



# County of Ottawa

Administrator's Office

Alan G. Vanderberg  
County Administrator

12220 Fillmore Street, Room 331, West Olive, Michigan 49460

(616) 738-4068

e-mail: [avanderberg@miottawa.org](mailto:avanderberg@miottawa.org)

## County Administrator's Weekly Digest January 8, 2009

### **AGENDA PACKETS** (Keith VanBeek)

A continuing goal in the strategic plan of the Board of Commissioners is to improve communication with the public. One new strategy in our overall communication plan is to move towards the use of paperless packets for Board meetings and other Standing Committees of the Board. While Commissioners will continue to review their information in paper form, information will more readily be available to the public. In 2010 the agenda and background information (agenda packet) for Board and committee meetings will be posted on [miOttawa.org](http://miOttawa.org) on the Friday afternoon prior to the meeting. This information can be found following the links on the main page of our website under Board of Commissioners, "Meeting Agendas, Packets and Minutes".

Additionally, staff has implemented a new Action Request form that provides an executive summary and key pertinent information for all action items on the agenda. This will both be in the packet and also projected for the public in Board meetings to assist with providing an overview of the information used by the Board of Commissioners in their decisions.

### **RZFB APPLICATION STATUS** (Mark Knudsen)

A memo regarding the Recovery Zone Facility Bond (RZFB) allocation process is attached to the Digest submittal email message. Planning is delaying the approval process for approximately a month to give all projects more time to submit required information.

### **GRAND VALLEY METRO COUNCIL REGIONAL ISSUES COMMITTEE** (Don Stypula)

Please mark your calendars and plan to attend the next meeting of the **Grand Valley Metro Council Regional Cooperation Committee, scheduled from 2 p.m. to 4 p.m. Thursday January 14, 2010 in the second floor conference room of the Riverview Center building** on the southwest corner of Front Ave. and 6th Street in Grand Rapids. Right Place, Inc. CEO Birgit Klohs and her staff will be joining us to provide a detailed update on current economic development trends and to unveil a regional strategy we have been assembling to improve economic development prospects in the GVMC region.

This is a reschedule of a meeting originally set for Friday November 20 that was postponed due to its proximity to the Thanksgiving holidays.

### **BACKGROUND**

As I have noted in the past at GVMC Board meetings I have been meeting with Birgit Klohs and her staff at RPI on various strategies to improve our region's attractiveness as a place to develop and expand business opportunities. Twice in the past few years, Birgit and RPI Vice President Rick Chapla have participated in meetings of the GVMC Regional Cooperation Committee to brief us on the latest trends in the competition for jobs and economic growth and to gauge county and local officials' support for efforts to improve our regional approach to economic development.

Together, the staffs of RPI and GVMC have designed a Regional Economic Development Welcome Mat -- a concise list of preferred practices that counties and communities can adopt to make our region of Michigan the most attractive to investors and job creators. As Birgit and her staff travel throughout the country and the world in search of entrepreneurs and investors they would like to tell these prospects that no matter where they decide to locate in West Michigan, they will receive friendly, streamlined "red carpet" treatment from counties and communities that value and appreciate the economic development, investment and jobs.

Please take the time to join us at 2 p.m. Thursday January 14, 2010 at the conference center just down the hall from the GVMC offices to learn the latest about RPI's global efforts to attract investment and job and the steps we can take in our counties and home towns to roll out the Welcome Mat!

**WHAT: Grand Valley Metro Council Regional Cooperation Committee**

**WHY: Briefing on current economic development trends and discussion of West Michigan regional preferred practices to encourage economic growth and development**

**WHEN: 2 p.m. to 4 p.m. Thursday January 14, 2010**

**WHERE: Second floor conference room (south entrance) at Riverview Center office building, 678 Front Ave., NW, Grand Rapids, MI 49504**

I encourage everyone in the GVMC family to attend. You're welcomed in fact, I strongly encourage you) to bring other individuals from your county or community to this event.

Please RSVP directly to me by replying to this email.

Hope to see you on January 14!

**BOARD RANKING OF DISCRETIONARY SERVICES** (Jessica Kinser)

For the past three years, the Board of Commissioners has ranked discretionary services as part of the budget process. The ultimate goal was to include mandated services in a ranking as well, but that has been complicated by an inability to define a cost of a mandate as well as defining a level of service in most areas. Therefore, the 2010 ranking process will no longer look at discretionary, mandated, and necessary services but will instead look at the larger functions that a specific service would fall under. This move will add nearly every County department and court into the ranking, but overall it is not anticipated to increase the number of items to be ranked. The results of the ranking will not be used as the sole decision-making tool in the budget process, but will be used in conjunction with other tools. More information about the tools that will be used in the 2011 budget will come from June Hagan in the coming months.

