, parking lot, kayak storage, and water trail sign. This project aligns with the Public Access Focus Area of the CZM grant program and is therefore being pursued by staff (if approved by the Parks Commission).
- **Status:** Possible Construction in FY 2023. Project in preliminary design.



Ottawa Sands Background Info: *In 2019, Ottawa County Parks completed the purchase of this 345-acre former sand mine with over a mile of Grand River frontage, an 80-acre manmade lake, and critical dune features. The park is situated within a 6-mile corridor of duneland along Lake Michigan, stretching from the north side of the Grand River in Grand Haven to PJ Hoffmaster State Park. In 2021, the Ottawa Sands Master Plan was adopted, and it features several major proposed improvements including paved pathway connections to the regional trail system, a 1.6-mile paved path around the manmade lake, a kayak launch, swimming beach, Greenway Camping (including tent camping, yurts, and tree houses), and water taxi connections to downtown Grand Haven. This project has already attracted significant interest from funders for the Greenway Campground, but several phases need to be completed before the campground can be constructed, including the projects listed in this document. (Located in US District 2, State Senate District 30, State House District 89)*

Action Request



Committee: Board of Commissioners

Meeting Date: 12/14/2021

Requesting Department: Department of Strategic Impact

Submitted By: Paul Sachs

Agenda Item: COVID-19 American Rescue Plan Act Advisory Committee Items

Suggested Motion:

To approve the COVID-19 American Rescue Plan Act Advisory Committee proposed Lenses Project Evaluation, Focus Areas, and Flow Diagram.

Summary of Request:

The COVID-19 American Rescue Plan Act Advisory Committee was appointed by the Board of Commissioners on June 8, 2021 (B/C 21-140). The purpose of the Advisory Committee is to identify needs and assist with developing draft funding priorities. The Advisory Committee as a whole has held 5 meetings since their establishment to reach consensus on funding priorities for the County's expenditure of ARPA dollars. At the Committee's last meeting on November 11, 2021 the following three items were unanimously approved to be forwarded onto the Board of Commissioners for final approval:

- The Lenses for Project Evaluation will be utilized to guide the selection of projects to receive State and Local Financial Recovery Funds (SLFRF).

- The categorized Focus Areas for SLFRF are 1) County Operations; 2) Countywide Broadband; 3) Affordable Housing; 4) Social and Human Service Needs; and 5) Business Stabilization Needs.

- The Project Selection and Funds Distribution Process Flow Diagram identifies the general steps for soliciting, assessing, selecting, funding, and evaluation projects for SLFRF.

[continued on next page]

Financial Information:

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

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

Action is Related to Strategic Plan:

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

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

Administration: Recommended Not Recommended Without Recommendation

County Administrator:

Committee/Governing/Advisory Board Approval Date: 12/08/2021

Finance and Administration Committee

Summary of Request Continued:

Upon final approval of the lenses, priorities, and general ARPA application processes by the Board of Commissioners, the anticipated next actions of the ARPA Advisory Committee are to finalize the recommended application forms and logistics associated with funding distributions and agreement templates with the County for approved projects, along with reporting and accountability requirements.

Ottawa County ARPA Task Force

Lenses for Project Evaluation

These lenses have been developed by the Ottawa County ARPA Task Force as a means to guide its decision-making process for assessing and selecting projects to receive State and Local Financial Recovery Funds (SLFRF). The County received \$56.7M in SLFRF as part of the U.S. Department of Treasury's American Rescue Plan. These funds are intended to provide an infusion of resources to help communities lay the foundation for a strong and equitable recovery from the COVID-19 pandemic.

While the assessment and selection of projects in the County to receive SLFRF are not wholly rigid, the lenses offer the basis for recommendations that facilitate necessary dialog among the Task Force and the Ottawa County Board of Commissioners to ensure the best, most impactful projects are selected from across the County's geographic area. Priorities are placed on projects that not only meet basic eligibility criteria, but those that demonstrate strong community need, provide long-term, transformational impact, and enhance the equitable availability of services to propel Ottawa County forward as a community committed to inclusive, thoughtful, and beneficial opportunities for all.

