



**Ottawa County**  
Board of Commissioners

**Joe Moss**  
Chairperson

---

**Sylvia Rhodea**  
Vice-Chairperson

To All Ottawa County Commissioners:

The Ottawa County Board of Commissioners will meet on **Tuesday, September 24 at 6:30 PM** for the regular September 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. Correspondence
5. Public Comment
6. Approval of Agenda
7. Consent Resolutions:

From the County Clerk/Register

A. Board of Commissioners Meeting Minutes

Suggested Motion:

To approve the minutes of the [September 10, 2024](#) Board of Commissioners meeting.

8. Agenda and Action Requests:

From the Finance and Administration Committee

A. [FY 2025 Budget Resolution](#)

Suggested Motion:

To approve the Fiscal Year 2025 General Appropriations Act.

Gretchen Cosby | Chris Kleinjans | Douglas Zylstra | Jacob Bonnema | Kendra Wenzel  
Rebekah Curran | Roger Belknap | Roger Bergman | Allison Miedema

From Administration

B. Purchasing Card Policy (Second Reading)

Suggested Motion:

To approve the revised Purchasing Card Policy.

C. Resolution Approving Changes to The Grand Valley Metro

Suggested Motion:

To approve a resolution to add Blendon Township as a member community to the Grand Valley Metro Council.

D. Litigation Resolution

Suggested Motion:

To approve a resolution which dissolves the special committee for *Kimball v. Ottawa County* and creates a special committee for *Cramer v. Ottawa County*.

E. Executive Transition Committee Resolution

Suggested Motion:

To approve a resolution to create an Executive Transition Committee for the position of County Administrator.

9. Committee Report

10. Public Comment

11. Additional Business

A. Chairman's Update

12. Adjournment at Call of the Chairperson

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

The Ottawa County Board of Commissioners met on Tuesday, September 10, 2024, at 9:02 a.m. and was called to order by the Chairperson.

The prayer was pronounced by Pastor Hughes.

Chairperson Moss led in the Pledge of Allegiance to the Flag of the United States of America.

Present at roll call: Gretchen Cosby, Doug Zylstra, Jacob Bonnema, Joe Moss, Kendra Wenzel, Rebekah Curran, Sylvia Rhodea, Roger Belknap, Allison Miedema. (9)

Absent: Chris Kleinjans and Roger Bergman. (2)

Correspondence

1. Employee Awards-Sheriff Kempker presented several Life Savings Awards and one Distinguished Law Enforcement Service Award.
2. Legislative Update-Bob DeVries, GCSI, gave a legislative update.

Public Comment

Public comments were made by the following:

1. Joel Buck-Georgetown Township
2. Orlando Estrada-City of Holland
3. Rebecca Patrick-Allendale Township
4. Dan Zimmer-Port Sheldon Township
5. Susan Franklin-Ottawa County Circuit Court Administrator
6. Sheila Dettloff-Holland Township
7. David Barnosky-Port Sheldon Township
8. Karen Obits-Spring Lake Township
9. Christi Meppelink-Zeeland Township
10. Curt Meppelink-Zeeland Township

Approval of Agenda

B/C 24-162      Rebekah Curran moved to approve the agenda.

The motion passed.

B/C 24-163 Doug Zylstra moved to amend the agenda to add a discussion item to discuss the Interim Administrator position.

The motion failed.

Consent Resolutions

B/C 24-164 Roger Belknap moved to approve the following Consent Resolutions.

- A. To approve the minutes of the August 13, 2024, Board of Commissioners meeting and the August 23, 2024 Board of Commissioners Work Session.
- B. To ratify all contracts for the period of August 1, 2024 to August 31, 2024 currently pending on the post-execution ratification list as authorized under Section IV(D)(2) of the Ottawa County Contracting Authorization and Form Policy.
- C. To approve the general claims in the amount of \$23,094,521.90 as presented by the summary report for July 22, 2024 through August 23, 2024.
- D. To approve a contract with Dewpoint Professional Services for IT Staff Augmentation.
- E. To approve a resolution pledging the county's full faith and credit to a drain note.
- F. To approve the FY2024 budget adjustments per the attached schedule.

The motion passed by the following votes: Yeas: Roger Belknap, Rebekah Curran, Gretchen Cosby, Jacob Bonnema, Sylvia Rhodea, Doug Zylstra, Kendra Wenzel, Allison Miedema, Joe Moss. (9)

Public Hearing

B/C 24-165 Gretchen Cosby moved to open the Public Hearing at 9:52 a.m. to receive comments on the FY 2025 Ottawa County Budget.

The motion passed.

B/C 24-166 Kendra Wenzel moved to close the Public Hearing at 9:53 a.m. on the FY 2025 Ottawa County Budget.

The motion passed.

Agenda and Action Requests

B/C 24-167 Allison Miedema moved to approve the Resolution that recognizes the importance of the work of the 20<sup>th</sup> Circuit Court's Recovery Court Program.

The motion passed.

Committee Reports

1. Innovation and Improvement Update-Shannon McGoran gave an update.

Public Comment

1. Orlando Estrada-City of Holland
2. Rebecca Patrick-Allendale Township
3. Dianne Fikse-Zeeland
4. Bob Spaman-Blendon Township
5. Gin Greenlee-Park Township
6. Dan Zimmer-Port Sheldon Township
7. Karen Obits-Spring Lake Township
8. Christi Meppelink-Zeeland Township
9. Sheila Dettloff-Holland Township
10. David Barnosky-Port Sheldon Township

Online Public Comment

1. Lori Grasman-Robinson Township
2. Adrea Hill-Holland Township

Additional Business

- A. Chairman’s Update-Chairperson Moss gave an update.

Adjournment at Call of the Chairperson

The Chairperson adjourned the meeting at 11:08 a.m.

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

JOE MOSS, Chairperson  
Of the Board of Commissioners

# Action Request



<b>Committee:</b> Board of Commissioners	<input type="text"/>
<b>Meeting Date:</b> 09/24/2024	
<b>Requesting Department:</b> Fiscal Services Department	
<b>Submitted By:</b> Karen Karasinski	
<b>Agenda Item:</b> 2025 Budget Resolution	

**Suggested Motion:**

To approve the Fiscal Year 2025 General Appropriations Act.

**Summary of Request:**

Under Section 16 of the General Appropriations Act, the legislative body of each local unit must pass a general appropriations act for the general fund and each special revenue fund. Ottawa County also includes capital project and debt service in the resolution.

**Financial Information:**

Total Cost: \$0.00	General Fund Cost: \$0.00	Included in Budget:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A
--------------------	---------------------------	---------------------	------------------------------	-----------------------------	---


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:

**Administration:**   Recommended  Not Recommended  Without Recommendation

Committee/Governing/Advisory Board Approval Date: Finance and Administration Committee 9/17/2024

**STATE OF MICHIGAN**

**COUNTY OF OTTAWA**

---

**RESOLUTION TO APPROVE 2025 OPERATING BUDGET**

At a meeting of the Board of Commissioners of the County of Ottawa, Ottawa County, Michigan, held at the Board of Commissioners' meeting room in the County Administration Building 12220 Fillmore, Olive Township, Michigan, in said County on September 24, 2024, at 6:30 p.m. local time.

