



Georgetown Charter Township

1515 Baldwin St., Jenison, MI 49428

Finance Committee Meeting Agenda

October 7, 2020, 8:15 a.m.

1. Call To Order
2. Roll Call
3. Approval Of The Minutes Of The Previous Meeting
4. Interlocal Agreement For Ottawa County To Approve The Designated Assessor

Motion: To recommend to the Township Board to approve the Interlocal Agreement and Designated Assessor Contract.

Documents:

[INTERLOCAL AGREEMENT AND DESIGNATED ASSESSOR CONTRACT 9-17-2020.PDF](#)
[DESIGNATED ASSESSOR CONTRACT SUMMARY.PDF](#)

5. Recognition Policy, Policy 2020-01

Documents:

[POLICY 2020-01.PDF](#)

6. Review Adding Holiday Lighting At Baldwin Entrance And Cottonwood Intersection

Documents:

[QUOTE DECORATIONS.PDF](#)

7. Renew Agreement Two Years For Summer Property Tax Collection

8. Review Flag Protocol Policy (Policy 2018-02)

Documents:

[POLICY 2018-02 REVISED.PDF](#)

9. Communications, Letters And Reports
10. Public Comments
11. Other Business
12. Adjournment

Interlocal Agreement for Ottawa County to Approve the Designated Assessor for the period January 1, 2021 through December 31, 2026

Public Act 660 of 2018 requires a county to have a Designated Assessor on file with the State Tax Commission as of December 31, 2020. Accordingly, the following interlocal agreement (hereinafter “AGREEMENT”) has been executed by the Board of Commissioners for Ottawa County, a majority of the assessing districts in Ottawa County, and the individual put forth as the proposed Designated Assessor. Ottawa County and the Assessing Districts are collectively referred to throughout this AGREEMENT as the “Parties.”

RECITALS

WHEREAS, The Assessing Districts are Municipal Corporations located within the County of Ottawa, in the State of Michigan;

WHEREAS, The Michigan Constitution of 1963, Article 7, Section 28 permits a political subdivision to exercise jointly with any other political subdivision any power, privilege or authority which such political subdivisions share in common with each other and which each might exercise separately;

WHEREAS, The Urban Cooperation Act of 1967, being MCL 124.505 *et seq*, and the Intergovernmental Transfer of Functions and Responsibilities Act, give effect to the Constitutional provision by providing that public agencies may enter into interlocal agreements to carry out their respective functions, powers and authority;

WHEREAS, P.A. 660 of 2018 requires each County to enter into an AGREEMENT that designates the individual who will serve as the County’s Designated Assessor. That interlocal agreement must be approved by the County Board and a majority of the assessing districts in the County.

WHEREAS, P.A. 660 of 2018 mandates that the Designated Assessor shall be an advanced assessing officer or a master assessing officer.

NOW, THEREFORE, THE PARTIES AGREE AS FOLLOWS:

A. Background Information

1. Ottawa County proposes that Brian Busscher (R-8823), in his capacity as an employee working in Ottawa County’s Equalization Department. serve as the Designated Assessor for the following assessing districts within Ottawa County; Allendale Charter Township, Blendon Township, Chester Township, Crockery Township, Georgetown Charter Township, Grand Haven Charter Township, Holland Charter Township, Jamestown Charter Township, Olive Township, Park Township, Polkton Charter Township, Port Sheldon Township, Robinson Township, Spring Lake Township, Tallmadge Charter Township, Wright Township, Zeeland Charter Township, Coopersville City, Ferrysburg City, Grand Haven City, Holland City,

Hudsonville City, Zeeland City, constituting the complete roster of assessing districts within the geographic and political boundaries of Ottawa County.

2. Included as an addendum to this AGREEMENT are the Ottawa County SEV totals by class, including special act values, those properties deemed unique or complex by a local assessing district, and a listing of the total number of parcels, by classification, including special act rolls, within each assessing district.
3. Once the designated assessor process is invoked, the Parties agree that the Designated Assessor will perform the duties associated with being the assessor of record for an assessing district at the following location:

Ottawa County Equalization Department
12220 Fillmore Street
Room 110
West Olive, MI 49460

4. The Parties further agree that specific hours will be negotiated in the event an assessing district is subject to the designated assessor process.
5. If Brian Busscher leaves the employment of Ottawa County, the designation of Brian Busscher as designated assessor is voided and a new Interlocal Agreement must be executed.