Lenses for Project Evaluation:

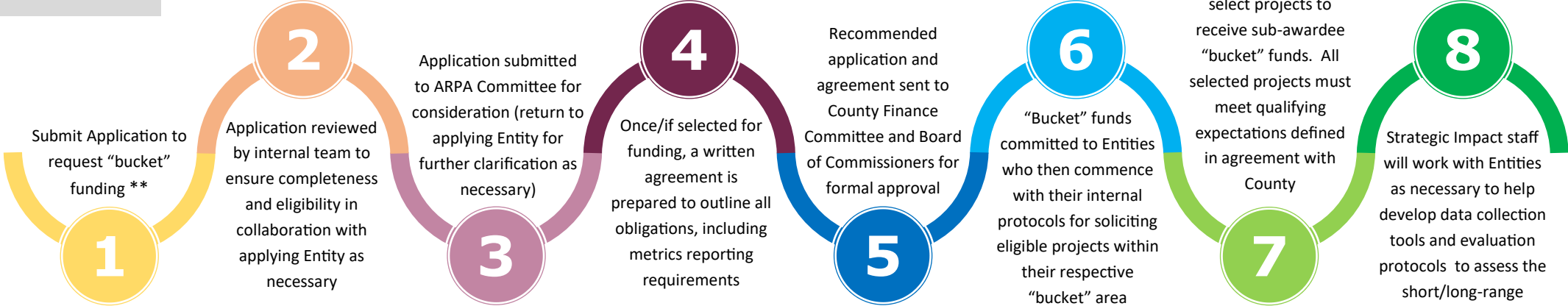
- The project meets known specific eligibility requirements established by the Federal Government
- The project is designed to address a known and demonstrated need
- The project addresses a needed change in societal opportunity and/or eliminates disparities and gaps in opportunities for underserved and underrepresented populations
- The project would not otherwise materialize without a significant infusion of County SLFRF dollars
- The opportunity for the project to sustain itself long-term after the initial infusion of SLFRF dollars is legitimate
- The long-term, transformational impact of the project, including its return on investment based on verified outcome-based results, can be quantified

Updated: 10/18/21

ARPA: State and Local Fiscal Recovery Fund (SLFRF)

Project Selection and Funds Distribution Process (as recommended by County ARPA Advisory Committee)

- ARPA Funding Prioritization Buckets:**
- County Operations -
 - Countywide Broadband -
 - Affordable Housing -
 - Social/Human Services -
 - Business Stabilization-



** Apart from County Operations and Countywide Broadband projects, which will be directly managed by the County, the intent is for a single Entity (e.g. HousingNext, Lakeshore Nonprofit Alliance, Lakeshore Advantage) to submit an Application(s) requesting funds to activate necessary, transformational projects within their respective "bucket" area. If/once awarded project funds, the Entity will then solicit, review, award, and work with the County to distribute funds to eligible, qualifying transformational projects within the targeted "bucket" area. It is anticipated that the amount of funds available within each "bucket" will be flexible based on sector need and/or other funds (e.g. state, federal) that may become available.

Applications submitted for funding within the County Operations "bucket" will not require approval by ARPA Committee. Such requests will proceed direct to creating a written agreement and obtaining formal approval by Board of Commissioners

While the County will assist to market the availability of funds within non-county "buckets", it is ultimately the responsibility of the entity awarded "bucket" funds to solicit qualifying, transformational projects from prospective sub-awardees

Action Request



Committee: Board of Commissioners

Meeting Date: 12/14/2021

Requesting Department: Human Resources

Submitted By: Marcie Ver Beek

Agenda Item: Public Health Personnel Request

Suggested Motion:

To approve the request from Public Health to increase the part-time, non-benefited Environmental Health Specialist position to a full-time, benefited position in Group T at Paygrade 8 at an increased cost of \$64,350.

Summary of Request:

Currently, Ottawa County restaurants are experiencing a labor shortage which has led to increased risk of public health violations occurring and related associated illnesses. Furthermore, due to the ongoing growth in Ottawa County, the number of restaurant establishments renewing their licenses is at an all-time high in 2021.

The FDA and Michigan Accreditation have standards to determine adequate staffing required for food safety programs. Per this standard, Ottawa County is currently operating understaffed, which results in difficulties with talent retainment as well as performance of Food Safety Program evaluations to current standards.

In order to help ensure the Food Safety Program continues to successfully help protect citizens and the local businesses owners from the consequences of food borne illness, Public Health is requesting the following position increase:

1. Increase the current part-time, non-benefited Environmental Health Specialist position from a .48 FTE to a full-time, benefited 1.0 FTE position at an increased cost of \$64,350.

Financial Information:

Total Cost: \$64,350.00	General Fund Cost:	Included in Budget:	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A
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If not included in budget, recommended funding source:

Budget adjustment in process to appropriate funds in the Health Fund

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

Action is Related to Strategic Plan:

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

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

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

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

Administration: Recommended Not Recommended Without Recommendation

County Administrator:

Committee/Governing/Advisory Board Approval Date: 12/08/2021

Finance and Administration Committee

Ottawa County Department of Public Health

2022 New Position Request: Sr. EH Specialist Food Safety Program

November 17, 2021

Executive Summary

- Restaurants are experiencing a labor shortage which has led to increased risk of violations occurring and related associated illnesses.
- Due to the ongoing growth in Ottawa County, the number of establishments renewing their licenses is at an all-time high in 2021.
- The services provided by the Food Safety Team are greatly valued by the industry and outstanding customer service is provided.
- The FDA and Michigan Accreditation have standards to determine adequate staffing required for food safety programs. Per this standard Ottawa County is currently operating understaffed which results in difficulties with talent retainment as well as performance of Food Safety Program evaluations to current standards.
- Request 1.0 FTE EH Specialist (with a portion of the cost to be covered by the elimination of a part-time/unbenefited position, 0.48 FTE) to help ensure the program continues to successfully help protect citizens and the local businesses owners from the consequences of foodborne illness.

