

Agenda
Human Resources Committee
West Olive Administration Building – Board Room
12220 Fillmore Street, West Olive, Michigan 49460
Tuesday, December 28, 2010
1:00 p.m.

Consent Items:

1. Approval of the Agenda.
2. Approval of the Minutes from the December 14, 2010, meeting.

Action Items:

3. Board Appointments - Ottawa County Building Authority & Community Action Agency/Public & Private Sectors
Suggested Motion:
To place into nomination and forward to the Board of Commissioners the name(s) of (*indicates recommendation of the Interview Subcommittee):

*Leroy Dell
To fill a one (1) member vacancy on the Ottawa County Building Authority to serve a one (1) year term beginning January 1, 2011, and ending December 31, 2011.

*Marvin Allen
To fill a one (1) member vacancy on the Ottawa County Building Authority to serve a two (2) year term beginning January 1, 2011, and ending December 31, 2012.

*Allen O. Morningstar
To fill one (1) Public Sector vacancy on the Ottawa County Community Action Agency Advisory Board, to serve a two year term beginning immediately, and ending September 30, 2012.

*Richard Joslyn
To fill one (1) Private Sector vacancy on the Ottawa County Community Action Agency Advisory Board, to serve a two year term beginning immediately and ending September 30, 2012.
4. Board Appointment - Ottawa County Department of Human Services Board
Suggested Motion:
To place into nomination and forward to the Board of Commissioners the name(s) of (*indicates recommendation of the Interview Subcommittee):

*Gail Ringelberg
Andrew Brown
Richard Cypher

To fill a one (1) member vacancy on the Ottawa County Department of Human Services Board to serve a three (3) year term beginning immediately, and ending September 30, 2013.

5. Board Appointment - Ottawa County Parks & Recreation Commission

Suggested Motion:

To place into nomination and forward to the Board of Commissioners the name(s) of (*indicates recommendation of the Interview Subcommittee):

*Ray Statema	Andrew Brown
Steve Billingsley	Ervin Keeter
Glenn Bareman	*Roger Jonas
Laura Grant	Jeffrey Meyer

To fill a two (2) member vacancies on the Ottawa County Parks and Recreation Commission to serve a three (3) year term beginning January 1, 2011, and ending December 31, 2013.

6. Board Appointment - Ottawa County Planning Commission - Environmental Sector

Suggested Motion:

To place into nomination and forward to the Board of Commissioners the name(s) of (*indicates recommendation of the Interview Subcommittee):

*Roman Wilson	Laura Grant
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To fill a one (1) member vacancy on the Ottawa County Planning Commission (Environmental Sector) to serve a three (3) year term, beginning January 1, 2011, and ending December 31, 2013.

7. Board Appointment - Nomination to the Ottawa County Workforce Development Board - Business Sector

Suggested Motion:

To place into nomination and forward to the Board of Commissioners the name(s) of (*indicates recommendation of the Interview Subcommittee):

*Jennifer Becksvoort
*Rebecca Dernberger
*Julie Kelley
Joan Epperson

To fill three (3) Business Sector vacancies on the Ottawa County Workforce Development Board, to serve a three (3) year term beginning January 1, 2011, and ending December 31, 2013.

8. Board Appointment - Ottawa County Road Commission

Suggested Motion:

To place into nomination and forward to the Board of Commissioners the name(s) of (* indicates recommendation of the Interview Subcommittee).

*Al Rietberg	Alden Jelsema	*Betty Gajewski	Brian Sinnott
Bruce Campbell	Chris Larson	*Douglas Riewald	Glenn Bareman

Jerry Rogers	Travis Underhill	Keith Boerman	Keith Boonstra
Kenneth Haveman	Larry Bruursema	William Holland	Penny Doan
Peter Armstrong	Richard Joslyn	Russell Brown, Jr.	*Thomas Bird
Thomas Caldwell	*Thomas Elhart	*Timothy Grifhorst	William Gruppen

To fill a one (1) member vacancy on the Ottawa County Road Commission, to serve a six (6) year term beginning on January 1, 2011, and ending December 31, 2016.

To fill a one (1) member vacancy on the Ottawa County Road Commission, to serve a five (5) year term beginning on January 1, 2011, and ending December 31, 2015.

To fill a one (1) member vacancy on the Ottawa County Road Commission, to serve a three (3) year term beginning on January 1, 2011, and ending December 31, 2013.

Discussion Items:

None

Adjournment

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

HUMAN RESOURCES COMMITTEE

Proposed Minutes

DATE: December 14, 2010

TIME: 1:05 p.m.

PLACE: Fillmore Street Complex

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

ABSENT: Jane Ruiter

STAFF & GUESTS: Keith Van Beek, Assistant Administrator; Alan Vanderberg, Administrator; Sherri Sayles, Deputy Clerk; Daniel Krueger, County Clerk

SUBJECT: CONSENT ITEMS

HR 10-018 Motion: To approve the agenda of today as presented and to approve the minutes of the November 9, 2010, meeting as presented.

Moved by: Holtvluwer

UNANIMOUS

SUBJECT: BOARD APPOINTMENTS

HR 10-019 Motion: To place into nomination and forward to the Board of Commissioners the name(s) of (*indicates recommendation of the Interview Subcommittee);

*Mark Scheerhorn

To fill one (1) vacancy on the Ottawa County Building Authority beginning January 1, 2011 and ending December 31, 2013 (3 year term).

*William L. Raymond

To fill one (1) Employment Sector vacancy on the Ottawa County Community Corrections Advisory Board beginning January 1, 2011 and ending December 31, 2012 (2 year term).

Kenneth Haveman

David Schipper

*Allen Wygant

To fill one (1) General Public vacancy on the Ottawa County Community Corrections Advisory Board beginning January 1, 2011 and ending December 31, 2012 (2 year term).

Louis Cairoli

*David Van Dyke

To fill (1) Citizen vacancy on the Land Bank Authority beginning immediately and ending December 31, 2015.

*David Vander Heide

To fill one (1) City/Village vacancy on the Land Bank Authority beginning January 1, 2011 and ending December 31, 2016 (6 year term).

*Cindy Brown

To fill one (1) Community Based vacancy on the Ottawa County Workforce Development Board beginning January 1, 2011 and ending December 31, 2013 (3 year term).

*Bruce J. Adair

To fill one (1) unexpired Economic Sector vacancy on the Ottawa County Workforce Development Board beginning immediately and ending December 31, 2012 (replaces Randy Thelen).

*Carl Occhipinti

To fill one (1) Vocational Rehab Sector vacancy on the Ottawa County Workforce Development Board beginning January 1, 2011 and ending December 31, 2013 (3 year term).

Ryan Tibbets

*Jeff Wilkerson

To fill one (1) unexpired Labor Sector vacancy on the Ottawa County Workforce Development Board beginning immediately and ending December 31, 2012 (replaces Kelly Falconer).

*Louis Cairoli

To fill one (1) Member-at-Large vacancy on the Ottawa County Workforce Development Board beginning January 1, 2011 and ending December 31, 2013 (3 year term).

*Ervin O. Keeter

David A. Rhem

Joan J. Epperson

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

Ervin O. Keeter

*David A. Rhem

Joan J. Epperson

To fill one (1) Business Sector vacancy on the Workforce Development Board beginning January 1, 2011 and ending December 31, 2013 (3 year term).

*Ryan M. Tibbets

Sharon G. Pfeifer

To fill one (1) Public vacancy on the Housing Commission beginning January 1, 2011 and ending December 31, 2013 (3 year term).

Ryan M. Tibbets

*Sharon G. Pfeifer

To fill one (1) Public vacancy on the Housing Commission beginning January 1, 2011 and ending December 31, 2012 (2 year term).

*Adam Kantrovich

To fill one (1) Public School vacancy on the Planning Commission beginning January 1, 2011 and ending December 31, 2013 (3 year term).

*Douglas Zylstra

To fill one (1) unexpired Business/Industry/Tourism vacancy on the Planning Commission beginning immediately and ending December 31, 2011 (replacing Jeff Wincel).

*Adam Shumaker

Valentin R. Molina, Sr.

To fill one (1) War Veteran vacancy on the Veteran Affairs Committee beginning immediately and ending September 30, 2013 (3 year term).

Louis Cairolì

*George Williams

To fill one (1) Private Sector vacancy on the Community Action Agency Advisory Board beginning January 1, 2011 and ending December 31, 2012 (2 year term).

Moved by: Disselkoe

UNANIMOUS

SUBJECT: DISCUSSION ITEMS

Keith Van Beek stated more Boards and Committee interviews will take place next week. Nominations and recommendations will occur during a

special Human Resources Committee Meeting on December 28th.

SUBJECT: ADJOURNMENT

HR 10-020 Motion: To adjourn at 1:10 p.m.

Moved by: Hehl

UNANIMOUS

Action Request



Committee: Human Resources Committee

Meeting Date: 12/28/2010

Requesting Department: Human Resources

Submitted By: Keith Van Beek

Agenda Item: Board Appointments - Ottawa County Building Authority & Community Action Agency/Public & Private Sectors

SUGGESTED MOTION:

To place into nomination and forward to the Board of Commissioners the name(s) of (*indicates recommendation of the Interview Subcommittee):

*Leroy Dell

To fill a one (1) member vacancy on the Ottawa County Building Authority to serve a one (1) year term beginning January 1, 2011, and ending December 31, 2011.

*Marvin Allen

To fill a one (1) member vacancy on the Ottawa County Building Authority to serve a two (2) year term beginning January 1, 2011, and ending December 31, 2012.

*Allen O. Morningstar

To fill one (1) Public Sector vacancy on the Ottawa County Community Action Agency Advisory Board, to serve a two year term beginning immediately, and ending September 30, 2012.

*Richard Joslyn

To fill one (1) Private Sector vacancy on the Ottawa County Community Action Agency Advisory Board, to serve a two year term beginning immediately and ending September 30, 2012.

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, c=US, ou=County of Ottawa, ou=Administrator's Office, email=avanderberg@miottawa.org
Reason: I am approving this document
Date: 2010.12.22 16:10:53 -0500

Committee/Governing/Advisory Board Approval Date:

FILED

SEP 07 2006

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: Sept. 7, 2006

Position Applied For: Ottawa County Building Authority

Names: Leroy R. Dell (Lee Dell)

Address: 6309 Brooklyn Drive
West Olive, Michigan 49460-9112

Contact Information - Home Telephone: 616-399-0889

Work Telephone: 616-738-7300

E-mail Address: _____

Fax Number: lrdell1@verizon.net

Educational and Employment Background:

BS. Civil Engineering - Michigan State University 1966

1978-1999 - Dell Engineering, Inc., Holland, Pres./CEO

1999-2002 - ERM, Inc., Holland, Principal

1-1-2003 - Retired

Length of Residency in Ottawa County: 37 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?

(1993 - 2002)
Holland CoFC Board & Chair; HEDCOR Board (2002 - 2003);

MACC (1986 - 1998) Chair - Huntington Bank ^{current} Advisory Board;

MSU - 18 yrs. on various Boards at College & University level; Ottawa County Bldg. Authority (2002 - current)

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?

Yes

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: Bldg. Authority X
- Workforce Development _____

Return To: Ottawa County Clerk's Office
414 Washington Avenue, Room 301
Grand Haven, Michigan 49417

(616) 846-8324 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

RECEIVED

AUG 14 2007

OTTAWA COUNTY BOARD OF COMMISSIONERS

Date: Aug 9, 2007

Position Applied For: OTTAWA County Building Auth.

Names: MARVIN ALLEN

Address: 85 74 76th Ave
Hudsonville, MI 49426

Contact Information - Home Telephone: 616-895-6530

Work Telephone: 813-4685

E-mail Address: alle@attelco.net

Fax Number: _____

Educational and Employment Background:

3+ years college, electrical app. 34 years working manufacturing
facility maint. Have master electrical lic & electrical contractors lic
was facility manager at Prince Corp, Holland 23 years, Retired
self employed - owner of e-m electric

Length of Residency in Ottawa County: 55 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?

Was a member of MACE for 2-3 years, been on
OCBA for the past 4 years

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 believe my background in the electrical trade and
my involvement in all the building construction at Prince Corp
over my 23 years there gives me a good insight into the Bld construction.
Along with my involvement in The Filmming jail, Hudsonville court courts, and Holland Court

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
414 Washington Avenue, Room 301
Grand Haven, Michigan 49417

(616) 846-8324 or (616) 846-8107

THANK YOU FOR YOUR INTEREST IN OTTAWA COUNTY GOVERNMENT!

Marion Allen

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

Date 09/22/2010

Position Applying For Community Action Agency Advisory Board/Public Sector

Position Applying For _____

Position Applying For _____

Name Allen O Morningstar

Address 10710 Wood Ridge Drive

City Zeeland ST Mi Zip 49464

Last 4 digits of social security number 3509 Birth Month 10 Birth Day 26

Contact Information:

Home Phone 616-879-0702

Work Phone 616-638-1074

E-mail amstar1042@yahoo.com

Fax Number 616-879-0702

Education:

School Indiana University

School _____

Degree BS

Degree _____

Employment Background:

Current Employer Self Position _____
Responsibilities _____

Previous Employer _____ Position _____
Responsibilities _____

Length of Residency in Ottawa County 10

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?

[Simplicity Pattern Co Credit Union, Eureka Twp Federal Credit Union, Niles Chamber of Commerce, Greenville Chamber of Commerce, Elder of Southside Church, 503\(c\) SBA Board of Approval, Boy Scouts of America](#)

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 experience and interest can be useful in the furtherance of CAA Objectives](#)

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:

[Public Sector/Community Action Agency Advisory Board/](#)

Thank you for your interest in Ottawa County Government

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

Date 12/07/2010

Position Applying For Community Action Agency Advisory Board/Consumer Sector

Position Applying For _____

Position Applying For _____

Name Richard D Joslyn

Address 7355 Watermark Dr.

City Allendale ST MI Zip 49401

Last 4 digits of social security number 9157 Birth Month 11 Birth Day 17

Contact Information:

Home Phone 616-895-7006

Work Phone 616-889-7345

E-mail richardjoslyn@altelco.net

Fax Number 616-895-7006

Education:

School West Michigan Christian

School Muskegon Community Colleger

Degree HS Diploma

Degree AA

Employment Background:

Current Employer Paradise Bound Thrift Shoppe Inc. Position General Manager

Responsibilities

Store Development and set-up
Monitor store operations and report to the board of directors. Oversee the 2 store directors and advise on store operations.

Previous Employer U.S. Census Bureas Position Field Operations Manager

Responsibilities

Coordinate and conduct all census data collection for a 10 county area. Oversee a staff of 30 office and 1200 field employees at peak operations.

Length of Residency in Ottawa County 24

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?

Current treasurer of Allendale Lions Club(20 year member). Former president and treasure of Love Inc. board of directors (18 years)
Current VP board of directors of Paradise Bound Thrift Shoppe Inc. Former executive director Allendale Area Chamber of Commerce (95-97).

CEO of Josco Inc. from 1996-2008, a 25 store chain of dollar stores and its warehouse and distribution center in Allendale. Retired from the US Navy Reserve with 30 years of service.

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 am now semi-retired and feel my knowledge and experience could be very well applied to serving the community thru the local governmental boards.

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: Human Resources Committee
Meeting Date: 12/28/2010
Requesting Department: Human Resources
Submitted By: Keith Van Beek
Agenda Item: Board Appointment - Ottawa County Department of Human Services Board

SUGGESTED MOTION:

To place into nomination and forward to the Board of Commissioners the name(s) of (*indicates recommendation of the Interview Subcommittee):

*Gail Ringelberg
Andrew Brown
Richard Cypher

To fill a one (1) member vacancy on the Ottawa County Department of Human Services Board to serve a three (3) year term beginning immediately, and ending September 30, 2013.

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:	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
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If not included in budget, recommended funding source:

ACTION IS RELATED TO AN ACTIVITY WHICH IS:

<input checked="" type="checkbox"/> Mandated	<input type="checkbox"/> Non-Mandated	<input type="checkbox"/> New Activity
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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	<input checked="" type="checkbox"/> Recommended	<input type="checkbox"/> Not Recommended	<input type="checkbox"/> Without Recommended
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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@countyofoh.org
Reason: I am approving this document.
Date: 2010.12.22 16:20:00 -0500

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: 8/20/10

Position Applied For: DHS Board

Names: Gail Ringelberg

Address: 16 Lafayette Ave
Grand Haven, MI 49417

Contact Information - Home Telephone: 616-846-1174

Work Telephone: N.A.

E-mail Address: gailring@netscape.net

Fax Number: 616-844-1106

Educational and Employment Background:

BS - Western Michigan University. Many classes in non-profit and
hospital governance and fundraising. Mayor and City Council
member of Grand Haven 1991-1999. Executive Director North
Ottawa County Council on Aging 2000-2008.

Length of Residency in Ottawa County: Since 1974 36 years

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

If so, describe:

FILED

AUG 23 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?

besides Mayor and City Council, serve on State Advisory Council to the Office of Services to the Aging. Served on board of directors of MI Municipal League. Currently serve on NOCH Hospital Board.

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?

Over the years, I have served on several human services committees including Ottawa County Human Services Coordinating Council. serving on the DHS Board would give me the opportunity to continue using my skills to serve the citizens of Ottawa County.

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!

16 Lafayette Ave.
Grand Haven, MI 49417

(h) 616-846-1174
(f) 616-844-1106
gailring@netscape.net

Gail Ringelberg

Work Experience:

Executive Director North Ottawa County Council on Aging	2000 - 2008
<ul style="list-style-type: none">• Serves area north of Fillmore St. to Muskegon Cnty.• From the lakeshore east to Kent County	
Mayor, City of Grand Haven	1995-1999
Council Member, City of Grand Haven	1991-1995
Bookkeeper, T.R. Sales Co.	1984-present

Organizational Experience:

North Ottawa Community Hospital Board of Directors	2004-present
<ul style="list-style-type: none">• 84 bed full service hospital• Board Representative for City of Grand Haven• Serve on Performance Improvement and Community Outreach subcommittees	
State Advisory Committee to the Office of Services to the Aging	2000-present
<ul style="list-style-type: none">• Study aging issues• Develop annual service recommendations• Review State aging programs	
Methodist Church of the Dunes Staff Parish Relations Committee	2008-present
<ul style="list-style-type: none">• Wrote personnel policy manual and job descriptions• Conduct staff reviews, hire staff, and handle personnel issues	
Ottawa County Mediation Services	2010-present
<ul style="list-style-type: none">• Mediate General Civil Court Cases	
Michigan Directors of Services to the Aging Secretary	2000-2008 2001-2008
<ul style="list-style-type: none">• Council on Aging Directors Statewide	
Ottawa County Human Services Coordinating Council	2006-2008
<ul style="list-style-type: none">• Represented the elderly on this council of directors• Look at county issues and assets and plan services• Work with local agencies to provide needed services	

Grand Haven Schools Foundation Chairman	1995 -2005 2003 -2005
Northwest Ottawa Area Community Coalition Co-Chairman	1995- 2004 2001
<ul style="list-style-type: none">Coalition of social agencies, churches, schools, businesses, and local governments	
Tri-Cities Area United Way Board of Directors Tri-Cities Action Committee	2000-2001 2001-2002
Director, Michigan Municipal League	1997-1999
<ul style="list-style-type: none">State organization of cities	
Chairman of standing committee with MML	1992-1997
<ul style="list-style-type: none">Reviewed bills before Lansing Legislature	
Chamber of Commerce Advisory Board	2000-2001
<ul style="list-style-type: none">Served prior to reorganization	

Education:

Western Michigan University, BS Degree	1968-1972
<ul style="list-style-type: none">Anthropology major, Sociology and Religion minorsPresident of Alpha Chi Omega Sorority	
Center for Philanthropy at Indiana University The Fund Raising School	2001
<ul style="list-style-type: none">Principles and Techniques of Fund Raising 101	
MI State University & Society of Nonprofit Organizations	2007
<ul style="list-style-type: none">Certificate of Excellence in Nonprofit Leadership & Management	
Michigan Hospital Association Leadership in Governance Fellow	2010
Ottawa County Mediation Services Certification	2010

Awards:

United Way Night of 100 Stars Recipient	1999
Blue Cross Blue Shield Senior Advisory Council Claude S. Pepper Award Certificate of Merit	2002

Gail Ringelberg resume continued

National Extension Association of Family & Consumer Sciences first place award in the television division	2005
First female "voice" of the Musical Fountain	2007
Athena Nominee	2008
Counterpart Distinguished Woman of the Year	2010

Additional volunteer positions in the 70's and 80's

City Recycle Committee – Grand Haven became the second city in the State of Michigan to offer curbside recycling.

