



County of Ottawa

Board of Commissioners

Philip D. Kuyers
Chairperson

James C. Holtrop
Vice-Chairperson

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

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Website: www.miOttawa.org

December 23, 2010

To All Ottawa County Commissioners:

The Ottawa County Board of Commissioners will meet on **Tuesday, December 28, 2010 at 1:30 p.m.**, for the regular **December** meeting of the Board at the Ottawa County Fillmore Street Complex in West Olive, Michigan.

The Agenda is as follows:

1. Call to Order by the Chairperson
2. Invocation – Commissioner Swartout
3. Pledge of Allegiance to the Flag
4. Roll Call
5. Presentation of Petitions and Communications
6. Public Comments and Communications from County Staff
7. Approval of Agenda
8. Actions and Reports

A. Consent Resolutions:

From the County Clerk

1. Board of Commissioners Meeting Minutes
Suggested Motion:
To approve the Minutes of the December 14, 2010 Board of Commissioners Meeting.
2. Payroll
Suggested Motion:
To authorize the payroll of December 28, 2010 in the amount of \$_____.

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

From the Finance and Administration Committee

3. Monthly Accounts Payable for December 1, 2010 through December 17, 2010
Suggested Motion:
To approve the general claims in the amount of \$4,537,724.41 as presented by the summary report for December 1, 2010 through December 17, 2010.
4. Monthly Budget Adjustments
Suggested Motion:
To approve the appropriation changes greater than \$50,000 and those approved by the Administrator and Fiscal Services Director for \$50,000 or less which changed the total appropriation from the amended budget for the month of November 2010.

B. Action Items:

From Administration

5. Resolution to Request the Department of Energy, Labor and Economic Growth (DELEG) to Rescind Information Memorandum 16
Suggested Motion:
To approve and authorize the Board Chair and Clerk to sign the resolution requesting the Department of Energy, Labor and Economic Growth (DELEG) to rescind Information Memorandum 16.
6. Concept Plan - Ottawa County Farm Park
Suggested Motion:
To receive for information the Conceptual Lease Area Plan for the proposed Ottawa County Farm Park, and to direct Administration to work with the parties to finalize all documents necessary to implement the proposal.

From the Finance and Administration Committee

7. Funding for EECBG Business Retrofit Program
Suggested Motion:
To approve and authorize the Board Chair and Clerk to sign the resolution regarding the distribution of \$100,000 in grant funding for local businesses in Ottawa County.
8. Veteran Affairs Report and Funding
Suggested Motion:
To approve the Veterans Affairs Report and General Fund appropriation of \$25,000 beginning in FY 2011 to provide staffing for a Department of Veterans Affairs three (3) year pilot project.
9. Approval of the By-Laws of the Land Bank Authority Board
Suggested Motion:
To approve the Land Bank Authority Board By-Laws.

C. Appointments:

From the Human Resources Committee

10. Board Appointments - Ottawa County Building Authority & Community Action Agency/Public & Private Sectors
Suggested Motion:
To place into nomination 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.

11. Board Appointment - Ottawa County Department of Human Services Board

Suggested Motion:

To place into nomination 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.

12. Board Appointment - Ottawa County Parks & Recreation Commission

Suggested Motion:

To place into nomination 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.

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

Suggested Motion:

To place into nomination 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.

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

Suggested Motion:

To place into nomination 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.

15. Board Appointment - Ottawa County Road Commission

Suggested Motion:

To place into nomination 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.

16. Board Appointment - Ottawa County Road Commission

Suggested Motion:

To place into nomination 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 five (5) year term beginning on January 1, 2011, and ending December 31, 2015.

17. Board Appointment - Ottawa County Road Commission

Suggested Motion:

To place into nomination 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 three (3) year term beginning on January 1, 2011, and ending December 31, 2013.

D. Discussion Items:

From Administration

18. MSU Extension – Memorandum of Agreement
19. Closed Session to Discuss Labor Negotiations
Suggested Motion:
To go into closed session for the purpose of discussing labor negotiations.
(2/3 roll call vote required)
9. Report of the County Administrator
10. General Information, Comments, and Meetings Attended
11. Public Comments
12. Adjournment

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

The Ottawa County Board of Commissioners met on Tuesday, December 14, 2010, at 1:30 p.m. and was called to order by the Chair.

Mr. Holtrop pronounced the invocation.

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

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

Absent: Mrs. Ruiter

Presentation of Petitions and Communications

- A. Tribute to Commissioner Joyce E. Kortman – The Chair presented Mrs. Kortman with a Resolution and thanked her for her many years of public service.
- B. Tribute to Commissioner Matthew M. Hehl – The Chair presented Mr. Hehl with a Resolution and thanked him for his many years of public service.
- C. Tribute to Commissioners Gordon D. Schrotenboer – The Chair presented Mr. Schrotenboer with a Resolution and thanked him for his many years of public service.
- D. Grand Haven High School Varsity Girls Cross Country Team – Mr. Swartout presented Coach Greg Russick and the varsity girls cross country team with a Resolution congratulating them on their Michigan State Championship in Division 1.

Public Comments and Communications from County Staff

- 1. Jim Nelson, 3593 N. Lakeshore Dr., Holland, thanked the Board for expanding the size of Road Commissioners to five members. He respectfully requested that the Board carefully select only individuals who are good and fair minded to be appointed to this body.
- 2. Travis Underhill, 11361 Brown, Allendale, introduced himself and asked for consideration for an appointment on the Ottawa County Road Commission.

B/C 10-276 Mr. Holtrop moved to approve the agenda of today as presented. The motion passed.

B/C 10-277 Mr. Holtrop moved to approve the following Consent Resolutions:

1. To approve the Minutes of the November 23, 2010 Board of Commissioners Meeting.
2. To authorize the payroll of December 14, 2010 in the amount of \$523.00.
3. To receive for information the Correspondence Log.
4. To approve the general claims in the amount of \$2,649,931.36 as presented by the summary report for November 15, 2010 through November 30, 2010.
5. To receive for information the Treasurer's Annual Performance Bond Report for 2011.

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

B/C 10-278 Mr. Rycenga moved to approve the 2011 Communication Plan. The motion passed as shown by the following votes: Yeas: Messrs. Hehl, Rycenga, Schrotenboer, Disselkoen, Holtvluwer, Mrs. Kortman, Messrs. Holtrop, Swartout, Karsten, Kuyers. (10)

B/C 10-279 Mr. Rycenga moved to approve the Non-Motorized Vehicle Path and Sidewalk Easement wherein Ottawa County deeds an easement through Spring Grove Park to Jamestown Township for the Frederick Meijer Kenowa Trail at a purchase price of \$1.00, contingent on the Resolution being corrected to state Township of Jamestown and not Township of Zeeland. The motion passed as shown by the following votes: Yeas: Messrs. Swartout, Holtvluwer, Mrs. Kortman, Messrs. Holtrop, Karsten, Disselkoen, Schrotenboer, Rycenga, Hehl, Kuyers. (10)

B/C 10-280 Mr. Rycenga moved to approve the Permanent Drainage Easement wherein Ottawa County deeds an easement through Spring Grove Park to the Ottawa County Road Commission as required for the Frederick Meijer Kenowa Trail. The motion passed as shown by the following votes: Yeas: Messrs. Holtvluwer, Holtrop, Rycenga, Disselkoen, Schrotenboer, Mrs. Kortman, Messrs. Karsten, Hehl, Swartout, Kuyers. (10)

- B/C 10-281 Mr. Holtrop moved to nominate and appoint *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). (*Recommended by the Interview Subcommittee.) The motion passed.
- B/C 10-282 Mr. Holtrop moved to nominate and appoint *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). (*Recommended by the Interview Subcommittee.) The motion passed.
- B/C 10-283 Mr. Holtrop moved to place into nomination the names of Kenneth Haveman, David Schipper and *Allen Wygant and appoint 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). (*Recommended by the Interview Subcommittee.)

The results of the roll call vote are as follows:

Mrs. Kortman – Wygant	Mr. Disselkoen - Wygant
Mr. Swartout – Wygant	Mr. Karsten - Schipper
Mr. Hehl – Wygant	Mr. Holtrop - Wygant
Mr. Rycenga – Wygant	Mr. Holtvluwer - Wygant
Mr. Schrotenboer – Wygant	Mr. Kuyers – Wygant

Total votes received: Mr. Haveman – 0, Mr. Schipper – 1, Mr. Wygant – 9.

The Chair declared Allen Wygant appointed to the Ottawa County Community Corrections Advisory Board.

- B/C 10-284 Mr. Holtrop moved to place into nomination the names of Louis Cairoli and *David Van Dyke and appoint one (1) Citizen vacancy on the Land Bank Authority beginning immediately and ending December 31, 2015. (*Recommended by the Interview Subcommittee.)

The results of the roll call vote are as follows:

Mr. Swartout – Van Dyke	Mr. Holtvluwer – Van Dyke
Mr. Disselkoen – Van Dyke	Mr. Hehl – Van Dyke
Mr. Karsten – Van Dyke	Mr. Rycenga – Van Dyke
Mrs. Kortman – Van Dyke	Mr. Holtrop – Van Dyke
Mr. Schrotenboer – Van Dyke	Mr. Kuyers – Van Dyke

Total votes received: Mr. Cairoli – 0, Mr. Van Dyke – 10.

The Chair declared David Van Dyke appointed to the Land Bank Authority.

- B/C 10-285 Mr. Holtrop moved to nominate and appoint *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). (*Recommended by Interview Subcommittee.) The motion passed.
- B/C 10-286 Mr. Holtrop moved to nominate and appoint *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). (*Recommended by the Interview Subcommittee.) The motion passed.
- B/C 10-287 Mr. Holtrop moved to nominate and appoint *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). (*Recommended by the Interview Subcommittee.) The motion passed.
- B/C 10-288 Mr. Holtrop moved to nominate and appoint *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). (*Recommended by the Interview Subcommittee.) The motion passed.
- B/C 10-289 Mr. Holtrop moved to place into nominations the names of Ryan Tibbets and *Jeff Wilkerson and appoint one (1) unexpired Labor Sector vacancy on the Ottawa County Workforce Development Board beginning immediately and ending December 31, 2012 (replaces Kelly Falconer). (*Recommended by the Interview Subcommittee).

The results of the roll call vote as follows:

Mr. Holtvluwer – Wilkerson	Mr. Disselkoe - Wilkerson
Mr. Swartout – Wilkerson	Mr. Hehl - Wilkerson
Mr. Karsten – Wilkerson	Mr. Holtrop - Wilkerson
Mr. Rycenga – Wilkerson	Mrs. Kortman - Wilkerson
Mr. Schrottenboer – Wilkerson	Mr. Kuyers – Wilkerson

Total votes received: Mr. Tibbets – 0, Mr. Wilkerson – 10.

The Chair declared Jeff Wilkerson appointed to the Ottawa County Workforce Development Board.

B/C 10-290 Mr. Holtrop moved to nominate and appoint *Louis Cairol 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). (*Recommended by the Interview Subcommittee.) The motion passed.

B/C 10-291 Mr. Holtrop moved to place into nomination the names of *Ervin O. Keeter, David A. Rhem and Joan J. Epperson and to appoint one (1) unexpired Business Sector vacancy on the Workforce Development Board beginning immediately and ending December 31, 2011 (replaces Bob Soeter). (*Recommended by the Interview Subcommittee.)

The results of the roll call vote as follows:

Mr. Rycenga – Keeter	Mr. Swartout - Keeter
Mr. Disselkoe – Keeter	Mr. Karsten - Keeter
Mr. Hehl – Keeter	Mr. Holtrop - Keeter
Mrs. Kortman – Rhem	Mr. Holtvluwer - Keeter
Mr. Schrotenboer – Keeter	Mr. Kuyers – Keeter

Total votes received: Mr. Keeter- 9, Mr. Rhem – 1, Ms. Epperson – 0.

The Chair declared Ervin O. Keeter appointed to the Workforce Development Board.

B/C 10-292 Mr. Holtrop moved to place into nomination the names of Ervin O. Keeter, *David A. Rhem and Joan J. Epperson and to appoint one (1) Business Sector vacancy on the Workforce Development Board beginning January 1, 2011 and ending December 31, 2013 (3 year term). (*Recommended by the Interview Subcommittee.)

The results of the roll call vote as follows:

Mr. Karsten – Rhem	Mr. Disselkoe - Rhem
Mr. Swartout – Rhem	Mr. Hehl - Rhem
Mr. Holtvluwer – Rhem	Mr. Holtrop - Rhem
Mr. Rycenga – Rhem	Mrs. Kortman - Epperson
Mr. Schrotenboer – Rhem	Mr. Kuyers – Rhem

Total votes received: Mr. Keeter – 0, Mr. Rhem – 9, Ms. Epperson – 1.

The Chair declared David A. Rhem appointed to the Workforce Development Board.

B/C 10-293 Mr. Holtrop moved to place into nomination the names of *Ryan M. Tibbets and Sharon G. Pfeifer and to appoint one (1) Public vacancy on

the Housing Commission beginning January 1, 2011 and ending December 31, 2013 (3 year term). (*Recommended by the Interview Subcommittee.)

The results of the roll call vote as follows:

Mr. Holtrop – Tibbets	Mr. Holtvluwer - Tibbets
Mr. Disselkoen – Tibbets	Mr. Karsten - Tibbets
Mr. Hehl – Tibbets	Mr. Rycenga - Tibbets
Mrs. Kortman – Tibbets	Mr. Swartout - Tibbets
Mr. Schrotenboer – Tibbets	Mr. Kuyers – Tibbets

Total votes received: Mr. Tibbets – 10, Ms. Pfeifer – 0.

The Chair declared Ryan M. Tibbets appointed to the Housing Commission.

B/C 10-294 Mr. Holtrop moved to nominate the names of Ryan M. Tibbets and *Sharon G. Pfeifer and appoint one (1) Public vacancy on the Housing Commission beginning January 1, 2011 and ending December 31, 2012 (2 year term). (*Recommended by the Interview Subcommittee.)

The results of the roll call vote as follows:

Mr. Holtrop – Pfeifer	Mr. Schrotenboer - Pfeifer
Mr. Hehl – Pfeifer	Mr. Disselkoen - Pfeifer
Mr. Swartout – Pfeifer	Mr. Karsten - Pfeifer
Mr. Holtvluwer – Pfeifer	Mrs. Kortman - Pfeifer
Mr. Rycenga – Pfeifer	Mr. Kuyers – Pfeifer

Total votes received: Mr. Tibbets – 0, Ms. Pfeifer – 10.

The Chair declared Sharon G. Pfeifer appointed to the Housing Commission.

B/C 10-295 Mr. Holtrop moved to nominate and appoint *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). (*Recommended by the Interview Subcommittee.) The motion passed.

B/C 10-296 Mr. Holtrop moved to nominate and appoint *Douglas Zylstra to fill one (1) unexpired Business/Industry/Tourism vacancy on the Planning Commission beginning immediately and ending December 31, 2011 (replaces Jeff Wincel). (*Recommended by the Interview Subcommittee.) The motion passed.

B/C 10-297 Mr. Holtrop moved to place into nomination the names of *Adam Shumaker and Valentin R. Molina, Sr. and appoint one (1) War Veteran vacancy on the Veteran Affairs Committee beginning immediately and ending September 30, 2013 (3 year term). (*Recommended by the Interview Subcommittee.)

The results of the roll call votes as follows:

Mr. Schrotenboer – Shumaker	Mr. Holtvluwer - Shumaker
Mr. Swartout Shumaker	Mr. Karsten - Shumaker
Mr. Hehl – Shumaker	Mr. Rycenga - Shumaker
Mrs. Kortman – Shumaker	Mr. Disselkoen - Shumaker
Mr. Holtrop – Shumaker	Mr. Kuyers - Shumaker

Total votes received: Mr. Shumaker – 10, Mr. Molina – 0.

The Chair declared Adam Shumaker appointed to the Veteran Affairs Committee.

B/C 10-298 Mr. Holtrop moved to place into nomination the names of Louis Cairoli and *George Williams and appoint one (1) Private Sector vacancy on the Community Action Agency Advisory Board beginning January 1, 2011 and ending December 31, 2012 (2 year term). (* Recommended by the Interview Subcommittee.)

The results of the roll call votes as follows:

Mr. Holtrop – Williams	Mr. Schrotenboer - Williams
Mr. Hehl – Williams	Mr. Disselkoen - Williams
Mr. Swartout – Williams	Mr. Karsten - Williams
Mr. Holtvluwer – Williams	Mrs. Kortman - Williams
Mr. Rycenga – Williams	Mr. Kuyers – Williams

Total votes received: Mr. Cairoli – 0, Mr. Williams – 10.

The Chair declared George Williams appointed to the Community Action Agency Advisory Board.

B/C10-299 Mr. Rycenga moved to go into a Closed Session at 2:08 p.m. to discuss property matters. (2/3 roll call vote required) The motion passed as shown by the following votes: Yeas: Messrs. Rycenga, Hehl, Karsten, Schrotenboer, Mrs. Kortman, Messrs. Swartout, Holtvluwer, Disselkoen, Holtrop, Kuyers. (10)

B/C 10-300 Mr. Swartout moved to rise from Closed Session at 2:15 p.m. The motion passed.

B/C 10-301 Mr. Rycenga moved to approve the Agreement for Sale and Purchase of Real Estate with Huizenga Development Land, L.L.C. to acquire approximately 70 acres in Georgetown Township with funding for \$336,000 to come from the Parks and Recreation millage and to authorize the Parks and Recreation Director to sign the documents required for this transaction. The motion passed as shown by the following voters: Yeas: Messrs. Holtrop, Holtvluwer, Swartout, Schrotenboer, Mrs. Kortman, Messrs. Disselkoen, Karsten, Rycenga, Hehl, Kuyers. (10)

B/C 10-302 Mr. Karsten moved to adjourn at 2:20 p.m. subject to the call of the Chair. The motion passed.

DANIEL C. KRUEGER, Clerk
Of the Board of Commissioners

PHILIP KUYERS, Chairman
Of the Board of Commissioners

Action Request



Committee: Board of Commissioners

Meeting Date: 12/28/2010

Requesting Department: County Clerk

Submitted By: Bob Spaman

Agenda Item: Payroll

SUGGESTED MOTION:

To authorize the payroll of December 28, 2010 in the amount of \$_____.

SUMMARY OF REQUEST:

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

FINANCIAL INFORMATION:

Total Cost: _____ General Fund Cost: _____ Included in Budget: Yes No

If not included in budget, recommended funding source: _____

ACTION IS RELATED TO AN ACTIVITY WHICH IS:

Mandated Non-Mandated New Activity

ACTION IS RELATED TO STRATEGIC PLAN:

Goal:

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

Objective: _____

ADMINISTRATION RECOMMENDATION: Recommended Not Recommended Without Recommendation

County Administrator: **Alan G. Vanderberg**

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

Committee/Governing/Advisory Board Approval Date: _____

Action Request



Committee: Board of Commissioners

Meeting Date: 12/28/2010

Requesting Department: Fiscal Services

Submitted By: Robert Spaman

Agenda Item: Monthly Accounts Payable for December 1, 2010 through December 17, 2010

SUGGESTED MOTION:

To approve the general claims in the amount of \$4,537,724.41 as presented by the summary report for December 1, 2010 through December 17, 2010.

SUMMARY OF REQUEST:

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

FINANCIAL INFORMATION:

Total Cost: \$4,537,724.41 | General Fund Cost: \$4,537,724.41 | Included in Budget: Yes | No

If not included in budget, recommended funding source:

ACTION IS RELATED TO AN ACTIVITY WHICH IS:

Mandated | Non-Mandated | New Activity

ACTION IS RELATED TO STRATEGIC PLAN:

Goal: 1: To Maintain and Improve the Strong Financial Position of the County.

Objective:

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

ADMINISTRATION RECOMMENDATION: Recommended | Not Recommended | Without Recommendation

County Administrator: **Alan G. Vanderberg**

Digitally signed by Alan G. Vanderberg
DN: cn=Alan G. Vanderberg, o=US, ou=County of Ottawa, ou=Administrator's Office, email=avanderberg@miottawa.org
Reason: I am approving this document
Date: 2010.12.22 09:44:07 -05'00'

Committee/Governing/Advisory Board Approval Date:



County of Ottawa

Fiscal Services Department

Robert Spaman
Fiscal Services Director

Marvin Hinga
Fiscal Services Assistant Director

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

West Olive (616) 738-4847

Fax (616) 738-4098

e-mail: rspaman@miottawa.org

mhinga@miottawa.org

To: Board of Commissioners

From: Robert Spaman, Fiscal Services Director

Subject: Accounts Payable Listing – December 1, 2010 to December 17, 2010

Date: December 21, 2010

I have reviewed the Accounts Payable Listing for December 1 through December 17, 2010. The following information will give you the detail of some of the purchases made in specific funds during this period:

Fund 6641 – Equipment Pool Fund

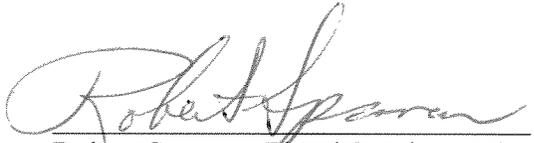
58 th District Court Software and Hardware	\$18,613.47
Software Financing Lansa Lease	\$ 3,156.54

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

Total Checks/Automated Clearing House (ACH) 12/01/2010 through 12/17/2010

I hereby certify that to the best of my knowledge the List of Audit Claims, a summary of which is attached, constitutes all claims received and audited for payment. The List of Claims shows the name of claimant, amount of claim, check number, ACH number, check date and ACH date. The net amount of checks/ACH written during the period was \$4,535,898.31. The amount of claims to be approved totals \$4,537,724.41.

*Adjustments are voided checks or ACH.



Robert Spaman, Fiscal Services, Director

12/21/10
Date

We hereby certify that the Board of Commissioners has approved the claims on this 28th day of December, 2010.

