



# County of Ottawa

## *Board of Commissioners*

**Philip D. Kuyers**  
*Chairperson*

**James C. Holtrop**  
*Vice-Chairperson*

12220 Fillmore Street, Room 310, West Olive, Michigan 49460

West Olive (616) 738-4898

Fax (616) 738-4888

Grand Haven (616) 846-8295

Grand Rapids (616) 662-3100

Website: [www.miOttawa.org](http://www.miOttawa.org)

November 5, 2010

To All Ottawa County Commissioners:

The Ottawa County Board of Commissioners will meet on **Tuesday, November 9, 2010 at 1:30 p.m.**, for the regular **November** meeting of the Board at the Ottawa County Fillmore Street Complex in West Olive, Michigan.

The Agenda is as follows:

1. Call to Order by the Chairperson
2. Invocation – Commissioner Kortman
3. Pledge of Allegiance to the Flag
4. Roll Call
5. Presentation of Petitions and Communications
6. Public Comments and Communications from County Staff
  - A. Public Hearing on the Study of Combining the Offices of Ottawa County Clerk and Ottawa County Register of Deeds  
Suggested Motions:
    - a. To open the Public Hearing to receive comments on the Study of Combining the Offices of Ottawa County Clerk and Ottawa County Register of Deeds.
    - b. To close the Public Hearing on the Study of Combining the Offices of Ottawa County Clerk and Ottawa County Register of Deeds.
7. Approval of Agenda
8. Actions and Reports

Joyce E. Kortman      Dennis W. Swartout      Jane M. Ruiter      Matthew M. Hehl      Roger G. Rycenga  
Gordon D. Schrotenboer      Robert W. Karsten      James H. Holtvluwer      Donald G. Disselkoen

A. Consent Resolutions:

From the County Clerk

1. Board of Commissioners Meeting Minutes  
Suggested Motion:  
To approve the Minutes of the October 26, 2010 Board of Commissioners Meeting.
2. Payroll  
Suggested Motion:  
To authorize the payroll of November 9, 2010 in the amount of \$\_\_\_\_\_.
3. Correspondence Log 409  
Suggested Motion:  
To receive for information the Correspondence Log.

From the Finance and Administration Committee

4. Monthly Accounts Payable for October 18, 2010 through October 31, 2010  
Suggested Motion:  
To approve the general claims in the amount of \$7,332,553.04 as presented by the summary report for October 18, 2010 through October 31, 2010.

B. Action Items:

From the Planning and Policy Committee

5. Social Media Policy (Second Reading)  
Suggested Motion:  
To adopt the proposed Social Media Policy. (Second Reading)
6. Legal Services Policy (Second Reading)  
Suggested Motion:  
To adopt the proposed Legal Services Policy. (Second Reading)

C. Appointments:

From the Human Resources Committee

7. Board Appointments  
Suggest Motion:  
To place into nomination the name(s) of  
(\* indicates recommendation of the Interview Subcommittee):  
  
\*Albert Serrano  
Glenn Bareman  
To fill one (1) unexpired General Public Vacancy (replacing Yvette Chiquito) on the Community Mental Health Board beginning immediately and ending March 31, 2012 (three year term).  
  
\*Peter Armstrong  
To fill one (1) Public Sector Vacancy (slot 13) on the Community Action Advisory Board beginning immediately, and ending September 30, 2012 (two year term).

D. Discussion Items: None

9. Report of the County Administrator
10. General Information, Comments, and Meetings Attended
11. Public Comments
12. Adjournment

**OTTAWA COUNTY BOARD OF COMMISSIONERS**  
**ADDITION TO AGENDA**  
**Tuesday, November 9, 2010**  
**1:30 PM**

B. Action Items:

From Administration

8. Board Appointments

Suggested Motion:

To place into nomination the name(s) of (\* indicates recommendation of the Interview Subcommittee):

\*Ryan Cotton

To fill one (1) member vacancy representing cities/villages in the County of Ottawa on the Ottawa County Land Bank Authority Board beginning immediately and ending December 31, 2014 (4 year term).

**PROPOSED  
PROCEEDINGS OF THE OTTAWA COUNTY  
BOARD OF COMMISSIONERS  
OCTOBER SESSION –SECOND DAY**

The Ottawa County Board of Commissioners met on Tuesday, October 26, 2010, at 1:30 p.m. and was called to order by the Chair.

Mr. Hehl pronounced the invocation.

The Clerk led in the Pledge of Allegiance to the Flag.

Present at roll call: Mrs. Kortman, Messrs. Kuyers, Swartout, Mrs. Ruiter, Messrs. Hehl, Rycenga, Disselkoen, Karsten, Holtrop, Holtvluwer. (10)

Absent: Mr. Schrottenboer. (1)

B/C 10-235 Mr. Hehl moved to approve the agenda of today as presented. The motion passed.

B/C 10-236 Mr. Holtrop moved to approve the following Consent Resolutions:

1. To approve the Minutes of the October 12, 2010 Board of Commissioners Meeting and the October 12, 2010 Board of Commissioners Work Session.
2. To authorize the payroll of October 26, 2010 in the amount of \$525.00.
3. To approve the general claims in the amount of \$30,689,845.73 as presented by the summary report for October 1, 2010 through October 15, 2010.
4. To approve the appropriation changes greater than \$50,000 and those approved by the Administrator and Fiscal Services Director for \$50,000 or less which changed the total appropriation from the amended budget for the month of September, 2010.

