Joe Moss
Chairperson

Sylvia Rhodea
Vice-Chairperson

Ottawa County
Board of Commissioners

To All Ottawa County Commissioners:

The Ottawa County Board of Commissioners will meet on **Tuesday, January 24, 2023 at 6:30 PM** for the regular January meeting of the Board at the Ottawa County Fillmore Street Complex in West Olive, Michigan and via Zoom and YouTube.

The Agenda is as follows:

1. Call to Order by the Chairperson

2. Prayer and Pledge of Allegiance

3. Roll Call

4. Public Comment

5. Correspondence

   A. Life Saving Award; presented by Sheriff Steve Kempker

6. Approval of Agenda

7. Consent Resolutions:

<u>From the County Clerk/Register</u>

A. Board of Commissioners Meeting Minutes
   Suggested Motion:
   To approve the minutes of the January 10, 2023, Board of Commissioners meeting.

From Administration

B. Ottawa County Public Defender 2022 Annual Report
Suggested Motion:
To receive for information the Ottawa County Public Defender 2022 Annual Report.

C. Ottawa County Treasurer 2022 Annual Report
Suggested Motion:
To receive for information the Ottawa County Treasurer 2022 Annual Report.

D. Ottawa County Department of Strategic Impact 2022 Annual Report
Suggested Motion:
To receive for information the Ottawa County Department of Strategic Impact 2022 Annual Report.

From the Planning and Policy Committee

E. Park Services Agreement for Port Sheldon Township
Suggested Motion:
To approve and authorize the Board Chairperson and Clerk/Register to sign the Park Services Agreement between Port Sheldon Township and the Ottawa County Parks and Recreation Commission that will accept management responsibilities and revenue generation rights to the Ottawa County Parks and Recreation Commission.

From the Finance and Administration Committee

F. Interlocal Prosecution Agreement
Suggested Motion:
To approve and authorize the Board Chairperson and Clerk/Register to sign the new Interlocal Prosecution Agreement between Ottawa County and Allegan County.

G. Community Action Agency Personnel Request
Suggested Motion:
To approve the proposal to change one .6 FTE, benefited Weatherization Inspector position at universal paygrade 7 to a 1.0 FTE for a total cost of $14,786.25.

H. Fiscal Services Personnel Request
Suggested Motion:
To approve the proposal to add one, 1.0 FTE full-time, benefited Assistant Mental Health Financial Manager position at universal paygrade 13 for a total cost of $117,738.00 paid for with grant funding and Medicaid.

I. Facilities Personnel Request
Suggested Motion:
To approve the proposal to change one, 1.0 FTE full-time, benefited Maintenance Worker position at universal paygrade 5 to a Maintenance Technician at universal paygrade 7 for a total cost of $8,140.38.

J. FY 2023 Budget Adjustments
Suggested Motion:
To approve the 2023 budget adjustments per the attached schedule.

8. Public Hearings: None

9. Agenda and Action Requests

From Administration

A. Regional Hazard Mitigation Plan Resolution
Suggested Motion:
To approve and authorize the Board Chairperson and Clerk/Register to sign the Resolution adopting the 2022 Kent County, Ottawa County and the City of Grand Rapids Regional Hazard Mitigation Plan.

10. Committee Reports

A. Ottawa County Public Defender Annual Report
(Presented by Nichole Derks, Public Defender)

B. Ottawa County Treasurer Annual Report
(Presented by Amanda Price, Ottawa County Treasurer)

C. Ottawa County Department of Strategic Impact Annual Report
(Presented by Paul Sachs, Department of Strategic Impact Director)

11. Public Comment

12. Additional Business

A. Report from County Administrator

B. General Information, Comments, and Meetings Attended

10. Adjournment at Call of the Chairperson

PROPOSED
PROCEEDINGS OF THE OTTAWA COUNTY
BOARD OF COMMISSIONERS
JANUARY SESSION – FIRST DAY

The Ottawa County Board of Commissioners met on Tuesday, January 10, 2023, at 9:02 a.m. and was called to order by the Chairperson.

Pastor Bart Spencer, Lighthouse Baptist Church, pronounced the invocation.

Douglas Zylstra led in the Pledge of Allegiance to the Flag of the United States of America.

Present at roll call: Gretchen Cosby, Lucy Ebel, Douglas Zylstra, Jacob Bonnema, Joe Moss, Kyle Terpstra, Rebekah Curran, Sylvia Rhodea, Roger Belknap, Roger Bergman, Allison Miedema. (11)

Public Comments

Public comments were made by the following:

1. Dianne Fikse-Holland Township
2. Darlene Dykstra-Georgetown Township
3. Linda Namenye-Spring Lake Township
4. Joel Studbaker-Jamestown Township
5. Barbara Lee VanHorssen-Grand Haven City
6. Bruce Greenlee-Park Township
7. Donna Mooney-Georgetown Township
8. Tammy Clark-Grand Haven
9. Kristen Meghan Kelly-Jamestown Township
10. Kathleen O'Brien-Port Sheldon Township
11. Stephen Rockman-Grand Haven Township
12. Jeff King-Jamestown Township
13. Karen Obits-Spring Lake Village
14. Ruth Stegeman-Holland City
15. Mary Bockheim-Tallmadge Township
16. Don Bockheim-Tallmadge Township
17. Beth Eegge-Holland Township
18. Tom Parker-City of Zeeland
19. Joe F Spaulding-Holland Township
20. Dan Zimmer-Port Sheldon Township
21. Harvey Nikkel-Georgetown Township
22. Michael Kuras-Spring Lake Township
23. Jack Timmer-Georgetown Township
24. Kristen Hintz-Park Township
25. Cynthia Veldheerd-Holland City
26. Susan Pecking-Grand Haven

27. Kevin Crowe-Allendale Township
28. Walter Davis-Grand Haven

The Chairperson called for a short recess at 10:27 a.m.

The Chairperson called the meeting back to order at 10:39 a.m.

29. Andrea Hendrick-Grand Haven Township
30. James Krol-Georgetown Township
31. Ryan Cotton-Grand Haven City
32. David Morren-Allendale Township
33. Linda Ford-Georgetown Township
34. Elizabeth Brubaker-Holland Township
35. Ken Zahm-Wright Township
36. Candice Malivuk-Park Township
37. Gail Harrison-Grand Haven Township
38. Thomas Coulter-Holland Township
39. Jeanine Kasper-Allendale Township
40. Kathryn Roberts-Grand Haven City
41. Justine Robinson-Holland Township

Correspondence- Senator Mark Huizenga was unable to attend the meeting.

B/C 23-046 Sylvia Rhodea moved to approve the agenda of today with changes to the Grand Valley Metropolitan Council Appointments that will be explained when that motion is reached on the agenda.

The motion passed.

B/C 23-047 Roger Belknap moved to approve the following Consent Resolutions with the removal of C from Consent and move it to an Action Item:

A. To approve the minutes of December 13, 2022 Board of Commissioners meeting and the January 3, 2023 Board of Commissioners Organizational meeting.

B. To approve the general claims in the amount of $17,710,192.43 as presented by the summary report for November 28, 2022 through December 30, 2022.

C. To receive for information the Correspondence Log.

The motion passed.

B/C 23-048 Roger Belknap moved 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.

The motion passed.

B/C 23-049 Sylvia Rhodea moved to approve and authorize the Board Chairperson and Clerk/Register to sign the Legal Services Agreement with Kallman Legal Group.

The motion passed as shown by the following votes: Yeas: Gretchen Cosby, Allison Miedema, Lucy Ebel, Roger Belknap, Sylvia Rhodea, Joe Moss. (6)

Nays: Roger Bergman, Douglas Zylstra, Jacob Bonnema, Kyle Terpstra, Rebekah Curran. (5)

B/C 23-050 Douglas Zylstra moved to retain Kallman Legal Group until February 28, 2023, and to open it up to a search process.

The motion failed by the following votes: Nays: Roger Belknap, Gretchen Cosby, Sylvia Rhodea, Allison Miedema, Lucy Ebel, Joe Moss. (6)

Yeas: Rebekah Curran, Jacob Bonnema, Douglas Zylstra, Kyle Terpstra, Roger Bergman. (5)

B/C 23-051 Sylvia Rhodea moved to approve the appointment of County Administrator John Gibbs to the Grand Valley Metropolitan Council Board of Directors and Executive Committee and to remove Douglas Zylstra from the Parks and Recreation Commission, remove Lucy Ebel from the Grand Valley Metro Council and replace her with Kyle Terpstra, remove Roger Bergman from the Insurance Authority and replace him with Lucy Ebel, and remove Gretchen Cosby from the West Michigan Shoreline Regional Development Commission.

The motion passed.

Committee Reports-Roger Belknap attended the Brownfield Redevelopment Authority and the Economic Development Corporation meetings this past week. He has an upcoming Groundwater Board meeting.

Chairperson Moss called for a short recess at 12:21 p.m.

Chairperson Moss called the meeting back to order at 12:41 p.m.

Public Comment

1. Nathan Adamczyk-Robinson Township
2. David Morren-Allendale Township
3. Harvey Nikkel-Georgetown Township
4. Sheryl DeVries-Holland Township

Zoom Public Comment

1. Sarah Vanderwall-Jamestown Township
2. Oliver Shampine-Grand Haven City
3. Dan Winiarski

The County Administrator's report was presented.

Several Commissioners made comments and gave general information, including Commissioners Zylstra, Commissioner Bergman, Vice-Chairperson Rhodea, Commissioner Bonnema, Commissioner Belknap, and Chairperson Moss.

B/C 23-052 Rebekah Curran moved to adjourn the meeting at 1:07 p.m. The motion passed.

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

JOE MOSS, Chairperson
Of the Board of Commissioners

Action Request

Committee:	Board of Commissioners
Meeting Date:	01/24/2023
Requesting Department:	Public Defender's Office
Submitted By:	Regina MacMillan
Agenda Item:	Ottawa County Public Defender 2022 Annual Report

Suggested Motion:

To receive for information the Ottawa County Public Defender 2022 Annual Report.

Summary of Request:

In accordance with the 2023 Rules of the Ottawa County Board of Commissioners:

Section 6.8 - 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:	☐ Yes	☐ No	☑ N/A

If not included in budget, recommended funding source:

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

Action is Related to Strategic Plan:

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

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

Administration: ☑ Recommended ☐ Not Recommended ☐ Without Recommendation

County Administrator:

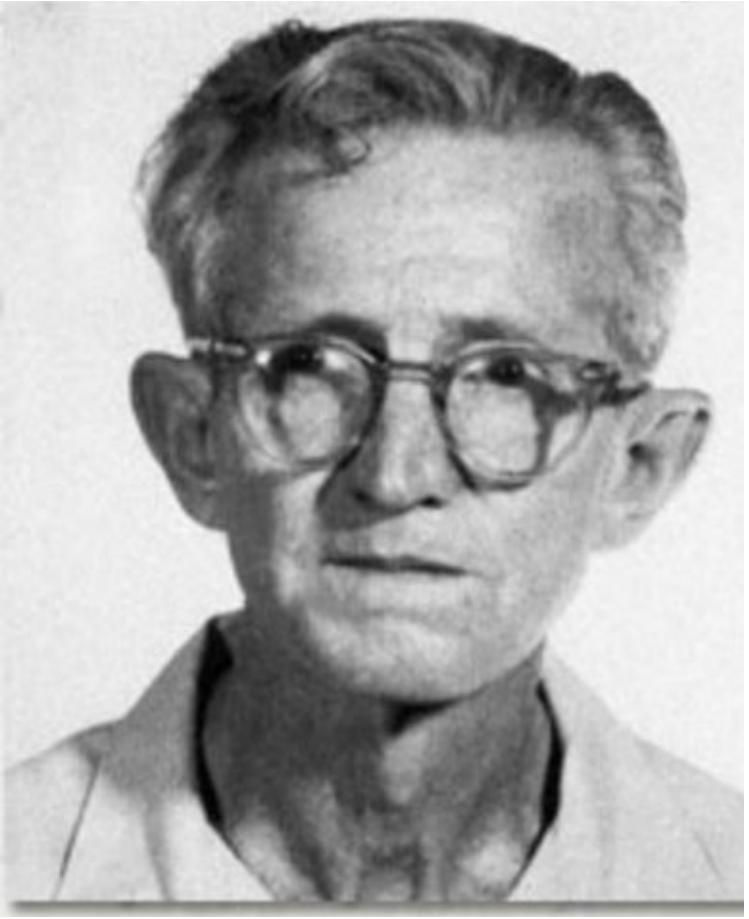
Committee/Governing/Advisory Board Approval Date:

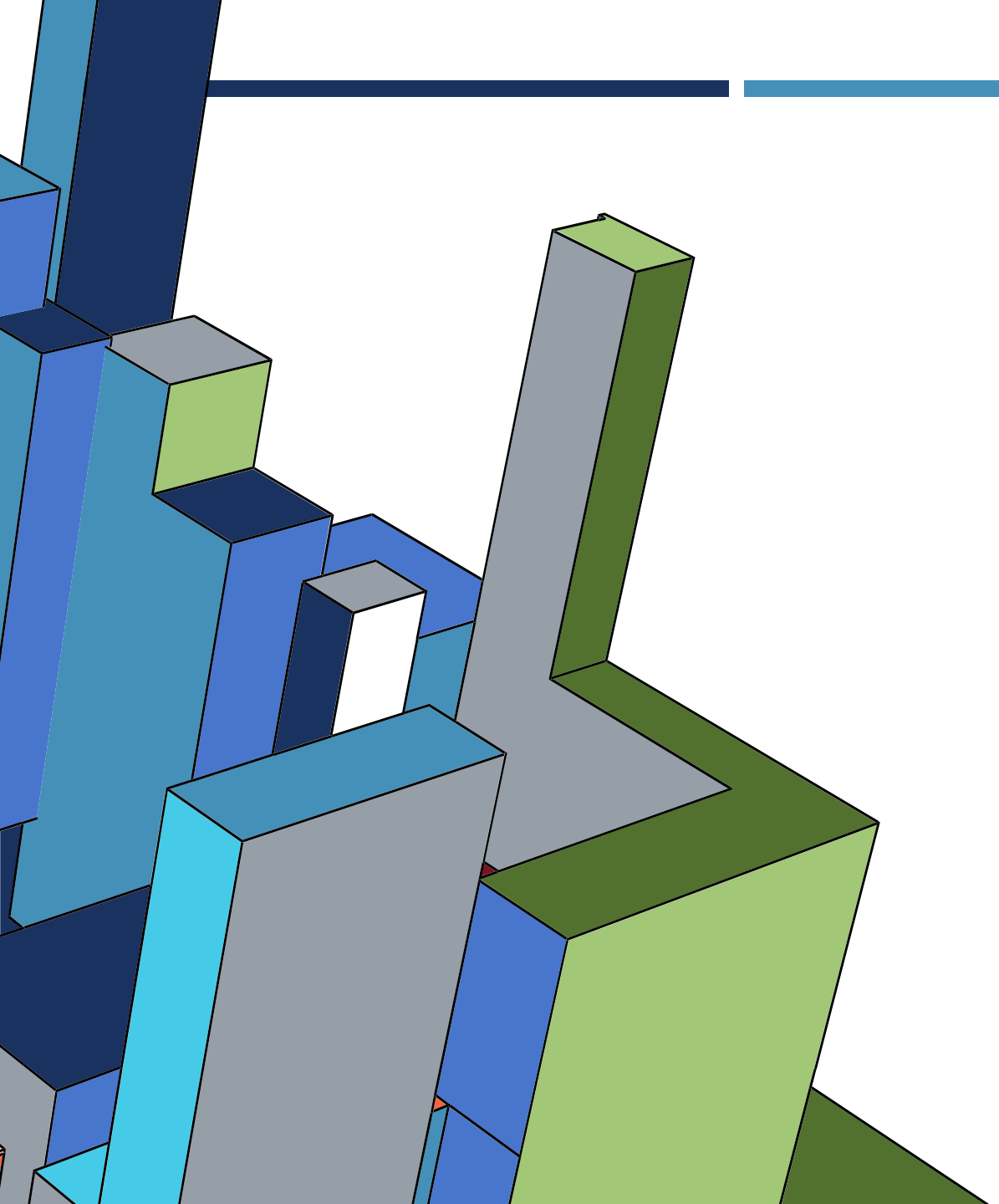
OTTAWA COUNTY OFFICE OF THE PUBLIC DEFENDER

NICHOLE JONGSMA DERKS

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).





FUNDING

Primarily grant funded by the State of Michigan with a local share prescribed by law

FY 23:

$3,678,003.56 State grant

$950,779.61 Local Share

- Excellent services at a stable amount for County budget
  - Ottawa County enters into a contract each year to provide services
  - We report quarterly on our compliance with the promulgated standards

MIDC STANDARDS

1 – Education and Training of Counsel

2- Initial Interview of Client

3-Investigation and Experts

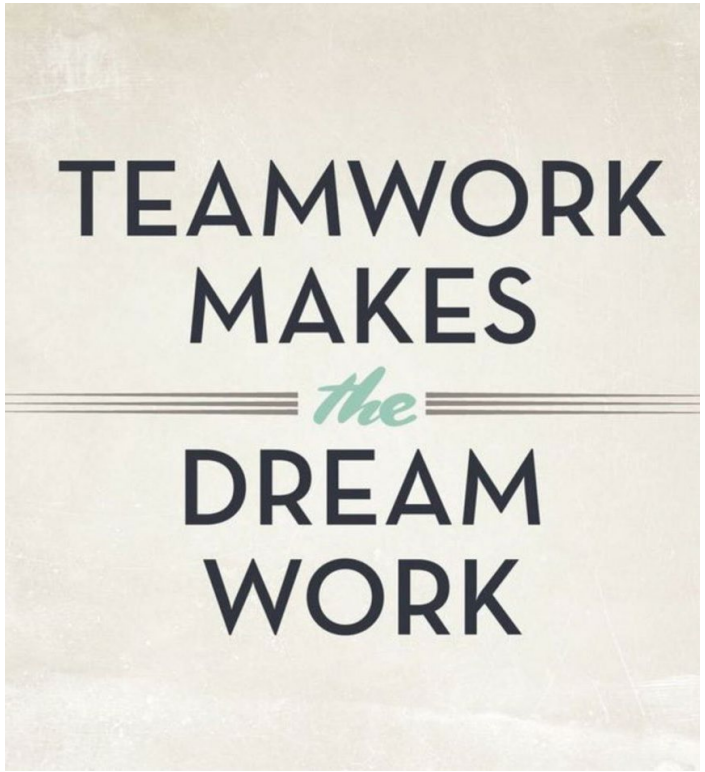
4-Counsel at First Appearance

5- Independence from the Judiciary

8- Attorney Compensation

NEW

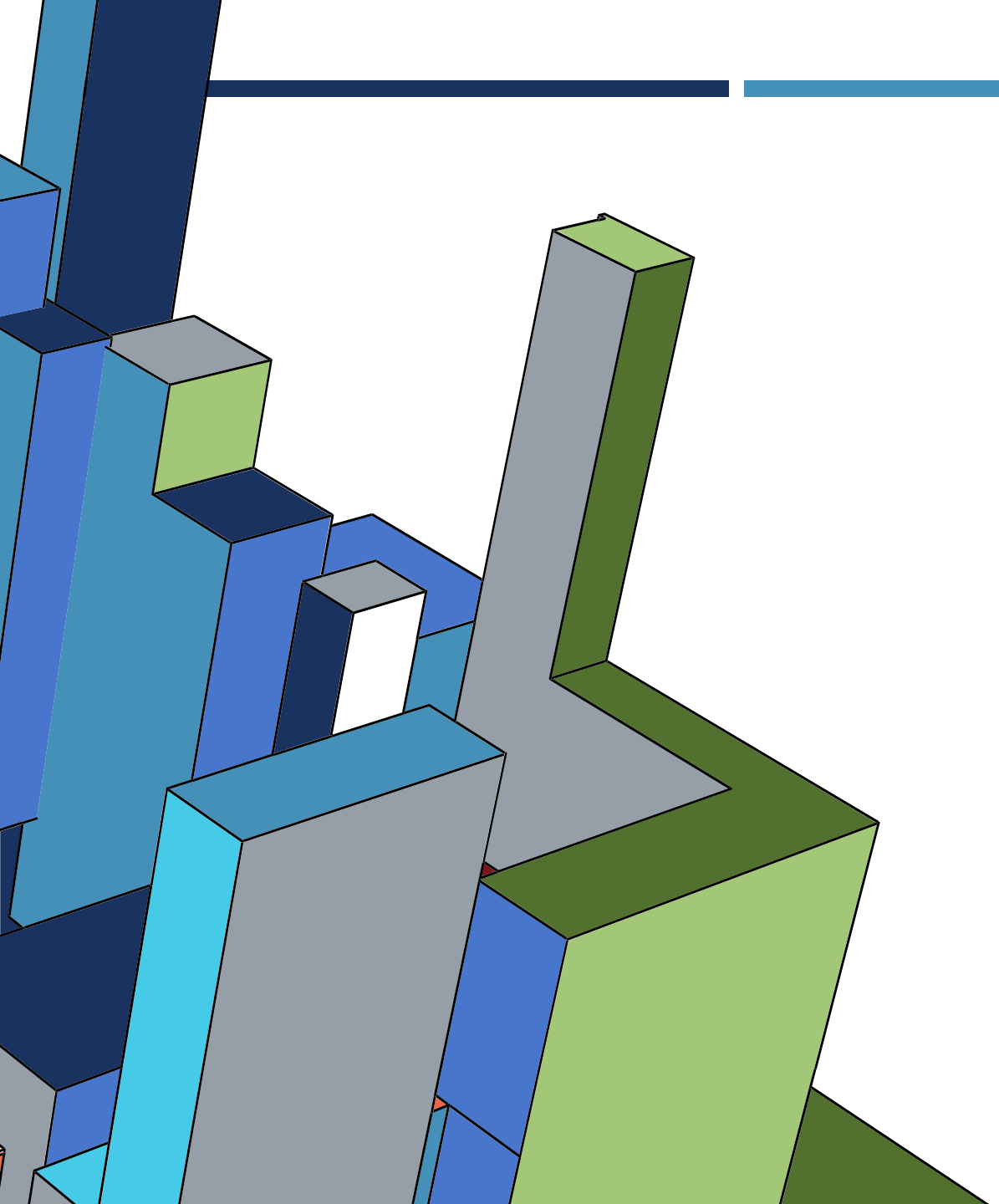
VALUES



- We serve a small and often overlooked segment of the population
- We are fortunate to refer our clients to many well run benevolent ministries for housing, food, and other needs in our local area with assistance of social worker who joined us in January 2022
- Incredible collaboration with county partners such as courts, prosecutor, probation, MDOC and Sheriff's Department

COMMUNITY IMPACT

- Protecting defendants' rights protects us all – healthier, safer society
- Quality control is the goal; not winning trials at all cost
- Assisting with root causes reduces recidivism
- Seeking to provide a holistic defense
- Advocacy in specialty courts – sobriety treatment court, recovery court, and veterans court



HIGHLIGHTS

New PD in January 2022

Over 15,795 cases opened to date!

Our reorganization plan has optimized operations.

Hiring 1 investigator and 1 social worker in FY23.

Building a West Michigan Regional Investigator Association.
A first for Public Defense in the State of Michigan.

BY THE NUMBERS

3917 Cases
Opened in 2022

18 Attorneys
1 Office Coordinator
4 Legal Assistants
1 Legal Clerk

2 Offices

Holland
And
Grand Haven

1 Investigator

1 Social Worker

94.87% of budget spent; $3.8 Million budget

STRENGTHS AND AREAS FOR GROWTH

Strengths:

- Culture of Teamwork
- Opportunities for Growth and Learning
- Humor
- Attracting elite talent

Areas for development:

- Growing team requires more space
- Use of interns – legal and social workers
- Refinement of Standard 5
- Juvenile Justice Task Force recommendations

TRUE OR FALSE?

PUBLIC DEFENDERS ARE PRO-CRIME

FALSE!

- We value and promote community safety.
- We seek positive, restorative outcomes to avoid future contact with the justice system for our clients.
- We are NOT defending the behavior; but the client's constitutional rights.
- We have many ways we collaborate with law enforcement, jail, and prosecutors on a daily basis.

TRUE OR FALSE?

- YOU MUST BE POOR TO HAVE A PUBLIC DEFENDER'S REPRESENTATION.

FALSE!

- We represent BOTH indigent and partially indigent adults.
- A Public Defender is available for ANYONE at first appearance.

QUESTIONS?