B. Qualifications of Proposed Designated Assessor:

1. Included as an addendum to this AGREEMENT, the Ottawa County Board of Commissioners has received and reviewed the following documents provided by the Designated Assessor:
 - a. Resume providing the Designated Assessor's current employment status as well as additional and specific details regarding the Designated Assessor's current assessing or equalization responsibilities and local unit assessing experience as it relates to being approved as the Designated Assessor of Ottawa County.
 - b. Disclosure of any conflicts of the interest involving the proposed Designated Assessor, the County, or any assessing district, if applicable.
2. It is understood that the individual identified as the Designated Assessor in this AGREEMENT will, during the length of this agreement, maintain their assessor certification in good standing with the State Tax Commission and, when required to

serve as the Designated Assessor for an assessing district in Ottawa County, shall act as the Assessor of Record for that assessing district. When acting as the Assessor of Record for an assessing district. When acting as the Assessor of Record for an assessing district, the Designated Assessor shall meet all the requirements as set forth by the State Tax Commission's *Supervising Preparation of the Assessment Roll* approved by the State Tax Commission August 21, 2018.

3. Any additional requirements that are agreed to by the Designated Assessor, the County and the Assessing Districts may not conflict with the State Tax Commission's *Supervising Preparation of the Rolls*.

C. DUTIES AND RESPONSIBILITIES OF DESIGNATED ASSESSOR AND OF OTTAWA COUNTY AND ASSESING DISTRICTS WITHIN OTTAWA COUNTY

1. The Parties agree to the following duties and responsibilities:
 - a. The Designated Assessor will receive the assistance of Ottawa County Equalization Department staff.
 - b. The Designated Assessor will satisfy all requirements contained State Tax Commission's *Supervising Preparation of the Assessment Roll* approved by the State Tax Commission August 21, 2018.
 - c. Within days of being appointed as the Designated Assessor for the assessing district, the Designated Assessor shall prepare and transmit to the assessing district's supervisor, manager, or chief executive a detailed proposal, including a schedule for delivery of documents, to correct deficiencies identified by the State Tax Commission's audit.
 - d. The Designated Assessor will do all of the following; Correct all deficiencies found in the State Tax Commission audit. Classify and appraise accurately, according to the constitution and laws of the State of Michigan, each parcel of real property, which lies within the corporate boundaries of the Assessing District. Process accurately all assessable personal property that is in the Assessing District. Use the methods prescribed by the Michigan State Tax Commission, in the Audit of Minimum Assessing Requirements (AMAR). Approximately twenty percent (20%) of the parcels in the Assessing District will be inspected and reappraised each year, so that each parcel in the Assessing District is inspected and reappraised approximately once every five (5) years. The Designated Assessor will provide an assessment roll as required. The final factor will be determined by the action of the Assessing District's Board of Review, the Ottawa County Equalization Department and the process of state equalization, as determined by the State Tax Commission.
 - e. All Ottawa County employees engaged in the performance of this Agreement shall be professional in manner and appearance and be trained and qualified in property

appraisal techniques. The assessment roll will be certified by the Designated Assessor.

- f.** The Assessing District will provide all equipment and supplies needed for the routine performance of its duties, except as otherwise set forth herein.
- g.** The Assessing District shall provide current land use maps, zoning maps, street/centerline maps, plats, topographical maps, sewer and water maps, and shall make available any records or data, which may be of use in making the appraisal, without cost to Ottawa County. Ottawa County has implemented a GIS system in which mapping data are maintained. The GIS system is addressed in Section 1(o) of this Agreement.
- h.** The current Michigan State Tax Commission Assessor's Manuals shall be the cost schedules used in the appraisal of all properties. All cost schedules shall be indexed to reflect current costs as of Tax Day.
- i.** The master file shall be the property of the Assessing District. Ottawa County will maintain the master file at the Ottawa County Fillmore Complex with access available to the Assessing District. Real property printed records, if any, will be located at the Assessing District offices. Personal property printed records will be located in the Equalization Department office.
- j.** All parties recognize that good public relations are vital to the success of the assessment administration program. During the terms of this Agreement, Ottawa County employees shall endeavor to promote understanding and amicable relations with all members of the public. Employees will be assigned by the Designated Assessor to maintain limited office hours at the Assessing District Offices to conduct their duties, interact with Assessing District staff, attend meetings, promote community relations, and to meet with property owners about assessment issues and questions. The Assessing District will provide adequate office area and operational infrastructure such as telecommunication, data communication, utilities, networking capabilities, and electronic storage capacity, to adequately support required staff activities and necessary ancillary functions. The accommodations shall be safe, modern, and reflect a professional function. All electronic data interfaces shall be compatible with Ottawa County information protocols and standards.
- k.** It will be the obligation of local unit staff to collect the mail, and collect any assessing department related forms, letters etc. brought in to the local unit. It is not the intention of the Designated Assessor to use local unit staff in the performance of his duties, other than those specified above. Existing local unit staff may be hired by Ottawa County to assist the Designated Assessor in the performance of his duties.
- l.** When systems or resources are scheduled to be shutdown, notice shall be relayed in advance to Ottawa County to allow for substitute assignments for any staff. When possible, system maintenance should not be scheduled during regular business hours. When possible, any maintenance that is performed by representatives of the Assessing