The motion passed as shown by the following votes: Yeas: Messrs. Holtrop, Holtvluwer, Swartout, Mrs. Kortman, Messrs. Disselkoen, Karsten, Mrs. Ruiter, Messrs. Rycenga, Hehl, Kuyers. (10)

B/C 10-237 Mr. Rycenga moved to approve the Drain Easement for the Park West Drain through the Riley Trails property. The motion passed as shown by the following votes: Yeas: Messrs. Karsten, Disselkoen, Holtrop, Mrs.

Kortman, Mr. Holtvluwer, Mrs. Ruiter, Messrs. Swartout, Rycenga, Hehl, Kuyers. (10)

B/C 10-238 Mr. Rycenga moved to approve the proposed amendments to the Ottawa County Housing Commission Ordinance and the re-drafted By-Laws of the Ottawa County Housing Commission. The motion passed as shown by the following votes: Yeas: Messrs. Disselkoen, Karsten, Hehl, Holtrop, Mrs. Kortman, Mr. Swartout, Mrs. Ruiter, Messrs. Rycenga, Holtvluwer, Kuyers. (10)

B/C 10-239 Mr. Rycenga moved to receive for comment the proposed Social Media Policy. (First Reading) The motion passed.

B/C 10-240 Mr. Rycenga moved to receive for comment the proposed Legal Services Policy. (First Reading) The motion passed.

B/C 10-241 Mr. Swartout moved to approve budget adjustment #583. The motion passed as shown by the following votes: Yeas: Mrs. Kortman, Messrs. Swartout, Holtvluwer, Mrs. Ruiter, Messrs. Disselkoen, Hehl, Holtrop, Karsten, Rycenga, Kuyers. (10)

B/C 10-242 Mr. Swartout moved to approve the 2011 Budget and to approve and authorize the Board Chair and Clerk to sign the 2011 Budget Resolution. The motion passed as shown by the following votes: Yeas: Mrs. Kortman, Messrs. Holtvluwer, Disselkoen, Holtrop, Mrs. Ruiter, Messrs. Karsten, Hehl, Rycenga, Swartout, Kuyers. (10)

B/C 10-243 Mr. Swartout moved to receive for information the Ottawa County, Michigan Insurance Authorize Budget for fiscal year 2011. The motion passed as shown by the following votes: Yeas: Mrs. Ruiter, Mrs. Kortman, Messrs. Hehl, Karsten, Swartout, Holtvluwer, Rycenga, Holtrop, Disselkoen, Kuyers. (10)

B/C 10-244 Mr. Swartout moved to approve the 2010 Apportionment Report. The motion passed as shown by the following votes: Yeas: Messrs. Hehl, Rycenga, Disselkoen, Holtvluwer, Mrs. Kortman, Messrs. Holtrop, Swartout, Karsten, Mrs. Ruiter, Mr. Kuyers. (10)

B/C 10-245 Mr. Swartout moved to receive for comment the proposed, revised Investment Policy for Ottawa County. (First Reading) The motion passed.

B/C 10-246 Mr. Swartout moved to approve the recommendation that the County provides a one-time addition of up to two (2) floating holidays for certain Unclassified and Group T employees. The motion passed as shown by the

following votes: Yeas: Messrs. Swartout, Holtvluwer, Mrs. Kortman, Messrs. Holtrop, Karsten, Disselkoen, Rycenga, Hehl, Mrs. Ruiter. (9)

Nays: Mr. Kuyers. (1)

Discussion Items

2010 Business Plan: 3<sup>rd</sup> Quarter Update – The Administrator presented a brief update.

Public Comments

Robert Melamed, Spring Lake Township resident/County employee, thanked the Board for approving the two floating holidays for Group T and Unclassified employees.

B/C 10-247 Mr. Disselkoen moved to adjourn at 2:08 p.m. subject to the call of the Chair. The motion passed.

DANIEL C. KRUEGER, Clerk  
Of the Board of Commissioners

PHILIP KUYERS, Chairman  
Of the Board of Commissioners

# Action Request



**Committee:** Board of Commissioners

**Meeting Date:** 11/9/2010

**Requesting Department:** County Clerk

**Submitted By:** Bob Spaman

**Agenda Item:** Payroll

## SUGGESTED MOTION:

To authorize the payroll of November 9, 2010 in the amount of \$\_\_\_\_\_.

## SUMMARY OF REQUEST:

To pay the current payroll of the members of the Ottawa County Board of Commissioners. Pursuant to MCL 46.11, the Board of Commissioners is authorized to provide for and manage the ongoing business affairs of the County.

## FINANCIAL INFORMATION:

Total Cost: \_\_\_\_\_ General Fund Cost: \_\_\_\_\_ 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:

- 1: To Maintain and Improve the Strong Financial Position of the County.
- 2: To Maintain and Enhance Communication with Citizens, Employees, and Other Stakeholders.
- 3: To Contribute to a Healthy Physical, Economic, & Community Environment.
- 4: To Continually Improve the County's Organization and Services.

