



# County of Ottawa

## Board of Commissioners

**Philip D. Kuyers**  
*Chairperson*

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

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August 19, 2011

To All Ottawa County Commissioners:

The Ottawa County Board of Commissioners will meet on **Tuesday, August 23, 2011 at 1:30 p.m.**, for the regular **August** 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 Holtrop
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 August 9, 2011 Board of Commissioners Meeting.
2. Payroll  
Suggested Motion:  
To authorize the payroll of August 23, 2011 in the amount of \$\_\_\_\_\_.

From the Finance and Administration Committee

3. Monthly Accounts Payable for August 1, 2011 through August 12, 2011  
Suggested Motion:

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

To approve the general claims in the amount of \$3,657,785.13 as presented by the summary report for August 1, 2011 through August 12, 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 July, 2011.

B. Action Items:

From the Planning and Policy Committee

5. CHOOSE Program Evaluation

Suggested Motion:

To approve the 2011 CHOOSE (Communities Helping Ottawa Obtain a Safe Environment) Program Evaluation.

6. Bid Tabulation – Macatawa Green Space Restoration

Suggested Motion:

To receive bids for the Macatawa Green Space Restoration Project and accept the low bid from Top Grade Construction Management LLC at the negotiated price of \$707,430.50 with funding from the Parks and Recreation budget in the amount of \$100,000 and a grant from the U.S. Environmental Protection Agency in the amount of \$646,800.

7. Bid Tabulation – Olive Shores Park Improvements

Suggested Motion:

To receive bids for the Olive Shores Park Improvement Project and accept the low bid from Visser Brothers, Inc. in the amount of \$580,857.24 with funding split evenly from the Parks and Recreation budget and a grant from the Michigan Natural Resources Trust Fund.

8. Bid Tabulation - Pine Bend Parking Improvements

Suggested Motion:

To receive bids for the Pine Bend Parking Improvement Project and accept the low bid from Denny's Excavating in the amount of \$51,000 with funding from the Parks and Recreation budget.

9. Resolution Supporting The Pumphouse Museum Proposal

Suggested Motion:

To approve and authorize the Board Chair and Clerk to sign the resolution supporting the proposal by the Historic Ottawa Beach Society to create a museum at the pumphouse building located within the Historic Ottawa Beach Parks. County funding is contingent upon the Historic Ottawa Beach Society raising the balance of the funds for the project.

From the Finance and Administration Committee

10. Agreement for Property Assessment Administration Services

Suggested Motion:

To approve and authorize the Board Chair and Clerk to sign the Agreement for Property Assessment Administration Services with the City of Grand Haven.

11. Equalization Personnel Request to Create One (1) FTE Appraiser III  
Suggested Motion:  
To approve the request from Equalization to create One (1) FTE Appraiser III (Group T, Paygrade 13, C Step) at a cost of \$60,991. Funding to come from the City of Grand Haven pursuant to the Agreement for Property Assessment Administration Services. This position will sunset two (2) years from the effective date of the Agreement. It may be renewed thereafter for up to five (5) successive one (1) year terms by mutual written agreement of the parties.
  
12. Community Mental Health Personnel Request to Reclassify a Staff Psychiatrist Position to a Community Mental Health Medical Director  
Suggested Motion:  
To approve the request to reclassify the position of 1.0 FTE Staff Psychiatrist (Unclassified, Paygrade 19) to 1.0 FTE Community Mental Health Medical Director (Unclassified, Paygrade 25) at a cost of \$36,968.00. Funding for this position to come from Medicaid funds.
  
13. Public Health Department Personnel Request to Increase a .8 FTE to a 1.0 FTE Environmental Health Specialist  
Suggested Motion:  
To approve the request from the Public Health Department to increase a .8 FTE Environmental Health Specialist (Group T, Paygrade 14) to a 1.0 FTE Environmental Health Specialist (Group T, Paygrade 14), at a cost of \$12,900. Funding to come from a grant through the Michigan Department of Environmental Quality. Position to sunset September 2012.
  
14. Fund Balance Policy (First Reading)  
Suggested Motion:  
To receive for comment the Fund Balance Policy. (First Reading)
  
15. Officer and Employee Delegate for MERS Annual Meeting  
Suggested Motion:  
To approve the nomination of Marcie VerBeek as Officer Delegate, Marie Waalkes as alternate Officer Delegate, Erin Rotman as Employee Delegate, and Tami Harvey as Alternate Employee Delegate to the MERS 65<sup>th</sup> Annual Meeting to be held September 27-29, 2011 in Traverse City, Michigan.
  
16. Purchase of MERS (Michigan Municipal Employee Retirement System) Generic Service Credits for Anthony Boersema (Sheriff's Office)  
Suggested Motion:  
To approve the purchase of three (3) years of MERS generic service credit for \$56,079 (total cost to be paid by employee, Anthony Boersema).

Total Cost:	\$56,079.00
Employer Cost:	\$ 0.00
Employee Cost:	\$56,079.00

17. Purchase of MERS (Michigan Municipal Employee Retirement System) Generic Service Credits for Sarah A. Flick (Sheriff's Office)  
Suggested Motion:  
To approve the purchase of five (5) years of MERS generic service credit for \$77,420.00 (total cost to be paid by employee, Sarah A. Flick).

Total Cost: \$77,420.00  
Employer Cost: \$ 0.00  
Employee Cost: \$77,420.00

18. Ottawa County Road Commission (OCRC) & Wright Township Infrastructure Program Fund Application  
Suggested Motion:  
To approve the Infrastructure Revolving Loan Fund Application from the Ottawa County Road Commission (OCRC) & Wright Township in the amount of \$485,000 for the purpose of rebuilding the 8<sup>th</sup> Avenue Bridge in Wright Township, contingent upon: (a) receipt of approval of adequate bridge funding from the MDOT; (b) agreement between Ottawa County and Wright Township on the terms and conditions of a loan agreement and a promissory note.

19. Food Inspection Program Fees  
Suggested Motion:  
To approve the proposed changes to the Food Inspection Program fees, new fees: Temporary Food Service Establishment Revisit/Extended Visit: \$50.00, Enforcement Fee: \$255.00, Administrative Consultation Fee: \$300.00, and fee reduction: Compliance Conference Fee \$200.00 (current fee is \$300.00).

C. Appointments: None

D. Discussion Items:

From the Planning and Policy Committee

20. 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