PRESENT:

---

---

ABSENT:

---

The following preamble and resolution was offered by Commissioner: \_\_\_\_\_ and supported by Commissioner: \_\_\_\_\_:

WHEREAS, this Resolution and its incorporated Exhibit A are known as the "FY 2025 General Appropriations Act;"

WHEREAS, pursuant to the instructions of the Michigan Department of Treasury, the County's obligation to comply with Truth in Taxation requirements of MCL 211.24E may be satisfied by following the notice provisions in the Uniform Budgeting and Accounting Act, being MCL 141.412 and MCL 141.436 for this General Appropriations Act;

WHEREAS, pursuant to the above, notice of a public hearing on the proposed budget was published in a newspaper on general circulation September 3, 2024, and a public hearing on the proposed budget was held on September 10, 2024;

WHEREAS, the Ottawa County voters have authorized a millage that has been constitutionally reduced to .3133 mills as of May of 2024 for Park development, expansion, and maintenance;

WHEREAS, the Ottawa County voters have authorized a millage that has been constitutionally reduced to .2832 mills as of May of 2024 for Community Mental Health Services;

WHEREAS, the Ottawa County voters have approved an allocation of 4.4400 mils that has been constitutionally reduced to 4.2469 mils as of May of 2024, a general property tax levy as authorized in the Michigan Constitution on all real and personal property within the County upon the tax roll for County general operations consistent with the voted tax allocation;

WHEREAS, this County Board of Commissioners through its Finance and Administration Committee, has reviewed the recommended budget in detail; and

WHEREAS, current property tax revenue estimates for County general operations are based on 3.9000 mils;

WHEREAS, estimated total revenues and appropriations for the various funds are recommended as follows:

Fund	Revenue Sources	Reserve Sources	Appropriations
General Fund	119,426,937	2,246,987	121,673,924
Special Revenue Funds	150,027,083	978,519	151,005,602
Debt Service Funds	6,307,495	-	6,307,495
Capital Project Funds	5,018,212	758,421	5,776,633
Total	280,779,727	3,983,927	284,763,654

NOW, THEREFORE, BE IT RESOLVED that the Ottawa County Board of Commissioners hereby adopts the FY2025 Appropriations Act as the official budget for FY2025;

BE IT FURTHER RESOLVED that the County officials and other funding unit officials responsible for the appropriations authorized in the act may expend County funds up to, but not to exceed, the total appropriation authorized for each department or activity, provided that they otherwise comply with the County's expenditure and contracting policies and procedures;

BE IT FURTHER RESOLVED, except for the General Fund Contributions and Capital Project Fund, the Ottawa County Board adopts the FY2025 budgets by department per the schedule in Exhibit A;

BE IT FURTHER RESOLVED that General Fund contributions and related appropriations are limited to the activity as allocated in the adopted budget;

BE IT FURTHER RESOLVED, the Capital Project Fund is adopted by project amount as approved by the Board of Commissioners in the Fiscal Year 2025 Capital Improvement Plan;

BE IT FURTHER RESOLVED, the Capital Improvement projects are appropriated for the life of the project and will carryforward to future years until complete;



BE IT FURTHER RESOLVED, that subject to more specific reductions in the authorized levy rates referenced above due to constitutional rollbacks or further levy decisions of the Board of Commissioners within levies approved by the voters, the above rates are approved as maximum rates to meet the revenue needs of the FY2025 Appropriations Act;

BE IT FURTHER RESOLVED, pursuant to the Uniform Budget and Accounting Act, the County Administrator may approve and execute transfers between appropriations up to \$50,000 without prior approval of the Board; and

FURTHER BE IT RESOLVED THAT all resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution are hereby rescinded.

YEAS:

\_\_\_\_\_  
\_\_\_\_\_

NAYS:

\_\_\_\_\_

ABSTAIN:

\_\_\_\_\_

**RESOLUTION ADOPTED.**

\_\_\_\_\_  
Chairperson, Joe Moss

\_\_\_\_\_  
Justin Roebuck, Ottawa County Clerk

Certification

I, the undersigned, duly qualified Clerk of the County of Ottawa, Michigan, do hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Board of Commissioners of the County of Ottawa, Michigan, at a meeting held on September 24, 2024, the original of which is on file in my office. Public notice of said meeting was given pursuant to and in compliance with Act No. 267, Public Acts of Michigan, 1976, as amended.

IN WITNESS WHEREOF, I have hereto affixed my official signature this 24th day of September, A.D., 2024.

\_\_\_\_\_  
Justin Roebuck, Ottawa County Clerk

**COUNTY OF OTTAWA  
2025 APPROPRIATION ACT**

**GENERAL FUND**

**REVENUES:**

TAXES	76,270,815
LICENSES AND PERMITS	363,250
INTERGOVERNMENTAL	14,880,623
CHARGES FOR SERVICES	17,469,578
FINES & FORFEITS	109,975
INTEREST	1,789,392
RENTS	2,969,956
OTHER REVENUE	694,774
TRANSFERS FROM OTHER FUNDS	4,878,574
<b>TOTAL ESTIMATED REVENUES</b>	<b>119,426,937</b>

**APPROPRIATIONS:**

BOARD OF COMMISSIONERS	790,055
CIRCUIT COURT	5,455,426
CLERK REG OF DEEDS	4,105,616
COMMUNITY ACTION AGENCY	32,500
CORPORATE COUNSEL	575,405
COUNTY ADMINISTRATOR	1,114,680
DEPARTMENT OF STRATEGIC IMPACT	2,370,282
DISTRICT COURT	9,452,931
EQUALIZATION	2,500,653
FACILITIES	7,659,841
FISCAL SERVICES	3,084,818
HUMAN RESOURCES	1,922,823
INNOVATION AND TECHNOLOGY	681,634
MSU EXTENSION	436,942
NON DEPARTMENTAL	20,589,253
PROBATE COURT	1,217,256
PROSECUTOR	6,368,515
PUBLIC DEFENDER	4,740
PUBLIC HEALTH	643,076
SHERIFF	34,565,813
STATE EXTENSION	153,698
TREASURER	15,838,166
VETERAN AFFAIRS	476,704
WATER RESOURCES	1,633,097
<b>TOTAL APPROPRIATIONS</b>	<b>121,673,924</b>

**FUND BALANCE (USAGE)/CONTRIBUTION**

**(2,246,987)**

**COUNTY OF OTTAWA  
2025 APPROPRIATION ACT**

**SPECIAL REVENUE FUNDS**

**103 CELL TOWERS FUND**

<b>REVENUES:</b>	
RENTS	269,663
<b>TOTAL ESTIMATED REVENUES</b>	<b>269,663</b>
<b>APPROPRIATIONS:</b>	
DEPARTMENT OF STRATEGIC IMPACT	31,066
NONDEPARTMENTAL	350,065
<b>TOTAL APPROPRIATIONS</b>	<b>381,131</b>
<b>FUND BALANCE (USAGE)/CONTRIBUTION</b>	<b>(111,468)</b>