Objective: \_\_\_\_\_

**ADMINISTRATION RECOMMENDATION:**  Recommended  Not Recommended  Without Recommendation

County Administrator: **Alan G. Vanderberg**

Digitally signed by Alan G. Vanderberg  
DN: cn=Alan G. Vanderberg, o=US, ou=County of Ottawa, ou=Administrator's Office, email=avanderberg@miotawa.org  
Reason: I am approving this document  
Date: 2010.10.04 16:17:30 -0400

Committee/Governing/Advisory Board Approval Date: \_\_\_\_\_



# Action Request



**Committee:** Board of Commissioners

**Meeting Date:** 11/9/2010

**Requesting Department:** County Clerk

**Submitted By:** Keith Van Beek

**Agenda Item:** Correspondence Log 409

## SUGGESTED MOTION:

To receive for information the Correspondence Log.

## SUMMARY OF REQUEST:

## FINANCIAL INFORMATION:

Total Cost: \$0.00      General Fund 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:

Objective:

**ADMINISTRATION RECOMMENDATION:**     Recommended     Not Recommended     Without Recommendation

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  
Date: 2010.11.03 12:13:06 -0400

Committee/Governing/Advisory Board Approval Date:

## CORRESPONDENCE LOG

\*e-mailed

DATE	CORRESPONDENT	CONTENT	REFERRED TO
09-28-10	Hillsdale Co Bd of Commissioners	Resolution: Opposes proposed increase for residential facilities	Administrator & Commissioners
09-30-10	US Dept of Homeland Security	Public Hearing Notice	Administrator & Commissioners
10-06-10	MI Dept of Corrections	FY2011 County Jail Reimbursement Program Options	Administrator & Kuyers
10-12-10	Jan Wiersum, Hudsonville Clerk	Public Hearing Notice	Administrator & Holtrop *
10-12-10	Carolyn Boersma, Spring Lake Clerk	Public Hearing Notice	Administrator, Ruiter *
10-12-10	Dept of Natural Resources	Ltr: Trick Farm	Administrator & Commissioners *
10-12-10	Linda Niotis, GH City Clerk	Notice of Public Hearing	Administrator, Ruiter, Swartout *
10-12-10	Anna Perales, Holland City	Notice of Public Hearing	Administrator, Kortman, Karsten, Disselkoen *
10-15-10	Lake Co Bd of Commissioners	Resolution: Opposing a Public Per Diem	Administrator & Commissioners *

# Action Request



**Committee:** Board of Commissioners

**Meeting Date:** 11/9/2010

**Requesting Department:** Fiscal Services

**Submitted By:** Bob Spaman

**Agenda Item:** Monthly Accounts Payable for October 18, 2010 through October 31, 2010

## SUGGESTED MOTION:

To approve the general claims in the amount of \$7,332,553.04 as presented by the summary report for October 18, 2010 through October 31, 2010.

## SUMMARY OF REQUEST:

Approve vendor payments in accordance with the Ottawa County Purchasing Policy.

## FINANCIAL INFORMATION:

Total Cost: \$7,332,553.04 | General Fund Cost: \$7,332,553.04 | 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: 1: To Maintain and Improve the Strong Financial Position of the County.

Objective:

- 1: Advocate on legislative issues to maintain and improve the financial position of the County.
- 2: Implement processes and strategies to deal with operational budget deficits.
- 3: Reduce the negative impact of rising employee benefit costs on the budget.
- 4: Maintain or improve bond ratings.

**ADMINISTRATION RECOMMENDATION:**  Recommended |  Not Recommended |  Without Recommendation

County Administrator: Alan G. Vanderberg

Digitally signed by Alan G. Vanderberg  
DN: cn=Alan G. Vanderberg, o=US, ou=County of Ottawa, ou=Administrator's Office, email=avanderberg@ottawacounty.org  
Reason: I am approving this document  
Date: 2010.11.03 12:15:42 -0400

Committee/Governing/Advisory Board Approval Date:



# County of Ottawa

## *Fiscal Services Department*

**Robert Spaman**  
*Director*

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

West Olive (616) 738-4849  
Fax (616) 738-4098  
Grand Haven (616) 846-8295  
Grand Rapids (616) 662-3100  
e-mail: [rspanan@miottawa.org](mailto:rspanan@miottawa.org)

To: Board of Commissioners

From: Robert Spaman, Fiscal Services Director

Subject: Accounts Payable Listing – October 18, 2010 to October 31, 2010

Date: November 1, 2010

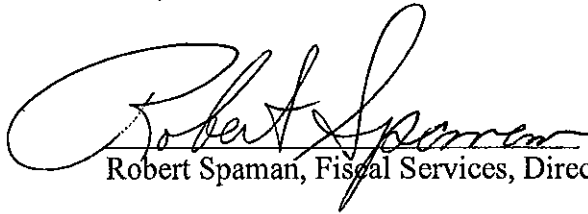
I have reviewed the Accounts Payable Listing for October 18 through October 31, 2010. The expenditures are general payments that are routine to Ottawa County.

If you have any additional questions, please feel free to contact me.

Total Checks/Automated Clearing House (ACH) 10/18/2010 through 10/31/2010

I hereby certify that to the best of my knowledge the List of Audit Claims, a summary of which is attached, constitutes all claims received and audited for payment. The List of Claims shows the name of claimant, amount of claim, check number, ACH number, check date and ACH date. The net amount of checks/ACH written during the period was \$7,331,419.25. The amount of claims to be approved totals \$7,332,553.04.

\*Adjustments are voided checks or ACH.

  
Robert Spaman, Fiscal Services, Director

11/11/10  
Date

We hereby certify that the Board of Commissioners has approved the claims on this 9<sup>th</sup> day of November, 2010.

