



County of Ottawa

Board of Commissioners

Philip D. Kuyers
Chairperson

James C. Holtrop
Vice-Chairperson

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

West Olive (616) 738-4898

Fax (616) 738-4888

Grand Haven (616) 846-8295

Grand Rapids (616) 662-3100

Website: www.miOttawa.org

January 7, 2011

To All Ottawa County Commissioners:

The Ottawa County Board of Commissioners will meet on **Tuesday, January 11, 2011 at 1:30 p.m.**, for the regular **January** 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 Visser
3. Pledge of Allegiance to the Flag
4. Roll Call
5. Presentation of Petitions and Communications
 - A. Tribute to Loren Snippe
 - B. Tribute to William Smith
 - C. Tribute to Judge Calvin Bosman
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 28, 2010 Board of Commissioners Meeting.

Stuart P. Visser Dennis W. Swartout Jane M. Ruiter Greg J. DeJong Roger G. Rycenga
Joseph S. Baumann Robert W. Karsten James H. Holtvluwer Donald G. Disselkoen

2. Payroll
Suggested Motion:
To authorize the payroll of January 11, 2010 in the amount of \$ _____.
3. Correspondence Log 411
Suggested Motion:
To receive for information the Correspondence Log.

From the Finance and Administration Committee

4. Monthly Accounts Payable for December 20, 2010 through December 31, 2010
Suggested Motion:
To approve the general claims in the amount of \$2,105,565.23 as presented by the summary report for December 20, 2010 through December 31, 2010.

B. Action Items:

From Administration

5. Board of Commissioner Appointments to Boards and Commissions
Suggested Motion:
To approve the 2011 Board of Commissioner Appointments to Boards and Commissions.
6. 2011 Rules of the Ottawa County Board of Commissioners
Suggested Motion:
To approve the 2011 Rules of the Ottawa County Board of Commissioners.

From the Planning and Policy Committee

7. Appointments to Boards and Commissions Policy (Second Reading)
Suggested Motion:
To approve the proposed changes to the Appointments to Boards and Commissions Policy.
(Second Reading)

C. Appointments: None

D. Discussion Items: None

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

COUNTY OF OTTAWA

STATE OF MICHIGAN

WHEREAS, since 1974, Loren Snippe has worked with Ottawa County, and has served for more than twenty years as the Director of what is now the Ottawa County Department of Human Services; and,

WHEREAS, during the term of his office, Loren Snippe has been instrumental in providing timely and quality services to the clients of the Department of Human Services, in administering County programs, and in the implementation of such innovations as the “Wrap-Around” Program, the Bridge Card, the Human Services Coordinating Council, and the transition to community placements of disabled clients; and,

WHEREAS, Loren Snippe’s counsel, wisdom, integrity, and good judgment have been valued by the members of the Ottawa County Board of Commissioners and have been relied upon by that body throughout his years of service to the residents of Ottawa County;

NOW THEREFORE BE IT RESOLVED that the Ottawa County Board of Commissioners, on behalf of its members, the administration of the County of Ottawa and the citizens of the County of Ottawa, congratulates Loren Snippe on his retirement as Director of the Ottawa County Human Services Department, thanks him for his years of public service, and wishes him every success in his future endeavors.

January 11, 2011

Philip Kuyers, Chairperson
Ottawa County Board of Commissioners

Subscribed and sworn to me this 11th day of January, 2011

Daniel C. Krueger, Ottawa County Clerk

COUNTY OF OTTAWA
STATE OF MICHIGAN

WHEREAS, in 1995, following his retirement from 29 years in the Michigan State Police, William W. "Bill" Smith became Director of the Emergency Management Unit of the Ottawa County Sheriff's Office; and,

WHEREAS, during his years of service in that position, Bill Smith revolutionized the delivery of emergency management services within Ottawa County and Western Michigan, resulting in the creation of an Emergency Operations Center, the creation of the Ottawa County Hazardous Materials and Technical Rescue Team, the development of professional emergency response plans, the creation of the LEPC program, and the organization of many professional training exercises, along with professional responses to many significant emergency situations; and,

WHEREAS, Bill Smith's counsel, integrity, and judgment have been valued by the Ottawa County Sheriff and by the members of the Board of Commissioners and have been relied upon throughout his years of service to the residents of Ottawa County;

NOW THEREFORE BE IT RESOLVED that the Ottawa County Board of Commissioners, on behalf of its members, the Ottawa County Sheriff, the administration of the County of Ottawa and the citizens of the County of Ottawa, congratulates William W. "Bill" Smith on his retirement as Director of the Ottawa County Emergency Management Unit of the Ottawa County Sheriff's Office, thanks him for his years of public service, and wishes him every success in his future endeavors.

January 11, 2011

Philip Kuyers, Chairperson
Ottawa County Board of Commissioners

Subscribed and sworn to me this 11th day of January, 2011.

Daniel C. Krueger, Ottawa County Clerk

COUNTY OF OTTAWA

STATE OF MICHIGAN

WHEREAS, in 1974, following six years in the Ottawa County Prosecutor's Office, Calvin L Bosman became a judge of the 20th Circuit Court; and,

WHEREAS, during the ensuing years, Judge Bosman served a lengthy term as chief judge of the 20th Circuit Court, performing many administrative functions, and serving as trial judge in many important civil and criminal cases; and,

WHEREAS, Judge Bosman's counsel, legal, wisdom, integrity, kindness, professionalism and good judgment have been valued by the members of the Board of Commissioners and have been relied upon by that body and by the public served by his court throughout his years of service to the residents of Ottawa County;

NOW THEREFORE BE IT RESOLVED that the Ottawa County Board of Commissioners, on behalf of its members, the administration of the County of Ottawa and the citizens of the County of Ottawa, congratulates Calvin L. Bosman on his retirement as Judge of the 20th Circuit Court, thanks him for his years of public service, and wishes him every success in his future endeavors.

January 11, 2011

Philip Kuyers, Chairperson
Ottawa County Board of Commissioners

Subscribed and sworn to me this 11th day of January, 2011.

Daniel C. Krueger, Ottawa County Clerk

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

The Ottawa County Board of Commissioners met on Tuesday, December 28, 2010, at 1:30 p.m. and was called to order by the Chair.

Mr. Swartout pronounced the invocation.

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

Present at roll call: Messrs. Kuyers, Swartout, Hehl, Rycenga, Disselkoen, Karsten, Holtrop, Holtvluwer. (8)

Absent: Mrs. Kortman, Mrs. Ruiters, Mr. Schrotenboer. (3)

Public Comments and Communications from County Staff

Roger Jansen, 15707 New Holland St., stated there is no central place for veterans to go to receive information on benefits. The County needs a coordinated effort to get the benefits to those who have served. He looks forward to the Veterans Affairs Council.

Mrs. Kortman arrived at 1:35 p.m.

Larry Buursema, Georgetown Township, expressed gratitude to the Commission for allowing him to serve on the Road Commission Board for the time he did. He is disappointed in the decision not to recommend him but thankful for the opportunity he had to serve.

B/C 10-303 Mr. Karsten moved to approve the agenda of today as presented. The motion passed.

B/C 10-304 Mr. Holtrop moved to approve the following Consent Resolutions:

1. To approve the Minutes of the December 14, 2010 Board of Commissioners Meeting.
2. To authorize the payroll of December 28, 2010 in the amount of \$470.00.
3. 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. 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.

