

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

The Ottawa County Board of Commissioners met on Tuesday, December 27, 2011, at 1:30 p.m. and was called to order by the Chair.

Mr. Holtvluwer pronounced the invocation.

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

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

Absent: Mr. Swartout, Mrs. Ruiter, Mr. Baumann. (3)

B/C 11-291 Mr. Holtvluwer moved to approve the agenda of today as presented. The motion passed.

B/C 11-292 Mr. Holtrop moved to approve the following Consent Resolutions:

1. To approve the Minutes of the December 13, 2011 Board of Commissioners Meeting.
2. To authorize the payroll of December 27, 2011 in the amount of \$412.82.
3. To approve the general claims in the amount of \$2,878,105.03 as presented by the summary report for December 5, 2011 through December 16, 2011.
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 2011.

The motion passed as shown by the following votes: Yeas: Messrs. Holtrop, Holtvluwer, Visser, Disselkoen, Karsten, Rycenga, DeJong, Kuyers. (8)

B/C 11-293 Mr. Holtrop moved to approve and authorize the Board Chair and Clerk to sign the MERS 2010 Restated Uniform Defined Contribution Program Resolution for employee divisions 1, 6, 10, 12, 19 and 60. The motion passed as shown by the following votes: Yeas: Messrs. Karsten, Disselkoen, Holtrop, Visser, Holtvluwer, DeJong, Rycenga, Kuyers. (8)

- B/C 11-294 Mr. Holtrop moved to approve and authorize the Board Chair and Clerk to sign the MERS Restated Defined Contribution Plan Adoption Agreement for employee divisions 1, 6, 10, 12, 19 and 60. The motion passed as shown by the following votes: Yeas: Messrs. Disselkoen, Karsten, DeJong, Holtrop, Visser, Rycenga, Holtvluwer, Kuyers. (8)
- B/C 11-295 Mr. Holtrop moved to approve and authorize the Board Chair and Clerk to sign the Employer Resolution Establishing Uniform Transfer Provision for the Defined Contribution Plan for employee divisions 1, 6, 10, 12, 19 and 60. The motion passed as shown by the following votes: Yeas: Messrs. DeJong, Visser, Holtvluwer, Disselkoen, Holtrop, Karsten, Rycenga, Kuyers. (8)
- B/C 11-296 Mr. Rycenga moved to adopt the proposed changes to the HIPAA Compliance Policy. (Second Reading) The motion passed as shown by the following votes: Yeas: Messrs. Visser, Holtvluwer, Disselkoen, Holtrop, Karsten, DeJong, Rycenga, Kuyers. (8)
- B/C 11-297 Mr. Rycenga moved to adopt the proposed changes to the Honorary Resolution Procedure Policy (formerly named Recognition Program Procedure). (Second Reading) The motion passed as shown by the following votes: Yeas: Messrs. DeJong, Karsten, Holtvluwer, Rycenga, Holtrop, Disselkoen, Visser, Kuyers. (8)
- B/C 11-298 Mr. Rycenga moved to approve the request from Community Mental Health to create one (1) FTE Team Supervisor – Children’s Services (Unclassified, Paygrade 06, F Step) at a cost of \$94,658.00 funding to come from Medicaid Funds. The motion passed as shown by the following votes: Yeas: Messrs. DeJong, Rycenga, Disselkoen, Holtvluwer, Visser, Holtrop, Karsten, Kuyers. (8)
- B/C 11-299 Mr. Rycenga moved to approve the 2010-2011 Wage and Classification Study including the Unclassified Group and Group T employees for Community Mental Health, the Prosecutor’s Office, the Clerk’s Office, Administration and the four Chief Deputies, to be effective January 1, 2012. Total cost is \$279,747 in Medicaid Funds and \$102,964 in General Fund. The 2011 Medicaid Funds and General Fund contains sufficient funds for this purpose. The motion passed as shown by the following votes: Yeas: Messrs. Holtvluwer, Visser, Holtrop, Karsten, Disselkoen, Rycenga, DeJong, Kuyers. (8)
- B/C 11-300 Mr. Holtrop moved to place into nomination the name(s) of (*indicates recommendation of the Interview Subcommittee):

*David Van Ginhoven
Scott Blease

John Burmeister
*Thomas Werkman

to fill two (2) vacancies on the Ottawa County Parks and Recreation Commission beginning January 1, 2012 and ending December 31, 2014 (three (3) year term).

Roll call vote:

Disselkoen – Van Ginhoven, Werkman
Holtrop – Van Ginhoven, Werkman
Rycenga – Van Ginhoven, Werkman
Disselkoen – Van Ginhoven, Werkman
Visser – Van Ginhoven, Werkman
Karsten – Van Ginhoven, Werkman
DeJong – Van Ginhoven, Werkman
Kuyers – Van Ginhoven, Werkman

Total votes received: Van Ginhoven – 8, Blease – 0, Burmeister – 0, Werkman – 8.

The Chair declared David Van Ginhoven and Thomas Werkman appointed to the Parks and Recreation Commission.

B/C 11-301 Mr. Holtrop moved to place into nomination the name(s) of (*indicates recommendation of the Interview Subcommittee):

*Doug Zylstra
William Berns

to fill one (1) Business/Industrial/Tourism Vacancy on the Ottawa County Planning Commission beginning January 1, 2012 and ending December 31, 2014 (three (3) year term).