\_\_\_\_\_  
Philip Kuyers, Chairperson  
Board of Commissioners

\_\_\_\_\_  
Daniel Krueger, Clerk

ACCOUNTS PAYABLE CHECKS/ACH 10/18/2010 THROUGH 10/31/2010

<u>FUND NUMBER</u>	<u>FUND NAME</u>	<u>CLAIMS TO BE APPROVED</u>	<u>ADJUSTMENTS*</u>	<u>NET CHECK/ACH TOTALS</u>
1010	GENERAL FUND	489,344.14	0.00	489,344.14
1500	CEMETERY TRUST	0.00	0.00	0.00
2081	PARKS & RECREATION	130,339.01	0.00	130,339.01
2082	PARK 12	0.00	0.00	0.00
2160	FRIEND OF COURT	2,015.40	0.00	2,015.40
2170	9/30 JUDICIAL GRANTS	233.99	0.00	233.99
2210	HEALTH	92,336.99	(783.56)	91,553.43
2220	MENTAL HEALTH	1,022,677.07	0.00	1,022,677.07
2271	SOLID WASTE CLEAN-UP	0.00	0.00	0.00
2272	LANDFILL TIPPING FEES	1,517.77	0.00	1,517.77
2320	TRANSPORTATION SYSTEM	0.00	0.00	0.00
2420	PLANNING COMMISSION	0.00	0.00	0.00
2444	INFRASTRUCTURE FUND	0.00	0.00	0.00
2450	PUBLIC IMPROVEMENT	0.00	0.00	0.00
2550	HOMESTEAD PROPERTY TAX	0.00	0.00	0.00
2560	REGISTER OF DEEDS AUTOMATION FUND	1,223.05	0.00	1,223.05
2590	LIPPERT GRANT	0.00	0.00	0.00
2601	PROSECUTING ATTORNEY GRANTS	873.18	0.00	873.18
2602	WEMET	33,127.19	0.00	33,127.19
2603	WEED AND SEED	0.00	0.00	0.00
2605	COPS-AHEAD-GEORGETOWN	0.00	0.00	0.00
2606	COPS-FAST-GEORGETOWN	0.00	0.00	0.00
2608	COPS-FAST-ALLENDALE	0.00	0.00	0.00
2609	SHERIFF GRANT PROGRAMS	259.80	0.00	259.80

ACCOUNTS PAYABLE CHECKS/ACH 10/18/2010 THROUGH 10/31/2010

<u>FUND NUMBER</u>	<u>FUND NAME</u>	<u>CLAIMS TO BE APPROVED</u>	<u>ADJUSTMENTS*</u>	<u>NET CHECK/ACH TOTALS</u>
2610	COPS-UNIVERSAL	16,494.79	0.00	16,494.79
2640	EMT HOLLAND-PARK	0.00	0.00	0.00
2650	EMT GEORGETOWN TOWNSHIP	0.00	0.00	0.00
2661	SHERIFF ROAD PATROL	707.65	0.00	707.65
2690	LAW LIBRARY	783.00	0.00	783.00
2740	WIA-ADMIN. COST POOL	2,148.61	0.00	2,148.61
2741	WIA-YOUTH	2,486.36	0.00	2,486.36
2742	WIA-ADULT	3,120.44	0.00	3,120.44
2743	WIA-6/30 GRANT PROGRAMS	29,424.69	0.00	29,424.69
2744	WIA-12/31 GRANT PROGRAMS	2,910.22	0.00	2,910.22
2747	WIA-WORK FIRST YOUTH	0.00	0.00	0.00
2748	WIA-9/30 GRANT PROGRAMS	22,237.94	0.00	22,237.94
2749	WIA-3/31 GRANT PROGRAMS	2,194.92	0.00	2,194.92
2750	GRANT PROGRAMS-PASS THRU	81,084.69	0.00	81,084.69
2800	EMERGENCY FEEDING	530.25	0.00	530.25
2810	FEMA	0.00	0.00	0.00
2850	COMMUNITY CORRECTIONS PROG. GRANT	2,634.34	0.00	2,634.34
2870	COMMUNITY ACTION AGENCY (CAA)	12,473.49	0.00	12,473.49
2890	WEATHERIZATION	87,003.89	0.00	87,003.89
2900	DEPT OF HUMAN SERVICES	0.00	0.00	0.00
2901	DEPT OF HUMAN SERVICES	0.00	0.00	0.00
2920	CHILD CARE - PROBATE	90,475.67	0.00	90,475.67
2921	CHILD CARE - SOCIAL SERVICES	0.00	0.00	0.00
2930	SOLDIER & SAILORS RELIEF	1,188.82	0.00	1,188.82