The motion passed as shown by the following votes: Yeas: Messrs. Karsten, Disselkoen, Holtrop, Mrs. Kortman, Messrs. Holtvluwer, Swartout, Rycenga, Hehl, Kuyers. (9)

B/C 10-305 Mr. Swartout moved 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. The motion passed as shown by the following votes: Yeas: Messrs. Disselkoen, Karsten, Hehl, Holtrop, Mrs. Kortman, Messrs. Swartout, Rycenga, Holtvluwer, Kuyers. (9)

B/C 10-306 Mr. Swartout moved 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. The motion passed as shown by the following votes: Yeas: Mrs. Kortman, Messrs. Swartout, Holtvluwer, Disselkoen, Hehl, Holtrop, Karsten, Rycenga, Kuyers. (9)

B/C 10-307 Mr. Swartout moved 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. The motion passed as shown by the following votes: Yeas: Mrs. Kortman, Messrs. Holtvluwer, Disselkoen, Holtrop, Karsten, Hehl, Rycenga, Swartout, Kuyers. (9)

B/C 10-308 Mr. Swartout moved 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. The motion passed as shown by the following votes: Yeas: Mrs. Kortman, Messrs. Hehl, Karsten, Swartout, Holtvluwer, Rycenga, Holtrop, Disselkoen, Kuyers. (9)

B/C 10-309 Mr. Swartout moved to approve the Land Bank Authority Board By-Laws. The motion passed as shown by the following votes: Yeas: Messrs. Hehl, Rycenga, Disselkoen, Holtvluwer, Mrs. Kortman, Messrs. Holtrop, Swartout, Karsten, Kuyers. (9)

B/C 10-310 Mr. Holtrop moved to place into nomination and cast a unanimous ballot for 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.

The motion passed.

B/C 10-311 Mr. Holtrop moved to place into nomination the name(s) of (*indicates recommendation of the Interview Subcommittee):

*Gail Ringelberg

Andrew Brown

Richard Cypher

To fill 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.

The results of the roll call vote are as follows:

Mr. Swartout – Ringelberg

Mr. Holtvluwer – Ringelberg

Mrs. Kortman – Ringelberg

Mr. Holtrop – Ringelberg

Mr. Karsten – Brown

Mr. Disselkoe - Ringelberg

Mr. Rycenga – Cypher

Mr. Hehl – Ringelberg

Mr. Kuyers – Ringelberg

Total votes received: Brown – 1, Ringelberg – 7, Cypher – 1.

The Clerk declared Gail Ringelberg appointed to the Human Services Board.

B/C 10-312 Mr. Holtrop moved to place into nomination the name(s) of (*indicates recommendation of the Interview Subcommittee):

*Ray Statema
Steve Billingsley
Glenn Bareman
Laura Grant

Andrew Brown
Ervin Keeter
*Roger Jonas
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.

The results of the roll call vote are as follows:

Mr. Holtvluwer – Jonas, Statema	Mr. Karsten – Grant, Jonas
Mr. Disselkoen – Jonas, Statema	Mrs. Kortman – Jonas, Statema
Mr. Rycenga – Meyer, Statema	Mr. Hehl – Jonas, Meyer
Mr. Holtrop – Jonas, Statema	Mr. Kuyers – Jonas, Statema
Mr. Swartout – Jonas, Statema	

Total votes received: Bareman – 0, Billingsley – 0, Brown – 0, Grant – 1, Jonas – 8, Keeter – 0, Meyer – 2, Statema – 7.

The Clerk declared Roger Jonas and Ray Statema appointed to the Ottawa County Parks and Recreation Commission.

B/C 10-313 Mr. Holtrop moved 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.

The results of the roll call vote are as follows:

Mr. Hehl – Wilson	Mr. Rycenga – Wilson
Mr. Holtvluwer – Wilson	Mr. Swartout – Wilson
Mrs. Kortman – Wilson	Mr. Holtrop – Wilson
Mr. Karsten – Grant	Mr. Kuyers – Wilson
Mr. Disselkoen – Wilson	

Total votes Received: Grant – 1, Wilson – 8.

The Clerk declared Roman Wilson appointed to the Ottawa County Planning Commission.

B/C 10-314 Mr. Holtrop moved 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.

The results of the roll call vote are as follows:

Mr. Holtrop – Becksvoort, Dernberger, Kelley
Mr. Holtvluwer – Becksvoort, Dernberger, Kelley
Mr. Swartout – Becksvoort, Dernberger, Kelley
Mrs. Kortman – Becksvoort, Dernberger, Kelley
Mr. Disselkoen – Becksvoort, Dernberger, Kelley
Mr. Karsten – Becksvoort, Epperson, Kelley
Mr. Rycenga – Becksvoort, Dernberger, Kelley
Mr. Hehl – Becksvoort, Dernberger, Kelley
Mr. Kuyers – Becksvoort, Dernberger, Kelley

Total votes received: Becksvoort – 9, Dernberger – 8, Kelley – 9, Epperson – 1.

The Clerk declared Jennifer Becksvoort, Rebecca Dernberger and Julie Kelley appointed to the Workforce Development Board.

B/C 10-315 Mr. Holtrop moved 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

The results of the roll call vote are as follows:

Mr. Holtrop – Elhart, Gajewski, Rietberg
Mr. Swartout – Bird, Elhart, Gajewski
Mr. Rycenga – Brown, Jelsema, Underhill
Mr. Disselkoen – Bird, Elhart, Gajewski
Mr. Karsten – Boonstra, Elhart, Grifhorst
Mrs. Kortman – Bird, Elhart, Grifhorst
Mr. Holtvluwer – Bird, Elhart (only voted for 2)

Mr. Hehl – Bird, Grifhorst, Underhill
Mr. Kuyers – Elhart, Gajewski, Grifhorst

Total votes received: Armstrong – 0, Bareman – 0, Bird – 5, Boerman – 0, Boonstra – 1, Brown – 1, Bruursema – 0, Caldwell – 0, Campbell – 0, Doan – 0, Elhart – 7, Gajewski – 4, Grifhorst – 4, Gruppen – 0, Haveman – 0, Holland – 0, Jelsma – 1, Joslyn – 0, Kelly – 0, Larson – 0, Rietberg – 1, Riewald – 0, Rogers – 0, Sinnott – 0, Stevens – 0, Underhill – 2, Van Ess – 0.

Mr. Elhart and Mr. Bird received a majority. Because of a tie for the third position, another roll call vote for one was taken.

Mr. Holtrop – Gajewski	Mrs. Kortman – Grifhorst
Mr. Swartout – Gajewski	Mr. Holtvluwer – Grifhorst
Mr. Rycenga – Gajewski	Mr. Hehl - Grifhorst
Mr. Disselkoen – Gajewski	Mr. Kuyers - Grifhorst
Mr. Karsten – Grifhorst	

Total votes received: Armstrong – 0, Bareman – 0, Boerman – 0, Boonstra – 0, Brown – 0, Bruursema – 0, Caldwell – 0, Campbell – 0, Doan – 0, Gajewski – 4, Grifhorst – 5, Gruppen – 0, Haveman – 0, Holland – 0, Jelsma – 0, Joslyn – 0, Kelly – 0, Larson – 0, Rietberg – 0, Riewald – 0, Rogers – 0, Sinnott – 0, Stevens – 0, Underhill – 0, Van Ess – 0.

The motion passed.

- B/C 10-316 Mr. Holtrop moved to place into nomination and cast a unanimous ballot for Thomas Elhart to fill one (1) member vacancy on the Ottawa County Road Commission to serve a six year term beginning January 1, 2011 and ending December 31, 2016. The motion passed.
- B/C 10-317 Mr. Holtrop moved to place into nomination and cast a unanimous ballot for Thomas Bird to fill one (1) member vacancy on the Ottawa County Road Commission to serve a four year term beginning January 1, 2011 and ending December 31, 2014. The motion passed.
- B/C 10-318 Mr. Holtrop moved to place into nomination and cast a unanimous ballot for Timothy Grifhorst to fill one (1) member vacancy on the Ottawa County Road Commission to serve a two year term beginning January 1, 2011 and ending December 31, 2012. The motion passed.

