



County of Ottawa

Board of Commissioners

Philip D. Kuyers
Chairperson

James C. Holtrop
Vice-Chairperson

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April 22, 2011

To All Ottawa County Commissioners:

The Ottawa County Board of Commissioners will meet on **Tuesday, April 26, 2011 at 1:30 p.m.**, for the regular **April** 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 Holtvluwer
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 April 12, 2011 Board of Commissioners Meeting and the April 12, 2011 Board of Commissioners Work Session.

2. Payroll

Suggested Motion:

To authorize the payroll of April 26, 2011 in the amount of \$_____.

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

From the Finance and Administration Committee

3. Monthly Accounts Payable for April 1, 2011 through April 15, 2011
Suggested Motion:
To approve the general claims in the amount of \$14,956,163.62 as presented by the summary report for April 1, 2011 through April 15, 2011.
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 March 2011.
5. Ottawa County Sheriff's Office 2010 Annual Report
Suggested Motion:
To receive for information the Ottawa County Sheriff's Office 2010 Annual Report.
6. Ottawa County Prosecuting Attorney's 2010 Annual Report
Suggested Motion:
To receive for information the Ottawa County Prosecuting Attorney's 2010 Annual Report.

B. Action Items:

From the Planning and Policy Committee

7. Including Our Neighbors Grant Agreement (ION)
Suggested Motion:
To approve and authorize the Board Chair and Clerk to sign the Including Our Neighbors (ION) grant agreement with United Cerebral Palsy of Michigan to fund the Animal Adaptations program at the Ottawa County Parks Nature Education Center with matching funds in the amount of \$4,345.00 from the Parks and Recreation budget.
8. Utility Line Easement
Suggested Motion:
To approve and authorize the Board Chair and Clerk to sign the Dry Fire Line Utility Easement Agreement with Park Township.

From the Finance and Administration Committee

9. Purchase of DocRouter Software
Suggested Motion:
To approve and authorize the Board Chair and Clerk to sign the Agreement to purchase DocRouter software for the Register of Deeds Office at a cost of \$15,000.00.
10. Purchase of Fidlar Technologies e-Return Module
Suggested Motion:
To approve and authorize the Board Chair and Clerk to sign the Agreement to purchase the Fidlar Technologies e-Return module for the Register of Deeds Office at a cost of \$5,000.00.
11. Purchase of Fidlar Technologies Intelligent Data Recognition (IDR) Deliberate Learning Module
Suggested Motion:
To approve and authorize the Board Chair and Clerk to sign the Agreement to purchase the Fidlar Technologies Intelligent Data Recognition (IDR) Deliberate Learning module for the Register of Deeds office at a cost of \$12,000.

12. Fiscal Services-CMH Personnel Request to Create a Cost Analyst
Suggested Motion:
To approve the request from Fiscal Services to create one (1) FTE Cost Analyst (Group T, Paygrade 13, C Step) in Community Mental Health at a cost of \$63,300.00. Funding to come from Medicaid Funds.
13. Community Mental Health Personnel Request to Upgrade a Mental Health Specialist to a Mental Health Clinician
Suggested Motion:
To approve the request from Community Mental health to upgrade one (1) FTE Mental Health Specialist (Group T Paygrade 12, C Step) to a one (1) FTE Mental Health Clinician (Group T, Paygrade 14, C Step) at a cost of \$6,462.00. Funding to come from Medicaid Funds.
14. County Clerk's Office Personnel Request to Downgrade an RPC III to a Vital Records Clerk
Suggested Motion:
To approve the request from the Clerk's Office to downgrade one (1) FTE RPC III (Group T, Paygrade 7) to one (1) FTE Vital Records Clerk (Group T, Paygrade 6), at a savings of \$1,897.00.
15. Equalization Report
Suggested Motion:
To approve the 2011 Equalization Report and to appoint the Equalization Director to represent Ottawa County at State Equalization hearings.
16. Resolution to Authorize "Qualifying Statements" for Bonding Purposes
Suggested Motion:
To approve and authorize the Board Chair and Clerk to sign the resolution to authorize Certification of a "Qualifying Statement" for bonding purposes.
17. Allocation of 2010 Unreserved Undesignated Fund Balance
Suggested Motion:
To approve the recommendation to designate \$689,063 of the 2010 General Fund year-end unreserved undesignated fund balance for the 2012 budget.
18. Northwest Ottawa County Water System 2011 Series B Improvements
Suggested Motion:
To approve and authorize the Board Chair and Clerk to sign the resolution authorizing the County Road Commission to issue Act 342 Bonds not to exceed the amount of \$5,835,000 to finance the Northwest Ottawa Water System Series B Pumping System Project.
19. Purchase of MERS (Michigan Municipal Employees Retirement System) Military Service Credits for Bradley S. Nieboer
Suggested Motion:
To approve the purchase of two (2) years of military service credits for Bradley S. Nieboer (Detective, Sheriff's Office)

County Cost:	\$26,163.36
Employee Cost:	\$ 6,609.64
Total Cost:	\$32,773.00

20. Countywide Wireless Broadband Initiative

Suggested Motion:

To approve, contingent upon Robinson Township's land use approvals, construction of a new 199 foot communications tower for an estimated cost of \$200,000 to be located in the Southeast corner of the County's Johnson Street Forest/Open Space property, provided as follows:

- a) The project budget shall not exceed \$200,000.
- b) Design and construction management services shall be provided by Tele-rad, Inc. for a fee of 7% of actual construction cost. Tele-rad will solicit bids for all construction related work.
- c) The Board Chairperson and Clerk are authorized to sign a "Marketing and Management agreement between Tele-rad, Inc. and the County of Ottawa." The management fee shall be 10% of the co-location revenue for any vendors that Tele-rad obtains contacts with, limited to the initial five year term of the lease.
- d) Funding to come from the Public Improvement Fund.

C. Appointments:

From the Human Resources Committee

21. Board Appointments

Suggested Motion:

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

*Andrew Brown
Richard Cypher
Bruce Campbell

To fill one (1) General Public Vacancy on the Community Mental Health Board beginning immediately and ending March 31, 2014 (three year term).

22. Board Appointments

Suggested Motion:

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

*Doug Zylstra
Laura J. Grant
David A. Rhem
Skip Keeter

To fill one (1) Private Sector Vacancy on the West Michigan Regional Planning Commission beginning immediately and ending December 31, 2011 (one year term).

23. Board Appointments

Suggested Motion:

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

*Joan Epperson

To fill one (1) Private Sector Vacancy on the Comprehensive Economic Development Strategy Committee (CEDS) of the West Michigan Regional Planning Commission beginning immediately and ending December 31, 2011 (one year term).

D. Discussion Items:

24. Department of Public Utilities, Ottawa County Road Commission 2010 Annual Report
(Presented by: Ken Zarzecki, Public Utilities Director)
25. Ottawa County Sheriff's Office 2010 Annual Report
(Presented by: Gary Rosema, Sheriff)
26. Ottawa County Prosecuting Attorney's 2010 Annual Report
(Presented by: Ron Frantz, Prosecuting Attorney)
27. Closed Session
Suggested Motion:
To go into closed session for the purpose of discussing labor negotiations.
(2/3 roll call vote required)
28. Closed Session
Suggested Motion:
To go into closed session for the purpose of discussing property acquisition.
(2/3 roll call vote required)
9. Report of the County Administrator
10. General Information, Comments, and Meetings Attended
11. Public Comments
12. Adjournment