Roll call vote:

Visser – Zylstra	Holtvluwer - Zylstra
DeJong – Zylstra	Holtrop - Zylstra
Karsten – Zylstra	Disselkoen - Zylstra
Rycenga – Berns	Kuyers – Zylstra

Total votes received: Zylstra – 7, Berns – 1.

The Chair declared Doug Zylstra appointed to the Ottawa County Planning Commission.

B/C 11-302 Mr. Holtrop moved to place into nomination the name(s) and cast an unanimous ballot of (*indicates recommendation of the Interview Subcommittee):

*James Miedema

to fill one (1) Financial, Sociological & Academic vacancy on the Ottawa County Planning Commission beginning January 1, 2012 and ending December 31, 2014 (three (3) year term).

*Dale Sall

to fill one (1) Realtor vacancy on the Remonumentation Committee beginning January 1, 2012 and ending December 31, 2013 (two (2) year term).

*Brett Laughlin

to fill one (1) Road Commission vacancy on the Remonumentation Committee beginning January 1, 2012 and ending December 31, 2013 (two (2) year term).

*Matt Nederveld

to fill one (1) Surveyor vacancy on the Remonumentation Committee beginning January 1, 2012 and ending December 31, 2013 (two (2) year term).

*Ryan Cotton

to fill one (1) Supervisor/Assessor vacancy on the Remonumentation Committee beginning January 1, 2012 and ending December 31, 2013 (two (2) year term).

*Randal Cope

to fill one (1) War Veteran vacancy on the Veterans Affairs Committee beginning January 1, 2012 and ending December 31, 2015 (four (4) year term).

*Randall Boss

*Richard Sibley Jr.

*James Holtrop

*Claudia Berry

*Ervin (Skip) Keeter

*Carla Wallis

to fill six (6) Business Sector vacancies on the Workforce Development Board beginning January 1, 2012 and ending December 31, 2014 (three (3) year term).

*David Miller

to fill one (1) Community Based vacancy on the Workforce Development Board beginning January 1, 2012 and ending December 31, 2014 (three (3) year term).

*Eric Packer

to fill one (1) Education Sector vacancy on the Workforce Development Board beginning January 1, 2012 and ending December 31, 2014 (three (3) year term).

*Doug Kamphuis

to fill one (1) MI Dept of Corrections/MPRI vacancy on the Workforce Development Board beginning January 1, 2012 and ending December 31, 2014 (three (3) year term).

*Luke Meerman

to fill one (1) Agricultural Member vacancy on the Agricultural Preservation Board beginning January 1, 2012 and ending December 31, 2014 (three (3) year term).

*Dennis Van Dam

to fill one (1) Real Estate/Land Development vacancy on the Agricultural Preservation Board beginning January 1, 2012 and ending December 31, 2014 (three (3) year term).

*Leroy Dell

to fill one (1) vacancy on the Building Authority beginning January 1, 2012 and ending December 31, 2014 (three (3) year term).

*Gary Barton

to fill one (1) Business Community vacancy on the Community Corrections Advisory Board beginning January 1, 2012 and ending December 31, 2013 (two (2) year term).

*Matthew Messer

to fill one (1) Chief of Police vacancy on the Community Corrections Advisory Board beginning January 1, 2012 and ending December 31, 2013 (two (2) year term).

*Heath White

to fill one (1) MDOC vacancy on the Community Corrections Advisory Board beginning January 1, 2012 and ending December 31, 2013 (two (2) year term).

*Glenn Nykamp

to fill one (1) Township Representative vacancy on the Land Bank Authority beginning January 1, 2012 and ending December 31, 2017 (six (6) year term).

*Jeff Smalla

to fill one (1) Public Sector vacancy on the Community Action Agency Advisory Board beginning January 1, 2012 and ending December 31, 2014 (three (3) year term).

*Field Reichardt

to fill one (1) vacancy on the Ottawa County Officers' Compensation Commission beginning January 1, 2012 and ending December 31, 2015 (four (4) year term).

*Robert Huff

to fill one (1) vacancy on the Ottawa County Officers' Compensation Commission beginning January 1, 2012 and ending December 31, 2015 (four (4) year term).

*Mark Kleist

to fill one (1) vacancy on the Ottawa County Officers' Compensation Commission beginning January 1, 2012 and ending December 31, 2015 (two (2) year term).

*Joan Epperson

to fill one (1) vacancy on the Comprehensive Economic Development Corporation Strategy Committee beginning January 1, 2012 and ending December 31, 2012 (one (1) year term).

*Doug Zylstra

to fill one (1) vacancy on the West Michigan Regional Planning Commission beginning January 1, 2012 and ending December 31, 2012 (one (1) year term).

The motion passed.

Discussion Items

1. Report of the County Administrator Review Committee/Approval of the County Administrator Contract January 1, 2013 through December 31, 2015.

Chair Kuyers thanked Mr. Vanderberg for his excellent service to Ottawa County.

B/C 11-303 Mr. Kuyers moved to approve the County Administrator's contract beginning January 1, 2013 through December 31, 2015. The motion passed as shown by the following votes: Yeas: Messrs. Holtvluwer, Holtrop, Rycenga, Disselkoen, Visser, Karsten, DeJong, Kuyers. (8)

The County Administrator's report was presented. He thanked the Board for their positive review and said it was an honor to serve.

Several Commissioners commented on meetings attended and future meetings to be held.

B/C 11-304 Mr. Disselkoen moved to adjourn at 1:45 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