Restaurant Staffing & Food Safety Details

A high proportion of food poisoning outbreaks occur as a result of poor food handling practices. Staff training, adequate resources and appropriate management are keys to preventing foodborne illness outbreaks at restaurants.¹

Chipotle suffered from numerous outbreaks caused by Norovirus, Salmonella and E. coli that sickened more than 1,100 people between 2015 and 2018. It was determined that the chain's negligent attitude toward maintaining health standards led to these outbreaks. According to *Jacobin* magazine, Chipotle's restaurants were understaffed and its staff overworked, which lead to frequent violations of food safety codes.²

The restaurant industry is currently experiencing a labor shortage, resulting in fewer staff to complete the work necessary to remain open. Owners report it is difficult to find and hire staff, especially back of the house staff such as cooks and dishwashers. A recent survey from the Michigan Restaurant and Lodging Association (MRLA) confirms 9 in 10 restaurant operators say they do not have enough staff to meet consumer demand. According to Justin Winslow, MRLA President and CEO, "restaurant and hotel operators are trying to meet consumer demand that exceeds 2019 with 100,000 fewer workers".³

Ottawa County restaurants have also been impacted by understaffing and overworked staff. OCDPH Food Safety inspectors have noticed this impact in establishments. Often finding

¹ Deborah A. Clayton, Christopher J. Griffith, Patricia Price & Adrian C. Peters (2002) Food handlers' beliefs and self-reported practices, *International Journal of Environmental Health Research*, 12:1, 25-39, DOI: [10.1080/09603120120110031](https://doi.org/10.1080/09603120120110031)

² Dominko May 24, M. (2021, May 24). *Chipotle workers reveal reasons behind rampant food safety issues*. Eat This Not That. Retrieved November 22, 2021, from <https://www.eatthis.com/news-workers-reveal-reasons-behind-chipotle-food-safety-issues/>.

³ Selasky, S. (2021, August 12). 9 Of 10 Michigan restaurants are short-staffed, most oppose mask mandates, survey shows. *Detroit Free Press*.

Ottawa County Department of Public Health

2022 New Position Request: Sr. EH Specialist Food Safety Program

November 17, 2021

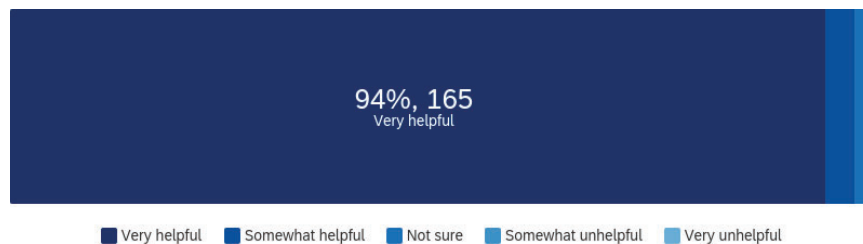
temperature, food handling and cleaning issues in establishments that previously did not. Operators have told inspectors that the issues are caused by understaffed crews as well as new and inexperienced staff coming onboard. This has resulted in longer inspection times, more follow-up inspections, and increased education and outreach activities by OCDPH inspectors.

Even with these challenges, the Ottawa County restaurant industry continues to grow. Plan review applications for new food establishments has continued to grow, with 43 applications received in the last 12 months. 2021 also saw the most food licenses than in any previous years. As the population growth in Ottawa County continues, the number of food service establishments, complaints, and illness investigations will also grow in proportion.

The Food Safety Team have built strong relationships with owner's and have received numerous nominations from the public for the Ottawa County Customer Service Award. A survey is provided to the owner/manager after each inspection to gather feedback on their experience, and 99% find our services helpful and trust us based on survey links offered with each inspection report completed (results below).