Tri-Cities Historical Society Board of Directors – chairman of committee that re-printed Leo Lillie's early book on the history of Grand Haven

NOCH Gift Shop – served as treasurer for many years.

Church of the Dunes Finance Committee

Andrew Brown
287 Greenwood Dr.
Holland, MI 49424

Home Phone: 616-738-7714
E-mail: apbrown09@gmail.com

October 25, 2010

Ottawa County Administrative Offices
12220 Fillmore Street
West Olive, MI 49460

Dear Ottawa County Commissioners,

Thank you for the opportunity to apply for an appointment to the *Department of Human Services Board* as announced on the Ottawa County website at www.miottawa.org. I hold a Master's Degree in Public Administration and currently work as the Program Coordinator for the 20th Circuit Court Adult Drug Treatment Court.

My desire to serve on the Department of Human Services Board stems from a personal and professional interest in the work performed by the Department of Human Services. Personally, I am a strong advocate for sustainable social development and proactive local government that is able to collaboratively identify and respond to pressing community needs. Professionally, I am responsible for the management of a court program, whose clients rely on the services provided by the Department of Human Services (DHS). I believe that participation on this board will deepen my understanding of the services provided by DHS and improve communication between the 20th Circuit Court and DHS.

Attached you will find my resume allowing you to review my academic qualifications, work experience, and other personal interests. I appreciate your taking the time to review this information and look forward to further discussing the opportunity to serve on the Department of Human Services Board. Thank you for your consideration.

Sincerely,

Andrew Brown

Andrew Brown

287 Greenwood Dr. Holland, MI 49424 (616) 738-7714 apbrown09@gmail.com

EDUCATION

Grand Valley State University
Bachelor of Arts
Criminal Justice
Graduated: April 2003
GPA: 3.602

Grand Valley State University
School of Graduate Studies
Master of Public Administration
Graduated: April 2006
GPA: 3.630

PROFESSIONAL EXPERIENCE

Program Coordinator: 20th Circuit Court, Ottawa County, MI (3/2010 - Present)

- Responsible for managing the daily operations of an Adult Drug Treatment Court including financial, personnel, and caseload management.
- Supervise three staff members and coordinate workflow between eight agencies involved with the Adult Drug Treatment Court.
- Prepare grant funding proposals to local, state, and federal grant-making agencies.
- Administer grant funding, monitor budget activity, and prepare program reports to funding agencies.
- Collaborate with community-based organizations to access social services and promote the mission of the Adult Drug Treatment Court.
- Facilitated a strategic program review resulting in improved judicial and administrative operations, a restructured policy and procedure manual, and a new program handbook.
- Established program evaluation criteria for a cost-benefit study and impact analysis of the Adult Drug Treatment Court.

INTERNATIONAL EXPERIENCE

Community Development Volunteer: United States Peace Corps - Thailand (1/2007- 2/2009)

- Certified as speaking Thai at the Advanced-High level according to the guidelines of the American Council for the Teaching of Foreign Languages. Capable of reading and writing Thai at an Advanced level.
- Assisted the Association of Volunteers in International Service by establishing office operations and protocol for a student sponsorship program in Northern Thailand.
- Created the framework for a Thai local government office to conduct an economic, land-use, and social impact analysis for the proposed construction of a large water reservoir estimated in cost to be between 250-400 million Baht (8-12.5 million dollars).
- Drafted a grant proposal for \$35,000, in partnership with a community church, which was awarded in full for fiscal year 2008/2009 by the Four-Square Church Foundation.
- Facilitated organizational planning sessions, business-skills training, and computer education for a women's agricultural cooperative.
- Reunited a Thai woman and her sister, who lives in the United States, after a 20 year lapse in communication.

CONSULTING EXPERIENCE

Cross-Cultural Trainer: Bethany Christian Services, Grand Rapids, MI (4/2010 - Present)

- Facilitate large group and individual trainings for families, church groups, and private organizations supporting refugee families and foster children from Burma.
- Subject matter of my trainings include political, cultural, and social history of Burma and respective ethnic states; refugee resettlement policy and process; techniques to communicate through language barriers; and understanding the psychological process of refugee acculturation and adjustment to life in America.

PREVIOUS WORK EXPERIENCE

Probation Officer: 58th District Court/20th Circuit Court, Ottawa County, MI (1/2005-4/2006)

Intern: Congressman Peter Hoekstra – Michigan 2nd Congressional District (5/2005- 12/2005)

Police Cadet: Holland Police Department, Holland, MI (7/2002- 4/2004)

COMMUNITY ENGAGEMENTS

- Mars Hill Bible Church Refugee Ministry – Leadership Team Member
- Bethany Christian Services – Cross-Cultural Trainer for refugees and volunteers
- Ottawa County United Way – Community Investment Panels Volunteer

HONORS

- 2,658 mile thru-hike of the Pacific Crest Trail in 2006.
- 2,174 mile thru-hike of the Appalachian Trail in 2004.
- Community Service Award in 2003 – Greater Ottawa County United Way.

PERSONAL INTERESTS

- Member of Mars Hill Bible Church.
- Alumnus member of Theta Chi Fraternity.
- Enjoy outdoor activities – Scuba Diving, Hiking, Running, Rock Climbing

PROFESSIONAL REFERENCES

- References available upon request.
- Full description of Peace Corps service available upon request.

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

Date 10/25/2010

Position Applying For Department of Human Services Board/County Resident

Position Applying For _____

Position Applying For _____

Name Andrew Brown

Address 287 Greenwood Dr

City Holland ST MI Zip 49424

Last 4 digits of social security number 8712 Birth Month 6 Birth Day 19

Contact Information:

Home Phone 616-638-5787

Work Phone 616-846-8352

E-mail apbrown09@gmail.com

Fax Number 616-638-5787

Education:

School Grand Valley State University

School _____

Degree Masters of Public Administration

Degree _____

Employment Background:

Current Employer 20th Circuit Court Position Program Coordinator

Responsibilities
Please see resume

Previous Employer United States Peace Corps Position Community Development Volunteer

Responsibilities
Please see resume

Length of Residency in Ottawa County 27

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

Yes No

If so, describe

[Grand Valley State University](#)

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

[I have not served on a government board before. I have been a volunteer with United Way's Community Investment Panels.](#)

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 have an interest in the policy issues affecting the programs offered by the Department of Human Services.](#)

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

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

Date 12/01/2010

Position Applying For Department of Human Services Board/County Resident

Position Applying For _____

Position Applying For _____

Name Richard Cypher

Address 7434 Green Tree Dr

City Jenison ST MI Zip 49428

Last 4 digits of social security number 1762 Birth Month 10 Birth Day 6

Contact Information:

Home Phone 616-669-0567

Work Phone --

E-mail richzero@sbcglobal.net

Fax Number 616-669-0567

Education:

School Aquinas College

School Cedarville University

Degree Master of Management MM

Degree BA

Employment Background:

Current Employer Retired 2010 Position Claims Adjuster

Responsibilities

Licensed and certified Claims Adjuster for 39 years for six companies including Donnelly Corporation 1995-2003. Certified Human Resources Professional.

Previous Employer Citizens Insurance Company Position Claims Adjuster

Responsibilities

Workers Compensation Claims Adjuster

Length of Residency in Ottawa County 32

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 attended and presented insurance information to many boards for many years including MI Association of Counties, MI Association of School Boards and MI Association of Rehabilitation Facilities.

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 recently retired and now have time and interest in serving my 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:

County Resident/Department of Human Services Board/, General Public/Community Mental Health Board/

Thank you for your interest in Ottawa County Government

Action Request



Committee: Human Resources Committee

Meeting Date: 12/28/2010

Requesting Department: Human Resources

Submitted By: Keith Van Beek

Agenda Item: Board Appointment - Ottawa County Parks & Recreation Commission

SUGGESTED MOTION:

To place into nomination and forward to the Board of Commissioners the name(s) of (*indicates recommendation of the Interview Subcommittee):

*Ray Statema	Andrew Brown
Steve Billingsley	Ervin Keeter
Glenn Bareman	*Roger Jonas
Laura Grant	Jeffrey Meyer

To fill a two (2) member vacancies on the Ottawa County Parks and Recreation Commission to serve a three (3) year term beginning January 1, 2011, and ending December 31, 2013.

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:	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
--------------------	---------------------------	---------------------	------------------------------	--

If not included in budget, recommended funding source:

ACTION IS RELATED TO AN ACTIVITY WHICH IS:

<input checked="" type="checkbox"/> Mandated	<input type="checkbox"/> Non-Mandated	<input type="checkbox"/> 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	<input checked="" type="checkbox"/> Recommended	<input type="checkbox"/> Not Recommended	<input type="checkbox"/> Without Recommended
-----------------------	---	--	--

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@miottawa.org
Reason: I am approving this document
Date: 2010.12.22 16:30:49 -0500

Committee/Governing/Advisory Board Approval Date:

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

Date 10/02/2010

Position Applying For Parks and Recreation Commission/Public

Position Applying For _____

Position Applying For _____

Name Ray Statema

Address 9687 Bend Dr.

City Jenison ST MI Zip 49428

Last 4 digits of social security number 3514 Birth Month 4 Birth Day 25

Contact Information:

Home Phone 616-669-9027

Work Phone 616--

E-mail statema@comcast.net

Fax Number 616-669-9027

Education:

School Dordt College

School _____

Degree B.S. Degree

Degree _____

Employment Background:

Current Employer Retured Position Teacher

Responsibilities _____

Previous Employer Allendale Christian School Position Teacher

Responsibilities _____

Length of Residency in Ottawa County 43

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?

3 years as Parks Commissioner

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 enjoy nature and the out-of-doors. I like being part of the parks commission and I am in complete agreement with its mission.

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:

Public/Parks and Recreation Commission/, Public/Parks and Recreation Commission/, Public/Parks and Recreation Commission/, Public/Parks and Recreation Commission/, Public/Ottawa County Housing Commission/, Public/Ottawa County Housing Commission/, Public/Ottawa County Housing Commission/

Thank you for your interest in Ottawa County Government

Steven Billingsley
3249 Cornerstone Lane
Holland, Michigan 49424
Phone: (616) 772-2141 email: stevingsly@yahoo.com

Professional Experience

Trelleborg Automotive, South Haven, Michigan

Aug. 2006- current

Senior Product Engineer

- Sr. Product Engineer for the Tier 1 and Transplant OEM group.
- Group consists of Sr. Product Engineer, 2 Product Engineers and one Prototype Coordinator.
- Direct and oversee the activities of the product group.
- Provide leadership for implementation of APQP process.
- Provide technical resources for support of group personnel.
- Manage and direct product engineers to achieve department goals.
- Assume product engineer responsibilities when needed.

Trelleborg Automotive, South Haven, Michigan

Feb. 2003 – Aug. 2006

Product Engineer

- Provide support and participate with customer/sales in design, development, and fabrication as “expert” resource for Trelleborg (TYSH) product line.
- Provide leadership and assume total responsibility for all APQP activities.
- Collaborate with TYSH manufacturing participation on all APQP activities to ensure product design agrees with accepted manufacturing practices.
- Provide complete responsibility for management, technical direction, and communication for all assigned programs – mainly for GM and Tier 1 suppliers to GM.
- Supply all necessary technical support for the successful completion of a validated product design program.
- Provide Engineering support to TYSH Cost Estimating Department utilizing technical knowledge, experience, and drawing requirements.
- Provide information and technical direction to purchasing/supply base with respect to drawing requirements and interpretation.
- Provide all required activity for a timely completion of the product development cycle from initial design concept requirements, detailing, GDT, prototype processing, prototype assembly, testing, and dimensional integrity in accordance with customer requirements.
- Utilize CAD solid modeling, FEA, or other CAE tools required by individual programs.

H.E. Services Co., Saginaw, Michigan

Feb. 2001-Feb. 2003

Engineering Manager

- Responsible for implementing all engineering functions between various divisions of HES. These programs include the design, build and test of complete steering, drive train, and other mechanical and electro-mechanical systems. Provide engineering and other technical support as well as hardware and special tooling for manufacturing.
- Act as the point contact for all clients. Lead teams to support our clients with Engineering, Drafting, Manufacturing, CAD, tooling and prototypes.
- Communicate innovative solutions for customer issues, and also identify areas for system and manufacturing improvements. Provide technical expertise and other resources to ensure successful implementation of client products into the automotive market.

- Managed engineering department with an annual budget of over \$2.5 million dollars and up to 33 employees in 2 locations. Supervised as many as 30 simultaneous projects while maintaining profitability.

H.E. Services Co., Saginaw, Michigan

June 1999-Feb. 2001

Electric Power Steering Project Engineer/ Product Engineer

- Point contact on all Electric Power Steering (EPS) programs with Delphi Automotive. Coordinated all work with the client's Product Development Teams and HES in all engineering aspects of EPS projects.
- Evaluate alternative designs, materials and processes to boost product function and reduce cost of system components. Designed components in composite thermal-set materials for steering applications. Developed process to balance and calibrate driver input system for EPS systems.
- Performed fit and function analysis on 2-wheel and 4-wheel steering systems, electric motors and steering columns using Monte Carlo simulation software and VisVSA 3D stack analysis software.

Saginaw Valley State University, University Center, Michigan

Sept. 2002-Feb. 2003

Engineering Department Adjunct Professor

- Mechanics of Materials Laboratory Instructor.
- Mentor students on coursework and Formula SAE projects

Education

Grand Valley State University, Grand Rapids, Michigan

2006 - current

- Pursuing Master of Science in Mechanical Engineering

Saginaw Valley State University, University Center, Michigan

1995-1999

- Bachelor of Science in Mechanical Engineering
- Mathematics Minor

Continued Education

- Attended accounting instruction sessions on P&L, financial statements, A/R, WIP and profitability tracking.
- Completed Basic Rubber Technology Course through American Chemical Society
- Various SAE training classes in Vehicle Dynamics.
- Three weeks of Design For Six Sigma (DFSS) training.

Associations/Other Experience

Member of the **National Society of Professional Engineers (NSPE)**

- Passed part one of the Professional Engineer exam.

Member of the **Society of Automotive Engineers (SAE)**

- Coordinated design and manufacture of two SAE Formula cars.
- Designed and tested vehicle suspension and steering system for racing application.
- Utilized resonance theory to optimize airflow through engine intake system.

Background in applying Geometric Dimensioning and Tolerancing.
Strong analytical skills pertaining to stress analysis.

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

Date 10/31/2010

Position Applying For Parks and Recreation Commission/Public

Position Applying For _____

Position Applying For _____

Name Steve Billingsley

Address 3249 Cornerstone Lane

City Holland ST MI Zip 49424

Last 4 digits of social security number 5395 Birth Month 4 Birth Day 5

Contact Information:

Home Phone 616-772-2141

Work Phone 269-639-4335

E-mail stevingsly@yahoo.com

Fax Number 616-772-2141

Education:

School Saginaw Valley State University

School _____

Degree BS Mechanical Engineering

Degree _____

Employment Background:

Current Employer Trelleborg Automotive Position Sr. Engineer

Responsibilities

Design and develop new rubber products for Automotive use.

Previous Employer _____ Position _____

Responsibilities

Length of Residency in Ottawa County 7

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?

None

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 want to have input on how the parks my family utilizes are managed.

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

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

Date 10/13/2010

Position Applying For Parks and Recreation Commission/Public

Position Applying For _____

Position Applying For _____

Name Glenn A Bareman

Address 169 South 160th

City Holland ST Mi Zip 49424

Last 4 digits of social security number 564 Birth Month 5 Birth Day 20

Contact Information:

Home Phone 616-738-9759

Work Phone --

E-mail bareman4ottawa@gmail.com

Fax Number 616-738-9759

Education:

School West O(ttawa High School

School Michigan State

Degree yes

Degree Law enforcement

Employment Background:

Current Employer Retired

Position Herman Miller

Responsibilities
production

Previous Employer Hope College

Position Director of Public Safety

Responsibilities
Campus safety, security and law enforcement

Length of Residency in Ottawa County 66

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?

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 I have abilities that can be helpful to the county

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

LAURA J. GRANT

16222 Pinyon St. Holland, MI 49424 (616) 566-3098
laurajogrant@gmail.com

EDUCATION

Bachelor of Science, Urban and Regional Planning

08/10

Michigan State University, School of Planning, Design, and Construction- East Lansing, MI

- Accredited curriculum by the Association of Collegiate schools of Planning since 1987
- Specialization in Environmental Studies

EXPERIENCE

Saugatuck-Douglas Greenmarket Coordinator

06/10- 08/10

Saugatuck Center for the Arts- Saugatuck, MI

Michigan State Housing Development Authority, Cool Cities Initiative

- Responsible for Mon and Fri farmers markets: interfacing with vendors, patrons, staff, businesses, and nonprofits
- Initiated new partnerships and collaborations with local nonprofits, businesses, and philanthropies
- Conducted research and interviews, compiled weekly electronic newsletters
- Communicated information to visitors and residents, staffed events, and provided other administrative assistance

Renewable Energy and Tourism Feasibility Study

01/10-08/10

Blissfest Music Organization- Harbor Springs, MI

UP 494, Practicum- Michigan State University-East Lansing, MI

- Collaborated, conceptualized, researched, interpreted, analyzed, and wrote a report containing recommendations for year round tourist amenities and the addition of two 90 ft wind towers and photovoltaic lument roofing
- Developed and delivered two professional presentations to the MSU and the BMO's Harbor Springs communities
- The 120 page document assisted the Blissfest Music Organization in leveraging over \$300,000 in funds

Research Assistant

02/09-01/10

Michigan State University Extension: Land Policy Institute, Michigan Citizen Planner-East Lansing, MI

- Corresponded with clients, monitored continuing land use education progress, and processed data
- Authored and compiled monthly e newsletters and quarterly print newsletters, adapted PowerPoint presentations
- Collaborated on and contributed to the Advanced Academy annual event and other workshops
- Maintained a database and assisted with general secretarial and office duties

Vice President of Programming

01/09-12/09

Urban and Regional Planning Student Association, Michigan State University-East Lansing, MI

- Recruited planning professionals and arranged bi-weekly student meetings
- Coordinated in facilitating a student job shadow week with 30 professionals

Saugatuck Dunes Coastal Alliance

10/08-Present

- Participated in the Greenfood Bluegrass music festival fundraiser
- Created the Save the Saugatuck Dunes Facebook group engaging 600+ members

The Spitfire Agency, Rothbury Music Festival

07/09

- Member of the event greening team, spread environmental awareness through action and education

Fricano's Too, Kitchen Staff- Holland, MI

06/06- 09/10

Michigan State University, Dining Services- East Lansing, MI

10/08- 02/09

University of Northern Colorado, Utility Crew, Soccer Referee, Dining Services- Greeley, CO

10/07- 06/08

City of Greeley, After School Assistant, Kidz Fun Night, Youth Soccer Referee- Greeley, CO

09/07- 05/08

Steamboat Springs Ski Corporation, Mountain Activities- Steamboat Springs, CO

07/07-09/07

Bath and Body Works, Retail Staff- Holland, MI

12/05-03/06

Oak Crest Manor, Dietary Aid- Holland, MI

06/05-12/05

Carini Farms, Quality Control- West Olive, MI

06/05-09/05

AFFILIATIONS

The American Planning Association, The Michigan Association of Planning, The Land Conservancy of West Michigan, The Saugatuck Dunes Coastal Alliance

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

Date 11/16/2010

Position Applying For Parks and Recreation Commission/Public

Position Applying For _____

Position Applying For _____

Name Laura J Grant

Address 16222 Pinyon St

City Holland ST MI Zip 49424

Last 4 digits of social security number 2734 Birth Month 12 Birth Day 9

Contact Information:

Home Phone 616-566-3098

Work Phone 616-786-9977

E-mail laurajogrant@gmail.com

Fax Number 616-566-3098

Education:

School Michigan State University

School West Ottawa High School

Degree BS Urban & Reg Planning/ Env Studies

Degree Diploma

Employment Background:

Current Employer Piper Resturant Position Server

Responsibilities

Providing a quality dining experience for customers and completing side work to ensure that the restaurant is able to ensure top notch service

Previous Employer Saugatuck Center For the Arts Position Greenmarket Coordinator

Responsibilities

Michigan State Housing Development Authority, Cool Cities Initiative Summer 2010 Intern

- Responsible for Mon and Fri farmers markets: interfacing with vendors, patrons, staff, businesses, and nonprofits
- Initiated new partnerships and collaborations with local nonprofits, businesses, and philanthropies
- Conducted research and interviews, compiled weekly electronic newsletters
- Communicated information to visitors and residents, staffed events, and provided other administrative assistance

Length of Residency in Ottawa County 21

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?

n/a

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 wish to participate in planning for the future of my 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:

Commissioner/Technology Committee/, Commissioner/Technology Committee/, Commissioner/Veteran's Affairs/, Commissioner/Veteran's Affairs/, Commissioner/Community Mental Health Board/, Commissioner/Community Mental Health Board/, Commissioner/Agricultural Preservation Board/, Commissioner/Planning Commission/, Commissioner/Planning Commission/, Commissioner/Economic Development Corporation/, Commissioner/Economic Development Corporation/

Thank you for your interest in Ottawa County Government

Andrew Brown
287 Greenwood Dr.
Holland, MI 49424

Home Phone: 616-738-7714
E-mail: apbrown09@gmail.com

October 25, 2010

Ottawa County Administrative Offices
12220 Fillmore Street
West Olive, MI 49460

Dear Ottawa County Commissioners,

Thank you for the opportunity to apply for an appointment to the *Parks and Recreation Commission* as announced on the Ottawa County website at www.miottawa.org. I hold a Master's Degree in Public Administration and currently work as the Program Coordinator for the 20th Circuit Court Adult Drug Treatment Court.