Discussion Items

1. MSU Extension – Memorandum of Agreement – The Administrator recommended MSU Extension conduct a survey on what services, staffing and office costs are. Robert Spaman, Fiscal Services Director, is asking the County to choose one of three funding options. He says obviously the lowest funding is in the County’s best interest, however, will probably not go over well. Administration is recommending restructuring of administrative expenses for MSU Extension.

2. Closed Session to Discuss Labor Negotiations

B/C 10-319 Mr. Disselkoen moved to go into a Closed Session at 2:09 p.m. for the purpose of discussing labor negotiations. (2/3 roll call vote required.) The motion passed as shown by the following votes: Messrs. Swartout, Holtvluwer, Mrs. Kortman, Messrs. Holtrop, Karsten, Disselkoen, Rycenga, Hehl, Kuyers. (9)

B/C 10-320 Mr. Karsten moved to rise from Closed Session at 2:19 p.m. The motion passed.

B/C 10-321 Mr. Swartout moved to allow Administration to finalize contract language for negotiation between Ottawa County and the Michigan Nurses Association. The motion passed as shown by the following votes: Yeas: Messrs. Holtvluwer, Holtrop, Rycenga, Disselkoen, Mrs. Kortman, Messrs. Karsten, Hehl, Swartout, Kuyers. (9)

B/C 10-322 Mr. Swartout moved to allow Administration to finalize contract language for negotiation between Ottawa County and the 58th District Court. The motion passed as shown by the following votes: Yeas: Messrs. Rycenga, Hehl, Karsten, Mrs. Kortman, Messrs. Swartout, Holtvluwer, Disselkoen, Holtrop, Kuyers. (9)

B/C 10-323 Mr. Swartout moved to allow Administration to finalize contract language for negotiation between Ottawa County and Juvenile Services. The motion passed as shown by the following votes: Yeas: Messrs. Holtrop, Holtvluwer, Swartout, Mrs. Kortman, Messrs. Disselkoen, Karsten, Rycenga, Hehl, Kuyers. (9)

Public Comments

Thomas Bird thanked the Board for the appointment to the Road Commission. He stated his commitment to work for the public, the Road Commission Board as well as the Ottawa County Board of Commissioners.

Mr. Swartout thanked Mrs. Kortman, Mr. Hehl and Mr. Schrottenboer for their years of service to the County and invited them to come back and visit soon.

B/C 10-324 Mr. Hehl moved to adjourn at 2:21 p.m. subject to the call of the Chair.
The motion passed.

DANIEL C. KRUEGER, Clerk
Of the Board of Commissioners

PHILLIP KUYERS, Chairman
Of the Board of Commissioners

Action Request



Committee: Board of Commissioners

Meeting Date: 1/11/2011

Requesting Department: County Clerk

Submitted By: Bob Spaman

Agenda Item: Payroll

SUGGESTED MOTION:

To authorize the payroll of January 11, 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: 1/11/2011

Requesting Department: County Clerk

Submitted By: Keith Van Beek

Agenda Item: Correspondence Log 411

SUGGESTED MOTION:

To receive for information the Correspondence Log.

SUMMARY OF REQUEST:

FINANCIAL INFORMATION:

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

If not included in budget, recommended funding source:

ACTION IS RELATED TO AN ACTIVITY WHICH IS:

Mandated | Non-Mandated | New Activity

ACTION IS RELATED TO STRATEGIC PLAN:

Goal:

Objective:

ADMINISTRATION RECOMMENDATION: Recommended | Not Recommended | Without Recommendation

County Administrator: Alan G. Vanderberg

Digitally signed by Alan G. Vanderberg
DN: cn=Alan G. Vanderberg, o=OS, ou=County of Ottawa, ou=Administrator's Office, email=avanderberg@ottawacounty.org
Reason: I am approving this document
Date: 2011.01.08 10:35:00 -0500

Committee/Governing/Advisory Board Approval Date:

Correspondent	Content	Referred To
12/17/2010 VANBUREN CO BD OF COMMISSIONERS	RESOLUTION: MEMORANDUM #16 BE WITHDRAWN	ADMINISTRATOR & COMMISSIONERS
12/7/2010 JAMES NELSON	ROAD COMMISSIONER APPOINTMENTS	ADMINISTRATOR & COMMISSIONERS

From: 11/10/2010 To: 12/31/2010

Correspondence Log 411

Action Request



Committee: Board of Commissioners

Meeting Date: 1/11/2011

Requesting Department: Fiscal Services

Submitted By: Bob Spaman

Agenda Item: Monthly Accounts Payable for December 20, 2010 through December 31, 2010

SUGGESTED MOTION:

To approve the general claims in the amount of \$2,105,565.23 as presented by the summary report for December 20, 2010 through December 31, 2010.

SUMMARY OF REQUEST:

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

FINANCIAL INFORMATION:

Total Cost: \$2,105,565.23 | General Fund Cost: \$2,105,565.23 | 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, ou=County of Ottawa, ou=Administrator's Office, email=avanderberg@michigan.gov
Reason: I am approving this document.
Date: 2011.01.05 11:06:55 -0500

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 20, 2010 to December 31, 2010
Date: January 3, 2011

I have reviewed the Accounts Payable Listing for December 20 through December 31, 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

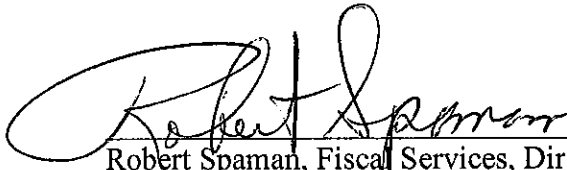
Vehicle – Sheriff's Department	\$23,211.00
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If you have any additional questions, please feel free to contact me.

Total Checks/Automated Clearing House (ACH) 12/20/2010 through 12/31/2010

I hereby certify that to the best of my knowledge the List of Audit Claims, a summary of which is attached, constitutes all claims received and audited for payment. The List of Claims shows the name of claimant, amount of claim, check number, ACH number, check date and ACH date. The net amount of checks/ACH written during the period was \$2,104,405.36. The amount of claims to be approved totals \$2,105,565.23.

*Adjustments are voided checks or ACH.


Robert Spaman, Fiscal Services, Director

1/3/10
Date

We hereby certify that the Board of Commissioners has approved the claims on this 11th day of January, 2011.