OCDPH Restaurant Survey Data

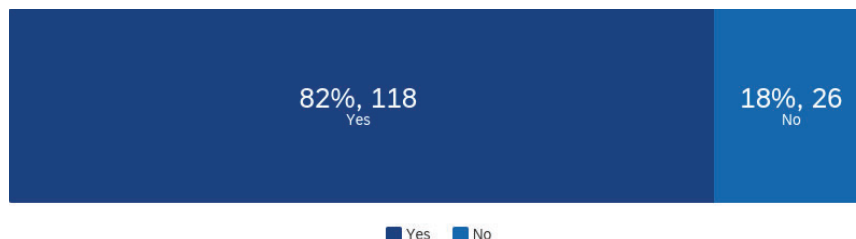
Was the evaluation provided by the Food Safety Team received helpful or unhelpful?



How much do you trust or distrust the Food Safety Team?



Would you like to make a nominate your inspector for an outstanding customer service award?



Ottawa County Department of Public Health

2022 New Position Request: Sr. EH Specialist Food Safety Program

November 17, 2021

Staffing Request

In order to adequately address the issues Ottawa County restaurants are currently facing, best prevent foodborne illness and continue to provide the level of customer service expected additional staff is needed for the OCDPH Food Safety Program.

This is supported by the FDA recommended staffing levels that are established in the National Retail Food Regulatory Program Standards. Per that standard, the FDA requires a staffing level of one FTE per 300 yearly evaluations. Evaluations for the purpose of this calculation include routine evaluations, re-evaluations, complaint investigations, outbreak investigations, follow-up evaluations, risk assessment reviews, process reviews, variance process reviews, and other direct establishment contact time such as on-site training.

$$\begin{aligned} \text{Total FTE} &= \frac{\text{\# of Food Service Evaluations (FSEs) per year}}{300 \text{ FSEs}} \\ \text{FDA Recommended Staffing Level} &= \frac{2400 \text{ FSEs per year}}{300 \text{ FSEs}} \\ &= 8 \text{ FTEs} \end{aligned}$$

Current staff FTE = 5.48 FTE

This equals 438 Food Service Evaluations per FTE

Proposed staff FTE = 6.0 FTE

This equals 400 Food Service Evaluations per FTE

Create 1.0 FTE EH Specialist, with a portion of the cost to be covered by the elimination of a part-time/unbenefited position (0.48 FTE).

To remain fiscally responsible, and due to the current team efficiency, high quality service and compliance with program standards will continue to be met with this increase. This position will provide 6.0 FTEs dedicated to performing food service evaluations. Program evaluation and monitoring of staffing levels will be ongoing to determine if additional action is necessary.



COUNTY OF OTTAWA

New Position Request Form

Please print form and return to the Human Resources Department

DEPARTMENT: Public Health DATE REQUESTED: 11/22/2021

POSITION TITLE: Environmental Health Specialist ORG CODE: 22106021. 691000

DATE NEEDED 1/1/2022

CHECK ONE: Full-Time Benefitted

Part-Time Benefitted

New Position → Number of hours per week requested: _____

Expansion of Existing Hours → From: _____ To: _____ hrs/week

Non-Benefitted, Temporary → Duration of Temporary Position: _____

New Position → Number of hours per week requested: _____

Expansion of Existing Hours - please refer to the attached schedule to make this request

GENERAL INFORMATION:

1. Bargaining Unit/Benefit Group: Group T

2. Pay Grade: Grade 8

3. Does a current job description exist? Yes No

If no, please attach a one-page, proposed job description and a description of anticipated duties to this form.

4. Justification for establishing this additional position. Please explain rationale for requesting this position including background for this position, additional workload in department that needs to be covered, where is the additional funding for this position coming from, as well as the impact to the department. Please limit you response to a maximum of one page, double spaced.

Attached

COST INFORMATION:

Additional source of revenue (in percentage) to support this position. _____

Provide the revenue line to be amended if this position is approved: _____

Estimated salary cost (including for the budget year: _____ (department to request amount from H/R)

Estimated fringe benefit cost for the budget year: _____ (department to request amount from H/R)



COUNTY OF OTTAWA

New Position Request Form

Please print form and return to the Human Resources Department

List all additional items associated with this position, including equipment, office modifications, vehicle costs, etc. List as follows: Item description, cost estimate, and justification for additional equipment.

None, this is a current position (non-benefited, 1000hr position) to be replaced with 1 FTE

All equipment is already purchased.

Additional information:

- **For all approved positions:** the costs associated with this position (revenue, salary, fringe benefits, & equipment) will be entered by Fiscal Services into your budget if the position is approved. The department will not be responsible for this portion of the budget entry.
- Please include all position information on this form and attachments (as noted above). The justification that you submit for this position request should be well thought out and articulated in a way that the committee members who may not be familiar with day to day activities of your area can understand the information you provide. **Please remember to keep the justification to a maximum of one page.**

SIGNED: Adeline Hambley

DATE: 11/22/21

BUDGET DATA: _____
Fiscal Services Department Use Only

CONTROL #: _____
Fiscal Services Department Use Only



Ottawa County
Where You Belong.