I am seeking an appointment to the Parks and Recreation Commission because I have a genuine interest in the outdoors and I would like to deepen my understanding of policy issues affecting the development and maintenance of the parks system in Ottawa County. As a resident of Ottawa County, I enjoy spending time at the parks throughout the county either running, hiking, or relaxing. In 2004 I thru-hiked the Appalachian Trail (2,174 miles) and in 2006 I thru-hiked the Pacific Crest Trail (2,658 miles).

Attached you will find my resume allowing you to review my academic qualifications, work experience, and other personal interests. I appreciate your taking the time to review this information and look forward to further discussing the opportunity to serve on the Parks and Recreation Commission. Thank you for your consideration.

Sincerely,

Andrew Brown

Andrew Brown

287 Greenwood Dr. Holland, MI 49424 (616) 738-7714 apbrown09@gmail.com

EDUCATION

Grand Valley State University
Bachelor of Arts
Criminal Justice
Graduated: April 2003
GPA: 3.602

Grand Valley State University
School of Graduate Studies
Master of Public Administration
Graduated: April 2006
GPA: 3.630

PROFESSIONAL EXPERIENCE

Program Coordinator: 20th Circuit Court, Ottawa County, MI (3/2010 - Present)

- Responsible for managing the daily operations of an Adult Drug Treatment Court including financial, personnel, and caseload management.
- Supervise three staff members and coordinate workflow between eight agencies involved with the Adult Drug Treatment Court.
- Prepare grant funding proposals to local, state, and federal grant-making agencies.
- Administer grant funding, monitor budget activity, and prepare program reports to funding agencies.
- Collaborate with community-based organizations to access social services and promote the mission of the Adult Drug Treatment Court.
- Facilitated a strategic program review resulting in improved judicial and administrative operations, a restructured policy and procedure manual, and a new program handbook.
- Established program evaluation criteria for a cost-benefit study and impact analysis of the Adult Drug Treatment Court.

INTERNATIONAL EXPERIENCE

Community Development Volunteer: United States Peace Corps - Thailand (1/2007- 2/2009)

- Certified as speaking Thai at the Advanced-High level according to the guidelines of the American Council for the Teaching of Foreign Languages. Capable of reading and writing Thai at an Advanced level.
- Assisted the Association of Volunteers in International Service by establishing office operations and protocol for a student sponsorship program in Northern Thailand.
- Created the framework for a Thai local government office to conduct an economic, land-use, and social impact analysis for the proposed construction of a large water reservoir estimated in cost to be between 250-400 million Baht (8-12.5 million dollars).
- Drafted a grant proposal for \$35,000, in partnership with a community church, which was awarded in full for fiscal year 2008/2009 by the Four-Square Church Foundation.
- Facilitated organizational planning sessions, business-skills training, and computer education for a women's agricultural cooperative.
- Reunited a Thai woman and her sister, who lives in the United States, after a 20 year lapse in communication.

CONSULTING EXPERIENCE

Cross-Cultural Trainer: Bethany Christian Services, Grand Rapids, MI (4/2010 - Present)

- Facilitate large group and individual trainings for families, church groups, and private organizations supporting refugee families and foster children from Burma.
- Subject matter of my trainings include political, cultural, and social history of Burma and respective ethnic states; refugee resettlement policy and process; techniques to communicate through language barriers; and understanding the psychological process of refugee acculturation and adjustment to life in America.

PREVIOUS WORK EXPERIENCE

Probation Officer: 58th District Court/20th Circuit Court, Ottawa County, MI (1/2005-4/2006)

Intern: Congressman Peter Hoekstra – Michigan 2nd Congressional District (5/2005- 12/2005)

Police Cadet: Holland Police Department, Holland, MI (7/2002- 4/2004)

COMMUNITY ENGAGEMENTS

- Mars Hill Bible Church Refugee Ministry – Leadership Team Member
- Bethany Christian Services – Cross-Cultural Trainer for refugees and volunteers
- Ottawa County United Way – Community Investment Panels Volunteer

HONORS

- 2,658 mile thru-hike of the Pacific Crest Trail in 2006.
- 2,174 mile thru-hike of the Appalachian Trail in 2004.
- Community Service Award in 2003 – Greater Ottawa County United Way.

PERSONAL INTERESTS

- Member of Mars Hill Bible Church.
- Alumnus member of Theta Chi Fraternity.
- Enjoy outdoor activities – Scuba Diving, Hiking, Running, Rock Climbing

PROFESSIONAL REFERENCES

- References available upon request.
- Full description of Peace Corps service available upon request.

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

Date 10/25/2010

Position Applying For Parks and Recreation Commission/Public

Position Applying For _____

Position Applying For _____

Name Andrew Brown

Address 287 Greenwood Dr

City Holland ST MI Zip 49424

Last 4 digits of social security number 8712 Birth Month 6 Birth Day 19

Contact Information:

Home Phone 616-638-5787

Work Phone 616-846-8352

E-mail apbrown09@gmail.com

Fax Number 616-638-5787

Education:

School Grand Valley State University

School _____

Degree Masters of Public Administration

Degree _____

Employment Background:

Current Employer 20th Circuit Court Position Program Coordinator

Responsibilities
Please see resume

Previous Employer United States Peace Corps Position Community Development Volunteer

Responsibilities
Please see resume

Length of Residency in Ottawa County 27

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

Yes No

If so, describe

[Grand Valley State University](#)

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

[I have not served on a government board before. I have been a volunteer with United Way's Community Investment Panels.](#)

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 have an interest in the policy issues affecting the development of Ottawa County Parks.](#)

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

SKIP KEETER
442 LAKESHORE DRIVE NORTH
HOLLAND, MICHIGAN 49424

November 22, 2010

Ottawa County Commission
12220 Fillmore Street
West Olive, MI 49460

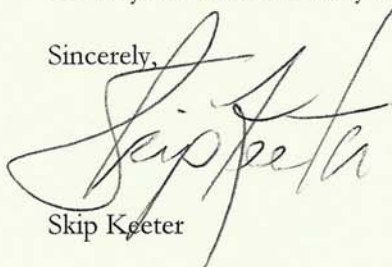
Dear Commissioners:

Enclosed, please find my completed application for appointment to a county board along with a brief resume of my career highlights.

I look forward to being of service to Ottawa County in one of the three areas indicated on my application. I feel that my background and experience will be of value on a citizen committee.

Thank you in advance for your consideration of this request.

Sincerely,

A handwritten signature in cursive script that reads "Skip Keeter". The signature is written in dark ink and is positioned above the printed name.

Skip Keeter

E. O. Keeter
442 Lakeshore Drive N
Holland, Michigan 49424-1340
616-994-7408
E-Mail: skip@tripsandtreasures.com

SUMMARY

Experienced sales, marketing and creative manager skilled at selling intangibles and working at an executive management level. Designed and implemented marketing/promotion strategies for Fortune 500 companies that produced major sales and profit increases. Strong "hands-on" sales manager

ACCOMPLISHMENTS

SALES

MANAGEMENT:

- Doubled sales volume of Tiffany's Chicago Corporate Branch in two years. Increased major account base adding NCR, GE, Buick, Ameritech, Motorola, Johnson Wax and Arthur Andersen. Staffed Detroit office and increased that market's sales over 100%
- Increased Maritz Communications Company's regional sales volume 40% and profit 100%
- Expanded sales areas in every management assignment through emphasis on new business development and account penetration

MARKETING

MANAGEMENT:

- Worked with sales management in an Internet startup company to establish redemption partnerships for new online reward system, MyPoints. Developed a base of strong redemption sources including Eddie Bauer, Spiegel, Omaha Steaks, The Magazine Mall, Barnes & Noble, Red Lobster, Olive Garden, Sony Music, and Hyatt Hotels and Resorts
- Created new employee incentive plan, an industry first, for White Hen Pantry, Inc. Created, sold and implemented new training and communications systems resulting in improved customer service
- Headed team that developed consumer incentive program, "Club Rewards," for Diners Club
- Designed major incentive programs for Chevrolet, Oldsmobile and Buick Divisions of GM
- Created award winning promotional campaign for a major division of GE
- Co-developed incentive programs for IH parts division that resulted in yearly sales increases of 14-20%

SALES:

- Increased domestic sales of communications services for Maritz Communications Co. from a base of \$500,000 to \$2 million in two years, including major sales to J I Case Co., Miller Brewing Co., and West Bend Co.
- Sold an international training system to J I Case Co. which launched Maritz Communications Company in Europe.

BUSINESS EXPERIENCE

TRIPS & TREASURES

Incentive Travel and Merchandise Awards

Holland, MI

Owner (2008-Present)

Provide incentive and recognition awards, and marketing communications services to client base. Also provide consulting services to companies in the premium/incentive industry.

CRUISEONE

Cruise vacation planning

Holland, MI

Owner (1999-2008)

Represent all cruise lines, providing discounted cruises to a base of retail customers and businesses.

TIFFANY & Co.

Jewelry, gift ware and fancy goods retailer

Chicago, Illinois

Corporate Branch Director - Chicago Branch (1988-1990)

Responsible for sales of Tiffany gift, incentive, sports and recognition programs to corporate clients in nine states in the Midwest. Supervised staff of seven sales and six support people.

SKIP KEETER CREATIVE SERVICES

Marketing and communications services

Winnetka, Illinois

Principal (1987-1988)

Marketing and communications consultant providing program development and promotional plans to incentive companies

IMAGEMATRIX, INC.

Business communications agency

Cincinnati, Ohio

Vice President - Sales and Marketing (1986-1987)

Responsible for all sales and marketing activities, supervising a sales force of six account executives in the Cincinnati and Louisville offices, selling marketing communications materials and business meeting production

CARLSON MARKETING GROUP

Widely diversified marketing services company

Chicago, Illinois

Account Executive - E. F. MacDonald Motivation (1984-1986)

Responsible for development, sale and implementation of a full range of marketing services with emphasis on incentive programs

MARITZ INC.

St. Louis, Missouri

Marketing services company including: sales incentive programs, productivity motivation programs, business communications, training, market research and travel services

<u>Regional Vice President</u>	1979-1983
<u>Account Executive</u>	1976-1979
<u>Creative Director</u>	1973-1976
<u>Creative Project Head</u>	1965-1973

EDUCATION

MISSOURI STATE UNIVERSITY (formerly SMS), Springfield, Missouri
AB English; Speech Minor
All college education funded through full-time employment

COMMUNITY ACTIVITIES

PARK TOWNSHIP

- Park Township Clerk—2008 - Present
- Zoning Board of Appeals—2006 - 2008

HOLLAND AREA CHAMBER OF COMMERCE

Holland, Michigan

- Business Owners Roundtable—Chair
- Business to Business Showcase Committee
- Holland First—2002
- Home Occupation Ordinance Task Force—2003
- Leadership Holland—2004
- Marketing Roundtable
- Small Business Committee—Chair
- Small Business Day Committee
- Small Business Person of the Year Committee
- Membership Sales Consultant

AMERICAN CANCER SOCIETY, LAKESHORE SERVICE CENTER

Holland, Michigan

- Ottawa Leadership Council
- Advocacy Committee—Chair
- Relay for Life Committee—2006 Chair

LAKESHORE HABITAT FOR HUMANITY

Holland, Michigan

- Leadership Committee—Congress Building America & Leadership Build
- Planning Committee—Jimmy Carter Work Project and Celebration
- Planning Committee—2005 Tulip Sales Campaign

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

Date 11/22/2010

Position Applying For Parks and Recreation Commission/Public

Position Applying For _____

Position Applying For _____

Name Ervin (Skip) O Keeter

Address 442 Lakeshore Dr N

City Holland ST MI Zip 49424

Last 4 digits of social security number 8429 Birth Month 10 Birth Day 9

Contact Information:

Home Phone 616-399-4344

Work Phone 616-283-0514

E-mail skip.keeter@charter.net

Fax Number 616-399-4344

Education:

School Missouri State University

School _____

Degree BA - English

Degree _____

Employment Background:

Current Employer Trips & Treasures Position Owner

Responsibilities

Sell Incentive Travel and Merchandise Award Services to corporate clients.

Previous Employer CruiseOne Position Franchise Owner

Responsibilities

Sold cruise vacations to retail customers.

Length of Residency in Ottawa County 10

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 Clerk - Park Township

Currently a member of Holland Chorale Board of Directors

Member of the West Michigan Chamber Coalition Legislative Advocacy Committee

Currently Advocacy Ambassador, American Cancer Society

Currently Chair of the Small Business Person of the Year Committee, Holland Chamber

Past Board Member - Holland Chamber of Commerce

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 feel my leadership experience in the Holland Chamber and my knowledge of the business sector will be of benefit to Ottawa County. My application preferences also reflect my personal interests.

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:

Business Sector/Workforce Development Board/

Thank you for your interest in Ottawa County Government

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

Date 09/29/2010

Position Applying For Parks and Recreation Commission/Public

Position Applying For _____

Position Applying For _____

Name Roger E Jonas

Address 16038 Harbor Point Drive

City Spring Lake ST MI Zip 49456

Last 4 digits of social security number 9116 Birth Month 9 Birth Day 13

Contact Information:

Home Phone 616-846-7423

Work Phone 616-405-1611

E-mail rejonas@hotmail.com

Fax Number 616-846-7423

Education:

School Michigan State University

School Michigan State University

Degree M.B.A. International Marketing

Degree B.A. Marketing

Employment Background:

Current Employer Retired Position _____

Responsibilities _____

Previous Employer Grand Haven Coast Guard Festival Position Executive Director

Responsibilities _____

Running the year around activities of the Festival culminating in the 10 day Festival. Working with the Board of Directors in implementing their chosen programs and policies.

Length of Residency in Ottawa County 29

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

Yes No

If so, describe

Wife is Holland District Court Judge

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

Chairman, Ferrysburg Planning Commission; Chairman, GH Musical Fountain Committee; Chairman, Public Policy Committee, GH,SL,Ferrysburg Chamber; Past President, GH Schools Foundation, Current Co-Chair GHHS Hall of Fame Program and Chair, Advisory Committee; Current Member, Ottawa County Parks and Recreation Commission

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 would like to be appointed for a third term to the Parks and Rec Commission because it is the most rewarding group I have ever been a part of. Also, I would like to contribute to fulfilling the vision that is in place to further the mission of the Parks and Recreation Department. We are very fortunate to have one of the best park systems in the state.

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:

Chairperson/Brownfield Redevelopment Auth. Board/, Member/Parks and Recreation Commission/, Member/Brownfield Redevelopment Auth. Board/, Ottawa County Private Sector/West Michigan Regional Planning Commission/

Thank you for your interest in Ottawa County Government

7122 Timbercreek Dr.
Allendale, MI 49401
Home 616-633-7380
goblue96@charter.net

Jeff Meyer

Objective To become an active member of the Ottawa County Parks & Recreation Commission

Work experience July 2006 – Present General Motors Wyoming, MI

Senior Industrial Engineer – Valve Train Products Worldwide

- Responsible for the design and implementation of valve train component manufacturing worldwide.
- Responsible for leading multi-functional groups to implement the least cost manufacturing system for new programs.
- Aid in improving current manufacturing operations at the Wyoming Operations facility using lean manufacturing methods.
- Determine packaging requirements for suppliers to ensure optimal production performance.
- Technologies used are milling, grinding, manual assembly, and automated assembly.
- Aid in the detailed quoting of all new valve train business for Delphi Corporation.
- Responsible for industrial engineering activities to move the Delphi – Coopersville site to the Wyoming site. This includes site prep., layout, and material flow.

Jan. 2006 – June 2006 Delphi Corporation Wyoming, MI

Manufacturing Supervisor

- Responsible for departmental supervision of \$20 million product start-up.
- Supervised the daily activities of 20 hourly union employees.
- Production increased by over 40% in first 3 months.

2001 - 2006 Delphi Corporation Wyoming, MI

Project Industrial Engineer-Valve Train Products Worldwide

- Led all industrial engineering activities for all new product lines for this plant and it's sister plants around the world.
- Led multi-functional workshops to implement successful product launch of a new product for Delphi Automotive Systems. These workshops dealt with equipment selection, workplace layout, operator balance, and incoming component packaging.
- Used lean manufacturing techniques when creating this new system.
- Led workplace organization initiatives for the plant.
- Technologies used were CNC turning, broaching, hobbing, manual assembly, and automatic assembly.

1996 - 1998 Delphi Automotive Systems Milwaukee, WI

Associate Industrial Engineer

- Led industrial engineering activities to consolidate all product lines from two buildings into one. This included leading workshops with multi-functional teams to achieve a smooth transition.
- Led all industrial engineering activities associated with new product line launches for this plant.
- Technologies used were stamping, welding, and manual assembly.

Education

1998 - 2003 Grand Valley State University Grand Rapids, MI

Masters in Business Administration

1992 - 1996 University of Michigan Ann Arbor, MI

B.S.E. Industrial and Operations Engineering

Community activities

Volunteer with Junior Achievement for 5 years at local elementary schools.

Deacon for Holy Cross Lutheran Church in Jenison, Michigan.

References

Available upon request.

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

Date 11/23/2010

Position Applying For Parks and Recreation Commission/Public

Position Applying For _____

Position Applying For _____

Name Jeffrey Meyer

Address 10867 Pine Valley Court

City Allendale ST MI Zip 49401

Last 4 digits of social security number 2461 Birth Month 3 Birth Day 16

Contact Information:

Home Phone 616-633-7380 Work Phone --

E-mail gobblue96@charter.net Fax Number 616-633-7380

Education:

School University of Michigan School Grand Valley State University

Degree Industrial & Operations Engineering Degree MBA

Employment Background:

Current Employer General Motors Position Industrial Engineer

Responsibilities

Responsible for process improvements to operations to create a more efficient and safer workplace.

