

**Agenda**  
**Human Resources Committee**  
**West Olive Administration Building – Board Room**  
**12220 Fillmore Street, West Olive, Michigan 49460**  
**Monday, July 12, 2010**  
**3:00 p.m.**

**Consent Items:**

1. Approval of the Agenda.
2. Approval of the Minutes from the April 27, 2010, meeting.

**Action Items:**

3. To approve and forward to the Board of Commissioners the name(s) of (\* indicates recommendation of the Interview Subcommittee [second posting]):

\*Ken Rizzio

to fill a one (1) Member Vacancy representing the Ottawa County Economic Development Corporation on the Ottawa County Land Bank Authority Board beginning January 1, 2010, and ending December 31, 2012 (three year term).

\*Leon Stille

\*Glenn L. Nykamp

to fill two (2) Member Vacancies representing townships in the County of Ottawa on the Ottawa County Land Bank Authority Board, each term to begin January 1, 2010 and to serve as follows: one (1) member to serve a three (3) year term ending December 31, 2012; one (1) member to serve a two (2) year term ending December 31, 2011.

\*David VanderHeide

To fill one (1) member vacancy representing cities/villages in the County of Ottawa on the Ottawa County Land Bank Authority Board beginning January 1, 2010, and ending December 31, 2010 (1 year term).

**Discussion Items:**

4. Online Board Appointment Database

**Adjournment**

**Comments on the day's business are to be limited to three (3) minutes.**

## HUMAN RESOURCES COMMITTEE

### Proposed Minutes

DATE: April 27, 2010

TIME: 1:00 p.m.

PLACE: Fillmore Complex

PRESENT: Matthew Hehl, James Holtvluwer, James Holtrop, Jane Ruiter, Donald Disselkoen

STAFF & GUESTS: Keith VanBeek, Assistant Administrator; Alan Vanderberg, Administrator, Sherri Sayles, Deputy Clerk

#### SUBJECT: CONSENT ITEMS

HR 10-006 Motion: To approve the agenda of today as presented and to approve the minutes of the February 8, 2010, meeting as presented.  
Moved by: Hehl UNANIMOUS

#### SUBJECT: APPOINTMENTS

HR 10-007 Motion: To approve and forward to the Board of Commissioners the name(s) of (\* indicates recommendation of the Interview Subcommittee [third posting]):

**\*Jon Overway**

To fill one (1) of two (2) Private Sector Representative vacancies on the Technology Committee beginning January 1, 2010, and ending December 31, 2011 (two year term).

**\*Valorie Putnam**

To fill one (1) Education Sector vacancy on the Ottawa County Workforce Development Board beginning January 1, 2010, and ending December 31, 2012 (three year term).

**\*Randall S. Boss**

To fill one (1) unexpired Business Sector vacancy on the Ottawa County Workforce Development Board beginning immediately and ending December 31, 2011.

**\* Marjorie DeBlaay**

To fill one (1) unexpired Member vacancy on the Housing Commission beginning immediately and ending December 31, 2011.

\* Edward Sowards

\* Marjorie DeBlaay

To fill two (2) Private Sector vacancies on the Community Action Agency Advisory Board beginning immediately and ending September 30, 2011.

Moved by: Holtrop

UNANIMOUS

SUBJECT: DISCUSSION ITEMS

Mrs. Ruiter asked the Assistant Administrator to cancel the May Human Resources Committee meeting.

Mr. Holtrop asked when the health plan comparisons would be available to the Committee. The Administrator stated bids are out for a consultant and are due back next week. Once the bids are returned, they will look at hiring a consultant. The Administrator is not sure on the cost but the money will come out of the health fund and not the general fund of the County.

SUBJECT: ADJOURNMENT

HR 10-008 Motion: To adjourn at 1:05 p.m.