District on the computer equipment owned by Ottawa County will be coordinated with a representative of the Innovation and Technology Department of the County to avoid conflicts in configuration and application issues.

- m. It shall be the responsibility of the Designated Assessor to notify the property owners of increased assessed and taxable values, as provided by law, as well as distribute personal property statements and other official forms. The Assessing District shall pay charges from the service company for printing these notifications and statements.
- n. The Designated Assessor shall prepare the assessment roll and certify it for the Assessing District in a timely manner.
- o. The Designated Assessor will attend Board of Review meetings. Staff may assist the Designated Assessor in preparing for, conducting and implementing any changes resulting from the required meeting of the Boards of Review.
- p. The Designated Assessor, or representative, shall represent the Assessing District in all property assessment appeals and in proceedings before the Michigan Tax Tribunal concerning properties under this Agreement. The Assessing District shall designate and provide the legal services for such appeals or proceedings; however, costs or expenses, which may be incurred by Ottawa County in employing additional counsel, expert appraisers, or performing extraordinary specific appraisal work in connection with such appeals, proceedings, or other functions, shall be paid by the Assessing District provided that the Designated Assessor, seeks and obtains approval from the Assessing District prior to incurring such costs or expenses. Additionally, should this Agreement be terminated, the Designated Assessor, shall represent the Assessing District in all property assessment appeals and in proceedings filed during the existence of this Agreement. The fee shall be \$80.00 per hour for preparation, appearance, and travel after termination of the Agreement.
- q. Ottawa County will provide staff, equipment and software to maintain electronic property records using a computer-assisted mass-appraisal system. Assessment administration, including digital photography and sketching, as well as general business application software, shall be prescribed by the County and will be compatible with applications currently in use by the Assessing District. Data patches and solutions shall be reached using collaborative, shared resources to achieve greatest possible compatibility. All property information shall adhere to the requirements and specifications of Ottawa County. The records will be utilized for annual valuation updates. The County will ensure that the assessment records reflect the property's true cash value, assessed valuation, and taxable valuation to be utilized for any property tax calculations in conformance with all requirements of the General Property Tax law, MCL 211.1 et seq.
- r. The Designated Assessor and the Assessing district shall utilize Ottawa County's geographical information system in implementing this Agreement. An independent agreement with Ottawa County may govern this function

- s. Non-exclusivity of assessing services. The Designated Assessor may serve as the assessor of record for other assessing districts.
 - t. At all times and for all purposes under this Agreement, the relationship of the designated assessor, through Ottawa County, to the Assessing District shall be that of an independent contractor. All employees of Ottawa County, who perform services under this Agreement, shall be and remain employees of Ottawa County, subject to the discipline, supervision, direction, policies and control of Ottawa County, the Ottawa County Administrator, and the Equalization Director.
 - u. Each party shall indemnify and hold the other party harmless from claims, which are the result of an alleged error, mistake, negligence or intentional act or omission of the other party, its officers, employees, agents and assigns.
 - v. The Assessing District will include Ottawa County, the Ottawa County Equalization Department and their officers, employees and agents as additional named insureds on a policy of insurance for all risks. The required insurance policy shall have comprehensive general policy limits of not less than \$1,000,000. Ottawa County will include the Assessing District and its officers, employees and agents as additional named insureds on a policy of insurance for all risks or in its Memorandum of Coverage from the Ottawa County, Michigan Insurance Authority. The required insurance policy will have comprehensive general policy limits of not less than \$1,000,000. Ottawa County will provide workers' compensation coverage on its employees. Written proof of the existence of such insurances will be supplied by the Assessing District and Ottawa County as of effective date of this Agreement, and at such times during the term thereafter, as Ottawa County or the Assessing District may reasonably require.²
2. The Designated Assessor shall have no responsibilities during the period in which they are not acting as the Designated Assessor for an assessing district within the county.