ACCOUNTS PAYABLE CHECKS/ACH 10/18/2010 THROUGH 10/31/2010

<u>FUND NUMBER</u>	<u>FUND NAME</u>	<u>CLAIMS TO BE APPROVED</u>	<u>ADJUSTMENTS*</u>	<u>NET CHECK/ACH TOTALS</u>
2940	VETERANS TRUST	0.00	0.00	0.00
2941	VETERANS TRUST	2,247.23	0.00	2,247.23
5160	DELINQUENT TAXES	4,833.26	0.00	4,833.26
6360	INFORMATION TECHNOLOGY	36,181.19	0.00	36,181.19
6410	WATER & SEWER REVOLVING	0.00	0.00	0.00
6450	DUPLICATING	9,136.50	0.00	9,136.50
6550	TELECOMMUNICATIONS	12,152.74	0.00	12,152.74
6641	EQUIPMENT POOL	0.00	0.00	0.00
6770	PROTECTED SELF-FUNDED INSURANCE	0.00	0.00	0.00
6771	PROTECTED SELF-FUNDED HEALTH INS.	80,268.03	0.00	80,268.03
6772	PROTECTED SELF-FUNDED UNEMPL INS.	7,931.71	0.00	7,931.71
6775	LONG-TERM DISABILITY INSURANCE	12,905.59	0.00	12,905.59
6776	PROTECTED SELF-FUNDED DENTAL INS.	0.00	0.00	0.00
6777	PROTECTED SELF-FUNDED VISION	0.00	0.00	0.00
6782	PROTECTED SELF-FUNDED INS PROG M.H.	0.00	0.00	0.00
7010	AGENCY	4,871,342.56	(211.01)	4,871,131.55
7040	IMPREST PAYROLL	163,706.87	(139.22)	163,567.65
7210	LIBRARY PENAL FINE	0.00	0.00	0.00
7300	EMPLOYEE SICK PAY BANK	0.00	0.00	0.00
		<u>\$7,332,553.04</u>	<u>(\$1,133.79)</u>	<u>\$7,331,419.25</u>



# Action Request



**Committee:** Board of Commissioners

**Meeting Date:** 11/9/2010

**Requesting Department:** Administration

**Submitted By:** Keith Van Beek

**Agenda Item:** Social Media Policy (Second Reading)

## SUGGESTED MOTION:

To adopt the proposed Social Media Policy. (Second Reading)

## SUMMARY OF REQUEST:

County policies are adopted and then periodically reviewed and updated using a standard process. The Planning and Policy Committee reviews and forwards policies to the Board of Commissioners, which then has a first and second reading prior to approval.

The Social Media Policy is being recommended to deal with the emerging use of social media to more effectively communicate with the public. The technology committee has reviewed this policy and recommends approval.

## FINANCIAL INFORMATION:

Total Cost: \$0.00      General Fund 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: To Maintain and Enhance Communication with Citizens, Employees, and Other Stakeholders.

Objective: 1: Continue to improve the County website, miOttawa.

**ADMINISTRATION RECOMMENDATION:**     Recommended     Not Recommended     Without Recommendation

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: 2010.10.08 16:30:14 -0400

Committee/Governing/Advisory Board Approval Date: Planning and Policy Committee 10/14/2010  
Board of Commissioners 10/26/2010



# County of Ottawa

## SOCIAL MEDIA POLICY

### I. POLICY

Social Media is defined as a group of Internet-based applications, which by nature support interactive communications and various forms of media including text, audio, and video. The purpose behind the use of Social Media is to improve service delivery, increase citizen participation, and to enhance transparency and accountability by increasing the information available to citizens and transform people from content consumers to content producers. While it seems like a natural progression for the County to connect with citizens through social media, policy and procedures are needed to encourage proper use and to mitigate the risks of social media tools.

The use of Social Media must be in compliance with the procedures established in this policy, and existing County Personnel and Information Technology Policies, namely the Employee Behavior, Discipline and Rules of Conduct Policy, the Internet Use Policy, the Acceptable Use Policy and the Use of Electronic Mail and Privacy Policy.

### II. STATUTORY REFERENCES

M.C.L. 750.491 (Penal Code, Public Records)

### III. COUNTY LEGISLATIVE OR HISTORICAL REFERENCES

Board of Commissioners Resolution Number and Policy Adoption Date:

Board of Commissioners Review Date and Resolution Number:

Name and Date of Last Committee Review:

-Technology Committee; August 10, 2010



# County of Ottawa

## SOCIAL MEDIA POLICY

### PROCEDURE

1. A Social Media Committee will be established by the County Administrator to be responsible for reviewing and making recommendations regarding the policies and procedures for social media.
2. The Social Media Committee will;
  - a. Review requests from departments for the use of a social media tool,
  - b. Keep a record of the social media tools currently in use,
  - c. Develop and require specific standards, depending on the social media tool, to maintain a consistent message and appearance for Ottawa County, not limited to; standard look and use of the County logo and emphasis on bringing citizens to miOttawa.org for information,
  - d. Develop and require evaluation criteria or the tracking of users of social media to measure the effectiveness of specific projects.
3. Requests by departments for the use of a social media tool will be made in writing to the Social Media Committee, consisting of the following elements;
  - a. Description of the nature and purpose of the request,
  - b. The social media tool proposed to be used,
  - c. The employees responsible for the creation and maintenance of the social media tool,
  - d. The proposed length of time the social media tool will be active,
  - e. How the social media tool will be evaluated for effectiveness.
4. While the Social Media Committee will periodically review the content of approved social media tools, it is the responsibility of the requesting department to ensure that all Social Media policies and procedures are being followed.
5. Employees assigned by a department to create and maintain social media tools are doing so solely on behalf of the County for County business purposes only. The messages posted or distributed on social media tools will represent the views of the County department and not the opinion of individual employees. While the IT-Acceptable Use Policy and IT-Internet Use Policy apply, the following guidelines related to ethical social media conduct are also provided;
  - a. Customer protection and respect are paramount,
  - b. Ottawa County will use every effort to keep interactions factual and accurate,
  - c. Ottawa County will strive for transparency and openness in interactions,