Moved by: Holtrop

UNANIMOUS

# Action Request



**Committee:** Human Resources

**Meeting Date:** July 12, 2010

**Requesting Department:** Board of Commissioners

**Submitted By:** Keith Van Beek

**Agenda Item:** Board Appointments

## SUGGESTED MOTION:

To approve and forward to the Board of Commissioners the name(s) of (\* indicates recommendation of the Interview Subcommittee [second posting]):

\*Ken Rizzio

to fill a one (1) Member Vacancy representing the Ottawa County Economic Development Corporation on the Ottawa County Land Bank Authority Board beginning January 1, 2010, and ending December 31, 2012 (three year term).

\*Leon Stille

\*Glenn L. Nykamp

to fill two (2) Member Vacancies representing townships in the County of Ottawa on the Ottawa County Land Bank Authority Board, each term to begin January 1, 2010 and to serve as follows: one (1) member to serve a three (3) year term ending December 31, 2012; one (1) member to serve a two (2) year term ending December 31, 2011.

\*David VanderHeide

To fill one (1) member vacancy representing cities/villages in the County of Ottawa on the Ottawa County Land Bank Authority Board beginning January 1, 2010, and ending December 31, 2010 (1 year term).

**SUMMARY OF REQUEST:** The Board of Commissioners makes appointments to the various Boards and Commissions of the County per Administrative Policy – Appointments to Boards and Commissions.

## FINANCIAL INFORMATION:

Total Cost: \$0.00

County Cost: \$0.00

Included in Budget:

Yes

No

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: #2

Objective: #5

## ADMINISTRATION RECOMMENDATION:

Recommended

Not Recommended

County Administrator:

**Alan G. Vanderberg**

Digitally signed by Alan G. Vanderberg  
DN: cn=Alan G. Vanderberg, c=US, o=County of Ottawa, ou=Administrator's Office, email=avanderberg@miottawa.org  
Reason: I am approving this document  
Date: 2010.07.06 14:51:44 -0400

Committee/Governing/Advisory Board Approval Date:

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

Date: 5/21/2010

Position Applied For: LAND BANK BOARD

Names: Ken Rizzio

Address: 3380 N. 160 TH. AVENUE  
HOLLAND, MI. 49424

Contact Information - Home Telephone: 399-9795

Work Telephone: 892-4120

E-mail Address: krizzio@attelco.net

Fax Number: 895-6670

Educational and Employment Background:

MA - WESTERN MICHIGAN UNIVERSITY + BA - NORTHERN MICHIGAN UNIVERSITY  
EXECUTIVE DIRECTOR - OTTAWA COUNTY ECONOMIC DEVELOPMENT  
OFFICE SINCE JULY 1991

Length of Residency in Ottawa County: 33 YEARS

Does the County of Ottawa or any other unit of government employ any members of your immediate family? NO

If so, describe:

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

I currently serve for Ottawa County on the  
KANT-OTTAU-Muskogee Foreign Trade Zone Board, Economic  
Development Corporation, and Brownfield  
Redevelopment Authority

The Ottawa County Appointment Policy sets a minimum expectation of 75% attendance for all members of boards and commissions appointed by the Ottawa County Board of Commissioners. If appointed, will you be able to comply with the terms of the Policy with regard to attendance? A copy of that Policy is attached.

If not, why not? YES

Why do you want to be considered for this appointment?

The Land Bank can be utilized as  
an Economic Development Tool.

Do you desire to have your name kept on file up to one year in the office of the County Clerk and be sent applications for future appointment openings? Yes No

If yes, please check the Boards, Commissions or Advisory Bodies you are interested in:

Community Action Agency \_\_\_\_\_ Parks & Recreation Commission \_\_\_\_\_  
Mental Health Board \_\_\_\_\_ Others: \_\_\_\_\_  
Workforce Development \_\_\_\_\_

Return To: Ottawa County Clerk's Office  
12220 Fillmore Street, Room 130  
P.O. Box 296  
West Olive, MI 49460  
(616) 994-4533 or (616) 846-8107

**THANK YOU FOR YOUR INTEREST IN OTTAWA COUNTY GOVERNMENT!**

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

Date: June 18, 2010

Position Applied For: Member of the Landbank Fast Track Board

Names: LEON STILLE

Address: PO Box 511  
(13355 Leonard St)  
Spring Lake, MI 49456

Contact Information - Home Telephone: 616-842-2273  
Work Telephone: 616-837-6868  
E-mail Address: Stillcon@AOL.com  
Fax Number: 616-842-2180