D. Cost and Compensation for Designated Assessor:

1. Payment for Services Provided:

- a) The Designated Assessor may charge an assessing district that is required to contract with the Designated Assessor and that assessing district shall pay, for the reasonable costs incurred by the Designated Assessor in serving as the assessing district's Assessor of Record, including, but not limited to, the costs of overseeing and administering the annual assessment, preparing and defending the assessment roll, and operating the assessing office.
- b) Payment for Designated Assessor services shall be paid to Ottawa County as provided under this agreement. Except as otherwise provided, payment for Designated Assessor services shall be set at \$30 per parcel for 2021 with 5% per year increases through the life of this contract. Parcel count will be determined each year as of the March Board of Review and will include all active parcels, ad-valorem, special acts and exempt. In the

unlikely event an immediate reappraisal of a class of property is required, there will be an additional charge of \$60 per parcel for 2021 with 5% per year increases through the life of this contract. The County will submit monthly invoices on the first day of each month. The monthly invoices from the County will be processed and paid by the Assessing District in accordance with standard Assessing District procedures.

- c) Upon completion of the first two years of Designated Assessor Services, payments provided under this Agreement shall be reviewed. From this review, the per parcel cost referenced in D1. b) above may be reduced to a level sufficient to cover the County's costs.
- d) Special assessment benefit analyses, roll preparation, processing, and related reports will be provided by the Designated Assessor when formally requested at a fee of \$55.00 per hour.
- e) The Designated Assessor will not charge an annual retainer for Designated Assessor Services to Ottawa County Assessing Districts. Charges will only incur once an Assessing District turns over Assessment Administration duties to the Designated Assessor.
- f) This interlocal agreement shall become effective upon the execution hereof by the parties hereto.
- g) Brian Busscher's annual salary, as paid by Ottawa County, will be considered compensation for Designated Assessor services. No additional compensation will be provided.
- h) The State Tax Commission may revoke the Designated Assessor and provide for an interim Designated Assessor if the Designated Assessor dies, becomes incapacitated, or is otherwise not capable of ensuring that the assessing district is able to achieve and maintain substantial compliance with MCL 211.10g.

2) Other expenses:

- a) The County will additionally be reimbursed on a monthly basis for the reimbursable expenses related to the Designated Assessor in a not-to-exceed annual amount of \$10,000. All expenses will be billed to the Assessing District in such detail and/or with sufficient supporting documentation, as may be reasonably required by the Assessing District. Reimbursable expenses may include items such as office supplies, assessing forms, printing, publishing, postage, mileage and other costs agreed to prior to invoicing. Reimbursable expenses may also include budgeted certifications, memberships, professional development, mileage. Travel costs as agreed in advance of training will also be reimbursed.

3) Miscellaneous:

- a.** The headings of the several sections shall be solely for convenience of reference and shall not affect the meaning, construction or effect hereof.
- b.** 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.
- c.** In conjunction with matters considered herein, this Agreement contains the entire understanding and agreement of the parties and there have been no 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.** All representations, covenants and warranties set forth in the Agreement by or on behalf of, or for the benefit of any or all of the parties hereto, shall be binding upon and inure to the benefit of such party, its successors and assigns.
- e.** 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.** 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.** This Agreement does create a joint venture and is not enforceable by third parties, nor does it in any way waiver or release the governmental and officer immunities of either the County, Assessing Districts or Designated Assessor, all such rights being reserved.