Previous Employer _____ Position _____

Responsibilities

Length of Residency in Ottawa County 34

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 Trustee for Allendale Charter 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? Yes No

If not, why not? _____

Why do you want to be considered for this appointment?

[I believe that the park system in an area is a major component for a high quality of life in a community. A strong and diverse park system can help attract new residents and even businesses. I would be open to alternate board appointments, but meeting times would have to be after 4 pm.](#)

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:

[Road Commission Rep./Parks and Recreation Commission/](#)

Thank you for your interest in Ottawa County Government

Action Request



Committee: Human Resources Committee

Meeting Date: 12/28/2010

Requesting Department: Human Resources

Submitted By: Keith Van Beek

Agenda Item: Board Appointment - Ottawa County Planning Commission - Environmental Sector

SUGGESTED MOTION:

To place into nomination and forward to the Board of Commissioners the name(s) of (*indicates recommendation of the Interview Subcommittee):

*Roman Wilson Laura Grant

To fill a one (1) member vacancy on the Ottawa County Planning Commission (Environmental Sector) to serve a three (3) year term, beginning January 1, 2011, and ending December 31, 2013.

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@miottawa.org
Reason: I am approving this document
Date: 2010.12.22 16:43:59 -0500

Committee/Governing/Advisory Board Approval Date:

December 7, 2010

To: Ottawa County Planning Commission

Re: Environmental Seat

To Whom It May Concern:

It has been a pleasure serving as the Environmental Sector representative for the Ottawa County Planning Commission (Commission) over the past three years. I have had the privilege of working with the Commission on several environmental issues during this time period, including but not limited to the following: the preparation of a model wind ordinance for the County; the development of the Comprehensive Water Resources Assessment RFP and involvement in the contractor selection process for the County; and assistance with an EPA Assessment Grant Application for the County.

While my term is set to expire, I desire to continue to serve the County in this role. I believe that my strong and diverse experience in the environmental industry will continue to be a valuable asset to the Commission in the years to come. Please consider me as you seek to fill this position.

Thank you for the past three years. I look forward to hearing from you soon.

Sincerely,

Roman A. Wilson

ROMAN A. WILSON, REPA, CEI
President/Brownfield Specialist

EDUCATION

Taylor University, Upland, Indiana
B.S. Environmental Biology, 1997

AREAS OF EXPERTISE

Project Management, Environmental Assessments, Brownfield Redevelopment, Hydrogeological Investigations, Feasibility Studies, Remedial Action Plans, State and Federal Grant Applications, Management of State and Federal Grants, Closure Reports, UST Management/Assessment/Closure, LUST Evaluations/Reporting/Closures, Natural Resource Management, Sustainable Development, and LEED® Consulting.

RELATED EXPERIENCE

Lakeshore Environmental, Inc., Grand Haven, Michigan
Project Manager (1998 to 2009), President (2010).

Trace Environmental Laboratories, Inc., Muskegon, Michigan
Client and Field Services Technician, 1997 to 1998.

PROFESSIONAL CERTIFICATIONS

- Registered Environmental Property Assessor
- Certified Environmental Inspector
- Certified Radon Measurement Specialist
- 40 Hour HazWOPER

PROFESSIONAL AFFILIATIONS/COMMUNITY SERVICE

- Ottawa County Planning Commission, Environmental Seat
- City of Grand Haven - EDC/Brownfield Redevelopment Authority
- Legacy Group of Northwest Ottawa County
- National Registry of Environmental Professionals
- Michigan Association of Environmental Professionals
- Environmental Assessment Association
- Northwest Ottawa County Sustainability Coalition
- West Michigan Sustainable Business Forum

CONTINUED EDUCATION/TRAINING

- OSHA 8-Hour Refresher, Updated Annually
- DNRE Brownfield Workshop, June 2010
- Ottawa County/MSUE Wind Energy Symposium, June 2008
- National Brownfield Conference, May 2008
- U.S. Green Building Council, LEED® Costs and Returns Workshop, July 2007
- Michigan Sustainable Business Forum Statewide Conference, April 2007
- DEQ/Ceres Facility Reporting Project Workshop, November 2006
- DEQ Brownfield Redevelopment Workshop, January 2006
- Radon Measurement Training Course, January 2006
- Michigan Mine Safety Training Program, May 2005
- “Environmental Issues Seminar”, October 2004
- “Environmental Assessments & Real Estate Transactions”, June 2003
- “Environmental Site Assessments & The Brownfields Act of 2002”, June 2003

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

Date 12/07/2010

Position Applying For Planning Commission/Environmental Sector

Position Applying For _____

Position Applying For _____

Name Roman Wilson

Address 13512 Hidden Creek Drive

City Grand Haven ST MI Zip 49417

Last 4 digits of social security number 3283 Birth Month 5 Birth Day 19

Contact Information:

Home Phone 616-844-5050

Work Phone 616-638-1457

E-mail romanw@lakeshoreenvironmental.com

Fax Number 616-844-5050

Education:

School Taylor University

School _____

Degree BA Environmental Biology

Degree _____

Employment Background:

Current Employer Lakeshore Environmental Position President

Responsibilities

- Daily business operations
- Brownfield redevelopment supervision
- Environmental Site Assessment supervision
- Sustainability consulting

Previous Employer Trace Analytical Laboratories Position Client Services, Field Technician

Responsibilities

- client interaction
- sampling
- data management

Length of Residency in Ottawa County 20

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?

- Ottawa County Planning Commission
- City of Grand Haven 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? Yes No

If not, why not? _____

Why do you want to be considered for this appointment?

I feel that I can continue to contribute to the OCPC by sharing my environmental expertise. I want to be involved in the County.

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

LAURA J. GRANT

16222 Pinyon St. Holland, MI 49424 (616) 566-3098
laurajogrant@gmail.com

EDUCATION

Bachelor of Science, Urban and Regional Planning

08/10

Michigan State University, School of Planning, Design, and Construction- East Lansing, MI

- Accredited curriculum by the Association of Collegiate schools of Planning since 1987
- Specialization in Environmental Studies

EXPERIENCE

Saugatuck-Douglas Greenmarket Coordinator

06/10- 08/10

Saugatuck Center for the Arts- Saugatuck, MI

Michigan State Housing Development Authority, Cool Cities Initiative

- Responsible for Mon and Fri farmers markets: interfacing with vendors, patrons, staff, businesses, and nonprofits
- Initiated new partnerships and collaborations with local nonprofits, businesses, and philanthropies
- Conducted research and interviews, compiled weekly electronic newsletters
- Communicated information to visitors and residents, staffed events, and provided other administrative assistance

Renewable Energy and Tourism Feasibility Study

01/10-08/10

Blissfest Music Organization- Harbor Springs, MI

UP 494, Practicum- Michigan State University-East Lansing, MI

- Collaborated, conceptualized, researched, interpreted, analyzed, and wrote a report containing recommendations for year round tourist amenities and the addition of two 90 ft wind towers and photovoltaic lument roofing
- Developed and delivered two professional presentations to the MSU and the BMO's Harbor Springs communities
- The 120 page document assisted the Blissfest Music Organization in leveraging over \$300,000 in funds

Research Assistant

02/09-01/10

Michigan State University Extension: Land Policy Institute, Michigan Citizen Planner-East Lansing, MI

- Corresponded with clients, monitored continuing land use education progress, and processed data
- Authored and compiled monthly e newsletters and quarterly print newsletters, adapted PowerPoint presentations
- Collaborated on and contributed to the Advanced Academy annual event and other workshops
- Maintained a database and assisted with general secretarial and office duties

Vice President of Programming

01/09-12/09

Urban and Regional Planning Student Association, Michigan State University-East Lansing, MI

- Recruited planning professionals and arranged bi-weekly student meetings
- Coordinated in facilitating a student job shadow week with 30 professionals

Saugatuck Dunes Coastal Alliance

10/08-Present

- Participated in the Greenfood Bluegrass music festival fundraiser
- Created the Save the Saugatuck Dunes Facebook group engaging 600+ members

The Spitfire Agency, Rothbury Music Festival

07/09

- Member of the event greening team, spread environmental awareness through action and education

Fricano's Too, Kitchen Staff- Holland, MI

06/06- 09/10

Michigan State University, Dining Services- East Lansing, MI

10/08- 02/09

University of Northern Colorado, Utility Crew, Soccer Referee, Dining Services- Greeley, CO

10/07- 06/08

City of Greeley, After School Assistant, Kidz Fun Night, Youth Soccer Referee- Greeley, CO

09/07- 05/08

Steamboat Springs Ski Corporation, Mountain Activities- Steamboat Springs, CO

07/07-09/07

Bath and Body Works, Retail Staff- Holland, MI

12/05-03/06

Oak Crest Manor, Dietary Aid- Holland, MI

06/05-12/05

Carini Farms, Quality Control- West Olive, MI

06/05-09/05

AFFILIATIONS

The American Planning Association, The Michigan Association of Planning, The Land Conservancy of West Michigan, The Saugatuck Dunes Coastal Alliance

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

Date 11/16/2010

Position Applying For Planning Commission/Environmental Sector

Position Applying For _____

Position Applying For _____

Name Laura J Grant

Address 16222 Pinyon St

City Holland ST MI Zip 49424

Last 4 digits of social security number 2734 Birth Month 12 Birth Day 9

Contact Information:

Home Phone 616-566-3098

Work Phone 616-786-9977

E-mail laurajogrant@gmail.com

Fax Number 616-566-3098

Education:

School Michigan State University

School West Ottawa High School

Degree BS Urban & Reg Planning/ Env Studies

Degree Diploma

Employment Background:

Current Employer Piper Resturant Position Server

Responsibilities

Providing a quality dining experience for customers and completing side work to ensure that the restaurant is able to ensure top notch service

Previous Employer Saugatuck Center For the Arts Position Greenmarket Coordinator

Responsibilities

Michigan State Housing Development Authority, Cool Cities Initiative Summer 2010 Intern

- Responsible for Mon and Fri farmers markets: interfacing with vendors, patrons, staff, businesses, and nonprofits
- Initiated new partnerships and collaborations with local nonprofits, businesses, and philanthropies
- Conducted research and interviews, compiled weekly electronic newsletters
- Communicated information to visitors and residents, staffed events, and provided other administrative assistance

Length of Residency in Ottawa County 21

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?

n/a

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 wish to participate in planning for the future of my 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:

Commissioner/Technology Committee/, Commissioner/Technology Committee/, Commissioner/Veteran's Affairs/, Commissioner/Veteran's Affairs/, Commissioner/Community Mental Health Board/, Commissioner/Community Mental Health Board/, Commissioner/Agricultural Preservation Board/, Commissioner/Planning Commission/, Commissioner/Planning Commission/, Commissioner/Economic Development Corporation/, Commissioner/Economic Development Corporation/

Thank you for your interest in Ottawa County Government

Action Request



Committee: Human Resources Committee

Meeting Date: 12/28/2010

Requesting Department: Human Resources

Submitted By: Keith Van Beek

Agenda Item: Board Appointment - Nomination to the Ottawa County Workforce Development Board - Business Sector

SUGGESTED MOTION:

To place into nomination and forward to the Board of Commissioners the name(s) of (*indicates recommendation of the Interview Subcommittee):

* Jennifer Becksvoort
* Rebecca Dernberger
* Julie Kelley
Joan Epperson

To fill three (3) Business Sector vacancies on the Ottawa County Workforce Development Board, to serve a three (3) year term beginning January 1, 2011, and ending December 31, 2013.

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=US, ou=County of Ottawa, ou=Administrator's Office, email=avanderberg@miottawa.org
Reason: I am approving this document
Date: 2010.12.22 16:51:07 -0500

Committee/Governing/Advisory Board Approval Date:

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

Date 09/15/2010

Position Applying For Workforce Development Board/Business Sector

Position Applying For _____

Position Applying For _____

Name Jennifer F Becksvoort

Address 8333 Felch Street

City Zeeland ST MI Zip 49464

Last 4 digits of social security number 7141 Birth Month 11 Birth Day 28

Contact Information:

Home Phone 616-748-3609

Work Phone --

E-mail jbecksvoort@zch.org

Fax Number 616-748-3609

Education:

School Baker College

School _____

Degree Bachelor in Business Management

Degree _____

Employment Background:

Current Employer Zeeland Community Hospital Position Director of Human Resources and Volunteer Services

Responsibilities

Responsible for overseeing all aspects of Human Resources here at ZCH and the Physician Office Practices. Also responsible for overseeing all aspects of Volunteer Services and the Service League at ZCH.

Previous Employer Manpower Position Branch Supervisor

Responsibilities

Oversee the operations of the Grand Haven Manpower branch. I was also the representative for Donnelly in Grand Haven. Placed staff out at Donnelly and had office hours at Donnelly to be available for Manpower staff placed at Donnelly.

Length of Residency in Ottawa County 13

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

Yes No

If so, describe

Laketown Township- Husband is on the Planning Commission

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

I have been on the Workforce Development Board for 2 terms.

I also sit on the Zeeland Chamber Board of Directors and Executive Board as the Secretary/Treasurer.

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 enjoy my work with the Workforce Development Board. I see Healthcare as being a key sector in our geographic area now and in the future and I feel my presence on the board helps to support the healthcare initiatives and offers a voice at the table for healthcare.

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



Manpower™

Manpower
400 South State Street
Zeeland
Michigan 49464
USA

T: +1 616 748 2064
F: +1 616 772 1240

www.us.manpower.com

Mr. Bill Raymond
Workforce Development Board
Ottawa County Administrative Offices
12220 Fillmore Street
West Olive, MI 49460

September 27, 2010

Dear Bill,

It has been a joy to serve on the Workforce Development Board for the last two years. It has been a valuable opportunity to participate on this board serving Ottawa County.

Per our discussion, I would like to recommend Deb Snyder to serve as an alternate member. Deb could attend any meetings I am unable to attend due to my travel schedule.

Please review my application and bio. I look forward to continuing this appointment on the Workforce Development Board. Thank you for your consideration.

Best regards,

Rebecca Dernberger
Vice President/General Manager
Northeast Division
Manpower

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

Date _____

Position Applying For Workforce Development Board/Business Sector

Position Applying For _____

Position Applying For _____

Name Rebecca L Dernberger

Address 400 South State Street

City Zeeland ST MI Zip 49464

Last 4 digits of social security number 2198 Birth Month 9 Birth Day 12

Contact Information:

Home Phone 616-748-2064

Work Phone 616-283-4370

E-mail becca.dernberger@na.manpower.com

Fax Number 616-748-2064

Education:

School _____

School _____

Degree _____

Degree _____

Employment Background:

Current Employer _____ Position _____
Responsibilities _____

Previous Employer _____ Position _____
Responsibilities _____

Length of Residency in Ottawa County _____

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?

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?

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

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

Date 10/13/2010

Position Applying For Workforce Development Board/Business Sector

Position Applying For _____

Position Applying For _____

Name Julie Kelley

Address 615 N. Fairview Drive

City Zeeland ST MI Zip 49464

Last 4 digits of social security number 3034 Birth Month 8 Birth Day 17

Contact Information:

Home Phone 616-748-2244

Work Phone --

E-mail julie.kelley@plascore.com

Fax Number 616-748-2244

Education:

School Grand Valley State University

School Michigan Technological University

Degree MBA

Degree BSME

Employment Background:

Current Employer Plascore, Inc. Position Market Development Manager, Aerospace

Responsibilities
sales, marketing, research, product development, market development

Previous Employer Gentex Corporation Position Mechanical Engineering Manager

Responsibilities
manage CAD department, project management

Length of Residency in Ottawa County 10

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 have served on the Ottawa County Workforce board since November 2006.

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 in the initiatives of the board, I believe we are making a difference. I am confident we have strong momentum and I would like to continue to contribute.

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:

Business Sector/Workforce Development Board/

Thank you for your interest in Ottawa County Government

September 9, 2010

To: Board and Commissions Selection Committee

From: Joan Epperson, President GBSA

Re: Application

Selection Committee,

Thank you for considering me as a member of the committees selected on my application. My completed application and copy of my resume is attached for your review and consideration.

As a citizen of the county and a business owner, I would like to make a difference. My skills and abilities will allow me to contribute to the social, economic and environmental well being.

If you have any questions or need additional information, please let me know.

Best Regards,

Joan



Joan J. Epperson

President & CEO

Global Business Solutions & Assoc., LLC

Connecting People....Strategies....& Results

2525 E. Paris SE, Suite 100

Grand Rapids, MI 49546

Direct: 616-570-3877

Fax: 616-957-3124

joan-epperson@globalbsa.com

www.globalbsa.com

Joan J. Epperson

Telephone: 616.570.3877

Email: joan-epperson@globalbsa.com

EXPERTISE

Possesses not only a *Can-Do Attitude* but also a *Will-Do Attitude*. Has extensive Project Management and Project Development experience. Earned numerous awards, bonuses, trips, and other recognitions for achieving outstanding sales/business results. Consistently demonstrates the ability to achieve goals and objectives as well as effectively manage in a changing environment. Utilizes highly effective oral and written communication skills to deliver training, facilitate meetings, assist with team collaboration, and develop complex, comprehensive reports/business analysis. Works with corporations and sales professionals to improve sales results; recruit and train successful teams; and develop and implement effective business systems and processes. Extensive experience leading start-up operations, process improvement teams, achieving business results in a challenging economy, and developing systems for thriving in a global/multicultural market.

RECORD OF EXPERIENCE

Global Business Solutions & Assoc., LLC

February 2009 to Present

President

- Extensive experience in Project Management and Organizational Development Services.
- Provides a complete suite of training and development tools and resources designed to provide, attract and retain your most valuable resource, "Human Capital."
- Experience developing and implementing systems for increasing existing client base and retaining established clients.
- Consistently demonstrates the ability to build relationships based on mutual respect and trust.
- Adept at driving growth of company revenues and improving sales-team performance.
- Exceptional mentor, consultant and coach with the capacity to increase sales and revenue.
- Skilled at identifying Federal, State and Local Government Contracting Opportunities. Systems and processes deliver a minimum of 8-10 viable business opportunities per week.

State Farm Insurance Companies

September 1984 to February 2009

Agency Field Consultant, January 2003 to February 2009

- Assisted with development and implementation of strategic sales, marketing, staff staffing and business development plans.
- Worked with Agents to achieve sales/business goals and objectives by utilizing efficient and effective systems for continuous improvement.
- Instituted tracking/reporting systems, incentive programs, processes, and procedures.

Emerging Markets Liaison, October 2001 to January 2003

- Project Manager for a cross-functional team that created the enterprise solution for translation, interpretation, and acculturation.
- COO for an enterprise insurance and financial service process improvement team; recommendations resulted in process improvements, expense savings, and operational efficiencies.

Director of Regional Services, June 2000 to October 2001

- Project Manager for the construction, staffing, and development of a bilingual customer contact center for several hundred employees; project was delivered on-time and under budget.
- Collaborated with two Customer Contact Centers in a “virtual environment.” Ensured that all systems and processes were identical and the customer experience was consistent at all locations.

Director of Customer Contact Center, June 1998 to June 2000

- Project Manager for the development and implementation of process and procedures for a start-up department. The success of this department resulted in changes and improvements throughout the organization.
- Effectively led a department of 600 employees including 11 direct reports.
- Motivated and worked effectively with people from diverse backgrounds, cultures, and experiences.
- Collaborated with internal departments, vendors, and other external resources to achieve exceptional business results.
- Extensive leadership experience/success managing and implementing Organizational Development and Change Management.
- Project Manager for the start-up of State Farm Bank (SFB) which is now ranked as one of the Top 10 banks in the United States.

Claims Management/Claims Department, September 1984 to June 1998

- Led claims department consisting of 100 employees with a management team of 11.
- Supervised numerous catastrophe operations in multiple states.
- Developed /implemented new processes and procedures for catastrophe claims department.
- Managed many complex litigation claims for injury and physical damage claims.
- Testified on behalf of the State Farm during court proceedings.