**104 SOLID WASTE CLEAN UP FUND**

<b>REVENUES:</b>	
INTEREST	70,329
<b>TOTAL ESTIMATED REVENUES</b>	<b>70,329</b>
<b>APPROPRIATIONS:</b>	
BOARD OF COMMISSIONERS	667,150
<b>TOTAL APPROPRIATIONS</b>	<b>667,150</b>
<b>FUND BALANCE (USAGE)/CONTRIBUTION</b>	<b>(596,821)</b>

**105 DB/DC CONVERSION**

<b>REVENUES:</b>	
TAXES	5,055,725
<b>TOTAL ESTIMATED REVENUES</b>	<b>5,055,725</b>
<b>APPROPRIATIONS:</b>	
BOARD OF COMMISSIONERS	3,989,104
<b>TOTAL APPROPRIATIONS</b>	<b>3,989,104</b>
<b>FUND BALANCE (USAGE)/CONTRIBUTION</b>	<b>1,066,621</b>

**107 INFRASTRUCTURE FUND**

<b>REVENUES:</b>	
INTEREST	21,769
<b>TOTAL ESTIMATED REVENUES</b>	<b>21,769</b>
<b>APPROPRIATIONS:</b>	
BOARD OF COMMISSIONERS	125,000
<b>TOTAL APPROPRIATIONS</b>	<b>125,000</b>
<b>FUND BALANCE (USAGE)/CONTRIBUTION</b>	<b>(103,231)</b>

**COUNTY OF OTTAWA  
2025 APPROPRIATION ACT**

**108 CRIME VICTIM ASSISTANCE FUND**

<b>REVENUES:</b>	
INTEREST	23,511
<b>TOTAL ESTIMATED REVENUES</b>	<b>23,511</b>
<b>APPROPRIATIONS:</b>	
PROSECUTOR	15,156
<b>TOTAL APPROPRIATIONS</b>	<b>15,156</b>
<b>FUND BALANCE (USAGE)/CONTRIBUTION</b>	<b>8,355</b>

**208 PARKS AND RECREATION FUND**

<b>REVENUES:</b>	
TAXES	4,997,175
INTERGOVERNMENTAL	205,000
CHARGES FOR SERVICES	1,709,404
INTEREST	230,514
RENTS	5,800
OTHER REVENUE	134,612
TRANSFERS IN FROM OTHER FUNDS	320,343
<b>TOTAL ESTIMATED REVENUES</b>	<b>7,602,848</b>
<b>APPROPRIATIONS:</b>	
PARKS AND RECREATION	7,308,897
<b>TOTAL APPROPRIATIONS</b>	<b>7,308,897</b>
<b>FUND BALANCE (USAGE)/CONTRIBUTION</b>	<b>293,951</b>

**215 FRIEND OF THE COURT FUND**

<b>REVENUES:</b>	
INTERGOVERNMENTAL	4,490,831
CHARGES FOR SERVICES	302,409
TRANSFERS IN FROM OTHER FUNDS	2,313,208
<b>TOTAL ESTIMATED REVENUES</b>	<b>7,106,448</b>
<b>APPROPRIATIONS:</b>	
CIRCUIT COURT	6,467,082
CLERK REG OF DEEDS	298,993
SHERIFF	340,373
<b>TOTAL APPROPRIATIONS</b>	<b>7,106,448</b>
<b>FUND BALANCE (USAGE)/CONTRIBUTION</b>	<b>-</b>

**COUNTY OF OTTAWA  
2025 APPROPRIATION ACT**

**218 OTHER GOVERNMENTAL GRANTS FUND**

**REVENUES:**

INTERGOVERNMENTAL	5,411,865
CHARGES FOR SERVICES	105,605
OTHER REVENUE	155,495
TRANSFERS IN FROM OTHER FUNDS	75,426
<b>TOTAL ESTIMATED REVENUES</b>	<b>5,748,391</b>

**APPROPRIATIONS:**

CIRCUIT COURT	1,327,555
COMMUNITY ACTION AGENCY	3,493,985
DEPARTMENT OF STRATEGIC IMPACT	258,238
DISTRICT COURT	420,383
SHERIFF	248,230
<b>TOTAL APPROPRIATIONS</b>	<b>5,748,391</b>

**FUND BALANCE (USAGE)/CONTRIBUTION** **-**

**221 HEALTH FUND**

**REVENUES:**

TAXES	
LICENSES AND PERMITS	1,040,950
INTERGOVERNMENTAL	7,395,651
CHARGES FOR SERVICES	644,196
FINES & FORFEITS	11,300
OTHER REVENUE	383,150
TRANSFERS IN FROM OTHER FUNDS	6,884,923
<b>TOTAL ESTIMATED REVENUES</b>	<b>16,360,170</b>

**APPROPRIATIONS:**

FISCAL SERVICES	0
INNOVATION AND TECHNOLOGY	1,543
PUBLIC HEALTH	16,690,481
<b>TOTAL APPROPRIATIONS</b>	<b>16,692,024</b>

**FUND BALANCE (USAGE)/CONTRIBUTION** **(331,854)**

**COUNTY OF OTTAWA  
2025 APPROPRIATION ACT**

**222 MENTAL HEALTH FUND**

**REVENUES:**

INTERGOVERNMENTAL	66,491,398
CHARGES FOR SERVICES	66,000
INTEREST	175,691
RENTS	5,460
OTHER REVENUE	7,000
TRANSFERS IN FROM OTHER FUNDS	533,581
<b>TOTAL ESTIMATED REVENUES</b>	<b>67,279,130</b>

**APPROPRIATIONS:**

COMMUNITY MENTAL HEALTH	66,066,591
FISCAL SERVICES	1,212,539
<b>TOTAL APPROPRIATIONS</b>	<b>67,279,130</b>

<b>FUND BALANCE (USAGE)/CONTRIBUTION</b>	<b>-</b>
--	----------

**223 MH MILLAGE AND GRANTS**

**REVENUES:**

TAXES	4,511,852
INTERGOVERNMENTAL	3,594,645
INTEREST	97,610
<b>TOTAL ESTIMATED REVENUES</b>	<b>8,204,107</b>

**APPROPRIATIONS:**

COMMUNITY MENTAL HEALTH	9,468,432
<b>TOTAL APPROPRIATIONS</b>	<b>9,468,432</b>

<b>FUND BALANCE (USAGE)/CONTRIBUTION</b>	<b>(1,264,325)</b>
--	--------------------

**228 LANDFILL TIPPING FEES FUND**

**REVENUES:**

INTERGOVERNMENTAL	41,000
CHARGES FOR SERVICES	561,163
INTEREST	14,234
TRANSFERS IN FROM OTHER FUNDS	667,150
<b>TOTAL ESTIMATED REVENUES</b>	<b>1,283,547</b>