Action Request

Committee:	Board of Commissioners
Meeting Date:	01/24/2023
Requesting Department:	Treasurer's Office
Submitted By:	Regina MacMillan
Agenda Item:	Ottawa County Treasurer's 2022 Annual Report

Suggested Motion:

To receive for information the Ottawa County Treasurer's 2022 Annual Report.

Summary of Request:

In accordance with the 2023 Rules of the Ottawa County Board of Commissioners:

Section 6.8 - 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:	☐ Yes	☐ No	☑ N/A

If not included in budget, recommended funding source:

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

Action is Related to Strategic Plan:

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

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

Administration: ☑ Recommended ☐ Not Recommended ☐ Without Recommendation

County Administrator:

Committee/Governing/Advisory Board Approval Date:

Ottawa County Treasurer's

Annual Report

Ottawa County

Amanda Price, Treasurer

January 2023

JANUARY 2023

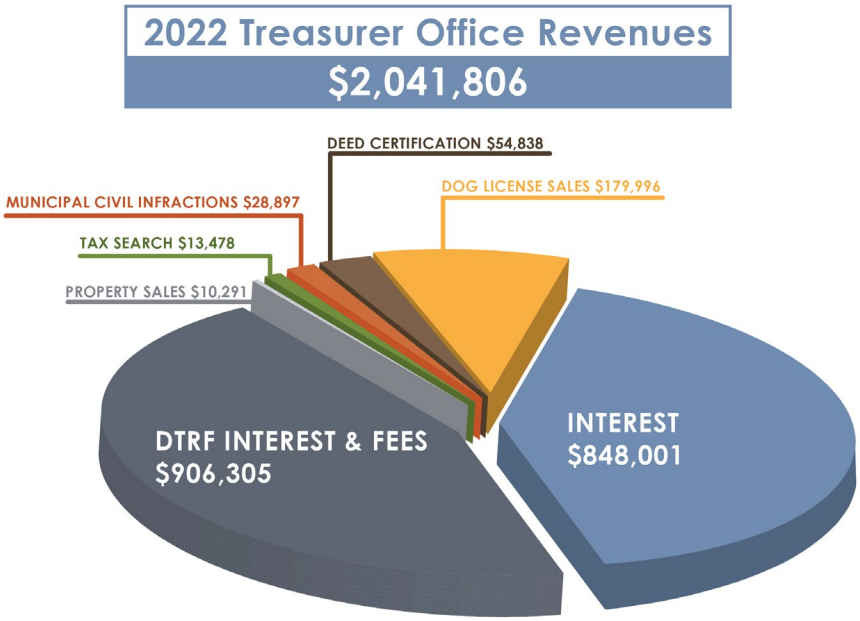
Ottawa County Board of Commission Members,

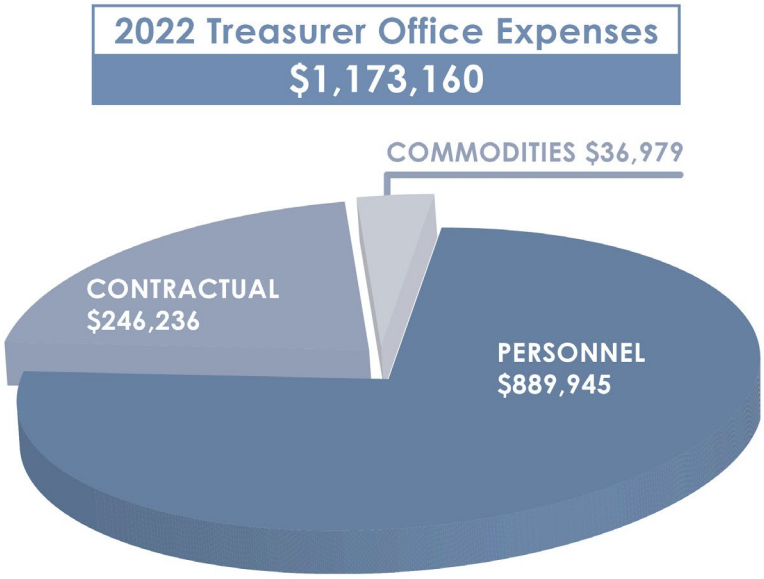
The mission of the Treasurer's office is to administer all roles and duties in a professional, effective, and responsive manner, thereby assuring confidence that both sound management and the best interests of the public are of foremost importance. In the Treasurer's office, we live this mission each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

Overview

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

This annual report presents data and information for the 2021-2022 fiscal year. It can be broadly broken into three categories: "Dollars, Delinquencies, and Dogs."





2021-2022 Accomplishments

- OPEB Trust was amended via a Trust Restatement and approved by the Board of Commissioners
- OPEB Trust Investment Policy was updated
- RFP for OPEB Trust Investment Advisor was released and contract was awarded
- RFP for County-wide Credit Card Processor was released and contract was awarded

Amanda Price
Ottawa County Treasurer

CUSTODIAN OF COUNTY FUNDS

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

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

Striking

Each year the Treasurer – along with Corporate Counsel – assist the local units of government in "striking" Personal Property taxes that have been delinquent more than five years and are uncollectable. In 2022, the Treasurer's office helped 12 local units of government strike $2,131 (all levies) in uncollectable personal property taxes from their rolls. For each unit that participates in this joint filing, there is a direct reduction in that municipality's legal expenses.

Escheats

Checks that remain un-cashed for over one year must be escheated to the State of Michigan. Under recent changes in state law, we now retain and must account for all unclaimed checks under $25. In Fiscal Year 2021-2022, all un-cashed checks were reissued.

County Funds at a Glance

Fiscal Year	2019	2020	2021	2022
Depository Accounts				
Accounts	23	20	20	21
Bank Charges	$12,373	$9,488	$49,928	$55,980
Uncollected Delinquent Personal Property				
County Tax	$29,496	$33,511	$42,137	$43,988
Parks Tax	$3,959	$3,321	$3,955	$4,833
E 911 Tax	$2,918	$4,476	$5,299	$6,456
Roads	$3,139	$44,115	$5,200	$6,439
CMH	$1,611	$2,222	$2,994	$3,816
Taxes Stricken from Taxes Receivable				
# of Local GU	16	13	12	12
# of Parcels	129	72	63	62
Total $	$39,664	$3,114	$14,994	$2,131
Unclaimed Checks – Escheated to State				
# of Checks	*	50	130	*
Total $	*	$4,445	$13,534	*
Not Cashed under $25	*	$511	$1,773	*

** No checks were escheated. All stale checks were re-issued.*

GENERAL FUND INVESTMENT POOL

Cash and investment activities for the 12 months ending September 30, 2022, are discussed with this portion of the report and cover only the operations of the county that fall under the direct responsibility of the County Board of Commissioners.

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

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

1) Protection of principal

2) Liquidity

3) Return on Investments

The investment activity throughout the year – and on September 30, 2022 – complies with the Ottawa County Investment Policy.

The total Year-To-Date return for 2022 was .864% which compares with a 2022 Benchmark blended index earning of -.35561 (using 2/3 Barclay's 1-5 Government Index blended with 1/3 S&P 0-3-month T-Bill Index.)

On September 30, 2022, approximately $37,809,798 of the Portfolio was laddered over a five-year period with a weighted average maturity of 2.243% years. We will continue to ladder while investing to take advantage of the yield curve whenever possible.

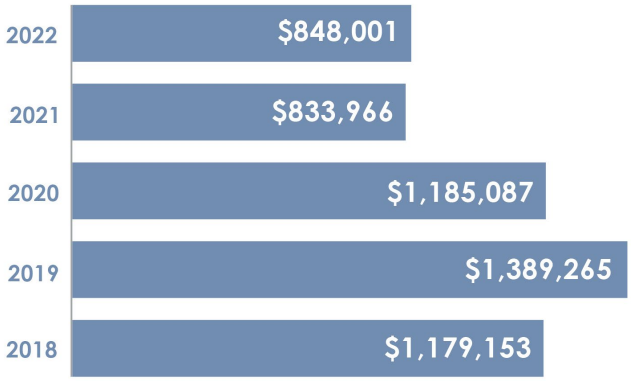
Invested Balance September 30, 2022

$210,670,366	Par Value
$207,519,017	Market Value
($2,406,651)	Accumulated change in fair market value

Total Return Rate (net)

2022	0.864%
2021	0.0979%
2020	2.438%
2019	3.811%
2018	0.480%
5-year average	2.243%

Annual Interest Earned



CURRENT PROPERTY TAXES

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

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

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

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

As a result of this process, the delinquent tax rolls are "purchased" using the county's *Delinquent Tax Revolving Fund,* which makes all taxing authorities whole.

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

Electronic settlement with the local units saves hours of staff time for both the County Treasurer's office and the local unit treasurers. The county website provides historical tax data online.

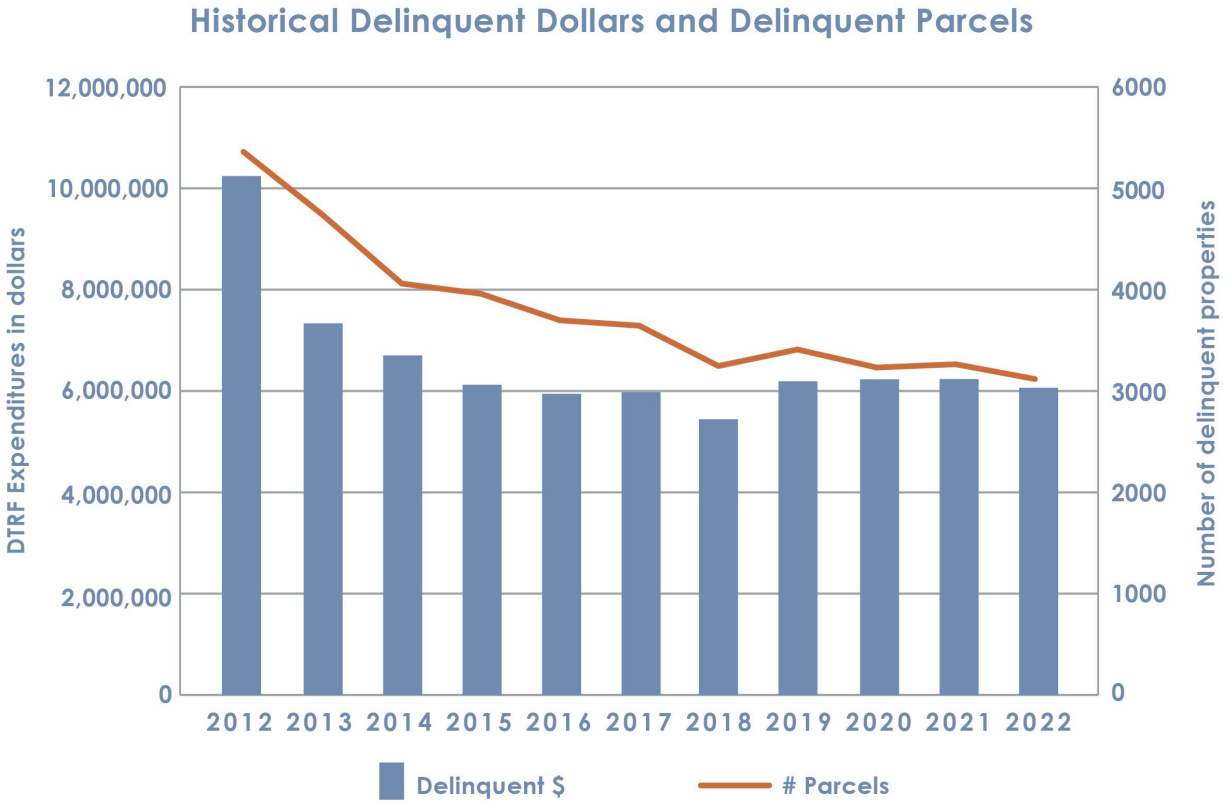
Tax rolls for 2004 through 2022 are saved electronically eliminating paper tax rolls and reducing physical vault storage capacity needs.

REAL TAXES RETURNED DELINQUENT

The County operates a *Delinquent Tax Revolving Fund (DTRF)* from which the County pays all other taxing authorities their portion of delinquent property taxes as settled on *March 1* of each year. The payments are distributed to the local units around *April 15.*

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

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



DELINQUENT PROPERTY TAXES

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

Functions associated with delinquent taxes include:

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

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

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

- **Meeting to understand and discuss their financial situation**
- **Developing payment plans**
- **Referring a taxpayer to local and state resources that could assist with taxes including the Michigan Housing Assistance Fund.**

Delinquent Property Taxes at a Glance

Fiscal Year	2020	2021	2022
Real Taxes Returned Delinquent			
No. of Properties	3,261	3,293	3,147
Dollars	$6,229,976	$6,233,664	$6,059,579
Forfeited and Foreclosed			
Certified Mail County	2232	1778	1656
Property Forfeited	410	340	344
Property Foreclosed	7	6	7
Financial Hardship Given	20	9	28
Tax Collections			
Receipts Written	4888	4721	4308
Dollars in Millions	$7.70	$6.57	$7.43
Interest & Fees	$1,025,116	$971,505	$906,305
Tax Roll Adjustments			
Number Processed	605	488	453
Foreclosed Land Sales			
Proceeds from Sale	$7,800	$179,124	$13,573
Total Tax, Fees & Interest Billed	$5,370	$55,351	$3,282
Less charge Back to Tax Units	$0.00	$0.00	$0.00
Total Gain (Loss) on Land Sales	***$13,170***	***$123,773***	***$10,291***

- **Instituting monthly ACH withdrawals from checking accounts**
- **Use of Hardship Deferral***

** In FY 2020-21, we used the deferral to protect 9 properties. In 2021-2022, we used the deferral to protect 28 properties.*

Seven properties were foreclosed on April 1, 2022

Of these seven parcels, all were vacant parcels. Five sold at auction, one was taken by the local unit, and one sold at a second auction.

OTTAWA COUNTY LAND BANK

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

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

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

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

Two properties are held by the Land Bank. They are both gap parcels.

Ottawa County Land Bank Authority Finances

	2022 Actual
REVENUE	
Tax Capture	$ 0
Sale of Property	$ 0
Other Revenue	$ 0
TOTAL REVENUE	
EXPENSES	
Legal Services	$ 0
Administrative Expense	$ 0
Dues & Memberships	$ 125
Mileage	$ 0
Conference	$ 0
Project Cost Incentive Grant	$ 0
TOTAL EXPENSES	
NET	$125
Prior Year End Fund Balance	*$50,121*
YEAR-END FUND BALANCE	**$49,996**

Ottawa County Land Bank Authority Board Members

Amanda Price
County Treasurer (by statute), Chair

Tim Maday,
City of Zeeland, Vice-chair

Tom Oonk
Zeeland Township, Secretary

Vince Bush
Holland Township, Treasurer

Randy Meppelink
County Commissioner, Appointed County Member

Amanda Murray
Lakeshore Advantage
Economic Development Member

Dan Stirikwerda
City of Hudsonville, City Member

John Shay
County Administrator, Appointed County Member

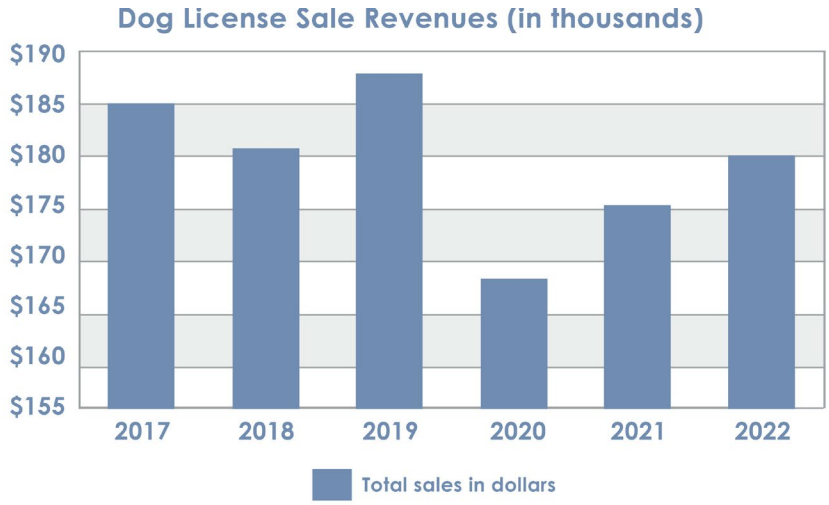
Dale Wyngarden
Citizen Member

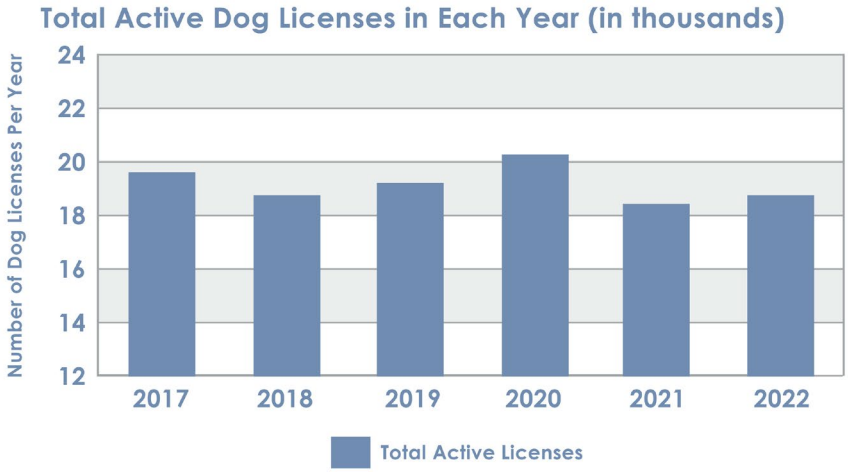
DOG & KENNEL LICENSE PROGRAM

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

- **$25 male or female**
- **$10 for spayed or neutered dogs**
- **$10 for puppies 7 months or younger**

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





2022 Dog Data

TOP BREEDS

1. Labrador Retriever 968
2. Golden Retriever 551
3. German Shepherd 390

TOP NAMES

1. Bella 128
2. Luna 99
3. Charlie 94

Rocky (left) with pal Remi at Kirk Park.

Property Tax Search

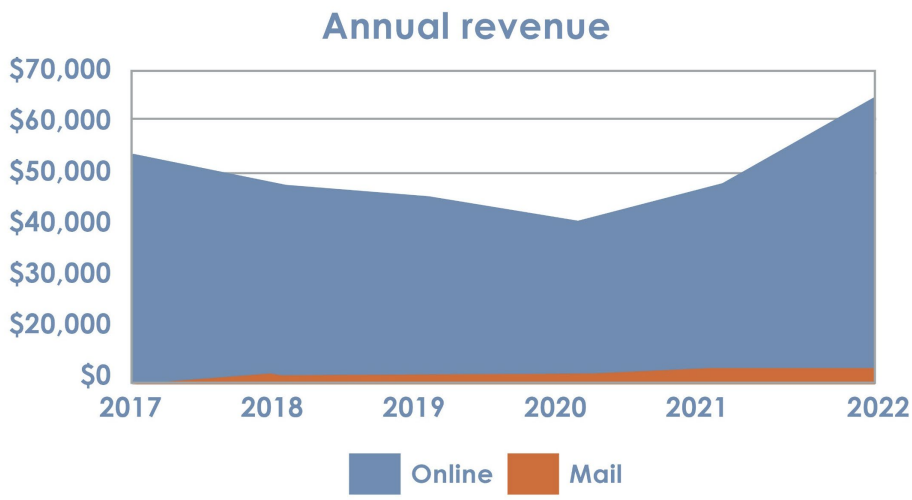
A tax search is a *documented, paid tax status verification* from the Ottawa County Treasurer's Office. The verification may be of delinquent tax status, historical tax roll amounts (including if paid or not) and legal descriptions. Tax searches are also performed for warranty deed certification. A legislative change in 2016 increased the price for certifying deeds and revenue has seen a jump in fee income since that year. The new fee is set by state statute and is a minimum of $5 for up to 25 parcels and 20 cents per parcel per deed thereafter.

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

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

Fiscal Year	2020	2021	2022
Certification Revenue			
Deed Certification	$31,271	$37,182	$54,837
Tax Search Revenue			
Mail Searches	$2,002	$3,132	$3,127
Business On-line Search	$13,903	$9,310	$8,884
Personal On-line Search	$3,108	$1,242	$1,468
Total Search $	$19,013	$13,684	$13,479
Online Utilization	***89%**	***77%**	***76%**

**Convenience fees suspended during COVID*



MUNICIPAL CIVIL INFRACTIONS

The Municipal Civil Infraction Bureau was established by the Board of Commissioners in 1995.

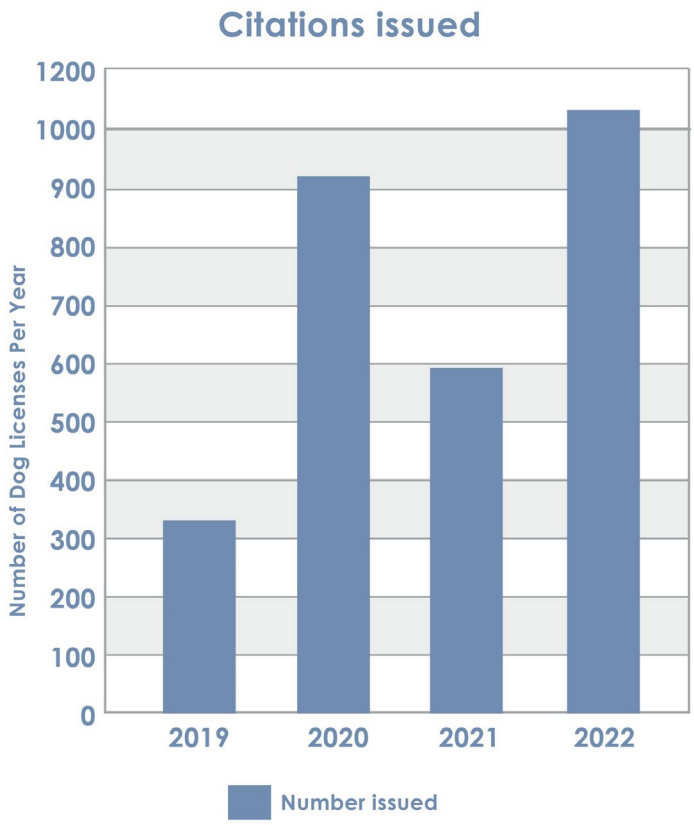
The Treasurer's Office is the designated collection office for the Bureau. The Bureau processes violation tickets issued by:

- **County Parks & Recreation Department**
- **County Water Resources Commission**
- **Environmental Health**
- **Sheriff's Animal Control officers**

The fines are established by County Ordinance and any fines not paid are turned over to District Court to be processed as any other citation to the court.

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

Fiscal Year	2019	2020	2021	2022
Citations Disposition				
Issued	328	934	598	1053
Paid In Person	183	117	81	104
$ Collected	$10,734	$7,228	$4,719	$5,286
Paid Online	112	395	290	528
$ Collected	$5,521	$17,611	$13,062	$23,611
Total Revenue	$16,225	$24,839	$17,781	$28,897
To District Court	9	132	104	92
Dismissed	1	61	123	173
Pending	-	-	-	-

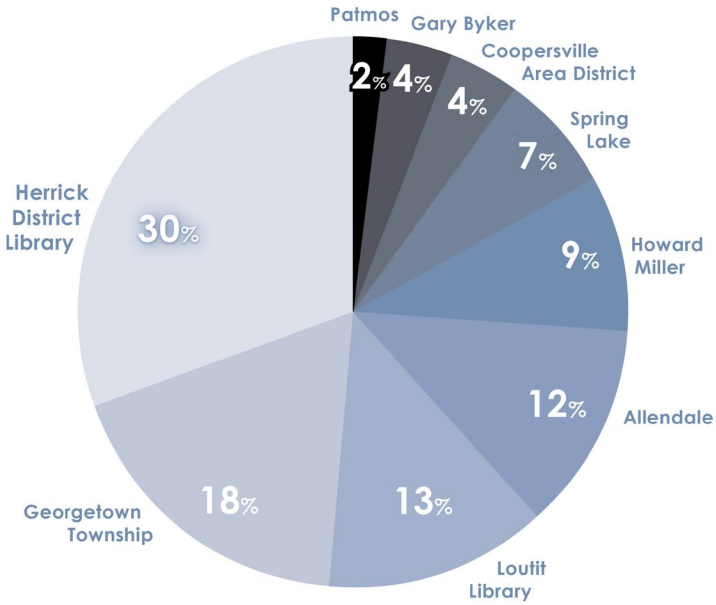


LIBRARY PENAL FINES

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

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

Ottawa County 2022-2023 Penal Fine Distribution



The County Treasurer's office receives the penal fines throughout the year. In July, the Library of Michigan sends out a listing of the eligible libraries and associated populations, and the County Treasurer's office disburses the collected penal fine funds to each library.