Philip Kuyers, Chairperson
Board of Commissioners

Daniel Krueger, Clerk

ACCOUNTS PAYABLE CHECKS/ACH 12/20/2010 THROUGH 12/31/2010

<u>FUND NUMBER</u>	<u>FUND NAME</u>	<u>CLAIMS TO BE APPROVED</u>	<u>ADJUSTMENTS*</u>	<u>NET CHECK/ACH TOTALS</u>
1010	GENERAL FUND	320,608.39	(571.20)	320,037.19
1500	CEMETERY TRUST	0.00	0.00	0.00
2081	PARKS & RECREATION	347,672.53	0.00	347,672.53
2082	PARK 12	0.00	0.00	0.00
2160	FRIEND OF COURT	2,516.43	0.00	2,516.43
2170	9/30 JUDICIAL GRANTS	67.72	0.00	67.72
2210	HEALTH	16,863.06	0.00	16,863.06
2220	MENTAL HEALTH	366,493.62	(209.37)	366,284.25
2271	SOLID WASTE CLEAN-UP	0.00	0.00	0.00
2272	LANDFILL TIPPING FEES	966.58	0.00	966.58
2320	TRANSPORTATION SYSTEM	0.00	0.00	0.00
2420	PLANNING COMMISSION	26.87	0.00	26.87
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	9,087.10	0.00	9,087.10
2590	LIPPERT GRANT	0.00	0.00	0.00
2601	PROSECUTING ATTORNEY GRANTS	0.00	0.00	0.00
2602	WEMET	27,435.80	0.00	27,435.80
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	17,468.74	0.00	17,468.74

ACCOUNTS PAYABLE CHECKS/ACH 12/20/2010 THROUGH 12/31/2010

<u>FUND NUMBER</u>	<u>FUND NAME</u>	<u>CLAIMS TO BE APPROVED</u>	<u>ADJUSTMENTS*</u>	<u>NET CHECK/ACH TOTALS</u>
2610	COPS-UNIVERSAL	13,386.12	0.00	13,386.12
2640	EMT HOLLAND-PARK	0.00	0.00	0.00
2650	EMT GEORGETOWN TOWNSHIP	0.00	0.00	0.00
2661	SHERIFF ROAD PATROL	1,253.85	0.00	1,253.85
2690	LAW LIBRARY	1,160.44	(362.50)	797.94
2740	WIA-ADMIN. COST POOL	1,625.96	0.00	1,625.96
2741	WIA-YOUTH	1,013.19	0.00	1,013.19
2742	WIA-ADULT	944.54	0.00	944.54
2743	WIA-6/30 GRANT PROGRAMS	35,611.26	0.00	35,611.26
2744	WIA-12/31 GRANT PROGRAMS	2,295.28	0.00	2,295.28
2747	WIA-WORK FIRST YOUTH	0.00	0.00	0.00
2748	WIA-9/30 GRANT PROGRAMS	19,541.92	0.00	19,541.92
2749	WIA-3/31 GRANT PROGRAMS	0.00	0.00	0.00
2750	GRANT PROGRAMS-PASS THRU	56.98	0.00	56.98
2800	EMERGENCY FEEDING	792.36	0.00	792.36
2810	FEMA	0.00	0.00	0.00
2850	COMMUNITY CORRECTIONS PROG. GRANT	222.77	0.00	222.77
2870	COMMUNITY ACTION AGENCY (CAA)	13,400.28	0.00	13,400.28
2890	WEATHERIZATION	31,792.64	0.00	31,792.64
2900	DEPT OF HUMAN SERVICES	0.00	0.00	0.00
2901	DEPT OF HUMAN SERVICES	89.50	0.00	89.50
2920	CHILD CARE - PROBATE	50,092.97	0.00	50,092.97
2921	CHILD CARE - SOCIAL SERVICES	0.00	0.00	0.00
2930	SOLDIER & SAILORS RELIEF	0.00	0.00	0.00

ACCOUNTS PAYABLE CHECKS/ACH 12/20/2010 THROUGH 12/31/2010

<u>FUND NUMBER</u>	<u>FUND NAME</u>	<u>CLAIMS TO BE APPROVED</u>	<u>ADJUSTMENTS*</u>	<u>NET CHECK/ACH TOTALS</u>
2940	VETERANS TRUST	0.00	0.00	0.00
2941	VETERANS TRUST	900.00	0.00	900.00
5160	DELINQUENT TAXES	11,635.11	0.00	11,635.11
6360	INFORMATION TECHNOLOGY	56,026.27	0.00	56,026.27
6410	WATER & SEWER REVOLVING	0.00	0.00	0.00
6450	DUPLICATING	176.46	0.00	176.46
6550	TELECOMMUNICATIONS	9,776.33	0.00	9,776.33
6641	EQUIPMENT POOL	23,211.00	0.00	23,211.00
6770	PROTECTED SELF-FUNDED INSURANCE	0.00	0.00	0.00
6771	PROTECTED SELF-FUNDED HEALTH INS.	153,907.00	0.00	153,907.00
6772	PROTECTED SELF-FUNDED UNEMPL INS.	11.91	0.00	11.91
6775	LONG-TERM DISABILITY INSURANCE	0.00	0.00	0.00
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	547,334.10	(16.80)	547,317.30
7040	IMPREST PAYROLL	20,100.15	0.00	20,100.15
7210	LIBRARY PENAL FINE	0.00	0.00	0.00
7300	EMPLOYEE SICK PAY BANK	0.00	0.00	0.00
		<u>\$2,105,565.23</u>	<u>(\$1,159.87)</u>	<u>\$2,104,405.36</u>

Action Request



Committee: Board of Commissioners

Meeting Date: 1/11/2010

Requesting Department: Administration

Submitted By: Greg Rappleye

Agenda Item: Board of Commissioner Appointments to Boards and Commissions

SUGGESTED MOTION:

To approve the 2011 Board of Commissioner Appointments to Boards and Commissions.

SUMMARY OF REQUEST:

Rule I, Section 1.0 of the Rules of the Ottawa County Board of Commissioners provide that the Board Chairperson makes Board Committee appointments for Board members, "subject to the approval of the Board of Commissioners."

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: 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=US, ou=County of Ottawa, ou=Administrator's Office, email=avanderberg@ottawa.org
Reason: I am approving this document
Date: 2011.01.06 10:31:27 -0500

Committee/Governing/Advisory Board Approval Date:

OTTAWA COUNTY BOARD OF COMMISSIONERS
BOARD AND COMMISSION ASSIGNMENTS FOR YEAR 2011

Revised 1/1/2011

Agriculture Preservation Board	Greg DeJong
Brownfield Redevelopment Authority	Denny Swartout, Roger Rycenga
Community Corrections Advisory Board	Jane Ruitter
Comprehensive Economic Development Strategy Committee (CEDS)	Don Disselkoen
Drain Board	Phil Kuyers, Denny Swartout
Food Services Appeals Board	Bob Karsten
Grand Valley Metropolitan Council (GVMC)	Jim Holtrop
Lakeshore Coordinating Council (LCC)	Bob Karsten, Don Disselkoen
Land Bank Authority (LBA)	Roger Rycenga
Lloyd's Bayou Lake Board	Jane Ruitter
Local Emergency Planning Commission (LEPC)	Stu Visser
Macatawa Area Coordinating Council Policy Board (MACC)	Joe Baumann
MSU Extension Advisory Board	Phil Kuyers, Greg DeJong
Ottawa County Central Dispatch Authority Policy Board	Stu Visser
Ottawa County Economic Development Office Board	Phil Kuyers, Roger Rycenga
Ottawa County Insurance Authority	Phil Kuyers, Denny Swartout, Joe Baumann
Ottawa County Community Mental Health Board	Bob Karsten, Don Disselkoen, Jim Holtvluwer
Ottawa County Planning Commission	Greg DeJong, Joe Baumann
Ottawa County Workforce Development Board	Jim Holtrop
Parks and Recreation Commission	Phil Kuyers, Jim Holtvluwer
Remonumentation Committee	Jim Holtvluwer
Solid Waste Planning Committee	Greg DeJong
Spring Lake, Lake Board	Jane Ruitter
Tax Allocation Board	Denny Swartout
Veteran's Affairs Committee	Roger Rycenga, Stu Visser
WEMET	Roger Rycenga
West Michigan Airport Authority (Tulip City Airport)	Don Disselkoen
West Michigan Regional Planning Commission	Don Disselkoen

Action Request



Committee: Board of Commissioners

Meeting Date: 1/11/2011

Requesting Department: Administration

Submitted By: Greg Rappleye

Agenda Item: 2011 Rules of the Ottawa County Board of Commissioners

SUGGESTED MOTION:

To approve the 2011 Rules of the Ottawa County Board of Commissioners.