**APPROPRIATIONS:**

COUNTY ADMINISTRATOR	667,150
PUBLIC HEALTH	847,952
<b>TOTAL APPROPRIATIONS</b>	<b>1,515,102</b>

<b>FUND BALANCE (USAGE)/CONTRIBUTION</b>	<b>(231,555)</b>
--	------------------

**COUNTY OF OTTAWA  
2025 APPROPRIATION ACT**

**234 FARMLAND PRESERVATION FUND**

<b>REVENUES:</b>	
INTERGOVERNMENTAL	1,331,725
INTEREST	2,067
OTHER REVENUE	644,161
<b>TOTAL ESTIMATED REVENUES</b>	<b>1,977,953</b>
<b>APPROPRIATIONS:</b>	
DEPARTMENT OF STRATEGIC IMPACT	1,975,886
<b>TOTAL APPROPRIATIONS</b>	<b>1,975,886</b>
<b>FUND BALANCE (USAGE)/CONTRIBUTION</b>	<b>2,067</b>

**255 HOMESTEAD PROPERTY TAX FUND**

<b>REVENUES:</b>	
TAXES	8,720
INTEREST	1,000
<b>TOTAL ESTIMATED REVENUES</b>	<b>9,720</b>
<b>APPROPRIATIONS:</b>	
TREASURER	3,120
<b>TOTAL APPROPRIATIONS</b>	<b>3,120</b>
<b>FUND BALANCE (USAGE)/CONTRIBUTION</b>	<b>6,600</b>

**256 REG OF DEEDS AUTOMATION FUND**

<b>REVENUES:</b>	
CHARGES FOR SERVICES	145,000
INTEREST	27,915
<b>TOTAL ESTIMATED REVENUES</b>	<b>172,915</b>
<b>APPROPRIATIONS:</b>	
CLERK REG OF DEEDS	286,472
<b>TOTAL APPROPRIATIONS</b>	<b>286,472</b>
<b>FUND BALANCE (USAGE)/CONTRIBUTION</b>	<b>(113,557)</b>

**257 EARLY VOTING FUND**

<b>REVENUES:</b>	
CHARGES FOR SERVICES	96,645
TRANSFERS IN FROM OTHER FUNDS	87,602
<b>TOTAL ESTIMATED REVENUES</b>	<b>184,247</b>
<b>APPROPRIATIONS:</b>	
CLERK REG OF DEEDS	175,058
<b>TOTAL APPROPRIATIONS</b>	<b>175,058</b>
<b>FUND BALANCE (USAGE)/CONTRIBUTION</b>	<b>9,189</b>

**COUNTY OF OTTAWA  
2025 APPROPRIATION ACT**

**260 PUBLIC DEFENDERS OFFICE FUND**

<b>REVENUES:</b>	
INTERGOVERNMENTAL	5,621,474
TRANSFERS IN FROM OTHER FUNDS	950,780
<b>TOTAL ESTIMATED REVENUES</b>	<b>6,572,254</b>
<b>APPROPRIATIONS:</b>	
PUBLIC DEFENDER	6,572,254
<b>TOTAL APPROPRIATIONS</b>	<b>6,572,254</b>
<b>FUND BALANCE (USAGE)/CONTRIBUTION</b>	<b>-</b>

**262 FEDERAL FORFEITURE FUND**

<b>REVENUES:</b>	
INTEREST	270
<b>TOTAL ESTIMATED REVENUES</b>	<b>270</b>
<b>APPROPRIATIONS:</b>	
SHERIFF	0
<b>TOTAL APPROPRIATIONS</b>	<b>-</b>
<b>FUND BALANCE (USAGE)/CONTRIBUTION</b>	<b>270</b>

**263 CONCEALED PISTOL LICENSE FUND**

<b>REVENUES:</b>	
LICENSES AND PERMITS	140,568
CHARGES FOR SERVICES	27,120
INTEREST	12,416
<b>TOTAL ESTIMATED REVENUES</b>	<b>180,104</b>
<b>APPROPRIATIONS:</b>	
CLERK REG OF DEEDS	114,489
<b>TOTAL APPROPRIATIONS</b>	<b>114,489</b>
<b>FUND BALANCE (USAGE)/CONTRIBUTION</b>	<b>65,615</b>

**266 SHERIFF CONTRACTS FUND**

<b>REVENUES:</b>	
INTERGOVERNMENTAL	11,270,743
TRANSFERS IN FROM OTHER FUNDS	722,310
<b>TOTAL ESTIMATED REVENUES</b>	<b>11,993,053</b>
<b>APPROPRIATIONS:</b>	
SHERIFF	11,619,439
<b>TOTAL APPROPRIATIONS</b>	<b>11,619,439</b>
<b>FUND BALANCE (USAGE)/CONTRIBUTION</b>	<b>373,614</b>



**COUNTY OF OTTAWA  
2025 APPROPRIATION ACT**

**284 OPIOID SETTLEMENT FUND**

<b>REVENUES:</b>	
OTHER REVENUE	171,990
<b>TOTAL ESTIMATED REVENUES</b>	<b>171,990</b>
<b>APPROPRIATIONS:</b>	
COMMUNITY MENTAL HEALTH	223,980
<b>TOTAL APPROPRIATIONS</b>	<b>223,980</b>
<b>FUND BALANCE (USAGE)/CONTRIBUTION</b>	<b>(51,990)</b>

**290 DEPT HLTH HUMAN SERVICES FUND**

<b>REVENUES:</b>	
TRANSFERS IN FROM OTHER FUNDS	61,640
<b>TOTAL ESTIMATED REVENUES</b>	<b>61,640</b>
<b>APPROPRIATIONS:</b>	
STATE EXTENSION	61,640
<b>TOTAL APPROPRIATIONS</b>	<b>61,640</b>
<b>FUND BALANCE (USAGE)/CONTRIBUTION</b>	<b>-</b>

**292 CHILD CARE FUND**

<b>REVENUES:</b>	
INTERGOVERNMENTAL	5,287,404
CHARGES FOR SERVICES	1,500,000
OTHER REVENUE	5,000
TRANSFERS IN FROM OTHER FUNDS	2,884,895
<b>TOTAL ESTIMATED REVENUES</b>	<b>9,677,299</b>
<b>APPROPRIATIONS:</b>	
CIRCUIT COURT	9,677,299
<b>TOTAL APPROPRIATIONS</b>	<b>9,677,299</b>
<b>FUND BALANCE (USAGE)/CONTRIBUTION</b>	<b>-</b>

**COUNTY OF OTTAWA  
2025 APPROPRIATION ACT**

**301 DEBT SERVICE FUND**

<b>REVENUES:</b>	
INTERGOVERNMENTAL	66,252
TRANSFERS IN FROM OTHER FUNDS	4,395,893
<b>TOTAL ESTIMATED REVENUES</b>	<b>4,462,145</b>
<b>APPROPRIATIONS:</b>	
NONDEPARTMENTAL	4,462,145
<b>TOTAL APPROPRIATIONS</b>	<b>4,462,145</b>
<b>FUND BALANCE (USAGE)/CONTRIBUTION</b>	<b>\$ -</b>