Philip Kuyers, Chairperson
Board of Commissioners

Daniel Krueger, Clerk

ACCOUNTS PAYABLE CHECKS/ACH 12/01/2010 THROUGH 12/17/2010

<u>FUND NUMBER</u>	<u>FUND NAME</u>	<u>CLAIMS TO BE APPROVED</u>	<u>ADJUSTMENTS*</u>	<u>NET CHECK/ACH TOTALS</u>
1010	GENERAL FUND	481,789.67	(4.35)	481,785.32
1500	CEMETERY TRUST	0.00	0.00	0.00
2081	PARKS & RECREATION	76,598.04	0.00	76,598.04
2082	PARK 12	0.00	0.00	0.00
2160	FRIEND OF COURT	4,560.34	0.00	4,560.34
2170	9/30 JUDICIAL GRANTS	622.27	0.00	622.27
2210	HEALTH	62,769.36	0.00	62,769.36
2220	MENTAL HEALTH	1,689,418.84	0.00	1,689,418.84
2271	SOLID WASTE CLEAN-UP	0.00	0.00	0.00
2272	LANDFILL TIPPING FEES	15,224.29	0.00	15,224.29
2320	TRANSPORTATION SYSTEM	39,393.00	0.00	39,393.00
2420	PLANNING COMMISSION	0.00	0.00	0.00
2444	INFRASTRUCTURE FUND	0.00	0.00	0.00
2450	PUBLIC IMPROVEMENT	0.00	0.00	0.00
2550	HOMESTEAD PROPERTY TAX	0.00	0.00	0.00
2560	REGISTER OF DEEDS AUTOMATION FUND	25,885.61	0.00	25,885.61
2590	LIPPERT GRANT	0.00	0.00	0.00
2601	PROSECUTING ATTORNEY GRANTS	0.00	0.00	0.00
2602	WEMET	54,786.42	0.00	54,786.42
2603	WEED AND SEED	0.00	0.00	0.00
2605	COPS-AHEAD-GEORGETOWN	0.00	0.00	0.00
2606	COPS-FAST-GEORGETOWN	0.00	0.00	0.00
2608	COPS-FAST-ALLENDALE	0.00	0.00	0.00
2609	SHERIFF GRANT PROGRAMS	201,407.50	0.00	201,407.50

ACCOUNTS PAYABLE CHECKS/ACH 12/01/2010 THROUGH 12/17/2010

<u>FUND NUMBER</u>	<u>FUND NAME</u>	<u>CLAIMS TO BE APPROVED</u>	<u>ADJUSTMENTS*</u>	<u>NET CHECK/ACH TOTALS</u>
2610	COPS-UNIVERSAL	9,492.99	0.00	9,492.99
2640	EMT HOLLAND-PARK	0.00	0.00	0.00
2650	EMT GEORGETOWN TOWNSHIP	0.00	0.00	0.00
2661	SHERIFF ROAD PATROL	757.80	0.00	757.80
2690	LAW LIBRARY	3,996.61	0.00	3,996.61
2740	WIA-ADMIN. COST POOL	5,158.41	0.00	5,158.41
2741	WIA-YOUTH	69,499.91	0.00	69,499.91
2742	WIA-ADULT	44,101.05	0.00	44,101.05
2743	WIA-6/30 GRANT PROGRAMS	187,339.99	0.00	187,339.99
2744	WIA-12/31 GRANT PROGRAMS	5,512.62	0.00	5,512.62
2747	WIA-WORK FIRST YOUTH	0.00	0.00	0.00
2748	WIA-9/30 GRANT PROGRAMS	539,418.67	0.00	539,418.67
2749	WIA-3/31 GRANT PROGRAMS	0.00	0.00	0.00
2750	GRANT PROGRAMS-PASS THRU	24,591.53	0.00	24,591.53
2800	EMERGENCY FEEDING	5,224.27	0.00	5,224.27
2810	FEMA	0.00	0.00	0.00
2850	COMMUNITY CORRECTIONS PROG. GRANT	8,423.00	0.00	8,423.00
2870	COMMUNITY ACTION AGENCY (CAA)	15,281.32	(116.83)	15,164.49
2890	WEATHERIZATION	33,472.51	0.00	33,472.51
2900	DEPT OF HUMAN SERVICES	0.00	0.00	0.00
2901	DEPT OF HUMAN SERVICES	375.33	0.00	375.33
2920	CHILD CARE - PROBATE	67,011.08	0.00	67,011.08
2921	CHILD CARE - SOCIAL SERVICES	0.00	0.00	0.00
2930	SOLDIER & SAILORS RELIEF	6,875.79	0.00	6,875.79

ACCOUNTS PAYABLE CHECKS/ACH 12/01/2010 THROUGH 12/17/2010

<u>FUND NUMBER</u>	<u>FUND NAME</u>	<u>CLAIMS TO BE APPROVED</u>	<u>ADJUSTMENTS*</u>	<u>NET CHECK/ACH TOTALS</u>
2940	VETERANS TRUST	0.00	0.00	0.00
2941	VETERANS TRUST	5,366.36	0.00	5,366.36
5160	DELINQUENT TAXES	73,898.92	0.00	73,898.92
6360	INFORMATION TECHNOLOGY	75,848.40	0.00	75,848.40
6410	WATER & SEWER REVOLVING	0.00	0.00	0.00
6450	DUPLICATING	1,301.02	0.00	1,301.02
6550	TELECOMMUNICATIONS	13,661.77	(270.00)	13,391.77
6641	EQUIPMENT POOL	21,770.01	0.00	21,770.01
6770	PROTECTED SELF-FUNDED INSURANCE	0.00	0.00	0.00
6771	PROTECTED SELF-FUNDED HEALTH INS.	37.26	0.00	37.26
6772	PROTECTED SELF-FUNDED UNEMPL INS.	0.00	0.00	0.00
6775	LONG-TERM DISABILITY INSURANCE	9,017.00	0.00	9,017.00
6776	PROTECTED SELF-FUNDED DENTAL INS.	0.00	0.00	0.00
6777	PROTECTED SELF-FUNDED VISION	0.00	0.00	0.00
6782	PROTECTED SELF-FUNDED INS PROG M.H.	0.00	0.00	0.00
7010	AGENCY	460,002.93	(1,012.71)	458,990.22
7040	IMPREST PAYROLL	197,832.52	(422.21)	197,410.31
7210	LIBRARY PENAL FINE	0.00	0.00	0.00
7300	EMPLOYEE SICK PAY BANK	0.00	0.00	0.00
		<u>\$4,537,724.41</u>	<u>(1,826.10)</u>	<u>\$4,535,898.31</u>

Action Request



Committee: Board of Commissioners

Meeting Date: 12/28/2010

Requesting Department: Fiscal Services

Submitted By: Bob Spaman

Agenda Item: Monthly Budget Adjustments

SUGGESTED MOTION:

To approve the appropriation changes greater than \$50,000 and those approved by the Administrator and Fiscal Services Director for \$50,000 or less which changed the total appropriation from the amended budget for the month of November 2010.

SUMMARY OF REQUEST:

Approve budget adjustments processed during the month for appropriation changes and line item adjustments.

Mandated action required by PA 621 of 1978, the Uniform Budget and Accounting Act.

Compliance with the Ottawa County Operating Budget Policy.

FINANCIAL INFORMATION:

Total Cost: \$0.00 | General Fund Cost: \$0.00 | Included in Budget: Yes | No

If not included in budget, recommended funding source:

ACTION IS RELATED TO AN ACTIVITY WHICH IS:

Mandated | Non-Mandated | New Activity

ACTION IS RELATED TO STRATEGIC PLAN:

Goal: 1: To Maintain and Improve the Strong Financial Position of the County.

Objective:

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

ADMINISTRATION RECOMMENDATION: Recommended | Not Recommended | Without Recommendation

County Administrator: **Alan G. Vanderberg**

Digitally signed by Alan G. Vanderberg
DN: cn=Alan G. Vanderberg, o=US, ou=County of Ottawa, ou=Administrator's Office, email=avanderberg@mcotawa.org
Reason: I am approving this document
Date: 2010.12.16 10:16:57 -0500

Committee/Governing/Advisory Board Approval Date: Finance and Administration Committee 12/28/2010

County of Ottawa
Fiscal Services Department
Changes to Total Appropriations and Adjustments
Budget Adjustments From Date: 11/01/2010 Thru 11/30/2010

Adjustment Number	G/L Date	Fund	Dept	Sub Dept	Account Number	Account Name	Adjustment Amount
<u>TO ESTABLISH JCIM GRANT</u>							
BA 701	11/16/2010	2743	7496		5610.0000	State Of Mich - Welfare	315,000.00-
BA 701	11/16/2010	2743	7496		7040.0000	Salaries - Regular	9,273.00
BA 701	11/16/2010	2743	7496		7150.0000	Social Security	709.00
BA 701	11/16/2010	2743	7496		7160.0000	Hospitalization	2,404.00
BA 701	11/16/2010	2743	7496		7160.0020	OPEB - Health Care	146.00
BA 701	11/16/2010	2743	7496		7170.0000	Life Insurance	31.00
BA 701	11/16/2010	2743	7496		7180.0000	Retirement & Sick Leave	1,482.00
BA 701	11/16/2010	2743	7496		7180.0010	457 Plan Contribution	253.00
BA 701	11/16/2010	2743	7496		7190.0000	Dental Insurance	124.00
BA 701	11/16/2010	2743	7496		7200.0000	Worker'S Compensation	2.00
BA 701	11/16/2010	2743	7496		7220.0000	Unemployment	7.00
BA 701	11/16/2010	2743	7496		7230.0000	Optical Insurance	29.00
BA 701	11/16/2010	2743	7496		7240.0000	Disability Insurance	40.00
BA 701	11/16/2010	2743	7496		8080.0000	Service Contracts	300,000.00
BA 701	11/16/2010	2743	7496		8600.0000	Travel - Mileage	500.00
<u>DR. SALVA'S TEMP REPLC</u>							
BA 702	11/16/2010	2220	6493	3244	7040.0000	Salaries - Regular	52,636.00-
BA 702	11/16/2010	2220	6493	3244	7150.0000	Social Security	2,430.00-
BA 702	11/16/2010	2220	6493	3244	7160.0000	Hospitalization	3,534.00-
BA 702	11/16/2010	2220	6493	3244	7180.0000	Retirement & Sick Leave	8,900.00-
BA 702	11/16/2010	2220	6493	3244	8210.0050	Psychiatrist	67,500.00
<u>TO ESTABLISH CONTINUA</u>							
BA 703	11/16/2010	2748	7431	0031	5610.0000	State Of Mich - Welfare	47,667.00-
BA 703	11/16/2010	2748	7431	0031	7040.0000	Salaries - Regular	18,584.00
BA 703	11/16/2010	2748	7431	0031	7150.0000	Social Security	1,526.00
BA 703	11/16/2010	2748	7431	0031	7160.0000	Hospitalization	9,032.00
BA 703	11/16/2010	2748	7431	0031	7160.0020	OPEB - Health Care	579.00
BA 703	11/16/2010	2748	7431	0031	7170.0000	Life Insurance	94.00
BA 703	11/16/2010	2748	7431	0031	7180.0000	Retirement & Sick Leave	3,614.00
BA 703	11/16/2010	2748	7431	0031	7180.0010	457 Plan Contribution	242.00
BA 703	11/16/2010	2748	7431	0031	7190.0000	Dental Insurance	477.00
BA 703	11/16/2010	2748	7431	0031	7200.0000	Worker'S Compensation	15.00
BA 703	11/16/2010	2748	7431	0031	7220.0000	Unemployment	40.00
BA 703	11/16/2010	2748	7431	0031	7230.0000	Optical Insurance	108.00
BA 703	11/16/2010	2748	7431	0031	7240.0000	Disability Insurance	105.00
BA 703	11/16/2010	2748	7431	0031	7270.0000	Office Supplies	169.00
BA 703	11/16/2010	2748	7431	0031	7280.0000	Printing & Binding	700.00
BA 703	11/16/2010	2748	7431	0031	7300.0000	Postage	200.00
BA 703	11/16/2010	2748	7431	0031	7390.0000	Operational Supplies	330.00

County of Ottawa
Fiscal Services Department
Changes to Total Appropriations and Adjustments
Budget Adjustments From Date: 11/01/2010 Thru 11/30/2010

Adjustment Number	G/L Date	Fund	Dept	Sub Dept	Account Number	Account Name	Adjustment Amount
BA 703	11/16/2010	2748	7431	0031	8080.0000	Service Contracts	16,134.00
BA 703	11/16/2010	2748	7431	0031	8300.0000	Memberships & Dues	12.00
BA 703	11/16/2010	2748	7431	0031	8310.0000	Administrative Expense	1,798.00
BA 703	11/16/2010	2748	7431	0031	8310.0020	Data Processing Services	2,500.00
BA 703	11/16/2010	2748	7431	0031	8500.0000	Telephone	300.00
BA 703	11/16/2010	2748	7431	0031	8600.0000	Travel - Mileage	2,000.00
BA 703	11/16/2010	2748	7431	0031	8610.0000	Conferences & Othr Travel	759.00
BA 703	11/16/2010	2748	7431	0031	9010.0000	Advertising	7,000.00
BA 703	11/16/2010	2748	7431	0031	9100.0000	Insurance & Bonds	1,000.00
BA 703	11/16/2010	2748	7431	0031	9390.0000	Building Rental	423.00
BA 703	11/16/2010	2748	7431	0031	9400.0000	Equipment Rental	94.00
BA 703	11/16/2010	2748	7431	0031	8080.0000	Service Contracts	190,993.00
BA 703	11/16/2010	2748	7433	0031	7040.0000	Salaries - Regular	138,118.00
BA 703	11/16/2010	2748	7433	0031	7150.0000	Social Security	10,567.00
BA 703	11/16/2010	2748	7433	0031	7160.0000	Hospitalization	34,497.00
BA 703	11/16/2010	2748	7433	0031	7160.0020	PEEB - Health Care	2,088.00
BA 703	11/16/2010	2748	7433	0031	7170.0000	Life Insurance	401.00
BA 703	11/16/2010	2748	7433	0031	7180.0000	Retirement & Sick Leave	18,503.00
BA 703	11/16/2010	2748	7433	0031	7180.0010	457 Plan Contribution	935.00
BA 703	11/16/2010	2748	7433	0031	7190.0000	Dental Insurance	1,771.00
BA 703	11/16/2010	2748	7433	0031	7200.0000	Worker's Compensation	32.00
BA 703	11/16/2010	2748	7433	0031	7220.0000	Unemployment	111.00
BA 703	11/16/2010	2748	7433	0031	7230.0000	Optical Insurance	408.00
BA 703	11/16/2010	2748	7433	0031	7240.0000	Disability Insurance	596.00
BA 703	11/16/2010	2748	7433	0031	7270.0000	Office Supplies	679.00
BA 703	11/16/2010	2748	7433	0031	7280.0000	Printing & Binding	1,007.00
BA 703	11/16/2010	2748	7433	0031	7300.0000	Postage	642.00
BA 703	11/16/2010	2748	7433	0031	7390.0000	Operational Supplies	4,277.00
BA 703	11/16/2010	2748	7433	0031	8080.0000	Service Contracts	2,425.00
BA 703	11/16/2010	2748	7433	0031	8300.0000	Memberships & Dues	406.00
BA 703	11/16/2010	2748	7433	0031	8310.0000	Administrative Expense	7,331.00
BA 703	11/16/2010	2748	7433	0031	8310.0020	Data Processing Services	5,604.00
BA 703	11/16/2010	2748	7433	0031	8440.0040	Other Training	32,901.00
BA 703	11/16/2010	2748	7433	0031	8500.0000	Telephone	800.00
BA 703	11/16/2010	2748	7433	0031	8600.0000	Travel - Mileage	1,722.00
BA 703	11/16/2010	2748	7433	0031	8610.0000	Conferences & Othr Travel	1,451.00
BA 703	11/16/2010	2748	7433	0031	9010.0000	Advertising	2,782.00
BA 703	11/16/2010	2748	7433	0031	9100.0000	Insurance & Bonds	2,101.00
BA 703	11/16/2010	2748	7433	0031	9310.0000	Equipment Repair	2.00
BA 703	11/16/2010	2748	7433	0031	9390.0000	Building Rental	4,760.00
BA 703	11/16/2010	2748	7433	0031	9400.0000	Equipment Rental	46.00

TO ESTABLISH CONTINUA

County of Ottawa
Fiscal Services Department
Changes to Total Appropriations and Adjustments
Budget Adjustments From Date: 11/01/2010 Thru 11/30/2010

Adjustment Number	G/L Date	Fund	Dept	Sub Dept	Account Number	Account Name	Adjustment Amount
<u>TO ENTR BDG FOR GF/GP</u>							
<u>TO ENTR BDG FOR GF/GP</u>							
BA 704	11/16/2010	2748	7431	0003	5610.0100	Most-Allegan DSS Revenue	72,639.00-
BA 704	11/16/2010	2748	7431	0003	8080.0000	Service Contracts	13,800.00
BA 704	11/16/2010	2748	7433	0007	7390.0000	Operational Supplies	12,300.00-
BA 704	11/16/2010	2748	7433	0007	8440.0050	Administration-Sub Agents	71,139.00
<u>TO ADJ FOR DHS REVENUE</u>							
BA 705	11/16/2010	2748	7438	0003	5610.0100	Most-Allegan DSS Revenue	80,000.00-
BA 705	11/16/2010	2748	7438	0007	8590.0000	Transportation Charges	80,000.00
<u>ALGN CSGB BDG W/STATE</u>							
BA 706	11/16/2010	2870	7470		5610.0060	Comm. Serv. Block Grant	263,407.00
BA 706	11/16/2010	2870	7472		7040.0000	Salaries - Regular	141,582.00-
BA 706	11/16/2010	2870	7472		7150.0000	Social Security	10,566.00-
BA 706	11/16/2010	2870	7472		7160.0000	Hospitalization	49,870.00-
BA 706	11/16/2010	2870	7472		7160.0020	OPBB - Health Care	3,021.00-
BA 706	11/16/2010	2870	7472		7170.0000	Life Insurance	305.00-
BA 706	11/16/2010	2870	7472		7180.0000	Retirement & Sick leave	12,684.00-
BA 706	11/16/2010	2870	7472		7180.0010	457 Plan Contribution	387.00-
BA 706	11/16/2010	2870	7472		7190.0000	Dental Insurance	2,564.00-
BA 706	11/16/2010	2870	7472		7200.0000	Worker's Compensation	35.00-
BA 706	11/16/2010	2870	7472		7210.0000	Longevity	279.00-
BA 706	11/16/2010	2870	7472		7220.0000	Unemployment	96.00-
BA 706	11/16/2010	2870	7472		7230.0000	Optical Insurance	591.00-
BA 706	11/16/2010	2870	7472		7240.0000	Disability Insurance	597.00-
BA 706	11/16/2010	2870	7472		7270.0000	Office Supplies	1,273.00-
BA 706	11/16/2010	2870	7472		7280.0000	Printing & Binding	1,888.00-
BA 706	11/16/2010	2870	7472		7300.0000	Postage	1,205.00-
BA 706	11/16/2010	2870	7472		7390.0000	Operational Supplies	1,634.00
BA 706	11/16/2010	2870	7472		8020.0000	Employment Physicals	36.00-
BA 706	11/16/2010	2870	7472		8080.0000	Service Contracts	5,785.00-
BA 706	11/16/2010	2870	7472		8300.0000	Memberships & Dues	269.00-
BA 706	11/16/2010	2870	7472		8310.0000	Administrative Expense	17,908.00-
BA 706	11/16/2010	2870	7472		8310.0020	Data Processing Services	20,954.00-
BA 706	11/16/2010	2870	7472		8420.0010	Supportive Services	10,000.00
BA 706	11/16/2010	2870	7472		8500.0000	Telephone	500.00-
BA 706	11/16/2010	2870	7472		8600.0000	Travel - Mileage	3,229.00-
BA 706	11/16/2010	2870	7472		8610.0000	Conferences & Othr Travel	1,374.00-
BA 706	11/16/2010	2870	7472		9010.0000	Advertising	5,823.00
BA 706	11/16/2010	2870	7472		9100.0000	Insurance & Bonds	2,566.00-
BA 706	11/16/2010	2870	7472		9310.0000	Equipment Repair	6.00-

County of Ottawa
Fiscal Services Department
Changes to Total Appropriations and Adjustments
Budget Adjustments From Date: 11/01/2010 Thru 11/30/2010

Adjustment Number	G/L Date	Fund	Dept	Sub Dept	Account Number	Account Name	Adjustment Amount
<u>ALGN CSGE BDG W/STATE</u>							
BA 706	11/16/2010	2870	7472		9390.0000	Building Rental	1,350.00-
BA 706	11/16/2010	2870	7472		9400.0000	Equipment Rental	56.00
<u>MEM BENFT PUR SCOOTER</u>							
BA 731	11/02/2010	1010	3310		6760.0000	Reimbursements	4,535.00-
BA 731	11/02/2010	1010	3310		7390.0000	Operational Supplies	4,535.00
<u>REV RCVD CNTRY DAIRY</u>							
BA 733	11/02/2010	1010	7211		6760.0000	Reimbursements	17,246.00-
BA 733	11/02/2010	1010	7211		7270.0000	Office Supplies	1,266.00
<u>RSTRCTD DNATNS CRRYOV</u>							
BA 735	11/02/2010	2210	6061		6750.0013	Donations-Elmer DENSE Fun	91.00-
BA 735	11/02/2010	2210	6061		6750.0014	Donations-Amer Lung Assoc	960.00-
BA 735	11/02/2010	2210	6061		7640.0013	P.A.E.-Elmer DENSE Fund	91.00
BA 735	11/02/2010	2210	6061		7640.0014	PAE-American Lung Assoc.	960.00
<u>HUD GRANT EFF 10-1-10</u>							
BA 736	11/02/2010	2220	6492	5610	5160.0000	Federal Grants - Health	15,787.00-
BA 736	11/02/2010	2220	6492	5610	7040.0000	Salaries - Regular	467.00
BA 736	11/02/2010	2220	6492	5610	7150.0000	Social Security	36.00
BA 736	11/02/2010	2220	6492	5610	7160.0000	Hospitalization	177.00
BA 736	11/02/2010	2220	6492	5610	7160.0020	OPEB - Health Care	11.00
BA 736	11/02/2010	2220	6492	5610	7170.0000	Life Insurance	1.00
BA 736	11/02/2010	2220	6492	5610	7180.0000	Retirement & Sick Leave	46.00
BA 736	11/02/2010	2220	6492	5610	7190.0000	Dental Insurance	9.00
BA 736	11/02/2010	2220	6492	5610	7200.0000	Worker'S Compensation	1.00
BA 736	11/02/2010	2220	6492	5610	7230.0000	Optical Insurance	2.00
BA 736	11/02/2010	2220	6492	5610	7240.0000	Disability Insurance	2.00
BA 736	11/02/2010	2220	6492	5610	8210.0000	Contractual - Other	275.00
BA 736	11/02/2010	2220	6492	5610	8270.0130	Client Care-Housing Assis	14,760.00
<u>ADDL ST REDUCTN ON SWA</u>							
BA 738	11/02/2010	2743	7431	0024	5610.0000	State Of Mich - Welfare	794.00
BA 738	11/02/2010	2743	7431	0024	8080.0000	Service Contracts	79.00-
BA 738	11/02/2010	2743	7433	0024	8440.0050	Administration-Sub Agents	715.00-

County of Ottawa
Fiscal Services Department
Changes to Total Appropriations and Adjustments
Budget Adjustments From Date: 11/01/2010 Thru 11/30/2010

Adjustment Number	G/L Date	Fund	Dept	Sub Dept	Account Number	Account Name	Adjustment Amount
<u>COR REV FOR STRGC PL</u>							
<u>COR REV FOR STRGC PL</u>							
BA 742	11/02/2010	2743	7489		5610.0000	State Of Mich - Welfare	48,405.00
<u>ADJ FOR ADDL ST.REDC</u>							
BA 744	11/02/2010	2748	7431	0003	5610.0100	Most-Allegan DSS Revenue	2,540.00
BA 744	11/02/2010	2748	7431	0003	8080.0000	Service Contracts	305.00-
BA 744	11/02/2010	2748	7433	0007	8440.0050	Administration-Sub Agents	2,235.00-
<u>ADJ FOR ADDL ST.REDC</u>							
BA 745	11/02/2010	2748	7438	0003	5610.0100	Most-Allegan DSS Revenue	10,719.00
BA 745	11/02/2010	2748	7438	0007	9390.0000	Building Rental	10,719.00-
<u>TO ESTBL TAA SVCS BDG</u>							
BA 746	11/16/2010	2748	7430	0014	5610.0000	State Of Mich - Welfare	671,000.00-
BA 746	11/16/2010	2748	7430	0014	8430.0000	Client Assistance Pymts	20,000.00
BA 746	11/16/2010	2748	7430	0014	8440.0050	Administration-Sub Agents	650,000.00
BA 746	11/16/2010	2748	7430	0014	8440.0060	Job Search	1,000.00
<u>TO ESTBL PIP EST REV</u>							
BA 747	11/16/2010	2870	7470		5610.0130	MSHDA - Revenue	75,000.00-
BA 747	11/16/2010	2870	7472		8210.0000	Contractual - Other	75,000.00
<u>PHR FUNDING EXTENSION</u>							
BA 748	11/16/2010	2210	6016		5550.0000	State Of MI - Health	55,600.00-
BA 748	11/16/2010	2210	6016		7390.0000	Operational Supplies	22,200.00
BA 748	11/16/2010	2210	6016		8210.0000	Contractual - Other	33,400.00
BA 748	11/16/2010	2210	6017		5550.0000	State Of MI - Health	2,249.00-
BA 748	11/16/2010	2210	6017		7040.0000	Salaries - Regular	1,124.00
BA 748	11/16/2010	2210	6017		7150.0000	Social Security	82.00
BA 748	11/16/2010	2210	6017		7160.0000	Hospitalization	264.00
BA 748	11/16/2010	2210	6017		7160.0020	OPEB - Health Care	11.00
BA 748	11/16/2010	2210	6017		7170.0000	Life Insurance	3.00
BA 748	11/16/2010	2210	6017		7180.0000	Retirement & Sick Leave	139.00
BA 748	11/16/2010	2210	6017		7180.0010	457 Plan Contribution	6.00
BA 748	11/16/2010	2210	6017		7190.0000	Dental Insurance	15.00
BA 748	11/16/2010	2210	6017		7200.0000	Worker'S Compensation	2.00
BA 748	11/16/2010	2210	6017		7220.0000	Unemployment	1.00
BA 748	11/16/2010	2210	6017		7230.0000	Optical Insurance	4.00

County of Ottawa
Fiscal Services Department
Changes to Total Appropriations and Adjustments
Budget Adjustments From Date: 11/01/2010 Thru 11/30/2010

Adjustment Number	G/L Date	Fund	Dept	Sub Dept	Account Number	Account Name	Adjustment Amount
<u>PHER_FUNDING_EXTNSION</u>							
BA 748	11/16/2010	2210	6017		7240.0000	Disability Insurance	4.00
<u>UPGRDE SQI_SERVERS</u>							
BA 762	11/08/2010	2560	2360		7390.0000	Operational Supplies	15,500.00
<u>TO_ADJ_WEATHRZTN_PROG</u>							
BA 767	11/16/2010	2890	7297		5720.0000	St Of MI-Energy Coordin.	96,645.00-
BA 767	11/16/2010	2890	7298		7040.0000	Salaries - Regular	65,931.00
BA 767	11/16/2010	2890	7298		7150.0000	Social Security	2,105.00
BA 767	11/16/2010	2890	7298		7160.0000	Hospitalization	21,737.00
BA 767	11/16/2010	2890	7298		7160.0020	OPEB - Health Care	1,316.00
BA 767	11/16/2010	2890	7298		7170.0000	Life Insurance	69.00
BA 767	11/16/2010	2890	7298		7180.0000	Retirement & Sick Leave	3,042.00
BA 767	11/16/2010	2890	7298		7180.0010	457 Plan Contribution	789.00
BA 767	11/16/2010	2890	7298		7190.0000	Dental Insurance	1,117.00
BA 767	11/16/2010	2890	7298		7200.0000	Worker'S Compensation	29.00
BA 767	11/16/2010	2890	7298		7210.0000	Longevity	112.00
BA 767	11/16/2010	2890	7298		7220.0000	Unemployment	21.00
BA 767	11/16/2010	2890	7298		7230.0000	Optical Insurance	258.00
BA 767	11/16/2010	2890	7298		7240.0000	Disability Insurance	119.00
<u>CVR_UNANTCPTD_LGL_EXP</u>							
BA 769	11/15/2010	1010	2010		6070.0090	Fees - Out County Housing	2,800.00-
BA 769	11/15/2010	1010	2010		8600.0000	Travel - Mileage	300.00
BA 769	11/15/2010	1010	2100		8070.0000	Legal/Trial Ct Apt Att Fe	2,500.00
<u>COR_OVRBDG/ALW_PAYROL</u>							
BA 775	11/15/2010	1010	4263		6710.0000	Other Revenue	500.00-
BA 775	11/15/2010	1010	4263		7040.0000	Salaries - Regular	840.00
BA 775	11/15/2010	1010	4263		7180.0010	457 Plan Contribution	47.00
BA 775	11/15/2010	1010	4263		7390.0000	Operational Supplies	387.00-
<u>ADJ_TO_ACTL_\$'S_AVAIL</u>							
BA 776	11/15/2010	2740	7431	0006	5610.0000	State Of Mich - Welfare	24,040.00
BA 776	11/15/2010	2740	7431	0006	8080.0000	Service Contracts	24,040.00-
<u>ADJ_TO_STATE_ALLOCATN</u>							