In recent years, the penal fines distribution total has ranged from *$755,000 to over $1.02 million.* In 2020, the total distributed was *$755,171* and in 2021 the distribution amount totaled *$813,728.* The increase between those two years was likely due to fewer penal fines being written during COVID shut-downs.

Fine Distribution by Library

Allendale Township	$104,497
Coopersville Area District	**$37,444**
Georgetown Township	$159,743
Patmos (Jamestown)	**$28,440**
Herrick District	$259,214
Gary Byker Memorial	**$36,543**
Loutit District	$116,153
Spring Lake District	**$58,675**
Howard Miller	$74,040
TOTAL	***$874,749***

Life of a Penal Fine

Person found guilty by court of violating a state statute

↓

Court assesses a dollar charge for the violation

↓

Court divides collected amount into court costs, penal fines, statutory fees

↓

Court sends penal fines portion to County Treasurer in the county where the court is located

↓

By July 15 each year, Library of Michigan (LM) certifies to each county treasurer the population served by each public library

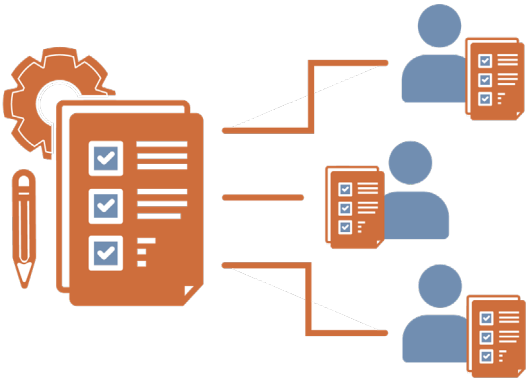
↓

Based on LM letter, County Treasurer determines per capital distribution rate and sends penal fine revenue to each public library

2022-2023 INITIATIVES

Implement and Train county staff members with new credit card processing vendor

Update Municipal Civil Infraction Ordinance procedures across departments



Implement new contract with OPEB Trust financial advisor

QUESTIONS?

Action Request

Committee:	Board of Commissioners
Meeting Date:	01/24/2023
Requesting Department:	Department of Strategic Impact
Submitted By:	Regina MacMillan
Agenda Item:	Ottawa County Department of Strategic Impact 2022 Annual Report

Suggested Motion:

To receive for information the Ottawa County Department of Strategic Impact's 2022 Annual Report.

Summary of Request:

In accordance with the 2023 Rules of the Ottawa County Board of Commissioners:

Section 6.8 - 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:	☐ Yes	☐ No	☑ N/A

If not included in budget, recommended funding source:

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

Action is Related to Strategic Plan:

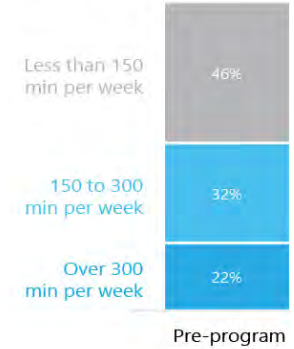
Goal: Goal 3: To Maintain and Enhance Communication with Citizens, Employees, and Other Stakeholders.

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

Administration: ☑ Recommended ☐ Not Recommended ☐ Without Recommendation

County Administrator:

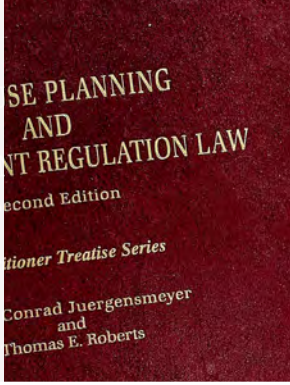
Committee/Governing/Advisory Board Approval Date:

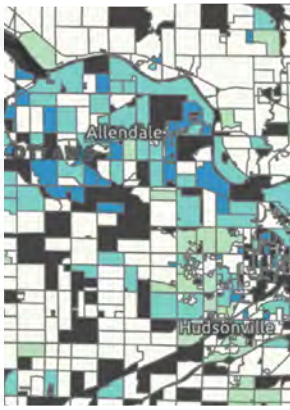


OTTAWA COUNTY DEPARTMENT OF

STRATEGIC IMPACT

FISCAL YEAR 2022 ANNUAL REPORT





Ottawa County

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Ottawa County Agricultural Preservation Board (2022) ..... Appendix E
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Every step forward is a foot in the right direction.

— Frank Sonnenberg, *The Path to a Meaningful Life*

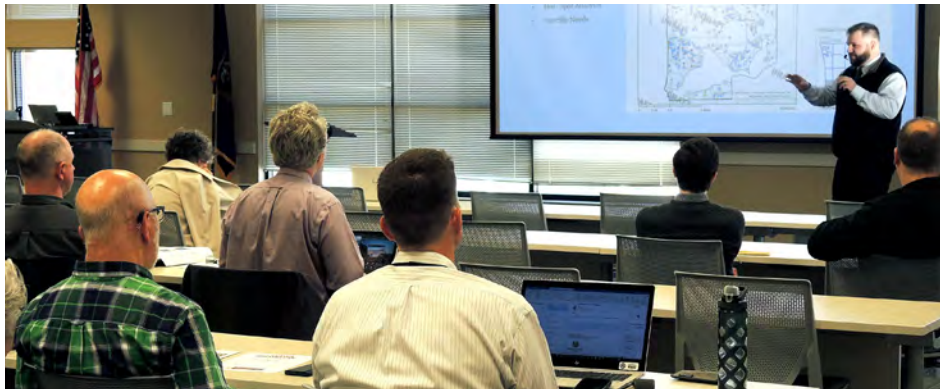
Progress. Merriam-Webster's Dictionary defines it as "a forward or onward movement," or "gradual betterment." We here at the Department of Strategic Impact are in the business of betterment. With a skilled staff and a supportive County administration, DSI has continued to make great strides forward on numerous initiatives this past fiscal year.

Perhaps one of our biggest strides has been in our **Digital Inclusion Strategy,** a four-phase, public-private initiative to improve County high-speed internet access.

Many residents had been complaining of lackluster and, in some cases, non-existent broadband service in pockets of the County. However, FCC data suggested otherwise. This disconnect was preventing us from moving forward, especially as it pertains to ensuring the County's eligibility to secure grant funding once that becomes available for the State later in 2023.

Working closely with partners, DSI pursued its own data sets by conducting a comprehensive Broadband Internet Survey of residents, which wrapped up in December 2021. Survey results revealed significant service gaps, the starkest being 10.5% of households do not have any access to fixed (wired or wireless) high-speed internet.

This past spring we shared the study findings with local units of government and other community stakeholders at a well-attended event. The strong support we received from the community empowered us to move forward into Phase II, which involves pre-engineering design of middle-mile broadband infrastructure that maximizes the use of public tax dollars for such an endeavor. You can read more about Digital Inclusion Strategy progress on **page 30.**



Ottawa County Land Use Specialist Andrew Roszkowski discusses broadband data mapping opportunities during "Ottawa Online" on April 21, 2022, at the Ottawa County Administration Building in West Olive.

DSI is also playing an important role planning for the future redevelopment of the sprawling J.H. Campbell site in Port Sheldon Township (32). In direct collaboration with Port Sheldon Township, the J.H. Campbell Plant Closure Planning Committee and Consumers Energy, DSI is conducting fact-finding and strategic planning to ensure this unique property benefits the community without sacrificing revenue for local units and schools.

DSI's data analysts continue to share their unique skillsets with other County departments, local units of government, and area nonprofits. Staff collaborated with Lakeshore Nonprofit on a second Nonprofit Community Assessment (6); evaluated the effectiveness of Ready for School's Summer Kindergarten Readiness Camp (7); and continued to assist Community Action House by reviewing and evaluating data collected from members of their new Food Club & Opportunity Hub in Holland (8).

Other exciting developments within land use planning and economic development sectors included securing additional state funds to expand a groundwater monitoring network (20); presenting the plan for a Coordinated Future Land Use Vision concept to local government leaders (16); collaborating with the Housing Commission to support resident and workforce housing needs countywide (18); obtaining $168,000 in funds to ensure the preservation of a sixth Ottawa County farm (24); and initiated research into electric vehicle charging station needs which then grew into a collaboration with students from the Hope College Center for Leadership (36).

DSI also welcomed several new staff members this year, including two land use planners – Andrew Roszkowski and Kylie Vosburg – and a research and data analyst, Stephanie Oesch.

The addition of these talented professionals have only made our team stronger. We're proud to be a guiding hand as Ottawa County continues to grow and flourish. And that, above all else, is progress.

Paul Sachs *| Department of Strategic Impact Director*

DEPARTMENT OF STRATEGIC IMPACT STAFF

PAUL SACHS
STRATEGIC IMPACT DIRECTOR

SHANNON VIRTUE
PERFORMANCE IMPROVEMENT COORDINATOR

PAM VANDEN HEUVEL
SENIOR SECRETARY

BECKY HUTTENGA
ECONOMIC DEVELOPMENT COORDINATOR

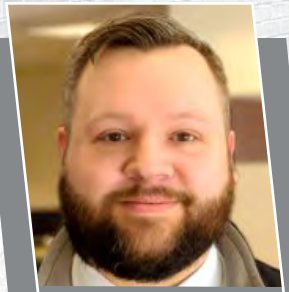
MATT CHAPPUIES
LAND USE COORDINATOR

STEPHANIE OESCH
RESEARCH AND DATA ANALYST

RICH LAKEBERG
PROJECT SUPPORT SPECIALIST

JULIE LAMER
FARMLAND PRESERVATION ANALYST

KYLIE VOSBURG
LAND USE SPECIALIST



ANDREW ROSZKOWSKI
LAND USE SPECIALIST

EVALUATION STATISTICS RESEARCH

Strengthening the nonprofit sector

DSI staff collaborated with **Lakeshore Nonprofit Alliance** on their second Nonprofit Community Assessment. This unique assessment measures the all-around health of the local nonprofit sector, and includes information on staff wages, donations, volunteerism, and more.

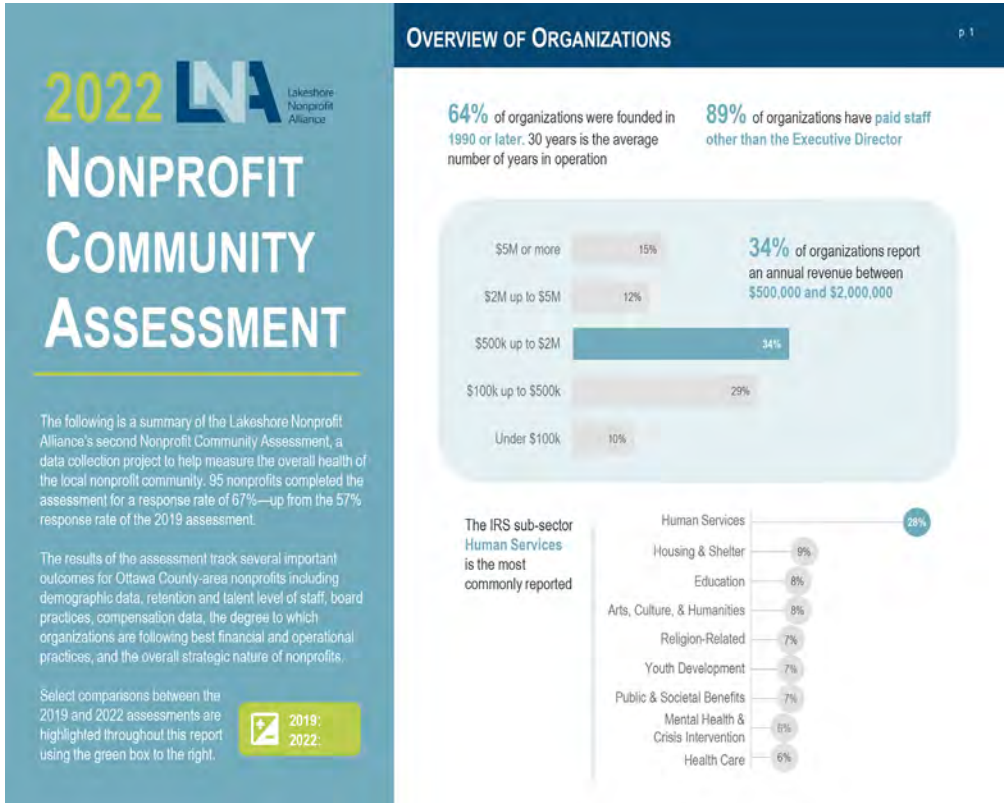
This extensive review serves as an important data reference point that LNA and other local nonprofits will use to strengthen the nonprofit sector in the coming years.

LAKESHORE NONPROFIT ALLIANCE

The assessment includes data from two surveys – one completed by executive directors of local nonprofits and one by board chairs – which is compiled into three reports: a main report, a supplemental report, and a summary report. Staff began data collecting for the assessment in February 2022 and began the analysis and data compilation process in April.

The summary report portion of the Nonprofit Community Assessment was shared publicly at LNA's Community Assessment Rollout on September 8, 2022, while the more comprehensive main report was shared among the Lakeshore Nonprofit Alliance members.

The **summary report** for this fee-for-service project is also available on the Department of Strategic Impact website.



Takeaways

GOAL | Assist with conducting LNA's second Nonprofit Community Assessment

TASKS | Staff created two surveys, collected, analyzed, and compiled data, resulting in three different reports

STATUS | Complete

Evaluating quality of kindergarten readiness camp

Early childhood education experts agree that increasing academic and social readiness helps students have a positive first impression of school. This pivotal first experience impacts how well a child succeeds in their education journey. That is why it is imperative programs like **Ready for School's** Summer Kindergarten Readiness Camp – a program which aims to bridge the divide from home to kindergarten for area families – are carefully reviewed. For the second-straight year, DSI staff were called upon to conduct a thorough review of this program.

READY FOR SCHOOL

Prior to the start of this year's camp, staff assisted Ready for School with researching and selecting data collection tools for the evaluation; researching best practices and creating a report card to share with families; and updating family survey questions. After the camp, DSI staff analyzed data collected from two assessment tools and a post-program family survey to complete the evaluation. The evaluation findings suggest Ready for School's 2022 Summer Kindergarten Readiness Camp was effective in preparing students for kindergarten.

The full report for this fee-for-service project will be posted on the DSI website once complete.

Ready For School

2022 Summer Kindergarten Readiness Camp Evaluation

Takeaways

GOAL | Evaluate effectiveness of Summer Kindergarten Readiness Camp

TASKS | Staff assisted with research, data tool selection, updated survey questions, analyzed survey data

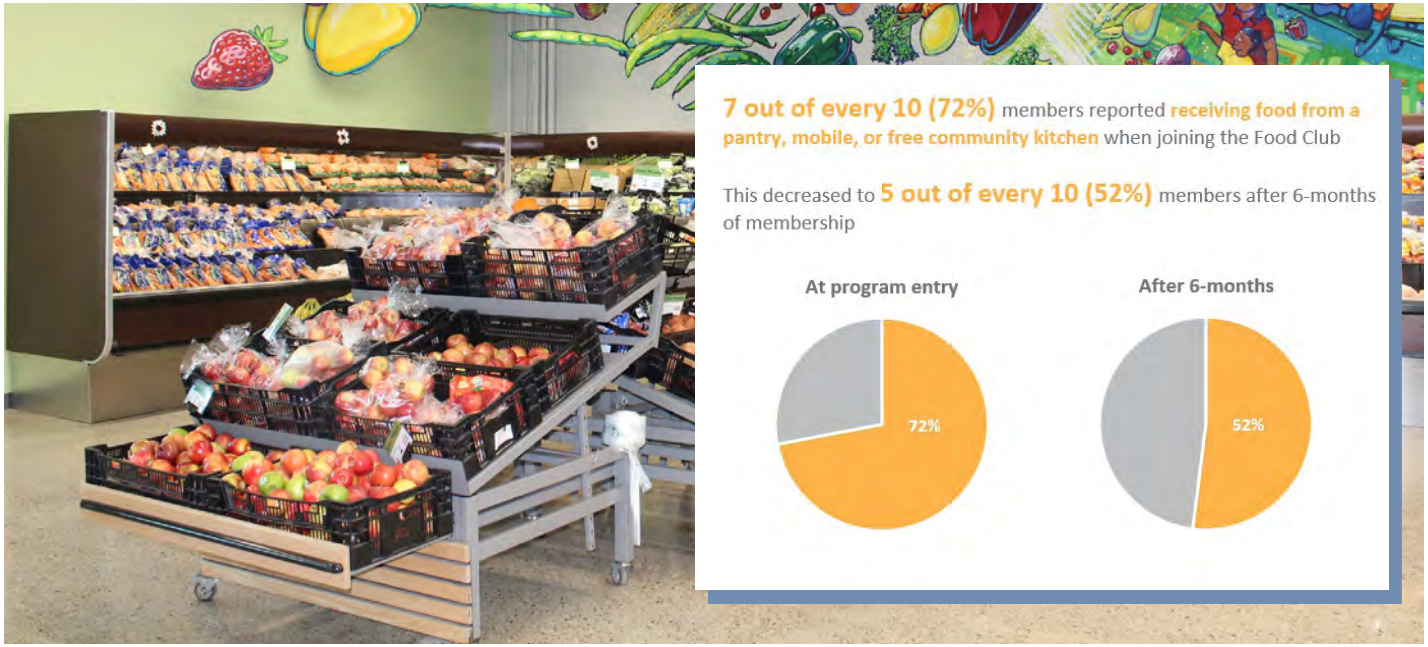
STATUS | In progress

Guiding the success of CAH's Food Club

DSI staff have for several years collaborated with **Community Action House (CAH)** as they prepared for and officially opened the doors to their new Food Club & Opportunity Hub in Holland. CAH's Food Club & Opportunity Hub serves to bridge the gap between a food pantry and a grocery store. Members pay a small monthly fee to receive points for shopping in a grocery store setting, choosing healthy food options requiring fewer points.

This past year, DSI staff met with CAH to review the data collection progress since opening the center, discussed data collection issues, and reviewed and researched methodological questions that surfaced during the review. DSI staff were also invited to take a tour of the Food Club.

In June, staff began the first evaluation, which involved comparing club member data collected at the beginning with data collected six months into their membership.



FOOD CLUB & OPPORTUNITY HUB EVALUATION

The results were generally positive: after a half-year of Food Club membership, members reported increases in food security, access to healthier foods such as fruits and vegetables, as well as gaining a sense of pride when they shop at the Food Club.

As part of this fee-for-service project, DSI will continue to evaluate the Food Club and Opportunity Hub over the next year and a half.

Takeaways

GOAL | Review data collection, evaluate recently opened Food Club

TASKS | Staff assisted with data collection, performed first evaluation of members

STATUS | Ongoing

Revealing the results of Step It Up

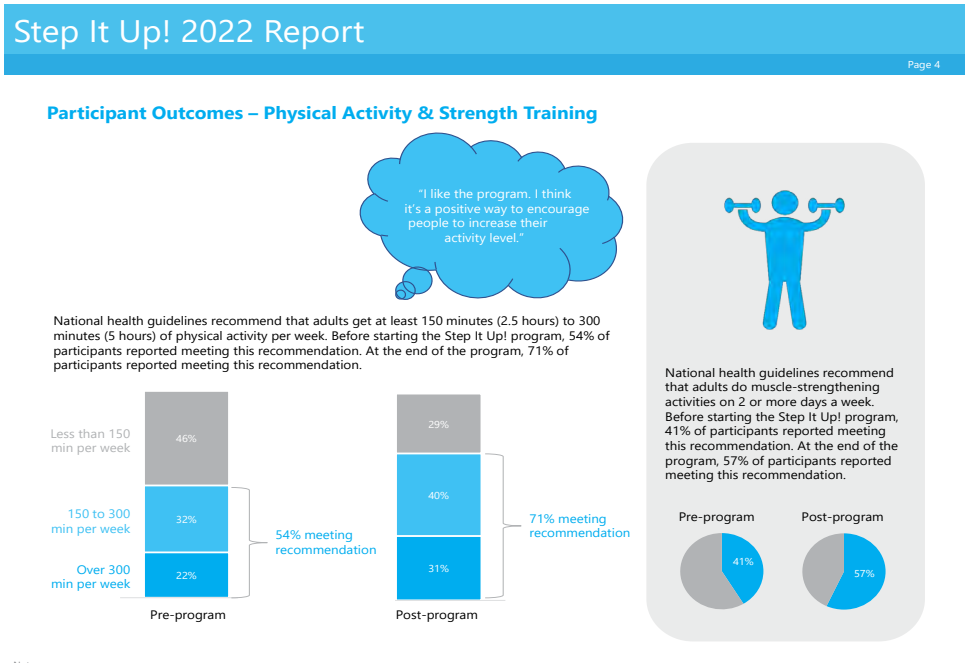
STEP IT UP

Step It Up! is a free, eight-week exercise challenge offered each spring to get residents active and visiting new parks. Participants are invited to track and report their exercise activity and are eligible for weekly raffle prizes. Over the past few years, DSI has partnered with Step It Up! organizers the County Parks & Recreation Department and the Department of Public Health to evaluate the program.

During the past year, DSI staff updated participant survey questions prior to the program. They then worked with website contractor Webtecs to update the Step It Up! website, registration portal, and data collection system. During the program, staff reviewed the weekly physical activity data submitted by participants for the raffle.

Once the program was complete, staff analyzed pre- and post-program participant data and compiled the annual evaluation report. Highlights from this year's program include over 70% of participants reporting they met or exceeded the national health guidelines for weekly physical activity by the end of the program – up from just over 50% at the start of the program.

The full report can be viewed **at MiOttawa.org/Departments/Planning/pdf/Step-It-Up-2022.pdf**



Takeaways

GOAL | Assist with administration and evaluation of Step It Up! program

TASKS | Staff updated survey questions, website and more; reviewed data, and complied evaluation report

STATUS | Complete

MEET UP AND EAT UP

Program continues to feed children

Funded by the USDA, MUEU is a national program operated at the local level by **Ottawa Food.**

While COVID has severely impacted how MUEU has operated the last few years, the program continues to provide meals to children in low-income areas during the summer when they do not have access to school lunch and breakfast programs.

The annual Meet Up and Eat Up (MUEU) Report was still in progress at publishing. The document will be posted on the DSI website once complete.

Assessing the health of County's migrant workers

Migrant farm workers have been an important part of Ottawa County's agriculture industry for decades. Their health and well-being effects all who live and work here.

MIGRANT HEALTH STRATEGIC PLANNING

That's why the **Ottawa County Department of Public Health (OCDPH)** applied for and received a three-year grant from the federal Office of Minority Health to survey the migrant farm worker community in Ottawa County and gain a better understanding of health inequalities and disparities.

After receiving this funding, the OCDPH worked with agencies and organizations in the County to form a Migrant Health Taskforce to help guide the process.

Early this year, DSI staff worked with Public Health and the task force to create a strategic plan that would seek to improve migrant farm worker health by bridging health gaps, improving social determinants of health, and addressing health disparities and inequalities. This strategic plan was the result of two facilitated strategic planning sessions that took place near the end of 2021. The plan now serves as the main guide for the taskforce's actions and efforts over this year and the coming year.

One of the initiatives that were born from the strategic plan include providing welcome baskets containing fresh vegetables as well as information from Ottawa Food.

As part of DSI staff's continued work with Public Health and the taskforce staff have, over the last few months, created surveys to assess the results of the initiatives and are in the process of creating a comprehensive evaluation report which will cover each of the initiatives.

Takeaways

GOAL | Create strategic plan, evaluate initiatives borne from plan

TASKS | Staff worked closely with program organizers to develop strategic plan, created surveys, comprehensive evaluation report

STATUS | Ongoing

Some of these initiatives include providing welcome baskets for migrant workers, offering transportation to and from church services and laundry facilities, and providing dental care.

Developing a strategic plan with Community Action Agency

In March, DSI staff met with **Community Action Agency (CAA)** to begin work on their strategic planning process.

COMMUNITY ACTION AGENCY STRATEGIC PLAN

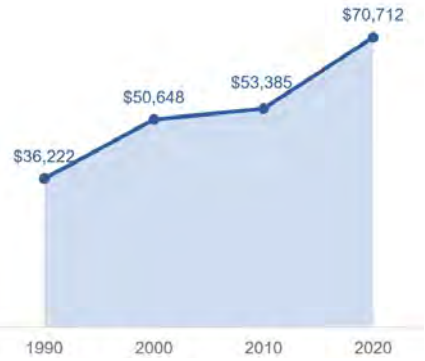
A group of CAA staff took part in the first strategic planning session with DSI in September 2022.