To the Board of Commissioners: This ranking is anticipated to take place on Tuesday, January 26th, at a work session following your regularly scheduled meeting. A booklet of the functions will be handed out and explained at the strategic planning work session on January 19th. We would like all Commissioners to be present for this ranking, so if you will be absent that day, please let Al or Misty know as soon as possible. The backup date will be February 9th.

To Department Heads and Elected Officials: Many of you received an email from me today which included an attachment to review as part of the information that will be given to the Board. I ask that you review this and return this to me by Thursday, January 14th. If the ranking were to be moved to February the deadline for submitting data will be extended.

**GRAND HAVEN AND HOLLAND CHAMBER OF COMMERCE DUES**

Dues in the amount of \$2,700 for the Grand Haven Area Chamber of Commerce and \$2,300 for the Holland Area Chamber of Commerce were cut from the General Fund budget by the Board of

Commissioners during the 2010 budget process. Membership is important for some County departments such as Workforce Development, Health and others that work closely with these organizations. Staff agreed to research this further during the budget process.

Once issue that we looked at is why the County is only a member of two of many chambers throughout the County. We found that years back the Grand Haven and Holland chambers took over certain functions from the County and now operate them including an SBA program and some job training programs. Grand Haven provides these programs in the north half of the county and Holland in the south half of the County. Other chambers do not provide these services and thus the membership difference.

Bill Raymond has agreed to fund these dues from the Workforce Development Board budget which is 100 percent state funded.

### **WEMET DIRECTOR AND MULTI-COUNTY AGREEMENT**

The State Police named D/Lt. Cam Henke as West Michigan Enforcement Team (WEMET) Commander in December. Cam has been serving in the job for several years now but was at risk for assignment change do to restructuring. The WEMET Policy and Technical Boards were in full support of Cam and are pleased with the appointment.

We have been working on an agreement between Ottawa, Muskegon and Allegan counties to deal with potential but as yet not realized WEMET cash flow problems. Ottawa would front cash to WEMET and Muskegon and Allegan agree to pay a pro-rata percent of interest lost to Ottawa per the advance. Ottawa and Muskegon counties approved the agreement. Allegan Commissioners have some concerns with language and I am waiting for a draft of the proposed changes for our consideration. The agreement is intended to address cash flow shortage that could occur due to the timing of availability of money from the forfeiture fund. Cash flow has been low at times but has not gone negative yet. This is due in large part to the excellent management of Cam and his staff.

### **FILLMORE STREET PLOWING**

Thanks to Kent Rubley for the improved snow plowing of Fillmore Street. He informed me that there were two MDOT drivers helping out on US-31 and M-45 and they were new to the route. Stanton and Fillmore are in separate districts covered by separate garages and that is why Stanton was plowed earlier than Fillmore on the couple of occasions noted.

### **SOLICITATION POLICY**

A couple of solicitation issues arose in December. In one case, a select group of employees was solicited for cash support for a worthy cause. In the other case, employees throughout one facility were notified that a bone marrow drive would be held at the facility.

I was contacted with concerns regarding the first situation and informed those involved that the solicitation was a violation of County internet policy, which does not allow the use of County information technology equipment for solicitation purposes. The next day we allowed the bone marrow solicitation to be scheduled (it was postponed or canceled by those conducting the drive).

I was contacted by a couple of employees wanting to know the difference between these two decisions. The difference is the direct ask of County employees by other County employees for cash versus providing information about the availability of an activity such as a bone marrow drive or blood drive that any employee can participate in if they so wish. We looked for policy to back this up and determined that if such a policy exists it is likely in an old Board resolution adopted as long as 30 years ago. We consulted Mark Scheerhorn, retired Administrative Services Director and that was his recollection. He also said that we have had a long practice of disallowing cash solicitations and a long history of allowing activities such as blood drives. Ottawa County, as is typical of most organizations has some policies that are not in writing. We call the "old magic" sometimes. Whenever we find this to be the case, we draft a policy so that it is in writing.

We have a policy team that has worked for the past several years to update policies in the new format and draft new policies where needed. This group will draft a new, comprehensive solicitation policy within the next few months.

### **FINAL REPORT ON LEGISLATIVE MANDATES**

The Final Report of the Legislative Commission on Statutory Mandates was submitted to the Legislature and the Governor. The file is attached to the Digest submittal email message.