SUMMARY OF REQUEST:

Each year the Board Chairperson reviews the Board Rules with Corporation Counsel to determine whether any changes should be made to the Ottawa County Board Rules. We made several grammatical corrections but no substantial changes for 2011.

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: 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=US, ou=County of Ottawa, ou=Administrator's Office, email=avanderberg@miottawa.org
Reason: I am approving this document
Date: 2011.01.06 10:32:32 -0500

Committee/Governing/Advisory Board Approval Date:



***RULES OF THE
OTTAWA COUNTY
BOARD OF COMMISSIONERS
2011***

RULE I
**ORGANIZATIONAL MATTERS, CHAIRPERSON,
VICE-CHAIRPERSON, AND CLERK OF THE BOARD OF COMMISSIONERS**

Section 1.0 - Organizational Meeting; Chairperson of the Board of Commissioners

The organizational meeting of the Ottawa County Board of Commissioners shall be held on the first business day after January 1 of each year. The purpose of the meeting shall be to elect from its own membership a Chairperson and Vice-Chairperson who shall hold office for the ensuing year, and to organize any Committees of the Board of Commissioners under the direction of the Chairperson. The vote for the office of Chairperson may be by secret ballot, as provided for by MCL 46.3a.

It shall be the duty of the Chairperson to preside at all meetings of the Board of Commissioners, to preserve order, and to decide all questions of order, subject to appeal to the Board of Commissioners. It shall be the duty of the Chairperson to appoint any Committees of the Board of Commissioners and the Chairpersons thereof, subject to the approval of the Board of Commissioners. The Chairperson shall be a member ex-officio of all Committees but shall not have the power to vote on such Committees except to break a tie vote or create a quorum, nor shall the Chairperson vote or participate in the deliberations of a Committee when to do so would violate the provisions of the Open Meetings Act, MCL 30.401 et seq.

Section 1.1 - Vice-Chairperson of the Board of Commissioners

The Vice-Chairperson shall perform the duties of the Chairperson, including conducting meetings of the Board of Commissioners, and affixing his or her signature to all contracts, bonds and other documents, when the Chairperson is unable to do so because of illness, absence from the County, or any other exigency which prevents the Chairperson from performing such functions of his or her office.

Section 1.2 - Clerk of the Board of Commissioners

The duly-elected Clerk of Ottawa County or the Deputy Clerk shall be ex-officio Clerk of the Board of Commissioners. He or she shall perform the duties ordinarily pertaining to such office.

RULE II
THE BOARD OF COMMISSIONERS

Section 2.0 - Meetings of the Board of Commissioners

The Board of Commissioners shall meet on the second and fourth Tuesdays of each month at 1:30 p.m., except when otherwise set by adjournment or by law, or as otherwise set by the Board. The October meeting shall be held on the second Tuesday, and in any event before October 16, as required by MCL 46.1. Special meetings of the Board of Commissioners shall be called at the request of at least one-third (1/3) of all the Commissioners elected and serving, which request must be filed with the County Clerk so that at least ten (10) days notice may be given of such meeting. The Chairperson may also call special meetings in the case of emergency, disaster, or enemy attack, in compliance with the provisions of the Emergency Management Act, MCL 30.401 et seq., and may call emergency or special meetings in compliance with the provisions of the Open Meetings Act, MCL 15.261 et seq.

Meetings of the Board of Commissioners are open to the public, except as otherwise provided by law. Any person may address the Board of Commissioners, in accordance with the Policy of the Ottawa County Board of Commissioners on the Conduct of Public Meetings.

Section 2.1 - Agenda

As a general rule, all substantive Agenda items shall be on the Agenda and considered at a Committee meeting or Work Session prior to consideration at a meeting of the Board of Commissioners. All matters heard by a Committee of the Board of Commissioners that are within its exclusive jurisdiction, or heard at a Work Session and which are forwarded to the Board of Commissioners for consideration, shall be placed on the Agenda and heard at the next scheduled meeting of the Board of Commissioners, or at the following meeting, as may be determined by the Chairperson. Prior to publication and distribution by the County Clerk, the tentative Agenda shall be prepared by the County Administrator's Office and approved by the Chairperson. A two-thirds (2/3) vote of the members elected and serving shall be required to add an unscheduled item to the Board Agenda.

Section 2.2 - Quorum

A majority of the Commissioners elected and serving shall constitute a quorum for the transaction of business, but a smaller number may adjourn from day to day.

Section 2.3 - Order of Business

1. Call to Order by Chairperson
2. Invocation
3. Pledge of Allegiance to the Flag
4. Roll Call
5. Presentation of Petitions and Communications - copies of all correspondence to the Board of Commissioners shall be submitted by the County Clerk to all County Commissioners. Correspondence shall not be read into the record at the meeting unless a public reading is expressly requested in the correspondence.
6. Public Comments and Communications from County Staff
7. Approval of Agenda
8. Actions and Reports
 - A. Consent Resolutions
The purpose of the Consent Resolution is to expedite business by grouping non-controversial items together to be dealt with by one Commission motion. Any member of the Commission may ask that any item on the Consent Resolution be removed there from and placed elsewhere on the agenda for full discussion. Such requests will be automatically respected. If any item is not removed from the Consent Resolution the action noted on the agenda is approved by a single Commission action adopting the Consent Resolution.
 - B. Public Hearings
As may be required by law or provided for by Board policy.
 - C. Action Items
 - D. Discussion Items
 - E. Report of the County Administrator
 - F. General Information, Comments and Meetings Attended
9. Public Comments
10. Adjournment

Section 2.4 - Minutes

Minutes must be kept for all meetings of the Board of Commissioners in compliance with the requirements of the Open Meetings Act, MCL 15.269, and are required to contain:

1. A statement of the date, scheduled time and place of the meeting and its actual starting time and ending time;
2. The members present as well as absent;
3. A record of any decisions made at the meeting and a record of all roll-call votes; and,
4. An explanation of the purpose(s) if the meeting is a Closed Session.
Except for minutes taken during a Closed Session, all minutes are considered public records, open for public inspection, and must be available for review as well as copying at the Office of the Ottawa County Clerk. Proposed minutes shall be available for public inspection within eight (8) business days after the meeting to which the minutes refer. Approved minutes must be available within five (5) business days after the meeting at which they were approved.

RULE III
RIGHTS AND DUTIES OF MEMBERS; APPOINTMENTS

Section 3.0 - Manner of Address

When a member wishes to speak, he or she shall be recognized and address themselves to the Chairperson.

Section 3.1 - Order of Address

When two (2) or more members wish to speak at the same time, the Chairperson shall decide who is to speak first.

Section 3.2 - Decorum

When a member is speaking on any question before the Board of Commissioners, he or she shall not be interrupted except to be called to order.

Section 3.3 - Disputed Questions

When a member is called to order, he or she shall immediately come to order. The Board of Commissioners, if appealed to, shall decide the case. If there is no appeal, the ruling of the Chairperson shall be final.

Section 3.4 - Chairperson's Vote; Voting

The Chairperson shall vote on all questions decided by yea and nay, except on an appeal from his or her own decision. When a yea or nay vote is taken, every member present shall vote except in matters in which the member has a conflict of interest, in which case the member shall identify the conflict and abstain from voting.