Educational and Employment Background:

BS - Michigan State University  
4 years - Teacher - Spring Lake Schools  
27 years - IBM Corp - marketing  
10 years - State of Michigan - Legislator

Length of Residency in Ottawa County: 70 years

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

No

If so, describe:

**FILED**

JUN 21 2010

DANIEL C. KRUEGER  
OTTAWA COUNTY CLERK

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

10 years Planning Commission - City of Ferrysburg  
17 years City Council - 10 as Mayor - City of Ferrysburg  
6 years - Township Supervisor - Crocker Township

The Ottawa County Appointment Policy sets a minimum expectation of 75% attendance for all members of boards and commissions appointed by the Ottawa County Board of Commissioners. If appointed, will you be able to comply with the terms of the Policy with regard to attendance? A copy of that Policy is attached.

Yes

If not, why not?

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Why do you want to be considered for this appointment?

I have had a keen interest in this legislative topic and assisted with the development of the County's Sinal project. It seems natural to continue to work on the topic.

Do you desire to have your name kept on file up to one year in the office of the County Clerk and be sent applications for future appointment openings?  Yes  No

If yes, please check the Boards, Commissions or Advisory Bodies you are interested in:

Community Action Agency \_\_\_\_\_

Parks & Recreation Commission

Mental Health Board \_\_\_\_\_

Others: Planning Comm

Workforce Development \_\_\_\_\_

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**THANK YOU FOR YOUR INTEREST IN OTTAWA COUNTY GOVERNMENT!**



**Administrative Policy – Appointments to Boards and Commissions**

**I. POLICY**

1. **Policy:** The Ottawa County Board of Commissioners will carefully review all applications for positions on boards and commissions, the membership of which is appointed by the Board. To the maximum extent possible, the membership of all boards and commissions for the upcoming year shall be determined prior to December 31 of each year.

**II. PRINCIPLES**

1. **Statutory References:** The Board of Commissioners has constitutional and statutory responsibility for making appointments to a variety of boards and commissions. The Board of Commissioners may establish such rules and regulations regarding the business concerns of the County as the Board considers necessary and proper. See MCL 46.11(m); Act 156 of the Public Acts of 1851, as amended.
2. **County Legislative or Historical References:** The original Board policy on this subject matter was adopted on June 8, 1999.
3. **Operational Guidelines – General:**
  - 3.a. **Notice and Application Process:** By August 30 of each year, the County Clerk shall compile a list of all appointments expiring in the next calendar year (i.e., January 1 through December 31). All upcoming positions and vacancies shall then be posted and advertised by the County Clerk prior to September 30 of each year. The notice shall state that applications to fill the positions may be picked up at the County Clerk's Office. The notice shall also provide general information (if known) regarding the normal meeting times of the Board or Commission in order that prospective appointees may assess their ability to serve. All applications shall be returned to the County Clerk prior to October 31 of each year.
  - 3.b. **Committee Review and Board Action:** The Board of Commissioners may establish a special committee to review the applications, may review the applications as a committee-of-the-whole, or may assign the task of reviewing the applications to the Board Committee having jurisdiction over the subject matter. The Board of Commissioners and/or any Board Committee assigned a review function may interview any applicant for appointment to a County position. The names of all applicants and Committee recommendations, if any, shall be submitted to the Board of Commissioners, which shall make all appointments for the upcoming year prior to December 31.