DSI staff worked closely with CAA representatives to carefully think through CAA's goals and plans, along with any potential roadblocks that may stand in their way.

Additional strategic planning sessions were planned through the fall, with a complete strategic plan on track to be in place by the end of 2022.

DSI Performance Improvement Coordinator Shannon Virtue leads a strategic planning session with Community Action Agency staff.

Figure 31 - Median Household Income (Spring Lake Township)



Source: 1990 and 2000 U.S. Census, 2010 and 2020 American Community Survey 5-year estimates

Keeping data current

MASTER PLAN UPDATES

Staff worked with Spring Lake Township and the City of Grand Haven during the past year to update local demographic and socio-economic data for their master plan documents.

These projects involve obtaining data primarily from the U.S. Census Bureau, creating graphs and tables to display the data, and explaining changes in data over time. These were both fee-for-service projects.

Providing fresh, local food for seniors

Senior Project Fresh is a state program that aims to increase access to fresh, local produce and improve healthy eating habits among seniors aged 60 years and older living at 185% or below the federal poverty level in counties throughout Michigan. Participants receive $20 in vouchers to purchase fresh produce at local farmers markets.

SENIOR PROJECT FRESH EVALUATION

DSI staff continued to partner with Ottawa Food during the past year to complete an annual evaluation of the local program.

The evaluation involved assessing pre- and post-program survey data collected from participants as well as voucher redemption data provided by the state. Over the course of five summers, Ottawa Food's SPF program has provided nearly $24,000 in fresh produce to seniors in Ottawa County. The full report can be viewed at **MiOttawa.org/Departments/Planning/pdf/SPF-2021.pdf**

Over the course of five summers, Ottawa Food's SPF program has provided nearly $24,000 in fresh produce to seniors in Ottawa County.

Takeaways

GOAL | Determine the success of farmers market voucher program

TASKS | Staff compared pre- and post-program survey data, voucher redemption data, created report

STATUS | Complete

Being prepared to support kids in a mental health crisis

DSI staff continued to support Public Health's **Suicide Prevention Coalition** by completing an evaluation of its work and providing additional data analysis for its Blue Envelope initiative. The Blue Envelope Initiative aims to educate every school employee – such as teachers, coaches and bus drivers – to know how to respond to a student who may express suicidal thoughts.

SUICIDE PREVENTION COALITION

DSI's work involved updating the strategic plan for the Coalition to show 2021 accomplishments.

Additionally, staff continued to assist with reporting 2021-2022 school year data for the Blue Envelope initiative.

Testimonial video promotes staff skills

In 2017, DSI staff began offering evaluation, research, and data services to nonprofits and local units of government as part of a fee-for-service arrangement.

PROMOTING FEE-FOR-SERVICE PROJECTS

To promote this increasingly popular service, DSI staff conducted video interviews with County, municipal, and nonprofit leaders who have worked directly with DSI's evaluation, statistics, and research staff.

These conversations were then edited down into testimonial vignettes detailing the interviewee's experiences. The clips were then paired with samples of fee-for-service work to tell a cohesive story in video form.

Since the video's release in the spring of 2022, DSI has executed two additional MOUs as part of its fee-for-service offerings.

You can watch the video at **www.MiOttawa.org/Departments/Planning/performance_improvement.htm.**

These clips were paired with samples of fee-for-service work to tell a cohesive story in video form.

Takeaways

GOAL | Promote evaluation, research, and data services to local units of government and nonprofits

TASKS | Staff conducted video interviews, storyboarded a plan, edited the clips down into a cohesive narrative

STATUS | Complete

Quantifying Sheriff's Office volunteers' time

DSI staff continued to partner with the Ottawa County Sheriff's Office to complete the 2021 Volunteers in Police Service (VIPS) Annual Statistics report.

VOLUNTEERS IN POLICE SERVICE REPORT

The VIPS program assists the Sheriff's Office with vehicle transfers, home security checks, handicapped parking enforcement, processing abandoned vehicles, and provides courtesy transportation to inmates released from the jail who need a ride back to their communities.

DSI staff completed this report by assessing the time and miles traveled by the volunteers to complete each activity.

Evaluating County departments, maintaining vital data sets

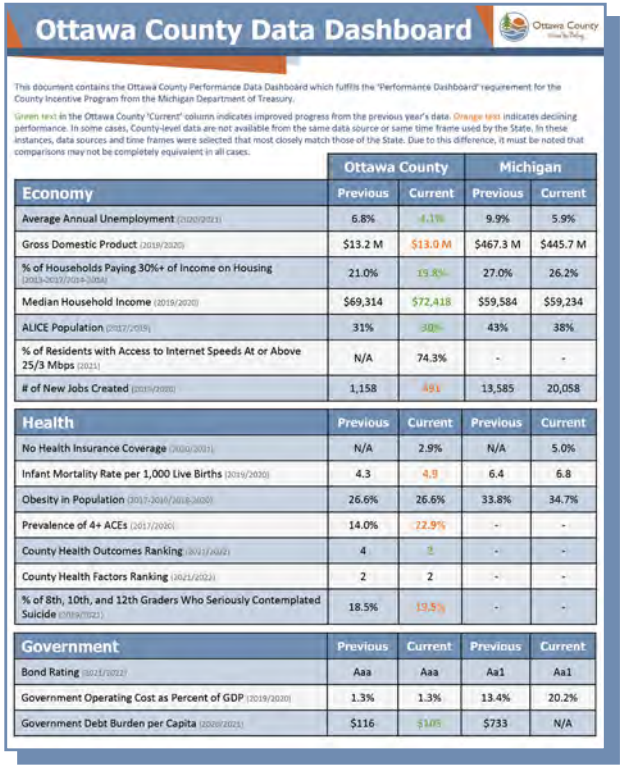
Performance Outlines: Performance Outlines for all County departments were updated, distributed, and collected by DSI staff as part of the annual outline process.

EVALUATION AND STATISTICS

These outlines, 44 in total, identify each department's description, mission, primary goals, and objectives. Outcome measures specific to these goals and objectives make up the central part of each outline. Additionally, data for each measure from the past year is collected and included. The departments also look ahead by providing estimated future data for each measure.

Once complete, outlines are sent to Fiscal Services, who includes them in Ottawa County's annual budget book. These outlines are required for the County to achieve the Distinguished Budget Presentation Award from the Government Finance Officers Association.

County Dashboard Updates: As part of the annual update to the County Dashboard, statistics on County economy, health, education, government, public safety, and environment were all updated with the most recent available data.



Ottawa County Data Dashboard

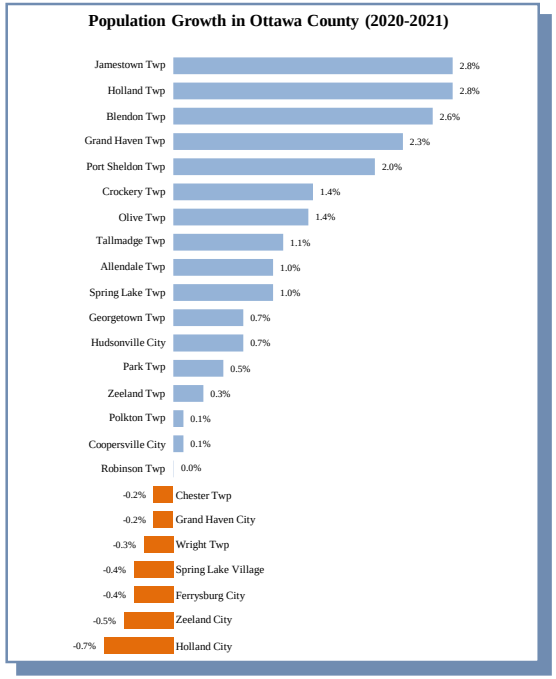
This document contains the Ottawa County Performance Data Dashboard which fulfills the 'Performance Dashboard' requirement for the County Incentive Program from the Michigan Department of Treasury.

Green text in the Ottawa County 'Current' column indicates improved progress from the previous year's data. Orange text indicates declining performance. In some cases, County-level data are not available from the same data source or same time frame used by the State. In these instances, data sources and time frames were selected that most closely match those of the State. Due to this difference, it must be noted that comparisons may not be completely equivalent in all cases.

	Ottawa County		Michigan	
Economy	Previous	Current	Previous	Current
Average Annual Unemployment (2020/2021)	6.8%	4.1%	9.9%	5.9%
Gross Domestic Product (2019/2020)	$13.2 M	$13.0 M	$467.3 M	$445.7 M
% of Households Paying 30%+ of Income on Housing (2013-2017/2014-2018)	21.0%	19.8%	27.0%	26.2%
Median Household Income (2019/2020)	$69,314	$72,418	$59,584	$59,234
ALICE Population (2017/2019)	31%	30%	43%	38%
% of Residents with Access to Internet Speeds At or Above 25/3 Mbps (2021)	N/A	74.3%	-	-
# of New Jobs Created (2019/2020)	1,158	491	13,585	20,058
Health	Previous	Current	Previous	Current
No Health Insurance Coverage (2020/2021)	N/A	2.9%	N/A	5.0%
Infant Mortality Rate per 1,000 Live Births (2019/2020)	4.3	4.9	6.4	6.8
Obesity in Population (2017-2018/2018-2020)	26.6%	26.6%	33.8%	34.7%
Prevalence of 4+ ACEs (2017/2020)	14.0%	22.9%	-	-
County Health Outcomes Ranking (2021/2022)	4	2	-	-
County Health Factors Ranking (2021/2022)	2	2	-	-
% of 8th, 10th, and 12th Graders Who Seriously Contemplated Suicide (2019/2021)	18.5%	13.5%	-	-
Government	Previous	Current	Previous	Current
Bond Rating (2021/2022)	Aaa	Aaa	Aa1	Aa1
Government Operating Cost as Percent of GDP (2019/2020)	1.3%	1.3%	13.4%	20.2%
Government Debt Burden per Capita (2020/2021)	$116	$105	$733	N/A

The Dashboard is available in a progress report document that is submitted to the State of Michigan as part of the County Incentive Program.

The Dashboard is also available on the **DSI website.** For future Dashboard releases, staff are looking for ways to share the information with the public in a more accessible and potentially interactive way.



County Statistics: DSI staff regularly update an array of County statistics. Over the past year, various information – including population estimates, unemployment numbers, building permits, largest employers, cost of living, and more – have been updated. Staff has also completed several individual data requests and inquires. Information on various County statistics can be found at **www.miottawa.org/Departments/Planning/county_statistics.htm,** and more information is also available upon request.

LAND USE PLANNING PROJECTS

Building a data-driven land planning framework

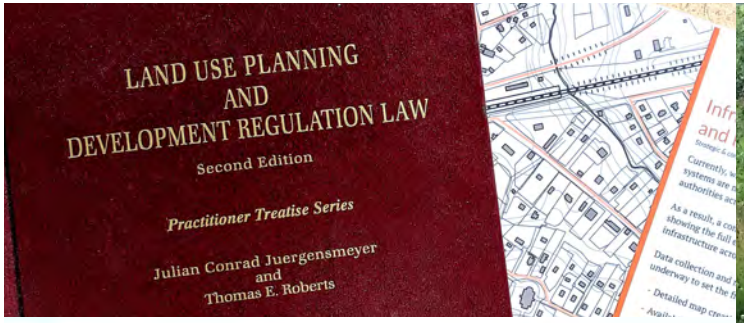
With a growing population and strong industry, Ottawa County is positioned for success. These gifts also bring challenges, including development pressure on valuable agricultural operations and groundwater sustainability issues. These problems are multi-jurisdictional, and they require a multi-jurisdictional approach.

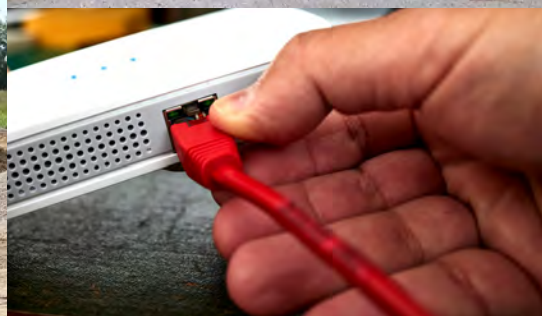
FUTURE LAND USE VISION

Collaborating closely with local leaders, DSI is developing a "Coordinated Future Land Use Vision" – a data-driven guide all local units can utilize to inform and enhance their land planning decisions. Currently, this type of forward-thinking reference guide for local governments does not exist.

The County anticipates the creation of this Vision document to occur in two possible phases. Phase I may examine existing conditions, such as master plans and local zoning ordinances, to determine what the landscape may look like in 5, 10, or 20 years. Phase II may involve in-depth scenario planning to determine the preferred future state of the county utilizing local leader input.

DSI staff formally presented the concept to local government leaders at two separate events and shared a detailed overview of the effort. *View the document on pages 50-51 in the Appendix.*





Once the necessary support is built, DSI will establish a steering committee of local representation to launch the effort, followed by distribution of a request for proposals to secure a qualified consultant(s) to commence with this large-scale and strategic undertaking.

Takeaways

GOAL | Develop a forward-thinking, data-driven reference guide for all local units to utilize

TASKS | Staff garnering support for the plan from local units of government

STATUS | Ongoing

Preserving transportation history

The West Michigan Pike Historical Route was once the premier way to travel the eastern shore of Lake Michigan by automobile. Now, thanks to local historian Blaine Knoll, DSI staff, and Grand Haven Area Community Foundation, a stretch of the West Michigan Pike will live again.

WEST MICHIGAN PIKE

Working closely with Knoll, staff are in the process of mapping out and installing signs to mark the historic route at the Ottawa-Allegan County line, along parts of U.S.-31, and into Grand Haven.

Additionally, Knoll and County staff are developing a commemorative plaque to accompany an original Pike marker still in its original location. The marker stands just off the shoulder on 152nd Avenue near Luce Street in Grand Haven Township. A handful of other original West Michigan Pike markers exist, including one locally at 7th and Fulton streets in Grand Haven. The Grand Haven marker, however, was moved from a different location to serve as a representation of what once stood there.

The Pike route is also a designated "Pure Michigan Byway", joining 22 other historic, scenic, and recreational byways which include M-22, Tahquamenon Falls, and U.S.-12.

Local historian Blaine Knoll (left) and Land Use Specialist Andrew Roszkowski install West Michigan Pike signage in the Holland area in August 2022.

Takeaways

GOAL | Commemorate the historical West Michigan Pike route

TASKS | Staff installing signage marking route, developing a commemorative plaque

STATUS | Ongoing

Ensuring survey corner accuracy

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.

REMONUMENTATION

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 C).***

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 2023, DSI will have received a total of $1,574,155 in reimbursements, with one more reimbursement payment remaining in 2024. The 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.

Addressing persistent housing issues

Goal Achievements

2020-2021

Goal #1

Leverage financial resources to help construct more affordable housing units in the County

Achievements:

- July 2020- Gained qualified Public Housing Authority Status
- September 2021- Partnered with Muskegon County to facilitate the transfer of housing vouchers for the Samaritas Spring Lake Senior Complex

Goal #2

Organize the County's Housing Commission for long-term, sustaining impact

Achievements:

- July 2021- A "dashboard" of pertinent metrics was established to help guide the Housing Commission over time

Goal #3

Build a network of community partners committed to supporting affordable housing

Achievements:

- July 2020- Established support of courts and local agencies with eviction prevention programming using CERA dollars
- November 2020- Created educational piece to demonstrate the dynamic between the OC Land Bank Authority and the OC Brownfield Redevelopment Authority
- Janurary 2022- Established partnership with GVSU to implement predictive modeling for eviction prevention purposes
- February 2022- Established an advocacy committee for eviction diversion

Goal #4

Advocate for affordable housing on all fronts

Achievements:

- July 2020- Published a white paper describing the benefits of utilizing PILOT agreements to encourage affordable housing development
- February 2021- Published a white paper describing the impacts of mandated requirements for parking on the availability of affordable housing.
- May 2021- Partnered with the Michigan Housing Coalition to support legistlative packages for affordable housing
- December 2021- A Citizen Survey was distributed to county residents to analyze support of a hypothetical housing millage to increase the availability of affordable housing in the county
- August 2022- Supported two affordable housing project applications, Dwelling Place in Holland and Samritas in Spring Lake, submitted for ARPA funding. Both received funding.
- August 2022- Supported ARPA application for Eviction Prevention to extend the program until sustainable funds can be secured.

5

2022-2027 Strategic Plan

Ottawa County

Where You Belong.

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

HOUSING COMMISSION

Strategic Plan Updates: Guiding the OCHC's efforts are its Strategic Plan. First developed with key stakeholders in 2020, this plan outlines objectives and serves as a reference for the commission and its partners. During the summer of 2022, the OCHC updated its Strategic Plan through 2027 to reflect current goals as well as acknowledge past achievements since the creation of the original plan.

Some of the notable achievements include gaining qualified Public Housing Authority status, supporting legislative efforts for affordable housing, and distributing multiple citizen surveys that showcased the public's desire for more housing options. The updated plan also displays some results of those surveys.

The Strategic Plan will continue to be updated to reflect evolving goals and achievements of the Housing Commission in years to come, and can be viewed at **bit.ly/OCHCStrategicPlan**.

Housing Commission Metrics/Dashboard: Having access to detailed and up-to-date housing statistics is vital to the OCHC mission. Concrete data allows the commission to operate more efficiently and more readily identify areas of the County with the largest housing needs.

In 2021, DSI staff gathered data from a variety of sources to develop local housing metrics that illustrate the current local housing situation and how housing has changed over time. This information was compiled into a highly visual report, which is available on the County website.

One of the objectives of the updated Strategic Plan includes further refinement of these metrics, with the ultimate goal of creating an interactive and filterable data dashboard for the OCHC and the public to easily access.

Takeaways

GOAL | Work cooperatively with federal, state, and local governments to address affordable housing issues in Ottawa County

TASKS | Commission updated its Strategic Plan to reflect current goals and acknowledge achievements; is working with DSI staff to refine housing metrics and develop interactive dashboard

STATUS | Ongoing

Over the past fiscal year, staff have worked to enhance and expand on data points to obtain a clearer picture of needs countywide. Additional metrics being pursued include tracking anticipated new housing projects, improvements to existing housing projects, and tracking projects being developed to serve specific average median income brackets.

Staff is working in Power BI, a powerful software data tool, to build and share the dashboard. To that end, DSI anticipates hiring an intern in 2023 to assist in bringing this housing tool to life.

Housing for Seniors and Residents with Disabilities: The Housing Commission lent its support to two affordable housing projects – one in the city of Holland and one in the village of Spring Lake. Both of these developments will supply housing for vulnerable populations: First Hope at 10th Street Apartments in downtown Holland will provide 46 units for low income households and adults with disabilities, and the Samaritas Affordable Living complex in Spring Lake will provide 53 units for seniors and those with disabilities.

Eviction Diversion: In February 2022, OCHC formed an Eviction Diversion Advocacy Committee. This advocacy group is comprised of a cross-section of agencies that help families and individuals avoid eviction. One achievement that resulted following the formation of this committee included an application from the 58th District Court for American Rescue Plan Act (ARPA) dollars to help fund Ottawa County's Eviction Prevention Program.

Run jointly by the 58th District Court and Good Samaritan Ministries, the Eviction Prevention Program helped many individuals and families in need keep a roof over their head during the pandemic. However, the program's funding source – the federal Covid Emergency Rental Assistance (CERA) program – was set to end in September 2022. The committee worked to bridge that gap with ARPA funding, gaining approval from the Board of Commissioners on August 23, 2022.

The infusion of ARPA dollars will allow the program to develop an improved system that is privately funded and self-sustaining based off tenant repayment plans. This will ensure it will be around to help individuals and families for years to come.

Additionally, DSI staff engaged with Grand Valley State University mathematics students who are conducting predictive modeling as it pertains to evictions. This data provided further insight into what could become an enhanced Eviction Diversion Program.

Ensuring sustainable groundwater access

In 2018, an initial groundwater study revealed that without intervention the quality and quantity of the County's bedrock groundwater aquifer system will continue to decline. In response, with the help of the former Groundwater Executive Committee and current ***Groundwater Board (Appendix A),*** DSI planners developed the Groundwater Sustainability Initiative to help our communities, residents, and businesses understand the issues and collaborate to sustain this limited resource. Highlights from this fiscal year include:

GROUNDWATER SUSTAINABILITY INITIATIVE

Michigan Geological Survey Director John Yellich (left) and an assistant take notes while observing a fresh core sample taking during well drilling in Chester Township in summer 2022.

Groundwater Monitoring Project Network: In the spring of 2022, Ottawa County was awarded state funding to expand its groundwater monitoring network. The $1.1 million funding is in the form of an appropriation, and the County has until October 2025 to use it.

The Groundwater Board met in March to decide upon a plan of action for utilizing the funds. Under the guidance of the Board, DSI has been working with the ***Technical Committee (Appendix A2)*** and other partners to develop a network of monitoring wells in strategic locations across the County.

Each monitoring well will house equipment that detects water levels, then transmits those readings to the County's data servers for analysis and reporting.

Since approval of an in-house management approach to the County's groundwater monitoring project, staff have been establishing protocols and acquiring the appropriate equipment and personnel training in order to ensure safe and reliable data collection through the life of the project.

DSI Land Planning Coordinator Matt Chappuies (left), MGS' John Yellich (center), Land Use Specialists Kylie Vosburg (right foreground) and Land Use Specialist Andrew Roszkowski discuss the Chester Township drilling operation.

An aerial view of the well drilling operation in Chester Township. DSI's new service vehicle can be seen in the far right of the image. A monitoring well was also drilled this past fiscal year in neighboring Polkton Township.

With the aid of state funding, a service vehicle has been equipped with supplies to properly deploy and maintain monitoring equipment and take water quality samples at sites around the County, as well as help staff attend to any landscape remediation services that may be needed following the well drilling process.

Over the summer, staff worked with the Michigan Geologic Survey (MGS) to locate sites to drill monitoring wells and collect core samples throughout various parts of the County. Beginning in July and continuing through August, two additional monitoring wells were drilled – one in Polkton Township and another in Chester Township. While drilling both wells, the MGS collected geologic core samples. The data collected from core samples at these as well as future sites will aid in the development of new geologic maps for Ottawa County and potentially the state.

Water monitoring equipment will also be deployed into these MGS wells to continue to monitor aquifer levels and contribute to a long-term initiative to track and predict changes in aquifer availability throughout the county. DSI staff would like to extend a special thanks to the Ottawa County Parks Department, Chester Township, and the Ottawa County Road Commission Public Utilities Department for granting access to their properties to support this important endeavor.

Improving well drilling efficiency and savings: Department staff has been working with the County's Fiscal Services Department to develop and release a request for qualifications (RFQ) to local well drilling and environmental consulting agencies.

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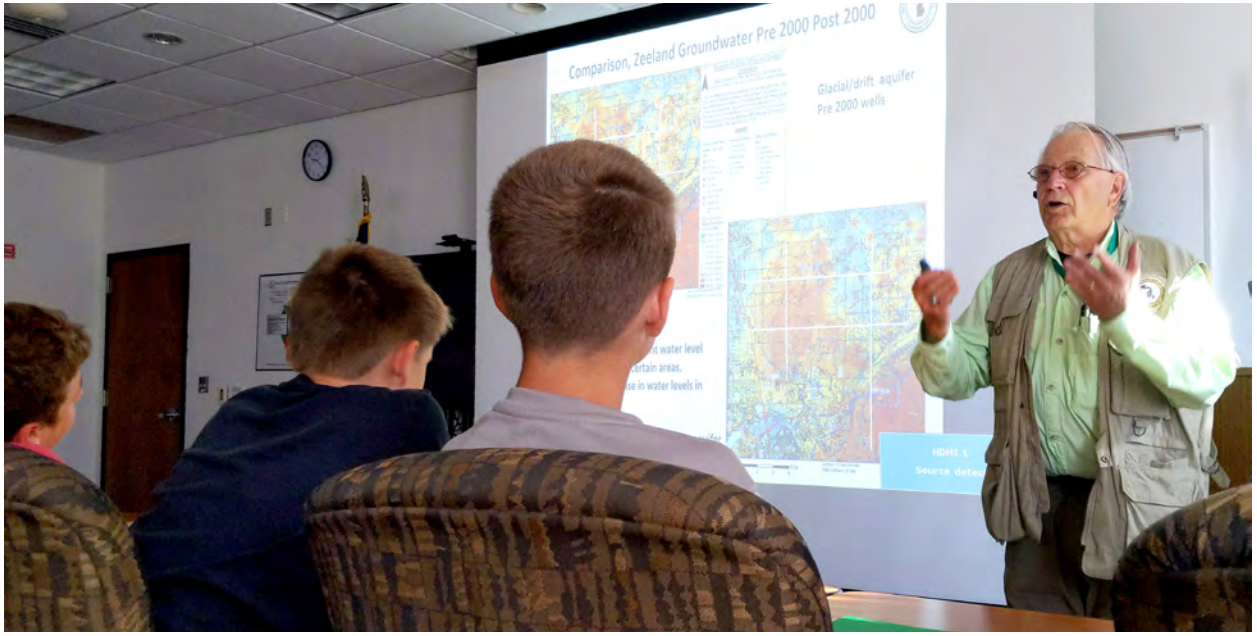


ABOVE: MGS' John Yellich delivers a presentation on groundwater quantity, quality and protection to Zeeland Christian School teacher Ben Kapenga's seventh-grade class on Sept. 1, 2022, at the Allegan County Human Services Building in Allegan County. LEFT: Students from the Zeeland Christian School seventh-grade class touch clay core samples freshly unearthed by the drilling operation on site. MGS was in the process of drilling a monitoring well on Allegan County property.