Section 3.5 - Appointments

- a. Appointments to all boards and commissions caused by expiration of a term of office, resignation, or otherwise, shall be made in accordance with the Appointment Policy adopted by the Board of Commissioners.
- b. *The appointment of a member of the Board of Commissioners to any board of directors, committee, or other public body shall automatically terminate when the appointee is no longer a member of the Board of Commissioners.*

RULE IV
STANDING COMMITTEES AND REPORTS

There shall be the following Standing Committees which shall consist of the number of members hereinafter mentioned, in addition to the Chairperson of the Board of Commissioners, who shall be an ex-officio member of all Standing and Special Committees. Appointments shall be for a one (1) year term. Each Standing Committee shall, by vote of its membership, select a Vice-Chairperson, who shall perform the duties of the Committee Chairperson in his or her absence. An anticipated annual schedule of meeting dates and times for each Standing Committee shall be established by the Standing Committee at the Standing Committee's first meeting in January. To facilitate the orderly transaction of Board business, the first meeting in January of each Standing Committee shall be held on the same day and at the same time as scheduled for the past year of that Standing Committee's operations.

Section 4.0 - Finance and Administration Committee

Five (5) members shall have original jurisdiction over matters of County business in the areas listed as follows:

- a. Purchasing - shall serve as the auditing committee over purchasing.
- b. Financial Control - shall prepare the annual budget, examine County records, make allocations of funds, including personnel costs as recommended by the County Administrator, and recommend to the Board of Commissioners use of all funds allocated.
- c. Insurance - shall receive reports from the Ottawa County, Michigan Insurance Authority, and act as committee of record for insurance matters.
- d. Audit of Claims - shall audit all claims for unpaid bills presented for County payment such as loss of livestock, animal damage, and ambulance charges, etc.
- e. Auditing - shall audit and investigate bills, and present such bills to the Board of Commissioners with recommendations.
- f. Per Diem and Mileage - shall audit and approve per diem and mileage vouchers of members of the Board of Commissioners.
- g. Equalization and Apportionment - shall receive reports from the County Equalization Department and make recommendations as to the equalizing of assessment rolls. Shall make recommendations as to the apportionment of County, Township, School, and Special Assessment taxes in the several districts, and shall receive reports from the County Tax Allocation Board and make recommendations to the Board of Commissioners.
- h. Bonding - shall receive and review all bonding proposals.
- i. Additional Duties of Finance Committee Chairperson - the Finance Committee Chairperson shall serve on such boards and commissions as state statutes require.
- j. Law Enforcement - shall receive reports from the Office of Prosecutor, the Sheriff's Department, and the Animal Control Program, and shall make recommendations to the Board of Commissioners on matters pertaining to law enforcement.
- k. Courts - shall receive reports from the Circuit Court, Family Court,

Probate Court, Juvenile Detention Facility, District Courts and the County Clerk in matters pertaining to court functions.

- l. Community Corrections Department - shall receive reports from the Community Corrections Department and make recommendations to the Board of Commissioners regarding those functions.
- m. Contract Review - shall review and receive reports regarding contracts, other than collective bargaining agreements, and make recommendations to the Board of Commissioners concerning relevant contracts.
- n. County Directory - shall work with the County Clerk to modify, update, revise and assure the distribution of the County Directory.
- o. Policy Matters - shall develop and draft policies for consideration by the Board of Commissioners for all matters within its jurisdiction.
- p. Other Matters - such other, similar matters as may be assigned to their jurisdiction by the Chairperson.

Section 4.1 - Planning and Policy Committee

Five (5) members shall have original jurisdiction over matters of County business in the areas listed below:

- a. Buildings and Maintenance - shall receive reports from the Ottawa County Building Authority, and shall oversee all buildings and grounds owned or leased by the County, including all equipment.
- b. County Strategic Planning - shall be responsible for County strategic planning and goal setting sessions, and shall monitor compliance with the County strategic plan.
- c. Public Works - Water, Sanitation - shall review reports from the Ottawa County Road Commission regarding public works, water, and sanitation projects.
- d. Land Use and Infrastructure Needs - shall initiate and facilitate policy discussions regarding land use and infrastructure needs within Ottawa County.
- e. Planning - shall, through the County Planning and Performance Improvement Department, receive reports from the Ottawa County Planning Commission and the West Michigan Regional Planning Commission (Region 8), the Macatawa Area Coordinating Council, (MACC) and the Grand Valley Metropolitan Council (Metro Council) and shall review and make recommendations to the Board of Commissioners regarding County planning activities.
- f. Agriculture and Conservation - shall receive reports from the County Cooperative Extension Service and handle matters pertaining to agriculture and conservation.
- g. Drains - shall receive reports from the County Drain Commissioner, and review all contracts for drains by the Commissioner.
- h. Parks - shall, through the Parks and Recreation Department, receive reports from the County Parks and Recreation Commission and review the acquisition, development, and operations of the County Park and open-space land system.

Rule IV, Section 4.1 Continued

- i. Legal Review - Litigation and Resolutions - shall oversee County procedures for the legal work in non-criminal matters, receive reports regarding legal opinions and litigation involving the County, authorize and recommend various ordinances and resolutions to the Board of Commissioners.
- j. Rules and Regulations - shall draft, develop, and receive reports regarding County Rules and Regulations and make recommendations therefore to the Board of Commissioners.
- k. Public Relations - shall develop plans and methodologies to improve relations with the public, and to educate and inform the press and public about County programs and the operations of County government.
- l. Policy Matters - shall develop and draft policies for consideration by the review policies prepared by other Committees as to form and final language before they are submitted to the Board of Commissioners.
- m. Transportation and Planning - shall initiate and facilitate policy discussions regarding future transportation in Ottawa County.
- n. Roads and Bridges - shall receive reports from the Ottawa County Road Commission, the Macatawa Area Coordinating Council (MACC), the Grand Valley Metro Council (Metro Council) and the Michigan Department of Transportation, (MDOT) regarding road, bridges, and transportation planning issues.
- o. Legislature - shall receive reports from state and federal legislative representatives, County lobbyist and the Michigan Association of Counties (MAC) concerning pending and proposed legislation and shall review and report on legislation to the Board of Commissioners.
- p. Other Matters - such other, similar matters as may be assigned to their jurisdiction by the Chairperson.

Section 4.2 - Health and Human Services Committee

Five (5) members shall have original jurisdiction over matters pertaining to County business in the areas listed below:

- a. Mental Health - shall receive reports from the Ottawa County Community Mental Health Board and the Ottawa County Community Mental Health Agency.
- b. Public Health - shall receive reports from the Ottawa County Health Department.
- c. Senior Citizens - shall, through the Community Action Agency, receive reports from the Region 14 Council on Aging, and from other agencies regarding Senior Citizens' services.
- d. Department of Human Services - shall receive reports from the Director and Board of Directors of the Ottawa County Department of Human Services.
- e. Substance Abuse - shall receive reports, through the Public Health Department, from the Lakeshore Coordinating Council.
- f. Veterans - shall deal with matters concerning veterans, shall oversee matters under the direction of the Veterans' Affairs Committee, and shall make recommendations concerning County veterans.

- g. Community Action Agency and Department of Employment and Training - shall receive reports from the Community Action Agency (CAA) and the Department of Employment and Training.
- h. Solid Waste - shall, through the Public Health Department, receive reports regarding solid waste matters within the County.
- i. Policy Matters - shall develop and draft policies for consideration by the Board of Commissioners for all matters within its jurisdiction.
- j. Other Matters - such other, similar matters as may be assigned to their jurisdiction by the Chairperson.

Section 4.3 – Human Resources Committee

Five (5) members shall have original jurisdiction over matters of County business in the areas listed below:

- a. Human Resources - shall receive reports from the Human Resources Department and make recommendations to the Board of Commissioners on matters pertaining to employees.
- b. Collective Bargaining - shall review and receive reports regarding collective bargaining agreements and make recommendations to the Board of Commissioners concerning contract matters.
- c. Employee Relations - shall review practices and policies and make recommendations to the Board of Commissioners on issues related to County employees.
- d. Appointments - shall interview candidates for appointment to County boards and commissions, and make recommendations therefore to the Board of Commissioners.
- e. Policy Matters - shall develop and draft policies for consideration by the Board for all matters within its jurisdiction.
- f. Other Matters - such other, similar matters as may be assigned to their jurisdiction by the Chairperson.