DEVELOPMENT/ACHIEVEMENTS

Bachelor of Science in Political Science; Texas A&M-Texarkana

Project and Sales Management: Sandler Sales Institute; Six Sigma Green Belt (in progress); Book Yourself Solid Certified Coach; and Sales Cycle Training

Leadership/Executive Development: Brookings Institute; Speak Easy; Agency Development Program; Center for Creative Leadership; and Hillsdale Leadership Institute

Insurance and Financial Services Development: Associates in Claims (AIC); 5-Courses toward Chartered Life Underwriters Designation (CLU); and American College curriculum for “Marketing Financial Services to Women”

Licenses and Certifications: Series 6 & 63 License; Property/Casualty and Life/Health License for State of Michigan

Awards and Recognition: Qualified for Ambassador Travel - 6 consecutive years; Qualified for Great Lakes Leaders Club - 4 years; Qualified as one of the Top 10 Agency Departments; Received several Special Achievement Awards; Received the Agency Special Achievement Award; Selected to lead numerous Enterprise Initiatives; Project Leader for numerous Enterprise Initiatives

PROFESSIONAL ORGANIZATIONS AND AFFILIATIONS

Platinum Speaker with Les Brown Enterprises; Ambassador for the Grand Rapids Chamber of Commerce; Inforum; Small Business Association of Michigan (SBAM); National Sales Network-Detroit (NSN); American Product and Inventory Control Society-Grand Rapids (APICS)

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

Date 09/09/2010

Position Applying For Workforce Development Board/Business Sector

Position Applying For _____

Position Applying For _____

Name Joan J Epperson

Address 6132 Regal Dr. SW

City Grandville ST IL Zip 49418

Last 4 digits of social security number 9250 Birth Month 10 Birth Day 1

Contact Information:

Home Phone 616-570-3877

Work Phone 616-667-9586

E-mail joan-epperson@globalbsa.com

Fax Number 616-570-3877

Education:

School Texas A & M

School _____

Degree Political Science

Degree _____

Employment Background:

Current Employer Global Business Solutions & Assoc., LLC Position President

Responsibilities

GBSA is an Organizational Design and Change Manage Firm. As President, I am responsible to developing the mission and vision, recruiting and training the team and ensuring that clients receive high quality service and products. We also provide a complete suite of training and development products.

We also provide meeting facilitation and team development.

Previous Employer State Farm Insurance Position Consultant

Responsibilities

I worked for State Farm for almost 25 years in multiple locations around the country. I moved to Michigan to work with agents and their staff.

During my career, I lead multiple departments, developed and implemented comprehensives programs and projects.

Length of Residency in Ottawa County 3

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 was president of a Board of Directors for a non-profit organization; Member of the finance committee for United Way; and Board Members for other organizations.

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?

As a resident of Ottawa county and a business owner, I would like to contribute to the current and future economic, social, and environmental future of our county.

I have extensive business and leadership experience. I have the ability to contribute and make a difference. In addition, I have knowledge and experience in areas of interest.

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: Human Resources Committee
Meeting Date: 12/28/2010
Requesting Department: Human Resources
Submitted By: Keith Van Beek
Agenda Item: Board Appointment - Ottawa County Road Commission

SUGGESTED MOTION:

To place into nomination and forward to the Board of Commissioners the name(s) of (* indicates recommendation of the Interview Subcommittee).

*Al Rietberg	Alden Jelsema	*Betty Gajewski	Brian Sinnott	Bruce Campbell
Chris Larson	*Douglas Riewald	Glenn Bareman	Jerry Rogers	Travis Underhill
Keith Boerman	Keith Boonstra	Kenneth Haveman	Larry Bruursema	William Holland
Penny Doan	Peter Armstrong	Richard Joslyn	Russell Brown, Jr.	*Thomas Bird
Thomas Caldwell	*Thomas Elhart	*Timothy Grifhorst	William Gruppen	

To fill a one (1) member vacancy on the Ottawa County Road Commission, to serve a six (6) year term beginning on January 1, 2011, and ending December 31, 2016.

To fill a one (1) member vacancy on the Ottawa County Road Commission, to serve a five (5) year term beginning on January 1, 2011, and ending December 31, 2015.

To fill a one (1) member vacancy on the Ottawa County Road Commission, to serve a three (3) year term beginning on January 1, 2011, and ending December 31, 2013.

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.

The Interview Subcommittee has selected by asterick the top six (6) applicants for the three positions. We recommend that when the Board of Commissioners vote for the three (3) Road Commission appointees, that each Commissioner names their three (3) preferred applicants. The applicant with the most votes would receive the six (6) year term, the applicant with the second most votes would receive the five (5) year term, and the applicant with the third most votes would receive the three (3) year term.

FINANCIAL INFORMATION:

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

If not included in budget, recommended funding source:

ACTION IS RELATED TO AN ACTIVITY WHICH IS:

<input checked="" type="checkbox"/> Mandated	<input type="checkbox"/> Non-Mandated	<input type="checkbox"/> 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	<input checked="" type="checkbox"/> Recommended	<input type="checkbox"/> Not Recommended	<input type="checkbox"/> Without Recommended
-----------------------	---	--	--

County Administrator: **Alan G. Vanderberg**

Digitally signed by Alan G. Vanderberg
DN: cn=Alan G. Vanderberg, o=County of Ottawa, ou=Administrator's Office, email=avanderberg@ottawacounty.org
Reason: I am approving this document
Date: 2010.12.23 09:47:18 -0500

Committee/Governing/Advisory Board Approval Date:

Addresses of Road Commission Applicants



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 Access to Public Records and Act 462 of the
 Public Acts of 1996, as amended.

GIS Department
 12220 Fillmore Street, Suite 320
 West Olive, Michigan 49460
 Phone (616)-738-4600
 Fax (616)-738-4610
 www.miottawa.org

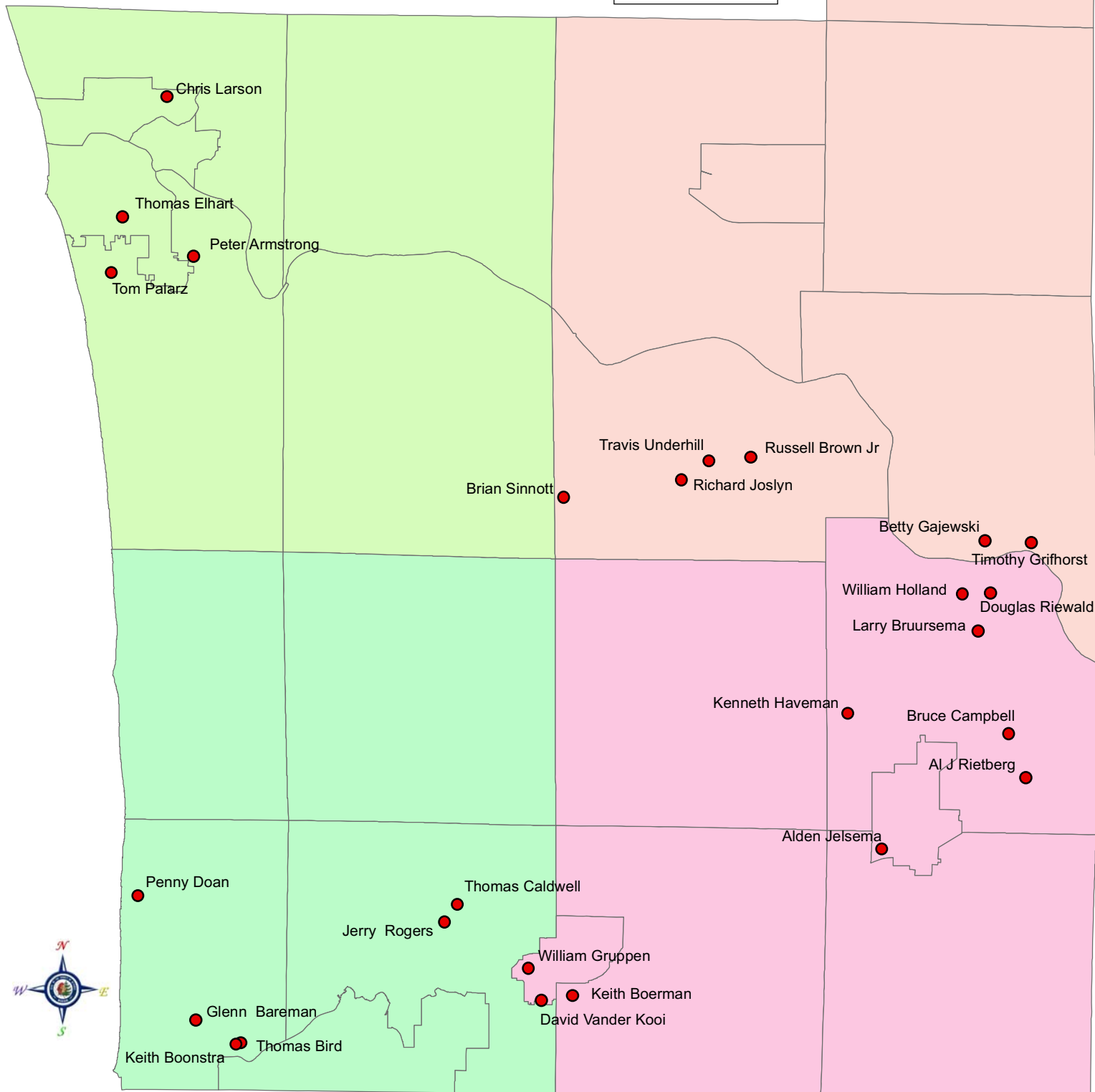


Legend

- Applicants

Ottawa County Region

- NE Quadrant
- NW Quadrant
- SE Quadrant
- SW Quadrant



QUALIFICATIONS AND EXPERIENCE
OF
ALLAN J. RIETBERG, BA, GRI, RAM, CRS, CRB, SIOR
REALTOR®, APPRAISER, COUNSELOR

EDUCATION

- **Calvin College - 1965, BA** - Business Administration (Economics and English Majors)
- **University of Michigan - 1976, - Real Estate, RAM, MBA**
- National Association of Realtors® Designations:
 - GRI** - Graduate, Realtors® Institute - Designee 1976
 - CRS** - Certified Residential Specialist – Designee 1981
 - CRB** - Certified Real Estate Brokerage Manager –Designee 1986
 - SIOR** - Society of Industrial and Office Realtors® - Designee 2000
 - CCIM** - Certified Commercial Investment Member, Candidate – all courses and experience completed
- **University of Michigan** Extension Service – Appraisal I, II & III
- **Appraisal Institute** – courses completed
 - Multi-family Appraising
 - Advanced Capitalization Techniques
 - Appraiser as Expert Witness
 - Condemnation Appraising
 - Tangible and Intangible Business Asset Valuation (Course 800)
 - Analyzing Operating Expenses
 - Analyzing Commercial Leases
 - Land Valuation Adjustments/Assignments
 - USPAP*-2010-
- Appraisal Foundation
 - USPAP** - Uniform Standards of Professional Appraisal Practice*

EMPLOYMENT

- Union Bank and Trust Company - Loan Officer (2 years)
- Hallmark Building Company - Residential Construction Salesman (1 year)
- Simerink & Duthler Assoc. - New Homes Manager (2 years) and General Manager (3 years)
- 1972 to Present - President and Owner, Rietberg Companies – Commercial Realtors® Appraisals
- Rietberg Farms, L.L.C. – Owner (39 years)

EXPERIENCE

- Loan Officer - Commercial Banking (2 years)
- Real Estate (over 40 years)
 - President of Rietberg Companies, commercial and industrial real estate brokerage, appraisal, property management and construction
 - Development of residential, industrial and commercial land
 - General partner or member - investment syndications
 - Counseling and appraisals for individuals, lenders, law firms municipalities and churches with District and Circuit court testimony as an expert witness in several Michigan Counties
- Farming – Operator of a registered Angus beef cattle, hay and grain crop farm

ASSOCIATION AND PUBLIC SERVICE

- LaGrave Avenue Christian Reformed Church
 - Facilities and Welcoming Committees, LaGrave Benefactors Trust-Trustee, and Elder
- Grand Rapids Association of Realtors®, (2,000+ members); Commercial Alliance of Realtors
 - 1977 Vice-President, 1978 President, 1981-82 Treasurer and Chairman of Finance
- Michigan Association of Realtors® (24,000 members)
 - District 5 (Western Lower Michigan) Vice-President and Director
 - 1991 State President
- National Association of Realtors® 1+ million members
 - 1988-1996 National Director, 1995 Chairman of National Issues Mobilization Committee
- Grandville Public Schools - Facilities Study Committee

- Georgetown Charter Township, Ottawa County, Michigan
 - Board of Tax Review (3 years), President and organizer of Economic Development Corp.
 - Planning Commission (4 years)
- Governor's appointment to the State of Michigan Board of Real Estate Brokers and Salespersons – 1992-2001, 1998 and 1999 as Chairman (State governing body for all real estate licensees)
- Director, 2008 to 2010 Commercial Alliance of Realtors

LICENSES, MEMBERSHIP AND AWARDS
--

- Realtor® Member and Appraiser Member, Grand Rapids Association of Realtors® since 1966 with *Senior and Multi-Million* (personal) annual *sales awards* and charter member of the *Society of Distinguished Real Estate Professionals*
- State of Michigan *Certified General Appraiser* (License #1845), *Real Estate Broker* (License #068856), and *Builder* (License #064471)
- Recipient of *2003 award for the “Commercial Transaction of the Year2003”* from the Commercial Association of Realtors (CAR) in recognition of the site procurement for the new Metropolitan Hospital and Metro Health Village.

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

Date 11/30/2010

Position Applying For Road Commission/Member

Position Applying For _____

Position Applying For _____

Name Al J Rietberg

Address 1230 Parsons

City Hudsonville ST MI Zip 49426

Last 4 digits of social security number 5625 Birth Month 3 Birth Day 22

Contact Information:

Home Phone 616-538-9460

Work Phone 616-437-7991

E-mail arietberg@rietbergcompanies.com

Fax Number 616-538-9460

Education:

School Calvin,

School U of MI

Degree AB

Degree MBA

Employment Background:

Current Employer Rietberg Realty Co., Inc. Position CEO, Broker

Responsibilities
Management of brokerage and development projects. In charge of personnel

Previous Employer Simerink and Duthler Realtors Position Sales, Sales management

Responsibilities
Personal brkerage sales and staff management

Length of Residency in Ottawa County 42

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?

[Georgetown Twp. Econ. Dev'l Corp. and Georgetown Twp. Planning Commission](#)

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 my experience as a commercial/industrial I have been a Realtor/developer for over 35 years which has given me the ability to know the County very well. I am at a point in my career that I can afford to give the time and talent to the 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 enter the Boards, Commissions or Advisory Bodies you are interested in:

Thank you for your interest in Ottawa County Government

Alden Jelsema
3801 Hillside Drive
Hudsonville, Michigan 49426
Cell: 616-813-5972
Email: alrujelsema@sbcglobal.net

FILED

DEC 6 2010

DANIEL C. KRUEGER
OTTAWA COUNTY CLERK

12/4/10

To Ottawa County Board of Commissioners,

I recently learned of an opportunity that exists for an Ottawa County Road Commissioner. Having spent over 30 years as a leader in small business, as well as government and civic activities, I have learned the importance of a positive, team approach to accomplishing objectives. My ability to bring together key players and inspire others has helped me effectively meet the goals of the groups of which I have been a part over the years. I believe these skills would be useful on the Ottawa County Road Commission Board.

While my résumé covers my experience, I would welcome the opportunity to meet with you to further discuss this position and how my qualifications may be of value to you.

Sincerely yours,



Alden Jelsema

Enclosure - *Résumé*

DEC 6 2010

ALDEN JELSEMA

3801 Hillside Drive
Hudsonville, Michigan 49426

DANIEL C. KRUEGER
Phone (Cell): 616-813-5972
Email: alrujelsema@sbcglobal.net

BACKGROUND SUMMARY

Leader in small business, as well as, government and civic activities for over 30 years. Strengths include being a positive team player with a 'can do' approach for inspiring and leading others to accomplish objectives. .

EMPLOYMENT HISTORY**HUDSONVILLE AUTO SALES, OWNER /OPERATOR, Hudsonville, MI 1979 – Current**

- Purchased, sold and detailed automobiles
- Worked as ring man at Grand Valley Auto Auction for past 20 years

GENERAL CONTRACTOR, HOUSING / LAND, Hudsonville, MI 1993 – 2003

- Managed building of new homes for resale, as well as, smaller scale plot development
- Rehabilitated used homes and commercial properties for resale or rent

KEELER BRASS COMPANY, Grand Rapids, MI 1961 - 1979**Foreman, Fastener Shipping Department 1969 – 1979**

- Managed team of 7 people.
- Ensured timely and accurate delivery of product to the customer

Assistant Foreman, Fastener Shipping Department 1961 - 1968

- Led team when Foreman was absent
- Worked on line with Fastener Shipping team

GOVERNMENT ACTIVITY

- **Hudsonville Zoning Board Member (Substitute) 2005 – Current**
- **Hudsonville IFT Board Member 2005 – Current**
- **Hudsonville City Commissioner 1998 – 2008**

CIVIC AND VOLUNTEER ACTIVITY

- Organized and led scrap drive fund raisers for local schools 2005 - 2010
- Organized and led scrap drive fund raiser for prison ministry 2010
- Co-Chair to raise \$6.0m for new high school campus 2000 - 2004
- Local high school board (2 - 3 year terms) 1979 - 1996
- Local high school foundation board (2 terms: 5 years and 6 years) 1997 - 2008
- Chair to raise \$400k for new grade school building 1988 - 1990
- Volunteered as ring man for Special Olympics fund raisers 1995 – 2007
- Volunteered as ring man for local grade school fund raisers 2006 - 2010

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

Date 10/28/2010

Position Applying For Road Commission/Member

Position Applying For _____

Position Applying For _____

Name Betty Gajewski

Address O-1988 Luce

City Grand Rapids ST MI Zip 49534

Last 4 digits of social security number 7438 Birth Month 12 Birth Day 9

Contact Information:

Home Phone 616-677-1643

Work Phone --

E-mail betty@gajewski.us

Fax Number 616-677-1643

Education:

School Grand Valley State University

School Grand Valley State University

Degree BS Environmental Sciences

Degree MS Communication

Employment Background:

Current Employer Great Harvest Bread Position Owner/Partner

Responsibilities

Manage different aspects of a business, from employee hiring to marketing.

Previous Employer Grand Valley State University Position Research Assistant

Responsibilities

Support various research projects, as needed, including working with local communities on a variety of projects, such as watershed planning, information and education, and community profiles

Length of Residency in Ottawa County 38

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?

Tallmadge Township Planning Commission

Ottawa County Solid Waste Planning Committee, Chair

Ottawa County Planning Commission, Chair

Ottawa County Parks and Recreation Commission

Ottawa County Salt Commission, Chair

Ottawa County Tree Legacy Committee

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 I can provide another perspective that will contribute to improving the quality of life for the residents of Ottawa County.

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:

Member/Road Commission/

Thank you for your interest in Ottawa County Government

Ottawa County
12220 Filmore Street
West Olive, MI 49460

To whom it may concern,

I am applying for your recently advertised position of Road Commissioner. I provide the following qualifications:

- Civil and environmental engineering degree with 14 years of experience
- Licensed engineer
- Master of management degree
- Road design and maintenance experience
- Experience on both sides of municipal boards, commissions, and councils

As a licensed engineer, I have been involved in a number of road projects. I progressed from assisting with field surveying and minor design duties for the first phase of the Sherman Boulevard reconstruction project in Muskegon Heights to being the project manager for the third phase of that project several years later. I have also designed many residential subdivisions and managed the construction of their roads, earthwork, water service, sanitary service, and stormwater control.