- 3.c. **Attendance**: Subsequent to selection, all appointees are expected to maintain at least a seventy-five (75%) attendance record at meetings, and to not miss more than three (3) consecutive meetings without acceptable reasons. An appointee may be removed by the Board of Commissioners for failure to meet this expectation.
- 3.d. **Residency**: It is the general expectation of the Ottawa County Board of Commissioners that, unless otherwise provided for by law, all appointees will be legal residents and full-time residents-in-fact of the County of Ottawa. On an annual basis, appointees are expected to be physically present as residents-in-fact within Ottawa County not less than nine and a half (9 1/2) months per year.
- 3.e. **Variations in Application Policy**: The timeliness and procedural requirements set forth in this policy may be varied by the Ottawa County Board of Commissioners to fill unexpected vacancies, to fill new positions created by law or by the Board of Commissioners, or to assure that appointments are made on a timely basis.
4. **Fees**: Not applicable.
5. **Operational Guidelines – Additional**: None appropriate.
6. **Exceptions**: None appropriate, except as may be required by law.
7. **Implementation Authority**: Upon adoption of this Policy, the Board of Commissioners authorizes the County Administrator to establish any procedures that may be necessary for implementation.
8. **Period Review**: The County Administrator will review this Policy at least once every two years, and will make recommendations for changes to the Planning & Policy Committee.

Board of Commissioners Resolution Number: \_\_\_\_\_

Name and Revisions Number: \_\_\_\_\_

Date of Last Review: \_\_\_\_\_

Related Policies: \_\_\_\_\_

Approval as to Form: \_\_\_\_\_

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

Date: June 17

Position Applied For: Ottawa County Land Bank Authority Board

Names: Glenn L. Nykamp

Address: 6582 Byron Rd.  
Zeeland, Mi. 49464

Contact Information - Home Telephone: (616) 688-5442

Work Telephone: (616) 772-6701 - Ext 109

E-mail Address: glenn.nykamp@zeelandtwp.org

Fax Number: (616) 772-1857

Educational and Employment Background:

High School Grad.

35 years with Consumers Energy

6 years retired

Length of Residency in Ottawa County: 69 yrs

Does the County of Ottawa or any other unit of government employ any members of your immediate family? No.

If so, describe:

**FILED**

JUN 21 2010

DANIEL G. KRUEGER  
OTTAWA COUNTY CLERK

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

26 years on Zeeland Charter Township Board  
3 years as Supervisor / 23 years as Trustee

The Ottawa County Appointment Policy sets a minimum expectation of 75% attendance for all members of boards and commissions appointed by the Ottawa County Board of Commissioners. If appointed, will you be able to comply with the terms of the Policy with regard to attendance? A copy of that Policy is attached.

If not, why not?

Yes

Why do you want to be considered for this appointment?

I was a member of the Land Bank Work Group  
I was recommended by the Ottawa County  
Chapter of the MTA

Do you desire to have your name kept on file up to one year in the office of the County Clerk and be sent applications for future appointment openings? Yes  No

If yes, please check the Boards, Commissions or Advisory Bodies you are interested in:

Community Action Agency \_\_\_\_\_ Parks & Recreation Commission \_\_\_\_\_  
Mental Health Board \_\_\_\_\_ Others: \_\_\_\_\_  
Workforce Development \_\_\_\_\_

Return To: Ottawa County Clerk's Office  
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**THANK YOU FOR YOUR INTEREST IN OTTAWA COUNTY GOVERNMENT!**

**FILED**

JUN 7 2010

DANIEL C. KRUEGER  
OTTAWA COUNTY CLERK

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

Date: 6/7/2010

Position Applied For: OTTAWA COUNTY LAND BANK BOARD

Names: DAVID VANDER HEIDE

Address: 326 COUNTRY CLUB ROAD

HOLLAND MI 49423-7447

Contact Information - Home Telephone: 616-392-9485

Work Telephone: 616-355-1350

E-mail Address: d.vanderheide@cityofholland.com

Fax Number: 616-546-7052

Educational and Employment Background:

See Attached Resume - Qualifications of Appraiser

Length of Residency in Ottawa County: 40 years

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

If so, describe:

I am currently the City Assessor for the City of Holland

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

ONLY religious organizations - Deacon, Elder

The Ottawa County Appointment Policy sets a minimum expectation of 75% attendance for all members of boards and commissions appointed by the Ottawa County Board of Commissioners. If appointed, will you be able to comply with the terms of the Policy with regard to attendance? A copy of that Policy is attached.