GRAND HAVEN CHARTER TOWNSHIP

Mark Reenders, Supervisor

Date

HOLLAND CHARTER TOWNSHIP

Terry Nienhuis, Supervisor

Date

JAMESTOWN CHARTER TOWNSHIP

Ken Bergwerff, Supervisor

Date

OLIVE TOWNSHIP

Todd Wolters - Supervisor

Date

PARK TOWNSHIP

Gerald Hunsburger, Supervisor

Date

POLKTON CHARTER TOWNSHIP

Bill Sahlberg, Supervisor

Date

PORT SHELDON TOWNSHIP

Howard Baumann Jr., Supervisor

Date

ROBINSON TOWNSHIP

Kathy Kuck, Supervisor

Date

SPRING LAKE TOWNSHIP

John Nash, Supervisor

Date

TALLMADGE CHARTER TOWNSHIP

James E. Van Ess, Supervisor

Date

WRIGHT TOWNSHIP

Josh Westgate, Supervisor

Date

ZEELAND CHARTER TOWNSHIP

Glenn Nykamp, Supervisor

Date

CITY OF COOPPERSVILLE

Larry Crandle, Mayor

Date

CITY OF FERRYSBURG

Rebecca Hopp, Mayor

Date

CITY OF GRAND HAVEN

Robert Monetza, Mayor

Date

CITY OF HOLLAND

Nathan Bocks, Mayor

Date

CITY OF HUDSONVILLE

Mark Northrup, Mayor

Date

CITY OF ZEELAND

Kevin Klynstra, Mayor

Date

Interlocal Agreement for Ottawa County to Approve the Designated Assessor for the period January 1, 2021 through December 31, 2026

Addendum A:

1. Current Stated Equalization (“SEV”) values in the County by class, including special act values. Total number of parcels in the County, by classification, including special act rolls, within each Assessing District:

(A.) Real Property SEV, as of 2020 March BOR:

- Agricultural Real--\$727,378,200; 4,173 Parcels
- Commercial Real--\$1,875,808,900; 5,152 Parcels
- Industrial Real--\$853,253,256; 1,729 Parcels
- Residential Real--\$11,869,624,624; 96,908 Parcels
- Timber-Cutover--None Classified
- Developmental--\$138,400; 1 Parcel.

(B.) Personal Property, as of 2020 March BOR:

- Agricultural Personal--\$0; 0 Parcels
- Commercial Personal--\$194,546,700; 7,524 Parcels
- Industrial Personal--\$399,861,500; 635 Parcels
- Residential Personal--None Classified
- Utility Personal--\$243,093,300; 199 Parcels.

(C.) Equivalent State Equalized Value of Special Acts as of 2020 March BOR:

- Industrial Facilities Exemption (Act 198 of 1974)--\$316,470,600; 608 Parcels
- Commercial Rehabilitation Act Roll (PA 210 of 2005)--\$1,567,100; 16 Parcels
- Commercial Redevelopment Act Roll (PA 255 of 1978)--\$646,000; 2 Parcels
- DNR-PILT Rolls--\$26,875,200; 57 Parcels

2. List of any unique, complex or high value properties within the County:

- Consumers Energy-Generating Station-Zeeland City-425 N Fairview St
- Consumers Energy-Generating Station-Port Sheldon Township-7700 Margaret Ave.
- ARC Holland Real Estate Holdings-Freedom Village Senior Living Center-Holland City-145 Columbia Ave.
- Gentex Corp-Manufacturing-Zeeland City-600 Centennial St.
- CS Facilities-Continental Dairy-Coopersville City-999 Randall St.
- Mead Johnson & Company-Manufacturing of Baby Food-Zeeland City-725 E. Main Ave.
- Herman Miller Inc-Manufacturing-Zeeland City-855 E. Main Ave.
- Alden GV Owner LLC-Student Housing-Allendale Township-10897 48th Ave.

Interlocal Agreement for Ottawa County to Approve the Designated Assessor for the period January 1, 2021 through December 31, 2026

Addendum B:

Qualifications of Proposed Designated Assessor:

Resume, curriculum vitae, or other documents providing the Designated Assessor's current employment status as well as additional and specific details regarding the Designated Assessor's current assessing or equalization responsibilities and local unit assessing experience as it relates to being approved as the Designated Assessor for Ottawa County.

1. Current assessor certification level and number:

Michigan Master Assessing Officer R-8823

2. Identification of current employment status and specific assessing or equalization Responsibilities:

The herein named Designated assessor, Brian L. Busscher, is currently employed by Ottawa County as the Deputy Equalization Director. In his role as Deputy, he conducts appraisals on commercial, industrial, and agricultural properties as well as providing guidance to staff doing the same. He assists with many and various question from Ottawa County Assessors and from Ottawa County Equalization Department's Assessing Division. The division provides assessing services for the following local units: Blendon and Crockery Townships, Grand Haven City and Hudsonville City.