As a consultant, I have been exposed to a large variety of engineering issues from environmental hazards, to lift station design, to ISO 14000 environmental compliance programs. This experience along with my master of management degree, and my experience supervising young engineers, lab technicians, surveyors, and cad operators shows that I am ready for this position.

I have good technical communication skills, work well in a team environment, and have experience serving on municipal boards and presenting in front of municipal agencies. I am currently serving on the Allendale Township Planning Commission and the Allendale Township Zoning Board of Appeals.

I look forward to hearing from you and the possibility of serving Ottawa County.

Sincerely,

Brian T. Sinnott, P.E.

9333 Butterfly Court
Allendale, MI 49401
(616) 218 - 9733

Brian T. Sinnott, P.E.

9333 Butterfly Court, Allendale, MI 49401 ▪ (616) 218 -9733 ▪ bsinnott.PE@gmail.com

I am a licensed engineer with 14 years of experience in a wide range of civil and environmental engineering projects. The consulting environment has shaped me into an adaptable and well seasoned engineer with a diverse knowledge base and a wide range of understanding. I am a quick study and always ready for a new challenge.

Key Skills

- Project Management
- QA/QC/ Field Engineering
- Budgeting and Cost Controls
- Environmental Permitting
- Subcontractor Coordination
- Road Design & Maintenance
- Computers: Office, CAD
- Meetings & Presentations
- Zoning & Building Codes

Employer Summary

West Michigan Zippy Shell, Allendale, MI ▪ Owner ▪ Current

I am currently in the process of launching a portable self storage franchise in West Michigan with a focus on serving Ottawa County and the greater Grand Rapids portion of Kent County. My current and future duties include all things related to developing, managing, operating, and marketing a small business.

Engineering & Environmental Solutions, LLC, Zeeland, MI ▪ Project Manager ▪ February 2006 - July 2010

Perform a wide variety of consulting tasks for a diverse array of engineering projects. Projects include design and construction of municipal roads and infrastructure, solid waste disposal facilities, industrial, commercial, and residential site developments. Responsibilities include overall project management, technical design, environmental permitting, construction contract management, site supervision and inspection and soils laboratory testing and management.

Driesenga & Associates, Inc, Spring Lake, MI ▪ Project Manager ▪ February 2004 - February 2006

Manage all residential development projects for the Spring Lake Office. Projects included development of small to large residential subdivisions and development of small commercial sites. Responsibilities included client acquisition, conceptual design, agency review and presentations, permitting, final design, contract administration, construction observation and preparation of record documents.

Environmental Resources Management, Inc, Holland, MI ▪ Staff / Project Engineer ▪ July 1996 - January 2004

Design and permitting tasks for environmental engineering projects. Projects included design and construction of solid waste disposal facilities, site remediation, design of municipal infrastructure, and operation of a soils laboratory.

Project Highlights

City of Muskegon Heights

Sherman Boulevard Reconstruction

- MDOT design and project management
- Surveying and material testing

North Shore Estates Association

- Stormwater review of all construction along road
- Road design and critical dune permitting

Ottawa County Health Department – Quincy RRC

- Land planning & township approvals / permits
- County and MDEQ floodplain permitting
- Bidding and contract management

Numerous Residential Developments

- All subdivision design and permitting
- Road, water, sewer, and storm design and permitting
- Planning commission presentations

Numerous Landfill Construction Projects

- CQA field engineering and surveying
- Write MDEQ certification report
- Design and project management

Minute Maid Wastewater Pipeline

- Hydraulic design of 2-mile effluent force main
- Soil Erosion and wetland permitting

Registration, Education & Certifications

Registration

- Licensed engineer – State of Michigan

Education

- Aquinas College
Master of Management – 2007
- University of Michigan
BS in Civil & Environmental Engineering – 1995

Training & Certifications

- Certified Stormwater Operator
- 40-Hour OSHA Health and Safety Training for Hazardous Material Operations and Emergency Response
- Interpretation & Enforcement of Construction Contracts, University of Wisconsin

Other Activities

- Member of Allendale Township Planning Commission
- Member of Allendale Township Board of Appeals
- Director for church AWANA children's program
- Volunteer AYSO youth soccer coach

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

Date 12/02/2010

Position Applying For Road Commission/Member

Position Applying For _____

Position Applying For _____

Name Brian T Sinnott

Address 9333 Butterfly Court

City Allendale ST MI Zip 49401

Last 4 digits of social security number 9115 Birth Month 7 Birth Day 2

Contact Information:

Home Phone 616-218-9733

Work Phone 616-298-8494

E-mail bsinnott.PE@gmail.com

Fax Number 616-218-9733

Education:

School Aquinas College

School University of Michigan

Degree Master of Management

Degree BS Civil Engineering

Employment Background:

Current Employer West Michigan Zippy Shell Position Owner

Responsibilities

Launching a new portable storage franchise: Business development, day to day sales, deliveries, accounting, marketing, scheduling and all things small business management.

Previous Employer Engineering & Environmental Solutions, LLC Position Project Manager

Responsibilities

Manage all site development projects including design and maintenance of roadways and utilities, Environmental permitting, solid waste facility design, geotechnical soil testing.

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 currently a member of the Allendale Township Planning Commission and the Allendale Township Zoning Board of Appeals. I have presented many projects in front of West Michigan municipal commissions, boards and councils. I serve as an elder for Allendale Baptist Church.

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 have the technical road knowledge and experience, the municipal service background and current business management skills. I am interested and willing to serve my community in this capacity.

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:

Business Industry Sector/Planning Commission/

Thank you for your interest in Ottawa County Government

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

Date 12/02/2010

Position Applying For Road Commission/Member

Position Applying For _____

Position Applying For _____

Name Bruce H Campbell

Address 6557 West Meadowlark Drive

City Jenison ST MI Zip 49428

Last 4 digits of social security number 6598 Birth Month 2 Birth Day 4

Contact Information:

Home Phone 616-510-6471

Work Phone --

E-mail bhcamp47@yahoo.com

Fax Number 616-510-6471

Education:

School Rodney B. Wilson High School

School Michigan State University

Degree diploma

Degree Bachelor of Arts

Employment Background:

Current Employer retired since 3-09 Position volunteer

Responsibilities

Currently teach teenagers and serve as Elder. Involved in music (sing and play).
Care-giver for relatives and church members.

Previous Employer United States Postal Services Position window clerk, dispatch, carrier

Responsibilities

Worked with public, sold products, loaded mail in trucks, sorted mail, carried mail. Drove left hand vehicle. Managed money and reports. OIC at Jamestown. Worked at many locations: Holland, Allegan, Hamilton, etc. Taught others how to sort, dispatch or work computer.

Length of Residency in Ottawa County 11

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?

teacher, social worker careers

set up Senior Citizen homes, Operation Mainstream: job development, Keep MI Beautiful chapter president, (Governor's Award) Sr. Warden of vestry, Right to Life, Secretary and union steward. Currently serve as an Elder. Church boards: stewardship, hiring and firing, member and secretary. Started a woman's shelter, Started a child abuse committee, State delegate to Republican and Libertarian Parties.

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?

Roads: Representation should be from all parts of county.

Relatives worked for Allegan Roads. Fiscal responsibility should be at all levels of government. Working with less revenue in the current economy would be a challenge.

Mental Health: Care-giver, social work, compassion, working with professionals, and a lifetime of experience are talents that I bring to the table. Adequate resources to help individuals and families to cope with mental health issues are priority.

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

October 20, 2010

Ottawa County Commissioners
12220 Fillmore Street
West Olive, MI49460

RE: Road Commission Appointment

Commissioners:

I am seeking an appointment to the Ottawa County Road Commission and would like your support.

I feel I would be an excellent addition to the Road Commission because of my background in the construction industry. For seven years I was a principal in Diversified Contractors of West Michigan. Our firm focused on marine construction, earth moving, and heavy construction, and was pre-qualified for MDOT work.

Combining my practical experience with my desire to keep current with new technology and construction should make me a qualified candidate for appointment to the Ottawa County Road Commission.

I am sure the board receives many applications from qualified candidates. What I believe makes me stand out from the other applicants is the way I will implement and execute the position of Ottawa County Road Commissioner. I would refer to it as the Chris Larson O.C.R.C. plan.

O - O stands for outside and on the road. As a Road Commissioner I will attempt to visit the majority of project sites so I can better understand the area, the work to be performed, and the intended results. This will allow me to form opinions, ask questions, and seek other's input.

C - C stands for costs. In today's tightening budgets, an eye must be kept on the bottom line and fiscal responsibility must be followed. The county may face the tough decision of laying off some Road Commission employees. While it may be necessary to lay off employees, this must be the absolute last option in trimming costs.

County employees are vital to achieving the extremely high standards the citizens

of Ottawa County have come to expect in their roads. Cutting too many employees may jeopardize our county roads by eliminating too much experience. Every option should be looked at to save money - from making sure the county is employing best work practices to the necessity of offering health insurance to Road Commissioners.

R - R stands for the roads and right-of-ways of Ottawa County. Being on the road is where I should be if I am a Road Commissioner. While traveling the county roads I will be in a car or on my bicycle. I mention my bicycle for two reasons: The first reason to inspect the roads on bicycle (besides the health benefits!) is the fact you don't always catch things that may need attention when you are traveling 30 - 60 m.p.h. in a car.

The second reason is that Ottawa County is very fortunate to have many miles of bike paths and these paths must be maintained. These bike paths not only add to the excellent quality of life for Ottawa County residents, but it also plays an important part in the county's tourism industry.

C - C stands for construction and maintenance. In a recent analysis of the nations bridges, Michigan's bridges were ranked 20% - 29% deficient. Not the best and not the worst. Preventative maintenance and new construction will help close the gap in deficient bridges and help maintain Ottawa County's vital infrastructure for decades to come.

After all, good roads and infrastructure are key elements in maintaining the high quality of life residents enjoy, supporting the tourism industry, and most importantly, attracting and maintaining good jobs.

While implementing the Chris Larson OCRC plan, I will be attending all Road Commission meetings, as well as other meetings and opportunities which will make me an outstanding Road Commissioner.

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

Sincerely,

Chris Larson
17673 Jordan Lane
Ferrysburg, MI 49456
616-850-3035

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

Date 10/20/2010

Position Applying For Road Commission/Member

Position Applying For _____

Position Applying For _____

Name Chris Larson

Address 17673 Jordan Lane

City Ferrysburg ST MI Zip 49456

Last 4 digits of social security number 2795 Birth Month 9 Birth Day 13

Contact Information:

Home Phone 616-850-3035

Work Phone 616-795-1037

E-mail divconmi@yahoo.com

Fax Number 616-850-3035

Education:

School Western Ill. Univ.

School _____

Degree BS/BA

Degree _____

Employment Background:

Current Employer SR Industries, LLC Position Business Development

Responsibilities

Duties and responsibilities include formulating policies, managing daily operations, and planning the use of materials and human resources that are too diverse and general in nature to be classified into any one area of management or administration, such as personnel, purchasing, or administrative services.

Previous Employer Diversified Contractors Position Owner

Responsibilities

The primary focus for Diversified Contractors was General Contracting in Marine Construction, Earth Moving, and Heavy Construction. Clients ranged from home owners, municipalities, the State of Michigan, Fortune 500 Company, and the US Coast Guard.

Number of Employees _____

Length of Residency in Ottawa County 11

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?

2007 - 2011 Elected Councilman - City of Ferrysburg

Other boards and commissions

? Michigan Municipal League - Energy & Technology Committee

? Ferrysburg Beautification Committee

Past Positions

? Zoning Board of Appeals

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?

As an appointee, I would bring business, contracting and real estate experience to the position.

Once appointed to the position, I am ready to immerse myself in the issues facing the road commission - both short and long term.

While I believe my contracting and business experience makes me a qualified candidate, my passion and communication skills help set me apart.

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

DOUGLAS J. RIEWALD

1940 Crabtree Lane
Jenison, MI 49428
581-3519

Home: 616-457-3803
Cell: 581-3519 616-

djriewald@gmail.com

EXPERIENCE:

City of Grand Rapids, MI 10/2003 to 03/2010
Utility Supervisor - responsible for supervising several crews to repair and maintain over 1000 miles of sanitary and storm sewers, on call 24/7, worked closely with Hydraulic Engineer, general public, City Attorneys and City Commissioners. Used GIS and Cityworks work order system to plan work and manage schedules. Acquired necessary equipment and supplies the operation, and insured that best management practices were followed during all activities, in particular for work zone safety, soil erosion and sedimentation control and sanitary sewer overflows.

02/2000 to 10/2003
Parks Maintenance Supervisor - responsible for maintenance budget and supervised crews of groundskeepers maintaining over 40 parks and green spaces. Coordinated special events and athletic field scheduling, hired and managed permanent staff and annually hired over 60 summer seasonal employees.

02/1997 to 02/2000
Building Maintenance Mechanic II - was lead mechanic on large repair projects, including plumbing, roofing, drywall, concrete, pool set up and winter repairs. Also did snow removal with light equipment.

10/1992 to 02/1997
Parks Maintenance Worker II/Building Mechanic I - Performed a variety of building and grounds repair work, specialized in door and lock replacement and bathroom dividers. Performed snow removal with light and heavy equipment on Parks facilities and City Streets.

05/1979 to 10/1992
Groundskeeper II - Responsible for a variety of turf maintenance duties including tree removal, irrigation system repair, and sports field maintenance. Was assigned to a large city park directing other permanent and seasonal employees activities and was involved in the operation of several pools and ice rinks.

05/1977 to 05/1979
Assistant Cemetery Caretaker - Responsible for turf maintenance and snow removal, preparation for burials, lot sales and coordination with funeral home services. Supervised permanent and seasonal employees during the spring, summer and fall seasons.

QUALIFICATIONS:

Michigan Soil Erosion and Sedimentation Control Certification
Michigan drivers license; CDL Class A and motorcycle endorsements
Certified for backhoe, fork lift, scissor lift and front end loader operation

ACTIVITIES/TEAMS: Grand Rapids Employees Independent Union - held several offices including 1st Vice President, served on four negotiating teams
Association of Public Administrators - hold position of Vice Chairperson and have served on three negotiating teams
City of Grand Rapids Central Safety Committee - served for 9 years
Grand Rapids City Clerk's Office Election Team - served for 18 years
Community Oriented Government Team - giving community leaders direct access to City personnel who are problem solvers

REFERENCES: Available upon request.

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

Date 11/03/2010

Position Applying For Road Commission/Member

Position Applying For _____

Position Applying For _____

Name Douglas J Riewald

Address 1940 Crab Tree Lane SW

City Jenison ST Mi Zip 49428

Last 4 digits of social security number 40 Birth Month 6 Birth Day 5

Contact Information:

Home Phone 616-457-3803

Work Phone -581-3519

E-mail djriewald@Gmail.com

Fax Number 616-457-3803

Education:

School Union High School -G.R.

School _____

Degree _____

Degree _____

Employment Background:

Current Employer Re -Tired Position _____

Responsibilities

See Attached

Previous Employer _____ Position _____

Responsibilities

Length of Residency in Ottawa County 24

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?

[33 years working for the City of Grand Rapids / see attached](#)

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 enjoyed 33 years of working for the public. I recieved great satisfaction from providing service to our customers.](#)

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

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

Date 10/13/2010

Position Applying For Road Commission/Member

Position Applying For _____

Position Applying For _____

Name Glenn A Bareman

Address 169 South 160th

City Holland ST Mi Zip 49424

Last 4 digits of social security number 564 Birth Month 5 Birth Day 20

Contact Information:

Home Phone 616-738-9759 Work Phone --

E-mail bareman4ottawa@gmail.com Fax Number 616-738-9759

Education:

School West O(ttawa High School School Michigan State

Degree yes Degree Law enforcement

Employment Background:

Current Employer Retired Position Herman Miller

Responsibilities
production

Previous Employer Hope College Position Director of Public Safety

Responsibilities
Campus safety, security and law enforcement

Length of Residency in Ottawa County 66

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?

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 I have abilities that can be helpful to the county

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

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

Date 11/30/2010

Position Applying For Road Commission/Member

Position Applying For _____

Position Applying For _____

Name Jerry I Rogers

Address 11585 chris dr

City holland ST mi Zip 49424

Last 4 digits of social security number 8474 Birth Month 8 Birth Day 5

Contact Information:

Home Phone 616-738-2801

Work Phone 616-293-1382

E-mail jerry8914@sbcglobal.net

Fax Number 616-738-2801

Education:

School Grand Ledge mi

School _____

Degree hi school Grad

Degree _____

Employment Background:

Current Employer JERRYS TIRE Position MANAGER

Responsibilities
Hiring manageing sales and service over see heavy truck alignment

Previous Employer lake tire service Position v p sales

Responsibilities
managed 30 people set sales goals and service goals

Length of Residency in Ottawa County 36

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?

none

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 would like to bring my experince in purchasing and service back ground

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

November 30, 2010

Ottawa County Board of Commissioners
12220 Fillmore Street
West Olive, MI 49460

RE: Ottawa County Road Commission
Board of Road Commissioners Appointment

Dear Mr. or Ms. Commissioner,

I am writing this letter to express my interest in the above mentioned Board of Road Commissioners Appointments. I am very interested in serving our county in this manner and feel that I am qualified to do so.

I have enclosed a copy of my current resume for your review. I would also like to tell you a little more about myself and why I think I am a worthy consideration for this appointment.

I am a life long resident of Ottawa County. Born and raised in Jenison, I graduated from Jenison High and immediately pursued a Bachelor of Science Degree in Civil Engineering from Michigan Technological University. Upon completion of my engineering formation, I immediately returned to the West Michigan area and began my career in civil engineering in the field of site development and roadway design and construction. Only a few years removed from college I had an opportunity to join a partnership and start a new engineering firm. I seized this opportunity and am still working in this capacity today as I currently am the Director of Engineering for Latitude Engineering, Inc.

Throughout my career in the civil engineering industry I have worked with nearly every township within Ottawa County (as well as many other municipalities throughout the state). I have also worked with the Ottawa County Road Commission (as well as several other road commissions throughout the state). Through this experience I have come to understand how local municipalities function and operate.

A few years after helping start Latitude, I began to feel a calling to public service. I began this service as a member of the Allendale Township Downtown Development Authority, where I have lived since 2004. At about this time, I was asked to be a member of the Construction Board of Appeals in Georgetown Township. In the past two years I have also accepted an appointment to the Allendale Township Planning Commission. In the past several months I further accepted the Chairman's position of the Planning Commission. The above appointments I still hold to this day.

I believe both my engineering experience and my public service experience have given me the necessary skills and understanding to be a responsible and valuable Road Commissioner for Ottawa County.

In addition to my experience as discussed previous, I also believe that my outlook on public service also provides me with the necessary attitude and desire that a good and responsible public servant should strive for. Since my first aspiration to become involved in public service, I have always done so with the sole direction of making impartial and rational decisions and executing them in a manner that is fair and just to the electorate. Many times in my public service career I have already encountered situations where the correct decision is also the painful decision. While difficult and painful situations will always arise, I have always stayed the path of the correct decision, regardless of the outcome.

Perhaps by the time you will have received this letter we have already spoken on the phone, or possibly even met in person to discuss. At any rate, I thank you for your time and consideration, and most importantly, I thank you for your service. I hope that you would consider me for this position and welcome any questions you might have of me in the meantime. I can best be reached at (616) 293-9711 or at tunderhill@latitude-inc.com.

Please consider the following references and feel free to contact them with any questions you may have about me.

Mr. Jerry Alkema, Allendale Charter Township Supervisor
(616) 895-6295

Mr. James Miedema, Jamestown Charter Township Supervisor
(616) 896-8376

Ms. Mannelle Minier, Georgetown Charter Township Zoning Administrator
(616) 457-2340

I look forward to any future conversations and to the opportunity to serve.