CONTINUED FROM PAGE 21

The RFQ explains the Groundwater Monitoring Project and the services required from these qualified consultants. By explicitly listing services required by the County, the RFQ allows for an efficient and cost-saving approach to identifying qualified service providers. This also creates the opportunity for the County to obtain the best pricing for needed services and identifies the businesses as a preferred vendor which can be called upon on an as-needed basis.

Outreach: Education is an integral part of the Groundwater Sustainability Initiative. Staff look for opportunities to participate in hands-on learning whenever possible. In September 2022, staff took just such an opportunity by assisting Michigan Geological Survey Director John Yellich deliver a groundwater presentation to Zeeland Christian School seventh-graders. This lecture and demonstration was held at the Allegan County Human Services Building because MGS was in the process of drilling a monitoring well at the building site.

On November 5, 2022, staff presented to a full house at the 17th Annual Water Quality Forum at the County Administration Building in West Olive. Matt Chappuies and Andrew Roszkowski explained the County's groundwater challenges, provided relevant updates, and answered questions from the public. Kylie Vosburg furthered water conservation efforts by presenting "Reimagining the Traditional Lawn," discussing how and why traditional turf lawns can be replaced with more eco-friendly options, and introduced DSI's Native

Landscaping Project (see next section) to the public.

Land use planners also experimented with different education tools to further education strategies laid out in the Groundwater Sustainability Initiative's Proactive Strategies Index.

Staff also improved the presentation and educational aspects of the **MiOttawa.org/Groundwater** web portal. These adjustments included overall organization and presentation, as well as developing a StoryMap feature which explains the key terms and concepts related to the County's groundwater challenges.

Native Landscaping Project: A specific target of the Groundwater Sustainability Initiative includes reducing the amount of water used by residents, businesses, and public facilities to maintain non-native, turf-style grass lawns.

DSI is moving to lead by example with a plan to transform up to 18 acres of County turf grass into a native, water-conscious landscape. The project will not only reduce groundwater withdrawal but will also reduce time and money spent on facility maintenance. Spearheading this initiative, DSI staff drafted and released a Request for Proposal to hire a contractor to create a native landscaping design plan for the sites being considered.

Land Use Coordinator Matt Chappuies answers a question from an audience member during the 2022 Water Quality Forum on Nov. 7, 2022, at the Ottawa County Administration Building in West Olive.

A Native Landscaping Committee, consisting of DSI, Ottawa County Parks Department, and Ottawa County Facilities Maintenance Department staff, and the Outdoor Discovery Center (ODC) Network, has also been assembled to ensure the design of the new landscapes will suit the needs, uses, and character of Ottawa County facilities.

As the project progresses, educational outreach and interpretive signage will be added to teach visitors how to incorporate turf alternative landscaping options into their own outdoor spaces, as well as to promote its many benefits. By showcasing the process, DSI hopes to bring more awareness to the issue and encourage the public to follow suit.

Takeaways

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

TASKS | Staff continued developing network of monitoring wells; acquired necessary equipment, training; educated the community through outreach programs; improved groundwater web portal; pursuing plan to convert County turf grass to a water-conserving landscape

STATUS | Ongoing

Protecting farmland and supporting

With area farmers producing more than $506 million in products annually (according to the most recent Ag Census), Ottawa County is an agricultural powerhouse. Ottawa is also the fastest growing county in the state and has a low unemployment rate. But this positive growth comes at a cost to agriculture: between 2012 and 2017, Ottawa County lost 8% of its farmed acreage and 17% of its farms. Guided by ***the Agricultural Preservation Board (Appendix D),*** Ottawa County's Farmland Preservation Program seeks to protect this vital industry through various programmatic efforts, such as the Purchase of Development Rights Program and community engagement. Here's a closer look at this past fiscal year's successes:

FARMLAND PRESERVATION PROGRAM

Mike Bronkema, co-owner and operator of Shady Side Farm in Olive Township, discusses farmland preservation in this still from video.

With a $168,750 grant from MDARD, Shady Side Farm became the Farmland Preservation Program's sixth protected farm. Bronkema, an Agriculture Preservation Board member, was featured prominently in promotional pieces for Farms are the Tapas as well as in the "What Ottawa County Farmland Means to Us" informational video staff created about Ottawa County agriculture.

Purchase of Development Rights Program: Shady Side Farm in Olive Township became the sixth protected Ottawa County farm. **Shady Side Farm** operators Mike and Lona Bronkema produce a wide array of goods, including beef cattle and lamb for meat and wool. And they grow organic dry beans and grains, including corn, wheat, oats, and barley. They yield all of these products on five parcels totaling 123 acres. The Bronkema's conservation practices and the uniqueness of the property helped make Shady Side Farm a strong contender for preservation. However, what made it all possible was receiving a $168,750 grant from the Michigan Department of Agriculture and Rural Development in spring 2022. The Bronkema property application scored the highest of all 10 projects submitted for funding.

Interest in the PDR program continues to grow. It was another banner year for PDR applications – by the end of the application cycle on April 30, 2022, the Agricultural Preservation Board received 12 PDR applications totaling 730 acres. Typically, one property is selected for preservation each year, but this year, two were selected: 35 acres of the Veldheer family farm in Olive Township, and 90 acres of the Jongekrijg farm in Zeeland Township. Having neighboring agricultural properties be preserved is a major goal of the program, and both the Veldheer and

Ottawa County's agriculture industry

Jongekrijg properties are adjacent to properties that are currently being preserved, Bronkema and Holstege, respectively.

Community Engagement: Staff stepped up their efforts to promote, educate, and raise funds for the Farmland Preservation Program by engaging community stakeholders through video interviews. Staff created an informational video, called "What Ottawa County Farmland Means to Us", by asking a handful of area officials, business owners, and nonprofits about why local farmland is important and why they support the farmland preservation program. The full-length video was played during the annual Farm are the Tapas fundraiser dinner and posted on the DSI website. You can watch the video at **MiOttawa.org/Farmland.**

More and more communities and community members are becoming concerned about farmland loss and want to learn more about preservation efforts. DSI staff gave presentations to many groups, including the Ottawa County Assessors Association, Allendale Township, and the Grand Haven Chamber of Commerce's Leadership Connect. Staff has also been communicating with Holland Township, Park Township, Allegan County, and Clinton County about protection, as well as assisting with state and national farmland protection collaborations.

CONTINUED ON PAGE 26

CLOCKWISE, FROM TOP LEFT: Zeeland Farm Services Board Chair Cliff Meeuwsen; Health Educator, Coordinator of Ottawa Food Sierra Schuetz; president and owner of electrical contractor Town & Country Group, Inc., Ken Bing; and Chester Township Supervisor Gary Meerman, among others, were all featured in "What Farmland Means To Us" informational video.

CONTINUED FROM 25

Farms are the Tapas: For the sixth-annual iteration of this fundraising dinner and silent auction, staff designed and released a new, more colorful, and eye-catching logo to freshen up the look and feel of the event.

Over the summer, staff worked diligently to garner additional sponsorship support and promote the event through traditional media, social media channels, and word-of-mouth. Staff prominently featured a local business owner and sponsor, as well as local farmer Mike Bronkema in these pre-event promotions.

On the postcard-perfect fall evening of September 29, 2022, 103 people gathered to celebrate local agriculture and raise money for the program at a whole new venue – the Red Shed & Byre 53 event center on the site of a working centennial farm near Hudsonville. Three new restaurants – Holy Smokers BBQ of Holland, The Beard and Gal of Holland, and Sandy Point Beach House of Port Sheldon – joined Tapas veterans The Farmhouse of Zeeland and Field & Fire Bakery and Cafe of Grand Rapids to compete in Farms are the Tapas' signature event – the chefs' competition.

LEFT: Ottawa County Agriculture Preservation Board Chair Matt Fenske (right) discusses the program with Clifford Meeuwsen (center), chairman of Zeeland Farm Services, an event sponsor; and Ottawa County Economic Development Coordinator Becky Huttenga; on Sept. 29, 2022, during Farms are the Tapas at The Red Shed & Byre 53 event center near Hudsonville. RIGHT: Farmland Preservation Analyst Julie Lamer (left) and Executive Chef Sergio Garcia proudly poses with the Harvest Knife after winning the Farms are the Tapas Chef's Competition.

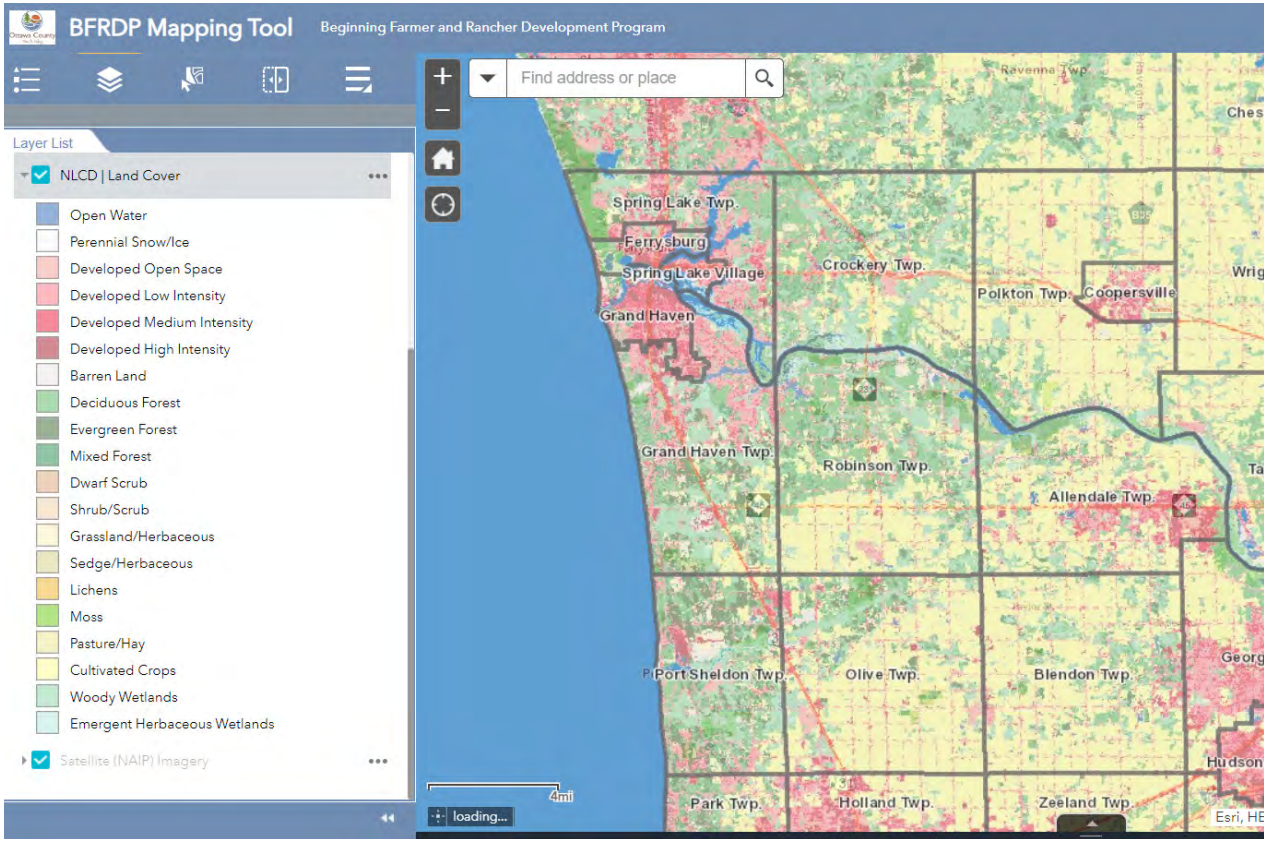
Competition was fierce, but ultimately Tapas newcomer Sandy Point Beach House won the day.

Along with new competing restaurants, sponsors shared a slew of new and unique packages in the silent auction. A record 19 different items were available for bidding. Experiences such as a guided kayak trip up the Macatawa River, membership to the ODC Network, and a day trip to John Ball Zoo joined perennial favorites such as the sunset cruise and beef, breakfast, and grilling packages from local farmers. All together, the silent auction pulled in a record $3,302. Including auction items, sponsor support, and ticket sales, $19,455 was raised for the Farmland Preservation Program.

Beginning Farmer & Rancher Development Program Mapping: DSI planners have been diligently mapping and analyzing county-level data to support economic development, MiFarmlink, and the USDA's Beginning Farmer and Rancher Development Program (BFRDP), which funded MiFarmLink. Through geospatial and remote sensing analysis DSI staff have been compiling data into an interactive map which users may explore and search for desirable areas that fit their land-use needs. The map will include layered data such as parcel information, current zoning, future/ master plan zoning, land use and cover, and farmland preservation areas, etc. For more information on MiFarmLink, **see page 35 in Economic Development.**

Regional Conservation Partnership Program: Farmland protection efforts continue to build through the County's role in the Regional Conservation Partnership Program (RCPP), which seeks to address water quality and quantity through conservation practices and permanent land preservation.

One year into the five year grant, partners have enrolled 4,174 acres of land for conservation practices throughout the project area, and 125 acres for preservation – 35 acres in the Pigeon Creek watershed and 90 in the Macatawa watershed. The next application period will occur in early 2023.



Staff planners have been mapping and analyzing county-level data to create an interactive map which users can explore desirable land-use data.

Takeaways

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

TASKS | Staff secured funding to preserve sixth County farm; selected two additional properties for preservation; conducted interviews and created testimonial video; raised $19,455 for program at Farms are the Tapas; building interactive mapping tool

STATUS | Ongoing

Awards keep coming for unique Spoonville Trail

The accolades keep coming for the recently completed Spoonville Trail, a scenic recreational pathway located near Nunica in Crockery Township.

DSI and its Spoonville project partners were recognized for excellence in management and administration with awards from the regional and statewide branches of the **American Public Works Association (APWA).** The project was also honored with an Outstanding Civil Engineering Achievement Award from the Michigan branch of the **American Society of Civil Engineers (ASCE),** which recognizes projects that contribute to the progress of civil engineering and the well-being of communities.

Additionally, the project was also being considered for an Engineering and Surveying Excellence Award by the Michigan chapter of the **American Council of Engineering Companies.** Announcements were expected to be released by the end of the 2022 calendar year.

Built and managed by DSI on behalf of the County Parks & Recreation Department, the Spoonville Trail Project was constructed in two phases by Ottawa County, project consultant Prein & Newhof, and contractor Anlaan Corp.

A pedestrian bridge over a ravine along Spoonville Trail during construction in 2020.

SPOONVILLE TRAIL

Spoonville Trail is an important north-south connector in the County's growing non-motorized network of pathways. It provides cyclists, runners, and walkers access to two trail systems: the North Bank Trail in Spring Lake and the still-developing Idema Explorers Trail, which will run from Grand Haven to Grand Rapids.

Land Use Specialist Kylie Vosburg discusses progress on the Eviction Diversion Program during the Ottawa Area Planners meeting.

Fostering collaboration

Each spring, DSI invites professional land planners from local units of government to meet at the Fillmore Street Complex in West Olive for a presentation and discussion of County initiatives, including a roundtable discussion.

OTTAWA AREA PLANNERS MEETING

This annual gathering is a great opportunity for planners to learn more about what their neighboring communities are up to and helps to foster cross-jurisdictional collaboration. This year's meeting was well-attended and covered a variety of major initiatives mentioned in this report.

ECONOMIC DEVELOPMENT PROJECTS

Improving internet access for all

ABOVE: DSI Director Paul Sachs introduces the Broadband Data Collection Survey during "Ottawa Online" on April 21, 2022 at the Ottawa County Administration Building in West Olive.

RIGHT: Ottawa County Commissioner Roger Bergman (right) discusses broadband with Ottawa County Administrator John Shay (left) following the presentation.

DSI staff and strategic partners had a busy and productive year furthering the Digital Inclusion Strategy, a four-phase plan to address chronic high-speed internet accessibility and affordability issues in Ottawa County.

DIGITAL INCLUSION STRATEGY

Early in the fiscal year, the survey period wrapped up for the Broadband Data Collection Survey of Ottawa County citizens. Game-changing data released by hired consultant **Merit Network, Inc.** revealed 10.5% of households do not have access to fixed (wired or wireless) high-speed internet. Furthermore, 26% of those with fixed broadband access it at speeds slower than the FCC's minimum broadband threshold, a standard widely considered insufficient.

Besides revealing gaps in broadband access, the survey's data clearly demonstrated service is lacking, and there is significant demand throughout Ottawa County.

To share the broadband survey data and what's next for the four-phase Digital Inclusion Strategy, DSI, ***the Data Collection Steering Committee (Appendix E)*** and its partners presented "Ottawa Online: Verifying Broadband Access Gaps" on April 21, 2022, to a group representing local municipalities and nonprofits.

County staff and Merit Network's Pierrette Renee Dagg reviewed survey results, highlighted key statistics, and discussed how collected data will be used. Douglas Weber of **Urban Wireless Solutions** (a key project partner) detailed paths and potential hurdles as the Digital Inclusion Strategy work progresses.

Following the spring meeting, DSI and Urban Wireless Solutions moved on to Phase II of the strategy. Phase II involves developing a pre-engineering design for middle-mile broadband architecture, along with preparing financial feasibility analyses of that design.

The end result of the project will be a documented and executable network model that Ottawa County can use as its blueprint to achieve their vision for broadband accessibility.

Staff hired **GrayBar/Fujitsu,** a logistics and data networking leader, to conduct this pre-engineering design work. The middle mile engineering is a critical step for the County to determine what it will cost to build the necessary infrastructure that is accessible for private-sector ISPs to "piggy-back" on to deliver their services to underserved areas.

With these engineering and cost-modeling data, staff can then seek/secure grant funds, and local contributions as necessary, to deploy the network design. If the business/network model makes fiscal sense, partnerships with private-sector ISPs are secured, and necessary funding is acquired, staff is targeting fiscal year 2023/24 for construction.

Staff also issued a Request For Information (RFI) to internet service providers (ISPs) to formally identify which companies are willing to work with the County in this vital public/private partnership.

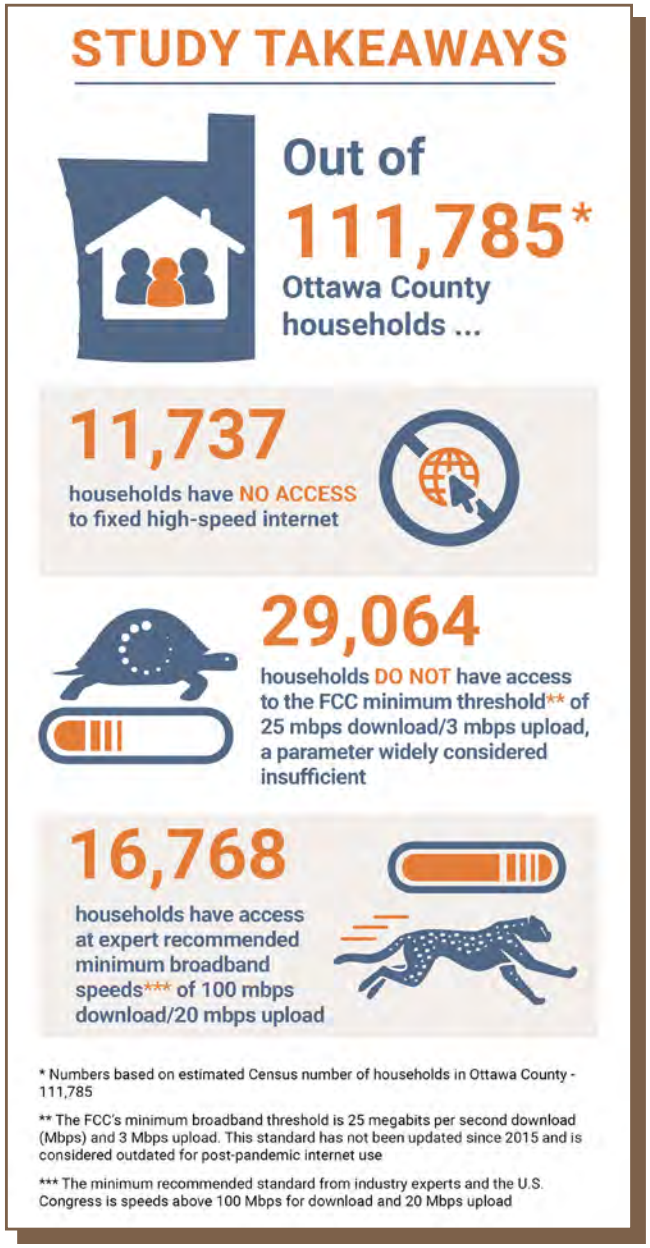
Once ISP partners are selected, and estimated costs to construct the needed infrastructure are established (based on the impending engineering design work), staff will seek grant funding to start construction.

Takeaways

GOAL | Ensure all residents and businesses have access to affordable and reliable high-speed internet

TASKS | Staff reviewed and presented findings of Broadband Data Collection Survey; hired GrayBar/Fujitsu to conduct pre-engineering design work, issued RFI to internet service providers for collaboration

STATUS | Ongoing



Guiding the redevelopment of J.H. Campbell plant

Consumers Energy announced in 2021 that it plans to decommission all of its coal-burning power plants by 2025, including the sprawling, 2,000-plus-acre J.H. Campbell Generating Plant in Port Sheldon Township.

J.H. CAMPBELL GENERATING PLANT CLOSURE

In August 2021, the Ottawa County Board of Commissioners approved the creation of the ***J.H. Campbell Plant Closure Planning Committee (Appendix F)*** to support Port Sheldon officials in presiding over this process. DSI is charged with overseeing the Committee in close collaboration with township officials and planning staff.

This fiscal year, Consumers Energy initiated crucial reviews of the site and hired two contractors to conduct studies. Land services contractor Percheron was hired to conduct a future use study to determine physical, environmental, and infrastructure characteristics and challenges associated with the site. Engineering services contractor Saxum was retained to provide a supplemental landscape analysis to garner insights into opportunities for site redevelopment. Both of these studies were expected to be completed by the end of 2022.

The results of the future use study and landscape analysis reports will serve as important initial references for the planning committee as they launch into the formal redevelopment planning phase, likely in early 2023.

Next anticipated steps include hiring a consultant to facilitate an inclusive and transparent planning process that engages relevant stakeholders.

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 J.H. Campbell Generating Plant closure

TASKS | Consumers Energy began crucial reviews of the site

STATUS | Ongoing

Stimulating growth through programs, advocacy

ECONOMIC DEVELOPMENT INITIATIVES

Economic Development Corporation: On July 21, 2022, the Ottawa County Economic Development Corporation closed on the tax-exempt bonds (PA 338) that will support the construction of The Farmstead by Resthaven, a 128-room facility in the City of Holland that will provide independent units, assisted living, and memory care for senior residents of Ottawa County.

The facility will employ roughly 50 full-time equivalent employees, many of whom will be skilled labor. This is Phase I of the project and will encompass 22 of the 39 acres on the site, leaving room for future expansion.

Many of the units are already reserved for when the facility is complete in 2024. And, the act of residents moving into The Farmstead will provide the added benefit of putting numerous and sorely needed 'starter' homes on the market.

Agribusiness Talent Council: The Agribusiness Talent Council (ATC) is doing much to help cultivate new talent for the region's ever-growing food and agriculture industry.