3. Description of prior local unit assessing experience of the proposed Designated Assessor:

Prior work included local unit reappraisal services to various townships in Allegan County. Current Assessor of Ronald Township in Ionia County and Monterey Township in Allegan County.

3. Conflict of interest disclosures:

None in contract as written.

Interlocal Agreement for Ottawa County to Approve the Designated Assessor for the period January 1, 2021 through December 31, 2026

Addendum C:

Brian Busscher
Deputy Equalization Director
12220 Fillmore St, Rm 110
West Olive, MI 49460
(616) 738-4819

Education

- Grand Valley State University, Allendale, MI
 - Bachelors of Business Administration (B.B.A.) Finance emphasis
 - Dean’s List member (all 4 years)

Certifications

- MMAO – Michigan Master Assessing Officer (4)
- Michigan Licensed Residential Builder and M & A Contractor

Professional Experience

Deputy Equalization Director (2015-present)
Ottawa County Equalization Department

- Provide work direction for appraisal staff and manages Property Description and Mapping team. Serve as a resource for technical guidance for all office staff.
- Conduct quality control audits.
- Provide technical assistance for Ottawa County assessors.

Property Appraiser (2006-2015)
Ottawa County Equalization Department

- Work as an Appraiser to conduct studies of all classes of real property to determine its True Cash Value.
- Assist Equalization Director in determining Equalization Factors for various local units throughout the County.
- Through use of ArcMap software, create and use maps to aid in property valuation and analyze trends.

Assessor (2019-Present)

Ronald Township, Ionia County

- Plan, administer, and provide overall supervision of property assessments, determination of true market value; calculation of the assessed, capped and taxable valuations of all property within the Township.
- Field inspect and review 20 percent of properties on an annual basis.

Assessor (2013-Present)

Monterey Township, Allegan County

- Plan, administer, and provide overall supervision of property assessments, determination of true market value; calculation of the assessed, capped and taxable valuations of all property within the Township.
- Field inspect and review 20 percent of properties on an annual basis.

Builder (1997-2006)

Busscher Builders, Inc.

- Work in a team environment to build and remodel custom homes
- Use professional building skills to perform a wide range of building tasks such as custom cabinetry, framing, roofing, remodeling, flatwork, and siding.
- Work independently to accomplish an assigned task by a given deadline.

Computer Skills

- BS&A Software
- ArcMap
- PowerPoint
- Excel
- Word

Property Assessing Reform (PA 660 of 2018) Implementation

New Process begins December 31, 2021

The State will continue conducting Audits of Minimum Assessing Requirements (AMAR). If local unit fails, they must submit a Corrective Action Plan. A follow up review will be conducted.

- 1) If a local unit fails their follow up review, they must submit a second Corrective Action Plan and choose from one of the following options:
 - a. Hire a new assessor who must be STC Certified at MAAO or MMAO level.
 - b. Move to Designated Assessor
 - c. Allow the State Tax Commission (STC) to assume jurisdiction of their roll.

- 2) If a local unit fails their second follow up review:
 - a. The Designated Assessor takes over the local unit's assessment administration functions for at least 5 years.

It is highly unlikely any local unit in Ottawa County will reach the third step. However, by December 31, 2020 we must have an interlocal agreement in place appointing a designated assessor, signed by Ottawa County and a majority of our local units. The agreement must also be approved by the STC.

Designated Assessor Contract Summary

Key Designated Assessor Provisions:

Term: 6-year contract - January 1, 2021 through December 31, 2026

Proposed Designated Assessor: Brian Busscher MMAO, Ottawa County Deputy Equalization Director

As I will likely be retiring in the next couple of years, Brian has volunteered to serve as our Designated Assessor. The contract will not then need to be redrawn when I retire.

Annual Costs: None

Cost if Local Unit reaches step 3:

\$30 per parcel for 2021 with 5% per year increases through the 5-year life of this contract. Parcel count will be determined each year as of the March Board of Review and will include all active parcels, Ad-Valorem, Special Acts and Exempt

In the unlikely event an immediate reappraisal of a class of property is required, there will be an additional charge of \$60 per parcel for 2021 with 5% per year increases through the 5-year life of this contract.