Environmental Health Specialist (Food Safety)

Class Code:
2926

Bargaining Unit: Group T

OTTAWA COUNTY
Established Date: Nov 16, 2008
Revision Date: Oct 9, 2018

SALARY RANGE

\$23.32 - \$30.32 Hourly
\$48,499.78 - \$63,057.36 Annually

JOB DESCRIPTION:

Under general supervision of the Environmental Health Team Supervisor, protects public health by inspecting permitted facilities and enforcing federal, state and local food safety and sanitation statutes, rules, regulations and codes. Ensures that food products are produced in a safe and sanitary manner in order to prevent outbreaks of foodborne illnesses. Responds to emergencies and investigates complaints including but not limited to vector control and general sanitation; assists food service establishments in developing plans and procedures to remediate operating and physical site deficiencies and establish and maintain compliance with the US Food and Drug Administration Food Code and the standards of design, construction, and equipment established under the Michigan Food Law Act 92 of 2000. Additional duties include inspection of body art facilities, pools, daycares, and other duties as assigned.

ESSENTIAL JOB FUNCTIONS:

The essential functions of this position include, but are not limited to, the following:

1. Reviews applications for food service licenses and license renewals for food service establishments (operations that store, prepare, package, serve, vend, or otherwise provide food for human consumption); retail grocery and convenience stores (operations that sell or offer to sell food to consumers for off-premises consumption, not including take-out food intended for immediate consumption); charitable organizations or private citizens serving food to the public; and new ownership of a food service establishment.
2. Inspects permanent, temporary and transient food establishments for compliance with the provisions of the Michigan Model Food Code and Michigan Food Act and all licensing requirements.
3. Inspects and evaluates the physical layout of food preparation and storage areas; food processing, preparation and storage equipment; utilities; sanitary fixtures; plumbing

- fixtures; water supplies; solid waste disposal equipment and containment; and other physical features, fixtures and furnishings of food service establishments.
4. Evaluates standard operating procedures and practices for food preparation, serving, storage, inventory control and other processes directly affecting the safety of food served by the establishment.
 5. Observes the performance food preparers and handlers to assess their respective levels of competence and compliance with standard operating procedures and code requirements.
 6. Prepares inspection reports, including descriptions of noncompliant conditions and the applicable section(s) of the Food Code, code requirements for compliance, the corrective action(s) necessary to achieve compliance, and the health hazards created by noncompliance.
 7. Reviews inspection results with food service operators and develops compliance schedules for establishments.
 8. Performs re-inspections to determine whether operators have voluntarily corrected violations in compliance with established schedules.
 9. Subject to final authorization by Environmental Health Team Supervisor, initiates enforcement actions against food service establishments and operators who fail to comply with voluntary correction plans and/or plans issued by the employee.
 10. Orders the closing of unlicensed food service establishments and of establishments presenting immediate threats to public health and safety.
 11. Reviews site plans for construction of new food service facilities, remodeling of existing facilities, and ownership transfers, and identifies changes required to ensure conformance to the Food Code, Michigan Food Act and County ordinances and successful application for licensure.
 12. May inspect sites during construction and remodeling as well as upon completion to ensure compliance with all requirements for structures, features, fixtures, equipment and building operating systems.
 13. Reviews and approves permit applications and renewals, based on inspection results, operating plans and documented standard operating procedures and training manuals for food service employees.
 14. Reviews and approves permit requests for temporary and transient food service establishments.
 15. Presents testimony in court as required for litigation of disputed enforcement actions.
 16. Receives and responds to complaints alleging violations of the Food Code, state Food Act and applicable local ordinances; reports of unlicensed food service operations; outbreaks of foodborne illnesses; and complaints with respect to adulteration and misrepresentation of food products.
 17. Conducts epidemiological investigations of foodborne illnesses in order to identify and isolate the source, prevent further disease transmission, and correct the condition(s) that facilitate further disease transmission.
 18. Prepares a variety of informational and educational media and delivers presentations to food industry groups, foodservice workers, community organizations, schools and other audiences.
 19. Prepares inspection and investigative reports and required documentation, compliance plans for food service establishments, recommendations for enforcement actions, and a variety of reports for internal and external audiences.
 20. Collects and compiles evaluation data for quality assurance.
 21. Ensures that all food safety and security services are provided in compliance with established standards of professional practice and ethics, and Health Department policies, procedures and quality standards.
 22. Performs other related duties as assigned.

REQUIRED EDUCATION, TRAINING AND EXPERIENCE:

Bachelor's degree from an accredited institution in Environmental Health, Biology, Microbiology, or related field required.

Experience as an Environmental Health Specialist or Sanitarian preferred.