One notable effort includes a new series entitled "The Foods that Built West Michigan," which features profiles on area agribusiness ventures. Two Ottawa County operations – **Umlor Orchards** in Conklin and **Farmhaus Cider Co.** near Allendale were a part of this series.

A phase 1 Master Plan drawing of The Farmstead by Resthaven, a 128-room independent and assisted living facility in Holland expected to be completed in 2024. OCEDC closed on tax-exempt bonds for the project this past fiscal year.

ATC piloted a new industry promotion event – "Career AG-xploration" at the Muskegon Farmers Market. DSI staff joined employers from 13 West Michigan agricultural businesses as they discussed ag career opportunities to school-age children and the community at large.

Hiring people who face employment barriers, such as the disabled, refugees, veterans, and the formerly incarcerated, is not only good for society, it's good business. To help agribusinesses be an 'employer of choice,' DSI staff participated in a webinar entitled "Hiring Opportunity Populations."

Organizations including Michigan Rehabilitation Services, 70x7 Life Recovery, Bethany Christian Services, Veterans' Employment Services, and Preferred Supports discussed the barriers people face to employment, the benefits of working with diverse employees, and answered questions.

Takeaways

GOAL | Effectively deploy and promote state-authorized programs to stimulate economic growth

TASKS | EDC closed on tax-exempt bonds for Resthaven development; participated in Agribusiness Talent Council initiatives

STATUS | Ongoing

Encouraging, facilitating the reuse of brownfield sites

In 2019, the ***Ottawa County Brownfield Redevelopment Authority (Appendix G)*** established a local brownfield redevelopment tool called the Brownfield Incentive Program (BIP). Since its creation, the BIP has supported eight projects with $37,500 in funding for assessments that leveraged at least $6,750,000 in capital investment.

BROWNFIELD REDEVELOPMENT AUTHORITY

Brownfield 101 Workshop: In the spring, OCBRA hosted a Brownfield 101 workshop for its newer board members and other practitioners in the County. Susan Wenslick presented 45 minutes of education on how brownfield incentives work, when to use them, and how they can benefit the community.

USEPA Environmental Site Assessment Grant: In 2020, DSI was awarded a U.S. EPA Brownfield Assessment grant. Since then, EPA grant funding has supported 30 projects in 11 local units with 47 assessments, catalyzing a projected $221,430,000 in capital investment and 688 jobs.

This past fiscal year, OCBRA was busy using USEPA grant funds to support assessment work on sites across the County, including the City of Grand Haven, the City of Coopersville, and Jamestown Township.

Construction continues at the Towers on River development in the City of Holland. The developers received $2,000 in EPA funding for a due care plan. With a projected capital investment of $30 million, this site is expected to create 30 jobs.

OCBRA has also worked with the environmental professionals from **Fishbeck** to expend 85% of its EPA grant funding and anticipates utilizing all remaining funds well ahead of the grant end date. Staff also plan to collaborate with Fishbeck to prepare an application for additional brownfield assessment funding from the USEPA for fiscal year 2024.

Guidance for Zeeland Brownfield Redevelopment Authority: Staff has also been providing guidance and support for the City of Zeeland's Brownfield Redevelopment Authority as they have reorganized and are considering an application to add an amendment to their citywide brownfield plan.

Takeaways

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

TASKS | Board hosted Brownfield 101 workshop; facilitated USEPA-funded assessment work at sites across County; supported Zeeland Brownfield Redevelopment Authority

STATUS | Ongoing

Building a support system for Michigan farmers

MiFarmLink Project: A collaborative effort spearheaded by a USDA Beginning Farmer and Rancher Development Grant administered through Ottawa County, **MiFarmLink Project** continues to work to ensure prime Michigan agriculture continues to be farmed for years to come.

MIFARMLINK

The Cultivating Connections event staff hosted in November 2021 drew 71 attendees to listen to acclaimed speaker Jolene Brown discuss how to tackle farm succession planning. The event also resulted in seven farmers signing up to learn more how to become a mentor or to obtain a mentor.

DSI staff continued to promote MiFarmLink Project farmer-to-farmer connections and succession planning assistance with the help of partner McShane & Bowie, PLC. A **January press release** promoted the Grand Rapids-based estate planning firm's free succession planning services they are offering as a MiFarmLink partner. Additionally, a full-page succession planning ad was created and placed in the February 28, 2022, edition of Michigan Farm News, reaching 1,147.

Having already facilitated matches between several property owners and property seekers, staff worked diligently toward gaining more property listings on the site by promotion through Michigan Farm Bureau publications and Michigan's conservation districts over the summer of 2022. The state farm bureau promotions included an emailed article touting the land-linking feature, which resulted in 6,838 unique views and 1,690 unique clicks, and an ad, which resulted in 165,153 unique opens and 15,672 unique clicks.

Takeaways

GOAL | Develop and manage new farmer-to-farmer support system

TASKS | Staff promoted farmer connections, succession planning assistance, solicited property listings, connected farmers to property via Land Link system

STATUS | Ongoing

A few examples of materials created to promote MiFarmLink.

As this grant came to a close, administration of this vital, state-wide program was transferred to the Washtenaw County Conservation District for continued development and growth. However, DSI staff will continue to assist the MiFarmLink in an advisory capacity.

Assessing current and future EV charging needs

Electric Vehicle Charging Station Assessment: With major foreign and domestic automakers adding electric vehicles to their lineup, and the state investing in charging equipment through its **Charge Up Michigan Program** and the multi-state Lake Michigan EV Circuit, DSI staff thought it prudent to begin investigating electric vehicle charging.

ELECTRIC VEHICLE CHARGING STATIONS

Staff researched the basics of electric vehicle charging and technical requirements for different types of chargers. DSI continues to review both public and private articles and surveys on consumer habits and trends, and is watching state and federal plans closely as they unfold.

Staff has identified potential cost-effective options for installing a small number of EV charging stations at select County sites. Funding avenues are being explored.

Hope College Center for Leadership Electric Vehicle Charging Research Collaboration: Building off of preliminary EV charger research, DSI is in the early stages of collaborating with Hope College students to investigate Ottawa County's Electric Vehicle charging landscape in depth. This opportunity arose through Hope

College's **Center for Leadership's CFL Consulting Program,** which offers college students real-world experience to conduct research and solve problems for businesses, nonprofits, and government organizations.

Managed by an experienced practitioner coach well-versed in the subject matter, several students are conducting a Countywide Assessment of an EV Charging Station Network. Split into fall 2022 and spring 2023 sessions, this project will including spatial and technical analyses of suitable locations, along with, but not limited to, equipment and maintenance options, ownership structures, best practices, and a thorough cost-model of anticipated multi-year expenses and revenues.

This collaboration is a win-win for Ottawa County and Hope – department staff are excited to tap the energy and collective ambition of Hope College students and their mentor to future-proof our County, as well as help the next generation gain the experience and hone skills they need to be successful and contribute to society. A special thank you is also extended to Consumers Energy for their underwriting support of this project.

Takeaways

GOAL | Prepare for and assess infrastructure ahead of the anticipated transition to electric vehicles

TASKS | Staff researched electric vehicle charging basics; reviewed what is currently available in County; facilitating new joint Hope College-Ottawa County Assessment of an EV Charging Station Network

STATUS | Ongoing

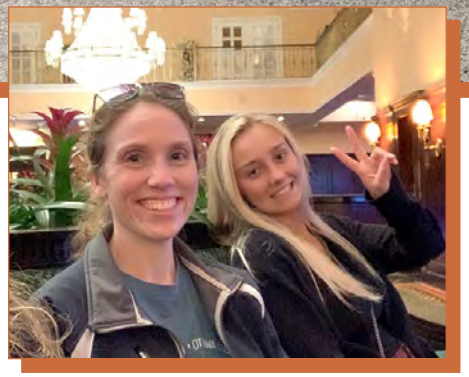
THE LIGHTER SIDE

Cleaning up Spoonville Trail

Planning and construction for the award-winning Spoonville Trail was spearheaded by the Department of Strategic Impact, so naturally staff feel a connection to it. In mid-June 2022, DSI staff headed out to Crockery Township to walk a section of the trail and keep it tidy.

Plenty of unsightly trash was removed from along the path's right-of-way while staff got their steps in for the day.

Team-building outings: Art Prize, Holland State Park



With occasional remote work and regular meetings with internal and external organizations, DSI doesn't always have the chance to all be in the same room at the same time. In late September 2022, staff headed east to soak up some culture by exploring ArtPrize in downtown Grand Rapids. Venue highlights included Ah-Nab-Awen Park, the Gerald R. Ford Museum, and the historic Amway Grand Plaza Hotel.

In early August, staff gathered on a hot day to enjoy the summer weather and play some games at Holland State Park.

2022 DSI Chili Cook-off

On November 22, 2022, approximately 25 people from the County Administration Building joined staff in Room 260 for some spicy competition and camaraderie at DSI's fifth-annual Chili Cook-Off and fundraiser/food drive.

Seven cooks went head-to-head for the coveted Chili for Charity trophy. A variety of unique chilis, including a white chicken chili, a wine-based chili, and a Mexican-inspired mole chili, were enjoyed. Ultimately, DSI's own Rich C. Lakeberg raked in the most votes with his "Smoky Roots" chili. Almost $200 in cash and a variety of nonperishable foods were donated to charity by attendees.

APPENDIX

OTTAWA COUNTY GROUNDWATER BOARD (2022)

BOARD MEMBER	TERM EXPIRES
Greg DeJong (Chair) *County Commissioner, District 8*	**12/31/2022**
Matthew Fenske (Vice Chair) *Vice Chair Commissioner, District 9*	**12/31/2022**
Adam Elenbaas *Supervisor, Allendale Charter Township*	**12/31/2023**
Don Vander Kuyl *Supervisor, Blendon Township*	**12/31/2024**
Alan D. Steinman, Ph.D. *Allen & Helen Hunting Director & Professor, GVSU Annis Water Resources Institute*	**12/31/2023**
John A. Yellich, M.S. *Director, Michigan Geological Survey*	**12/31/2024**
Steve Hecksel *Proprietor, Hecksel Bros. Well Drilling, LLC*	**12/31/2023**
Megan Boos *Executive Director, Ottawa Conservation District*	**12/31/2023**
Dale Buist *Owner, Countryside Greenhouse*	**12/31/2024**

BOARD MEMBER	TERM EXPIRES
Travis Williams *Chief Executive Officer, Outdoor Discovery Center (ODC) Network*	**12/31/2023**
Angela Brown *Director of Facilities Management, Ottawa Area Intermediate School District*	**12/31/2023**
Dale Zahn *Chief Executive Officer, West Michigan Lakeshore Association of Realtors*	**12/31/2024**
Patrick Staskiewicz, P.E. *Public Utilities Director, Ottawa County Road Commission*	**12/31/2024**
John Truscott *Chief Executive Officer, Truscott Rossman*	**12/31/2024**
Dave Kraker *Retired (Kent County Environmental Health)*	**12/31/2024**
Joe Bush *Water Resources Commissioner*	**PENDING**
Jerry Geertman *Owner, Ottawa Station Farms*	**PENDING**

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

OTTAWA COUNTY GROUNDWATER TECHNICAL COMMITTEE (2022)

BOARD MEMBER	SECTOR
John Shay *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**

OTTAWA COUNTY HOUSING COMMISSION (2022)

BOARD MEMBER	TERM	EXPIRES
Holly Cole *Chair*	**5 years**	**12/31/2025**
Virginia Beard *Vice Chair*	**5 years**	**12/31/2024**
Doug Zylstra	**5 years**	**12/31/2023**
Thomas Reinsma	**5 years**	**12/31/2022**
Patrick Waterman	**5 years**	**12/31/2026**

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 (2022)

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

OTTAWA COUNTY AGRICULTURAL PRESERVATION BOARD (2022)

BOARD MEMBER	REPRESENTING	TERM EXPIRES
Michael Bronkema	**Agriculture**	**12/31/24**
Matt Fenske – Chair *Chair*	**County Commissioner**	**12/31/22**
Nathan Pyle	**Agriculture**	**12/31/23**
Josh Hucul *Vice Chair*	**Real Estate/Land Development**	**12/31/22**
Cliff Meeuwsen	**Agriculture**	**12/31/22**
Kelly Goward *Secretary*	**Local Conservation**	**12/31/24**
Laurie Larsen	**Township Government**	**12/31/22**
Haylee Szendre	**Youth (Ad Hoc)**	**12/31/21**

DIGITAL INCLUSION STRATEGY DATA COLLECTION STEERING COMMITTEE (2022)

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

J.H. CAMPBELL GENERATING PLANT CLOSURE PLANNING COMMITTEE (2022)

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

OTTAWA COUNTY BROWNFIELD REDEVELOPMENT AUTHORITY (2022)

BOARD MEMBER	TERM EXPIRES
John Shay – Chair *County Administrator, County of Ottawa*	**12/31/2022**
Rick Chapla – Vice Chair/Secretary *Founder, Chapla Consulting*	**12/31/2022**
Amanda Price – Treasurer *Treasurer, County of Ottawa*	**(Exempt per Bylaws)**
Greg DeJong *Ottawa County Commissioner, District 8*	**12/31/2022**
Kirk Perschbacher *Senior Brownfield Specialist, Fishbeck*	**12/31/2025**
Rebecca Hopp *Mayor, City of Ferrysburg*	**12/31/2026**
Garry Post *Owner/Manager, Post Realty*	**12/31/2027**
Josh Brugger *Owner, BruggerHouse Builders, LLC*	**12/31/2025**
James Bleicher *Senior Vice President of Operations & CCO, Wyoming Medical Center Interim CEO, Banner Health Affiliate*	**12/31/2025**
Ottawa County Clerk's Office – Recording Secretary	**(Non-voting)**

FUTURE LAND USE VISION

A collaborative opportunity for local government leaders

Ottawa County: Positioned for Success ...

As the fastest-growing county in the state for the last two decades with robust agricultural and industrial sectors, low unemployment, and countless places to recreate, Ottawa County is uniquely positioned for continued success as a premier Michigan county.

... But challenges remain

Despite these notable characteristics, Ottawa County is facing concerning challenges with increasing development pressure on viable agricultural operations and severe groundwater sustainability issues, just to name a few.

Without a broad understanding of both the constraints and opportunities that exist at a countywide scale, it's difficult and often resource-intensive for local leaders to anticipate external influences on land use decisions.

Opportunity: An intergovernmental 'Vision'

It's the County's intention to engage more meaningfully with local leaders to collaboratively develop a *'Future Land Use Vision'*.

The *Vision* is designed to provide local leaders with valuable data from a countywide perspective to help inform and strengthen local land use decisions.

A coordinated *Vision* can also help local communities achieve economies of scale when collecting similar contextual data for independent planning efforts, as well as facilitate coordinated planning-strategies across jurisdictional boundaries.

Generalized 'Vision' Goals

▶ Provide a **practical, well-informed document** that offers appropriate data and suggestions for implementing effective land use strategies at the local level.

▶ Offer **forward-thinking and data-driven recommendations** for various pertinent land use considerations (such as, but not limited to: agriculture protection, groundwater sustainability, housing, infrastructure, etc.)

▶ Create deliverables that can **seamlessly integrate** into new and existing master plans and zoning ordinances, which saves time and reduces costs.

Continued on back ....

What exactly will this 'Visioning' effort entail?

To build effective local engagement in this work, we anticipate the *Visioning* effort to occur in two phases:

Phase I: Build-Out Analysis

This phase would involve conducting a detailed ***Build-Out Analysis*** to determine what the landscape of local communities will look like in the future based on existing master plans and local zoning ordinance regulations. The analysis would also include an examination of local tax revenue projections, possible natural resource constraints (e.g. groundwater), traffic congestion and safety issues, losses of viable agriculture lands, etc.

Phase II: Opportunities for Future

This phase would involve *in-depth scenario planning* to identify possible master plan and zoning enhancements that could help local leaders achieve a desired future state for their respective communities. The final product is a countywide Land Use Vision which local leaders can reference to help inform and support their land use decisions moving forward.

Next steps to launching ...

Key Takeaways

The engagement and support of local units of government is critical to the success of the ***'Vision'***.

▶ Ottawa County has committed **$100,000 toward the Phase I data analysis.**

To move this initiative forward, we request that **each** municipality considers contributing **$3,000-$4,000** to help launch Phase I.

▶ It is anticipated that if/when the effort proceeds to **Phase II,** there are strong opportunities to secure that funding through **grants and donations**.

▶ The ***Future Land Use Vision*** will be a **practical, well-informed planning concept** that offers the necessary data and information to help implement effective, coordinated land use strategies at the local level.

Implementation of the ***Vision*** can help to achieve economic and natural resource sustainability for all local units while maintaining the quality of life that makes Ottawa County so special.

Understanding the Process: Phase I Flowchart

1 SECURING SUPPORT FROM LOCAL GOVERNMENT → **2 ESTABLISH LAND USE VISION COMMITTEE**

Financial support from local governments is needed to launch Phase I. The extent of support received will inform the scope of work that is created for the Build-Out Analysis.

Comprised of local government partners, this Committee will help guide the Phase I effort forward.

3 HIRE CONSULTANT TO COMMENCE PHASE I → **4 HOST MEETING TO REVIEW FINDINGS**

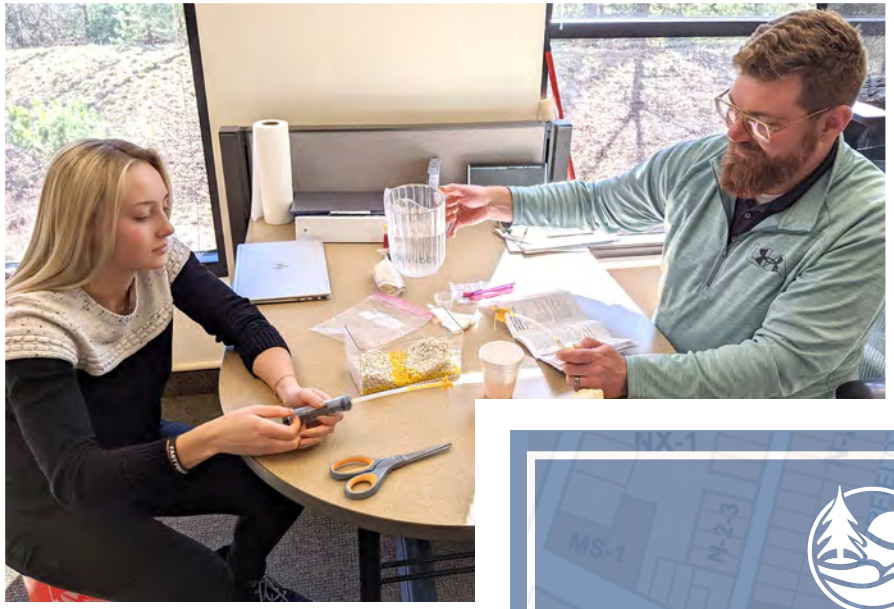
Committee hires consultant via transparent Request for Proposal (RFP) process. Consultant begins Phase I Build-Out Analysis.

All local government leaders are invited to attend meeting to thoroughly review Phase I findings.

5 ASSESS MERITS OF PROCEEDING WITH PHASE II

If the Phase I Build-Out Analysis depicts a future landscape that local government leaders believe could be improved through various zoning and master plan adjustments, the effort can proceed to Phase II, which involves in-depth scenario planning to help identify pertinent recommendations.

Ottawa County
Department
of Strategic Impact
www.miottawa.org/DSI
12220 Fillmore St., Room 260, West Olive MI 49460
plan@miottawa.org | 616.738.4852



Ottawa County

DEPARTMENT OF

STRATEGIC IMPACT

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

Action Request

Electronic Submission – Contract # 1799

Ottawa County Where You Belong	**Committee: BOARD OF COMMISSIONERS**
	Meeting Date: 1/24/2023
	Vendor/3rd Party: PORT SHELDON TOWNSHIP
	Requesting Department: PARKS AND RECREATION
	Submitted By: JASON D. SHAMBLIN
	Agenda Item: PARK SERVICES AGREEMENT - PORT SHELDON TOWNSHIP

Suggested Motion:

To approve and authorize the Board Chairperson and Clerk/Register to sign the Park Services Agreement between Port Sheldon Township and the Ottawa County Parks and Recreation Commission that will accept management responsibilities and revenue generation rights to the Ottawa County Parks and Recreation Commission.

Summary of Request:

The Ottawa County Parks and Recreation Commission manages 45 properties totaling over 7,300 acres across the county. Six of these properties are Lake Michigan beach-front parks. Port Sheldon Township has developed two Lake Michigan beach-front parks: Kouw Park and Windsnest Park (see attached map). In recent years, The Township has seen an increase in visitation of these parks and contacted Parks staff in 2021 to discuss operational approaches, challenges, and management of these parks. As the conversation evolved, the Township inquired about the possibility of Ottawa County Parks managing these two properties on their behalf.

The attached agreement is the culmination of a collaborative approach towards serving our mutual constituents. It has been reviewed and approved by each organization's legal counsel, the Ottawa County Parks and Recreation Commission, and the Port Sheldon Township Board of Trustees. Under this agreement the Township will pay an annual fee of $12,500 to the Ottawa County Parks & Recreation Commission, be responsible for major repairs and maintenance, continue to pay all utilities, and install automatic gates. The Parks Commission will perform all regular maintenance and rule enforcement and will add the same motor vehicle permit requirement that is required at other County beach-front parks. Funds collected from motor vehicle permits and shelter rentals at these properties will remain with the County Parks Commission. The revenue from the annual motor vehicle permit fees and the annual payment from the Township will ensure that this intergovernmental arrangement is cost neutral for the Parks Commission. Expenses and anticipated motor vehicle revenues were included in the Parks FY 2023 operating budget. The $12,500 annual payment income was not captured in the FY 2023 budget.

Financial Information:

Total Cost: $12,500.00	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. Goal 4: To Continually Improve the County's Organization and Services.

Administration:

Recommended by County Administrator: *1/13/2023 12:26:04 PM*

Committee/Governing/Advisory Board Approval Date: PLANNING AND POLICY: 1/17/2023

PARK SERVICES AGREEMENT

This Parks Service Agreement (the "Agreement") is made and entered the 20th day of DECEMBER, 2022 (the "Effective Date"), by and between Port Sheldon Township, (the "Township"); and Ottawa County Parks and Recreation Commission of Ottawa County, Michigan ("OCPR").

WITNESSETH:

WHEREAS, the Township owns and/or manages two parks, "Windsnest" and "Kouw" (collectively the "Parks") located along the Lake Michigan shore and which in the aggregate consist of approximately 7.7 acres;

WHEREAS, the Parks are comprised of dune area with mature forest, Lake Michigan beach frontage, playgrounds, and public restrooms;

WHEREAS, OCPR manages and operates over 7,000 acres of park lands located in Ottawa County, Michigan and is experienced in the design and implementation of master plans for the development of park land (collectively, the "Services"); and

WHEREAS, OCPR has agreed to provide Services to the Township to cooperatively manage the Parks on the terms and subject to the conditions hereinafter set forth.

NOW, THEREFORE, the parties hereto agree as follows:

1. Services: Subject to the terms of this Agreement, OCPR agrees to provide managed Services for The Parks that are set forth in the "Schedule of Services" for The Parks, which is attached hereto and incorporated herein as Exhibit A. Each calendar year thereafter during the Term (defined below) of this Agreement, representatives of OCPR and the Township shall mutually agree upon the Services that OCPR will provide for the Parks for the coming calendar year and revise Exhibit A accordingly.

2. Expenses: The Township agrees to pay an annual payment of $12,500 to the OCPR within thirty (30) days of execution of this Agreement and a payment of an additional $12,500 annually for each successive term. Unless an Amendment provides otherwise, cost and expense of Services will be provided for the Parks as defined in the Schedule of Services.

3. Revenue: If Ottawa County receives revenue or donations paid by the public to use the Parks or for the benefit of the Parks with the exception of Motor Vehicle Permit fees, Ottawa County shall use all such revenue to benefit the Parks and public use thereof. Motor Vehicle Permit revenue shall be used for the benefit of all OCPR park properties including but not limited to Kouw Park and Windsnest Park.

4. Motor Vehicle Permits: Drivers of all private vehicles within the Parks are required to obtain a valid OCPR Motor Vehicle Permit ("MVP") for any motor vehicle operated within the Parks unless specifically exempted herein or covered under a separate issued OCPR Special Permit. A Motor Vehicle Permit is not required for motor vehicles owned (or leased) by a unit of local, state, or federal government provided they are marked as such. OCPR authorizes the Township to distribute discount codes/coupons that will allow Township residents to receive an MVP at a price point below the full retail price. The amount of the discount provided to

Township residents will be at the discretion of the Township. At the end of each season, OCPR will invoice the Township for the total value of all Port Sheldon Township coupons that were redeemed. Any Park visitor with a valid Motor Vehicle Permit shall not be charged a parking fee.