Two years after step three has been reached, there will be a review of costs to determine if cost per parcel can be lowered and still cover the County's costs.

Michael R Galligan, Director
Ottawa County Equalization Department

Policy 2020-01
GEORGETOWN TOWNSHIP
RECOGNITION/SERVICE POLICY
Adopted _____ with motion # _____

PURPOSE.

The purpose of the policy is to recognize and reward the service of residents of Georgetown Township.

STATEMENT OF POLICY.

To be eligible, a person shall meet the following criteria:

- The person shall be deceased.
- The person shall have been a resident of Georgetown Township at some point, though a minimum number of years is not necessary.
- To be eligible for Township Board recognition, the vote of the Township Board shall be unanimous.
- A standardized plaque shall be used to recognize the person.

IMPLEMENTATION.

The Township Superintendent shall be responsible implement the policy.

PROCEDURES.

The Township Superintendent shall bring the request for recognition of a person to the Township Board for consideration.

EFFECTIVE DATE.

This policy shall become effective upon adoption by the Township Board.



Christmas Décor by DeVries
6439 Center Industrial Drive
Jenison, MI 49428
Office@devrieslandscape.com
www.christmasdecor.net
T: (616) 669-0500
F: (616) 669-7095

Roderick J. Weersing
Assistant Superintendent
Georgetown Township
1515 Baldwin St.
Jenison, MI 49429-0769

September 23, 2020

RE: Holiday Décor

Dear Rod:

Per your request, following is pricing for Holiday Décor for the Cottonwood Dr Clocktower Park and the Baldwin Entrance. I have also included pricing for reinstallation of existing décor.

Re-installation pricing for new decor in subsequent years is discounted 50%.

Cottonwood Drive

Décor Elements:

25 Cedar shrubs with 50 warm white mini-lites each	\$625.00
Garland on Clock Tower lit with warm white minis-lites and 7 red/gold bows	\$570.00
5, 12' Spruces lit with warm white C-9 bulbs	\$1,125.00
3, Birch trees trunk wrapped with warm white mini-lites	\$525.00
4, light poles wrapped with garland lit with warm white minis and red/gold bows	\$984.00
Total Cottonwood.....	\$3,829.00

Baldwin Entrance

I have included only the trees that are readily visible on the front or top of the hills.

Décor Elements:

11, Spruce trees lit with warm white C-9 bulbs	\$2,475.00
10, medium trees lit with 400 warm white mini-lites each	\$2,000.00
5, medium/large trees lit with 600 warm white mini-lites each	\$1,500.00
3, shrub clumps lit with 200 warm white mini-lites each	\$300.00
2, 72" Wreaths lit with warm white minis on signwall with 24" red/gold bows	\$1,300.00
Total Baldwin Entrance.....	\$7,575.00

Reinstalled Décor

Medians and Fountain Park.....	\$7,260.00
Library/Town Hall Complex.....	\$3,541.00

Thanks very much for the opportunity to participate in decorating the Township. Please let me know if further clarification or information is required.

Sincerely,

A handwritten signature in black ink, appearing to read "Bill Pringle". The signature is stylized with a large initial "B" and a long horizontal stroke extending to the right.

Bill Pringle
President
Christmas Décor by DeVries

Policy 2018-02
GEORGETOWN TOWNSHIP
UNITED STATES OF AMERICA
FLAG PROTOCOL POLICY
Adopted August 13, 2018 with motion # 180813-05
Revised _____ with motion # _____

STATEMENT OF POLICY.

The Flag of the United States of America is a symbol of freedom and liberty. The purpose of the policy is to establish guidelines for the display of the Flag of the United States of America at Township properties.

PROCEDURES.

United States of America flags on Township properties shall be flown at half-staff in mourning for designated principal government leaders, and members of the U.S. Armed Forces who died during active military duty, upon declaration of the President of the United States of America.

United States of America flags on Township properties shall be flown at half-staff in mourning for a Georgetown Township resident who is a member of the U.S. Armed Forces and died in the line of active military duty, upon declaration of the Township Superintendent.

United States of America flags on Township properties shall be flown at half-staff in remembrance of Memorial Day and September 11.

IMPLEMENTATION.

The Georgetown Township Superintendent is responsible to implement the procedures detailed herein.

EFFECTIVE DATE.

This policy shall become effective upon adoption by the Township Board.