# County of Ottawa

- d. Ottawa County will correct information communicated that is later found to be in error,
  - e. Ottawa County will protect privacy and permissions.
6. The Social Media Committee will review and recommend that miOttawa.org develop a “Citizen Engagement” section that includes social media and other communication tools that are being used to enhance services and citizen communication.
  7. The Social Media Committee will review and recommend the development of applicable disclaimer statements and waivers that inform the public regarding the content on sites and guidelines for appropriate use and comments, including;
    - a. Acceptable Public Comment – Users and visitors to social media sites are notified that the intended purpose of the site is to serve as a mechanism for communication between County departments and members of the public. Ottawa County reserves the right to remove published content that does not comply with privacy policies and the moderation rules set forth below;
      - i. is abusive, obscene, indecent or offensive.
      - ii. is defamatory, harassing or hateful.
      - iii. that you do not have the necessary rights, licenses and consents to post.
      - iv. constitutes spam, unauthorized advertising or solicits.
      - v. contains long embedded URLs.
      - vi. invades anyone's privacy or impersonates anyone.
      - vii. is far off-topic.
      - viii. encourages conduct that may or would constitute a criminal offense or give rise to civil liability, or that otherwise violates any local, state, national or international law or regulation anywhere in the world.
      - ix. the comment appears to contain irrelevant or excessive links or appears to contain code.
    - b. Content posted to this site shall be retained for a limited time.
    - c. The County owns or has all necessary rights to the material that it posts to this site.
    - d. Each participant is responsible for his or her content. The County does not accept any liability for the content or accuracy of any material submitted by users and published by the County.
    - e. Participants agree to indemnify and hold harmless the County in full and permanently against any third party liabilities, claims, costs, expenses (including legal costs) loss or damage (including consequential loss) incurred by the County as a result of publishing any material you submit to us via this blog.



# County of Ottawa

- f. The County makes no representations or warranties of any kind, expressed or implied, including warranties of accuracy, in regards to any material published on this site.
- g. Any participant in the County website will acknowledge understanding and compliance with this Policy and the Procedures prior to participation in the County's interactive web site.

## REVIEW PERIOD

The Social Media Committee will review these procedures at least once every two years and recommend changes to the County Administrator.

# Action Request



**Committee:** Board of Commissioners

**Meeting Date:** 11/9/2010

**Requesting Department:** Administrator's Office

**Submitted By:** Al Vanderberg

**Agenda Item:** Legal Services Policy (Second Reading)

## SUGGESTED MOTION:

To adopt the proposed Legal Services Policy. (Second Reading)

## SUMMARY OF REQUEST:

The proposed Legal Services Policy requires all County Officials to follow Corporation Counsel Opinion and includes a conflict resolution procedure, with an appeal through Corporation Counsel to the County Board of Commissioners, in the event a County Official has a different legal opinion from a state association, legal counsel or other source.

The intent of this policy is to prevent an Official from ignoring Corporation Counsel Opinion, say nothing to the Board and/ or Administration and potentially put the County in a position of financial liability and loss.

## FINANCIAL INFORMATION:

Total Cost: \$0.00      General Fund 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: 1: To Maintain and Improve the Strong Financial Position of the County.

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

Objective: 1: Advocate on legislative issues to maintain and improve the financial position of the County.(goal 1)

**ADMINISTRATION RECOMMENDATION:**     Recommended     Not Recommended     Without Recommendation

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  
Date: 2010.10.07 16:07:54 -0400

Committee/Governing/Advisory Board Approval Date: Planning and Policy Committee 10/14/2010

Board of Commissioners 10/26/2010

## LEGAL SERVICES POLICY

**1. PURPOSE:** The purpose of this policy is to provide timely, cost efficient, and adequate civil legal services to all Ottawa County (“County”) Departments, funding units, officers and employees and to implement MCL §49.73, which empowers the County Board of Commissioners (“Board”) to employ an attorney to represent elected county officers, including the sheriff, prosecuting attorney, clerk, treasurer, county surveyor, register of deeds, drain commissioner, and judges of the county district and probate, and circuit courts in civil matters when “neither the prosecuting attorney or county corporation counsel” is able to represent the particular officer.

### **2. LEGAL SERVICES POLICY:**

**2.1 Purview:** Except as provided in Section 2.2.2 below, this policy shall apply to all civil legal services funded or provided by the County, including those provided at the request of the County elected officials, employees, department heads, employees and the judges of the County district, probate and circuit courts pursuant to MCL §49.73. Collectively, all County departments, activities, funding units, courts, elected officials, officers, employees and other personnel who may request or be eligible for County funded civil legal services in their official capacities are described herein as “Recipients.”

#### **2.2 Corporation Counsel:**

**2.2.1** The County has established the Office of Corporation Counsel to provide internal legal services to all Recipients. Subject to the exceptions identified in Section 2.2.2 of this Policy, all legal services provided to Recipients must be provided through the Office of Corporation Counsel.

**2.2.2 Exceptions:** This policy shall not apply to the following legal services:

2.2.2.1 Criminal and quasi-criminal prosecution legal services provided by the Prosecuting Attorney.

2.2.2.2 Indigent defense legal services provided to criminal defendants through the trial courts.

2.2.2.3 Litigation and risk management counseling services provided through the Ottawa County, Michigan Insurance Authority.