Adjustment Number	G/L Date	Fund	Dept	Sub Dept	Account Number	Account Name	Adjustment Amount
<u>ADJ TO STATE ALLOCMTN</u>							
BA 778	11/15/2010	2748	7445		5610.0000	State Of Mich - Welfare	28,749.00-
BA 778	11/15/2010	2748	7445		7040.0000	Salaries - Regular	2,582.00-
BA 778	11/15/2010	2748	7445		7150.0000	Social Security	198.00-
BA 778	11/15/2010	2748	7445		7160.0000	Hospitalization	707.00-
BA 778	11/15/2010	2748	7445		7160.0020	OPEB - Health Care	43.00-
BA 778	11/15/2010	2748	7445		7170.0000	Life Insurance	6.00-
BA 778	11/15/2010	2748	7445		7180.0000	Retirement & Sick Leave	238.00-
BA 778	11/15/2010	2748	7445		7180.0010	457 Plan Contribution	26.00-
BA 778	11/15/2010	2748	7445		7190.0000	Dental Insurance	36.00-
BA 778	11/15/2010	2748	7445		7200.0000	Worker's Compensation	1.00-
BA 778	11/15/2010	2748	7445		7220.0000	Unemployment	2.00-
BA 778	11/15/2010	2748	7445		7230.0000	Optical Insurance	8.00-
BA 778	11/15/2010	2748	7445		7240.0000	Disability Insurance	11.00-
BA 778	11/15/2010	2748	7445		8420.0010	Supportive Services	1,586.00
BA 778	11/15/2010	2748	7445		8440.0050	Administration-Sub Agents	31,021.00
<u>TO ESTBLSH CARRY OVER</u>							
BA 779	11/15/2010	2748	7460	0006	5610.0000	State Of Mich - Welfare	13,762.00-
BA 779	11/15/2010	2748	7460	0006	8080.0000	Service Contracts	13,762.00
<u>MAY SCHL ELECTN REIMB</u>							
BA 785	11/22/2010	1010	1920		6760.0000	Reimbursements	1,100.00-
BA 785	11/22/2010	1010	1920		8030.0220	Committee Per Diem Fee	1,100.00
<u>RECVD FDS FROM OASID</u>							
BA 790	11/22/2010	2210	6310		6710.0000	Other Revenue	1,300.00-
BA 790	11/22/2010	2210	6310		7390.0000	Operational Supplies	1,300.00
<u>TO ESTBLSH TAA BDGT</u>							
BA 797	11/22/2010	2748	7430	0014	8440.0050	Administration-Sub Agents	1,000.00
<u>ADJ BDG FOR TRNSPRATN</u>							
BA 799	11/22/2010	2748	7431	0003	5610.0100	Most-Allegan DSS Revenue	30,000.00
BA 799	11/22/2010	2748	7438	0007	8590.0000	Transportation Charges	30,000.00-
<u>CVR PRSNL CST THRU YE</u>							
BA 809	11/29/2010	1010	2010		6999.3900	Rev. (Over) Under Expend.	500.00

County of Ottawa
Fiscal Services Department
Changes to Total Appropriations and Adjustments
Budget Adjustments From Date: 11/01/2010 Thru 11/30/2010

Adjustment Number	G/L Date	Fund	Dept	Sub Dept	Account Number	Account Name	Adjustment Amount
<u>CVR_PERSNL_CST_THRU_YE</u>							
BA 809	11/29/2010	1010	4263		5820.0000	Contrib Local-Pub. Safety	560.00-
BA 809	11/29/2010	1010	4263		7040.0000	Salaries - Regular	318.00
BA 809	11/29/2010	1010	4263		7150.0000	Social Security	50.00
BA 809	11/29/2010	1010	4263		7170.0000	Life Insurance	6.00
BA 809	11/29/2010	1010	4263		7180.0000	Retirement & Sick Leave	215.00
BA 809	11/29/2010	1010	4263		7180.0010	457 Plan Contribution	10.00
BA 809	11/29/2010	1010	4263		7200.0000	Worker'S Compensation	5.00
BA 809	11/29/2010	1010	4263		7220.0000	Unemployment	5.00
BA 809	11/29/2010	1010	4263		7240.0000	Disability Insurance	10.00

BSD_ON_ACTL_DONATIONS

BA 811	11/29/2010	2901	6700		6750.0010	Donations	31.00-
BA 811	11/29/2010	2901	6700		7290.0000	Other Supplies	31.00

Action Request



Committee: Board of Commissioners

Meeting Date: 12/28/2010

Requesting Department: Planning & Performance Improvement

Submitted By: Mark Knudsen

Agenda Item: Resolution to Request the Department of Energy, Labor and Economic Growth (DELEG) to Rescind Information Memorandum 16

SUGGESTED MOTION:

To approve and authorize the Board Chair and Clerk to sign the resolution requesting the Department of Energy, Labor and Economic Growth (DELEG) to rescind Information Memorandum 16.

SUMMARY OF REQUEST:

Recently, "Information Memorandum 16" was distributed by DELEG. The memorandum contains new rules and policies for the Remonumentation Grant Program which could increase costs to the County. A few of the major program changes are listed below:

- **Supplies and Equipment:** Counties can no longer be reimbursed for various supplies and equipment including the warranty payments for the Continuously Operating Reference Stations (CORS). Ottawa County installed four CORS based on an understanding that the costs associated with the Stations were reimbursable through Remonumentation funds.
- **Administrative Costs:** Only 15% of the grant can be used for administrative costs which include the County Representative's salary, county staff salary, office supplies, postage and other indirect costs. Currently, Ottawa County's administrative costs range from 30% – 40% of the annual grant.
- **Confusing Items:** The County Representative is required to develop the work program for the grant application, but it is also stated that the costs for grant application preparation are not reimbursable.

The resolution requests that the memorandum be rescinded, and that any future program revisions be developed with input from the counties.

FINANCIAL INFORMATION:

Total Cost: \$0.00 | General Fund Cost: \$0.00 | Included in Budget: Yes | No

If not included in budget, recommended funding source:

ACTION IS RELATED TO AN ACTIVITY WHICH IS:

Mandated | Non-Mandated | New Activity

ACTION IS RELATED TO STRATEGIC PLAN:

Goal: 1: To Maintain and Improve the Strong Financial Position of the County.

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

ADMINISTRATION RECOMMENDATION: Recommended | Not Recommended | Without Recommendation

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@coottawa.org
Reason: I am approving this document
Date: 2010.12.21 14:32:00 -0500

Committee/Governing/Advisory Board Approval Date:



County of Ottawa

Department of Planning and Performance Improvement

Mark Knudsen, Director

Phone 616.738.4852

Fax 616.738.4625

Memorandum

To: Andrew S Levin, Acting Director, Department of Energy, Labor and Economic Growth
Keith Lambert, PS, Director, Office of Land Survey and Remonumentation

From: Mark Knudsen, Ottawa County Remonumentation Grant Administrator

Date: Monday, December 20, 2010

Subject: Information Memorandum 16

The undersigned, as a County Grant Administrator and County Representative charged with the implementation of the State Survey and Remonumentation Act 345 of 1990 for Ottawa County, Michigan, we hereby request that Memorandum 16 issued November 18, 2010 by the Office of Land Survey and Remonumentation be rescinded in its entirety so that the Remonumentation Program for 2011 may proceed without onerous restrictions and unfunded mandates.

A revised 2011 Grant Application form, due no later than December 29, 2010, which accompanied Memorandum 16 was revised on December 10, 2010 leading to confusion and needless repetition.

In our opinion, unfunded mandates transferring normal program costs to the counties and their contract surveyors appear to be a violation of the Headlee Amendment.

We further request that any future program revisions be developed in cooperation and collaboration with the Counties.

County Grant Administrator

12-20-10

Date

County Representative

12-20-10

Date

COUNTY OF OTTAWA

STATE OF MICHIGAN

RESOLUTION

At a regular meeting of the Ottawa County Board of Commissioners, held at the Fillmore Complex in the Township of Olive, Michigan on December 28, 2010 at _____ o'clock p.m. local time.

PRESENT: Commissioners _____

ABSENT: Commissioners _____

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

WHEREAS, Act 345 of 1990, MCL 54.261 et seq., established the statewide Remonumentation Program, to be administered by counties, but funded by annual grants from the State of Michigan; and

WHEREAS, Act 346 of 1990, MCL 600.2567 et seq., established that the funding mechanism for those grants would be fees collected at the Register of Deeds Office in each county and sent to a dedicated account at the State of Michigan; and

WHEREAS, the Headlee Amendment, Article IX, Section 29 to the 1963 Constitution of the State of Michigan, prohibits state government and its agencies from imposing new mandated programs on counties and municipalities unless those mandates are fully funded ; and

WHEREAS, the Headlee Amendment also prohibits state agencies from reducing the state-financed proportion of necessary costs for existing activities or services mandated by the

State; and

WHEREAS, the Office of Land Survey and Remonumentation within the Michigan Department of Energy, Labor & Economic Growth has issued Information Memorandum 16, dated November 18, 2010, which purports to drastically reduce the reimbursable cost items, and drastically limit each county's ability to properly fulfill the basic goals of the Remonumentation Program; and

WHEREAS, a copy of Information Memorandum 16 is attached to this Resolution as "Exhibit A"; and

WHEREAS, many of the provisions within Information Memorandum 16 are contrary to the terms of Act 346 of 1990, and in direct violation of the Headlee Amendment;

NOW, THEREFORE, BE IT RESOLVED the Ottawa County Board of Commissioners demands that Information Memorandum 16 be immediately withdrawn in its entirety by the State of Michigan, Department of Labor and Economic Growth, so that the Remonumentation grant process for 2011 may proceed without unconstitutional restriction, and that any future program revisions be developed in cooperation and collaboration with the counties; and

BE IT FURTHER RESOLVED, that the Ottawa County Clerk send copies of this resolution to Governor Rick Snyder, State Senator Arlan Meekhof, Representative David Agema, Representative Amanda Price, Representative Joseph Haveman, Representative Holly Hughes, the Michigan Association of Counties, and to the County Clerks of all Michigan Counties; and,

BE IT FURTHER RESOLVED, that all resolutions in conflict with this resolution be repealed to the extent of such conflict.

YEAS: Commissioners _____

NAYS: Commissioners _____

RESOLUTION DECLARED ADOPTED.

Chairperson, Ottawa County
Board of Commissioners

Ottawa County Clerk



JENNIFER M. GRANHOLM
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF ENERGY, LABOR & ECONOMIC GROWTH
LANSING

ANDREW S. LEVIN
ACTING DIRECTOR

INFORMATION MEMORANDUM NO. 16

November 18, 2010

TO: County Grant Administrators & County Representatives/Surveyors

FROM: Keith E. Lambert, P.S., Director *KEL*
Office of Land Survey & Remonumentation

RE: 2011 and Future Grants

The attached information has been developed to promote a uniform program awareness based upon applicable program statutes, rules, model county plan, and grant agreement, program advice from the Office of the Attorney General, performance audit of the Bureau of Construction Codes conducted by the Office of the Auditor General, and department personnel involved with the Remonumentation Program.

Please review the program clarifications for each of the topics provided and share this information with all contract surveyors.

All information contained herein will be posted on the Survey and Remonumentation website and updated when necessary to coincide with the annual grant process.

If you have any questions regarding this documentation, please contact our office at (517) 241-6321, fax (517) 241-6301, or e-mail bccinfo@michigan.gov.

KEL:NJ

cc: Irvin J. Poke, AIA, Director, Bureau of Construction Codes
Beth Aben, Deputy Director, Bureau of Construction Codes

Providing for Michigan's Safety in the Built Environment

BUREAU OF CONSTRUCTION CODES
P.O. BOX 30704 • LANSING, MICHIGAN 48909
Telephone (517) 241-6321 • Fax (517) 241-6301
www.michigan.gov/deleg

DELEG is an equal opportunity employer/program.
Auxiliary aids, services and other reasonable accommodations are available upon request to individuals with disabilities.

2011 and Future Grants

Department of Energy, Labor & Economic Growth
Bureau of Construction Codes
Office of Land Survey and Remonumentation
6546 Mercantile Way, P.O. Box 30704
Lansing, Michigan 48909

www.michigan.gov/bcc

Department of Energy, Labor & Economic Growth
Bureau of Construction Codes
Office of Land Survey and Remonumentation
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2011 and Future Grants

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Department of Energy, Labor & Economic Growth
Bureau of Construction Codes
Office of Land Survey and Remonumentation
www.michigan.gov/bcc

2011 and Future Grants

Guiding Principles

1. **The State Survey and Remonumentation Act**, 1990 PA 345, MCL 54.261 *et seq.*, was enacted to allow for the perpetuation of the original Public Land Survey System (PLSS) corners established and monumented by the Federal Government.
 - a. The original Public Land Survey System corners established and monumented by the federal surveys are held to be without error as the proper corners and true positions.
 - i. According to the Act of February 11, 1805 in Title 43 of the United States Code, the corners originally established and monumented by the Surveyor General are unchangeable. All the corners marked in the public land surveys shall be established as the proper corners of sections or subdivision of sections which they were intended to designate. After these corners are fixed in the field by the original surveyor, they are not subject to change on discovery of errors after private rights have intervened.
 - ii. The 2009 BLM Manual of Survey Instructions reiterates these facts in accordance with federal law:
 - 1) Chapter 1-29. *“That the boundaries and subdivision of the public lands as surveyed under the approved instructions by the duly appointed surveyors, the physical evidence of which survey consists of monuments established upon the ground, and the record evidence of which consists of field notes and plats duly approved by the authorities constituted by law, are unchangeable after the passing of title by the United States.”*
 - 2) Chapter 3-4. *By law, (1) the corners marked in public land surveys shall be established as the proper corners of sections or of the subdivisions of the sections which they were intended to designate; (2) the boundary lines actually run and marked shall be and remain the proper boundary lines of the sections or subdivisions for which they were intended, and the lengths of these lines as returned shall be held as the true length thereof; and (3) the contents of each section or subdivision of section returned shall be held and considered as containing the exact quantity expressed (Rev. Stat. 2396; 43 U.S.C. 752).”*
 - b. All original PLSS corners, including closing corners, established and monumented by the federal surveys shall be restored and perpetuated through the Remonumentation Program.

- c. It is the paramount concern for surveyors completing retracement work to restore a corner to its original position through diligent and impartial judgment.

2. **BLM Manual of Survey Instructions** and all applicable federal and state laws shall be followed when completing work for the State Survey and Remonumentation Program.

- a. While the Program directs that monumentation surveyors be contracted to perpetuate the original PLSS corners and that county peer groups be established to act as advisors for the ratification of these corners, it does not grant the authority to waive requirements associated with federal and state law.

Administrative Rule 54.206(2) and the annual grant agreement requires that the Grantee comply with all applicable federal, state and local laws and ordinances in performance of the annual contracts.

- b. The BLM Manual of Survey Instructions addresses its use as an advisory document when the Federal government does not maintain an interest in the lands being surveyed. Chapter 1-6 of the 2009 Manual, however, specifies that when enacted or adopted by a local authority, the principles, practices, procedures and policies outlined therein become “...explicitly applicable to the boundaries of non-Federal land...”

The BLM Manual of Survey Instructions has been adopted by both the State Survey and Remonumentation Act and the Land Corner Recordation Act and should be followed explicitly when recovering, restoring and filing corner records within the State of Michigan.

- i. 1990 PA 345, MCL 54.268(2)(a) requires the completion of the program “...under the guidelines of the manual of instructions for the survey of the public lands of the United States, 1973, prepared by the bureau of land management of the department of interior, technical bulletin 6, or subsequent editions.”
- ii. 1970 PA 74, the Land Corner Recordation Act, requires that the surveyor completing the Land Corner Recordation Certificate (LCRC) complete the document to certify that the work completed was done “...in conformance with regulations and rules therefore as required in the current manual of survey instructions of the United States Department of the Interior, Bureau of Land Management or by a decree of a Court of Law...”

Program Administration

The State, in partnership with each County, is responsible for ensuring the contractual work complies with minimum program requirements, using the State Survey and Remonumentation Fund appropriately, and resolving non-compliant work issues.

Effective January 1, 2011, any work submitted by a county that does not meet program specifications will not be eligible for reimbursement, including any work performed for maintenance or compliance issues. All costs and liability for non-compliant work remains the responsibility of the county and/or contracted surveyor.

1. **Contract/Monumentation Surveyor:** Contract/monumentation surveyors must complete all work according to program requirements as mandated by federal and state law and other applicable rules, guidelines, manuals, instructions, etc., and are liable for all corners and records filed for the program.

Contract/monumentation surveyors are prohibited from charging administrative costs to the program for overseeing subcontractors or purchasing supplies.

2. **County Grant Administrator:** The County Grant Administrator is appointed by the County Board of Commissioners to represent the county's interest in regard to the program. This position is responsible for communicating with the Office of Land Survey and Remonumentation (OLSR) concerning all administrative and financial issues regarding the grant.

Grant Administrator duties include:

- a. Compiling and submitting the yearly grant application by December 31st of the year preceding the grant year.
- b. Compiling and submitting the yearly Completion Report by February 28 or 29 of the year following the grant.
- c. Selecting the monumentation surveyors using Qualifications-Based Selection (QBS), which provides for maximum open and free competition involving the use of the State Survey and Remonumentation Fund.
- d. Negotiation of contractual surveyor costs.
 - 1) Determines fee structure based upon scope of work.
 - 2) Negotiations take place after firms/professionals are selected.
 - 3) Surrounding county monumentation contracts may be considered for negotiations.
 - 4) Surveyors/firms which contract with the county cannot negotiate fees on behalf of the county.
- e. Overseeing the county representative/surveyor and monumentation surveyors, holding them accountable for fulfilling their contractual agreements with the county by meeting program requirements.

3. **County Plan Completion:** The County is responsible for determining the number of corners established and monumented in the original public land surveys.

Beginning with the 2012 grant application, all counties will report their overall completion status using the PLSS notes and maps to determine the number of original corners established and monumented by the Federal Government.

4. **County Representative/Surveyor:** The County Representative is the elected County Surveyor or the professional surveyor appointed by the County Board of Commissioners in a county that does not have a county surveyor. The County Representative/Surveyor is responsible for communicating with the OLSR concerning survey/technical related issues regarding the peer group, research/monumentation, and establishing state plane coordinates. When the correspondence is specific to surveyor activities, we may correspond directly with the County Representative/Surveyor and provide a copy to the County Grant Administrator.

Effective with the 2011 grant program, the County Representative/Surveyor is no longer required to sign the Grant Application, Progress, and Completion Reports, since the contracting authority rests with the County Grant Administrator.

We encourage the County Representative/Surveyor to correspond with other agencies, departments, etc., regarding any construction projects which may temporarily remove PLSS corners during the course of the project, i.e., Michigan Department of Transportation, county road commissions, county drain commissioners, public works departments, utility companies, etc.

County Representative duties include:

- a. Overseeing all monumentation work performed to ensure its compliance with Program requirements as mandated by federal and state law and other applicable rules, guidelines, manuals, instructions, etc.
- b. Appointing the peer group members.
- c. Planning and chairing all peer group meetings.
- d. Creating and maintaining a filing system for all dossiers.
- e. Providing the required work program for the yearly grant application, including:
 - 1) Analysis of county's level of completion expected by December 31 of the current grant year.
 - 2) Synopsis of the work completed by December 31 of the grant year.
 - 3) Proposed work program for the following year.
- f. Establishing the requirements and procedures for:
 - 1) Corner restoration, rehabilitation and remonumentation, including:

- a) Researching the history of corners.
 - b) Field reconnaissance and corner recovery.
 - c) Reporting.
 - d) Marker placement.
 - 2) Geodetic control stations recovery, including:
 - a) Researching the history of corners.
 - b) Field reconnaissance and corner recovery reporting.
 - 3) Perpetual monument maintenance of all PLSS corners and geodetic control stations.
5. **Court Cases:** We are currently aware of the following three decisions involving corners perpetuated through the Remonumentation Program. Please be mindful that the courts have the jurisdiction for resolving property line disputes and it is not within the program's purview to determine property rights. Copies are available on our website:
- a. *Greenview v Pettis, Court of Appeals Docket No. 279109*
 - b. *Morelli v Tudor, Court of Appeals Docket No. 263814*
 - c. *Schmidt v Heppinstall, Court of Appeals Docket No. 285071*
6. **Delegation of Duties:** If a county wishes to assign or delegate any of its duties, it must have prior written consent from the Department of Energy, Labor and Economic Growth (DELEG). If a surveyor is performing the functions of the Grant Administrator and County Representative/Surveyor, the surveyor and his/her firm are prohibited from entering into an additional remonumentation contract with the county.
7. **Grant Changes:** Any changes to the approved grant agreement must be requested in writing and approved by the OLSR prior to work being performed. The request must specify reasons for the modification, and a copy of the approved request must accompany the completion report.
8. **Grant Formula:** We have evaluated the current grant formula and determined that crediting Category III money to counties who contribute local funds significantly decreases the Category II money distribution to all counties. In order to facilitate an equitable distribution of Category II money, which is based upon the area of each county, local contributions will no longer be listed in the 2011 and future grant applications. Beginning with the 2013 grant program, Category III credits will be exhausted and no longer be included in the grant formula.
9. **Ineligible Expenditures:** Please see Appendix A in your approved County Plan for eligible items. Any expenditure which cannot qualify as a research/monumentation, peer group, setting of coordinates or recovery of control station cost will need to be identified with justification provided for consideration by our office.

The following expenditures will not be reimbursed from the Survey and Remonumentation Program fund:

- a. Attorney/legal fees incurred by the county.
- b. BLM Manuals.
- c. Beverages and food.
- d. Business cards.
- e. Carsonite posts, concrete, monument boxes/covers, tree signs, and witness tags.
- f. County or consultant/contractor insurance fees.
- g. Equipment, equipment rental, maintenance fees, warranty fees including:
 - 1) Computers, plotters, printers, scanners, software.
 - 2) Continuously Operating Reference Stations (CORS) and related items.
 - 3) Survey equipment, e.g., ground penetrating radar, jackhammers, safety equipment.
 - 4) Vehicles, four wheelers.
- h. Grant application preparation expenses, e.g., salary/wages, printing, and postage/shipping.
- i. Internet and telephone services.
- j. Legislative lobbying, bill analysis/development.
- k. Membership dues, license fees, continuing education.
- l. Office rent and storage expenses, e.g., LCRC binders, dossier scanning, file cabinets, fire-proof safes, and concrete vaults.
- m. Seminars, conferences, annual meetings.

10. Submittal Dates:

- a. **Applications:** 1990 PA 345 prohibits the approval of any grant application not received by December 31 of the preceding grant year. The Department will no longer grant appeals for counties that fail to submit their application by the deadline, and the county will not be eligible for a grant for the applicable grant year.
- b. **Completion Reports:** Completion reports and all required documentation need to be submitted by the date specified in the annual grant agreement.

11. Work Submitted for Previous Grant Years:

- a. **Noncompliance:** Work submitted which does not meet minimum program requirements is the responsibility of the county and/or contracted surveyor. Final payments and future grants may not be authorized until program compliance requests have been resolved.

- b. **Reimbursement:** When the OLSR encounters work submitted that is not in compliance with program requirements, expenditures will not be reimbursed. Any discrepancies the county/contractual surveyor discovers due to additional/new evidence being revealed will be eligible for nominal reimbursement.

Grant Application and Agreement

Costs incurred to compile and submit the yearly grant applications are not eligible for reimbursement, including, but not limited to, salary/wages, printing, postage/shipping.

Research and Monumentation are combined on the Grant Application, Work Progress, and Completion Reports effective for the 2011 grant program. Since all research needs to be updated for the year in which the corners are monumented, the research date should be the current grant year or the previous grant year if the corners were not completed and a narrative was provided with that year's Completion Report. Contractors should continue to break down all work on their invoices by Town-Range, Corner Code and work category (Research/Monumentation, Setting of Coordinates, and Control Station Recoveries).