Section 4.4 - Work Sessions

The Board of Commissioners may meet in a Work Session on any designated day, as determined by the Chairperson, for the purpose of coordinating the activities of the Standing Committees, informing the Board of Commissioners on the progress of Committee work, and for the purpose of promoting a better understanding of County business, thereby expediting the regular meetings of the Board.

Section 4.5 - Special Committees; and Per Diem For Special Committees; Attendance of Board Chairperson; Termination of Special Committees; Special Committee Agendas

- a. Special Committees may be established by the Board of Commissioners and the members thereof appointed by the Chairperson upon approval of the Board of Commissioners. The purpose for which the Special Committee is established, its jurisdiction, and the composition (number and type) of the Special Committee, shall be set forth by the Board of Commissioners. A Special Committee may have members who are not members of the Board of Commissioners, so that the

Board of Commissioners may draw upon the expertise of County officials, County staff members, and the general public. The Chairperson of a Special Committee shall be a member of the Board of Commissioners.

- b. The members of all Special Committees who are members of the Board of Commissioners shall be paid for work done by authority of the Board of Commissioners at the same rate of pay allowed Commissioners for meetings of the Board of Commissioners, together with the necessary mileage allowance as provided by law, in accordance with the provisions of the Ottawa County Per Diem Policy.
- c. The Chairperson of the Board of Commissioners shall be an ex-officio member of all Special Committees. He or she, when requested by the Chairperson of a Special Committee, shall attempt to attend the meeting of the Special Committee, and his or her attendance may be counted to create a quorum. He or she shall have no vote except in the case of a tie vote.
- d. Unless it is renewed, *or a Term of Service of another duration is specifically approved by the Board of Commissioners*, the existence of any Special Committee which is appointed shall expire the earlier of either when its task is completed or December 31st of each year.
- e. The Agenda of each Special Committee shall be prepared by the County Administrator's Office or by whom the County Administrator designates and shall be approved by the Chairperson of the Special Committee, and shall be published and distributed by the Administrator's Office.

Section 4.6 - Annual Reports From Departments of County Government

It is the policy of the Board of Commissioners to receive Annual written and oral Reports from all Departments of County government. Written reports shall be in a form approved by the County Administrator and shall, in the ordinary course, be submitted directly to the Board of Commissioners through the County Administrator's Office. Sufficient copies of the written reports shall be submitted to the County Administrator's Office on Monday the week prior to the Board of Commissioners meeting or at least eight (8) days in advance of the meeting at which the oral report is to be given so that the matter can be placed on the Agenda and the written report distributed with the Agenda to the members of the Board of Commissioners.

It is the policy of the Board of Commissioners, *Administrative Policy – Use of the County Logo*, that all Annual Reports identify the members of the Ottawa County Board of Commissioners ("the Board of Commissioners") by name and indicate, in the same area as the names of the Board of Commissioners, "The activities and programs of this department are brought to you by the members of the Ottawa County Board of Commissioners."

Unless another date is approved by the County Administrator, Departments of County government shall make their Annual Reports in accordance with the following schedule:

FIRST BOARD OF COMMISSIONERS MEETING IN:

Equalization Department/Property Description & Mapping	<u>February</u>
Register of Deeds	<u>February</u>
Corporation Counsel	<u>March</u>
Employment & Training/Community Action Agency	<u>March</u>
Health Department	<u>March</u>
Treasurer	<u>March</u>
County Clerk	<u>April</u>
Drain Commission	<u>April</u>
Prosecuting Attorney	<u>April</u>
Sheriff's Department/Office of Emergency Management	<u>April</u>
Department of Human Services	<u>May</u>
Human Resources	<u>May</u>
Michigan State University Co-operative Extension Services	<u>May</u>
Parks and Recreation	<u>May</u>
West Michigan Enforcement Team (W.E.M.E.T.)	<u>May</u>
Mental Health	<u>July</u>
Information Technology/GIS Department	<u>July</u>
Planning and Performance Improvement	<u>July</u>

The Board of Commissioners requests Annual written and oral Reports from the Circuit, District, and Probate Courts and related departments serving Ottawa County. Unless another date is deemed advisable, the Courts are requested to make their Annual Reports in accordance with the following schedule:

FIRST BOARD OF COMMISSIONERS MEETING IN:

58 th District Court	<u>June</u>
58 th District Court - Community Corrections	<u>June</u>
20 th Circuit and Probate Courts	<u>April</u>
20 th Circuit Court – Probation	<u>June</u>

Section 4.7 - Statutory Laws and Other Provisions

The Board of Commissioners shall comply with the Open Meetings Act, MCL 15.261 et seq., as amended, and with all other statutes pertaining to the Ottawa County Board of Commissioners.

RULE V
MOTIONS, RESOLUTIONS, AND ORDINANCES

Section 5.0 - Motions, Resolutions, and Ordinances

No motions shall be made or debated unless seconded. The motion may then be stated by the Chairperson before the debate. Any motion shall be put in writing at the request of any member. Any motion may, with the permission of the Board of Commissioners, be withdrawn at any time before the same has been adopted. All motions, resolutions, amendments or substitutes thereto shall be entered at large upon the journal unless withdrawn. The reading of all resolutions and ordinances shall be waived unless requested by a majority vote of those members elected and serving.

Section 5.1 - Privileged Motions, Order of Precedence

When a question is under debate, no motion shall be received except the following: to adjourn; for the previous question; to lay on the table; to postpone indefinitely; to postpone to a certain day; to refer; to amend. These motions shall have precedence in order as above named.

Section 5.2 - Motion to Adjourn

A motion to adjourn shall always be in order, except when a vote is being taken on any question before the Board of Commissioners, or when a member has the floor, provided that there shall be some intervening business proposed and determined between two (2) motions to adjourn.

Section 5.3 - Motion to Reconsider

A motion for reconsideration shall be in order on the same day, or at the succeeding action meeting day following that on which the decision proposed to be reconsidered took place. Only a member of the side which prevailed may move such reconsideration and such motion shall take precedence over all other questions, except a motion to adjourn. A motion for reconsideration shall be decided by majority vote of those members elected and serving.

Section 5.4 - Question of Appeal

When an appeal is taken from a decision of the Chairperson, the member taking the appeal shall be allowed to state his or her reason for so doing. The question shall then be immediately put in the following form: "Shall the ruling of the Chairperson be sustained?" The question shall be determined by a majority vote of the members present except that the Chairperson shall not vote. In case of a tie vote, the Chairperson shall be sustained.

Section 5.5 - Division of Question

Upon the request of any member, a division of any question shall be made when the question will admit of a division so distinct that one part being taken away, the other will remain as an entire question for decision.

Section 5.6 - Resolutions and Ordinances

Resolutions and Ordinances shall be taken up in the order in which they are presented unless otherwise ordered by the Board. All proposed Resolutions and Ordinances shall be presented to the Board of Commissioners in writing, and shall be acted upon by the Board of Commissioners.

Section 5.7 - Questions of Procedure not Covered by Standing Rules

Robert's Rules of Order shall govern in all questions of procedure which are not provided for by the Rules of the Ottawa County Board of Commissioners.

Section 5.8 - Privilege Motions

When a question of privilege is under debate, no motion shall be in order, except the following which shall have precedence in the order named:

1. To fix a time to adjourn;
2. To adjourn;
3. To recess;
4. To raise question of privilege;
5. To call for the Orders of the Day.