Licenses and Certifications:

1. Must have a valid motor vehicle license.
2. Valid State of Michigan certification as a Registered Sanitarian or certification from the National Environmental Health Association as a Registered Environmental Health Specialist preferred.

ADDITIONAL REQUIREMENTS AND INFORMATION:

Required Knowledge and Skills:

1. Thorough working knowledge of the US Food and Drug Administration Model Food Code, FDA Hazard Analysis and Critical Control Point program (HACCP), the Michigan Food Law Act 92 of 2000, and Ottawa County health and food safety ordinances.
2. Thorough working knowledge of the causes of foodborne illnesses.
3. Thorough working knowledge of the principles and practices of food safety and prevention of foodborne illnesses.
4. Ability to read and interpret blueprints, construction plans, engineering diagrams and specifications and as-built drawings in order to evaluate compliance of planned and completed food establishment facility construction.
5. Good working knowledge of sampling procedures, and sampling and testing techniques.
6. Good working knowledge of the principles, practices and protocols for conducting inspections and investigations, and gathering and preserving evidence in the course thereof.
7. Good working knowledge of the principles and practices of epidemiology.
8. Good working knowledge of basic principles of food science and technology such as food quality and its measurement, disposal of food wastes, food-borne infections and intoxication, and the technological aspects of processing and preserving foods.
9. Good working knowledge of the accepted practices for the design of food processing systems, including types of materials used and their location in relation to public health needs.
10. Knowledge of the cultural and ethnic groups represented in Ottawa County and cultural norms affecting food preparation and food storage practices.
11. Working knowledge of professional and ethical practice standards.
12. Computer literacy, including good user knowledge of word-processing, spreadsheet and database management applications software and Internet search engines.
13. Good organizational skills and ability to prioritize the workload.
14. Good oral and written communications skills.
15. Good interpersonal and human relations skills.
16. Ability to interact positively with food service establishment owners, operators and employees; architects, architectural engineers and construction managers; co-workers, health care and human service practitioners and community representatives from widely diverse cultural and socio-economic backgrounds and with varying levels of interpersonal and communications skills.

Note: Individuals in this classification provide services to clients in a variety of locations throughout the County are responsible for providing their own transportation.

Physical Requirements:

1. Must possess sufficient mobility with or without assistive devices to access all areas, features, fixtures and/furnishings of food service establishments during inspections.
2. Must have sufficient visual acuity with or without corrective lenses to visually inspect foodstuffs, food storage areas, and food preparation areas, and read thermometers, gauges and other measurement tools and instruments.
3. Must have sufficient olfactory acuity to detect odors associated with food spoilage.
4. Must be able to descend to and ascend from ground/floor level to take measurements and to inspect equipment, electrical connections, drains and other features, equipment and fixtures located at floor level.
5. Must have sufficient mobility in shoulders, elbows and wrists to access and operate fans, exhaust hoods, sprinklers systems, smoke detectors and other equipment located above shoulder level.
6. Must be able to ascent /descend ladders to access ceiling mounted fixtures and equipment in food service establishments.
7. Must be able to tolerate exposure to temperature extremes in kitchens, freezers and refrigerators.
8. Must be able move and setup inspection equipment weighing up to 30 lbs.

Working Conditions:

Work is performed at food service establishment sites throughout Ottawa County, including concession stands at athletic events and concerts, mobile food carts and field kitchens, institutional cafeterias, fast food operations, and restaurants. There is frequent exposure to steam and extreme high temperatures in food preparation areas, extreme low temperatures in cold storage areas, moving mechanical hazards from industrial food processing equipment and other physical hazards.

2022 Estimated Costs per Deductions			
Employee Costs			
Full-time, Benefitted			
Paygrade 8, Step 2. \$24.00			
FTE	Wages	Benefits	TOTAL COST
1.0000	50,918.40	40,669.71	91,588.11
Non-Benefitted			
Temp Scale \$24.70			
FTE	Wages	Benefits	TOTAL COST
0.4800	25,153.69	2,083.91	27,237.60
Difference	25,764.71	38,585.81	64,350.52

Action Request



Committee: Board of Commissioners

Meeting Date: 12/14/2021

Requesting Department: Administration

Submitted By: Regina MacMillan

Agenda Item: Community Mental Health Board

Suggested Motion:

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

*David Parnin

and to select one (1) to fill one (1) General Public vacancy beginning April 1, 2022 and ending March 31, 2024.

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: 12/14/2021

Talent and Recruitment Committee

Application Date: 11/04/2021

Position Applying For: Community Mental Health Board/General Public (BC)

Name: David R Parnin

[REDACTED]

Contact Information:

[REDACTED]

[REDACTED]

Education:

School: Central Michigan

Degree: BS Psychology

School: Central Michigan

Degree: MA Counseling Psychology

Employment Background:

Current Employer: see previous

Responsibilities:

see previous

Previous Employer: see previous

Responsibilities:

see previous

Length of Residency in Ottawa County: 7

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

If so, describe

see previous

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

see previous

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?

true

If not, why not?

see previous

Why do you want to be considered for this appointment?