**369 OC BUILDING AUTH DEBT SERVICE FUND**

<b>REVENUES:</b>	
RENTS	1,845,350
<b>TOTAL ESTIMATED REVENUES</b>	<b>1,845,350</b>
<b>APPROPRIATIONS:</b>	
NONDEPARTMENTAL	1,845,350
<b>TOTAL APPROPRIATIONS</b>	<b>1,845,350</b>
<b>FUND BALANCE (USAGE)/CONTRIBUTION</b>	<b>\$ -</b>

**401 & 408 CAPITAL PROJECTS**

<b>REVENUES:</b>	
INTERGOVERNMENTAL	370,000
INTEREST	256,153
OTHER REVENUE	728,198
TRANSFERS IN FROM OTHER FUNDS	3,663,861
<b>TOTAL ESTIMATED REVENUES</b>	<b>5,018,212</b>
<b>APPROPRIATIONS:</b>	
CAPITAL PROJECTS FUNDING	3,718,085
PARKS AND RECREATION	2,058,548
<b>TOTAL APPROPRIATIONS</b>	<b>5,776,633</b>
<b>FUND BALANCE (USAGE)/CONTRIBUTION</b>	<b>\$ (758,421)</b>

# Action Request



<b>Committee:</b>	Board of Commissioners	<input type="text"/>
<b>Meeting Date:</b>	09/24/2024	<input type="text"/>
<b>Requesting Department:</b>	Fiscal Services Department	<input type="text"/>
<b>Submitted By:</b>	Karen Karasinski	<input type="text"/>
<b>Agenda Item:</b>	Purchasing Card Policy (Second Reading)	<input type="text"/>

**Suggested Motion:**

To approve the revised Purchasing Card Policy.

**Summary of Request:**

As part of our ongoing policy review and in response to feedback we are recommending to create a second tier with a lower purchasing limit for cardholders with lower spending needs, clarify that changes to purchase general or professional services or not allowable, updating notification of employee transfers and departure language.

**Financial Information:**

Total Cost:	General Fund Cost:	Included in Budget:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> 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 4: To Continually Improve the County's Organization and Services.

**Objective:** Goal 4, Objective 1: Conduct activities and maintain systems to continuously improve to gain efficiencies and improve effectiveness.

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

Committee/Governing/Advisory Board Approval Date: Planning and Policy 8/8/2024  
Board of Commissioners 8/13/2024



## Ottawa County

### **PURCHASING CARD POLICY**

#### **I. POLICY**

A policy to define, authorize and regulate the use of purchasing cards, and to establish procedures for utilizing purchasing cards for appropriate expenses in the conduct of official County of Ottawa business.

The purchasing card provides the County of Ottawa organization with an alternate method to purchase goods and services. The purchasing card is a tool that reduces transaction costs, facilitates timely acquisition of materials and supplies, automates data flow for electronic commerce and accounting purposes, and offers flexible controls to help ensure proper usage.

This policy is not intended to replace or eliminate the current Purchasing Policy, but rather complement the existing processes. Good record keeping is essential to ensure the success of the program.

#### **II. STATUTORY REFERENCES**

MCL 46.11 (l); (m)

#### **III. COUNTY LEGISLATIVE OR HISTORICAL REFERENCES**

The original Board policy on this subject matter was adopted on April 12, 2011

Board of Commissioners Policy Adoption Date and Resolution Number: June 13, 2017; B/C 17-118

Board of Commissioners Review Date and Resolution Number: December 13, 2022; B/C 22-284

Date of Last Committee Review: Planning and Policy Committee; November 15, 2022

Review by Internal Policy Review Team: October 13, 2022

Related Policies: Travel and Mileage



# Ottawa County

## IV. PROCEDURE

### A. Use of Purchasing Card

1. Purchasing cards may be used only by an employee for the purchase of budgeted goods or services for official County of Ottawa business in accordance with the provisions of this policy and within spending limitations authorized for each employee.
2. Purchases may-shall not be divided into several transactions in order to avoid compliance with the purchasing policy.
3. Purchase card transactions are intended to be a one-time "in the moment" purchase. Unless approved by the Purchasing Manager or Fiscal Services Director, Purchasing cards may-cannot be used for:

- a. Gift Cards/Gift Certificates
- b. ATM Transactions/Cash Advances
- a-c. Monthly and Quarterly reoccurring purchases (e.g., subscriptions)
- d. Products where pricing is under contract (e.g., furniture)
- e. General Services (e.g., inspections)
- f. Professional Services (e.g., consulting, legal)
- g. Copiers, Printers, and Multi-Function Printers
- h. Meals eligible for a per-diem allowance
- b-i. Alcohol
- e-j. Invoices
- k. Personal Use

d. Any items that are disallowed in other County policies are also prohibited for purchase using the Purchasing card, unless otherwise specified in writing by the Purchasing Manager or Fiscal Services Director.

#### 4. Standard Limits:Purchase Card Not-to-Exceed Thresholds:

a. Employees will be placed into tiers based on their previous fiscal year purchase card spending history. Any recommended adjustments to tier placement will be communicated to Department Officials (Head of Department/Agency or Elected Official) during the annual review of purchase cards. Department Officials will have the opportunity to collaborate with Fiscal Services regarding any concerns pertaining to the proposed adjustments.

b. Department Officials will remain at the higher tier limit regardless of

**Formatted:** Font: Bold, Italic

**Formatted:** Not Expanded by / Condensed by

**Formatted:** Not Expanded by / Condensed by

**Formatted:** Not Expanded by / Condensed by

**Formatted:** Justified, Indent: Left: 0.83", No bullets or numbering

**Formatted:** Justified

**Formatted:** Not Expanded by / Condensed by

**Formatted:** Justified, Indent: Left: 0.83", No bullets or numbering

**Formatted:** Justified

**Formatted:** Justified, Indent: Left: 1.33", No bullets or numbering

**Formatted:** Justified



# Ottawa County

spending history.

c. Lower Tier Limit

- Single Purchase Limit: \$750.00
- Daily Purchase Limit: \$1,500.00
- Monthly Purchase Limit: \$3,000.00

d. Higher Tier Limit

- Single Purchase Limit: \$2,500.00
- Daily Purchase Limit: \$4,000.00
- Monthly Purchase Limit: \$7,500.00

4. \_\_\_\_\_

~~a. Single Purchase Limit: \$1,499.00, without an existing purchase order~~

~~b. Daily Purchase Limit: \$4,000.00~~

~~c. Monthly Purchase Limit: \$7,500.00~~

~~d. Fiscal Services, in conjunction with the Department Official, will determine authorized limits.~~

## B. Requesting, Transferring, Returning, Reporting Lost or Stolen Card

### 1. Requesting a Purchasing Card

- A Department Official may request a County purchasing card for employee use by submitting a Purchasing Card Request Form to the Fiscal Services Department.
- The Fiscal Services Department is responsible for administration of the program, the issuance and distribution of purchasing cards, accounting, monitoring, and general overview of the purchasing card policy.
- The purchasing card is issued in the employee's name. By accepting the purchasing card, the employee assumes responsibility for the card and associated transactions. The purchasing card is not transferable and may not be used by anyone other than the Cardholder.
- Although the purchasing card lists an employee's name, the card will have no impact on the employee's personal credit.