Sincerely,



Travis J. Underhill

TRAVIS J. UNDERHILL, P.E., LEED AP, CPESC

travisjunderhill@gmail.com

11361 Brown Avenue
Allendale, MI 49401
616.293.9711

OBJECTIVE

To serve the people of Ottawa County by attaining an appointment to the Ottawa County Board of Road Commissioners.

EDUCATION

Michigan Technological University
Bachelor of Science in Civil Engineering

Houghton, MI
December 2000

EMPLOYMENT EXPERIENCE

Latitude Engineering and Surveying, Inc.
Director of Engineering / Project Manager

Byron Center, MI
June 2004 – Present

- Oversaw and managed all civil engineering projects performed by company including plat design and development, private commercial/industrial site development, and mineral extraction permitting and approvals. Projects ranged in size and scope from small building additions, several hundred acre sites, and several hundred thousand square foot facilities.
- Supervision of Engineers in Training, CAD Technicians and survey crews for conceptual and final project design, approvals, permitting, construction, and completion.
- Prepared and reviewed design/development drawings, construction drawings, zoning and permit applications, bid documents, construction submittals and shop drawings, payment applications and construction closeout documentation.
- Prepared and offered project presentations at various municipal meetings for necessary approvals. Approvals including Site Plan Approval, Planned Unit Development, Condominium Development, Special Use and Variance Approvals, and Rezoning Approvals.
- Responsible for permit acquisition for various projects including public water and sanitary sewer, stormwater management, soil erosion and sedimentation control, right of way for utilities and driveways, and wetland and floodplain mitigation.
- Acted as main source of contact with clients and governing agents. Maintained project correspondence and attended meetings on behalf of client.
- Prepared professional service contract proposals for various engineering projects.
- Reviewed monthly billing, invoicing and profitability reports.
- Responsible for marketing and business development to promote the firm in a manner to gain market share as well as maintain existing clientele.

Design Engineer

September 2003 – June 2004

- Responsible for design, permitting, and correspondence with contractors and agencies.
- Oversaw construction of various projects and prepared contractor payment applications.
- Assisted survey staff in field with construction staking and layout.

V3 Consultants, Inc.

Grandville, MI

Design Engineer

January 2001 – August 2003

- Responsible for project design and permitting.
- Correspondence and meetings with clients and governing agents.

Construction Inspector

January 2001 – August 2003

- Oversaw construction of various projects and prepared contractor payment applications.
- Oversaw contracting between developers and contractors.
- Assisted survey staff in field with construction staking and layout.

LICENSES AND CERTIFICATIONS

- Licensed Professional Engineer in: Alabama, Arizona, Florida, Georgia, Indiana, Kentucky, North Carolina, Ohio, Maryland, Michigan, Mississippi, Pennsylvania, South Carolina, Tennessee, Texas, Virginia, Wisconsin
- Engineer Record maintained with NCEES
- Leadership in Energy and Environmental Design Accredited Professional – LEED AP
- Licensed Stormwater Operator – State of Michigan
- Certified Professional in Erosion and Sediment Control – CPESC

COMPUTER EXPERIENCE

- AutoCAD 2007, 2009, 2010
- Adobe Acrobat
- Microstation
- Microsoft Office: Word, Excel, Powerpoint, Outlook

TECHNICAL TRAINING

- Completed both Preliminary and Advanced Soils Training Workshops at the Michigan Onsite Wastewater Training and Education Center.
- Previously held current certifications in the following fields:
 - Michigan Certified Aggregate Technician
 - Michigan Concrete Technician – Level I
 - ACI Concrete Field Testing Technician – Grade I
- Completed the Michigan Paving Operations Program

COMMUNITY INVOLVEMENT

- Member – Construction Board of Appeals – Georgetown Charter Township
- Member/Chairman – Planning Commission – Allendale Charter Township
- Member – Downtown Development Authority – Allendale Charter Township
- Member – American Society of Testing Materials
- Member/Secretary/Board of Directors – West Michigan Soil Erosion Control Network

PERSONAL INTERESTS

- Enjoy outdoor activities; predominantly golfing, hunting and fishing.
- Enjoy personal construction projects. Remodeling my own house.

REFERENCES

- Available upon request.

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

Date 11/30/2010

Position Applying For Road Commission/Member

Position Applying For _____

Position Applying For _____

Name Travis J Underhill

Address 11361 Brown Avenue

City Allendale ST MI Zip 49401

Last 4 digits of social security number 3989 Birth Month 6 Birth Day 28

Contact Information:

Home Phone 616-293-9711

Work Phone 616-293-9711

E-mail tunderhill@latitude-inc.com

Fax Number 616-293-9711

Education:

School Jenison High School

School Michigan Technological University

Degree High School Diploma

Degree Bachelor of Science in Civil Engineering

Employment Background:

Current Employer Latitude Engineering, Inc. Position Director of Engineering

Responsibilities

Responsible for the day to day operations of the engineering department with regard to design, permitting and construction of various site development and roadway improvement projects. Also responsible to presentations to municipal boards and committees to attain necessary approvals. As part owner, I also help with the day to day operations of the company in general.

Previous Employer V3 Consultants Position Civil Engineer

Responsibilities

Acted as the designer and inspector for several site development and roadway improvement projects.

Length of Residency in Ottawa County 32

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 currently hold several positions on other boards and commissions. I am currently a member of the Georgetown Township Construction Board of Appeals, the Allendale Township DDA, and am currently chairman of the Allendale Township Planning Commission. I have held the first two positions for 4 to 5 years and have been on the PC for over 2 years and have been the chairman for the past several months.

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 enjoy giving back to the community through public service and I feel that both my professional career and public service experiences make me very qualified for this position in particular.

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:

Member/Road Commission/, Member/Road Commission/, Member/Road Commission/

Thank you for your interest in Ottawa County Government

Keith Boerman

9263 Garden View Dr
Zeeland, MI 49464

Cell 616.437.7847 Home 616.748.1301 Fax 616.748.1199 E-mail ilm@egl.net

September 27, 2010

Ottawa County
Board of Commissioners
12220 Fillmore Street
West Olive, MI 49460

Dear Commissioners,

This letter is to express my interest in being a part of the Ottawa County Road Commission. I am eager for an opportunity to use my skills and knowledge and get involved with the Commission.

I would welcome the opportunity to interview with the Board of Commissioners and look forward to hearing from you. Thank you for your time and consideration

Sincerely,

Keith Boerman

Keith Boerman

9263 Garden View Dr
Zeeland, MI 49464

Cell 616.437.7847 Home 616.748.1301 Fax 616.748.1199 E-mail ilm@egl.net

Objective

I feel that I have the knowledge and experience needed to serve for this position. I enjoy working to find solutions, developing ideas and working with different vendors to find the best fit for various needs. I bring a confidence in my abilities and an eagerness to learn more. As a small business owner working and living in Ottawa County, I know the importance of our roads and I feel that it is important to get involved.

Professional Experience

Integrity Landscape Management- Operations Manager	1995- Present
Daily operations and scheduling of 16 employees	
Manages fleet and equipment purchases	
Works with current and potential customers	
Executes accounts payable and accounts receivables	
Specialized Turf Services- Managing Partner	2008- Present
Oversees day to day operations	
North Street Christian Reformed Church	
Deacon, Treasurer, Executive Committee	2006-2009

Education

Davenport University - Bachelors in Business Management (2001)

Holland Christian High School (1997)

**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 Road Commission/Member

Position Applying For _____

Position Applying For _____

Name Keith M Boerman

Address 9263 Garden View Dr

City Zeeland ST MI Zip 49464

Last 4 digits of social security number 7218 Birth Month 7 Birth Day 16

Contact Information:

Home Phone 616-437-7847

Work Phone 616-748-1301

E-mail ilm@egl.net

Fax Number 616-437-7847

Education:

School Holland Christian High School

School Davenport University

Degree _____

Degree BS Business Management

Employment Background:

Current Employer Integrity Landscape Management Position Operations Manager

Responsibilities

Our company provides year around services for our customers. These services include lawn maintenance, landscaping, and snow removal.

I am responsible for the daily operations and scheduling for 16 employees. My duties also include: purchasing new equipment and job site material, customer sales and bids, accounts payable and accounts receivable.

Previous Employer _____ Position _____

Responsibilities

Length of Residency in Ottawa County 31

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?

North Street Christian Reformed Church -
Council - Deacon, Treasurer, Executive Committee

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 feel that I have the knowledge and experience needed to serve for this position. I enjoy working to find solutions, developing ideas and working with different vendors to find the best fit for various needs. I bring a confidence in my abilities and an eagerness to learn more. As a small business owner working and living in Ottawa County, I know the importance of our roads and I feel that it is important to get involved.

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:

Member/Road Commission/

Thank you for your interest in Ottawa County Government

Application for Road Commission 1/1/11 to 12/31/16

Date: November 23, 2010

Name: Keith E. Boonstra

Address: 1208 Waukazoo Drive, Park Township, MI 49424

Birth Date: August 5

Last 4 SSN: 0607

Email address: kboonstra@zeegroup.com

Office phone: 616-772-6000
Cell phone: 616-450-5428
Home phone: 616-786-3001
Fax number: 616-772-6632

Education: Zeeland High School graduate
Calvin College graduate - B.S. Economics

Employment: Zeeland Architectural Components - Owner/President since 1985

Residency: 33 years in Ottawa County

No members of family employed by any unit of government

Able to attend at least 75% of Road Commission meetings

Civic board experience: International Management Council - Past President
United Way - Past Campaign Chair and President
Zeeland Chamber of Commerce - Past Vice President
Holland Historical Trust - Current Board Member

Please keep name on file for a period of one year

Personal Statement:

I wish to be considered for the position of Ottawa County Road Commissioner because I believe my personal characteristics, my concerns, and my goals are a right fit for this body.

PERSONAL PROFILE

- A longtime Ottawa County resident with a heart for our West Michigan environment and its communities
- Respected entrepreneur and successful business owner
- Involved leader and worker in community affairs and functions
- Thoroughly enjoy interpersonal relationships
- Known by, and a friend to, many community leaders
- Perceptive, logical, and inventive solutions-oriented thinker
- Strong interest in the aesthetic
- Excellent communications skills
- Effective knowledge of road construction methodology, contracts, and performance
- An auto enthusiast who sees a certain beauty in safe, efficient, well-moved traffic.

CONCERNS

- Even greater safety and efficient movement of traffic in our county
- Concern that the dollars of our taxpayers be used wisely
- Providing the greatest good to the most people on a limited budget
- Awareness of quality-of-life and other environmental issues
- Emphasis on responsive and congenial community relations
- Awareness that the Road Commission, of all Ottawa County government services, probably makes the most visibly impacting impression on our citizens and visitors
- Awareness that good roads make all of our lives safer, more efficient, and more pleasant

GOALS

- Preserve and enhance Ottawa County's stellar reputation for having an excellent road infrastructure
- Genuine consideration of, and openness to, the fresh thoughts and methods of others
- Make a positive difference through dynamic teamwork
- Bring about the best of solutions through logical and congenial deliberations

PERSONAL REFERENCES

- Donald Disselkoe - Ottawa County Commissioner
- Lester Hoogland – Mayor of Zeeland
- Ann Query – Ex-CEO Zeeland Chamber of Commerce

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

Date 10/21/2010

Position Applying For Road Commission/Member

Position Applying For _____

Position Applying For _____

Name Kenneth L Haveman

Address 4410 Stratford Court

City Hudsonville ST Mi Zip 49426

Last 4 digits of social security number 4699 Birth Month 6 Birth Day 10

Contact Information:

Home Phone 616-669-1754

Work Phone 616-308-1327

E-mail Khaveman62@Gmail.com

Fax Number 616-669-1754

Education:

School Some college, Public Safety

School Holland Chr. Hig School

Degree _____

Degree Graduated

Employment Background:

Current Employer RETIRED/ Steelcase after 30 yrs. Position Fire Protection eng/ Risk Management

Responsibilities

30yrs. at Steelcase in Grand Rapids as their Corp. Fire Protection Eng working in the Risk Management/Security dept. Was also with Goergetown Fire as Fire fighter/Officer for 26 Yrs. and Fire Chief for Blendon Twp. for 5 years before retiring

Previous Employer Blendon twp. Position Fire Chief

Responsibilities

Fire Chief and Emergency coordinator for the twp.

Length of Residency in Ottawa County 62

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

Yes No

If so, describe

Currently I am a part time Bus Driver for the Georgetown Seniors driving for medical appoints and other medical reasons

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

Was member of the Georgetown Twp. Board, had to resign as Steelcase wanted me to remain with the Fire dept. when a conflict of interest was made an issue by a Past Geo. Twp. Supervisor, Past Vice President of the Ottawa County Fire Chiefs, Curently an Elder at Georgtown CRC and serve as the Church Safety Manager

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?

Have always had public Safety as a concern, roads etc. for many years, When I ran for Tpw. Trustee that was my issue for running and was elected, The condition of the roads etc has always been a concern of mine being a fire fighter/Officer being at traffic accident sites. I desire to be an active member in making sure the roads are kept in the best shape and dividing monies up for the best issues that arise and not just for political reasons

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:

Chairperson/Insurance Authority/

Thank you for your interest in Ottawa County Government

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

Date 10/11/2010

Position Applying For Road Commission/Member

Position Applying For _____

Position Applying For _____

Name Larry B Bruursema

Address 2145 Bauer Road

City Jenison ST MI Zip 49428

Last 4 digits of social security number 7101 Birth Month 2 Birth Day 5

Contact Information:

Home Phone 616-457-0629

Work Phone 616-450-1593

E-mail _____

Fax Number 616-457-0629

Education:

School Grandville High School

School _____

Degree _____

Degree _____

Employment Background:

Current Employer Retired Position _____

Responsibilities _____

Previous Employer GMAC Position Accounting Manager

Responsibilities _____

Control and keep record of \$800,000 in receivables, balance all ledger accounts. Manager to 20 employees. I worked at GMAC for 38 years and retired. The last 18 years as Acct. Manager

Length of Residency in Ottawa County 60

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?

Trustee of Georgetown Twp.
Supervisor of Georgetown Twp.
Ottawa County Road Commission

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 am very familiar with the operation of the Road Commission. We have a new Director of Operations and a new Planning Director will be hired. I would like to be involved with this transition. I have been responsible for a few methods we have been using to preserve our road system and is working quite well. I believe I can continue to be a valuable asset to the Road Commission.

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

William Holland

9045 24th Avenue
Jenison, MI 49428
(616) 669-9565
(616) 862-6740
hbill2@aol.com

Proficient in: Microsoft Systems: XP, Vista, Open Office. Programs: Outlook, Word, Excel, Power Point, BS & A & Peoplesoft

Career Experience:

**Elected Township Supervisor, Georgetown Charter Township, MI
November 2004 – November 2008**

- Overseeing the operations of the Township's departments and activities
Initiating studies and monitoring of operations to ensure quality
Services are provided in an efficient and timely manner.
- Recommending policies and programs to the Township Board
Providing information to the Board to aid in its deliberations.
Implementing policies set forth by the Board.
- Supervising the development of budget forecasts
As Finance Officer prepared the annual budget.
Ensuring the proper administration of the budget.
- Promoting economic development of the Township through business recruitment
and retention, marketing, incentive package development and Township business
negotiations.
- Representing the Township at all meetings and conferences
Negotiating contracts and agreements on behalf of the
Township.
Presenting the official Township position on issues related to
finances and operations.
- Responding to complaints related to Township policies and services and
Recommendation of remedial action as required.
- Supervising all Township employees (600 plus) as the head of Human
Resources either directly or through department heads.
Participating in employee selection, evaluation, recognition,
discipline and discharge.
- Recommending organization of Township departments and personnel.
- Developing and enforcing personnel policies.
- Advising and assisting administrative staff and department heads in resolving
difficult operational problems.
- Coordinating Township operations with those of other governmental agencies.
- Assisting with the development of capital improvement programs and grant
writing.
- Monitoring capital needs and determining appropriate financing mechanisms for
larger purchases and projects. Purchase all Township vehicles
and equipment for all departments and monitor its use.

- Serving as the Township's legislative coordinator.
 - Staying current of proposed changes in legislation that may impact the Township.
 - Communicating the Township's needs to State and Federal elected officials.
 - Performing related work as required by the Township Board or operational needs.

Committees served on:

- Grand Valley Metro Council Board & Committees
- Grand Valley Metro Council Board Member
- Technical Committee
- Finance Committee
- Legislative Committee
- Policy Committee Member & Ottawa County Representative
- Non-Motorized Planning Committee
- Member Jenison Chamber of Commerce
- Member Jenison/Grandville Ambucs
- Member I-196/MDOT Construction (Baldwin Street Extension)
- Member Ottawa County Wellness Coalition
- Member Grandville Waste Water Expansion
- Member Interurban Mass Transit Study Group
- Member West Michigan Mass Transit Linkage Study Group
- Member M-121 Corridor Study Group
- Member West Michigan Traffic Safety Committee

President/Owner/CEO, United Art Distributors, Inc. (Wholesale Art Supplies) 18 years, Jenison MI

Purchased all products (14,000 items)

Headed Human Resources Department- 20 warehouse employees and 32 outside sales representatives.

Oversaw Accounts Payable & Accounts Receivable

Handled product development with corporate for mass market accounts Meijer and K-Mart.

Administration, Douma Art Supplies, Inc. Grand Rapids, MI 17 years

Ran retail store & developed Wholesale Division

Headed Human Resources

Education:

Business Administration/Marketing, Davenport University, Grand Rapids MI

High School, Central High School, Grand Rapids, MI



THE COUNTY OF OTTAWA
EMPLOYMENT APPLICATION
Human Resources Department

12220 Fillmore Street, West Olive, MI 49460
Telephone (616) 738-4800 · Fax (616) 738-4082
Job Hotline (616) 846-8376
Web Site www.miottawa.org

FILED

MAR 26 2010

DANIEL KRUEGER
OTTAWA COUNTY CLERK

GENERAL INFORMATION

Complete all sections of this application. An incomplete application may result in your application not receiving further consideration. This application for employment will only be considered for the open position(s) listed, and will expire after the recruitment period is completed or the position is filled.

Please Print

Date: March 24, 2010

Position Applying for: Ottawa County Road Commissioner

Position Applying for: _____

Position Applying for: _____

Name in Full: William Herbert Holland

Address: 9045 24th Ave. Jenison MI 49428
Street City State Zip

Telephone: 616-669-9565 Alternate Telephone: 616-862-6740

E-Mail Address: hbill2@aol.com

Are you a current Ottawa County Employee? Yes No

Do you have relatives working for Ottawa County? Yes No What Department? _____

Have you ever been employed by Ottawa County? Yes No if yes where? _____

Have you ever been discharged/fired from employment? Yes No if yes, please explain: _____

Have you ever resigned/quit after being informed that your employer intended to discharge/fire you?

Yes No if yes please explain: _____

Do you have a valid Michigan Drivers License: Yes No

Have you ever been convicted of a crime? No If YES, give offense, date, county, state and sentence for each conviction: _____

Do you have any felony charges pending? No If Yes, please explain: _____

FILED

MAR 26 2010

· An Equal Opportunity Employer ·

DANIEL C. KRUEGER
OTTAWA COUNTY CLERK

*sent 3/26/10
K.K.
KVB
JR*

MILITARY EXPERIENCE

Are you a veteran? From: _____ To: _____

Highest Rank _____ Branch _____

Are you a current member of Armed Military Reserves? Yes No

EDUCATIONAL INFORMATION

Proof of Education and/or Professional Registration(s), License(s), and Certification(s) will be required prior to hire/promotion.