Reappointment request as term ends in March 2022.

Action Request



Committee:	Board of Commissioners
Meeting Date:	12/14/2021
Requesting Department:	Administration
Submitted By:	Regina MacMillan
Agenda Item:	Ottawa County Economic Development Corp/Brownfield Redevelopment Authority

Suggested Motion:

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

*Garry Post

and to select one (1) to fill one (1) Director vacancy beginning January 1, 2022 and ending December 31, 2027.

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: *John Su*

Committee/Governing/Advisory Board Approval Date: 12/14/2021

Talent and Recruitment Committee

Application Date: 10/25/2021

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

Name: Garry S Post

[REDACTED]

Contact Information:

[REDACTED]

[REDACTED]

Education:

Employment Background:

Length of Residency in Ottawa County:

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

If so, describe

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

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?

true

If not, why not?

Why do you want to be considered for this appointment?

OC Economic Development Corp/Brownfield Redevelopment/Director (BC) Current board member applying for reappointment to full term

Action Request



Committee: Board of Commissioners
Meeting Date: 12/14/2021
Requesting Department: Administration
Submitted By: Regina MacMillan
Agenda Item: Parks and Recreation Commission

Suggested Motion:

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

*Kelly Rice

and to select one (1) to fill one (1) Public vacancy beginning January 1, 2022 and ending December 31, 2024.

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: 12/14/2021

Talent and Recruitment Committee

Application Date: 10/07/2021

Position Applying For: Parks and Recreation Commission/Public (BC)

Name: Kelly N Rice

[REDACTED]

Contact Information:

[REDACTED]

[REDACTED]

Education:

School: University of Wisconsin - Madison

Degree: B.S. in Zoology

Employment Background:

Current Employer: GEI Consultants

Position: Senior Project Manager/Ecologist

Responsibilities:

Oversee the completion of multiple ecological studies, assessments, and corresponding technical reports. Focus on endangered species, wetlands, streams, and other natural resources. Work with a variety of public and private clients and coordinate with federal and state regulatory agency personnel.

Previous Employer: Cardno JFNew

Position: Senior Project Manager/Ecologist

Responsibilities:

Same as current.

Length of Residency in Ottawa County: 18

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

If so, describe

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

I currently sit on the Ottawa County Parks and Recreation Commission and have done so for the last six years. I have also served as

both secretary and president of a homeowner's association for multiple 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?

true

If not, why not?

Why do you want to be considered for this appointment?

I have a natural resources background and would like to continue to promote the continued success of the Ottawa County Parks and Recreation Commission (OCPRC) into the future. Although I have lived in Ottawa County for over 18 years, I have also lived in several communities where parks were not supported or well administered. In those situations, I realized what an invaluable asset a good Parks Department can be to a community. Ottawa County has an exemplary program which can be used as a model for other communities. They are able to balance natural resource, recreation, public, and private priorities for the good of the community. I have been a natural resources consultant for over 30 years, and as part of that experience, I feel I have developed the ability to listen to multiple parties, consider varying end goals or objectives, and develop mutually acceptable solutions to complex problems. For these reasons, I would love the opportunity to continue to be a part of the OCPRC.

Action Request



Committee:	Board of Commissioners
Meeting Date:	12/14/2021
Requesting Department:	Administration
Submitted By:	Regina MacMillan
Agenda Item:	Community Action Agency Advisory Board

Suggested Motion:

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

*Philip Roxbury
and to select one (1) to fill one (1) Private Sector vacancy beginning January 1, 2022 and ending December 31, 2024.

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: *John Su*

Committee/Governing/Advisory Board Approval Date: 12/14/2021 Talent and Recruitment Committee

Application Date: 11/13/2021

Position Applying For: Community Action Agency Advisory Board/Private Sector (BC)

Name: Philip Andrew Roxbury

[REDACTED]

Contact Information:

[REDACTED]

[REDACTED]

Education:

School: Davenport University

Degree: Associate - Accounting

Employment Background:

Current Employer: None - Retired

Responsibilities:

None

Previous Employer: Ottawa County Community Action Agency

Position: Weatherization Inspector

Responsibilities:

Inspections and Energy Audits of residential homes.

Length of Residency in Ottawa County: 50

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

If so, describe

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

This would be my first time on a board.

The Ottawa County Appointment Policy sets a minimum expectation of 75% attendance for all members of boards and commissions appointed

by the Ottawa County Board of Commissioners. If appointed, will you be able to comply with the terms of the Policy with regard to

attendance?

true

If not, why not?