### 2. Transferring to another Department and Separation of Employment

**Formatted:** Justified, Indent: Left: 1.33", No bullets or numbering

**Formatted:** Justified, Numbered + Level: 4 + Numbering Style: a, b, c, ... + Start at: 1 + Alignment: Left + Aligned at: 1.08" + Indent at: 1.33"

**Formatted:** Justified, Indent: Left: 1.33", No bullets or numbering

**Formatted:** Not Expanded by / Condensed by

**Formatted:** Justified

**Formatted:** Justified

**Formatted:** Justified

**Formatted:** Justified, Indent: Left: 2.06", No bullets or numbering

**Formatted:** Justified, Numbered + Level: 4 + Numbering Style: a, b, c, ... + Start at: 1 + Alignment: Left + Aligned at: 1.08" + Indent at: 1.33", Tab stops: 1.08", Left + Not at 0.83"

**Formatted:** Justified, Indent: Left: 1.33", No bullets or numbering

**Formatted:** Justified

**Formatted:** Normal, No bullets or numbering, Tab stops: 1.31", Left



## Ottawa County

- a. The current Department Official shall notify Fiscal Services by emailing [purchasing@miottawa.org](mailto:purchasing@miottawa.org) that the employee will be transferring to another department.
- b. The employee must return the purchasing card upon transfer to another department unless written approval is submitted to the Fiscal Services Department from the new Department Official.
- c. The employee must return the purchasing card upon separation from the County. The card should be returned to the Fiscal Services Department located at: 12220 Fillmore, Room 331, West Olive, MI 49460.
- d. Fiscal Services will deactivate the card upon notification.

### 3. Reporting a Lost or Stolen Card

- a. If a purchasing card is lost or stolen, the employee must immediately contact JPMorgan Chase Bank at 800-316-6056. The employee must also notify the Fiscal Services Department.
- b. Fiscal Services and/or JPMorgan Chase will immediately deactivate the purchasing card and request a new card be issued.
- c. The employee is responsible for reviewing and reconciling the account detail of the deactivated purchasing card, as well as the account detail for the new purchasing card.

### C. Employee Responsibilities

1. The employee shall enter into an agreement with the County, for the use and care of the purchasing card. The purchasing card is not to be used by anyone else.
2. The County is tax exempt and generally does not pay Michigan sales tax. Before making a purchase, the employee shall inform the vendor that the purchase is tax exempt and that Michigan sales tax shall be excluded from the transaction. The County Tax ID number is embossed on the purchasing card, and most vendors will accept this as evidence of non-taxable status. The employee, with assistance from Fiscal Services, is responsible to complete any tax verification paperwork required by the vendor in order for the purchase to be tax exempt.
3. If a purchase includes sales tax that the County is exempt from paying, the employee is responsible to obtain a refund (credit). Sales tax that the County is exempt from paying is an inappropriate use of the procurement card.
4. The employee using the purchasing card must submit documentation detailing the goods or services purchased.



## Ottawa County

- a. Itemized receipt of the goods or services purchased.
  - b. The cost of the goods or services.
  - c. Date of purchase.
  - d. The official County business for which purchases were made.
5. All documentation must be submitted by the employee with the monthly statement to the Department Official or Designee for approval.
6. Each employee is responsible for safeguarding the account number. Improperly disclosing the purchasing card number in any written form including fax or email is strictly prohibited by JP Morgan Chase and the County.

### D. Department Officials Responsibilities

1. Determine Authorize employees request for the use of County purchasing card and execution of the Purchasing Card Request Form.

1.2. For new cardholders, determine employee's starting tier limit. After their first year of card usage, the tier limit may be adjusted per policy.

2.3. Complete a security access IT Form to allow employees to review, code, and submit the purchasing card transactions in Munis.

3.4. Personally, or individual designated to, review purchasing card activity must attend training on the program.

4.5. Personally, or have a Designee review, and authorize all necessary documentation submitted by the employee using a County purchasing card including:

- a. Itemized receipt of the goods or services purchased.
- b. The cost of the goods or services.
- c. Date of purchase.
- d. The official County business for which purchases were made.

5.6. Provide follow-up information in response to Fiscal Service inquiries regarding compliance to the policy.

**Formatted:** Indent: Left: 0.83", No bullets or numbering





## Ottawa County

7. Immediately notify Fiscal Services or the designated Program Administrator of any fraudulent or irresponsible use of a purchasing card.

6. ~~In the event that an employee transfers out of their original Department, promptly email Fiscal Services informing them of the change.~~

8. ~~In the event of an employee's separation of employment, promptly email Fiscal Services informing them of the change.~~

~~7.9.~~ Initiated by Fiscal Services, annually review purchasing card holders within your Department to ensure no changes are required. If changes are required, please notify Fiscal Services outlining the changes in detail.

### E. Unauthorized or Improper Use

1. Fiscal Services may terminate a purchasing card without notice to the Department Official for any reason including, but not limited to, the following:
  - a. The purchasing card policies and procedures are not followed.
  - b. If the purchasing card was not used for a period greater than 12 calendar months.
  - c. If the employee does not reimburse the County for personal or ineligible expenses.
  - d. If the employee repeatedly tries to exceed the allowable per purchase limit or the specified purchase frequency.
  - e. If the employee fails to submit the required back-up receipts and documents and statement by the designated time.
  - f. If there is concern that the card has been compromised, in any way.
2. An employee who engages in an unauthorized or improper use of a County purchasing card will be subject to disciplinary measures, up to and including termination, and may be subject to civil/criminal prosecution consistent with applicable laws.
3. An employee found to have inappropriately used the purchasing card will be required to reimburse the County for all costs associated with such improper use.
4. If an employee believes the purchasing card may have been used for a personal or otherwise ineligible expense, the employee should report the incident to their Department Official immediately.

**Formatted:** Indent: Left: 0.83", Hanging: 0.25", Right: 0", Line spacing: single, No bullets or numbering, Tab stops: Not at 0.83" + 0.83"

**Formatted:** Indent: Left: 0.83", Hanging: 0.25", Right: 0", Line spacing: single, No bullets or numbering, Tab stops: Not at 0.83" + 0.83"



## Ottawa County

### V. REVIEW PERIOD

The Internal Policy Review Committee will review this Policy at least once every two years and will make recommendations for changes to the Planning & Policy Committee.