If not, why not?

Why do you want to be considered for this appointment?

It is closely related to my work as an appraiser, assessor and my present position

Do you desire to have your name kept on file up to one year in the office of the County Clerk and be sent applications for future appointment openings? Yes No

If yes, please check the Boards, Commissions or Advisory Bodies you are interested in:

Community Action Agency	_____	Parks & Recreation Commission	_____
Mental Health Board	_____	Others: <u>LAND BANK</u>	<u>X</u>
Workforce Development	_____		

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**THANK YOU FOR YOUR INTEREST IN OTTAWA COUNTY GOVERNMENT!**

**Qualifications of Appraiser**

**David VanderHeide**

**EDUCATION:** Bachelor of Arts; Business Administration; Hope College; Holland, Michigan  
(The above includes twenty-one semester hours of accounting.)

**CONTINUING EDUCATION:**

University of Michigan Extension Program of Real Estate

- Course 1 Residential Property Appraisal
- Course 2 Appraisal of Income Producing Property

Grand Rapids Junior College

- Course Bu 259 Assessment Administration 2
- Course Bu 260 Assessment Administration 3

International Association of Assessing Officers

- Course 1 Fundamentals of Real Property Appraisals
- Course 2 Income Approach to Valuation
- Course 302 Mass Appraisal of Income Producing Property
- Course 201 Appraisal of Land
- Course 202 Advanced Income Approach
- Course 3 Narrative Report Writing
- Course 4 Assessment Administration

Davenport College

- Course CIS 151 Micro Applied Spreadsheet
- Course CIS 152 Advanced Spreadsheet
- Course CIS 153 Micro Applied Database
- Course CIS 204 Micro Applied Programming
- Course ADS 141 Micro Word Processing I
- Course ADS 142 Micro Word Processing II

**PROFESSIONAL MEMBERSHIPS:**

- International Association of Assessing Officers
- Michigan Assessors Association

David VanderHeide  
Page 2

**PROFESSIONAL DESIGNATIONS:**

Michigan State Assessors Board Level IV Certification  
Certificate Number R-4215; Received September 2007

State Tax Commission "Personal Property Examiner"  
Certification #386; Received February 1984

Board of Real Estate Appraisers; Certified Appraiser  
License; #1201002752; Received June 1992

**OCCUPATIONAL BACKGROUND:**

- City Assessor**                      City of Holland, Assessor's Office  
270 River Ave; Holland, Michigan  
(2007 to the Present)
- Acting City Assessor**            City of Holland, Assessor's Office  
(2003 to 2007)
- Appraiser:**                        Smeenge and Associates  
Real Estate Appraisal  
2165 Woodlark Drive  
Holland, Michigan 49424  
Contractual Assignments (1992-2003)
- Appraiser Analyst:**            City of Holland, Assessor's Office  
(July 1, 1984 to Sept. 2003)
- Appraiser II:**                    City of Holland , Assessor's Office  
(September 29. 1978 to June 30, 1984)
- Abstractor:**                      The Title Office  
321 Settlers Road; Holland, Michigan  
(July 1976 to September 1978)
- Bookkeeper:**                    Hamilton Community Schools  
136th Avenue; Hamilton, Michigan  
(August 1975 to July 1976)



## VanderHeide, David

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**From:** Vagle, Tim  
**Sent:** Monday, June 07, 2010 8:12 AM  
**To:** VanderHeide, David  
**Cc:** Wolff, Soren  
**Subject:** Land Bank Board

I spoke with Brad Slagh last week about the Land Bank Board. He said that he was not sure if anyone had applied – he had a call into the department that screens all board applicants, etc, but wasn't sure what the status was.

He said that the application forms were on the county's website and that a recommendation from the Council would certainly be a good thing.

Dave, could you check with the county to see if the position has been filled and status of additional applicants? If still open, let us know and we can get a recommendation from Council for the board position at the June 16 meeting.

*Tim Vagle*

Director of Finance  
City of Holland  
270 S. River Avenue  
Holland, MI 49423  
(616) 355-1377