Yes

Why do you want to be considered for this appointment?

As a former employee I am familiar with the programs with in the agency and believe I could be a benefit to the board. I've was involved

with Michigan's Community Action Agency system for 20 years. (1999 to 2019)

Action Request



Committee: Board of Commissioners
Meeting Date: 12/14/2021
Requesting Department: Administration
Submitted By: Regina MacMillan
Agenda Item: Officers Compensation Commission

Suggested Motion:

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

*Kurt Wassink

and to select one (1) to fill one (1) Member vacancy beginning January 1, 2022 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: 12/14/2021

Talent and Recruitment Committee

Application Date: 11/26/2021

Position Applying For: Officers' Compensation Commission/Member (BC)

Name: Kurt Wassink

[REDACTED]

Contact Information:

[REDACTED]

[REDACTED]

Education:

School: GVSU

Degree: BA Business

School: GVSU

Degree: MBA

Employment Background:

Current Employer: HR Solutions Group

Position: HR Executive

Responsibilities:

HR Consultant for area, companies, non-profits and municipalities.

Previous Employer: Gentex Corporation

Position: VP of Human Resources

Responsibilities:

Executive leading all HR functions for a 2 Billion dollar global manufacturing company.

Length of Residency in Ottawa County: 53

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

If so, describe

Brother at the City of Holland

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

I have served on this committee since it started and have served on the board of directors for The West Coast Chamber of Commerce,

Spectrum Health Zeeland Community Hospital and at least 6 other non 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?

true

If not, why not?

Yes

Why do you want to be considered for this appointment?

I value the roles of our elected officials and want to make sure they are paid fair while being good stewards of our tax dollars.

Action Request



Committee: Board of Commissioners

Meeting Date: 12/14/2021

Requesting Department: Administration

Submitted By: Regina MacMillan

Agenda Item: Agricultural Preservation Board

Suggested Motion:

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

*Michael Bronkema

and to select one (1) to fill one (1) Agricultural vacancy beginning January 1, 2022 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: 12/14/2021

Talent and Recruitment Committee

Application Date: 11/24/2021

Position Applying For: Agricultural Preservation Board/Agricultural (BC)

Name: Michael Bronkema

[REDACTED]

Contact Information:

[REDACTED]

[REDACTED]

Education:

School: Holland Christian High

Employment Background:

Current Employer: Self

Responsibilities:

Manage my Farm

Length of Residency in Ottawa County: 59

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

If so, describe

Wife is township Clerk

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

serving on this board

The Ottawa County Appointment Policy sets a minimum expectation of 75% attendance for all members of boards and commissions appointed

by the Ottawa County Board of Commissioners. If appointed, will you be able to comply with the terms of the Policy with regard to

attendance?

true

If not, why not?

I checked yes.

Why do you want to be considered for this appointment?

I want to see more farms survive and be preserved in Ottawa County

Action Request



Committee: Board of Commissioners

Meeting Date: 12/14/2021

Requesting Department: Administration

Submitted By: Regina MacMillan

Agenda Item: Building Authority

Suggested Motion:

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

*Ron Frantz

and to select one (1) to fill one (1) Member vacancy beginning January 1, 2022 and ending December 31, 2023.

Summary of Request:

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

Financial Information:

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

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

Action is Related to Strategic Plan:

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

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

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

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

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

Goal 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: 12/14/2021

Talent and Recruitment Committee

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

Date 07/30/2021

Position Applying For Building Authority/Member (BC)

Position Applying For _____

Position Applying For _____

Name Ronald J Frantz

_____ 8 Birth Day 4

Contact Information:

Education:

School Kalamazoo Colege

School Case Western Reserve University School of Law

Degree BA

Degree Juris Doctor

Employment Background:

Current Employer Retired Position _____

Responsibilities _____

Previous Employer Ottawa County Position Prosecuting Attorney

Responsibilities _____

Chief Law Enforcement Officer of Ottawa County by statute. Prosecuted thousands of criminal defendants over a 43+ year career for crimes ranging from homicides to traffic infractions. Supervised an office staff of up to 14 assistant prosecutors and 15 support staff.

Length of Residency in Ottawa County 44

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 several county building planning committees, including having a significant role in the design of the Grand Haven Courthouse. I have served on the boards and as president of the state prosecutors' association and the county bar association, and as a county representative on the boards of Legal Aid of West Michigan and the Children's Advocacy Center (where I continue to serve).

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

If not, why not? _____

Why do you want to be considered for this appointment?

I have enjoyed my time on various county building committees and believe I have the experience and insight to contribute substantially to the planning, development, construction, and completion of the pending projects in a fiscally responsible manner.

Thank you for your interest in Ottawa County Government