1. **Administrative Services:** A maximum of **10 percent** of the total grant includes the following:
 - a. County Grant Administrator and any county personnel assigned to the program.
 - b. County Representative/Surveyor Fees.
 - c. General office supplies, such as ink, paper and postage.
 - d. County indirect costs/overhead fees.

An itemized accounting for the County Grant Administrator and all non-contractual staff working on the program shall be provided, including:

- i. Name and title of person.
 - ii. Description of duties/functions/tasks performed for the program.
 - iii. Hourly rate of pay, include supporting documentation from appropriate county office.
 - iv. Estimate of hours to be billed to the program, broken down by work category.
 - v. Estimate of fringe benefits charged to the program.
2. **Contractual Survey Services:** A minimum of **90 percent** of the grant shall be dedicated to Contractual Survey Services, which includes the following:
 - a. Corner Restoration, Setting of Coordinates, Control Station Recoveries
 - i. List all PLSS corners planned to be restored, rehabilitated and remonumented during the coming grant year, sorted by town-range and corner code.

- ii. List all PLSS corners for which coordinates are to be established, sorted by town-range and corner code.
 - iii. List all geodetic control stations to be recovered.
 - b. Peer Group.
 - c. Monumentation Supplies (recording fees and monumentation-specific supplies, such as monuments and markers).
- 3. Itemized Expenditure Estimates:** The following information shall be itemized and submitted as part of the Grant Application. Note: The OLSR may request additional information when necessary to verify proposed expenses.
- a. Itemized corner/coordinate listing for each proposed monumentation surveyor, including:
 - i. Cost/Corner for Research/Monumentation.
 - ii. Cost/Corner for Setting of Coordinate.
 - b. Itemized accounting of each proposed Peer Group Member, including:
 - i. Estimated number of Peer Group Meetings to be held.
 - ii. Estimate of fees/rate to be paid to each Peer Group Member.

Work Program

A minimum of **90 percent** of the grant shall be dedicated to contractual survey services. A maximum of **10 percent** of the grant may be used for administration/indirect costs.

The County is responsible for overseeing their monumentation surveyors and reviewing the work they complete. The year's work program shall be reviewed by the county for compliance with the program's requirements prior to submitting documents and reports to the OLSR for filing.

- 1. Common Corners and County Lines:** Subsection F of Section III, Plan Objectives, of the County Plan provides that counties shall *"Coordinate with adjoining counties for the monumentation of all county line corners."*

Before a county's remonumentation program can be considered complete, there must be a consensus of the monumentation along county lines.

- a. Common corners shall be ratified and filed by all affected counties, and evidence of acceptance by all affected counties shall be provided with the report, i.e., LCRC and database records submitted by each county.

- b. Closing corners cannot be properly evaluated and remonumented unless the standard line has been completed. If closing corners were done prior to the standard line's completion, then those closing corners shall be revisited and verified.
2. **Corner Restoration, Rehabilitation and Remonumentation:** Complete all work in accordance with program requirements as guided by federal and state law and the BLM Manual of Survey Instructions. The surveyor completing and certifying the work is liable for the work.
 3. **Impracticable to Occupy, Inaccessible Location, Liable to Destruction, Unsafe Condition, etc.:** Corner locations which present inaccessible locations or unsafe conditions may allow for rehabilitation/restoration by witness corners or reference monuments. Please contact the OLSR with specific concerns. Monumenting positions in airport runways, state highways, and railroad rights-of-way may be impractical and warrant the use of other monumentation methods.
 - a. **Reference Monuments:**
 - i. Land Corner Recordation Act, 1970 PA 74, MCL 54.207 – *“If a corner record is required to be filed under this act, the surveyor shall monument the corner and each accessory to the corner, and leave the monument in such a physical condition that it remains as permanent a monument as is reasonably possible. If access to the corner location will create an unsafe condition, the surveyor may install at least 4 reference monuments interrelated and visible with the corner location and each other by angular and linear measurements.”*
 - ii. BLM Manual of Survey Instructions – 4-17. *“A reference monument is an accessory and is employed in situations where the site of a corner is such that a permanent monument with a cap cannot be established or where the monument would be liable to destruction.”*
 - b. **Witness Corner:**
 - i. BLM Manual of Survey Instructions – 4-16. *“A witness corner is a monumented point near a corner. It is established only in situations where it is impracticable to occupy the site of a corner with a monument or a mark. A witness corner is a witness to the true corner point. When the true point for a corner falls at an inaccessible place, such as upon a precipitous slope or cliff where the corner cannot be marked, a witness corner is established at some suitable point where the monument may be permanently constructed.”*

When special purpose monuments (Reference Monument, Witness Corner) are set, the following information should be contained on the LCRC:

- a. Rationale for placing the monument, e.g., reason corner is not accessible, impracticable or unsafe to occupy.
- b. Upon which line of survey the marker(s) is set, if applicable.
- c. Bearing and distance to water's edge or other obstructions, if applicable.
- d. Bearing and distance to corner position being witnessed/referenced.
- e. Bearing and distance to adjoining PLSS.
- f. Measured/calculated distances should reference their relationship to the original survey distances and any discrepancy should be discussed.

4. **In-Place Markers:** The County Plan requires "*An existing, in-place, non-ferrous marker shall be replaced with a standard county marker.*" It is understood, however, that there may be instances when a corner marker is left in place as a "substantial/superior" monument but does not fully comply with the current minimum statutory requirements. In these instances, all effort should be taken to bring the corner markers into compliance with the current minimum statutory requirements. Meeting these requirements may not require the replacement of the marker but, rather, the addition of items to validate the existing marker and bring it into compliance, i.e., reference monuments, witness corners, caps, items with magnetic fields, etc.

5. **Land Corner Recordation Certificate (LCRC):** The LCRC form was developed by the State Board of Professional Surveyors as required by the Land Corner Recordation Act, 1970 PA 74. An LCRC is required to be completed and filed for each corner completed for the program and include a full history, a report of all evidence recovered and used to verify/restore the original corner position, a description of the monument left in place, and not less than four accessories (witnesses).

If the surveyor does not follow the standards outlined in the Manual, the LCRC must reference the applicable portions of the Manual that were not followed, along with an explanation as to why the corner circumstances did not warrant following the Manual.

6. **Markers/Caps:** Each county shall adopt standardized markers and/or caps to be utilized when remonumentation is necessary within its boundaries and provide this information to the OLSR. Each marker/cap will be stamped or engraved to identify it and have a centering mark to define the precise location of the corner. The marker/cap will legibly show the license number of the monumentation surveyor responsible for its placement.

7. **Minimum Monument per 1970 PA 74:** The minimum standard specifications for corner markers are outlined in Section 10 of 1970 PA 74 and require that a marker be not less than 18 inches in length, ½ inch in diameter, possess a magnetic field, and be capped/marked with the license number of the surveyor responsible for its placement.

By definition, remonument "*...means to install a marker where (1) the existing marker does not meet minimum standards as specified...*" Additionally, Information Memorandum No. 9

includes advice rendered by the Office of the Attorney General addressing the minimum standards for monumentation within the confines of the Remonumentation Program.

8. **Monument Boxes:** 1970 PA 74 MCL 54.210 states, *“If a corner is located in a public roadway and the roadway is hard-surfaced at the corner...a monument...shall be visible or contained within a visible protected enclosure and shall comply with any requirements of the agency having jurisdiction over the roadway.”*

The agency with jurisdiction over the roadway is responsible for any cost associated with the installation of the protected enclosure, and these costs are not reimbursable from the Remonumentation Program.

9. **Monument Preservation:** 1970 PA 74, MCL 54.210d states, *“A person who defaces, destroys, alters, or removes a corner monument or reference monument...shall be responsible for the costs of reestablishment and replacement of the monument and filing of the corner record by the surveyor...A corner monument or reference monument may be temporarily removed for construction purposes if the corner is properly witnessed by a surveyor before removal. The monument shall be reset, rewitnessed, and refiled by a surveyor within 30 days after the completion of construction. A corner monument or reference monument shall not be temporarily removed for more than 1 year. A person who knows that a corner monument or reference monument has been defaced, destroyed, altered, or removed shall report that fact to the county surveyor of the county in which the corner is located.”*

Where corner markers are destroyed or subject to destruction, the person/entity placing the corner in harms way is responsible for the cost to restore and perpetuate the corner. All costs associated with the perpetuation of the corner in compliance with 1970 PA 74 are the responsibility of the person/entity placing the corner in harms way.

10. **Non-Program Corners:** Corner records submitted to the OLSR that were not established and monumented by the United States public land surveys are not eligible for reimbursement from the Remonumentation Program. We will accept new corner records for previously filed records which have compliance issues at no charge to the program.

The surveyor of record is responsible for the cost of correcting a filed LCRC where a corner position was erroneously established.

11. **Peer Group:** See the County Plan, Appendix B for additional information and detail regarding proper procedures for the ratification of corner positions.

Meeting expenditures incurred for peer group meetings held that do not comply with program standards will not be reimbursed.

- a. The sole responsibility of the Peer Group is to review all corner position documentation (survey dossier and proposed LCRC) presented for ratification and confirm the proper position for the PLSS corner.
- b. Meetings shall be held in conformance with the Open Meetings Act, 267 of 1976, MCL 15.261-275.
- c. The chairperson of the Peer Group shall be the County Representative/Surveyor, and the Peer Group can only convene when the chairperson is present.
- d. The Peer Group shall be made up of a minimum of three non-associated professional surveyors appointed by the County Representative.
- e. A monumentation surveyor cannot vote on his/her own corner(s) for ratification as a member of a Peer Group or other corners presented by his/her firm or family member.
- f. A monumentation surveyor shall not receive peer group compensation when they are presenting corners for ratification.
- g. Peer Group meetings and members should be held to a minimum to maximize corner monumentation activities.

12. Property Controlling Corners/Conflicting Corner Positions: Shall be identified on the same LCRC as the original PLSS corner. These corner positions may determine property rights over a remonumented original corner position.

Any surveyor who has set a corner different from the position being considered for ratification must be notified by the County Representative/Surveyor at least ten days prior to the peer group meeting, e.g., if there is a conflicting corner position, historic marker, or multiple positions for a corner. Documentation for the notification or peer group participation by the surveyor with a conflicting corner position shall be provided with the completion report.

13. Property Rights and Title Issues: The potential for property line discrepancies was brought to the attention of the Legislature prior to Act 345 being passed, and the Senate Fiscal Agency presented the following opposing argument, "*Property line disputes could result from changes in the location of monuments.*" Addressing these concerns, however, is not provided for in the Act.

Chapter 3-135 of the 2009 BLM Manual of Survey Instructions identifies the jurisdiction of these legal matters as being the duty of the local courts and interested property owners. In instances where discrepancies may arise, the remonumentation surveyor's sole responsibility is to report all facts and historical evidence pertaining to the discrepancies.

14. Public Land Survey System (PLSS) Corner: A PLSS corner is any corner actually established and monumented in an original survey or resurvey used as a basis of legal description for issuing a patent for the land to a private person from the United States government.

15. Reconnaissance: All record data and evidence related to established monuments, accessories, and calls to natural features shall be reviewed, located in the field, and used to evaluate and determine a corner's position.

In most instances it is advantageous to run a traverse line and locate all field evidence along the section lines between corners.

The field search should be made at a time of year when conditions are most suitable for accessing and locating the corner and uncovering evidence. An excavation report describing the extent and the location of the corner excavation shall be provided on the corner's LCRC or filed with the corner dossier.

16. Research: The following sources shall be thoroughly examined:

- a. Original United States public land survey records, including notes, plats, special instructions, patents, etc.
- b. County Records, including public survey records (LCRC's, PA 132 land surveys, subdivision plats, condominium subdivisions, etc.), county surveyor notes/plats/etc., road and drain commission surveys/notes, witness cards, maps, etc.
- c. Private practitioners surveys, notes, witness cards, maps, etc.
- d. Utility companies surveys, notes, witness cards, maps, etc.
- e. Parole evidence (property owner and resident interviews).
- f. Other sources providing evidence of the original corner position.

17. Setting of Marker: A corner marker shall be placed to identify each original PLSS corner. The marker shall be placed in such a position as to occupy the true corner location, and, when necessary, reference monuments shall also be placed. In instances where it is impracticable to occupy the site of a corner, witness corners shall be placed and identified accordingly.

18. Standard and Closing Lines - Order of Work: (County, Claim, Reservation, Township, etc.):

- a. It is not appropriate to restore a closing corner position prior to retracing the senior line, i.e., claim line, reservation line, standard line, township line, etc., closed upon and restoring the standard corner positions on either side of the closing corner. Generally, senior lines predate divisional lines and run corner to corner, with no deflections occurring at the closing corners. The later run divisional lines will terminate at the intersection of the senior lines.
- b. Proper retracement methods will aid in identifying true points of intersection and may require amended or conflicting corners be identified. Please refer to the BLM Manual of Surveying Instructions for additional guidance on the restoration of corners, specifically Closing Corners 7-41 thru 7-49 and Junior-Senior Corners 7-23 thru 7-31.

19. Superseding Previous Corner Records:

- a. The new LCRC should specifically state that it is superseding previously recorded document(s) and provide the recording information for the earlier document(s).
- b. The new LCRC should be completed in full and include all pertinent information required under Parts "A" "B" and "C."
- c. All reference to any nonexistent corner(s) should be removed from the LCRC.
- d. If new evidence is uncovered and the position of the corner is adjusted or the designation changed, then the new corner position shall be presented to the peer group for review and ratification and stamped with the most recent approval date.
- e. If the corner position or designation does not change, then the LCRC does not need to be presented to the peer group; however it does need to be stamped and dated with the original peer approval date.

20. Walk-In Corners: When a surveyor presents a corner to the Peer Group that is not part of the annual grant agreement, that corner may be ratified by the Peer Group and included the program.

21. Water Corners:

- a. It is not appropriate to remonument positions that fell in naturally occurring bodies of water at the time of the original surveys or currently fall in naturally occurring bodies of water. Whether the original surveyor noted a corner/post being set or not, these positions shall not be perpetuated as part of the remonumentation program. To do so would be in direct conflict with Michigan Riparian and Littoral Case Law and may introduce the surveyor to unnecessary liability.

- b. If the public land survey established and monumented corners at the margin of a naturally occurring body of water, those positions shall be perpetuated and included in the County's remonumentation program.
- c. It is not appropriate to monument lines or set witness posts beyond the meandered positions surveyed by the original public land surveys. If the original position surveyed is no longer accessible, a witness to the original corner shall be set. A witness post for an original meander corner shall be set landward in relation to the of the corner's original position.

Work Progress / Completion Report

The following information must be submitted with a work progress or completion report.

1. **Account 245 Print-out or Equivalent Ledger of the Grant Account:** Provides a detailed history of all transactions posted to the Survey and Remonumentation account, **certified by the County Treasurer/Finance Controller** as required by the State of Michigan, Department of Treasury Letter No. 01-91 dated March 7, 1991, "State Survey and Remonumentation Fees." **NOTE:** The County Grant Administrator is responsible for identifying the expenditures, deposits, etc., on the 245 Report or may attach a separate narrative if the report does not clearly correlate to the budget line items and work program categories on the work progress or completion reports.
2. **Completion Narrative:** Shall accompany a Work Progress or Completion Report along with a copy of the OLSR approval of all requests for program modification made throughout the grant year.
3. **Itemized Invoices:** Includes all work performed by monumentation surveyors, peer group members, service contractors, supplies purchased, and all county costs charged to the program.

Invoices shall list each service provided by work program category (Research/Monumentation, Setting of Coordinates, or Control Stations Recovered), and identify each corner researched/monumented and/or state plane coordinate value established, by town/range.

4. **Itemized Payroll Print-Out:** The county shall provide an itemized payroll print-out, **certified by the County Treasurer/Finance Controller**, for all expenditures incurred by county employees for related administrative costs (see NOTE in 1. above)
5. **LCRC's and Database Records:**
 - a. Database records entered and submitted for each corner completed
 - b. Full-size LCRC copies

County Plan Completion and Maintenance Program

The State Survey and Remonumentation Act, 1990 PA 345, MCL 54.274(2) provides: *“The commission shall not make a grant pursuant to section 12(1)(d) unless the applicant demonstrates to the commission that it has completed the monumentation or remonumentation of the county...”*

The county will need to substantiate that all original public land survey corners, including all corners associated with islands, claims, reservations, waterways, etc. that have been perpetuated by the county’s program and subsequently filed with the OLSR prior to commencement of a perpetual monument maintenance program.

We are working to develop the forms and additional information necessary for this phase of the counties’ monumentation programs and will provide additional information as it becomes available.

As noted previously, questions may be directed to the Office of Land Survey and Remonumentation at 517-241-6321 or by e-mail at bccinfo@michigan.gov.

Action Request



Committee: Board of Commissioners

Meeting Date: 12/28/2010

Requesting Department: Administration

Submitted By: Greg Rappleye

Agenda Item: Concept Plan - Ottawa County Farm Park

SUGGESTED MOTION:

To receive for information the Conceptual Lease Area Plan for the proposed Ottawa County Farm Park, and to direct Administration to work with the parties to finalize all documents necessary to implement the proposal.

SUMMARY OF REQUEST:

See Attached Memorandum

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: 3: To Contribute to a Healthy Physical, Economic, & Community Environment.

Objective: 3: Continue initiatives to preserve the physical environment. 4: Continue initiatives to positively impact the community. 5: Provide quality County facilities throughout the County.

ADMINISTRATION RECOMMENDATION: Recommended | Not Recommended | Without Recommendation

County Administrator: **Alan G. Vanderberg**

Digitally signed by Alan G. Vanderberg
DN: cn=Alan G. Vanderberg, c=US, ou=County of Ottawa, ou=Administrator's Office, email=avanderberg@miottawa.org
Reason: I am approving this document
Date: 2010.12.21 14:17:04 -0500

Committee/Governing/Advisory Board Approval Date:



County of Ottawa
Corporation Counsel

Greg Rappleye

Corporate Counsel

12220 Fillmore Street, Room 331,

West Olive, Michigan 49460

(616) 738-4068

e-mail: grappleye@miottawa.org

DATE: December 21, 2010

TO: Ottawa County Board of Commissioners

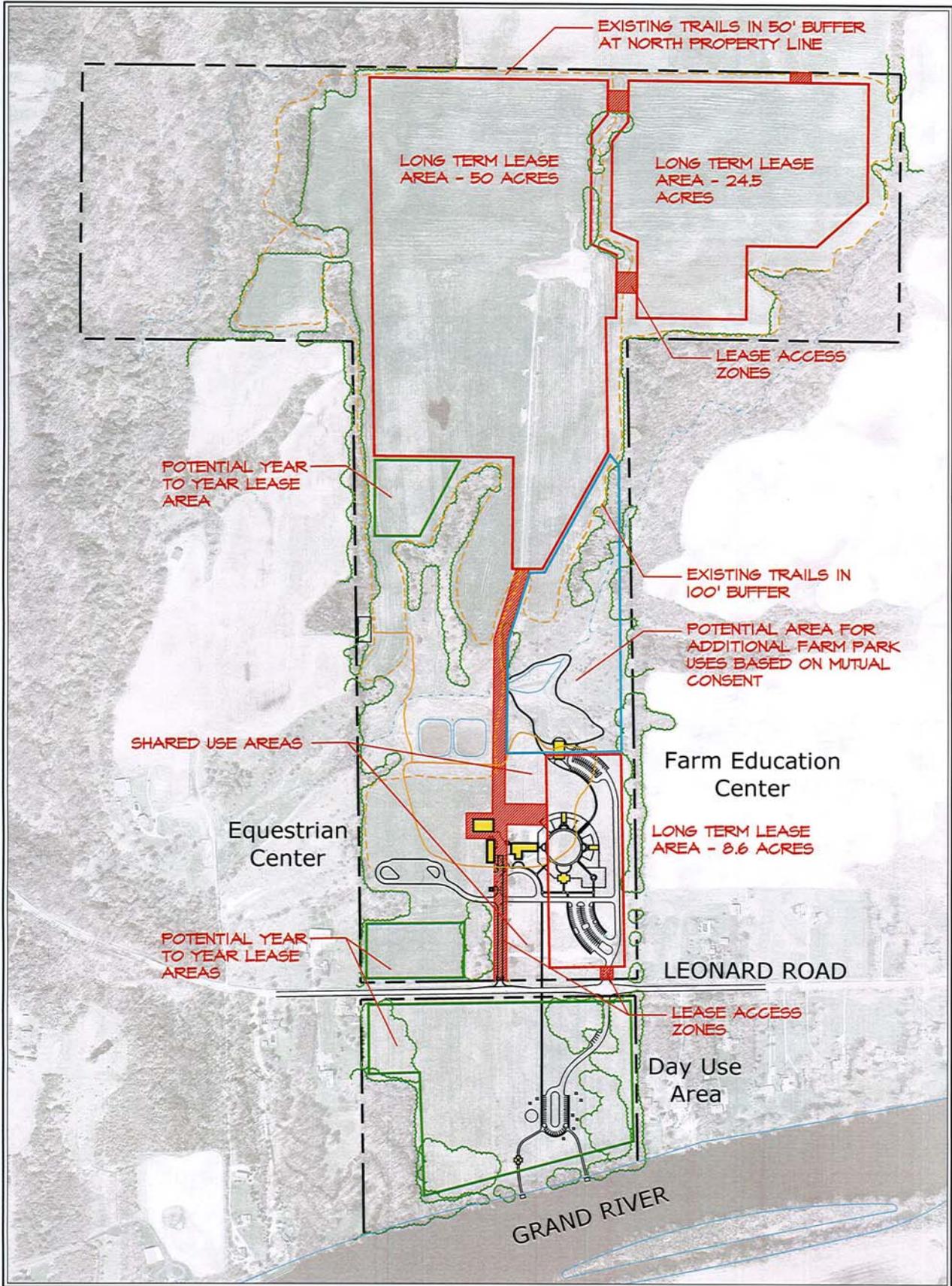
FROM: Greg Rappleye 

SUBJECT: Proposed Ottawa County Farm Park – Eastmanville Farm

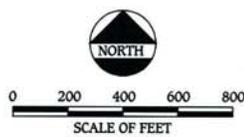
For some time, John Scholtz and the Ottawa County Parks & Recreation Board have been working with representatives of the Michigan Farm Bureau, MSU Extension, and other representatives of the agricultural community on a proposal to develop a portion of the Eastmanville Farm Property as a farm park. Their idea is to develop and use a portion of that facility for farm programming, demonstration crops and livestock grazing and other similar activities, all with the goal of increasing public knowledge of agriculture and of increasing the use of “best practices” in Ottawa County agricultural operations.

The parties have arrived at a preliminary determination of which portions of the farm property will be subject to lease and development, and are asking that the Board of Commissioners receive for information a conceptual plan for the farm park. The parties believe that this conceptual plan will permit the development of the proposed farm park in accordance with the vision of its proponents, and preserve land and trails for equestrian and other park-land uses on the property. As may be directed by the Board, County Administration will work with the Parks Department and the farm park proponents to prepare detailed proposals, lease(s) and other appropriate documents.

The efforts of Commissioner Matt Hehl, Chairperson Philip Kuyers, and Adam Kantrovich of MSU Extension, along with those of John Scholtz and the staff of the Ottawa County Parks & Recreation Department, were crucial in the development of this proposal. Our Thanks to them for their hard work in developing the Conceptual Lease Area Plan.



Conceptual Lease Area Plan
Eastmanville Farm
 Polkton Township, Michigan
 DECEMBER 20, 2010



Ottawa County Parks & Recreation Commission
 12220 Fillmore Street
 West Olive, Michigan 49460
 (616) 738-4810 www.miottawa.org

Action Request



Committee: Board of Commissioners

Meeting Date: 12/28/2010

Requesting Department: Administrator's Office

Submitted By: Keith Van Beek

Agenda Item: Funding for EECBG Business Retrofit Program

SUGGESTED MOTION:

To approve and authorize the Board Chair and Clerk to sign the resolution regarding the distribution of \$100,000 in grant funding for local businesses in Ottawa County.

SUMMARY OF REQUEST:

As part of the EECBG (Energy Efficiency and Conservation Block Grant) program local businesses were eligible to apply for an receive energy audits. A total of fifteen (15) businesses received these audits from US Energy Engineers, the contractor hired by Ottawa County with grant funding. Similar to the companion local government program, businesses needed to participate in the audit stage to qualify for funding in the retrofit program.

Upon the recommendation of US Energy Engineers, we are submitting Exhibit "A" which outlines the specific distribution of the \$100,000 between the fifteen eligible businesses. It is not the intent that the grant funding would cover the full cost of the retrofit projects, but rather leverage efficiency projects. Each business is recommended to receive some funding based upon the size and costs of projects, type of project and payback expected. The maximum amount of funding is suggested to be \$10,000 per business.

Upon approval, local businesses will be notified and will be required to execute a contract with Ottawa County that outlines their responsibilities in using grant money in accordance with federal requirements.