# Action Request

Electronic Submission – Resolution #: 2418



**Committee:** BOARD OF COMMISSIONERS

**Meeting Date:** 9/24/2024

**Requesting Department:** ADMINISTRATOR

**Submitted By:** STEPHANIE ROELOFS

**Agenda Item:** RESOLUTION APPROVING CHANGES TO THE GRAND VALLEY METRO

## Suggested Motion:

To approve a resolution to add Blendon Township as a member community to the Grand Valley Metro Council.

## Summary of Request:

To approve a resolution to add Blendon Township as a member community to the Grand Valley Metro Council, and as required by the bylaws of the Grand Valley Metro Council, which voted to approve the request to add and which requires the vote of all legislative bodies in the Council to fulfill the request.

## 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: Non-Mandated

## Action is Related to Strategic Plan:

Goal:

## Administration:

Recommended by County Administrator:

9/13/2024 10:32:42 AM

Committee/Governing/Advisory Board Approval Date:

## GRAND VALLEY METROPOLITAN COUNCIL

At a regular meeting of the Grand Valley Metropolitan Council, held on the 5th day of September 2024, at 8:30 a.m., in the Kent County Commission Chambers, Grand Rapids, Michigan.

PRESENT: Luce, Carey, VanWyndarden, Bennett, Burns, Alles, Vanderberg, Baker, Stolsonberg, Elenbaas, Charles, Falcon, Doerr, Madura, LaGrand, Shay, Porter, Suchy, Lower, Henschel, Hayes, Kepley, Washington and Dotson.

ABSENT: Artz, Balgoyen, Beard, Britton, Bujak, DeVries, Donovan, Garland, Green, Hale, Harrison, Kidd, Lesperance, Maas, Stadt, Stopples, Tillema, Wells, Wentzel, Verhulst, Vanderwood, Van Haitsma, and Weersing

The following resolution was offered by Elenbaas and seconded by LaGrand:

### **RESOLUTION TO AMEND ARTICLES OF INCORPORATION SO AS TO ADD THE TOWNSHIP OF BLENDON AS A PARTICIPATING LOCAL GOVERNMENTAL UNIT**

A local governmental unit may join or withdraw from the Grand Valley Metropolitan Council (the "Metro Council") upon satisfaction of certain requirements set forth in the Metropolitan Council Act, Act 292 of the Public Acts of Michigan of 1989, as amended (the "Act"); and

Pursuant to Articles VIII and XX, of the Articles of Incorporation, the legislative body of the Blendon Township, Ottawa County, Michigan, has adopted a motion stating it desires to join the Metro Council.

THEREFORE, IT IS RESOLVED AS FOLLOWS:

1. The first paragraph of the Articles of Incorporation of the Metro Council is hereby amended so as to Add the Township of Blendon, Ottawa County, as a participating local governmental unit.

2. This resolution amends the Articles of Incorporation only as stated above. All other provisions of the Articles of Incorporation remain in full force and effect.

3. Upon adoption of this Resolution, the above-stated amendment in the Articles of Incorporation shall be published at least once in a newspaper of general circulation within the participating counties, cities, villages, and townships of the Metro Council.

4. Upon the publication of the above-statement amendment, the amendment shall be submitted for a vote thereon by the members elected to and serving on the legislative body of each participating local governmental unit of the Metro Council.

5. Upon final adoption of the above-stated amendment, a printed copy of the amended Articles of Incorporation shall be filed with the Michigan Secretary of State, with the clerk of each county in which is located all or any part of a participating city, village, or township, and with the clerk of each participating city, village, and township, as required by Sections 9 and 11 of the Act.

Ayes: ALL

Nays: NO

RESOLUTION DECLARED 9/5/2024

#### CERTIFICATION

I hereby certify that the foregoing is a true and complete copy of a Resolution adopted by the Grand Valley Metropolitan Council at a regular meeting held on the date first stated above, and I further certify that public notice of such meeting was given as provided by law.



---

Executive Director

GRAND VALLEY METROPOLITAN COUNCIL  
NOTICE OF ADOPTION OF AMENDMENT NO. 42  
IN ARTICLES OF INCORPORATION

At a regular meeting of Grand Valley Metropolitan Council, held on September 5, 2024, 8:30 a.m., in Grand Rapids, Michigan. A quorum of the members of the Council was present.

It was moved by Elenbaas and seconded by LaGrand that the Articles of Incorporation of Grand Valley Metropolitan Council be amended as follows:

**Amendment No. 42  
To Add Blendon Townships as a Member.**

1. The first paragraph of the Articles of Incorporation is hereby amended to read in its entirety as follows:

ARTICLES OF INCORPORATION  
GRAND VALLEY METROPOLITAN COUNCIL

These Articles of Incorporation are adopted and executed by the incorporating units ("Units"), the City of Grand Rapids, the City of Kentwood, the City of East Grand Rapids, the City of Grandville, the City of Rockford, the City of Hudsonville, the City of Cedar Springs, Byron Township, Plainfield Township, Alpine Township, Gaines Township, Kent County, Grand Rapids Township, Algoma Township, City of Coopersville, City of Greenville, City of Ionia, City of Walker, Courtland Township, City of Wayland, Village of Middleville, Tallmadge Township, Georgetown Township, Ottawa County, Caledonia Township, Cannon Township, Allendale Township, Cascade Township, Jamestown Township, the City of Wyoming, the City of Lowell, the City of Belding, Ada Township, the Village of Sand Lake, Lowell Township, Nelson Township, the Village of Sparta, the Village of Caledonia, and Blendon Township for the purpose of constituting a Metropolitan Council pursuant to the provisions of Act No. 292 of the Michigan Public Acts of 1989 (the "Act").

The motion to approve the above-stated Amendment No. 42 in the Articles of Incorporation of Grand Valley Metropolitan Council was thereupon adopted.

---

I hereby certify that the foregoing is a true and complete copy of Amendment No. 42 in the Articles of Incorporation of Grand Valley Metropolitan Council, duly voted upon and adopted at the meeting of Grand Valley Metropolitan Council held September 5, and I further certify that public notice of such meeting was given as provided by law.

These amendments in the Articles of Incorporation are published by order of Grand Valley Metropolitan Council, by the County of Kent, such county being the largest participating local unit of Grand Valley Metropolitan Council.

Date: September 5, 2024

John W. Weiss  
Executive Director  
Grand Valley Metropolitan Council

**RESOLUTION TO APPROVE AMENDMENT NO. 42 IN  
THE ARTICLES OF INCORPORATION OF  
GRAND VALLEY METROPOLITAN COUNCIL**

WHEREAS, the members of Grand Valley Metropolitan Council ("Metro Council") have by majority vote approved Amendment No. 42 (Addition of Blendon Township) in the Articles of Incorporation of Grand Valley Metropolitan Council; and

WHEREAS, the amendments have now been submitted for approval by the legislative bodies of the local governmental units that belong to Metro Council; and

WHEREAS, the \_\_\_\_\_ of the \_\_\_\_\_ of \_\_\_\_\_ has considered Amendment No. 42 in the Articles of Incorporation of Metro Council.