5. **Funding Mitigation Efforts:** The parties to this Agreement will work together to minimize the amount of public funds necessary to properly operate and maintain the Parks. In addition to user fees, possible funding and cost-control possibilities include:

(a) Use of labor and persons performing "community service" terms of sentence following criminal convictions.

(b) An "adopt-a-park" effort with local organizations.

(c) Donations, corporate, individual including business, and foundation donations.

6. **Major Repairs and Maintenance Responsibilities:** The Township agrees to assume responsibility for any major and necessary repairs and maintenance of the Parks and ancillary facilities, which is defined as any management and maintenance cost not identified in the Schedule of Services and exceeding $500. The Township is not precluded from seeking partners at the federal, state, regional, and/or local levels, and/or private sector and non-profit agencies to complete its major management and necessary maintenance responsibilities.

7. **Plan for Park Development:** Any major improvements that the Township may propose to make to the Parks must be approved in advance by OCPR so that OCPR may determine if the proposed improvements fit within the OCPR mission and whether or not they will increase the cost to maintain the parks.

8. **Annual Reviews:** At the end of each year during the Term of this Agreement beginning at the end of the first year of the calendar year the Township, and OCPR will meet to evaluate OCPR's performance of the Services provided under this Agreement. Any change to the Services that results from any such meeting will be memorialized in an Amendment to this Agreement signed by the Township and OCPR.

9. **Compliance with Law:** OCPR agrees that the Services provided for will comply with all applicable laws, rules, regulations and building codes.

10. **Term and Renewal:** The initial term of this Agreement shall commence on the Effective Date and shall continue through and until December 31, 2025. Thereafter, this Agreement shall automatically be renewed on the same terms for successive calendar year periods (each, a "Renewal Term") unless one party gives the other party a written notice of non-renewal at least ninety (90) days before the new Renewal Term is to begin. All references to the "Term" of this Agreement shall include: (a) the initial term of this Agreement; and (b) each Renewal Term.

11. **Default:** A party (the "defaulting party") shall be in default ("Default") under this Agreement if the defaulting party shall fail to observe or perform any covenant or agreement it is to perform pursuant to this Agreement for a period of ninety (90) days after the date the defaulting party is given written notice of such failure from the non-defaulting party; provided, however, that if any such Default can be cured by the defaulting party but cannot be cured within the ninety (90) day curative period set forth above, it shall not constitute a Default if corrective action is instituted by the defaulting party within such ninety (90) day period and is diligently pursued until the default is corrected.

MAS

12. Voluntary Termination: Either party to this Agreement shall have the right to terminate this Agreement without cause at any time by giving one hundred and twenty (120) days' prior written notice of termination to the other party. In such event, this Agreement shall terminate at the end of such one hundred and twenty (120) day period and neither party shall thereafter have any duty or obligation under this Agreement to the other, except with respect to a breach or Default in existence on the date of termination. The one hundred and twenty (120) day notice will prevent either party from terminating after the summer season begins and going in to effect before the end of the summer season.

13. Force Majeure: In the event that the lawful performance of any non-monetary obligation under this Agreement by either party shall be rendered impossible by, or as a consequence of, any law, order or act of any governmental or political subdivision thereof having jurisdiction over such party, or by acts of public enemies, war, strikes or other labor disturbances, fires, floods, acts of God or any causes of like or different kindbeyond the control of either party, said party shall be excused from any such failure to perform to the extent such failure is attributable to such cause or causes, except that the party whose performance has been affected must take all reasonable means to remedy the force majeure occurrence as expeditiously as possible, failing which relief under this Section shall not be available to such party. In the event such force majeure occurrencecontinues unabated for ninety (90) days, then either party shall have the right to terminate this Agreement on the date set forth in the written notice of termination given to the otherparty.

14. Insurance: During the Term of this Agreement, each party agrees to maintain, at its sole cost and expense, at least the following insurance coverages: (a) statutory workers' compensation insurance; and (b) commercial general liability insurance, including coverage for bodily injury, property damage and personal injury with limits of not less than one million ($1,000,000) dollars per occurrence/two million ($2,000,000) dollars in the aggregate. With respect to the commercial general liability insurance, each party agrees to have the other party named as an additional insured thereon. Each party further agrees to provide the other party with certificates acceptable to the other party evidencing that the insurance coverages set out above are in place. Each of the commercial general liability policies will contain a provision that such policy will not be cancelled and that it will continue in full force and effect unless at least thirty (30) days' prior written notice has been given to the other party of such cancellation or termination.

15. Miscellaneous Provisions:

(a) Improvements to Remain: All improvements made by OCPR under this Agreement, any renewal or any amendments to the Agreement shall remain at and become the property of the Township to use, modify or discard as it sees fit upon the termination or expiration of this Agreement. However, OCPR logos shall remain owned by OCPR and shall be removed from signage at the conclusion of the Agreement.

(b) Park Rules and Law Enforcement: The Parks are subject to Ottawa County Park Rules and Regulations and authorizations for public use, as administered by the Ottawa County Parks and Recreation Commission and may be enforced by a licensed enforcement officer or assigned and enforced by properly trained County or Township staff.

(c) Binding Agreement: This Agreement shall inure to the benefit of and constitute a binding obligation of the Township and OCPR and their respective successors.

(d) Entire Understanding: This Agreement, together with the Schedule attached to it, set forth the entire understanding between the parties concerning the subject matter of this Agreement and incorporate all prior and contemporaneous negotiations and understandings.

(e) Independent Parties: This Agreement does not constitute, nor shall it be construed as constituting, a partnership, joint venture or similar business relationship between OCPR

and the Township. Neither party shall have the right to make representations on behalf of the other party or to obligate or bind the other party in any manner whatsoever.

(f) Headings: The captions and headings in this Agreement shall be solely for the convenience of reference and shall in no way define, limit or describe the scope or intent of any provisions, paragraphs or sections of this Agreement.

(g) Governing Law: This Agreement shall be governed by and construed in accordance with the laws of the State of Michigan applicable to agreements to be performed in the State of Michigan.

(h) Modifications; Assignment: This Agreement may not be changed or terminated orally. This Agreement may not be assigned by either party without the priorwritten consent of the other party.

(i) Notices: Any notice given pursuant to this Agreement shall be given inwriting and delivered: (a) in person; (b) by overnight courier; or (c) by certified mail, postpaid, return receipt requested, addressed as follows:

If to OCPR:	12220 Fillmore Street Room 267 West Olive, MI 49460 ATTN: Executive Director
If to the Township:	16201 Port Sheldon Street West Olive, MI 49460 ATTN: Supervisor

Such notice, if delivered personally or by overnight courier service, shall be deemed given at the time of delivery, or, if sent by certified mail, shall be deemed given two (2) calendar days after the time of mailing with appropriate postage attached thereto.

16. Effective Date:

For purposes of this Agreement, the term "Effective Date" shall be the date that OCPR executes this Agreement and forwards a fully executed (signed by both parties) copy thereof to the Township, which date shall be set forth on the first Paragraph of this Agreement.

MMB

The parties have caused this Agreement to be executed the day and year firstabove written.

By: _____

Board of Park Commissioners of Ottawa County Parks and Recreation Commission of Ottawa County, Michigan

By: _____

Port Sheldon Township Trustees of Port Sheldon Township, Michigan

JMB 12/19/22

Ottawa County

By:_____ _____

Joe Moss, Chairperson Date
Board of Commissioners

By:_____ _____

Justin F. Roebuck, Clerk/Register Date

JMB 12/19/22

2023 SCHEDULE OF SERVICES

Ottawa County Parks and Recreation Commission and Port Sheldon Township
Park Service Agreement:
Exhibit A

This Schedule of Service shall serve as a guide to the general responsibilities of both the Ottawa County Parks and Recreation Commission ("OCPR") and Port Sheldon Township (the "Township") as it relates to the Park Services Agreement as executed on the 20 day of December 20 22.

Regular Maintenance Responsibilities: OCPR agrees to assume responsibility for the regular maintenance of the entirety of the Parks. The regular maintenance responsibilities include:

- Keeping the Parks in a general state of cleanliness and good repair and ready for users in conjunction with and according to the same standards as the other Ottawa County Lakeshore Parks (During the hours of 7am to 10 pm from April 1st through the first snowfall requiring plowing each year).
- Provide for litter and trash removal.
- Maintain lighting by replacing bulbs as needed.
- Maintain a marked swim areas on Lake Michigan from approximately Memorial Day through approximately Labor Day.
- Clear parking lots and hard surfaces of debris.
- Clean restrooms as needed.
- Enforce Park rules including the Motor Vehicle Permit requirement.
- Provide a means to purchase Motor Vehicle Permits at the Parks.
- Provide regular maintenance and ensure that the entrance gates and restrooms locks are operating properly.
- Help to provide a safe environment for park visitors through mitigating hazards and making contact with needed first responders whenever possible.
- Design, install, and maintain signage at its discretion, where applicable, according to OCPR and applicable regulatory standards.
- Perform other maintenance not listed above with a cost to complete of not more than $500 per incident as may be necessary to keep the parks open and safe for public use.

In addition, OCPR will:

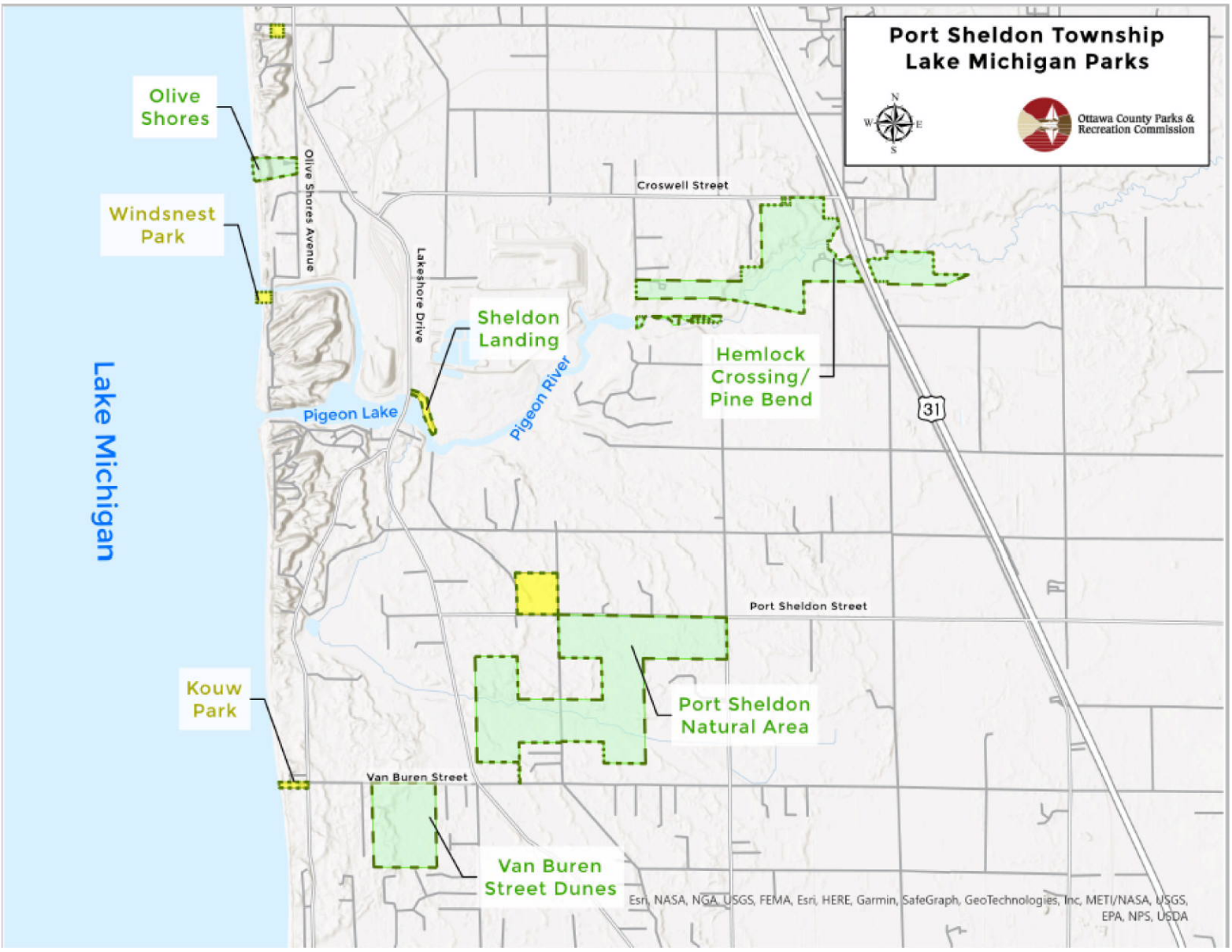
- Provide restroom locks compatible with OCPR's current timed access system.
- Allow Township to sell annual Motor Vehicle Permits at a discount to Township residents. OCPR will provide Motor Vehicle Permits to the Township for the retail price and the township will be permitted to sell them to Township residents for any price they so choose from $0 to full retail price.

Major Management and Maintenance Responsibilities: The Township agrees to be responsible for major maintenance responsibilities include significant infrastructure repairs or replacements, or other work or material intensive projects including but not limited to:

- Major mechanical building or amenity repairs.
- Provide a gate that opens and closes on a timed schedule at each park.
- Roof, siding, or flooring replacement.
- Parking lot repaving.
- Drainage or culvert repairs.
- Gate replacement.
- Replacement or major repairs to beach access stairs.
- Playground replacement.
- Perform other maintenance not listed above with a cost to complete of more than $500 per incident as may be necessary to keep the park open and safe for public use.

In addition, the Township will:

- Keep utilities in the name of the Township to be paid by the Township.
- Provide a means for public access to the beach at Kouw Park
- If OCPR's expenses exceed Motor Vehicle Permit income, compensate OCPR for the deficit. OCPR will provide a detail of income and expenses annually.


Port Sheldon Township
Lake Michigan Parks
Ottawa County Parks & Recreation Commission
N
W
E
S
Olive Shores
Windsnest Park
Kouw Park
Lake Michigan
Olive Shores Avenue
Lakeshore Drive
Croswell Street
Port Sheldon Street
Van Buren Street
Pigeon Lake
Pigeon River
Sheldon Landing
Hemlock Crossing/ Pine Bend
Port Sheldon Natural Area
Van Buren Street Dunes
31
Esri, NASA, NGA, USGS, FEMA, Esri, HERE, Garmin, SafeGraph, GeoTechnologies, Inc, METI/NASA, USGS, EPA, NPS, USDA

Action Request

Electronic Submission – Contract # 1795

Ottawa County Where You Belong	**Committee: BOARD OF COMMISSIONERS**
	Meeting Date: 1/24/2023
	Vendor/3rd Party: ALLEGAN COUNTY
	Requesting Department: PROSECUTING ATTORNEY
	Submitted By: LEE FISHER
	Agenda Item: INTERLOCAL PROSECUTION AGREEMENT

Suggested Motion:

To approve and authorize the Board Chairperson and Clerk/Register to sign the new Interlocal Prosecution Agreement between Ottawa County and Allegan County.

Summary of Request:

The agreement has been revised to reflect an increase in the amount billed for our services provided.

Financial Information:

Total Cost: $10,000.00	General Fund Cost: $10,000.00	Included in Budget: Yes

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

Administration:

Recommended by County Administrator: *1/13/2023 12:25:00 PM*

Committee/Governing/Advisory Board Approval Date: FINANCE AND ADMINISTRATION: 1/17/2023

INTERLOCAL AGREEMENT
OTTAWA COUNTY AND ALLEGAN COUNTY

This Interlocal Agreement ("Agreement") is made by and between the Ottawa County and its Prosecuting Attorney ("Ottawa"), and Allegan County and its Prosecuting Attorney ("Allegan") and is entered into pursuant to the Intergovernmental Contracts Between Municipalities Act, MCL §124.1 *et seq.* (the "Act") This Agreement sets forth the terms and conditions mutually agreed upon by the parties.

WHEREAS, parts of the City of Holland ("City") are located in Allegan and parts are located in Ottawa;

WHEREAS, Ottawa and Allegan have had an understanding that Ottawa will handle certain criminal prosecutions arising out of the City even though the crime may have occurred in Allegan ("Intercounty prosecutions");

WHEREAS, the Act permits one governmental office that performs a function to perform that function in another office's jurisdiction if the latter consents through Agreement;

WHEREAS, Ottawa and Allegan wish to enter into such an Agreement regarding Intercounty prosecutions arising out of the City of Holland and replace all prior understandings and agreements;

NOW, THEREFORE, THE PARTIES AGREE AS FOLLOWS:

1. **Term of the Agreement:** The term of this Agreement is for ten (10) years from January 1, 2023 until December 31, 2033, unless terminated earlier in accordance with Section 4 of this Agreement. This Agreement may be extended beyond this term through mutual agreement between both parties in writing.

2. **Termination of Agreement:** This Agreement may be terminated by either party at any time upon ninety (90) days written notice to the other party.

3. **Agreement Effective Date:** The Agreement will be made effective January 1, 2023.

4. **Engagement by Ottawa Prosecutor:** Ottawa will prosecute state law misdemeanor criminal cases that originate in that portion of the City of Holland located in Allegan County that are filed in the 58th District Court. Ottawa will also prosecute felony cases, through the preliminary examination stage, that originate in that portion of the City of Holland located in Allegan County that are filed in the 58th District Court. Following bind over of these cases to the Allegan Circuit Court, these cases will be prosecuted by Allegan.

5. **Other Conditions:** For any criminal case originating in that portion the City of Holland located in Allegan County, Allegan may choose to prosecute the case and provide notice of the intent to do so to Ottawa, the 58th District Court, and the investigating police agency.

6. Payment: State Information: Ottawa shall bill Allegan at a rate of $105.00 per hour of time spent prosecuting cases for Allegan, plus an additional $30 per case to cover administrative time and cost. Billings to be provided to Allegan on a quarterly schedule.

7. Insurance: Each party shall assume responsibility for its own insurance coverage and hold the other harmless from providing nay and all insurance coverage, appropriate to this Agreement.

8. Indemnification: To the fullest extent permitted by law, the parties agree to defend, indemnify and hold each other harmless against all liabilities, losses or damages resulting from any lawsuits, claims, demands, costs or judgments asserted as a result of their own actions or inactions, or of an alleged error, mistake, negligence or the actions or inactions of their own employees, officers or agents. This Agreement shall not be construed to authorize, approve or permit subrogation by an insurance company, since the parties agree that insurance should be each party's exclusive remedy where it applies. Each party agree to cooperate with the other in mutual defense of any claim and to hold such mutual defense communication in confidence to the extent permissible under the law. This Section of the Agreement shall survive termination.

9. Miscellaneous:

a. Section Headings. The headings of the several sections shall be solely for convenience of reference and shall not affect the meaning, construction or effect hereof.

b. Severability. If any one or more of the provisions contained in this Agreement shall for any reason be held to be invalid, illegal or unenforceable in any respect, then such provision or provisions shall be deemed severable from the remaining provisions hereof, and such invalidity, illegality or unenforceability shall not affect any other provision hereof, and this Agreement shall be construed as if such invalid, illegal or unenforceable provision had never been contained herein. Where the deletion of the invalid provision would result in the illegality and/or unenforceability of this Agreement, this Agreement shall be considered to have terminated as of the date on which the provision was declared invalid.

c. Entire Agreement and Amendment. In conjunction with matters considered herein, this Agreement contains the entire understanding and agreement of the parties and replaces any prior or contemporaneous promises, representations, agreements, warranties or undertakings by any of the parties, either oral or written, of any character or nature hereafter binding except as set forth herein. This Agreement may be altered, amended or modified only by an instrument in writing, executed by the parties to this Agreement and by no other means. Each party waives their future right to claim, contest or assert that this Agreement was modified, canceled, superseded or changed by any oral agreements, course of conduct, waiver or estoppel.

d. Assigns. All representations, covenants and warranties set forth in the Agreement by or on behalf of, are for the benefit of any or all of the parties hereto, and the agreement shall not be assigned. This Agreement is binding on and shall inure to the benefit of Ottawa and Allegan and their respective legal representatives, and successors and authorized assigns.

e. **Terms and Conditions.** The terms and conditions used in this Agreement shall be given their common and ordinary definition and will not be construed against either party.

f. **Execution of Counterparts.** This Agreement may be executed in any number of counterparts and each such counterpart shall for all purposes be deemed to be an original; and all such counterparts, or as many of them as the parties shall preserve undestroyed, shall together constitute one and the same instrument.

g. **No Legal Entity.** This Agreement does not create a separate legal entity, a public body corporate, or a joint venture and is not enforceable by third parties.

h. **Governmental Immunity**. Nothing in this Agreement shall be construed as a waiver of governmental immunity or other defenses to liability of either party or any officer or employee of either party.

i. **No Third-Party Beneficiary**. No person dealing with the parties is or shall be deemed to be a third-party beneficiary of this Agreement. This Agreement shall not be construed as creating a special relationship between either of the parties and any individual having business with either of the parties.

j. **Liability.** TO THE MAXIMUM EXTENT PERMITTED UNDER APPLICABLE LAW, IN NO EVENT WILL ALLEGAN OR ANY OF ITS AFFILIATES BE LIABLE FOR ANY INDIRECT, SPECIAL, OR CONSEQUENTIAL DAMAGES ARISING UNDER OR RELATING TO THIS AGREEMENT.

k. **Choice of Law and Forum.** This Agreement is governed by and interpreted according to the laws of the State of Michigan.

l. **Waiver.** No provision of this Agreement will be deemed waived and no breach excused, unless such waiver or consent is in writing and signed by the party claimed to have waived or consented. Any consent by any party to, or waiver of, a breach of the other party, whether express or implied, will not constitute consent to, waiver of, or an excuse for any different or subsequent breach.

m. **Authorization.** By signing below, each of the parties attests that the entity it represents has fully approved this Agreement and authorized the party to sign it on its behalf.

IN WITNESS WHEREOF, the authorized representatives of the Parties hereto have fully executed this instrument.

OTTAWA COUNTY

_____	_____
Joe Moss, Chairperson	Lee Fisher, Prosecuting Attorney

COUNTY OF ALLEGAN

_____	_____
Jim Storey, Chairperson	Myrene Kay Koch, Prosecuting Attorney

Action Request

Committee:	Board of Commissioners
Meeting Date:	01/24/2023
Requesting Department:	Human Resources
Submitted By:	Marcie Ver Beek
Agenda Item:	Community Action Agency Personnel Request

Suggested Motion:

To approve the proposal to change one .6 FTE, benefited Weatherization Inspector position at universal paygrade 7 to a 1.0 FTE for a total cost of $14,786.25.

Summary of Request:

Ottawa County Community Action Agency (OCCAA) will be receiving 3 million dollars over the next five years in the Weatherization program, which will triple the amount of production expected. Currently, there is only one 1.0 FTE Weatherization Inspector, and an open .6 FTE Weatherization Inspector. This will need to become a 1.0 FTE to meet the needs of the program.

Financial Information:

Total Cost: $14,786.25	General Fund Cost:	Included in Budget:	☑ Yes	☐ No	☐ N/A

If not included in budget, recommended funding source:

60% BIL, 30% DOE, 10% LIHEAP

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

Action is Related to Strategic Plan:

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

Objective:

Goal 4, Objective 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: 01/17/2023 Finance and Administration Committee

COUNTY OF OTTAWA
New Position Request Form

Please print form and return to the Human Resources Department

DEPARTMENT: Community Action Agency **DATE REQUESTED:** 10-31-2022

POSITION TITLE: Weatherization Inpsector **ORG CODE:** 21806000

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: Group T
2. Pay Grade: 7
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.

   OCCAA will be receiving 3 million dollars over the next 5 years in our Weatherization Program, which will triple the amount of production expected. We currently only have 1 Weatherization Inspector and an open .6 FTE. This will need to become a 1.0 FTE to meet the current needs of the program.

COST INFORMATION:

Additional source of revenue (in percentage) to support this position. 60% BIL 30% DOE 10%LIHEAP

Provide the revenue line to be amended if this position is approved: 21805910

Estimated salary cost (including for the budget year: 46,940 (department to request amount from H/R)

Estimated fringe benefit cost for the budget year: 37,462 (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.

A new cubicle will need to be added. Former tax preparer laptop can be used for this position.