FINANCIAL INFORMATION:

Total Cost: \$100,000.00 General Fund Cost: \$0.00 Included in Budget: Yes No

If not included in budget, recommended funding source: Grant

ACTION IS RELATED TO AN ACTIVITY WHICH IS:

Mandated Non-Mandated New Activity

ACTION IS RELATED TO STRATEGIC PLAN:

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

Objective: 4: Examine opportunities for service-delivery with local units of government.

ADMINISTRATION RECOMMENDATION: Recommended Not Recommended Without Recommendation

County Administrator: **Alan G. Vanderberg**

Digitally signed by Alan G. Vanderberg
DN: cn=Alan G. Vanderberg, o=US, ou=County of Ottawa, ou=Administrator's Office, email=avanderberg@ottawacounty.org
Reason: I am approving this document.
Date: 2010.12.16 10:23:13 -0500

Committee/Governing/Advisory Board Approval Date: Finance and Administration Committee 12/21/2010

COUNTY OF OTTAWA

STATE OF MICHIGAN

RESOLUTION

At a regular meeting of the Board of Commissioners of the County of Ottawa, Michigan, held at the Fillmore Street Complex in the Township of Olive, Michigan on the ___ day of _____, 2010 at _____ o'clock p.m. local time.

PRESENT: Commissioners: _____

ABSENT: Commissioners: _____

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

WHEREAS, the County of Ottawa qualified for an Energy Efficiency and Conservation Block Grant (EECBG) from the United States Department of Energy, funded through the American Recovery and Reinvestment Act of 2009, in the amount of \$2,052,800, which award has been accepted by the Ottawa County Board of Commissioners (“the Grant Proposal”); and,

WHEREAS, as part of the Grant Proposal, approximately \$100,000 was set aside to implement specific recommendations based upon energy audits conducted at the facilities of participating businesses within Ottawa County; and,

WHEREAS, fifteen (15) local businesses within Ottawa County participated in the energy audit program and submitted requests for implementation funding from the Grant Proposal; and,

WHEREAS, the Ottawa County Administrator has worked with the County consultant, US Energy Engineers, to review the energy audits and projects eligible for funding and recommends an initial distribution of implementation funding from the Grant Proposal in the amount of \$100,000, as set forth in Exhibit "A," hereto, with recommendations for the distribution of any remaining, unallocated funds to be made at a later date;

NOW THEREFORE BE IT RESOLVED that funding in the amount of \$100,000 received by Ottawa County from the Energy Efficiency and Conservation Block Grant (EECBG) to implement recommended projects resulting from the energy audits conducted for local businesses within Ottawa County shall be distributed among the fifteen (15) participating local businesses in the amounts and in accordance with the schedule set forth in Exhibit "A" hereto, with recommendations for any unallocated amounts to be made to the Ottawa County Board of Commissioners at a later date; and,

BE IT FURTHER RESOLVED, that all resolutions and parts of resolutions insofar as they conflict with this Resolution are hereby repealed.

YEAS: Commissioners: _____

NAYS: Commissioners: _____

ABSTENTIONS: Commissioners: _____

RESOLUTION ADOPTED:

Chairperson, Ottawa County
Board of Commissioners

Ottawa County Clerk

Ottawa County EECGB Private Industry Log - Report Status

Number	Report Name	Calculated Amounts			Total	Recommendations	
		Electrical	Mechanical	Compressed Air		Amount	Notes
1	Plascore	\$0	\$123,600	\$15,425	\$139,025	\$4,500	Compressed Air High Payback for Fairview Bldg - (4.51 yrs).
2	Innotec	\$148,885	\$497,880	\$158,000	\$804,765	\$7,800	Electrical Retrofit costs for Furniture Plant. About 1.5 Yr payback
3	Gentex	\$49,781	\$753,100	\$34,500	\$837,381	\$10,000	Electrical Costs
4	Tennant	\$0	\$198,450	\$7,200	\$205,650	\$5,630	Compressed Air - Average payback of 1.35 yrs
5	LS Mold	\$3,479	\$25,010	\$0	\$28,489	\$3,479	Electrical costs
6	Great Lake Wood	\$10,852	\$176,880	\$10,000	\$197,732	\$5,000	Part of Electrical costs. Payback of 2.06 yrs
7	Jost International	\$0	\$32,680	\$24,000	\$56,680	\$6,000	For Compressed Air Upgrades
8	Sara Lee	\$0	\$85,000	\$30,000	\$115,000	\$9,080	Compressed Air Leak repair
9	Woodways	\$2,365	\$176,880	\$0	\$179,245	\$2,365	Electrical Upgrades
10	Pi Optima	\$6,299	\$60,800	\$0	\$67,099	\$5,000	Electrical Upgrades
11	Sybesma's Electronics	\$4,146	\$58,160	\$0	\$62,306	\$4,146	Electrical Upgrades
12	Trendway	\$0	\$5,048	\$17,250	\$22,298	\$10,000	Compressed Air Upgrades - 0.47 Yr Payback
13	Mead Johnson	\$65,300	\$435,000	\$44,000	\$544,300	\$9,000	For replacement of T12 lighting
14	Automatic Spring	\$0	\$21,820	\$0	\$21,820	\$8,000	Part of Mechanical costs
15	Vertellus Chemical	\$13,630	\$139,925	\$0	\$153,555	\$10,000	Electrical/HVAC
		#####	\$2,790,233	\$340,375	\$3,435,345	\$100,000	

Action Request



Committee: Board of Commissioners

Meeting Date: 12/28/2010

Requesting Department: Administrator's Office

Submitted By: Keith Van Beek

Agenda Item: Veteran Affairs Report and Funding

SUGGESTED MOTION:

To approve the Veterans Affairs Report and General Fund appropriation of \$25,000 beginning in FY 2011 to provide staffing for a Department of Veterans Affairs three (3) year pilot project.

SUMMARY OF REQUEST:

As outlined in detail in the attached Veterans Affairs Report and Recommendation, it is recommended to allocate \$25,000 to provide staffing for a Department of Veterans Affairs. If this appropriation is approved, staff will study and bring back for additional approval the appropriate staffing model to accomplish the stated goals and objectives.

FINANCIAL INFORMATION:

Total Cost: \$25,000.00 | General Fund Cost: \$25,000.00 | Included in Budget: Yes | No
If not included in budget, recommended funding source: 2010 Carryover from unfilled Financial Analyst Position

ACTION IS RELATED TO AN ACTIVITY WHICH IS:

Mandated | Non-Mandated | New Activity

ACTION IS RELATED TO STRATEGIC PLAN:

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

Objective: 1: Review and evaluate the organization, contracts, programs, and services for potential efficiencies.

ADMINISTRATION RECOMMENDATION: Recommended | Not Recommended | Without Recommendation

County Administrator: Alan G. Vanderberg

Digitally signed by Alan G. Vanderberg
DN: cn=Alan G. Vanderberg, o=OSB, ou=County of Ottawa, ou=Administrator's Office, email=avanderberg@miottawa.org
Reason: I am approving this document
Date: 2010.12.16 10:28:52 -0500

Committee/Governing/Advisory Board Approval Date: Finance and Administration Committee 12/21/2010



VETERANS AFFAIRS REPORT AND RECOMMENDATION

HISTORY & INTRODUCTION

In 2006 the Board of Commissioners acted to create a Veterans Affairs Committee and an associated Department of Veterans Affairs following concerns regarding the then Soldiers and Sailors Relief Commission. Both structures are authorized by state law as a means to administer county programs and funding for veterans. It was determined that a Veterans Affairs Committee, under the direction and control of the Board of Commissioners and County Administrator, would bring greater attention to the needs of veterans, better organize and administer county programs for veterans, and lead to greater public accountability in the area of appropriate county veterans services and funding.

VETERAN SERVICES BROADLY DESCRIBED

The structure and funding for veterans services and benefits can best be described as being complex. As outlined below, many different organizations are involved in the funding and provision of services to veterans.

There are four primary organizations that provide direct services and benefits to veterans;

- U.S. Department of Veterans Affairs (USDVA)
- Michigan Department of Military and Veterans Affairs (MDMVA)
- Ottawa County Veterans Affairs Committee (OCVAC)
- Veteran Service Organizations, such as;
 - Disabled American Veterans (DAV)
 - Veterans of Foreign Wars (VFW)
 - Vietnam Veterans of America (VVA)
 - AMVETS (American Veterans)
 - American Legion

Funding for these organizations comes from four primary sources;

- The federal government provides direct benefits to individuals and also grants to veteran service organizations. The direct benefits for individuals are accessed through claims filed directly to the USDVA. In Michigan the USDVA employees are all based in the Detroit area.
- The State of Michigan funds two state veterans' homes, one of which is the Grand Rapids Home for Veterans. There also is the Michigan Veterans Trust Fund (MVTF), which provides emergency financial assistance for certain expenses to veterans that meet certain criteria. The MVTF has its own separate committee in our county that approves applications, but checks are distributed through the County from funds provided by the State. The expenditures for this

purpose in recent years are as follows; 2008 - \$26,484, 2009 - \$25,981 and 2010 - \$29,852 (budget). The state also funds local veteran service organizations to help pay for employees, commonly referred to as local service officers, that assist veterans apply for federal veterans' benefits.

- Ottawa County provides a general fund appropriation each year (per the County Department of Veterans' Affairs Act 192 of 1953) to support the work of the OCVAC, which provides emergency financial assistance to indigent veterans with experience in foreign wars or military conflicts and their families. The expenditures for this purpose in recent years are as follows; 2008 - \$34,274, 2009 - \$36,426 and 2010 - \$42,140 (budget). Additionally, Ottawa County provides a general fund appropriation for state-mandated burial allowances for veterans that meet certain financial criteria. The budget expenditures for this purpose in recent years are as follows; 2008 - \$40,905, 2009 - \$50,178 and 2010 - \$55,000 (budget).
- Private donations and support to veterans' organizations and other veterans' assistance services, each of them unique to the particular organization raising the money.

While significant funding is secure for ongoing benefit levels for veterans that meet established criteria through the federal government and also for the emergency needs through the MVTF at the state, the same level of funding does not exist for the administrative staff to assist veterans through the complex process to apply for this funding. There are many different types of employees that work within the system to assist veterans to understand and apply for benefits. This system is briefly described below;

- At the federal level employees work for the USDVA, or simply the VA, to process paperwork relating to benefits. These employees do not directly assist veterans in Ottawa County in any meaningful face-to-face way. The USDVA is currently criticized for significant backlogs of applications, resulting in multiple year delays in veterans receiving benefits after applying.
- At the state level employees work for the MDMVA, but again do not spend any time directly in Ottawa County to assist veterans. As described in more detail below, the MDMVA does work with veteran service organizations to have local service officers administer the MVTF.
- Many counties have historically employed "County Veterans Counselors" to work within the existing structures to assist veterans in accessing services and funding. These County Veterans Counselors typically administer any county programs, such as burial assistance and our OCVAC. Additionally, County Veterans Counselors can become certified national service officers, which allows them to assist veterans in filing for federal benefits.
- Veteran service organizations often have area employees or local volunteers to assist veterans with a wide range of services. These are typically called local service officers, but often have slightly different titles. These local service officers often become certified national service officers and can then assist veterans file for federal benefits.

It should be noted that Ottawa County is limited in providing funding for benefits outside of that allowed for indigent veterans and their families. While state statute allows for the levy

of a mill of 0.1 mills to support this work, most counties support the expenditure from the county general fund and do not levy the allowed millage. Many counties do, however, support a Department of Veterans Affairs and County Veterans Counselors to make services to veterans in their county easier to access. The latest update I had received was that Ottawa County was one of 14 counties in Michigan that did not have a County Veterans Counselor.

CURRENT STATUS

The implementation of the OCVAC accomplished the primary objectives it was meant to achieve. While the expenditures of the prior structure had risen to over \$100,000 in 2006 with limited structure and accountability, the OCVAC now meets regularly and administers a budget of approximately \$40,000 within a set of policies and proper financial accounting.

The creation of the new structure established a Department of Veterans Affairs, but in reality no such administrative entity has been formed. The members of the OCVAC, primarily former member Roger Jansen, took calls and applications for benefits from indigent veterans or their families who qualified for benefits as outlined in the policies of the OCVAC. The only administrative expenses incurred under this process are per diem payments for OCVAC members and mileage costs. There is currently no dedicated staff for the Department of Veterans Affairs.

The OCVAC has experienced a growing inability to meet the demand of veterans requesting emergency assistance. Roger Jansen stepped down from his role on the OCVAC after many years of dedicated service, and strongly urged the OCVAC and County Administration to consider a different administrative structure. While it has been understandably difficult to find other OCVAC members with the time and dedication to perform these tasks, the situation has been further exacerbated by state funding cuts. The MDMVA has experienced a 25% decrease in funding that supports both MVTF local service officers and grants made to veteran service organizations to provide local service officers to assist eligible veterans in determining eligibility and to apply for various forms of assistance. Within Ottawa County this cut in funding has resulted in fewer qualified individuals and office hours to assist veterans in pursuing assistance.

This loss in funding and available services has come at a time when the demand for services to assist veterans has increased. While we have no raw data to support the anecdotal evidence, our OCVAC and others that provide veterans services attest that the poor economy and high unemployment have negatively impacted our veteran population.

Additionally, Ottawa County has historically not had a high rate of securing federal benefits for our veterans. As indicated in Attachment A, Ottawa County ranks last among Michigan counties in the amount of federal veterans' affairs expenditures per veteran. Some of this can certainly be attributed to the relatively secure financial status of county residents who may not qualify for or otherwise pursue various benefits. But it has long been the position of many within the veterans community that the lack of certified national service officers to assist veterans through the complicated applications process has contributed to this low ranking. Other counties have seen an increase in the federal benefits received by veterans after funding for a County Veterans Counselor has been supplied.

INFORMATION GATHERED

As mentioned previously, this is a matter of consideration in many counties. Currently Oceana County is conducting a study to consider additional funding for a County Veterans Counselor position. Kent County reorganized in 2008 from a Soldiers and Sailors Relief Commission into a Veterans Affairs Committee, staffed by a County Veterans Affairs Department. Allegan County added a part-time County Veterans Counselor in 2007 and has since expanded to a full-time Veteran Services Coordinator.

Contacts with these counties, the MDMVA and the state association of County Veterans Counselors indicate similar perspectives.

- First, we are correctly organized as a Veterans Affairs Committee/Department of Veterans Affairs as outlined under PA 192 of 1953. This arrangement allows the county to operate most effectively with other veterans organizations and potentially merge operations with the MDMVA to become a “one-stop shop” for veterans within the county.
- Second, the needs within the veteran community have increased while funding for administrative support for veterans benefits and services have decreased.
- Third, it is reasonable to extrapolate that veterans who could otherwise qualify for federal benefits but are not currently receiving those benefits may be placing a strain on other social services in the county if their needs are not currently being met.
- Fourth, it is relatively simple to put into place effective performance measures to evaluate the program. Ultimately, the best measure would be to demonstrate an increase in the number of veterans receiving federal benefits and the overall amount of benefits received. It was pointed out that there would be at least an 18-month “tail” from the time a program was implemented to when an improvement could be indicated. This “tail” results from both the length of time to move a veterans through the application process to actual receipt of funds, but also the yearly reporting method found in Attachment A.

The current participants and related processes for veterans’ services in Ottawa County are many. I have attempted to capture below a snapshot of the current services in place for veterans in Ottawa County.

- William Haynes and Randy Cope are current members of the OCVAC and volunteer their time to take applications and handle a large portion of the administration for the county emergency assistance program. They also handle much of the administration of the burial assistance program. Between them, Mr. Haynes and Mr. Cope provide a very limited number of hours of service, and are looking to reduce that number of hours in their volunteer capacity. Currently Mr. Haynes offers 3 hours per week from the Grand Haven MiWorks offices.
- Russ Hopkins works with the DAV as a local service officer, and handles the applications for and majority of the administration of the MVTF. In addition to the MVTF, Mr. Hopkins is also a certified national service officer and can assist veterans in applying for federal benefits, although he does this on a very limited basis. Mr. Hopkins offers 3 hours per week from the Holland MiWorks office.
- Bob Erickson works with the VVA as a volunteer local service officer, focusing on providing assistance as a certified national service officer to assist veterans in

applying for federal benefits. Mr. Erickson offers 2 hours per week from the VVA location in Holland.

- Martha Wieland works as a local service officer with the American Legion. She is also a certified national service officer and can assist veterans in applying for federal benefits. She works at Legion posts throughout West Michigan, and offers 3 hours per month at the Holland post and 4 hours each month at the Grand Haven post.
- Steve Pruitt works as a local service officer with the DAV. He is also a certified national service officer and can assist veterans in applying for federal benefits. He works out of Grand Rapids but offers 6 hours of service a month at the Holland DAV. It should be noted, however, that this is technically in Allegan County and this time is spent serving veterans from both counties.
- Jim Stelter is a state employee working at the MiWorks offices. He provides specialized assistance to veterans looking for employment, and is not involved with other forms of services to veterans.

RECOMMENDATIONS

The change in 2006 to a Veterans Affairs Committee was positive. However, with decreased funding from other sources and increased need in the veteran community, now is the time to functionally implement a Department of Veterans Affairs to complement the Veterans Affairs Committee.

In order to advance the services to veterans in Ottawa County, it is recommended that a Department of Veterans Affairs be staffed with an allocation of \$25,000 from the General Fund. This allocation would be used to further determine the appropriate staffing arrangement to provide part-time hours of up to 19.5 hours per week in a pilot program for three years, to be further evaluated as part of the 2014 budget. Reports will be provided to the Planning and Policy Committee until 2014.

There are many ways the County could provide staffing for a Department of Veterans Affairs. While some Counties have either part-time or full-time staff solely dedicated to veterans' services, we could also investigate utilizing an existing employee to provide these services. Specifically, staff in the Community Action Agency that deal with interviews and determining eligibility for various benefits could be looked at for this purpose. It has also been suggested that sharing a County Veterans Counselor with another county might be feasible. This report and recommendation does not look to provide the final answer on how to staff this function, but rather recommend that we pursue an ultimate solution to the staffing question if funding is approved. If funding is allocated, county staff would come with another recommendation and request for approval to finalize a staffing model.

While an amount of staffing is recommended for a Department of Veterans Affairs, I would recommend doing so only on a part-time basis and for a trial period. The primary focus of the proposed staffing would be to handle the administrative duties related to the OCVAC and burial assistance program. We anticipate that with part-time hours staffing could handle these duties and also begin to help coordinate and function as a clearinghouse for information on veterans' services in Ottawa County. Having an office with regular hours

and updated information on miOttawa.org will help connect veterans to services in the county, whether they are provided by the county or not. Closer cooperation with the other veterans' service providers should enhance the overall provision of services to veterans. In time, we could further evaluate an integrated approach with the State in processing MVTF claims, but this is not recommended initially. We could also further evaluate providing staff with training to become a certified national service officer, which would allow staff to assist veterans in filing for federal benefits. While the county would benefit from dedicated staffing for the OCVAC and burial assistance program, the primary responsibility for other veterans' services resides with other entities, but county staffing would be beneficial to cooperate with those entities and assist in coordinating how veterans can access those services.

During the recommended three year trial period, staffing and county administration would be responsible to develop specific goals, responsibilities and performance measurements to demonstrate success. A partial list is provided below;

- Goal – customer satisfaction
 - Responsibility – veterans staff
 - Measurement – surveys of veterans who receive assistance
- Goal – appropriate disbursement of funds for services
 - Responsibility – veterans staff and OCVAC
 - Measurement – budget, adherence to policies and procedures
- Goal – improved coordination and cooperation with other veterans entities
 - Responsibility - veterans staff
 - Measurement – number of referrals to other entities
- Goal – efficient use of staff time meeting the needs of veterans
 - Responsibility – veterans staff
 - Measurements
 - Outputs: # of veterans request received, # of veterans services provided by category (OCVAC, burials, referrals)
 - Efficiencies: # of veterans requests handled per staff hour worked, # of connections and contacts made in the community
- Goal – increased federal benefits to county veterans
 - Responsibility – veterans staff, other veteran entities and OCVAC
 - Measurement – federal benefits received per county veteran, total dollars received, ranking in comparison to other counties

FY09 GEOGRAPHIC DISTRIBUTION OF VA EXPENDITURES (GDX)

MICHIGAN												
Expenditures in \$000s												
County/ Congressional District	Veteran Population*	Total Expenditure	Compensation & Pensions	Constru ction [±]	Education & Vocational Rehabilitation/ Employment	Loan Guaranty	General Operating Expenses	Insurance & Indemnities	Medical Care	Unique Patients**	Per Veteran	County Ranking
ALCONA	1,707	\$ 6,911	\$ 3,755	\$ -	\$ 152	\$ -	\$ -	\$ 36	\$ 2,969	497	\$ 4,049	16
ALGER	1,046	\$ 4,790	\$ 2,766	\$ -	\$ 99	\$ -	\$ -	\$ 71	\$ 1,854	315	\$ 4,581	8
ALLEGAN	8,610	\$ 18,863	\$ 9,312	\$ -	\$ 576	\$ -	\$ -	\$ 454	\$ 8,520	1,304	\$ 2,191	75
ALPENA	3,132	\$ 10,394	\$ 5,257	\$ -	\$ 343	\$ -	\$ -	\$ 266	\$ 4,528	873	\$ 3,318	34
ANTRIM	2,685	\$ 6,497	\$ 4,026	\$ -	\$ 59	\$ -	\$ -	\$ 150	\$ 2,262	469	\$ 2,420	67
ARENAC	1,702	\$ 6,020	\$ 2,969	\$ -	\$ 79	\$ -	\$ -	\$ 99	\$ 2,872	362	\$ 3,537	26
BARAGA	977	\$ 3,965	\$ 1,788	\$ -	\$ 104	\$ -	\$ -	\$ 15	\$ 2,057	273	\$ 4,059	14
BARRY	5,151	\$ 15,904	\$ 7,019	\$ -	\$ 366	\$ -	\$ -	\$ 214	\$ 8,305	932	\$ 3,087	41
BAY	9,495	\$ 29,442	\$ 14,198	\$ -	\$ 1,085	\$ -	\$ -	\$ 304	\$ 13,856	1,819	\$ 3,101	40
BENZIE	1,883	\$ 5,122	\$ 3,030	\$ -	\$ 78	\$ -	\$ -	\$ 171	\$ 1,843	373	\$ 2,720	53
BERRIEN	12,448	\$ 32,813	\$ 16,142	\$ -	\$ 930	\$ -	\$ -	\$ 669	\$ 15,073	2,848	\$ 2,636	58
BRANCH	3,820	\$ 12,908	\$ 6,187	\$ -	\$ 275	\$ -	\$ -	\$ 388	\$ 6,059	742	\$ 3,380	29
CALHOUN	11,846	\$ 81,511	\$ 27,197	\$ -	\$ 1,309	\$ -	\$ -	\$ 761	\$ 52,244	3,174	\$ 6,881	3
CASS	4,737	\$ 10,600	\$ 5,468	\$ -	\$ 314	\$ -	\$ -	\$ 213	\$ 4,605	1,137	\$ 2,238	72
CHARLEVOIX	2,861	\$ 5,521	\$ 2,811	\$ -	\$ 171	\$ -	\$ -	\$ 217	\$ 2,322	527	\$ 1,929	80
CHEBOYGAN	2,622	\$ 10,639	\$ 6,251	\$ -	\$ 205	\$ -	\$ -	\$ 110	\$ 4,074	634	\$ 4,058	15
CHIPPEWA	3,890	\$ 13,101	\$ 8,246	\$ -	\$ 480	\$ -	\$ -	\$ 166	\$ 4,209	926	\$ 3,368	31
CLARE	3,656	\$ 14,914	\$ 6,680	\$ -	\$ 280	\$ -	\$ 1,356	\$ 160	\$ 6,437	844	\$ 4,079	12
CLINTON	5,077	\$ 9,200	\$ 5,377	\$ -	\$ 734	\$ -	\$ -	\$ 232	\$ 2,857	542	\$ 1,812	82
CRAWFORD	1,816	\$ 4,819	\$ 2,679	\$ -	\$ 84	\$ -	\$ -	\$ 62	\$ 1,995	356	\$ 2,654	57
DELTA	4,195	\$ 20,791	\$ 9,633	\$ -	\$ 480	\$ -	\$ -	\$ 354	\$ 10,324	1,344	\$ 4,956	7
DICKINSON	2,739	\$ 26,692	\$ 7,253	\$ 14	\$ 248	\$ -	\$ 1,339	\$ 144	\$ 17,693	1,278	\$ 9,744	1
EATON	8,650	\$ 18,976	\$ 11,447	\$ -	\$ 1,011	\$ -	\$ -	\$ 604	\$ 5,914	1,053	\$ 2,194	74
EMMET	3,087	\$ 6,433	\$ 4,021	\$ -	\$ 232	\$ -	\$ -	\$ 164	\$ 2,017	512	\$ 2,084	78
GENESEE	32,258	\$ 79,685	\$ 45,248	\$ -	\$ 3,545	\$ -	\$ -	\$ 2,060	\$ 28,833	3,713	\$ 2,470	63
GLADWIN	2,897	\$ 10,574	\$ 5,080	\$ -	\$ 207	\$ -	\$ -	\$ 56	\$ 5,231	630	\$ 3,650	24
GOGEBIC	2,180	\$ 8,887	\$ 4,317	\$ -	\$ 151	\$ -	\$ -	\$ 112	\$ 4,308	774	\$ 4,077	13
GRAND TRAVERSE	7,529	\$ 21,326	\$ 12,183	\$ -	\$ 1,038	\$ -	\$ -	\$ 1,016	\$ 7,089	1,389	\$ 2,832	47
GRATIOT	3,082	\$ 9,274	\$ 5,268	\$ -	\$ 321	\$ -	\$ -	\$ 175	\$ 3,509	602	\$ 3,009	43
HILLSDALE	3,715	\$ 11,631	\$ 5,664	\$ -	\$ 242	\$ -	\$ -	\$ 165	\$ 5,560	765	\$ 3,131	39
HOUGHTON	3,011	\$ 12,360	\$ 5,725	\$ -	\$ 561	\$ -	\$ -	\$ 378	\$ 5,695	875	\$ 4,104	11
HURON	2,969	\$ 8,085	\$ 4,243	\$ -	\$ 242	\$ -	\$ -	\$ 223	\$ 3,376	661	\$ 2,723	52
INGHAM	16,299	\$ 43,796	\$ 23,424	\$ -	\$ 3,260	\$ -	\$ -	\$ 1,261	\$ 15,851	2,330	\$ 2,687	56
IONIA	4,507	\$ 11,322	\$ 5,496	\$ -	\$ 415	\$ -	\$ -	\$ 208	\$ 5,203	643	\$ 2,512	62
IOSCO	3,933	\$ 14,433	\$ 7,176	\$ -	\$ 206	\$ -	\$ -	\$ 168	\$ 6,882	981	\$ 3,669	22
IRON	1,422	\$ 10,255	\$ 4,079	\$ -	\$ 97	\$ -	\$ -	\$ 176	\$ 5,903	651	\$ 7,212	2