NOW, THEREFORE, RESOLVED:

1. Amendment No. 42 in the Articles of Incorporation of Grand Valley Metropolitan Council is hereby APPROVED.

ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_, by the \_\_\_\_\_ of the \_\_\_\_\_ of \_\_\_\_\_, by a vote of \_\_\_\_\_ members voting in favor thereof and \_\_\_\_\_ members voting against.

\_\_\_\_\_

**AMENDMENT NO. 42**

**To Add Blendon Township as a Member**

1. The first paragraph of the Articles of Incorporation is hereby amended to read in its entirety as follows:

**ARTICLES OF INCORPORATION  
GRAND VALLEY METROPOLITAN COUNCIL**

These Articles of Incorporation are adopted and executed by the incorporating units ("Units"), the City of Grand Rapids, the City of Kentwood, the City of East Grand Rapids, the City of Grandville, the City of Rockford, the City of Hudsonville, the City of Cedar Springs, Byron Township, Plainfield Township, Alpine Township, Gaines Township, Kent County, Grand Rapids Township, Algoma Township, City of Coopersville, City of Greenville, City of Ionia, City of Walker, Courtland Township, City of Wayland, Village of Middleville, Tallmadge Township, Georgetown Township, Ottawa County, Caledonia Township, Cannon Township, Allendale Township, Cascade Township, Jamestown Township, the City of Wyoming, the City of Lowell, the City of Belding, Ada Township, the Village of Sand Lake, Lowell Township, Nelson Township, the Village of Sparta, the Village of Caledonia, and Blendon Township for the purpose of constituting a Metropolitan Council pursuant to the provisions of Act No. 292 of the Michigan Public Acts of 1989 (the "Act").





## Stephanie Roelofs

---

**From:** Gayle Mccrath <mccrathg@gvmc.org>  
**Sent:** Thursday, September 5, 2024 12:42 PM  
**Subject:** Resolution #42 to the GVMC Articles of Incorporation - ACTION NEEDED  
**Attachments:** 42 - Blendon 2024.doc

**Caution!** This email is from an external address and has a compressed file attached. These files can contain a virus. Use caution when opening this file, or do not open this file at all if you did not expect to receive it.

---

September 5, 2024

To: GVMC Board Members and Clerks

As you may know, on September 5, 2024, the Grand Valley Metropolitan Council approved a motion to add Blendon Township as a member community. Amendment No. 42 to the Articles of Incorporation is required to officially add them as GVMC members.

Amendments in the Articles must be approved by **all** of the local governmental units that have representatives on Metro Council. **Please submit this amendment, as soon as possible, to the members of your legislative body for their vote of approval.**

Enclosed for your convenience is a descriptive narrative of Amendment No. 42 for your Board to review and a sample form resolution for your Board to adopt.

After your legislative body has taken action on the amendment, please arrange for the resolution to be signed and returned to me showing the date of adoption.

If I can assist you in any way, please let me know.

Thank you.

Gayle McCrath  
Director of Administration  
And Human Resources  
Grand Valley Metropolitan Council  
678 Front Ave. NW Ste 200  
Grand Rapids, MI 49504  
616.717.2819



**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 September, 2024 at 6:30 PM local time.

PRESENT: Commissioners:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

ABSENT: Commissioners: \_\_\_\_\_

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

**WHEREAS**, the Board of Commissioners is involved in litigation in the *Kimball v. Ottawa County* (File No: 23-7502-CZ) and *Cramer v. Ottawa County* (File No: 1:23-CV-1045) matters, and

**NOW, THEREFORE BE IT RESOLVED**, in the *Cramer v. Ottawa County* matter, that pursuant to Board Rule 5.2, a special committee of three members be formed to participate in litigation discussions and a Settlement Conference that has been ordered by the Court upon the following terms:

- A. The special committee is only advisory in nature and has no authority to effectuate or formulate public policy;
- B. The special committee has not been delegated any decision-making authority;
- C. The special committee may make recommendations to review and consider; and
- D. The Chairman hereby appoints, and the Board approves, the following commissioners to be members of the special committee:
  - i. Joe Moss, Chair
  - ii. Sylvia Rhodea
  - iii. Gretchen Cosby

**BE IT FURTHER RESOLVED**, in the *Kimball v. Ottawa County* matter, that the special committee be dissolved, and the Board hereby ratifies the settlement that was approved by the Ottawa County Michigan Insurance Authority.

YEAS: Commissioners: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

NAYS: Commissioners: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

ABSTENTIONS: Commissioners: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

RESOLUTION ADOPTED

**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 September, 2024 at 6:30 PM local time.

PRESENT: Commissioners:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

ABSENT: Commissioners: \_\_\_\_\_

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

**WHEREAS**, Jon Anderson is willing to serve as Interim County Administrator through December 31, 2024, and

**WHEREAS**, Ottawa County needs to hire a permanent County Administrator;

**NOW, THEREFORE BE IT RESOLVED**, Jon Anderson will continue serving as Interim County Administrator through December 31, 2024, and

**BE IT FURTHER RESOLVED**, starting October 4, 2024, the Interim County Administrator role will be a 0.6 FTE position, paid \$6,400 per pay period, with 80 hours of paid leave, and

**BE IT FURTHER RESOLVED**, a special committee of five members is formed to facilitate the search for a permanent administrator upon the following terms:

- A. The name of the special committee shall be the Executive Transition Committee.
- B. Meetings of the special committee will be conducted in accordance with the Michigan Open Meetings Act, 1976 PA 267.
- C. The Chairman hereby appoints, and the Board approves, the chairs of the standing committees to be members of the special committee:
  - i. Joe Moss, Chair
  - ii. Sylvia Rhodea
  - iii. Gretchen Cosby
  - iv. Allison Miedema

v. Roger Belknap

**BE IT FURTHER RESOLVED**, the Executive Transition Committee is delegated authority to:

- A. Review and approve the job description for the County Administrator.
- B. Review and approve the recruitment profile for the County Administrator.
- C. Coordinate with county administration to post the job by October 1, 2024.
- D. Make a public announcement regarding the job posting.
- E. Engage an independent recruiting agency to assist with the search.
- F. Receive and review applications.
- G. Interview applicants, including public interviews for final candidates.
- H. Make recommendations to the Board of Commissioners.

**BE IT FURTHER RESOLVED**, the Executive Transition Committee will receive input from county commissioners, staff, and residents, and

**BE IT FURTHER RESOLVED**, the Executive Transition Committee will provide all applications to the Board of Commissioners for consideration, and

**BE IT FURTHER RESOLVED**, the Executive Transition Committee will provide weekly updates regarding the process to the Board of Commissioners and County Administration, and

**BE IT FURTHER RESOLVED**, the Board of Commissioners is the final authority in hiring a County Administrator.

YEAS: Commissioners: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

NAYS: Commissioners: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

ABSTENTIONS: Commissioners: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

RESOLUTION ADOPTED