2.2.2.4 Legal services for special engagements and purposes expressly approved by the County Board of Commissioners.

**2.2.3 Opinions:** All Recipients may request a legal opinion from the Office of Corporation Counsel. All Recipients must follow the written legal opinion of Corporation Counsel for official activities and functions regardless of whether or not they requested the legal opinion. If the Recipient is dissatisfied with the opinion of Corporation Counsel, the Recipient may forward a confidential request through the Office of Corporation Counsel

to the Board of Commissioners, requesting the latter to engage outside counsel to provide a second opinion. If the Board of Commissioners authorizes a second opinion and that opinion differs from that of Corporation Counsel, the latter will meet with the attorney issuing the second opinion and attempt to resolve the difference of opinion. If they reach a consolidated opinion, the Recipient must adhere to that consolidated opinion. If the opinions do not agree, the elected official or funded trial court judicial Recipient will determine which of the two opinions he or she will follow. In all other instances, the County Administrator will make the decision as to which of the two opinions must be followed.

- 2.3 **Legal Defense Services:** Within twenty-four (24) hours of being served with a summons and complaint pertaining to his or her office or official performance, any employee or elected or appointed official must forward a copy of the all documents served to Corporation Counsel. Upon receipt of a summons and complaint, Corporation Counsel shall promptly contact the County Administrator. Together, they shall make an initial assignment of the defense of the matter to the Ottawa County, Michigan Insurance Authority, another insurance carrier or recommend that the Board of Commissioners engage another defense attorney.
- 2.4 **Other Legal Services:** If a Recipient believes that he or she needs legal counsel related to his or her official performance or the performance of the county funded department, office or activity he or she supervises that cannot be effectively provided by Corporation Counsel, the Recipient shall submit a written request for legal services to the County Administrator, who may forward the request to the Board of Commissioners, which shall make a decision upon the request as soon as practicable. In unusual circumstances, the Administrator with the approval of the Board Chair may consult with outside civil counsel on County matters.
- 2.5 If a Recipient is dissatisfied with the attorney assigned to defend him or her, the Recipient must advise the Board of Commissioners in writing of the nature of the concern and whether or not the individual requests a new assignment. The individual may request a particular attorney, but the Board of Commissioners retains the discretion to determine whether new legal counsel will be provided, and if so, to select such counsel. All Recipients must cooperate with the attorney assigned to defend him or her.
- 2.6 No Recipient may employ may retain an attorney or law firm at County expense, except pursuant to this policy and upon the express prior written approval of the Board of Commissioners.
- 2.7 Any Recipient who violates this policy voluntarily forfeits any right under statute, common law, or county policy or procedure to a County funded legal defense and/or indemnification by Ottawa County.



# Action Request



**Committee:** Board of Commissioners  
**Meeting Date:** 11/9/2010  
**Requesting Department:** County Administration  
**Submitted By:** Keith Van Beek  
**Agenda Item:** Board Appointments

## SUGGESTED MOTION:

To place into nomination the name(s) of  
(\* indicates recommendation of the Interview Subcommittee):

\*Albert Serrano  
Glenn Bareman

To fill one (1) unexpired General Public Vacancy (replacing Yvette Chiquito) on the Community Mental Health Board beginning immediately and ending March 31, 2012 (three year term).

\*Peter Armstrong

To fill one (1) Public Sector Vacancy (slot 13) on the Community Action Advisory Board beginning immediately, and ending September 30, 2012 (two 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      General Fund 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: To Maintain and Enhance Communication with Citizens, Employees, and Other Stakeholders.

Objective: 5: Evaluate communication with other key stakeholders.

**ADMINISTRATION**       Recommended       Not Recommended       Without Recommended

County Administrator: Alan G. Vanderberg

Digitally signed by Alan G. Vanderberg  
DN: cn=Alan G. Vanderberg, o=City of Ottawa, ou=Administrator's Office, email=vanderberg@mottawa.org  
Reason: I am approving this document.  
Date: 2010.11.09 13:48:03 -0400

Committee/Governing/Advisory Board Approval Date: Human Resources Committee 11/9/2010

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

Date 10/06/2010

Position Applying For Community Mental Health Board/General Public

Position Applying For \_\_\_\_\_

Position Applying For \_\_\_\_\_

Name Alberto R Serrano

Address 1189 South Shore Dr.

City Holl ST MI Zip 49423

Last 4 digits of social security number 9222 Birth Month 7 Birth Day 14

**Contact Information:**

Home Phone 616-355-1322

Work Phone 616-335-8823

E-mail a.serrano@cityofholland.com

Fax Number 616-355-1322

**Education:**

School Michigan State University

School \_\_\_\_\_

Degree BA

Degree \_\_\_\_\_

**Employment Background:**

Current Employer City of Holland Position Community/Human Relations Coordinator

**Responsibilities**

Supervise the Human Relations Department and conduct civil rights investigations in housing, education, employment, and public services.

Provide staff support for the City International Relations Commission.

City EEO Director/responsibilities

City ADA Director/responsibilities

Supervise the City Youth Services Program.

Previous Employer El Centro Position Director

**Responsibilities**

Administer and implement the Hispanic Family Counseling and Therapy Services.

Budget and raise funds for the agency.

Supervise Therapist

Length of Residency in Ottawa County 56

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

Yes  No

If so, describe

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

Currently serving on the following: [Ottawa/Allegan Mediation Center Board](#)

[Hope College CASA Board](#)

[Ottawa Fair Housing Board](#)

Past Service:

[Ottawa Co. Red Cross Bd.](#)

[Lakeshore Ethnic Diversity Alliance Bd.](#)

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? Yes  No

If not, why not? \_\_\_\_\_

Why do you want to be considered for this appointment?