FY09 GEOGRAPHIC DISTRIBUTION OF VA EXPENDITURES (GDX)

MICHIGAN												
Expenditures in \$000s												
County/ Congressional District	Veteran Population*	Total Expenditure	Compensation & Pensions	Constru ction [±]	Education & Vocational Rehabilitation/ Employment	Loan Guaranty	General Operating Expenses	Insurance & Indemnities	Medical Care	Unique Patients**	Per Veteran	County Ranking
ISABELLA	4,009	\$ 11,301	\$ 5,936	\$ -	\$ 816	\$ -	\$ -	\$ 106	\$ 4,444	644	\$ 2,819	48
JACKSON	12,782	\$ 40,911	\$ 20,883	\$ -	\$ 1,342	\$ -	\$ -	\$ 605	\$ 18,082	2,499	\$ 3,201	36
KALAMAZOO	15,554	\$ 52,396	\$ 21,538	\$ 14	\$ 3,268	\$ -	\$ 4,386	\$ 1,220	\$ 21,971	2,802	\$ 3,369	30
KALKASKA	1,870	\$ 5,699	\$ 3,193	\$ -	\$ 105	\$ -	\$ -	\$ 109	\$ 2,292	396	\$ 3,047	42
KENT	36,875	\$ 101,853	\$ 56,577	\$ -	\$ 5,464	\$ -	\$ -	\$ 2,404	\$ 37,408	7,258	\$ 2,762	50
KEWEENAW	312	\$ 989	\$ 505	\$ -	\$ 3	\$ -	\$ -	\$ 11	\$ 471	104	\$ 3,175	38
LAKE	1,350	\$ 4,773	\$ 2,726	\$ -	\$ 74	\$ -	\$ -	\$ 26	\$ 1,946	308	\$ 3,535	27
LAPEER	7,402	\$ 14,813	\$ 8,748	\$ -	\$ 777	\$ -	\$ -	\$ 378	\$ 4,910	959	\$ 2,001	79
LEELANAU	2,539	\$ 4,769	\$ 3,232	\$ -	\$ 123	\$ -	\$ -	\$ 68	\$ 1,346	415	\$ 1,878	81
LENAWEE	8,645	\$ 28,843	\$ 12,564	\$ -	\$ 770	\$ -	\$ -	\$ 468	\$ 15,041	1,568	\$ 3,336	33
LIVINGSTON	12,830	\$ 29,713	\$ 14,613	\$ -	\$ 1,137	\$ -	\$ -	\$ 782	\$ 13,180	1,470	\$ 2,316	71
LUCE	769	\$ 2,089	\$ 1,400	\$ -	\$ 38	\$ -	\$ -	\$ 15	\$ 636	105	\$ 2,717	54
MACKINAC	1,137	\$ 4,209	\$ 2,585	\$ -	\$ 99	\$ -	\$ -	\$ 114	\$ 1,411	281	\$ 3,701	20
MACOMB	60,694	\$ 140,744	\$ 83,565	\$ -	\$ 5,808	\$ -	\$ -	\$ 3,352	\$ 48,019	7,136	\$ 2,319	70
MANISTEE	2,598	\$ 7,377	\$ 4,402	\$ -	\$ 158	\$ -	\$ -	\$ 51	\$ 2,766	575	\$ 2,839	46
MARQUETTE	6,966	\$ 30,354	\$ 19,097	\$ -	\$ 1,456	\$ -	\$ -	\$ 391	\$ 9,409	1,709	\$ 4,358	9
MASON	3,083	\$ 7,496	\$ 4,703	\$ -	\$ 396	\$ -	\$ -	\$ 240	\$ 2,156	458	\$ 2,432	66
MECOSTA	3,887	\$ 8,529	\$ 5,081	\$ -	\$ 699	\$ -	\$ -	\$ 288	\$ 2,462	519	\$ 2,194	73
MENOMINEE	2,787	\$ 13,971	\$ 6,199	\$ -	\$ 215	\$ -	\$ -	\$ 90	\$ 7,468	1,013	\$ 5,014	5
MIDLAND	6,335	\$ 18,277	\$ 8,700	\$ -	\$ 748	\$ -	\$ -	\$ 350	\$ 8,478	1,076	\$ 2,885	45
MISSAUKEE	1,395	\$ 4,662	\$ 2,807	\$ -	\$ 91	\$ -	\$ -	\$ 54	\$ 1,709	283	\$ 3,341	32
MONROE	12,418	\$ 26,243	\$ 14,111	\$ -	\$ 1,095	\$ -	\$ -	\$ 512	\$ 10,524	1,494	\$ 2,113	77
MONTCALM	5,175	\$ 12,700	\$ 7,433	\$ -	\$ 467	\$ -	\$ -	\$ 142	\$ 4,659	805	\$ 2,454	64
MONTMORENCY	1,124	\$ 4,673	\$ 2,540	\$ -	\$ 64	\$ -	\$ -	\$ 45	\$ 2,023	291	\$ 4,156	10
MUSKEGON	14,937	\$ 36,487	\$ 21,989	\$ -	\$ 1,730	\$ -	\$ -	\$ 523	\$ 12,245	2,685	\$ 2,443	65
NEWAYGO	4,408	\$ 12,244	\$ 6,868	\$ -	\$ 311	\$ -	\$ 1,592	\$ 146	\$ 4,919	898	\$ 2,778	49
OAKLAND	72,822	\$ 187,611	\$ 102,024	#####	\$ 6,772	\$ -	\$ -	\$ 7,717	\$ 62,358	9,478	\$ 2,576	60
OCEANA	2,565	\$ 5,612	\$ 3,518	\$ -	\$ 184	\$ -	\$ -	\$ 145	\$ 1,765	381	\$ 2,187	76
OGEMAW	2,568	\$ 9,843	\$ 4,479	\$ -	\$ 176	\$ -	\$ -	\$ 69	\$ 5,118	613	\$ 3,833	18
ONTONAGON	1,035	\$ 5,162	\$ 2,605	\$ -	\$ 75	\$ -	\$ -	\$ 77	\$ 2,404	387	\$ 4,989	6
OSCEOLA	2,224	\$ 7,081	\$ 3,529	\$ -	\$ 194	\$ -	\$ -	\$ 105	\$ 3,254	445	\$ 3,184	37
OSCODA	1,150	\$ 4,248	\$ 2,315	\$ -	\$ 44	\$ -	\$ -	\$ 4	\$ 1,886	285	\$ 3,695	21
OTSEGO	2,356	\$ 6,372	\$ 3,731	\$ -	\$ 155	\$ -	\$ -	\$ 90	\$ 2,396	466	\$ 2,704	55
OTTAWA	16,583	\$ 29,802	\$ 15,784	\$ -	\$ 1,662	\$ -	\$ -	\$ 980	\$ 11,377	2,462	\$ 1,797	83
PRESQUE ISLE	1,963	\$ 5,359	\$ 2,720	\$ -	\$ 165	\$ -	\$ -	\$ 114	\$ 2,360	434	\$ 2,730	51
ROSCOMMON	2,936	\$ 10,545	\$ 5,070	\$ -	\$ 170	\$ -	\$ -	\$ 139	\$ 5,165	651	\$ 3,591	25

FY09 GEOGRAPHIC DISTRIBUTION OF VA EXPENDITURES (GDX)

MICHIGAN Expenditures in \$000s												
County/ Congressional District	Veteran Population*	Total Expenditure	Compensation & Pensions	Constru ction [†]	Education & Vocational Rehabilitation/ Employment	Loan Guaranty	General Operating Expenses	Insurance & Indemnities	Medical Care	Unique Patients**	Per Veteran	County Ranking
SAGINAW	15,463	\$ 59,570	\$ 23,593	\$ -	\$ 1,529	\$ -	\$ 2,040	\$ 556	\$ 31,853	3,478	\$ 3,852	17
SANILAC	3,576	\$ 11,832	\$ 6,103	\$ -	\$ 275	\$ -	\$ -	\$ 192	\$ 5,261	962	\$ 3,309	35
SCHOOLCRAFT	1,059	\$ 3,882	\$ 2,053	\$ -	\$ 26	\$ -	\$ -	\$ 25	\$ 1,779	247	\$ 3,665	23
SHIAWASSEE	5,856	\$ 14,746	\$ 8,061	\$ -	\$ 630	\$ -	\$ -	\$ 170	\$ 5,884	867	\$ 2,518	61
ST. CLAIR	14,422	\$ 34,218	\$ 20,311	\$ -	\$ 1,349	\$ -	\$ -	\$ 763	\$ 11,795	2,609	\$ 2,373	69
ST. JOSEPH	4,649	\$ 11,243	\$ 5,106	\$ -	\$ 327	\$ -	\$ -	\$ 142	\$ 5,668	867	\$ 2,418	68
TUSCOLA	4,808	\$ 14,389	\$ 7,056	\$ -	\$ 484	\$ -	\$ -	\$ 111	\$ 6,739	910	\$ 2,993	44
VAN BUREN	6,382	\$ 16,687	\$ 8,607	\$ -	\$ 654	\$ -	\$ -	\$ 433	\$ 6,993	1,017	\$ 2,614	59
WASHTENAW	17,847	\$ 90,380	\$ 25,554	\$ 799	\$ 3,415	\$ -	\$ 7,759	\$ 2,058	\$ 50,795	2,871	\$ 5,064	4
WAYNE	116,758	\$ 442,783	\$ 175,887	\$ 227	\$ 11,869	\$ -	\$ 29,237	\$ 7,049	\$ 218,514	21,445	\$ 3,792	19
WEXFORD	2,831	\$ 9,818	\$ 5,312	\$ -	\$ 308	\$ -	\$ -	\$ 93	\$ 4,104	644	\$ 3,468	28
MICHIGAN (Totals)	723,368	\$ 2,225,748	\$ 1,076,829	\$ 8,202	\$ 77,697	\$ -	\$ 47,710	\$ 45,542	\$ 969,769	126,432	\$ 3,077	N/A
Notes:												
* Veteran population estimates, as of September 30, 2009, are produced by the VA Office of the Actuary (VetPop 2007).												
# Prior to FY 08, "Loan Guaranty" expenditures were included in the Education & Vocational Rehabilitation and Employment (E&VRE) programs. Currently, all "Loan Guaranty" expenditures are attributed to Travis, TX, where all Loan Guaranty payments are processed. VA will continue to improve data collection for future GDX reports to better distribute loan expenditures at the state, county and congressional district levels.												
** Unique patients are patients who received treatment at a VA health care facility. Data are provided by the Allocation Resource Center (ARC). Expenditure data sources: Federal Assistance Awards Data System (FAADS) for Compensation & Pension (C&P) and Vocational Rehabilitation and Employment (VRE) Benefits; Veterans Benefits Administration Insurance Center for the Insurance costs; the VA Financial Management System (FMS) for Construction, Medical Research, General Operating Expenses, and certain C&P and Readjustment data; and the Allocation Resource Center (ARC) for Medical Care costs.												
1. Expenditures are rounded to the nearest thousand dollars. For example, \$500 to \$1,000 are rounded to \$1; \$0 to \$500 are rounded to \$0; and "\$ -" = 0 or no expenditures.												
2. The Compensation & Pension expenditures include dollars for the following programs: veterans' compensation for service-connected disability; dependency and indemnity compensation for service-connected deaths; veterans' pension for nonservice-connected disabilities; and burial and other benefits to veterans and their survivors.												
3. Medical Care expenditures include dollars for medical services, medical administration, facility maintenance, educational support, research support, and other overhead items. Medical Care expenditures do not include dollars for construction or other non-medical support.												
4. Medical Care expenditures are based on where patients live instead of where care is delivered.												
5. Congressional District data will be available in the near future.												

Action Request



Committee: Board of Commissioners

Meeting Date: 12/28/2010

Requesting Department: Treasurer

Submitted By: Bob Spaman

Agenda Item: Approval of the By-Laws of the Land Bank Authority Board

SUGGESTED MOTION:

To approve the Land Bank Authority Board By-Laws.

SUMMARY OF REQUEST:

Funding for the LBA is designed to come from the eventual sale of properties, and at this time, there is no request for General Fund disbursements. The Board has enabled the LBA to borrow up to \$50,000 from the Sale of Foreclosed Properties funds as needed, and for those funds to be repaid without interest.

FINANCIAL INFORMATION:

Total Cost: \$0.00 General Fund Cost: \$0.00 Included in Budget: Yes No

If not included in budget, recommended funding source:

ACTION IS RELATED TO AN ACTIVITY WHICH IS:

Mandated Non-Mandated New Activity

ACTION IS RELATED TO STRATEGIC PLAN:

Goal: 1: To Maintain and Improve the Strong Financial Position of the County.

3: To Contribute to a Healthy Physical, Economic, & Community Environment.

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

4: Continue initiatives to positively impact the community.

ADMINISTRATION RECOMMENDATION: Recommended Not Recommended Without Recommendation

County Administrator: **Alan G. Vanderberg**

Digitally signed by Alan G. Vanderberg
DN: cn=Alan G. Vanderberg, o=US, ou=County of Ottawa, ou=Administrator's Office, email=avanderberg@ottawa.org
Reason: I am approving this document
Date: 2010.12.16 16:52:14 -0500

Committee/Governing/Advisory Board Approval Date: Finance and Administration Committee 12/21/2010



Memorandum

BRADLEY SLAGH **Ottawa County Treasurer**

DATE: December 16, 2010
TO: Finance & Administration Committee
FROM: Bradley Slagh
RE: Land Bank Authority By-Laws

The Ottawa County Land Bank Authority (LBA) has approved the attached By-Laws regarding the structure and general services for the Authority and is requesting that the County Board ratify them.

Funding for the LBA is designed to come from the eventual sale of properties, and at this time, there is no request for General Fund disbursements. The Board has enabled the LBA to borrow up to \$50,000 from the Sale of Foreclosed Properties funds as needed, and for those funds to be repaid without interest.

The Land Bank Authority is a non-mandated service already approved by the County Board.

The LBA is devoted to enabling property to be reintroduced to the tax roles at a value that is higher than when first touched by the LBA. This fits within the first goal of the County's Strategic Plan by helping to build value for tax revenue. Additionally, the Land Bank Authority's focus fits well with Goal #3 of the Strategic Plan, as there will be many opportunities to be involved in either economic development or the maintenance of properties within the county.

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BYLAWS

OTTAWA COUNTY LAND BANK AUTHORITY

Incorporated under the laws of the State of Michigan

ARTICLE ONE

NAME, LOCATION AND OFFICES

1.1 Name. The name of this corporation shall be "Ottawa County Land Bank Authority" (hereinafter referred to as the "Corporation"). The Corporation may also elect to be identified simply as the "Ottawa County Land Bank"

1.2 Office and Agent. The Corporation shall maintain an office in the State of Michigan, and shall have an agent whose address is 12220 Fillmore St. West Olive, Michigan 49460. The initial agent of the Corporation shall be Brad Slagh, Treasurer, Ottawa County, Michigan.

1.3 Other Offices. The principal office of the Corporation shall be located in West Olive, Ottawa County, Michigan. The Corporation may have other offices at such place or places, within the State of Michigan, as the Board of Directors may determine from time to time or the affairs of the Corporation may require or make desirable.

ARTICLE TWO

PURPOSE AND GOVERNING INSTRUMENTS

2.1 Public Body Corporate. The Corporation shall be organized and operated as a land bank authority under the provisions of the Michigan Land Bank Fast Track Act, 2003 P.A. 258, 124.751 (the "Land Bank Act") and the Intergovernmental Agreement by and between the Michigan Land Bank Fast Track Authority and the Treasurer of the County of Ottawa, Michigan, dated January 28, 2010, (hereinafter referred to as the Intergovernmental Agreement"). The Corporation is an authority governed by a Board of Directors.

2.2 Governing Instruments. The Corporation shall be governed by its articles of incorporation and its bylaws, with specific direction from Priorities and Policies document.

ARTICLE THREE

BOARD OF DIRECTORS

3.1 Powers and Duties of the Board of Directors

- (a) Except as otherwise provided in the articles of incorporation of the Corporation or in these bylaws, all the powers, duties, and functions of the Corporation conferred by the Land Bank, Act, the Intergovernmental Agreement, the articles of incorporation, these bylaws, other state statutes, common law, court decisions, or otherwise shall be exercised, performed, or controlled by the Board of Directors.
- (b) The Board of Directors shall be the governing body of the Corporation and shall have general charge of the affairs, property and assets of the Corporation. It shall be the duty of the Board of Directors to determine the policies of the Corporation or changes therein, actively to prosecute the purposes and objectives of the Corporation, and, to this end, to manage and control all of its property and assets and to supervise the disbursement of its funds. The Board of Directors may adopt, by majority vote, such rules and regulations for the conduct of its business and the

business of the Corporation as shall be deemed advisable, and, in the execution of the powers granted, may delegate certain of its authority and responsibility to an executive committee. Under no circumstances, however, shall any actions be taken which are inconsistent with the articles of incorporation and these bylaws, or the understanding that Local Unit control of property and developmental direction is foundational. Members of the Board of Directors shall receive no compensation for service as a member of the Board of Directors, but shall be entitled to be reimbursed by the Corporation for actual and necessary expenses incurred in connection with performance of official functions of the Corporation subject to available appropriations.

- (c) The Board of Directors may, from time to time, appoint, as advisors, persons whose advice, assistance, and support may be deemed helpful in determining policies and formulating programs for carrying out the purposes and functions of the Corporation.

3.2 Initial and Regular Board of Directors. The Board of Directors of the Ottawa County Land Bank shall consist of nine (9) members including:

- (a) The Treasurer of Ottawa County;

And,

- (b) Eight (8) members appointed by the Ottawa County Board of Commissioners all of whom must be residents of Ottawa County;

1. Two (2) representatives of the Cities & Villages – one from a large and one from a small municipality (from senior elective or appointed officials);
2. Two (2) representatives of the Townships - one from a large and one from a small municipality (from senior elective or appointed officials);
3. A member of the Ottawa County Board of Commissioners;
4. A representative from Ottawa County Administration;
5. A representative from the Ottawa County Economic Development Office OCEDO;
6. A person not married to or directly related to an Ottawa County employee.

3.3 Term of Office. The Treasurer of Ottawa County shall serve as a member of the Board of Directors without a term. Other members on a six year rotation basis.

3.4 Removal. Other than the Treasurer of Ottawa County a director may be removed from office for cause by the Board of Commissioners of Ottawa County, and shall be automatically terminated from any “ex officio” appointment upon leaving the office which was the basis for appointment.

3.5 Vacancies. Any vacancy in the Board of Directors, other than the Treasurer, arising at any time and from any cause, may be filled for the unexpired term by the Board of Commissioners of Ottawa County. Each director so appointed shall hold office until the

expiration of his term, or the unexpired term of his predecessor, as the case may be, and until his successor is appointed.

3.6 Conflict of Interest. A director who has a direct or indirect personal or financial interest in any matter before the Corporation shall disclose his or her interest prior to any action on the matter by the Corporation, which disclosure shall become part of the record of the Corporation's official proceedings. The disclosure shall be made by written instrument, and copies of the disclosure form shall be filed with the Secretary of the Board of Directors. The interested director shall further refrain from participation in the Corporation's action relating to the matter. Each director, upon taking office and annually thereafter, shall acknowledge in writing that they have read and agreed to abide by this section.

ARTICLE FOUR

MEETINGS OF THE BOARD OF DIRECTORS

4.1 Regular Meetings. Regular meetings of the Board of Directors shall be held from time to time at such times and at such places as the Board of Directors may prescribe. Notice of the time and place of each such regular meeting shall be given by the secretary either personally or by telephone or by mail not less than seven (7) nor more than thirty (30) days before such regular meeting. The meetings of the Board of Directors shall be public, and the appropriate notice of such meetings provided to the public. Notice of any and all meetings of the Board of Directors shall be given in accordance with the Open Meetings Act, 1976 P.A. 267, as amended. The Board of Directors shall meet at least annually.

4.2 Special Meetings. Special meetings of the Board of Directors may be called by or at the request of the Chairperson or by any three (3) of the directors in office at that time. Notice of the time, place and purpose of any special meeting of the Board of Directors shall be given by the secretary either personally or by telephone or by mail at least twenty-four (24) hours before such meeting.

4.3 Annual Meeting. The first meeting of the Board of Directors in each calendar year shall be deemed to be the annual meeting of the Board of Directors. All officers of the Board of Directors shall be elected at the annual meeting by the Board of Directors, unless a vacancy in such office occurs prior to the annual meeting, and each officer shall hold such office until the following annual meeting.

4.4 Waiver. Attendance by a director at a meeting shall constitute waiver of notice of such meeting, except where a director attends a meeting for the express purpose of objecting to the transaction of business because the meeting is not lawfully called.

4.5 Quorum. A majority of the Board of Directors shall be required to constitute a quorum for the transaction of business. The Board of Directors shall act by a majority vote at a meeting at which a quorum is present. A quorum shall be necessary for the transaction of business. Presence in person for both quorum and voting may include electronic communication by which such member is both seen and heard.

4.6 Vote Required for Action. Except as otherwise provided in these bylaws or by law, the act of a majority of the directors present at a meeting at which a quorum is present at the time shall be the act of the Board of Directors. Adoption, amendment and repeal of a bylaw are provided for in Article Twelve of these bylaws. Vacancies in the Board of Directors may be filled as provided in Section 3.5 of these bylaws.

4.7 Adjournments. A meeting of the Board of Directors, whether or not a quorum is present, may be adjourned by a majority of the directors present to reconvene at a specific time and place. Notice of any reconvened meeting of the Board of Directors shall be given in accordance with the Open Meetings Act, MCL 15.261 et seq., as amended. At any such reconvened meeting at which a quorum is present, any business may be transacted which could have been transacted at the meeting which was adjourned.

ARTICLE FIVE NOTICE AND WAIVER

5.1 Procedure. Whenever these bylaws require notice to be given to any director, the notice shall be given as prescribed in Article Four. Whenever notice is given to a director by mail, the notice shall be sent first-class mail by depositing the same in a post office or letter box in a postage prepaid sealed envelope addressed to the director at his or her address as it appears on the books of the Corporation; and such notice shall be deemed to have been given at the time the same is deposited in the United States mail.

5.2 Waiver. Whenever any notice is required to be given to any director by the articles of incorporation or by these bylaws a waiver thereof in writing signed by the director entitled to such notice, whether before or after the meeting to which the waiver pertains, shall be deemed equivalent thereto but only in those circumstances in which such notice is not required by law.

ARTICLE SIX BOARD OF ADVISORS

6.1 Appointment. The Board of Directors may appoint such persons as it reasonably deems necessary or desirable to act as the Board of Advisors of the Corporation. To the extent possible, the Board of Advisors should consist of representatives of the community who have demonstrated an interest in and commitment to the redevelopment of properties within the geographical boundaries of Ottawa County. The number of persons appointed to constitute the Board of Advisors shall be determined in the sole discretion of the Board of Directors.

6.2 Purpose. It shall be the function and purpose of the Board of Advisors to advise the Board of Directors on matters relating to the business and affairs of the Corporation, and to suggest or be available for consultation with regard to projects or activities which the Corporation may undertake, consistent with its purposes, in furtherance of its goals and objectives. The Board of Advisors shall serve solely in an advisory capacity.