Education

Name of High School, College, Trade, or Technical Schools	City, State & County	Did You Graduate?	Course of Study/Degree Received/Certifications	GPA
High School: Central High	G.R. MI Kent	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> GED		
College, Trade, or Tech: Davenport University	G.R. MI Kent	<input checked="" type="radio"/> Yes <input type="radio"/> No	Business Adm	
College, Trade, or Tech:		<input type="radio"/> Yes <input type="radio"/> No		
College, Trade, or Tech:		<input type="radio"/> Yes <input type="radio"/> No		

Special Training: (Please state fully any training you have had)

Language Proficiency (Other than English):

Please Circle level in which you feel is your highest level in that language

PRIOR WORK HISTORY

(Please **do not** use "see resume"
an incomplete application may result in your application
not receiving further consideration)

Most Recent
Employer Georgetown Charter Township Dates of Employment: From 11/20/2004 to 11/20/2008
Month,Year Month,Year
Address 1515 Baldwin Jenison MI Ottawa 49428 616-457-2340
Street City State Country Zip Phone
Position Held: Elected Township Supervisor Reason for Leaving: Term Expired

Supervisor: _____ May we contact this person? Yes No

Description of Duties: _____

Oversee all departments

Salary or Earnings	
Starting: _____	<input type="radio"/> Hr.
Ending: _____	<input type="radio"/> Wk.
	<input type="radio"/> Yr.

Employer United Art Distributors, Inc. Dates of Employment: From 03/1985 to 07/2003
Month,Year Month,Year
Address 2225 Pine Ridge Road Jenison MI Ottawa 49428 616-669-9565
Street City State Country Zip Phone
Position Held: Owner/President/CEO Reason for Leaving: Sold Business

Supervisor: _____ May we contact this person? Yes No

Description of Duties: _____

Salary or Earnings	
Starting: _____	<input type="radio"/> Hr.
Ending: _____	<input type="radio"/> Wk.
	<input type="radio"/> Yr.

Employer _____ Dates of Employment: From _____ to _____
Month,Year Month,Year
Address _____
Street City State Country Zip Phone
Position Held: _____ Reason for Leaving: _____

Supervisor: _____ May we contact this person? Yes No

Description of Duties: _____

Salary or Earnings	
Starting: _____	<input type="radio"/> Hr.
Ending: _____	<input type="radio"/> Wk.
	<input type="radio"/> Yr.

PROFESSIONAL REFERENCES

Please list three current/former employers, supervisors, etc. who are familiar with your past work and skills.

<u>Rev. Richard VanderKlok</u>	<u>Specialized Interim Ministries</u>	<u>7897 Emberly Drive Jenison MI 49428</u>	<u>616-669-2285</u>
Name/Title	Company	Address/City/Zip	Phone Number
<u>Don Stypula</u>	<u>Grand Valley Metro Council</u>	<u>670 Front St. Suite 200 G.R. MI 49503</u>	<u>616-776-7604</u>
Name/Title	Company	Address/City/Zip	Phone Number
<u>Lynn Ball</u>	<u>Kehe Foods</u>	<u>8946 Cedar Lake Drive Jenison MI 49428</u>	<u>616-457-2720</u>
Name/Title	Company	Address/City/Zip	Phone Number

PLEASE READ THE FOLLOWING AND SIGN BELOW:

Pursuant to 42 USC 12101 et. seq. and MCL 37.1101 et. seq., an individual having a protected disability under either Act needing accommodations for employment is required to notify the employer in writing, within 182 days after the need is known.

In consideration of my employment, I agree to conform to the rules and regulations of Ottawa County and that my employment can be terminated with or without cause and with or without notice at any time, at the option of either the County or myself.

I understand that my employment with Ottawa County is not to be construed as any form of guarantee of continued employment, working conditions, rights or benefits. I realize that the County's policies, procedures and rules can be changed at any time and that any changes will be effective immediately upon notice to employee.

I understand that no manager, department head or representative of the County of Ottawa other than the County Administrator has any authority to enter into any agreement for employment for any specified period of time, or make any agreement contrary to the foregoing. Any such agreement is effective only if in writing.

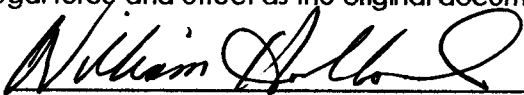
I affirm that all information in this application is true and complete. Any misrepresentation, false statement, or omission of facts called for in this application, in any subsequent interview, or any other part of the employment process shall be grounds for refusal of employment or if hired, dismissal from employment.

I authorize my employer and former employers, schools, or persons named to give any information regarding my employment, together with any information they may have regarding me, whether or not it is in their records. I hereby release said employers, schools, or persons from all liability for any damage for issuing this information.

I authorize Ottawa County to conduct a criminal background check with the F.B.I., State Police, County Sheriff department and/or a consumer reporting agency for the purpose of determining my suitability for employment with Ottawa County.

I have listed all crimes for which I have been convicted, including the date of such conviction, as well as any pending felony charges. I acknowledge that any omission or falsification of this form shall be grounds for discharge if I am employed, or grounds for Ottawa County to refuse to further consider my application for employment.

I authorize the County of Ottawa to copy this document and agree that such copies with my signature shall have the same legal force and effect as the original document with my signature.

Signature:  Date: March 24, 2010

Print Previous Name(s), if different _____

Driver's License Number, State & Country H453887302964

or I.D. Number and State _____

Social Security Number 382-48-992

How did you learn about this position? (Please check all the apply)

- From County Employee
- County Job Announcement
- Ottawa County Website
- Training Agency (Name): _____
- Community Agency (Name): _____
- Newspaper: If so which newspaper? _____
- Other Source (please be specific): _____

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

Date 11/30/2010

Position Applying For Road Commission/Member

Position Applying For _____

Position Applying For _____

Name Penny Doan

Address 17004 Brockwood Court

City Holland ST Mi Zip 49424

Last 4 digits of social security number 3424 Birth Month 6 Birth Day 8

Contact Information:

Home Phone 616-399-1099

Work Phone 616-283-4283

E-mail pennydoan@hotmail.com

Fax Number 616-399-1099

Education:

School Lake Michigan College

School North Central Michigan College

Degree Nursing

Degree Associate Nursing

Employment Background:

Current Employer Harbor Wear Position Store Manager

Responsibilities

- Day to day running the store.
- Buying all the inventory.
- Hiring of employees.
- Advertising and promotions
- Inventory control
- Increasing the bottom line!

Previous Employer Burns Clinic Position Nurse working with Dr. Ronald Vandenbrink

Responsibilities

- Chart preparation
- Taking vital signs and checking medications
- scheduling lab and testing procedures and return visits
- Traveling to satellite sites for appointments
- Teaching patients in many aspects of health care.
- Follow phone calls checking process.

Length of Residency in Ottawa County 10

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 served on the board for the Chamber of Commerce in Petoskey, Mi. for a 4 year term in the mid eighties.

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 want to serve the community in this capacity and would be excited and honored to represent Ottawa County and Park township. I would like

as much as possible to preserve the beautiful canopy of trees in Park township.

All the while protecting motorists and pedestrians.

I feel I would have a voice of good reason and common sense. I also would be willing to serve on the board free of charge! We can save the tax payers some money!

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

**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 Road Commission/Member

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

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

Date 12/07/2010

Position Applying For Road Commission/Member

Position Applying For _____

Position Applying For _____

Name Richard D Joslyn

Address 7355 Watermark Dr.

City Allendale ST MI Zip 49401

Last 4 digits of social security number 9157 Birth Month 11 Birth Day 17

Contact Information:

Home Phone 616-895-7006

Work Phone 616-889-7345

E-mail richardjoslyn@altelco.net

Fax Number 616-895-7006

Education:

School West Michigan Christian

School Muskegon Community Colleger

Degree HS Diploma

Degree AA

Employment Background:

Current Employer Paradise Bound Thrift Shoppe Inc. Position General Manager

Responsibilities

Store Development and set-up
Monitor store operations and report to the board of directors. Oversee the 2 store directors and advise on store operations.

Previous Employer U.S. Census Bureas Position Field Operations Manager

Responsibilities

Coordinate and conduct all census data collection for a 10 county area. Oversee a staff of 30 office and 1200 field employees at peak operations.

Length of Residency in Ottawa County 24

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?

Current treasurer of Allendale Lions Club(20 year member). Former president and treasure of Love Inc. board of directors (18 years)
Current VP board of directors of Paradise Bound Thrift Shoppe Inc. Former executive director Allenale Area Chamber of Commerce (95-97).

CEO of Josco Inc. from 1996-2008, a 25 store chain of dollar stores and its warehouse and distribution center in Allendale. Retired from the US Navy Reserve with 30 years of service.

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 am now semi-retired and feel my knowledge and experience could be very well applied to serving the community thru the local governmental boards.

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

6096 Pebble Drive
Allendale, MI 49401

Phone 616-895-44521
rusbrown@altelco.net

Russell V Brown, Jr

Professional experience

- 2003 to 2009 Ottawa County Road Commissioner
- 2/93 to 20/96 Kent Foundry
Greenville, MI
Director of Quality/Safety
Retired
- 8/89 to 1/92 Grand Valley State University
Allendale, MI 49401
Adjunct Professor – Seidman School of Business
Management Courses
Worked on semester to semester contract as needed
- 6/73 to 3/89 Reynolds Metals Company
Wyoming, MI 49509
Quality Assurance Manager
Early retirement – plant closure

Education

Aquinas College
BSBA 1980

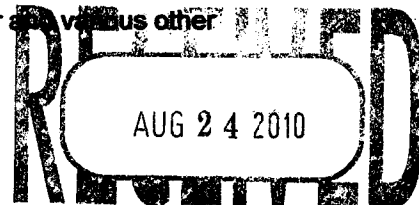
U.S. Army Leadership School; Dale Carnegie Courses; Dale Carnegie Course Graduate Assistant; numerous Reynolds Courses including Managerial GRID and Skills Seminars, Supervision & Labor Relations Courses, Safety & supervision techniques, etc.

Additional professional activities

- 1982 to present MSHA Umpire for girl's softball
Also Official Observer/Trainer of new umpires
- 1988 to present Allendale Township – Zoning Board of Appeals – Chair

Community activities

- 1988 – 1996 Allendale Public School Board – Trustee
- St Paul's Anglican Catholic Church – vestry member and various other committees



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: 8/24/10

Position Applied For: OTTAWA County Road Commissioner

Names: RUSSELL V BROWN JR

Address: 6096 PEBBLE DR

Allendale, MI 49401

Contact Information - Home Telephone: (616) 895-4452

Work Telephone: (616) 745-5490

E-mail Address: RUSBROWN@AITECO.NET

Fax Number: -

Educational and Employment Background:

REFER ATTACHED RESUME

BSBA AQUINAS College

Quality Assurance Manager, REYNOLDS METALS Co

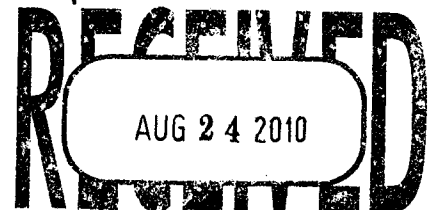
DIRECTOR Quality/Safety, KENT Foundry

Length of Residency in Ottawa County: 33

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

If so, describe:

My wife Nancy is an election worker, Allendale Twp.



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?

OTTAWA County Road Commission 2003-2008

OTTAWA County Parks & Rec Commission 2003-2008

Allendale Township Zoning Board of Appeals 1988-

Allendale School Board of Education 1988-1996

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?

I would expect to exceed the 75% requirement

Why do you want to be considered for this appointment?

My previous 6 yrs serving on the Road Commission

would allow me to step right in the position without

a learning curve. I have worked with staff & other commissioners

and have a good relationship with them & the union employees

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 X

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

RECEIVED
AUG 24 2010

DANIEL C. KRUEGER
OTTAWA COUNTY CLERK

THANK YOU FOR YOUR INTEREST IN OTTAWA COUNTY GOVERNMENT!

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

Date 10/31/2010

Position Applying For Road Commission/Member

Position Applying For _____

Position Applying For _____

Name Thomas E Bird

Address 359 Waukazoo DR

City Holland ST MI Zip 49424

Last 4 digits of social security number 6284 Birth Month 3 Birth Day 29

Contact Information:

Home Phone 616-204-1683

Work Phone 616-738-5091

E-mail tombird2@yahoo.com

Fax Number 616-204-1683

Education:

School Drexel University 1962-1965

School University of Delaware 1969-70

Degree ABSEE

Degree Engineering Admin. (UG work)

Employment Background:

Current Employer Winterhawk Enterprises, Holland, MI Position VP Eng.

Responsibilities

Design and installation of carwashes: Determine customer's requirements, recommend and finalize project specifications, source equipment and supervise installation, train and supervise field installation and service crews.

Previous Employer N.W. Communications, Inc. Position VP Engin.

Responsibilities

Design, issue RFQ's and contract major telecommunications systems. Supervised staff of 200+ employees in 15 offices throughout USA. Managed industry association R&D center which developed propagation models for development of IEEE Wimax wireless internet standard.

Length of Residency in Ottawa County 13

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

Yes No

If so, describe

Wife, Rita Bird is Chair of OCCMH Board; Daughter, Dany Guillory receives supported employment through OCCMH.

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

State of Connecticut-Power Facilities Evaluation Council-Member, 1972-80

Philmont Academy-Board Member, Treasurer- 1984-1988

Performance Orchestra, Philadelphia, PA- President-1986-1995

SCTE- Senior Member; Board member, Treasurer-1980-1886

WCAI R&D Center-President-1988-1998

Ottawa Co. Town Hall Coalition- Vice Chairman- 2002-present

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?

With a cross-disciplinary education in Mechanical, Civil and Electrical Engineering as well as a focus on Engineering Administration, supplemented with Peace Corp training in Urban Community Development, I have had a successful 45 yr career developing and building major telecommunications facilities. I have always been aware of the critical nature of our road system as part of society's infrastructure and would like to help our County as it experiences financial constraints while trying to continue to maintain and improve our roads. I have the experience of managing annual operating budgets of \$10m+, as well as having specified and contracted over \$500M in goods and services. These experiences, as well as my responsibilities for training and supervising hundreds of employees

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

FILED

SEP 29 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: 09/24/2010

Position Applied For: Ottawa County Road Commission / Member

Names: Thomas L. Caldwell

Address: 3341 Terrace Court
Holland, Michigan 49424

Contact Information - Home Telephone: 616.772.5370

Work Telephone: 616.566.3036

E-mail Address: tom51aud@att.net

Fax Number: _____

Educational and Employment Background:

Current Employment: Delivery Driver, Advance News, Jenison MI (p/t)

also: Elections Inspector, Holland Charter Twp. (p/t)

Prior Empl: Tulip City Air Service Inc. Holland; Primerica Financial

Services, Ada; Emergency Services Dir. Ottawa County, 1980-95

Education: Business Degree (assoc.) Muskegon Business College

Length of Residency in Ottawa County: 1972-present (38y.)

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

If so, describe:

Audrey Caldwell (spouse) employed by Holland Charter Township

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

Member, Employment & Training Advisory Council(JTPA/CETA)1980

Member, Central Dispatch Development task Force(1989-91) and

Central Dispatch Authority Technical Advisory Committee (1991-95)

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? To take part in the process;
Having lived and worked in Ottawa County nearly 40 years, my
views are those of a resident and a commercial driver. I live in
the SW Quadrant but have lived in the NW (Grand Haven) as well, and I
commute to the Hudsonville/Jenison area for work.

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!

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

Date 10/14/2010

Position Applying For Road Commission/Member

Position Applying For _____

Position Applying For _____

Name Thomas Elhart

Address 1015 Oak Lane

City Grand Haven ST Mi Zip 49417

Last 4 digits of social security number 8004 Birth Month 12 Birth Day 6

Contact Information:

Home Phone 616-396-7788

Work Phone 616-836-1866

E-mail uniprop@iserv.net

Fax Number 616-396-7788

Education:

School Hope

School _____

Degree BA business

Degree _____

Employment Background:

Current Employer Universal Properties, Inc. Position Owner

Responsibilities
Resume upon request...

Previous Employer _____ Position _____

Responsibilities

Length of Residency in Ottawa County 52

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?

Various

[Resume upon request](#)

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 it is important to have varying views on a Board. Because of my sales background I can help with customer service, perception and marketing the Road Commission to it's customers the Tax payers of Ottawa County.

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

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

Date 12/01/2010

Position Applying For Road Commission/Member

Position Applying For _____

Position Applying For _____

Name Timothy J Grifhorst

Address 1187 Luce St. S.W.

City Grand Rapids ST MI Zip 49534

Last 4 digits of social security number 3283 Birth Month 10 Birth Day 1

Contact Information:

Home Phone 616-453-0527

Work Phone 616-485-5921

E-mail tgrifhorst@aol.com

Fax Number 616-453-0527

Education:

School Grandville Public Schools

School Grand Rapids Community College

Degree Dipolma

Degree _____

Employment Background:

Current Employer Grifhorst Excavating Position Owner

Responsibilities

I am currently the owner of my own company Grifhorst Excavating. Over 24 years I have been responsible for all jobs, billing, and daily operational activities.

Previous Employer Steelcase Position Supervisor

Responsibilities

During my employment with Steelcase I was in charge of supervision of 3 departments. As a supervisor of these departments I was responsible for over 45 employees.

Length of Residency in Ottawa County 53

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 I am serving my second, four year term as a trustee on the Grandville Public Schools School Board. During the years on the Board I have been a trustee as well as serving as Vice President.

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?

As a resident of Ottawa County for over 53 years, I have a vested interest in being part of the decisions that not only affect myself, but my neighbors and neighborhood as well that live and work in Ottawa County. Being in the excavating and construction business has given me a vast knowledge of roads, construction, finance, and budgets. I feel that I have a lot to give to this position, as well as being able to gain knowledge along the 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:

Agricultural/Agricultural Preservation Board/, Agricultural /Agricultural Preservation Board/, Agricultural /Agricultural Preservation Board/

Thank you for your interest in Ottawa County Government

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

Date 12/02/2010

Position Applying For Road Commission/Member

Position Applying For _____

Position Applying For _____

Name William G Gruppen

Address 516 W. Lawrence Ave.

City Zeeland ST Mi Zip 49464

Last 4 digits of social security number 6493 Birth Month 11 Birth Day 7

Contact Information:

Home Phone 616-772-4021

Work Phone 616-218-4891

E-mail bgruppen@ci.zeeland.mi.us

Fax Number 616-772-4021

Education:

School Holland Christian High

School Hope College

Degree _____

Degree Business Courses

Employment Background:

Current Employer City of Zeeland Position Chief, Zeeland Fire Rescue

Responsibilities

Medical Responders and Firefighters, Fire Apparatus, Tools and equipment, Training, Education, Specifications and purchase of 1/2 to 1 Million dollar apparatus, Annual budget of 500-600 Thousand Dollars.

Previous Employer Herman Miller Inc Position Manager, Facilities Management

Responsibilities

Interior Design and Installtion of Office Interiors, Scheduling of Computer and Telephone moves and equipment, Interior and exterior painting, Parking lot paving and striping, Warehouseing and inventory of products, carpet installation

Length of Residency in Ottawa County 68

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?

Past President of Michigan Fire Chiefs, Appointed by Gov. Engler to Fire Safety Board and was elected Chairperson for several terms, Past President of Zeeland JayCees, Western Michigan Fire Chiefs, Ottawa County Fire Chiefs, Scanlon Association

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 have an interest in roadways as it relates to safety, how roads are built and design of the turning radius to meet today's very long tractor trailers. I have assisted in several studies in the City of Zeeland which made changes to intersections increasing the turning radius and product to build the road.

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:

Member/Appeals Board for Sanitary Code/, Member/Economic Development Corporation/, Member/Economic Development Corporation/, Member/Building Authority/, Member/Building Authority/, Member/Building Authority/, Member/Parks and Recreation Commission/, Member/Kent, Ottawa, Muskegon, (K.O.M.) Foreign Trade Zone Authority/, Member/Economic Development Corporation/, Member/Economic Development Corporation/, Member/Ottawa County Housing Commission/, Member/Ottawa County Housing Commission/, Member/Brownfield Redevelopment Auth. Board/, Member/Jury Board/, Member/Appeals Board for Sanitary Code/, Member/Appeals Board for Sanitary Code/, Member/Road Commission/, Member/Road Commission/, Member/Appeals Board

Thank you for your interest in Ottawa County Government