### **MSUE REORGANIZATION** (Adam Kantrovich)

Adam asked that I forward the following message from the State Michigan State University Extension Director Thomas Coon to the Board. The letter addresses the new Extension District that Ottawa County will fall into. It looks as if the District Coordinator that will be the administrator for Ottawa will also have administrative responsibilities for Allegan and Kent. Please see the attached file for the entire map. The map is attached to the Digest submittal email message.

I asked Adam what this meant for his position and he sent the following response: *There are a lot of unknowns. There is a possibility that I can end up as an Institute Director for Ag (similar to state program leader), there are two of us that have our name in the hat for that. I can apply for one of the District Coordinator positions or I can be by default an educator. Regardless I need to complete a 3-year portfolio which is a large project by Feb.1. I will be in hiding most of the month to complete that.*

*As an educator I will leave myself open to a layoff if the Governor slashes our budget. Rumor has it that she will provide her proposal for the 2011 or at least her intentions of a budget by mid-February. MSU Extension will begin to work towards a staffing plan based on those numbers. It is expected that she will propose about a 25% cut for all state colleges and universities. If we only get the 25% cut that could still be between 125-160 layoffs. Since I have only been here 3 years by budget time there is a good chance I could be one of the ones let go. Some of it will be dependent on the priorities the state sets for programming beyond Ag and 4-H.*

January 4, 2010

Dear County Commissioner:

As we welcome a new year, I want to thank you for the valuable partnerships we have with all 83 Michigan County Boards of Commissioners. These are certainly challenging budgeting times for counties and the state of Michigan. . We spent the past year preparing for our future by positioning MSU Extension to be a key partner in transforming Michigan's economy and adapting to the challenging budget circumstances. We remain committed to being a primary source of information for communities who want to tap in to the critical expertise of Michigan's land grant university. Our goal is to complement assets in your community and focus on issues where we can have the greatest impact. We appreciated the opportunities we had to meet with, and learn from, county commissioners through the MAC Supercommittee meeting in September, and the involvement of county commission chairs or their designees in the five focus group discussions with associate director Michelle Rodgers in November.

During focus group discussions, and in subsequent communication, we explained that part of our redesign process involves a) maintaining our commitment to an MSUE office in every county, b) doing away with county Extension director and regional Extension director positions, c) reorienting our staff assignments and reporting to focus on programming, and d) coordinating county offices and staff members through multi-county districts. The latter requires a district coordinator who is responsible for seeing that we maintain strong collaborative relationships with our county and community-based partners.

I want to thank you for the feedback you gave us on these changes. We have used your feedback, combined with that from other community partners and MSUE staff members, in our planning process. When considering aligning counties into new districts, you told us that the number of counties in a

district, the travel distance across the district, and the number of staff members assigned to the district were important considerations. That was all taken into account as we designed [the new district map](#) (or see attached). These new districts will be fully implemented by July 1, 2010, and will replace our current regional structure.

Programming and staffing will occur across district lines as dictated by community needs. The districts simply provide a mechanism for organizing and reporting on our relationships with community-based partners.

District coordinators will be the primary contacts for commissioners regarding county budget and program issues. They will also identify additional partners and funding to help sustain MSUE programming and will serve as coaches and provide feedback on staff members' performance.

The search for district coordinators will begin immediately. Only existing MSU Extension staff members will be eligible to apply for these positions in the current process. You are invited to participate in the process by viewing candidates' online seminars and providing online feedback. Dr. Rodgers will share information about the seminars and Web links as they are scheduled (in late January and early February 2010). We value your input as we make strategic changes to enhance and sustain MSUE for 2010 and beyond.

I look forward to meeting with you in person at the MAC conference in March to provide further updates on our efforts to create Michigan's 21<sup>st</sup> Century Cooperative Extension Service.

Sincerely,

Thomas G. Coon, Director  
Michigan State University Extension

**OCCDA CALL STATISTICS – 2009** (Tim Smith)

The numbers handled through Central Dispatch for December 2009 were:

**Total Incidents – 9,767** down 4.1% over December 2008 and down 5.4% YTD over 2008

**Fire Incidents – 1,025** down 8.9% over December 2008 and down 4.4% YTD over 2008

**Law Incidents – 8,742** down 3.5% over December 2008 and down 5.5% YTD over 2008

**911 Hang Up calls - 959** up 24.5% over December 2008 and up 13.5% YTD over 2008

**Wireless 911 calls – 74.1%** of 911 calls for December 2009 and 66.8% of 911 calls YTD 2009

Three Excel files are attached to the Digest submittal message that show police, fire and combined calls for 2009.