Section 5.9 - Subsidiary Motions

When a question is under debate, no subsidiary motion shall be in order except the following which shall have precedence in the order named:

1. To lay on the table;
2. To call the previous question;
3. To limit or extend debate;
4. To postpone to a certain time;
5. To comment or refer;
6. To amend;
7. To postpone indefinitely.

Section 5.10 - Miscellaneous

- a. When the reading of a paper is called for, and the same is objected to by any member, it shall be determined by a majority vote of the members present.
- b. No resolution or petition shall be inserted in full in the journal without being read or distributed and adopted by the Board of Commissioners.
- c. Any subject matter may be made the Special Order for a particular day or hour.
- d. No rule of the Board of Commissioners or part thereof shall be suspended, altered, or amended without the concurrence of two-thirds (2/3) of the members elected and serving.

Action Request



Committee: Board of Commissioners

Meeting Date: 1/11/2011

Requesting Department: Administrator's Office

Submitted By: Keith Van Beek

Agenda Item: Appointments to Boards and Commissions Policy (Second Reading)

SUGGESTED MOTION:

To approve the proposed changes to the Appointments to Boards and Commissions Policy. (Second Reading)

SUMMARY OF REQUEST:

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

The Appointments to Boards and Commissions Policy is being recommended for update to reflect the new online application process.

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: 2: Review and update a comprehensive communication plan to maximize communication with citizens.

ADMINISTRATION RECOMMENDATION: Recommended | Not Recommended | Without Recommendation

County Administrator: **Alan G. Vanderberg**

Digitally signed by Alan G. Vanderberg
DN: cn=Alan G. Vanderberg, c=US, o=County of Ottawa, ou=Administrator's Office, email=avanderberg@mottawa.org
Reason: I am approving this document
Date: 2010.11.03 16:46:12 -0400

Committee/Governing/Advisory Board Approval Date: Planning and Policy Committee 11/23/2010

Ottawa County Board of Commissioners

Administrative Policy – Appointments to Boards and Commissions

I. POLICY

The Ottawa County Board of Commissioners will review all applications for positions on boards and commissions, the membership of which is appointed by the Board. If possible, the membership of all boards and commissions shall be determined prior to the expiration of the term.

II. STATUTORY REFERENCES

The Board of Commissioners has constitutional and statutory responsibility for making appointments to a variety of boards and commissions. The Board of Commissioners may establish such rules and regulations regarding the business concerns of the County as the Board considers necessary and proper. See MCL 46.11(m); Act 156 of the Public Acts of 1851, as amended.

III. COUNTY LEGISLATIVE OR HISTORICAL REFERENCES

Board of Commissioners Policy Adoption Date and Resolution Number: June 8, 1999, January 10, 2006 (BC 06-010) and November 14, 2006, (BC 06-296)

Board of Commissioners Review Date and Resolution Number: October 11, 2005 (BC 05-276) and November 14, 2006 (BC 06-296)

Name and Date of Last Committee Review: Planning & Policy - September 14, 2005 (PP 05-074), Planning & Policy - December 14, 2005 (PP 05-098) and Personnel Committee - October 16, 2006 (06-053)

PROCEDURE

- 1. Notice of Open Positions:** A list of all open positions shall be maintained by the County Clerk and listed on the County website. The list of open positions will expand to include all appointments that expire four months prior to the expiration of the term (i.e., September 1 for terms expiring January 1). A notice will be posted and advertised not less than quarterly, stating that open positions and applications can be found on the website or picked up at the County Clerk's Office. The website shall also provide general information (if known) regarding the normal meeting times of the board or commission in order that prospective appointees may assess their ability to serve.
- 2. Application Process:** All applications will be maintained by the County Clerk and kept active for one year from the date of submittal. An application can be used to apply for more than one board or commission. The application is included as Exhibit "A".
- 3. Committee Review and Board Action:** The Board of Commissioners assigns the task of reviewing the applications to the Human Resources Committee, which has established a subcommittee to review and interview applicants and make recommendations on appointments. The names of all applicants and Committee recommendations, if any, shall be submitted to the Board of Commissioners, which shall make appointments prior to the expiration of the term.
- 4. Term Limits:** Citizen appointees on boards and commissions shall be limited to twelve consecutive years. Reappointment of a citizen to a board or commission is permissible after spending a minimum of two years off the applicable board or commission. The Board of Commissioners may, by a 2/3 majority vote, override this term limit provision.
- 5. Residency:** It is the general expectation of the Ottawa County Board of Commissioners that, unless otherwise provided for by law, all appointees will be legal residents and full-time residents-in-fact of the County of Ottawa. On an annual basis, appointees are expected to be physically present as residents-in-fact within Ottawa County not less than nine and a half (9 1/2) months per year.
- 6. Attendance:** Subsequent to selection, all appointees are expected to maintain at least a seventy-five (75%) attendance record at meetings, and to not miss more than three (3) consecutive meetings without acceptable reasons. An appointee may be removed by the Board of Commissioners for failure to meet this expectation.
- 7. Variances in Application Policy:** The timeliness and procedural requirements set forth in this policy may be varied by the Ottawa County Board of Commissioners to fill unexpected vacancies, to fill new positions created by law or by the Board of Commissioners, or to assure that appointments are made on a timely basis.
- 8. Implementation Authority:** Upon adoption of this Policy, the Board of Commissioners authorizes the County Administrator to establish any procedures that may be necessary for implementation.

EXHIBIT "A"

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

Date _____

Position Applying for

Position Applying for

Position Applying for

Name

(First)

(Middle)

(Last)

Address

City _____

ST _____

Zip _____

Last 4 digits of social security number _____

Birth Day (MM/DD) ____/____

Contact Information:

E-mail _____

Phone (____) _____

Alternate Phone (____) _____

Fax Number (____) _____

Education:

School _____

School _____

Degree _____

Degree _____

Employment Background :

Current Employer _____

Position _____

Responsibilities _____

Previous Employer _____
Position _____

Responsibilities _____

Length of Residency in Ottawa County _____ **years**

Does the County of Ottawa or any other unit of government employ any members of your immediate family? 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? A copy of that Policy is attached.

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?

_____ **Yes** _____ **No**

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

- | | |
|--|---|
| _____ Agricultural Preservation Board | _____ Lakeshore Coordinating Council Board |
| _____ Appeals Board for Sanitary Code | _____ Land Bank Authority |
| _____ Board of Canvassers | _____ Officers Compensation Commission |
| _____ Boundary Commission | _____ Ottawa County Central Dispatch Authority Policy Board |
| _____ Brownfield Redevelopment Auth. Board | _____ Ottawa County Central Dispatch Technical Advisory Committee |
| _____ Building Authority | _____ Ottawa County Housing Commission |
| _____ Community Action Agency Advisory Board | _____ Parks and Recreation Commission |
| _____ Community Corrections Advisory Board | _____ Planning Commission |
| _____ Community Mental Health Board | _____ Plat Board |
| _____ Concealed Weapons Licensing Board | _____ Remonumentation Committee |
| _____ Department of Human Services Board | _____ Road Commission |
| _____ Drain Board | _____ Tax Allocation Board |
| _____ Economic Development Corporation | _____ Technology Committee |
| _____ Insurance Authority | _____ Veteran's Affairs |
| _____ Jury Board | _____ Workforce Development Board |
| _____ Kent, Ottawa, Muskegon (K.O.M.) Foreign Trade Zone Auth. | |
| _____ Lakeshore Coord. Council Advisory Comm. | Other _____ |

**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
Fax (616) 994-4538**

Thank you for your interest in Ottawa County Government