ARTICLE SEVEN

OFFICERS

7.1 Number and Qualifications. The officers of the Corporation shall be members of the Board of Directors and shall consist of a Chairperson, who shall act as the chairperson of the Board of Directors, a secretary, a treasurer, and such other officers as may be designated by the Board of Directors. The Chairperson of the Corporation shall be the Treasurer of Ottawa County.

7.2 Removal. Any officer of the Corporation other than the Chairperson may be removed as an officer by the Board of Directors of the Corporation with or without cause at any time.

7.3 Chairperson. The Chairperson shall be the principal executive officer of the Corporation and shall preside at all meetings of the Board of Directors. Subject to any policies adopted by the Board of Directors, the Chairperson shall have the right to supervise and direct the management and operation of the Corporation and to make all decisions as to policy and otherwise which may arise between meetings of the Board of Directors, and the other officers and employees of the Corporation shall be under the Chairperson's supervision and control during such interim. The Chairperson shall perform such other duties and have such other authority and powers as the Board of Directors may from time to time prescribe.

7.4 Vice-Chairperson. The Vice-Chairperson, if such office has been designated by the Board of Directors, shall, in the absence or disability of the Chairperson, perform the duties and have the authority and exercise the powers of the Chairperson. The Vice Chairperson shall perform such other duties and have such other authority and powers as the Board of Directors may from time to time prescribe or as the Chairperson may from time to time delegate.

7.5 Secretary. The secretary shall attend all meetings of the Board of Directors and record all votes, actions and the minutes of all proceedings in a book, to be kept for that purpose and shall perform like duties for the executive and other committees when required.

- (a) The Secretary shall give, or cause to be given, notice of all meetings of the Board of Directors.
- (b) The Secretary shall keep in safe custody the seal of the Corporation and, when authorized by the Board of Directors or the Chairperson, affix it to any instrument requiring it. When so affixed, it shall be attested by his or her signature or by the signature of the treasurer.
- (c) The Secretary shall be under the supervision of the Chairperson. He or she shall perform such other duties and have such other authority and powers as the Board of Directors may from time to time delegate.

7.5 Treasurer.

- (a) The Treasurer shall have the custody of the corporate funds and securities and shall keep full and accurate accounts of receipts and disbursements of the Corporation and shall deposit all monies and other valuables in the name and to the credit of the Corporation into depositories designated by the Board of Directors.
- (b) The Treasurer shall disburse the funds of the Corporation as ordered by the Board of Directors, and prepare financial statements each month or at such other intervals as the Board of Directors shall direct.

- (c) The Treasurer shall be under the supervision of the Chairperson. The Treasurer shall perform such other duties and have such other authority and powers as the Board of Directors may from time to time prescribe or as the Chairperson may from time to time delegate.

ARTICLE EIGHT

COMMITTEES OF DIRECTORS

8.1 Executive Committee. By resolution adopted by a majority of the directors in office, the Board of Directors may designate from among its members an executive committee which shall consist of three (3) or more directors, including the Chairperson or a Vice Chairperson of the Corporation, which executive committee, to the extent provided in such resolution, shall have and exercise the authority of the Board of Directors in the management of the affairs of the Corporation; provided, however, the designation of such executive committee and the delegation thereto of authority shall not operate to relieve the Board of Directors, or any individual director, of any responsibility imposed upon it or him by law and such executive committee may not do the following:

- (a) Approve the dissolution or the sale, pledge, or transfer of all or substantially all of the Corporation's assets;
- (b) Elect, appoint, or remove directors or fill vacancies on the Board of Directors or on any of its committees; or
- (c) Adopt, amend, or repeal the Corporation's Articles of Incorporation or these Bylaws.

8.2 Other Committees of Directors. Other committees, each consisting of two (2) or more directors, not having and exercising the authority of the Board of Directors in the management of the Corporation may be designated by a resolution adopted by a majority of directors present at a meeting at which a quorum is present. Such resolution shall assign the duties and responsibilities of such committees. Except as otherwise provided in such resolution, members of each such committee shall be appointed by the Chairperson of the Corporation. Any member of any committee may be removed by the person or persons authorized to appoint such member whenever in their judgment the best interests of the Corporation shall be served by such removal.

8.3 Term of Appointment. Each member of a committee shall continue as such until his successor is appointed, unless the committee shall be sooner terminated, or unless such member shall be removed from such committee, or unless such member shall cease to qualify as a member thereof.

8.4 Chairman. One member of each committee shall be appointed chairman thereof.

8.5 Vacancies. Vacancies in the membership of any committee may be filled by appointments made in the same manner as provided in the case of the original appointments.

8.6 Quorum. Unless otherwise provided in the resolution of the Board of Directors designating a committee, a majority of the whole committee shall constitute a quorum; and the act of a majority of members present at a meeting at which a quorum is present shall be the act of the committee.

8.7 Rules. Each committee may adopt rules for its own government, so long as such rules are not inconsistent with these bylaws or with rules adopted by the Board of Directors.

ARTICLE NINE

EMPLOYEES, CONTRACTED SERVICES

9.1 Employees. The Corporation may employ or otherwise contract for the services of any staff deemed necessary to carry out the duties and responsibilities of the Corporation. Such staff may be employed as employees of the Corporation, or the services of such staff may be retained pursuant to contracts with Ottawa County, with the Treasurer of Ottawa County, or other public or private entities.

9.2 Executive Director. The Board of Directors may select and retain an Executive Director. An Executive Director selected and retained by the Board of Directors shall administer the Corporation in accordance with the operating budget adopted by the Board of Directors, general policy guidelines established by the Board of Directors, other applicable governmental procedures and policies, and the Intergovernmental Agreement. The Executive Director shall be responsible for the day-to-day operations of the Corporation, the control, management, and oversight of the Corporation's functions; and supervision of all Corporation employees. All terms and conditions of the Executive Director's length of service shall be specified in a written contract between the Executive Director and the Board of Directors, provided that the Executive Director shall serve at the pleasure of the Board of Directors.

ARTICLE TEN

CONTRACTS, CHECKS, DEPOSITS AND FUNDS

10.1 Contracts. The Board of Directors may authorize any officer or officers, agent or agents of the Corporation, in addition to the officers so authorized by these bylaws, to enter into any contract or execute and deliver any instrument in the name and on behalf of the Corporation. Such authority must be in writing and may be general or confined to specific instances. In the absence of such express authority granted by the Board of Directors, or a vacancy in the office to which the authority is delegated by the Board of Directors, the Chairperson shall have all authority necessary and appropriate to execute any and all documents, instruments and agreements on behalf of the Corporation.

10.2 Checks, Drafts, Notes, Etc. All checks, drafts or other orders for the payment of money, notes or other evidences of indebtedness issued in the name of the Corporation shall be signed by such officer or officers, agent or agents, of the Corporation and in such other manner as may from time to time be determined by resolution of the Board of Directors. In the absence of such determination by the Board of Directors, such instruments shall be signed by the treasurer or an assistant treasurer and countersigned by the Chairperson or the Vice-Chairperson of the Corporation. The Board of Directors shall require all individuals who handle funds of the Corporation to qualify for a security bond to be obtained by the Corporation, at the expense of the Corporation, in an amount not less than \$100,000.00.

10.3 Deposits. All funds of the Corporation shall be deposited from time to time to the credit of the Corporation in such banks, trust companies or other depositories as the Board of Directors may select.

10.4 Gifts. The Corporation may acquire by gift, bequest, or devise any real or personal property or interests in real or personal property for the general purposes or for any special purpose of the Corporation on terms and conditions and in a manner the Board of Directors considers appropriate.

ARTICLE ELEVEN

MISCELLANEOUS

11.1 Books and Records. The Corporation shall keep and maintain at the principal office of the Corporation all documents and records of the Corporation. The records of the Corporation shall include, but not be limited to, a copy of the Intergovernmental Agreement along with any amendments to the Intergovernmental Agreement. The records shall also include correct and complete books and records of accounts and minutes of the proceedings of its Board of Directors and committees having any of the authority of the Board of Directors. All records of the Corporation shall be made available to the public to the extent required by the Michigan Freedom of Information Act, 1976 P.A. 442, as amended. Not less than annually the Corporation shall file with the parties to the Intergovernmental Agreement, and with the Board of commissioners of Ottawa County a report detailing the activities of the Corporation and any additional information as requested by such parties.

11.2 Corporate Seal. The corporate seal (of which there may be one or more exemplars) shall be in such form as the Board of Directors may from time to time determine.

11.3 Fiscal Year. The fiscal year of the Corporation shall begin on January 1 of each year and end on the following December 31.

11.4 Budget. The Board of Directors shall adopt annually a budget for all operations, income, expenses and assets. The Corporation shall be subject to and comply with the Budget Act, 1968 PA 2, MCL 14 1.421 to 141 .440a. The Chairperson or Executive Director shall prepare and the Board of Directors shall approve a budget for the Corporation for each Fiscal Year. Each budget shall be approved by the November 1 immediately preceding the beginning of the Fiscal Year of the Corporation.

11.5 Audit. The Corporation shall provide for the conduct of audits in accordance with section 6 to 13 of the Budget Act, 1968 PA 2, MCL 141.421 to 141 .440a, which shall be made available to the parties to the Intergovernmental Agreement. The Corporation shall establish a dedicated audit committee of the Board of Directors for the purpose of overseeing the accounting and financial reporting processes of the Corporation and audits of its financial statements. The Corporation shall establish specific duties and obligations of the audit committee and standards and qualifications for membership on the audit committee. The Corporation may require at least one member to be specifically knowledgeable about financial reports.

11.6 Construction. Whenever the context so requires, the masculine shall include the feminine and neuter, and the singular shall include the plural, and conversely. If any portion of these bylaws shall be invalid or inoperative, then, so far as is reasonable and possible:

(a) The remainder of these bylaws shall be considered valid and operative.

(b) Effect shall be given to the intent manifested by the portion held invalid or inoperative.

11.7 Table of Contents Headings. The table of contents and headings are for organization, convenience and clarity. In interpreting these bylaws, they shall be subordinated in importance to the other written material.

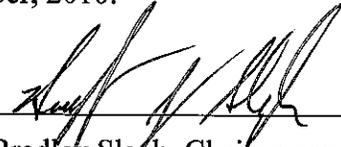
11.8 Relation to Articles of Incorporation. These bylaws are subject to, and governed by, the articles of incorporation and the Land Bank Act.

ARTICLE TWELVE
AMENDMENTS

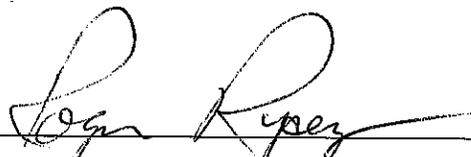
12.1 Power to Amend Bylaws. The Board of Directors being directed by the “Policies and Procedures for Property Acquisition and Disposition” shall have the power to alter, amend, or repeal these bylaws, or adopt new bylaws; provided, however, that the Board of Directors shall have no power or authority to make any changes in the bylaws which would be inconsistent with the Land Bank Act or the Intergovernmental Agreement.

12.2 Conditions. Action by the Board of Directors with respect to these bylaws shall be taken by the affirmative vote of a majority of all directors then holding office.

Whereas those Bylaws of the Ottawa County Land Bank Authority were adopted by the Board of Directors on the 29th day of November, 2010.



Bradley Slagh, Chairperson,
Ottawa County Land Bank Authority



Roger Rycenga, Secretary,
Ottawa County Land Bank Authority

Action Request



Committee: Board of Commissioners
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 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:	<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, c=US, o=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: Human Resources Committee 12/28/2010

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: 8574 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 Price 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 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

Action Request



Committee: Board of Commissioners
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 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: 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@countys.org
Reason: I am approving this document.
Date: 2010.12.22 16:20:00 -0500

Committee/Governing/Advisory Board Approval Date: Human Resources Committee 12/28/2010

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 • Coalition of social agencies, churches, schools, businesses, and local governments	1995- 2004 2001
Tri-Cities Area United Way Board of Directors Tri-Cities Action Committee	2000-2001 2001-2002
Director, Michigan Municipal League • State organization of cities	1997-1999
Chairman of standing committee with MML • Reviewed bills before Lansing Legislature	1992-1997
Chamber of Commerce Advisory Board • Served prior to reorganization	2000-2001

Education:

Western Michigan University, BS Degree • Anthropology major, Sociology and Religion minors • President of Alpha Chi Omega Sorority	1968-1972
Center for Philanthropy at Indiana University The Fund Raising School • Principles and Techniques of Fund Raising 101	2001
MI State University & Society of Nonprofit Organizations • Certificate of Excellence in Nonprofit Leadership & Management	2007
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: Board of Commissioners

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 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: Human Resources Committee 12/28/2010

**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

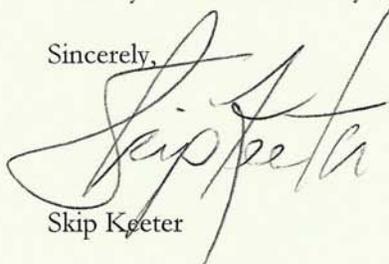
Dear Commissioners:

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 goblue96@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: Board of Commissioners
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 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:	<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, 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: Human Resources Committee 12/28/2010

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: Board of Commissioners

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 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: Human Resources Committee 12/28/2010

**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: Board of Commissioners
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 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.

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: Human Resources Committee 12/28/2010

Addresses of Road Commission Applicants



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 laws, the Ottawa County Policy on Enhanced
 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

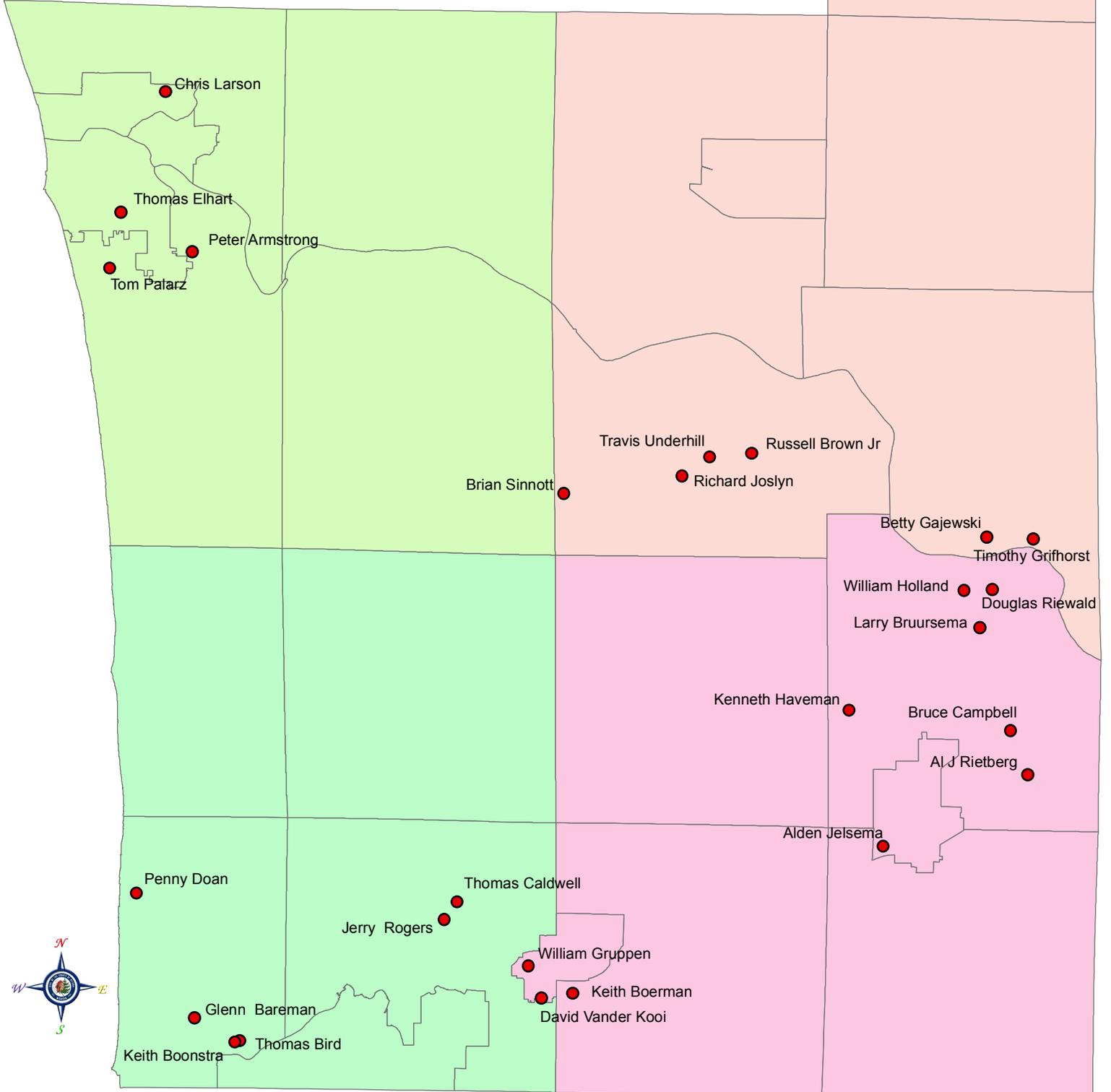


Legend

- 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.

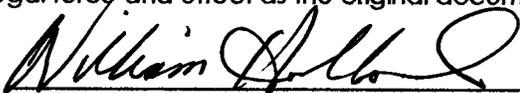
I affirm that all information in this application is true and complete. Any misrepresentation, false statement, or omission of facts called for in this application, in any subsequent interview, or any other part of the employment process shall be grounds for refusal of employment or if hired, dismissal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

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

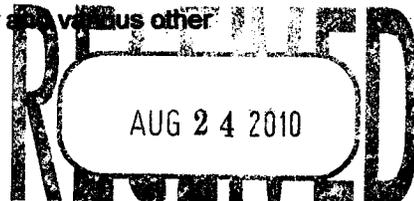
U.S. Army Leadership School; Dale Carnegie Courses; Dale Carnegie Course Graduate Assistant; numerous Reynolds Courses including Managerial GRID and Skills Seminars, Supervision & Labor Relations Courses, Safety & supervision techniques, etc.

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

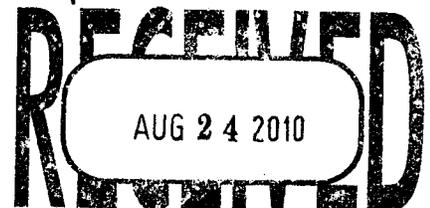
DIRECTOR Quality/Safety, KENT Foundry

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

Action Request



Committee: Board of Commissioners

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 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 five (5) year term beginning on January 1, 2011, and ending December 31, 2015.

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
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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=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: Human Resources Committee 12/28/2010

Addresses of Road Commission Applicants



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 Ottawa County Geographic Information System
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 laws, the Ottawa County Policy on Enhanced
 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

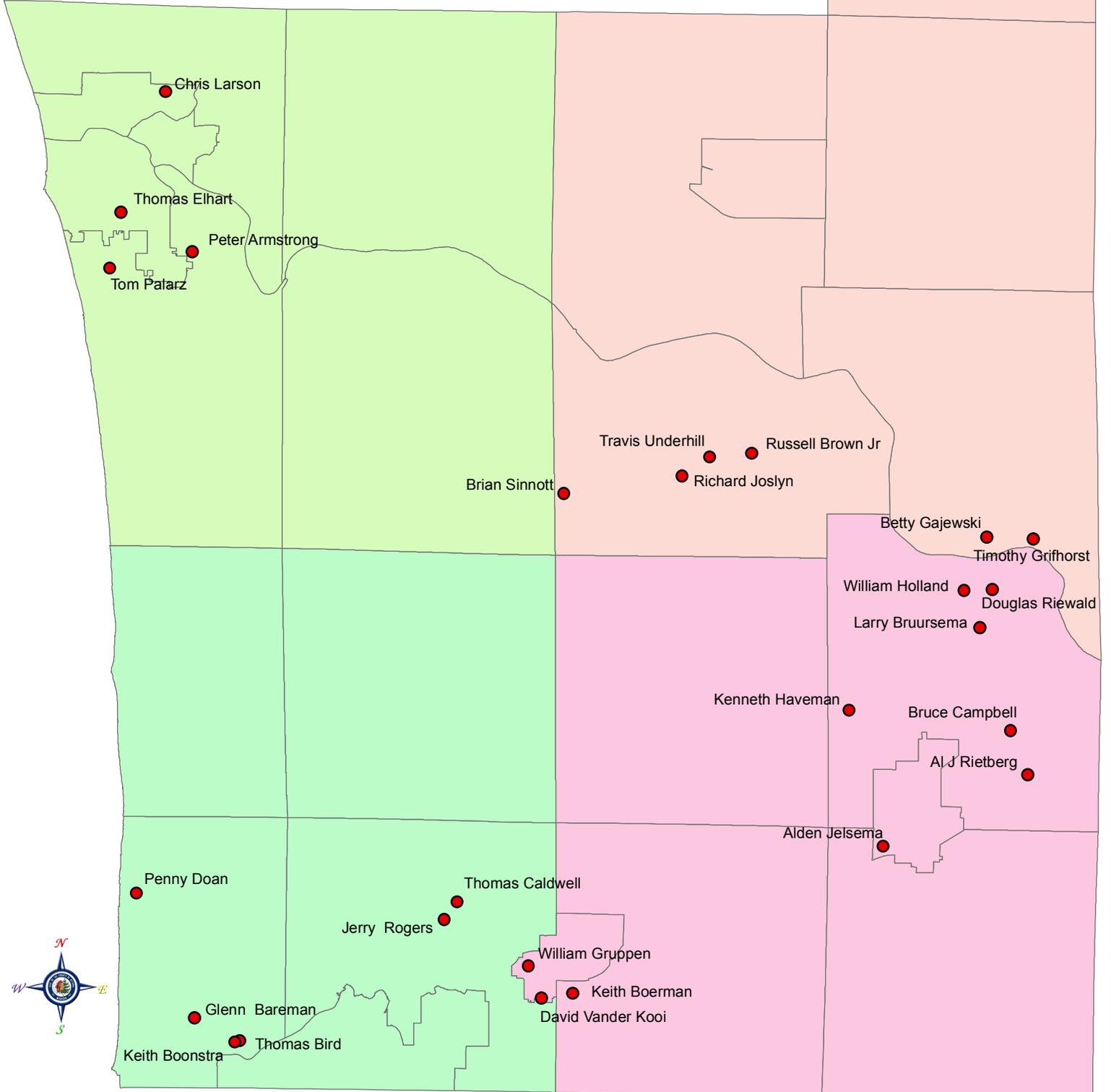


Legend

- 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 Year 2003”* 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

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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, LLP 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.

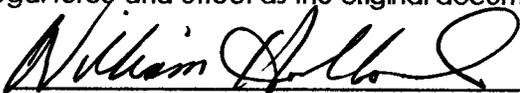
I affirm that all information in this application is true and complete. Any misrepresentation, false statement, or omission of facts called for in this application, in any subsequent interview, or any other part of the employment process shall be grounds for refusal of employment or if hired, dismissal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

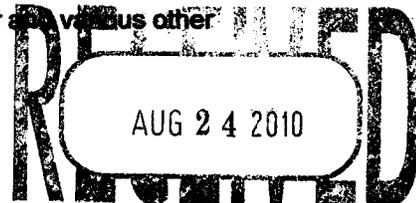
U.S. Army Leadership School; Dale Carnegie Courses; Dale Carnegie Course Graduate Assistant; numerous Reynolds Courses including Managerial GRID and Skills Seminars, Supervision & Labor Relations Courses, Safety & supervision techniques, etc.