[I believe that the Hispanic population of Ottawa Co. needs to have Hispanic representation on the Mental Health Board, a vital service for all in our community.](#)

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 enter the Boards, Commissions or Advisory Bodies you are interested in:

**Thank you for your interest in Ottawa County Government**

**Peter James Armstrong**  
Attorney

212 ½ Washington Ave Suite 2  
P.O. Box 421  
Grand Haven, MI 49417

Phone: 616-402-6294  
Fax: 616-743-5932  
[armstrong@pjalaw.com](mailto:armstrong@pjalaw.com)

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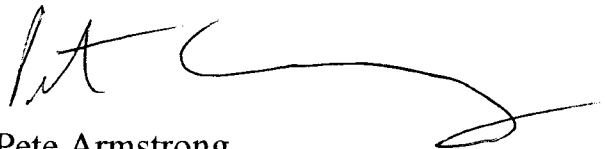
September 27, 2010

Board and Commission Positions

Please consider me for the Board and Commission positions I have indicated on my online application. My wife and I have lived in Grand Haven Township for 14 years. We've raised out two daughters here. From the schools to the library to the public parks and to all the activities in Grand Haven itself, we can't imagine a better place to live.

As Coordinator of the Ottawa County Legal Self-Help Center, I've begun to experience how much government organizations can enhance the lives of citizens. I'd like to continue to contribute as much as I can to our community.

Thank you for your consideration,

A handwritten signature in black ink, appearing to read 'Pete Armstrong', with a long, sweeping underline that extends to the right.

Pete Armstrong

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

Date 09/27/2010

Position Applying For Community Action Agency Advisory Board/Private Sector

Position Applying For \_\_\_\_\_

Position Applying For \_\_\_\_\_

Name Peter Armstrong

Address 14827 160th Ave

City Grand Haven ST MI Zip 49417

Last 4 digits of social security number 9823 Birth Month 4 Birth Day 1

**Contact Information:**

Home Phone 616-402-6294

Work Phone --

E-mail armstrong@pjalaw.com

Fax Number 616-402-6294

**Education:**

School Thomas M. Cooley Law School

School GVSU

Degree JD

Degree BA

**Employment Background:**

Current Employer Self-employed Position Attorney, solo law practice

**Responsibilities**

Everything related to law firm. I'm also the Coordinator of the Ottawa County Legal Self-Help Center. That might count as the Public Sector.

Previous Employer GVSU Library Position Director of User Services

**Responsibilities**

Responsible for all circulation, course reserves, and interlibrary loan for all GVSU library locations.

Length of Residency in Ottawa County 14

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

Yes  No

If so, describe

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

I am the Coordinator of the Ottawa County Legal Self-Help Center. Our goal is to enhance public access to the justice system.

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? Yes  No

If not, why not? \_\_\_\_\_

Why do you want to be considered for this appointment?

My wife and I love Grand Haven. We think it's the absolute best place to raise a family. I'd like to help keep it that way.

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 enter the Boards, Commissions or Advisory Bodies you are interested in:

**Thank you for your interest in Ottawa County Government**

# Action Request



**Committee:** Board of Commissioners

**Meeting Date:** 11/9/2010

**Requesting Department:** County Administration

**Submitted By:** Keith Van Beek

**Agenda Item:** Board Appointments

## SUGGESTED MOTION:

To place into nomination the name(s) of (\* indicates recommendation of the Interview Subcommittee):

\*Ryan Cotton

To fill one (1) member vacancy representing cities/villages in the County of Ottawa on the Ottawa County Land Bank Authority Board beginning immediately and ending December 31, 2014 (4 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      General Fund 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: To Maintain and Enhance Communication with Citizens, Employees, and Other Stakeholders.

Objective: 5: Evaluate communication with other key stakeholders.

**ADMINISTRATION**       Recommended       Not Recommended       Without Recommended

County Administrator: Alan G. Vanderberg

Digitally signed by Alan G. Vanderberg  
DN: cn=Alan G. Vanderberg, ou=County of Ottawa, ou=Administrator's Office, email=avanderberg@ottawacounty.org  
Reason: I am approving this document  
Date: 2010.11.09 09:00:00 -0500

Committee/Governing/Advisory Board Approval Date: Human Resources Committee 11/9/2010

**FILED**

OCT 14 2010

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

DANIEL C. KRUEGER  
OTTAWA COUNTY CLERK

Date: October 14, 2010

Position Applied For: Land Bank

Names: Ryan Cotton

Address: Village of Spring Lake  
102 W. Savidge  
Spring Lake, MI 49456

Contact Information - Home Telephone: 616-844-2581  
Work Telephone: 616-842-1393  
E-mail Address: Ryan@springlakevillage.org  
Fax Number: 616-847-1393

Educational and Employment Background:  
Masters in Public Administration  
City or Village Manager since 1986 to present

Length of Residency in Ottawa County: 15 years

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

If so, describe:  
- -



**FILED**

OCT 14 2010

What is your past experience in serving on governmental boards, or the boards of civic and other similar organizations? DANIEL C. KRUEGER  
OTTAWA COUNTY CLERK

Michigan Local Government Managers Association Board  
Vermont League of City Managers Board  
Remuneration Board (Ottawa Cty)  
Staff to numerous other boards

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?

Why do you want to be considered for this appointment?

I would like to see all property productively re-used no matter where it exists in Ottawa Cty.

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	<input checked="" type="checkbox"/>
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!**