Additional information:

- **<u>For all approved positions</u>**: 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: Jennifer Brozowski **DATE:** 11-1-2022

BUDGET DATA: _____
Fiscal Services Department Use Only

CONTROL #: _____
Fiscal Services Department Use Only

2023 Estimated Costs per Deductions
Employee Costs

Weatherization Inspector
Group T-Paygrade 7
Current

FTE	Wages	Wages by FTE	Benefits	TOTAL COST
0.6000	47,170.00	28,302.00	23,478.61	70,648.61

Weatherization Inspector
Group T-Paygrade 7
Proposed

FTE	Wages	Wages by FTE	Benefits	TOTAL COST
1.0000	47,170.00	47,170.00	38,264.86	85,434.86

Total Cost 14,786.25

Action Request

Committee:	Board of Commissioners
Meeting Date:	01/24/2023
Requesting Department:	Human Resources
Submitted By:	Marcie Ver Beek
Agenda Item:	Fiscal Services Personnel Request

Suggested Motion:

To approve the proposal to add one, 1.0 FTE full-time, benefited Assistant Mental Health Financial Manager position at universal paygrade 13 for a total cost of $117,738.00 paid for with grant funding and Medicaid.

Summary of Request:

Fiscal Services has seen a significant increase in workload for the Community Mental Health (CMH) financial team. Community Mental Health (CMH) received a substantial grant to become a Certified Community Behavioral Health Clinic. This change significantly impacted the billing and claims processing, as well as financial reporting and contractual obligations for Fiscal Services at CMH. Fiscal Services has added two positions to manage the increased workload.

This new Assistant Mental Health Financial Manager is to assist the Financial Manager with day-to-day operational management and promote full financial utilization of Medicaid capitated and other available grant funding. This position will also assist in both ongoing process improvement projects and the new Michigan Department of Health and Human Services (MDHHS) managed chart of account update and reporting changes.

This position will be funded by Medicaid and grant funds.

Financial Information:

Total Cost: $117,738.00	General Fund Cost: $0.00	Included in Budget:	☑ Yes	☐ No	☐ N/A

If not included in budget, recommended funding source:

Grant funding & Medicaid

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: 01/17/2023 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:** 12/9/22

POSITION TITLE: Assistant Mental Health Financial Manager **ORG CODE:** 64955026

DATE NEEDED_____

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: 40

☐ 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: 13
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.

   See 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: reallocation of current medicaid funding

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

Estimated fringe benefit cost for the budget year: TBD (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.

This position will require a laptop, monitors and associated 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:_____ ***CONTROL #:***_____

Fiscal Services Department Use Only *Fiscal Services Department Use Only*

Assistant Mental Health Financial Manager

Proposed NEW 11/28/22

Class Title

*TBD – Assistant Mental Health Financial Manager

Class Code

TBD

Salary

Universal Pay Scale 13, UNCLASSIFIED

Job Description

Under the direction of the Mental Health Financial Manager, performs a variety of functions related to the financial and business operations of Community Mental Health (CMH). Coordinates daily CMH financial operations, including general ledger transactions, accounts payable, purchasing, accounts receivable, billing, budgeting, financial reporting, claims/billing software technical support, provider network engagement, and continuous quality improvement.

Essential Job Functions

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

1. Coordinates the business and financial operations of CMH, ensuring rational financial planning and proper fiscal control.
2. Assists in the coordination and administration of department planning, budgeting, and operations.
3. Compiles and analyzes financial information to assure that financial intake, billing procedures, and claims processing are efficient, secure, and in compliance with contractual obligations.
4. Monitors internal controls and procedures to ensure compliance with 2CFR 200 and other applicable financial guidelines for federally funded programs awarded to CMH, Michigan Department of Health and Human Services (MDHHS) State contract for state general fund programs awarded to CMH, MDHHS Prepaid Inpatient Health Plan (PIHP) contract for Medicaid funding awarded to CMH through regional contract, and with County policies as relates to CMH business and financial operations.
5. Prepares, manages, and presents monthly financial statements, annual budgets, CMH budget revisions, annual financial audit, and independent compliance review as assigned by the Mental Health Finance Director.
6. Monitors monthly revenue and expenditure reports and ensures that all MDHHS and County reporting requirements are met.
7. Monitors and updates budgets as new program funding is approved or adjusted as needed based on revisions or projected spending levels of revenue.
8. Assists with preparation of data required for negotiation of financial terms and conditions of CMH contracts.
9. Participates in the hiring, termination, evaluation, and discipline of all subordinate staff.
10. Participates in the design, development, testing, implementation, and modification of the CMH information management system, ensuring that the system meets transaction processing, complex medical billing, data communications and reporting needs.
11. Participates in state and regional work groups working on CMH related financial issues and reports.
12. Helps support an equitable, safe, diverse, and inclusive workplace.
13. Performs other related functions as assigned.

Required Education, Training and Experience

Bachelor's degree from an accredited institution in accounting, finance, business, or closely related field combined with three (3) years of financial management and two (2) years of supervisory experience, or equivalent combination of education and experience. Experience in financial management in a public mental health agency preferred.

Additional Requirements and Information

Required Knowledge and Skills:

1. Ability to motivate teams to produce quality materials within tight timeframes and simultaneously manage several projects.
2. Ability to participate in and facilitate group meetings.
3. Thorough working knowledge of standard accounting theory, principles, and practices, including general ledger accounting and fund accounting.
4. Thorough knowledge of statutory and other legally mandated standards governing public sector accounting and auditing practices and financial accountability, including GAAP and GASB.
5. Thorough working knowledge of statutory and regulatory requirements governing the confidentiality of patient health information, including the provisions of HIPAA.
6. Thorough working knowledge of Medicare and Medicaid billing rules and regulations as contained in the Medicare and Medicaid Manuals.
7. Thorough working knowledge of insurance billing practices, medical terminology, and coordination of benefits practices.
8. Computer literacy, including thorough working knowledge of spreadsheet, database, accounting, and budget management applications software.
9. Thorough working knowledge of medical billing software packages operating on multiple platforms.
10. Excellent problem-solving techniques.
11. Ability to prepare financial statements and analyze and interpret financial data.
12. Ability to present financial data in a clear and understandable manner to both technical and non-technical users.
13. Good organizational, supervisory, verbal, and written communication, interpersonal, and human relations skills.
14. Ability to interact positively and objectively with managers, supervisors, employees, Medicaid and private insurance carrier representatives, auditors, clients, and members of the public from a wide range of cultural and socio-economic backgrounds and with varying levels of communications skills.

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.

2023 Estimated Costs per Deductions
Employee Costs

Assistant Mental Health Financial Manager
Unclassified-Paygrade 13

FTE	Wages	Benefits	TOTAL COST
1.0000	70,900.00	46,837.73	117,737.73

Action Request

Committee:	Board of Commissioners
Meeting Date:	01/24/2023
Requesting Department:	Human Resources
Submitted By:	Marcie Ver Beek
Agenda Item:	Facilities Personnel Request

Suggested Motion:

To approve the proposal to change one, 1.0 FTE full-time, benefited Maintenance Worker position at universal paygrade 5 to a Maintenance Technician at universal paygrade 7 for a total cost of $8,140.38.

Summary of Request:

The Facilities Department is requesting the upgrade to the position as there in a lot of HVAC equipment in the Grand Haven locations with a lot of work that needs to be performed on them. Currently, the Maintenance Worker in Grand Haven is unable to perform the necessary maintenenace needed on the HVAC system so the request to upgrade the position to a Maintenance Technician so that the Facilities department can have the correct personnel to properly account for the work and diagnose the equipment issues in Grand Haven.

Financial Information:

Total Cost: $8,140.38	General Fund Cost: $8,140.38	Included in Budget:	☐ Yes	☑ No	☐ N/A

If not included in budget, recommended funding source:

Savings from 2022 reorganization. Position approval authorizes reallocation from General Fund to Facility Department budget.

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

Action is Related to Strategic Plan:

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

Objective:

Goal 4, Objective 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: 01/17/2023 Finance and Administration Committee

COUNTY OF OTTAWA
New Position Request Form

Please print form and return to the Human Resources Department

DEPARTMENT: Facilities **DATE REQUESTED:** 1/17/22

POSITION TITLE: Maintenance Technician **ORG CODE:** _____

DATE NEEDED _____

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: 7
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.

   Request is to upgrade a Maintenance Worker (paygrade 5) to a Maintenance Technician (paygrade 7),

   at a total cost of $8,140.38, to better meet the HVAC needs at the Grand Haven locations.

COST INFORMATION:

Additional source of revenue (in percentage) to support this position. 2022 reorganization savings

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

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

Estimated fringe benefit cost for the budget year: TBD (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.

_____

_____

_____

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: Blake Upright _____ **DATE:**_____

BUDGET DATA:_____ ***CONTROL #:***_____

Fiscal Services Department Use Only *Fiscal Services Department Use Only*

2023 Estimated Costs per Deductions
Employee Costs

Maintenance Worker
Group T-Paygrade 5

FTE	Wages	Benefits	TOTAL COST
1.0000	41,190.00	36,104.49	77,294.49

Maintenance Worker
Group T-Paygrade 7

FTE	Wages	Benefits	TOTAL COST
1.0000	47,170.00	38,264.86	85,434.86

Total Cost **8,140.38**

Action Request

Committee:	Board of Commissioners
Meeting Date:	01/24/2023
Requesting Department:	Fiscal Services
Submitted By:	Karen Karasinski
Agenda Item:	FY2023 Budget Adjustments

Suggested Motion:

To approve the 2023 budget adjustments per the attached schedule.

Summary of Request:

Approve budget adjustments processed during the month for appropriation changes and line item adjustments.

Mandated action required by PA 621 of 1978, the Uniform Budget and Accounting Act.

Compliance with the Ottawa County Operating Budget Policy.

Financial Information:

Total Cost: $0.00	General Fund Cost: $0.00	Included in Budget:	☑ Yes	☑ No	☐ N/A

If not included in budget, recommended funding source:

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

Action is Related to Strategic Plan:

Goal: Goal 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.

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

Goal 1, Objective 3: Maintain or improve bond credit ratings.

Administration: ☑ Recommended ☐ Not Recommended ☐ Without Recommendation

County Administrator:

Committee/Governing/Advisory Board Approval Date: 01/17/2023 Finance and Administration Committee

	Fund	Department	Explanation	Revenue	Expense
1-1711	General Fund	Transfers In	Carryover unspent risk reduction grant from the Insurance Authority to fund two initiatives in the General Fund:	$ 32,104	
		Emergency Services Administration	Hazard Mitigation Plan		$ 6,023
			Facilities Safety Equipment		$ 26,081
	Employee Benefits	Transfers In	Carryover unspent risk reduction grant from the Insurance Authority to fund the following initiative in the Employee Benefit Fund:	$ 37,500	
		EE Benefits Admin	Robertson Brain Health		$ 37,500
3-410	General Fund	Sheriff	Appropriate funding for Medical Marijuana Excise Tax receipts. Funds are restricted for use by Sheriff only.	$ 126	$ 126
3-362	General Fund	Fiscal Services Sheriff	Correct budget to include indirect cost estimate for the Sheriff's Crisis Intervention Team (CIT) grant.	$ 18,044	$ 18,044
3-592	Public Health	Environmental Health	Increase in FY23 State grant award for Michigan Safe Drinking Water Act to actual award amount. Ottawa County Environmental Health utilizes these grant funds to monitor and inspect non-community water supplies that are served by groundwater wells, inspect sewage pump trucks, campgrounds, and public swimming pools to ensure safe conditions for the community. When the budget is adopted, prior year grant amounts were used as an estimate. Total Grant - $192,181 Grant Period - FY23	$ 134,168	
3-888	CMH Millage	MI Kids Now Mobile Response	New State grant award intended to expand outreach and access to children's mental health services. Funds will be used for salary, fringe and other operational expenses specific to this program. Total Grant - $199,623 Grant Period - FY23	$ 199,623	$ 199,623
3-1102	Public Health	Health Department	Reducing a full-time equivalent .24 (saving $11,910) in Sexually Transmitted Disease (STD) grant and reallocating a portion of funds to operational needs for grant. Overall saving $848.		$ (848)
3-1103	General Fund	Veterans Affairs	Increase FY23 State grant award for Michigan Veterans Affairs Agency to match actual. Funds will be used to provide veteran transportation services. Total grant - $80,731 Grant Period - FY23	$ 10,371	$ 10,371

	Fund	Department	Explanation	Revenue	Expense
3-1403	Public Health	Health Department	Lakeshore Regional Entity Grant award of their ARPA funds to be used for membership dues, conferences and supplies related to substance abuse prevention. Did not budget an amount because we were not sure if the grant would be awarded again this year. Total Grant - $8,810 Grant Period - FY23	$ 8,810	$ 8,810
4-3	Governmental Grants	Deferral Reduction	Community Action Agency (CAA) received $30,000 in State funding for the Deferral Reduction program. Funds will be used to repair low-income residential buildings to correct health and safety conditions that would require a deferral from participation in energy efficiency and weatherization programs.	$ 30,000	$ 30,000
4-26	Public Health	Health Department	Increase FY23 State grant award for Public Health Emergency Preparedness (PHEP). The purpose of the PHEP grant is to conduct activities to build preparedness, response capacity and capability at the local level for public health emergencies. The additional grant funds will be utilized for payroll and travel/conference expenditures to match actual award amount of $199,231. Original budget forecast was less than award.	$ 49,603	$ 49,603
4-65	Public Health	Health Department	Grant funding from local community foundation that will be used for Community Health Workers (CHWs) to assist individuals with access to care, chronic disease management, basic needs, and connections to various community resources. Total Grant: $30,000 Grant Period - FY23	$ 30,000	$ 30,000
4-114	Public Health	Health Department	Increase Lakeshore Regional Entity grant award for Substance Use Disorder for prevention and treatment within the community. Total Grant: $91,925 Grant Period - FY23	$ 23,125	$ 23,725
4-119	Public Health	Health Department	Increase Lakeshore Regional Entity pass-thru federal grant award for Opiod Response for the prevention of Opioid abuse in the community. Funds will be used for salary and operational expense for the "Prime For Life" substance use prevention class. Total grant: $28,000 Grant period: FY23	$ 23,000	$ 23,000
4-184	General Fund	Sheriff	Appropriate donations received in prior years to maintain monument in front of Administration Building.		$ 1,681

	Fund	Department	Explanation	Revenue	Expense
4-187	Parks and Recreation	Parks	Recognize donation from Ottawa County Parks Foundation to fund full-time Coordinator of Fund Development and Major Gifts. This amount represents year one of a three year grant.	$ 73,000	$ 110,000
4-197	General Fund	Towers	Appropriate funding for equipment modificiation fee for the Manley Street and Fillmore cell towers. The fee will be used to pay the tower management consultant to review the plan.	$ 4,000	$ 4,000
4-227	Governmental Grants	Sheriff	Appropriate funding for 4th quarter 2022 RAVE (Emergency Notification System) contract. This is the final payment under this contract and will be reimbursed by West Michigan Regional Medical Consortium.	$ 11,025	$ 11,025
4-235	Public Health	Health Department	Lakeshore Regional Entity COVID-19 substance use disorder block grant for prevention. Funding will fund outreach awareness, mental health first aid, and lock bag and gun locks. Total Grant -$45,873 Grant Period - FY23	$ 45,873	$ 45,873
4-242	Public Health	Health Department	Michigan Association for Local Public Health (MALPH) grant funding to be used to promote staff well-being, teambuilding, stress reduction and workplace violence mitigation. Total Grant: $4,500 Grant Period - FY23	$ 4,500	$ 4,500

Action Request

Electronic Submission – Resolution #: 1801

Ottawa County Where You Belong	**Committee:** BOARD OF COMMISSIONERS
	Meeting Date: 1/24/2023
	Requesting Department: EMERGENCY SERVICES
	Submitted By: LOU HUNT
	Agenda Item: REGIONAL HAZARD MITIGATION PLAN RESOLUTION

Suggested Motion:

To approve and authorize the Board Chairperson and Clerk/Register to sign the Resolution adopting the 2022 Kent County, Ottawa County and the City of Grand Rapids Regional Hazard Mitigation Plan.

Summary of Request:

Adoption of the Hazard Mitigation Plan by the Board of Commissioners is required by FEMA as validation of the plan by the County. It is also a condition for future funding of mitigation projects under any FEMA pre- or post- disaster mitigation grant. Under the Disaster Mitigation Act requirements, the plan is updated every 5 years. A proposed resolution for the adoption of the plan by the County Board is attached. The 2022 Hazard Mitigation Plan is available for review in the Emergency Management office and will be posted on miOttawa.org thereby replacing the current 2017 Hazard Mitigation Plan in the same location.

Financial Information:

Total Cost: **N/A**	General Fund Cost: **N/A**	Included in Budget: **N/A**

If not included in Budget, recommended funding source:
N/A

Action is Related to an Activity Which Is: Mandated

Action is Related to Strategic Plan:

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

Administration:

Recommended by County Administrator: *1/19/2023 3:29:59 PM*

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 24th day of January, 2023 at 6:30 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 Ottawa County Board of Commissioners recognizes the threat that human-related, technological or natural hazards pose to people and property within our community; and,

WHEREAS, undertaking hazard mitigation planning and management within Ottawa and Kent Counties will reduce the potential for harm to people and property from future hazard occurrences; and,

WHEREAS, an adopted Hazard Mitigation Plan is required as a condition of future funding for mitigation projects under multiple FEMA pre- and post-disaster mitigation grant programs; and,

WHEREAS, Ottawa County fully participated in the mitigation planning process to prepare the attached Hazard Mitigation Plan for Kent and Ottawa Counties; and,

WHEREAS, the Michigan State Police/Emergency Management and Homeland Security Division and Federal Emergency Management Agency Region V officials have reviewed the Hazard Mitigation Plan and approved it contingent upon this official adoption of the participating governments and entities;

NOW THEREFORE BE IT RESOLVED that the Ottawa County Board of Commissioners hereby adopts the Hazard Mitigation Plan for Kent and Ottawa Counties as an official plan; and,

BE IT FURTHER RESOLVED, that in coordination with Kent County, Ottawa County will submit this Adoption Resolution to the Michigan State Police/Emergency Management and Homeland Security Division and Federal Emergency Management Agency, Region V officials to enable the Kent and Ottawa Counties Hazard Mitigation Plan's final approval; and,

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:

_____	_____
Chairperson, Ottawa County Board of Commissioners	Ottawa County Clerk

Executive Summary

The Kent County, Ottawa County and Grand Rapids Regional Hazard Mitigation Plan

The Regional Hazard Mitigation Plan (2022 Regional HMP) is a joint effort between Kent County, Ottawa County, and the City of Grand Rapids. The 2022 Regional HMP is dedicated to improving the health and safety of community members and their communities through mitigation efforts for specific hazards.

The 2022 Regional HMP is designed to comply with requirements of the Disaster Mitigation Act of 2000 and associated guidance documents developed by the Federal Emergency Management Agency (FEMA), the Michigan State Police Emergency Management and Homeland Security Division (EMHSD), and other applicable federal and state laws. The Disaster Mitigation Act requires local governments to have an approved Hazard Mitigation Plan (HMP) in place to be eligible for pre-disaster mitigation funds and post-disaster mitigation funds. In addition, the Disaster Mitigation Act requires that each HMP be updated every five (5) years. The 2022 Regional HMP is the third update to the original FEMA approved HMP for Kent County, Ottawa County, and the City of Grand Rapids and was most recently updated in 2017.

The 2022 Regional HMP involved a collaborative effort between Kent County, Ottawa County, and the City of Grand Rapids Emergency Managers, representatives and leaders from the fifty-nine (59) communities in the region, the Michigan State Police Emergency Management and Homeland Security Division, and additional stakeholders. Over 165 individuals participated in the preparation, evaluation, and community outreach components of the 2022 Regional HMP. ASTI Environmental was contracted by the three (3) Offices of Emergency Management to facilitate the planning and development process. Additionally, this plan was prepared in coordination with an Advisory Committee who provided evaluation and assessment and assisted with community outreach.

The goal of the 2022 Regional HMP is to reduce the impact of hazards on life, health, and economic well-being of community members based on a continuing hazard risk and vulnerability analysis through the following four general objectives:

- **Education and Awareness:** Promote life and safety through public education, hazard analysis, and early warning.
- **Structure and Infrastructure:** Reduce property damage and loss of life with disaster-resistant structures, equipment, and communication
- **Natural Systems Protection:** Minimize damage and losses by preserving or restoring the functions of natural systems.
- **Local Plans and Regulations:** Incorporate hazard mitigation considerations into land-use planning, resource management, and land development processes.

The Advisory Committee reviewed the mitigation strategies from the 2017 Plan, updated these strategies (where appropriate), and identified new strategies for consideration based on input from surveys and workshop discussions. Specific tasks were then completed for the preparation of the 2022 Regional HMP as follows:

- Identify Hazards and Risks
- Develop a Hazard History
- Develop a Community Profile
- Assess Vulnerabilities

- Define Community Goals and Objectives
- Identify and Prioritize Hazard Mitigation Strategies
- Develop Action Plans for a Select List of Mitigation Strategies
- Prepare a Draft Hazard Mitigation Plan for County, Municipal, and Public Review
- Solicit County, Municipal, and Public Feedback
- Prepare a Final Hazard Mitigation Plan
- Provide Community Outreach and Communication
- Document the Planning Process
- Adopt the Final Hazard Mitigation Plan

As with all communities in Michigan, Kent and Ottawa Counties and the City of Grand Rapids are subject to natural, technological, and human-made hazards that can threaten life and health, and adversely impact the quality of life, property, the environment, and infrastructure. Providing strategies that minimize the impact of the most significant hazards requires a commitment to a multi-step program, including defining the problem, identifying preventive measures, implementing mitigation strategies, and incorporating hazard mitigation into City and County-wide planning efforts.

A total of thirty-nine (39) natural, technological, and human-made hazards were identified and evaluated during the planning process using a combination of historical research, surveys, workshops, and public meetings. Based on this evaluation, the following hazards were identified for further analysis:

- Public Health Emergencies
- Infrastructure Failure (Gas/Oil, Electric)
- infrastructure Failure (Water)
- Infrastructure Failure (Communications & Internet)
- Flooding & Erosion
- Winter Weather
- Cyber Security Intrusion
- Severe Weather
- Infrastructure Failure
- Supply Chain Disruptions
- Criminal Acts (Active Assailant(s)/Mass Shootings)
- Infrastructure Failure (Sanitary/Storm Sewer)

This initial list of hazards was reduced and prioritized into the following four (4) hazards (in order of priority) which are the focus of the 2022 Regional HMP:

1. Public Health Emergencies
2. Flooding and Erosion
3. Infrastructure Failure
4. Severe Weather

These four hazards represent both county-wide and local community concerns. Prioritization of these hazards does not reduce the significance of additional hazards evaluated but provides a method for the represented communities to focus mitigation activities and resources.

Based on the objectives of the 2022 Regional HMP and the results of the hazard evaluation, the following twelve (12) mitigation strategies were selected for implementation. The Advisory Committee transferred

these strategies into twelve (12) regional Action Plans to be implemented as part of the 2022 Regional HMP.

Education and Awareness

- Utilize various mechanisms to communicate actionable information to the public. (All Hazards)
- Educate and train local businesses, community organizations, and the general public in mitigation, preparedness, response, and recovery actions. (All Hazards)
- Develop education and notification strategies for communicating with non-English speakers and people with disabilities, and access and functional needs. (All Hazards)
- Improve coordination and collaboration for public health crises between cities, counties, health departments, service providers, hospitals/clinics/doctors, pharmacies, and the general public. (Public Health Emergencies)
- Evaluate and improve early warning emergency notifications, emphasizing digital methods of outreach.

Structure and Infrastructure

- Ensure communication systems are resilient, interoperable, and employ redundancies. (Infrastructure Failure)
- Identify critical infrastructure vulnerabilities and ensure security is adequate. (Infrastructure Failure)
- Maintain power infrastructure, backup systems, and generators for critical infrastructures. (Infrastructure Failure)
- Develop engineering controls to promote floodwater diversion. (Flooding and Erosion)

Natural systems Protection

- Develop ecological controls to promote floodwater diversion. (Flooding and Erosion)
- Prioritize green spaces in areas that are most vulnerable to heat island effects and severe weather impacts. (Severe Weather)

Local Plans and Regulations

- Develop policies regarding at-risk properties for flooding and erosion. (Flooding and Erosion)

In conclusion, the 2022 Regional HMP does not replace existing plans or programs but serves as a reference for hazard mitigation in planning and program development. It is important to coordinate plan preparation with existing emergency plans, programs, procedures, and organizations established by the represented communities and jurisdictions. Incorporating the 2022 Regional HMP into other plans and programs will ultimately be at the discretion of the specific departments or organizations which administer these plans or programs.