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

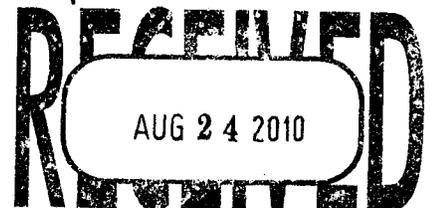
DIRECTOR Quality/Safety, KENT Foundry

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

Action Request



Committee: Board of Commissioners
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 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 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@mottaw.org
Reason: I am approving this document
Date: 2010.12.23 09:47:18 -0500

Committee/Governing/Advisory Board Approval Date: Human Resources Committee 12/28/2010

Addresses of Road Commission Applicants



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 Ottawa County Geographic Information System
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 laws, the Ottawa County Policy on Enhanced
 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

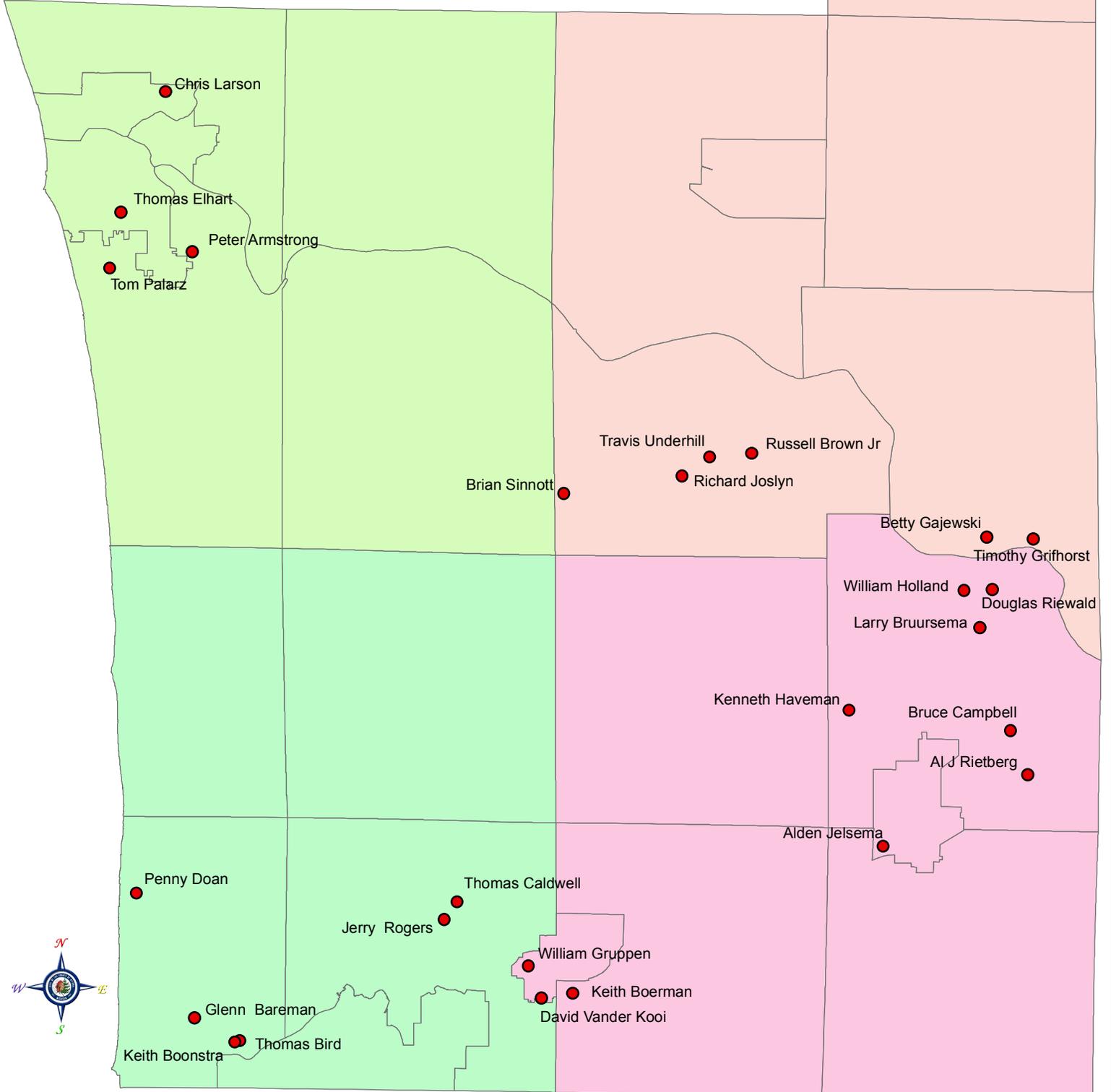


Legend

- 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 Year 2003”* 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 Ministe</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.

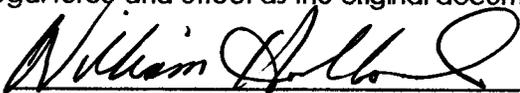
I affirm that all information in this application is true and complete. Any misrepresentation, false statement, or omission of facts called for in this application, in any subsequent interview, or any other part of the employment process shall be grounds for refusal of employment or if hired, dismissal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

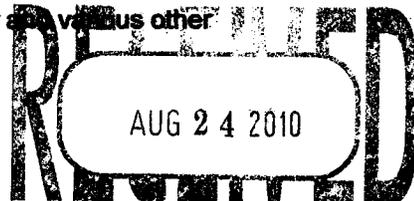
U.S. Army Leadership School; Dale Carnegie Courses; Dale Carnegie Course Graduate Assistant; numerous Reynolds Courses including Managerial GRID and Skills Seminars, Supervision & Labor Relations Courses, Safety & supervision techniques, etc.

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

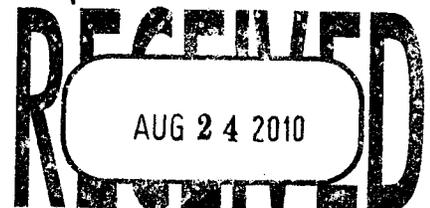
DIRECTOR Quality/Safety, KENT Foundry

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

MICHIGAN STATE UNIVERSITY | **Extension**

November 16, 2010

County Commissioners, Administrators and Executives:

During these challenging times, the partnership between County Commissioners and MSU Extension remains vital to our joint efforts. This letter is a follow up to our June Town Hall Meetings regarding a standardized memorandum of agreement. Thanks to the efforts of the MOA Task Force members over the past several months, we have benefited from insights and perspectives that have guided our thinking and resulted in the attached proposals. We now share the MOA proposals and seek your input. In brief, here are the next steps:

Review the attached materials and discuss with your colleagues. To augment these materials, I have also recorded a brief presentation to describe the materials you find in this packet. View the presentation at: <http://breeze.msu.edu/p63579492/>



- 1) Participate in any one of the four webinars being offered to meet with me and the associate directors to respond to your questions and comments about the written materials. No registration is needed to participate on any of these dates. The phone number to dial is: **1-888-891-0496 with passcode: 225047#**. This is the URL: <http://breeze.msu.edu/msuextensionmoa>

- Thursday, Dec. 2 -- 12:30 – 1:30 p.m.
- Friday, Dec. 10 -- 9 – 10 a.m.
- Friday, Dec. 10 -- 1 – 2 p.m.
- Wednesday, Dec. 15 -- 4 – 5 p.m.

Information on how to connect to a “breeze” webinar is included in the last attachment to this letter. Additionally, at least one of us from the Directors office will be at each of the New County Commissioner Training sessions to informally discuss the proposals at the break or meal time.

- 2) Indicate your preference for the proposals and additional feedback in the on-line survey that will be available December 2-31. A specific invitation to the survey will be sent in December.
- 3) January 2011, the Task Force will meet to review the feedback and recommend the funding formula for the standard MOA between MSUE and Michigan counties to go into effect in 2012.
- 4) January – March 2011 District Coordinators will meet with Commissioners to discuss the standardized MOA and the specific implications and transition issues for your county.
- 5) Fiscal year 2012 final implementation.

I look forward to being in discussion with you regarding the MOA over the next six weeks.

Sincerely,

A handwritten signature in black ink, appearing to read "Thomas G. Coon".

Thomas G. Coon, Director
MSU Extension

cc: District Coordinators; Institute Directors; Task Force Members

MSU EXTENSION
Office of the Director
108 Agriculture Hall
East Lansing, MI 48824
517/355-2308
FAX: 517/355-6473
e-mail:
msuedir@msu.edu
web: <http://msue.msu.edu>

MSU is an affirmative-
action, equal-opportunity
employer.

RECEIVED
NOV 29 2010
OTTAWA COUNTY
ADMINISTRATORS OFFICE

Proposal for Standardized Memorandum of Agreement (MoA) between MSU And Michigan Counties for Delivery of MSU Extension Programs

(November/December 2010)

- ▶ MoAs. There have been agreements between MSU and Michigan counties for nearly a century. We have at least 82 different agreements and the negotiating becomes very time consuming and costly for local partners and MSU. We are proposing that we have a standard base agreement with each county; this base agreement can be amended if a county wants additional services beyond the scope of the standard. This base agreement would specify access to the full range of Extension's Statewide Programs offered by the four Extension Programming Institutes and set each county's share of the costs of maintaining the network of Extension Educators.

- ▶ **MOA Task Force** – working since spring of 2010 to assist with development of the standardized model. Members include both MSUE staff and County Officials. In addition to their meetings, the Director's Office has held 4 webinars with the members and has met with County officials through Michigan Assoc. of Counties and the Michigan Association of County Administrators.

Task Force Membership: Commissioners/Administrators: Dave Flynn (Macomb), Dennis Aloia (Grand Traverse), Eric Cline (Leelanau), Susan Vander Pol (Osceola), Bill Menge (Baraga), Nicole Frost (Graftiot), Verna McDaniel (Washtenaw), Jeff VanNortwick (Barry), Doug Cultra (Van Buren), Kay Pasco (Dickinson). MSU Extension Representatives: Mary Dunckel, Fred Hinkley, Jim Isleib, Brenda Reau, Mary Robb, Dan Rossman, Marilyn Thelen, Mark Williams

- ▶ MSUE Investment in the Programs of the four Institutes:
 - ▶ 200 educators for staffing statewide programs (salary, benefits) \$16,000,000
 - ▶ Faculty and academic staff on campus (salary, benefits, operating) \$18,000,000
 - ▶ Administrative support (salary, benefits, operating) \$6,000,000
 - ▶ Revenues for above investments are:
 - ▶ \$29,000,000 from state appropriations
 - ▶ \$11,000,000 from federal appropriations
- ▶ Local Partner Investment in the network of Extension Educators and Programs:
 - ▶ Office space, utilities – unknown
 - ▶ Clerical support – unknown
 - ▶ Local Partner Resources (\$6,000,000) to be paid to MSUE for the following purposes:
 - ▶ Operating costs (Travel, communications, office expenses) for 200 MSUE-funded educators
 - ▶ Coordination of 4-H program in county; Minimum ½ time Program Coordinator; up to 3 Program Coordinators, depending on size of the youth population
 - ▶ Operating costs for 4-H program in county
- ▶ What the \$6,000,000 does not cover:
 - ▶ Extension Educators (salary and fringe)
 - ▶ Additional Program Instructors beyond those who perform 4-H coordination. (salary and fringe)
 - ▶ Cost of office space county provides
 - ▶ Cost of clerical support that county provides (suggested minimum of one full-time equivalent per county)

- ▶ Options for assessing Counties: Considerations for distributing the \$6,000,000 in county investment:
 - ▶ 83 counties
 - ▶ 82 county offices
 - ▶ Cost of having a presence
 - ▶ Population size (2010 census)
 - ▶ Scope of economic activity (2010 Taxable Value of property)

- ▶ Alternative Funding Model A
 - ▶ Divide \$6,000,000 evenly among 82 county units
 - ▶ \$73,171/county

- ▶ Alternative Funding Model B
 - ▶ Combination of base funding & population
 - ▶ Base funding includes 0.5 4H Program Coordinator (salary +fringe) and related operating = \$31,000
 - ▶ \$0.35 per capita provides for operating costs of Extension Educators statewide
 - ▶ \$31,000 + \$.35/capita

- ▶ Alternative Funding Model C
 - ▶ Combination of base funding, population & Taxable Value
 - ▶ Base funding includes 0.5 4H Program Coordinator (salary +fringe) and related operating = \$31,000
 - ▶ \$0.18 per capita and \$.000005 TV provides for operating costs of Extension Educators statewide
 - ▶ \$31,000 + \$.18/capita + \$.000005/\$TV

- ▶ Why Counties would invest more resources than the base assessment
 - ▶ Maintain current staffing and programming in county
 - ▶ Augment staffing for priority needs of county

- ▶ For Counties to acquire additional staff: Costs for FY2012:
 - ▶ Educator: \$87,000 per full time equivalent/year
 - ▶ Additional 4-H Coordinator: \$55,000 per FTE/year
 - ▶ Additional Program Instructor: \$45,000 per FTE/year
 - ▶ Partial FTE can be negotiated

Alternative Models for County Investments in MSUE Programs

County	Total Population 2009 Census	Taxable Value 2010	Cost per county of equal shares (82)	Revenue from base and 0.35 per person	Revenue from base and 0.18 per person and .000005 TV
per capita cost				\$0.35	\$0.18
millage rate					\$0.000005
base amount			\$6,000,000	\$31,000	\$31,000
ALCONA	11,091	\$776,047,857	\$73,171	\$34,882	\$36,877
ALGER	9,286	\$339,928,693	\$73,171	\$34,250	\$34,371
ALLEGAN	113,449	\$4,197,981,628	\$73,171	\$70,707	\$72,411
ALPENA	29,289	\$935,663,299	\$73,171	\$41,251	\$40,950
ANTRIM	23,834	\$1,716,699,641	\$73,171	\$39,342	\$43,874
ARENAC	16,092	\$549,009,453	\$73,171	\$36,632	\$36,642
BARAGA	8,604	\$228,593,377	\$73,171	\$34,011	\$33,692
BARRY	58,434	\$1,907,221,329	\$73,171	\$51,452	\$51,054
BAY	107,434	\$2,958,617,497	\$73,171	\$68,602	\$65,131
BENZIE	17,227	\$1,097,564,619	\$73,171	\$37,029	\$39,589
BERRIEN	160,472	\$6,886,322,026	\$73,171	\$87,165	\$94,317
BRANCH	44,737	\$1,294,494,239	\$73,171	\$46,658	\$45,525
CALHOUN	135,616	\$3,710,380,240	\$73,171	\$78,466	\$73,963
CASS	49,925	\$1,792,949,141	\$73,171	\$48,474	\$48,951
CHARLEVOIX	25,796	\$2,032,072,240	\$73,171	\$40,029	\$45,804
CHEBOYGAN	26,106	\$1,337,677,622	\$73,171	\$40,137	\$42,387
CHIPPEWA	38,731	\$1,036,452,595	\$73,171	\$44,556	\$43,154
CLARE	30,104	\$1,032,131,936	\$73,171	\$41,536	\$41,579
CLINTON	69,893	\$2,499,739,368	\$73,171	\$55,463	\$56,079
CRAWFORD	14,203	\$573,700,240	\$73,171	\$35,971	\$36,425
DELTA	36,918	\$1,119,775,250	\$73,171	\$43,921	\$43,244
DICKINSON	26,691	\$917,030,491	\$73,171	\$40,342	\$40,390
EATON	106,077	\$3,374,454,592	\$73,171	\$68,127	\$66,966
EMMET	33,649	\$2,743,654,917	\$73,171	\$42,777	\$50,775
GENESEE	424,043	\$10,135,718,671	\$73,171	\$179,415	\$158,006
GLADWIN	25,724	\$944,938,686	\$73,171	\$40,003	\$40,355
GOGEBIC	15,936	\$485,884,099	\$73,171	\$36,578	\$36,298
GRAND TRAVERSE	86,333	\$4,392,056,777	\$73,171	\$61,217	\$68,500
GRATIOT	41,948	\$925,651,311	\$73,171	\$45,682	\$43,179
HILLSDALE	45,650	\$1,322,429,962	\$73,171	\$46,978	\$45,829
HOUGHTON/KEWEENAW	35,333	\$861,568,042	\$73,171	\$43,367	\$41,668
HURON	32,236	\$1,659,939,244	\$73,171	\$42,283	\$45,102
INGHAM	277,633	\$7,585,806,244	\$73,171	\$128,172	\$118,903
IONIA	62,574	\$1,502,761,215	\$73,171	\$52,901	\$49,777
IOSCO	25,817	\$1,152,185,561	\$73,171	\$40,036	\$41,408
IRON	11,633	\$464,767,339	\$73,171	\$35,072	\$35,418
ISABELLA	67,176	\$1,617,447,158	\$73,171	\$54,512	\$51,179
JACKSON	159,828	\$4,373,177,255	\$73,171	\$86,940	\$81,635
KALAMAZOO	248,407	\$8,109,538,321	\$73,171	\$117,942	\$116,261
KALKASKA	16,891	\$730,838,805	\$73,171	\$36,912	\$37,695

KENT	608,315	\$21,007,923,051	\$73,171	\$243,910	\$245,536
LAKE	10,926	\$514,583,637	\$73,171	\$34,824	\$35,540
LAPEER	89,974	\$2,845,481,660	\$73,171	\$62,491	\$61,423
LEELANAU	21,899	\$2,351,625,934	\$73,171	\$38,665	\$46,700
LENAWEE	99,837	\$3,340,339,290	\$73,171	\$65,943	\$65,672
LIVINGSTON	183,118	\$7,953,592,697	\$73,171	\$95,091	\$103,729
LUCE	6,518	\$186,763,660	\$73,171	\$33,281	\$33,107
MACKINAC	10,591	\$901,002,279	\$73,171	\$34,707	\$37,411
MACOMB	831,427	\$27,895,119,373	\$73,171	\$321,999	\$320,132
MANISTEE	24,439	\$1,100,322,048	\$73,171	\$39,554	\$40,901
MARQUETTE	65,703	\$1,927,442,163	\$73,171	\$53,996	\$52,464
MASON	28,637	\$1,529,908,264	\$73,171	\$41,023	\$43,804
MECOSTA	41,775	\$1,276,432,998	\$73,171	\$45,621	\$44,902
MENOMINEE	23,969	\$653,692,885	\$73,171	\$39,389	\$38,583
MIDLAND	82,548	\$3,534,155,426	\$73,171	\$59,892	\$63,529
MISSAUKEE	14,838	\$520,374,022	\$73,171	\$36,193	\$36,273
MONROE	152,721	\$5,785,534,274	\$73,171	\$84,452	\$87,417
MONTCALM	62,733	\$1,696,995,937	\$73,171	\$52,957	\$50,777
MONTMORENCY	10,094	\$490,878,010	\$73,171	\$34,533	\$35,271
MUSKEGON	173,951	\$4,564,760,559	\$73,171	\$91,883	\$85,135
NEWAYGO	48,686	\$1,401,544,763	\$73,171	\$48,040	\$46,771
OAKLAND	1,205,508	\$55,081,707,586	\$73,171	\$452,928	\$523,400
OCEANA	27,577	\$1,077,793,582	\$73,171	\$40,652	\$41,353
OGEMAW	21,234	\$821,987,918	\$73,171	\$38,432	\$38,932
ONTONAGON	6,569	\$253,309,571	\$73,171	\$33,299	\$33,449
OSCEOLA	22,703	\$688,812,845	\$73,171	\$38,946	\$38,531
OSCODA	8,707	\$363,858,842	\$73,171	\$34,047	\$34,387
OTSEGO	23,412	\$1,201,805,060	\$73,171	\$39,194	\$41,223
OTTAWA	261,957	\$9,612,697,661	\$73,171	\$122,685	\$126,216
PRESQUE ISLE	13,436	\$656,123,794	\$73,171	\$35,703	\$36,699
ROSCOMMON	24,682	\$1,354,398,301	\$73,171	\$39,639	\$42,215
SAGINAW	200,050	\$5,096,742,933	\$73,171	\$101,018	\$92,493
SAINT CLAIR	167,562	\$5,893,316,202	\$73,171	\$89,647	\$90,628
SAINT JOSEPH	61,723	\$1,868,080,386	\$73,171	\$52,603	\$51,451
SANILAC	42,064	\$1,394,763,010	\$73,171	\$45,722	\$45,545
SCHOOLCRAFT	8,127	\$341,070,040	\$73,171	\$33,844	\$34,168
SHIAWASSEE	70,006	\$1,783,943,641	\$73,171	\$55,502	\$52,521
TUSCOLA	55,395	\$1,436,953,853	\$73,171	\$50,388	\$48,156
VAN BUREN	78,227	\$2,961,421,068	\$73,171	\$58,379	\$59,888
WASHTENAW	347,563	\$14,496,499,262	\$73,171	\$152,647	\$166,044
WAYNE	1,925,848	\$46,582,482,079	\$73,171	\$705,047	\$610,565
WEXFORD	31,553	\$975,045,340	\$73,171	\$42,044	\$41,555
State of Michigan TOTAL		\$336,744,156,884	\$6,000,000	\$6,030,598	\$6,019,857
County Maximum		\$55,081,707,586	73,171	\$705,047	\$610,565
County Minimum		\$186,763,660	73,171	\$33,281	\$33,107

Description of Variables

- 2009 population estimates from US Census Bureau (2010 population will be available soon)
- 2010 State Taxable Values from SOM Treasurer's Office
- Millage rates (fraction multiplied by total SEV for county)
 - ¼ mill = .0025
 - 1/40 mill = .00025
 - 1/400 mill = .000025
 - 1/4000 mill = .0000025

Cost to Local Partners of MSUE Hiring Additional Staff for their Community			
	Extension Educator	4H Coordinator	Program Instructor/Assoc
Salary	\$56,000.00	\$32,000.00	\$27,000.00
Fringe Benefits	\$23,520.00	\$17,600.00	\$16,200.00
Operating	\$7,900.00	\$5,000.00	\$2,000.00
Total Cost per FTE	\$87,420.00	\$54,600.00	\$45,200.00
Total Cost per FTE rounded up	\$87,000.00	\$55,000.00	\$45,000.00
Cost per 0.5 FTE	\$43,500.00	\$27,500.00	\$22,500.00

Role Alignments -- All staff by county				
Educator Last Name	Educator First Name	District	County	Role
Zoia	Bonnie (Yvonne)	4	Alcona	Community Engagement & Leadership Development
Bartlett	Ben	2	Alger	Livestock educator
Graves	Liana	2	Alger	4-H Program Coordinator
Isleib	James	1	Alger	Crop production educator
Vinette	Joan	2	Alger	Sustainable Natural Resources Management and Education
Brinn	Janis	7	Allegan	Academic Success
Hart	Jane	7	Allegan	Social-Emotional Health and Wellbeing across the Life Span
Hart	Jane	7	Allegan	Family Financial Literacy Education
Staton	Michael	7	Allegan	Soybean educator
Thomas	Mark	13	Allegan	Business & Entrepreneurial Development
Dunkel	Mary	4	Alpena	Ag literacy educator
Suzek	Sienna	4	Alpena	Career Education/Work Force Preparation
Aungst	Denise	3	Antrim	Improving Nutrition and Physical Activity
Miller	Diana	3	Antrim	Leadership/Civic Engagement
Moore	Stanley	3	Antrim	Dairy educator
Cummings	John	4	Arenac	Sustainable Community & Economic Development
Jenson	Michael	1	Baraga	Sustainable Natural Resources Management and Education
Anderson	Laura	8	Barry	Chronic Disease
Hentz	Ginger	8	Barry	Business & Entrepreneurial Development
Lehman	Bonnie	8	Barry	Social-Emotional Health and Wellbeing across the Life Span
Pennington	Dennis	8	Barry	Biomass educator
Surratt	Kathy	8	Barry	Career Exploration/Work Force Preparation
Arnold	Ann	9	Bay	Improving Nutrition and Physical Activity
LaShore	Margaret	9	Bay	Chronic Disease
Schulz	Jodi	9	Bay	Academic Success
Wetters	Howard	9	Bay	Community Engagement & Leadership Development
Fouch	Stephen	3	Benzie	Consumer horticulture educator
Barrett	Debra	13	Berrien	Career Exploration/Work Force Preparation
Brown	Diane	13	Berrien	Horticulture educator
Davidhizar	Joanne	13	Berrien	Product development educator
Felix-Mottley	Zelda	13	Berrien	Improving Nutrition and Physical Activity
Goldy	Ronald	13	Berrien	Vegetable production educator
Shane	William	13	Berrien	Tree fruit educator

Krupp	Ira	13	Branch	Youth and livestock educator
Lange	Connie	13	Branch	Leadership/Civic Engagement
Osborne	Roberta	13	Branch	Dairy educator
Pish	Suzanne	13	Branch	Improving Nutrition and Physical Activity
Betz	Roger	13	Calhoun	Business management educator
Grice	Sherry	13	Calhoun	Capacity Building
Klavinski	Rita	13	Calhoun	Improving Nutrition and Physical Activity
Klavinski	Rita	13	Calhoun	Community-based Food Production & Marketing
Rector	Natalie	13	Calhoun	Nutrient management educator
Hebert	Sheilah	8	Campus	Chronic Disease
Henne	Rebecca	8	Campus	Improving Nutrition and Physical Activity
Sturtevant	Rochelle		Campus	Coastal Communities Development
Ferry	Elizabeth	13	Cass	Swine educator
Poulsen	Jessica	13	Cass	Social-Emotional Health and Wellbeing across the Life Span
Poulsen	Jessica	13	Cass	4-H Program Coordinator
Rajzer	Daniel	13	Cass	Field crops educator
Hayes	Andy	3	Charlevoix	Business & Entrepreneurial Development
Solomon	Dean	3	Charlevoix	Land Use & Stewardship Education
To be determined	In Process	3	Cheboygan	
Rathke	Janet	2	Chippewa	Food Safety
Jeffery	Sharon	6	Clare	Family Financial Literacy Education
Neff	Michelle	6	Clare	Academic Success
Butcher	Kittie	8	Clinton	Academic Success
Cullens	Faith	8	Clinton	Dairy educator
Kackley	Kelly	8	Clinton	Farming with disabilities educator
Silm	Theresa	8	Clinton	Academic Success
Thelen, M.	Marilyn	8	Clinton	Agriculture systems educator
Cronk	Linda	4	Crawford	Chronic Disease
Cook	Bill	2	Delta	Land Use & Stewardship Education
Moberg	Julie	2	Delta	Improving Nutrition & Physical Activity
Radloff	David	2	Delta	Career Exploration/Work Force Preparation
Schauer	Warren	2	Delta	Business management educator
Krans	Rebecca	1	Dickinson	Academic Success
Waitrovich	Beth	1	Dickinson	Food Safety
O'Neal	Jennifer	8	Eaton	Academic Success
Silva	George	8	Eaton	Field crops educator
Turner	Donna	8	Eaton	Social-Emotional Health and Wellbeing across the Life Span